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Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
APPROVED MEETING MINUTES
Town Hall Banquet Room, 3rd floor
Wednesday, June 11, 2025 – 6:00 pm
Zoom <https://us02web.zoom.us/j/81853278509> Meeting ID: 818 5327 8509

Members Present: Paul Bartolomucci, Recreation Commission
Noah Boudreault, Resident
Dana Dahl, Resident
Justin Demontigny, Planning Board
Rich Elliott, Zoning Board of Adjustment
Karen Mitchell, Budget Advisory Committee, CIP Chair
Kathy Parenti, Library Trustee
Mike Thornton, Zoning Board of Adjustment

Non- Members

Present: Scott Kimball, Resident
Chris Labonte, Select Board Representative

Staff Present: Caroline Cavaliere, Finance Department
Camille Pattison, Director Community Development

Staff Not Present: Jane Hesketh, Recording Secretary Community Development

Meeting Agenda

1. Welcome and Overview

2. Initial Project Ranking Discussion

3. Follow Up Items

4. Next Steps

5. Other Business

Next Meeting – June 25 at 6:00 pm - Town Hall Select Board Meeting Room

1 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE**
2 **MEETING MINUTES, JUNE 11, 2025**

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5 **Call to Order**

6 Chair Karen Mitchell opened the meeting at 6:03 pm.
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9 **1. Welcome and Overview**

10 Chair began the meeting by introducing herself then had each member present introduce themselves.
11
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13 **2. Initial Project Ranking Discussion**

14 Chair asked if the members had completed ranking sheets for the 2026 projects; not everyone had them
15 completed. Even so, the meeting would proceed by discussing the rankings as a group. All scores need to
16 be submitted to staff by Tuesday/Wednesday, June 24/25.

17 Camille Pattison gave a brief overview of how the process went last year and Caroline Cavalieri presented
18 an overview of the financial tables' process.
19
20

21 **Project Evaluation Criteria (items a thru l):**

22 Each project was discussed for the Evaluation Criteria members assigned to a project. Some changes were
23 made by members based on the discussions. Items discussed that were of specific concern to a project are
24 listed with the project names that follow under **Project Evaluation Criteria**.
25
26

27 **PUBLIC WORKS – Leo Lessard, Director**

28
29 **Town Hall Repair and Maintenance Program - Roof**

30 Year Required: 2026

31 Project Cost Estimate: \$667,840.80
32

33 **Ranking Discussion:**

34 **Project Urgency Classification**

35 There were no rankings less than 3 therefore, rankings were in the 4-6 range with these
36 results: 1 at 4; 2 at 5 and 5 at 6. Ranking of 4 was given since it is felt this is not an
37 emergency vs other opinions centered around the fact that this has been a project on the CIP
38 since 2021.

39 **Project Evaluation Criteria**

- 40
- 41 • Cited was the fact that the Town Hall is not just used for the first-floor offices; there
42 are a number of events and activities that happen in the building.
 - 43 • This would make for a better working environment.
 - 44 • Can we determine how much has been spent on repairs over the last five years?
 - 45 • Matching Funds is not part of the Capital Reserve
 - 46 • Discrepancy on item g discussed; emergency vs public safety.
 - 47 • Get a summary of roof repair costs over the last 5 years.
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1 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE**
2 **MEETING MINUTES, JUNE 11, 2025**

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5 **2. Initial Project Ranking Discussion**

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8 **PUBLIC WORKS – Leo Lessard, Director**

9
10 **Milford Swing Bridge Rehabilitation**

11 Year Required: 2026 (changed from 2027)

12 Project Cost Estimate: \$1,454,355 less \$895,084 80% State Funds,
13 \$335,500 100% NHDOT and ROW and Engineering; **Total** \$126,814 (updated to
14 \$223,771 to reflect increase in costs for construction in 2027).

15
16 **Ranking Discussion:**

17 **Project Urgency Classification**

- 18 • NH DOT has made it clear that this funding will expire at some point (80/20 split).
- 19 • Construction is slated for FY 2028
- 20 • Put the project out for the Town Meeting in 2026 in case the project advances.
- 21 • Ask Leo Lessard when the last safety inspection occurred on the Swing Bridge.
- 22 • There were no Urgency Classifications less than a 3 from the members.

23 **Project Evaluation Criteria**

- 24 • The bridge is used by residents but there was a feeling it does not benefit a large
25 number of residents.
- 26 • Items d and e were discussed at length in regards to funding

27
28 **Truck, 58K GVW (Replace 2005 Sterling Vehicle)**

29 Year Required: 2026

30 Project Cost Estimate: \$317,000

31 **Ranking Discussion:**

32 **Project Urgency Classification**

- 33 • There were no Urgency Classifications less than a 3 from the members; either 4's or
34 5's.
- 35 • Determine what projects can be done more efficiently with a 10-wheeler vs a
36 6-wheeler; ask Leo Lessard.
- 37 • 6-wheeler does require more trips back to the yard for refilling of salt
- 38 • Lengthy discussions regarding benefits of a 10-wheeler vs a 6-wheeler.
- 39 • Cost for repairs of the existing truck
- 40 • Project has been put off for the past 2 years; truck is 20 years old.

41 **Project Evaluation Criteria**

- 42 • Cited was that road conditions will be better in the winter months
- 43 • Fuel savings with less trips back and forth to the DPW yard

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3
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5 **2. Initial Project Ranking Discussion**

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8 **FIRE – Chief Flaherty**

9 **Replace Forestry Fire Truck**

10 Year Required: 2026

11 Project Cost Estimate: \$222,500

12 **Ranking Discussion:**

13 **Project Urgency Classification**

- 14
- 15 • Pros and cons of having a manual transmission
 - 16 • More 3's than 5's given for a ranking
 - 17 • Discussions centered around how often this truck is actually used but when it is needed the importance is there.
 - 18 • New truck will be able to carry more water to the woods.
 - 19 • Current truck is a 1999; very old.

20 **Project Evaluation Criteria**

- 21
- 22 • Can be used for any fire but it is the only truck designed to go through the woods
 - 23 • Older vehicle could be rehabilitated and augmented but manual transmission is limiting.
 - 24 • Increases the delivery of Social Services (item i) had a number of differences in the rankings and was discussed at length.
- 25
26

27 **SCHOOLS – Christi Michaud, Superintendent; Samantha Belcourt, Director Applied Technology**
28 **Milford Career Technical Education**

29 Year Required: 2026

30 Project Cost Estimate: \$13,528,155 less \$9,896,050 State Funding; **Total approximately**
31 **\$3,632,105 Bond** (Adjusted to \$4.3 million with a 6-7% increase each year the project is pushed
32 back).

33 **Ranking Discussion:**

34 **Project Urgency Classification**

- 35
- 36 • Mostly 5's and 6's given for a ranking

36 **Project Evaluation Criteria**

- 37
- 38 • Funding discussed in regards to the funds from the state
 - 39 • Operating Budget discussed
 - 40 • Equipment is old and outdated

41 **LIBRARY – Kathryn Parenti, Trustee Chair**

42 **New Restrooms – Lower Level**

43 Year Required: 2026 (changed from 2027)

44 Project Cost: \$275,000 less Capital Reserve Funds \$25,000; **Total \$250,000.**

45 **Ranking Discussion:**

46 **Project Urgency Classification**

- 47
- 48 • Mostly 5's and 6's given for a ranking

48 **Project Evaluation Criteria**

- 49
- 50 • Disability access on first floor is difficult
 - 51 • No matching funds available; there is Capital Reserve
 - 52 • Library is a heating and cooling station but not an emergency shelter

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5 **2. Initial Project Ranking Discussion**

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8 **WATER – Jim Pouliot, Director**
9 **North End AC Main Replacement Valhalla and Ridgefield**

10 Year Required: 2026
11 Project Cost: TBD
12 This project will be reviewed at the next meeting.

13
14 **COMMUNITY DEVELOPMENT – Camille Pattison, Director**
15 **168 South Street – Municipal Parking Lot**

16 Year Required: 2026
17 Project Cost Estimate: \$265,000

18 **Ranking Discussion:**

19 **Project Urgency Classification**

- 20
- 21 • Rankings ranged from 1 to 5
 - 22 • Possible grant program will solicit project submittals for EV Chargers.
 - 23 • Project includes paving, sidewalks along Clinton Street, lot lighting and EV Charger prep work.
 - 24 • Site has been surveyed and no knowledge of issues with the railroad.

25 **Project Evaluation Criteria**

- 26
- 27 • Creates a deficiency in that there are not enough parking spaces now; lot can be used as it is for now
 - 28 • It does provide for anticipated growth
- 29

30
31 **3. Follow up Items**

32 - All ranking sheets to Camille by 6/24/2025.

33
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35 **4. Next Steps**

36 - Rankings to be finalized at next meeting.
37 - Review the North End Water Main Project.

38
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40 **5. Adjournment**

41 Motion for adjournment. M. Thornton made a motion to adjourn and it was seconded by N. Boudreault.
42 All were in favor.