



Citizens' Advisory Committee
for the
Capital Improvements Plan

MEETING MINUTES

Wednesday, June 4, 2014 6:30 PM
Board of Selectmen's Meeting Room

Members present: Paul Dargie, Matt Lydon, Tim Finan, Judy Plant, Gil Archambault, Rose Evans; and Janet Langdell, Planning Board Chairperson

Members Excused: Joe O'Neil, Steve Duncanson

AGENDA

1. Introductions of Committee Members
2. Determination of Chair and Secretary
3. Review of Charge, Role of Committee and Approach for this Update
4. Meeting with the Board of Selectmen for Preliminary Input (upcoming dates for BOS: June 9th and June 23)
5. Review of 2014-2019 Capital Improvements Plan
6. Distribution of Department Project Requests
7. Schedule next meeting and department head presentations
8. Other business

Introductions: Langdell welcomed the group and thanked them on behalf of the Planning Board for volunteering once again to serve on the Citizens' Advisory Committee for the 2015-2020 Capital Improvements Plan.

Determination of Chair and Secretary: After members discussed their availability to serve as chairperson and vice-chairperson, Langdell called for nominations - Archambault moved to nominate Paul Dargie as chairperson, Lydon seconded the motion, no further discussion, vote was unanimous. Finan moved to nominate Joe O'Neil as vice-chairperson, Dargie seconded, no further discussion, vote was unanimous. The group decided that they would like staff to record minutes so that all volunteers can fully participate in the presentations and discussions. Plant wondered if it would be advisable to solicit additional volunteers since two members have said that they will be absent for some of the meetings. Discussion ensued – agreement that the sessions should be televised thus they can be available online for review by members unable to attend, principle discussion and decision making occurs during the final meetings; difficulty getting volunteers for even short duration committees. Evans brought up the option of members Skyping into a meeting if needed due to extenuating circumstances which has been done at the BOS.

Review of Charge, Role of Committee and Approach for this Update: Charge and role reviewed. While information from the BOS on their insights into the projects presented to the CAC and on other projects impacting the budget should be sought, general consensus that the CIP report should come from a citizens' perspective as reflected by the committee. Discussion around the increased challenge this year with placement and prioritization of projects. Dargie will follow-up with Jack Sheehy and Bill Parker re: Evans' suggestion about doing a comparative municipal debt analysis to see where Milford falls in comparison to similar and other NH communities.

Meeting with the Board of Selectmen for Preliminary Input: Per Bill Parker's email the upcoming dates for BOS meetings are June 9th and June 23. Committee feels a June meeting with BOS would be too soon. Would prefer a meeting possibly in July but after the Town Hall Improvements plan and Selectmen Putnam's phasing plan have been reviewed by the BOS.

Review of 2014-2019 Capital Improvements Plan: Group agreed the prioritization of coming year projects was helpful and effective.

Distribution of Department Project Requests: Hard copies of the 2014-2019 CIP report and the current year department projects requests were distributed. Copies for Joe and Steve will be in the Community Development Office.

Schedule next meeting and department head presentations: Per email from Bill Parker, the Selectmen's meeting room has been reserved for the dates in the email below:

- Wednesday, June 18th
- Wednesday, July 2nd
- Wednesday, July 16th
- Wednesday, July 30th
- Wednesday, August 6th
- Wednesday, August 20th

Meeting dates noted without objection. Group would like to have any new projects presented early in the schedule in case more information and/or a second meeting are needed. Also would like to hear presentations of projects requesting 2015 warrant dates as soon as possible. Otherwise will leave scheduling up to staff.

Note: Lydon not available on 7/16; O'Neil not available for first three meetings.

Other business: None brought forward.

Motion to adjourn made by Lydon, seconded by Evans, no discussion, vote unanimous.

Respectfully submitted by Janet Langdell. Approved by unanimous vote with minor edits.