



TOWN OF MILFORD

OCD use: CIP project # _____
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# 2021-2026 CIP Project Review & Evaluation Form

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1. DEPARTMENT: Community Development Office
  2. DATE REQUEST PREPARED: September 2, 2020
  3. ITEM/PROJECT NAME: Community Center/Senior Center – 127 Elm Street
  4. REQUEST PREPARED BY: Lincoln Daley
  5. DEPT PRIORITY: #3 OF 3 PROJECTS
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Using the following

6. **ITEM / PROJECT DESCRIPTION** (Provide complete description and attach additional explanatory materials if more than space allows)  
In 2020, the Town hired H.L. Turner, a multi-disciplinary consulting firm to conduct and prepare a needs assessment and feasibility study to develop options for a Community and Senior Center through the reuse/renovation of the existing building located at 127 Elm Street or the construction of a new facility on the subject property and Keyes Memorial Park property. The scope included evaluating the current/future recreational and social programming within the Town and collaboration/ partnerships with non-profit, private organizations, and community groups within the Community to determine the footprint and spatial requirements of the Center.

The study is currently ongoing with a completion date in the Spring 2021. As such, it is anticipated that the project would mostly likely extend beyond the current 2021-2026 CIP schedule.

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):

2014 Town Vote Town. The acquisition was approved by a special Town vote on September 9, 2014 and funded by pledged donations and the waiver of back taxes. The purchase of "127 Elm" provides a secondary access to Keyes Memorial Park necessary due to the closure of Keyes Drive during the Fletcher Paint EPA Superfund clean-up project and allows opportunity for expansion and integration of recreational facilities and parking for Keyes Memorial Park.

Chapter 8 of the 2016 Milford Master Plan.

2016 Keyes Memorial Park Advisory Committee Report.

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

- |   |   |
|---|---|
| <input type="checkbox"/> Removes imminent threat to public health or safety     | <input type="checkbox"/> Provides incentive to economic development             |
| <input type="checkbox"/> Alleviates substandard condition or deficiencies       | <input type="checkbox"/> Eligible for matching funds available for limited time |
| <input type="checkbox"/> Responds to federal or state requirements to implement | <input type="checkbox"/> Continuation of existing project                       |
| <input type="checkbox"/> Improves the quality of existing services              | <input type="checkbox"/> Expanded public demand                                 |
| <input type="checkbox"/> Provides added capacity to serve growth                | <input type="checkbox"/> Extends useful life of current facility or equipment   |
| <input type="checkbox"/> Reduces long-term operating costs                      |   |
| <input type="checkbox"/> Other _____  |   |

\* Note *Removes imminent threat to public health or safety* can ONLY be checked if funding requested in 2021.

9. **ITEM / PROJECT JUSTIFICATION NARRATIVE**

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

With the acquisition of the land and the 30,000 square foot former office and manufacturing building at 127 Elm Street in 2014, the Town has continued to develop a strategic plan for the construction of a new community/recreation center building to better meet Milford's current/future recreational needs and social services.

The 2020 needs assessment and feasibility study currently underway will determine the Town's spatial, program, and recreational needs, cost and funding options for a future community/recreation center facility to be constructed on the 127 Elm Street property and Keyes Memorial Park.

10. **ESTIMATED USEFUL LIFE (Years):** 40

11. **YEAR REQUIRED:** TBD

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:** \$ 3,000,000/TBD

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

Dollar Amount (in current \$)	
	Planning/feasibility analysis
TBD	Professional services
0	Real estate acquisition
TBD	Site preparation
TBD	Construction
TBD	Furnishings & equipment
	Vehicles & capital equipment
TBD	Capital Reserve fund
TBD	Other
TBD	<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: Additional personnel associated with recreational and senior programming/administration. Possible additional building maintenance of the new/existing structure.

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

17. **SOURCES OF FUNDING:**

	Dollar Amount (in current \$)	Describe Source (for grants/loans/special assessments/other)
Grant		
Loan		
Donation/Bequest/Private		
User Fees & Charges		
Capital reserve withdrawal		
Impact fee account		
Current revenue		
General obligation bond		
Revenue bond	\$3,000,000	
Special Assessment		
Other source		
Other source		
Project cost		

Minus revenue		
<b>Total Project cost</b>		

**18. ANTICIPATED ITEMS/PROJECTS YOUR DEPARTMENT IS PROJECTING AFTER 2026**

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

None.

Based on demonstrated citizen demand, a community center/senior center is anticipated to be requested within several years. Since the acquisition of the property in 2014, the site and building has been identified as the primary location for said center to improve and expand recreational opportunities and growing the demand for programs/services in Milford.

CIP CITIZENS' ADVISORY NOTES: