



OCD use:  
CIP project # \_\_\_\_\_

# 2023-2028 CIP PROJECT REQUEST FORM

1. **DEPARTMENT:** \_\_\_\_\_
2. **DATE REQUEST PREPARED:** \_\_\_\_\_
3. **ITEM/PROJECT NAME:** \_\_\_\_\_
4. **REQUEST PREPARED BY:** \_\_\_\_\_
5. **DEPT PRIORITY: # OF PROJECTS:** \_\_\_\_\_

6. **ITEM / PROJECT DESCRIPTION** (Provide complete description and attach additional explanatory materials if more than space allows)

7. **IS THE ITEM/PROJECT IDENTIFIED IN A LONG RANGE PLAN OR PROGRAM?** YES  NO   
(Examples: Milford Master Plan; departmental work program (s); facilities plans; equipment/vehicle replacement plan, etc.)

Plan or document reference (attach supporting materials):

8. **ITEM / PROJECT RATIONALE:** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Improves the quality of life for residents.                  | <input type="checkbox"/> Results in cost savings.  |
| <input type="checkbox"/> Benefits residents and/or businesses or a segment thereof.   | <input type="checkbox"/> Supports job creation and development                                       |
| <input type="checkbox"/> Addresses an emergency or public safety need.                | <input type="checkbox"/> Increases tax base.   |
| <input type="checkbox"/> Increases the delivery of social services.                   | <input type="checkbox"/> Identified in a long-range plan or program, including the town master plan. |
| <input type="checkbox"/> Corrects a deficiency in operations, facility, or equipment. | <input type="checkbox"/> Non-property tax revenue and fees offset a portion of costs.                |
| <input type="checkbox"/> Provides capacity needed for anticipated or planned growth.  | <input type="checkbox"/> Matching funds are available for a limited time.                            |
| <input type="checkbox"/> Other _____  |  |

**9. ITEM / PROJECT JUSTIFICATION NARRATIVE:**

(Explain urgency, timing, need, etc. Be brief yet complete and attach additional documentation if more than what space allows)

**10. ESTIMATED USEFUL LIFE (Years):** \_\_\_\_\_

**11. YEAR REQUIRED:** \_\_\_\_\_

**12. HAS THE ITEM/PROJECT BEEN INCLUDED IN PRIOR CIP'S?** YES  NO

**13. IF YES, WHAT YEAR WAS PROJECT FIRST INCLUDED IN THE CIP?** \_\_\_\_\_

**14. COST ESTIMATE:** \$ \_\_\_\_\_

**15. CAPITAL COSTS: (If known)**

Dollar Amount (in current \$)	
	Planning/feasibility analysis
	Professional services
	Real estate acquisition
	Site preparation
	Construction
	Furnishings & equipment
	Vehicles & capital equipment
	Capital Reserve fund
	Other
	<b>Total Project Cost</b>

**16. IMPACT ON OPERATING & MAINTENANCE:**

- Costs or Personnel Needs
- Add personnel
- Reduce personnel
- Increased O & M costs
- Decreased O & M costs

Explain: \_\_\_\_\_  
\_\_\_\_\_

Dollar cost of annual impacts if known: (+)\$ \_\_\_\_\_ or (-)\$ \_\_\_\_\_

**17. SOURCES OF FUNDING:**

<b>Funding Source</b>	<b>Dollar Amount (in current \$)</b>	<b>Describe Source (for grants/loans/special assessments/other)</b>
Grant		
Loan		
Donation/Bequest/Private		
User Fees & Charges		
Capital reserve withdrawal		
Impact fee account		
Current revenue		
General obligation bond		
Revenue bond		
Special Assessment		
Other source		
Other source		
Project cost		
Minus revenue		
<b>Total Project cost</b>		

**18. ANTICIPATED ITEMS/PROJECTS YOUR DEPARTMENT IS PROJECTING AFTER 2028**

(List and provide brief description and attach additional documentation if more than space allows)

CIP CITIZENS' ADVISORY NOTES:



# Town of Milford

POLICE DEPARTMENT

19 Garden Street  
Milford, NH 03055  
603-249-0630

**Michael J. Viola**  
Chief of Police



To: Lincoln Daley, Community Development Director  
From: Chief Michael J. Viola  
Date: July 27, 2022  
Ref: CIP Project Request – Item #6

The scope of this project will bring redundancy to the Crown Castle cell tower site to improve and complete a three-site emergency radio communication system. For several years Milford has been told that a new monopole cell site would be erected on Federal Hill by the State of NH in partnership with US Cellular. This project will require removing all radio equipment from the current fire watch tower. This type of upgrade project has been discussed for years which has resulted in a delay to improve our current emergency radio equipment and placement on the new monopole.

Currently only Milford Fire radio equipment is located on the watch tower and inside the cabin. This equipment has been located at the Federal Hill site for the past nineteen years. MACC Base also has radio equipment on this site to dispatch for Milford Fire and the Town of Mont Vernon Fire Department.

2-Way Communications supports the Town of Milford's plan to use the new monopole. They have worked with U.S. Cellular, and the State of NH representing the needs of Milford and MACC Base. 2-Way Communications has designed space on the new monopole and the ground area, with a projected cost.

The Town recently added equipment on the Crown Castle Cell Tower in the western part of Milford and are looking to enhance coverage on the east end of town to include coverage for the Ambulance Department that travels to Nashua and Manchester area hospitals. The upgraded Federal Hill site will meet the town's current and future needs for radio communication.

The Town of Milford and MACC Base need this cell site upgrade to improve our emergency radio infrastructure. By having this project move forward we would increase from just the Milford Fire Department's radio equipment to all the Town of Milford's Emergency Services. By expanding to all of the departments, this cell site could deliver clear radio communications throughout the town thereby enhancing the safety of our community and those who serve the Town.