

**Town of Milford**  
**CAPITAL IMPROVEMENT ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**October 4, 2023**

**Present:** Peter Basiliere, Chair, Planning Board Representative  
Patricia Kenyon, Secretary, CIP Member  
Bill Cooper, Facilities Coordinator, School District Representative  
Dana Dahl, CIP Member  
Kathy Parenti, Library Trustee Representative  
Michael Thornton, CIP Member  
John Andruszkiewicz, CIP Member  
Susan Smith, Planning Board Representative  
Paul Bartolomucci, CIP Member  
Terrence Dolan, Community Development Director

**Recording Clerk:** Jane Hesketh, Community Development

**Meeting Agenda**

1. Call to Order
2. Review and Approval of Mtg. Minutes: 09/06/23 Mtg., 09/13/23 Mtg. & 09/20/23 Mtg.
3. Discussion:
  - Capital Reserve Warrant Article inclusion
  - Staff Voting on CIP-related items
  - Rating the town and school projects (continued)
  - Review of the draft Tax Impact spreadsheet with 2024-2029 projects added
  - Discussion of overall ratings and initial ranking of projects
  - Review of the remaining meeting schedule and what is due when
4. Upcoming Meetings: 10/11/23
5. Other Business
6. Adjournment

**Call to Order**

Peter Basiliere called the meeting to order. He started with an introduction of the members and all were present.

Chair started by saying the review of meeting minutes will be done at the end of the meeting. He then moved on to the Committee Discussion items.

**Committee Discussion**

**CAPITAL RESERVE WARRANT ARTICLE INCLUSION**

P. Basiliere stated he received information from Town Administrator Lincoln Daley. This information addressed the questions about Capital Reserve money being a Warrant Article that is part of the CIP review for inclusion into the tax rate. He in turn sent an email to all the committee members with the advice from Lincoln Daley. Chair asked committee members about their views on this advice.

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5 **CAPITAL RESERVE WARRANT ARTICLE INCLUSION**

6  
7 Susan Smith and Patricia Kenyon both feel the same in regards to this advice; while it is subjective, it  
8 does not lean one way or the other but it does appear this should be done in order to be cautious.  
9

10 P. Basiliere stated his interpretation of the advice given; the Capital Reserve as a warrant article for  
11 setting aside \$75,000 or more for a future purchase is not something that is covered by the CIP rating and  
12 ranking but should be included in the tax report. In the CIP report, state we encourage the Town to use  
13 those tools; the Capital Reserve which would raise money to mitigate the impact of a large purchase.

14 P. Basiliere asked the committee if they were in agreement and they acknowledged they were. Therefore,  
15 Capital Reserve will not be included as a project to rank but the report for the BOS will provide  
16 information for the BOS on how to utilize Capital Reserve funds.  
17

18 **STAFF VOTING ON CIP-RELATED ITEMS**

19  
20 Terrence Dolan: he stated his view on this by saying he has knowledge of numerous town activities and does not  
21 want the CIP board to be swayed by his opinions but to have an open and honest discussion regarding the town  
22 projects; in addition, he is not a resident of the town. T. Dolan went on to explain his position on not voting on CIP  
23 related items. The committee debated/discussed this; the main point was about the perspective and views the staff  
24 has on other projects in the town which could help with evaluating CIP projects. An example was presented by Bill  
25 Cooper who represents the School District and his role in that department.  
26

27 Susan Smith asked, can T. Dolan contribute knowledge of projects in front of the CIP. P. Basiliere stated he can and  
28 it would be beneficial for him to be involved with providing information since he is in touch with the Departments  
29 on a regular basis; his insight will take into account the whole picture of the project request. P. Basiliere: the staff  
30 will not be part of the ranking. P. Basiliere: should Bill Cooper's position be looked at in terms of the School  
31 District project. The committee discussed the point and noted he represents the School District on the committee; the  
32 feeling was B. Cooper should continue to rank the projects. T. Dolan, as a staff member, will not vote.  
33

34 **NEW PROJECT (PARKING)**

35  
36 Prior to a rating the School District projects, Terrey Dolan, Director of Community Development presented a new  
37 project to the committee; he was just given the project prior to the meeting so this did not appear on the agenda.  
38

39 The project involves the town owned property that was once a Texaco Gas Station. It has been proposed this land be  
40 converted into much needed municipal parking spaces. Along with this land, there is another piece of land that abuts  
41 this property that can be included in the conversion.  
42

43 It was noted, and asked about, the late submission for this project from Town Administration because this project  
44 has been in consideration for some time by the BOS and the Administration. The process of project presentations  
45 has past and the ranking of projects is now moving forward; this will hold up the CIP final report. Chair noted if the  
46 BOS is going to put this onto a Warrant Article regardless of the CIP ranking, he feels the CIP should at least have  
47 an opinion on it.  
48

49 Chris Labonte, Select Board, was present and stated he was commenting based on his perspective as a resident. He  
50 went on to point out that from a financial standpoint additional parking will be provided with the Library projects  
51 that are approved and funded. The conversion of the Texaco Gas Station will not be the only option for parking in  
52 the Oval.  
53

54 M. Thornton asked if it was known how many residents would prefer parking in front of the stores. In addition, it  
55 was brought up the conversion would replace the parking spaces that will be eliminated when the Oval parking  
56 spaces are redone.  
57

58 Paul Dargie, Select Board, was present and stepped up to the microphone to state his feelings on the proposed  
59 project. He stated he is in favor of the conversion of the Texaco Gas Station which it appears, Chris Labonte is not.

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5 **NEW PROJECT (PARKING)**

6  
7 Paul Dargie went on to say he is not sure where the project is going, or how the other Select Board Members feel  
8 about the project. Even so, he stated, there is a good chance it will be on the Warrant and he would like an opinion  
9 from the CIP. Chair thanked Mr. Dargie for his comments.

10  
11 Bill Cooper to Terrey Dolan: is there a reason why this project is late. T. Dolan said he will have to refer this to the  
12 Town Administrator. T. Dolan: speculation only could be the DPW Director was able to find a contractor that  
13 provided a good opportunity because they may want the scrap material which makes it timely.

14  
15 Chair Basiliere asked for a vote from the committee about including this project with the other 2024 projects for  
16 ranking. The vote was 5 in favor and 4 against. The project will be added to the CIP list for ranking.

17  
18 Dana Dahl asked if there would be a presentation or if the written request was all that would be provided. T. Dolan  
19 noted for this meeting that was it, but Chair noted for the next meeting someone could be present.

20  
21 T. Dolan went on to inform the committee that the Town Engineer has been working on schematic drawings of the  
22 parking area. The figure of approximately \$236,000 is what is estimated and there will be no additional curb cuts;  
23 existing curb cuts will be used.

24  
25 Paul Bartolomucci to Terrey Dolan: is there a firm commitment on the demolition of the building (something in  
26 writing) and have 3 bids been obtained. T. Dolan: no, not yet; Administration is currently working on this. Susan  
27 Smith: therefore, while no contractor was willing to do this project, there is a contractor now. T. Dolan: yes that's a  
28 possibility. Susan Smith: town is trying to seize the opportunity. T. Dolan: yes. P. Bartolomucci: is there a charge  
29 for the EV Stations and is there a potential for income. T. Dolan: there is a potential for income which has not yet  
30 been determined and the goal is to have 3 EB Charging Stations.

31  
32 Committee discussions continued about the demolition and the definite cost for the project. The cost for the canopy  
33 demolition will cost about \$15,000 (T. Dolan noted it was originally 3 times this amount). Paul Bartolomucci  
34 pointed out there appears to be no concrete plan; he then noted other departments were not allowed to present  
35 projects unless every detail was available.

36  
37 Chair stated there should be a representative present to discuss this project with the committee; either the Town  
38 Engineer or the Town Administrator. T. Dolan stated he will invite the Town Engineer to attend the next meeting.  
39 Paul Bartolomucci again emphasized the need to show revenue that would be generated to support the cost for  
40 developing this project; will there be paid parking and who will be responsible to monitor this. The point was raised  
41 about the DPW involvement. T. Dolan said at one point it was in conjunction with the DPW. Paul Bartolomucci  
42 asked who will be overseeing the project; the project manager and what will not get done because of this. T. Dolan:  
43 that would be the DPW Director and the Town Engineer.

44  
45 Chair asked the Committee to take time to rank the project knowing it is not the final figure until there is a meeting  
46 with Town Administration.

47  
48 During the ranking there were discussions. Susan Smith asked what would be the increase in parking spaces with the  
49 Library project; it was stated to be approximately the mid 40's. P. Basiliere stated it would be beneficial to know  
50 what the need is; will 40 be sufficient or insufficient. C. Labonte noted the issue of just how far people would be  
51 willing to walk to the Oval from a parking lot. S. Smith pointed out that there will be charging stations available  
52 which the town does not have. Discussions continued and it was stated there is signage for locating parking lots.  
53 P. Bartolomucci asked about the Parking Committee or if there is a Town Plan for parking. Currently there is no  
54 committee and no plan.

55  
56 Chair moved ahead to recording each members ranking for this project onto the COMMITTEE EVALUATION  
57 SPREAD SHEET, and informed the committee again that there figures can be changed after a presentation is made  
58 on the project.

59  
60 After ranking projects, discussions began about the criteria.

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5 **NEW PROJECT (PARKING)**

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7 Criteria f: identified in a long-range plan or program. It was agreed this is not part of a long-range plan at this time.

8  
9 There were continued comments concerning the late submission of the project, the lack of information, the need to  
10 follow protocol that was followed for the other projects, and not being part of any current long range plan.

11  
12 T. Dolan informed the committee about the Public Meetings held earlier this year to address parking and  
13 transportation. He continued by explaining the meetings and forums were held for this purpose. In addition, he  
14 talked about the existing parking spaces in the Oval that are not ADA compliant, not large enough and some go over  
15 cross walks when a car backs out. He emphasized that in the forums, the number one item that residents were  
16 seriously concerned about is the parking. T. Dolan continued by saying there is no space available for a parking  
17 garage so the alternative is to create parking lots.

18  
19 There were continued discussions about the need for increased parking at this time.

20  
21 Chair Basiliere stated unless there was more to add, the meeting would move ahead to the next agenda item. At next  
22 week's meeting there would be more information available for this project.

23  
24  
25 **RATING THE TOWN AND SCHOOL PROJECTS**

26  
27 **Bales School**

28  
29 **127 Elm Street Demolition**

30  
31 **CTE Program**

32  
33 Terrey Dolan brought up the cost figure of \$58,000,000 for the CTE Program which it appears may not be entirely  
34 accurate; this should be cleared up in view of an email he saw from the Superintendent about the outside funds.

35  
36 Patricia Kenyon had the original project request form. This form shows \$28.5 million in grant funds and \$30.4  
37 million from an SAU Bond (pending a Warrant Article) with a total cost of \$58.9 million. Bill Cooper noted the  
38 money will be ear marked at the State level for this project should it pass the vote.

39  
40  
41 The ranking of the projects was started for the remaining unranked project requests: **127 Elm Street Demolition**  
42 **and CTE Program**. Each member provided their figures for the COMMITTEE EVALUATION SPREAD SHEET for  
43 these projects. In addition, changes were made for other projects; updates were made to figures on the spread sheet  
44 that were noted as not being completely accurate or had changed since the spread sheet was first created. This  
45 process continued with Chair making updates to the spread sheet that was displayed on the overhead screen.

46  
47 **DISCUSSION OF OVERALL RATINGS AND INITIAL RANKING OF PROJECTS**

48  
49 After the ranking process was complete, P. Basiliere cited the displayed COMMITTEE EVALUATION SPREAD  
50 SHEET. He noted the Urgency Classification Average and the Committee Evaluation Average. If only the Urgency  
51 Classification was referenced, the top 3 projects are: Booster Station Repair, DPW Truck, and Town Hall Repair and  
52 Maintenance with the CTE Program ranking very close to the Town Hall Repair. Chair noted the distinct disparity in  
53 the Committee Evaluation rankings for these 3 projects.

54  
55 Discussion began regarding the CTE Program, being so close in the scoring for Urgency, and the Committee  
56 Evaluation rankings. The topic was addressed; should the CTE Program go 3<sup>rd</sup> since there were no distinct  
57 disparities with the Committee Evaluation rankings for this project. It was also discussed if the Committee  
58 Evaluation Average should be considered before the Urgency Classification Average. P. Basiliere pointed out to the  
59 committee that this is not the final decision because the tax rate impact has not yet been rated.

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4 **DISCUSSION OF OVERALL RATINGS AND INITIAL RANKING OF PROJECTS**

5  
6 Using the Committee Evaluation Average, Chair Basiliere recalculated the standings for the projects and these  
7 projects were the top 3: Booster Station Repair, CTE Program, and Bales School. Discussions ensued regarding this  
8 recalculation and other projects not rated in the top spots. One of the projects brought up was the 127 Elm Street  
9 Demolition which ranked lowest. The pros and cons were discussed about this demolition. Also brought up was the  
10 necessity for the DPW Truck and the Town Hall Repair and Maintenance; these topic's pros and cons were  
11 discussed.  
12

13 The Chair reviewed the rankings by the committee members for the Urgency Classification for some of the projects;  
14 specifically the 127 Elm Street Demolition. The ranking for members, in view of the definitions for each rank of  
15 1-6, was debated. As a result, some of the members did change their original Urgency Classification ranking for the  
16 demolition. A number of members feel there are more important projects the town needs to address at this time.  
17

18 After making the updates, Chair recalculated the standings based on the Urgency Classification Average. The  
19 changes did not affect the scoring that much. The highest scores were for: Booster Pump Station, CTE Program,  
20 Bales School, Town Road Repairs and the DPW Truck.  
21

22 From this point, the Chair noted the Tax Rate Impact Spread sheet will be developed by Terrey Dolan in conjunction  
23 with Lincoln Daley, Town Administrator. This spread sheet will include all of the projects that were ranked by the  
24 committee. After that, with all the figures will be looked at for costs, bonds, income, funding, etc. this will change  
25 the priorities and provide the BOS with the information they will need to make a decision.  
26

27 Chris Labonte came forward to question the use of the Capital Reserve for town building repairs; could this be used  
28 for the Town Hall Repairs. The tax payers fund this primarily. The topic was addressed. The committee noted the  
29 project should be looked at in pieces with the HVAC replacement being first. This changed the figures for the Town  
30 Hall Project. There is \$425,000 available which is the money that is remaining from the 2019 Warrant Article; this  
31 money can be used towards this. The Warrant Article was for \$440,000. This changes the cost for the Town Hall  
32 HVAC.  
33

34 Chair noted there are no warrants; what the CIP will be recommending is those projects that should be on the 2024  
35 Warrant.  
36

37 Chair Basiliere stated other than a review of the minutes there was nothing further to discuss. He addressed the  
38 committee saying he will distribute the most recent updated COMMITTEE EVALUATION SPREAD SHEET and  
39 asked for them to carefully review the figures.  
40

41 Terrey Dolan stated he will talk with the Town Engineer about a presentation at the next meeting for the Parking  
42 Project.  
43

44 **Review and approval of mtg. Minutes**

45  
46 Meeting minutes will be available for the next meeting; 9/20/23, 9/27/23, 10/4/23. Minutes for 9/20/23 were on hold  
47 waiting for the video to be available. Minutes from 9/6/23 and 9/13/23 are available but the committee did not  
48 receive them until this meeting. The committee decided to wait for the next meeting to review all the available  
49 minutes.  
50

51 **Upcoming meeting: 10/11/2023**

52  
53 **Other business**

54  
55 P. Basiliere asked about the DPW Project for the Nashua Street Culvert which was brought up at the latest Planning  
56 Board Meeting. P. Basiliere to T. Dolan: will this be a project that is more than \$75,000. T. Dolan: yes it will be  
57 more than \$75,000; he explained some of the details. P. Basiliere stated he feels this should be a project for the CIP  
58 to be listed as a project on the horizon and not for 2024. T. Dolan if this has to be done right away the money will be  
59 found somewhere. T. Dolan feels this entire basin needs to be inspected. T. Dolan also mentioned a problem with  
60 the railroad grade.

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5  
6 **Other business**  
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8 P. Basiliere: we need to get from the DPW a project request, not necessarily for 2024, but to be in the CIP Report as  
9 a project that could be in the near future. This project will not be ranked for 2024 but seen as a project that needs to  
10 get done.  
11

12 P. Bartolomucci: Could the culvert be included as part of the Bridge Repair since larger culverts can be included as  
13 such. This was acknowledged.  
14

15 T. Dolan: Tax Impact Spread Sheet will be available for the next meeting.  
16

17 Chair informed the committee on the CIP Report Presentation process and everyone is welcome to attend:  
18 Planning Board, then BOS, then Planning Board  
19

20 Terrey Dolan provided the following information:  
21 Tuesday, 11/7 Planning Board Work Session presentation CIP Report Draft  
22 Monday, 11/13 BOS presentation  
23 Tuesday, 11/21 Planning Board – 1<sup>st</sup> Formal Public Meeting  
24 Tuesday, 12/5 Planning Board – 2<sup>nd</sup> Formal Public Meeting (Final Meeting)  
25

26 P. Basiliere provided the following information:  
27 10/11, 10/18, 10/25 and 11/1 are the remaining CIP Meetings.  
28

29 If the Tax Impact Spread Sheet is not available for 10/11, Chair stated there really makes no sense to have a meeting  
30 on 10/11.  
31

32 P. Bartolomucci:  
33 Saturday, 11/18 Budget Advisory Committee Meeting  
34

35 P. Basiliere to T. Dolan: reserve the BOS Meeting Room for the upcoming CIP Meetings. T. Dolan said if he cannot  
36 get the room he would prefer to go to the Police Department or the Fire Department.  
37

38  
39 **Adjournment**  
40

41 Chair Basiliere made a motion to adjourn and all were in favor. Meeting adjourned at 8:24 p.m.