

Town of Milford
CAPITAL IMPROVEMENT ADVISORY COMMITTEE
APPROVED MEETING MINUTES
June 5, 2024
Board of Selectman Meeting Room
6:30 pm

From home:

1 646- 558-8656 and enter the Meeting ID: 889 2942 1923 and Password: 414236 or

Via www.zoom.com using the Meeting ID and Password above, or

Via this direct link:

<https://us02web.zoom.us/j/88929421923?pwd=N1BoTUo3a2taT1ZpUXhJVXE4NEhDZz09>

Present in person: Patrick Shea, Chairperson
John Andruszkiewicz, Resident
Noah Boudreault, School Board Representative
Dana Dahl, Resident
Rich Elliott, Zoning Board of Adjustment
Kathy Parenti, Library Trustee Representative
Susan Smith, Planning Board Representative
Mike Thornton, Zoning Board of Adjustment

Staff in person: Camille Pattison, Director, Community Development

Staff Not Present: Jane Hesketh, Recording Secretary, Community Development

Meeting Agenda

1. Fourth Presentation of Requests: Ken Flaherty, Fire Department Chief
2. Fifth Presentation of Requests: Kathy Parenti, Library Trustee
3. Follow up Items
4. Minutes
5. Upcoming Meetings: 6/12/24, 6/19/24; 6/26/24; 7/10/24
6. Adjournment

MINUTES

CAPITAL IMPROVEMENT ADVISORY COMMITTEE, JUNE 5, 2024

Chair Patrick Shea called the meeting to order at 6:30 pm.

1. Fourth Presentation of Requests: Ken Flaherty, Fire Department Chief

Chief Flaherty came forward to make his presentation. With the ability to purchase the Rescue and an Engine, he was able to reduce the fleet by one engine. There are four projects being presented.

Replace Forestry Truck

This was a project submitted in 2023. It is the next in the progression to be replaced. It is the 1999 Ford F250 that has about 80,000 miles. It is still in good condition, however, there is a learning curve due to the fact it is a standard transmission. The new truck will be an automatic transmission with most of the same capabilities.

Susan Smith: recalls this project from 2023 and it was sounding fairly urgent; the year required is shown as 2026; should it be 2025?

K. Flaherty: since the voters just approved 2 new vehicles he feels it best to wait and noted this can wait until 2026; the vehicle is not used daily and only about 6 months out of the year; during the winter it is not used.

Susan Smith: since it does not meet NFPA safety standards, does this affect the Town's insurance?

K. Flaherty: it does not affect the insurance. There was more discussion about "8. Item/Project Rationale" in regards to why each item was checked.

Replace Engine 1

Chief Flaherty explained this is an Engine Tanker that holds a minimum of 1500 gallons of water. This replacement would keep the goal for replacing apparatus every 15 years on target.

K. Parenti asked about the water storage. K. Flaherty explained the gallons and the equipment.

K. Flaherty also explained the tanker truck is dispatched in areas where there are no hydrants; about 30% of the town is not covered by hydrants. There is only one tanker truck, but mutual aid can be dispatched if needed.

D. Dahl asked how long a tanker would last in a fire. Chief Flaherty explained it can run as high as 300 gallons a minute.

N. Boudreau asked about the rotation schedule for the older vehicles after 15 years. K. Flaherty explained the older vehicle is put into reserve/backup and will last another 5 years or more in that capacity. There was continued discussion about the rotation of vehicles.

N. Boudreau asked about matching funds/grants. K. Flaherty: grants are under AFG (Assistance to Firefighters Grant) done yearly, but apparatus is a low hanging item unless it is 50 years old or more. There were further discussions about funding.

S. Smith: as of right now is there any Capital Reserve? K. Flaherty: no, not now

Replacement of Ladder 1

Chief Flaherty: Ladder Trucks are on a 20 year rotation schedule vs 15 years. Based on the rotation schedule, the need for this truck will not be until 2036. Also, due to its size, it will not be put into reserve; the station is not big enough to house 2 ladder trucks unless there is a second station. The truck purchased in 2016 cost about \$700,000.

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3 **MINUTES**

4 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, JUNE 5, 2024**
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7 **1. Fourth Presentation of Requests: Ken Flaherty, Fire Department Chief**
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10 For all three projects presented so far, there was discussion about “8. Item/Project Rationale” in regards to
11 why each item was checked. There was discussion about the need for anticipated or planned growth, and
12 how the ladder truck is used. In addition, there were talks about the maintenance on newer vehicles and
13 the warranty (front to back). Chief Flaherty explained the bidding process for purchasing a new fire truck.
14 There was also discussion regarding electric vehicles and lithium ion batteries.
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16 **New West End Station**
17

18 This was originally planned for an area near Heron Pond. The size would be a 2-3 bay station with an
19 office, small kitchen and bunk room. Chief explained there are 2 homes in Milford just outside the district
20 and because of this the insurance for their homes is the highest rate (there needs to be a fire station within
21 5 miles of a home).
22

23 N. Boudreau asked about additional personnel. K. Flaherty: potentially but not known at the moment;
24 there are discussions under way concerning Emergency Services.

25 M. Thornton asked about on call firefighters. K. Flaherty: currently there are 23 on call, 6 full-time, a
26 Deputy and the Chief.

27 N. Boudreau: will this increase the tax rate? K. Flaherty: a bond will increase the tax rate.

28 There was discussion about future growth in the community.
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31 **2. Fifth Presentation of Requests: Kathy Parenti, Library Trustee**
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33 Kathy Parenti made the presentations.
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35 **Restroom Addition**
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37 K. Parenti: project has been changed; the Lower Level Restroom will be changed to one restroom that is
38 ADA compliant. Currently, it is not in compliance with no ADA restrooms. Downstairs there is a new
39 meeting room with no accessible restroom. In addition, there are structural issues (mold and water leak)
40 that need to be addressed for the lower level. No pump will need to be installed as originally thought.
41 Downstairs is a meeting room, staff offices and a Tech Room. After hours, these rooms could be made
42 publicly accessible by signing up.
43

44 Questions were raised about the Project Rationale as well as increase in services since COVID.

45 M. Thornton noted Senator Shaheen did provide some money; are there grants or funding available?

46 K. Parenti: not known if there is

47 There was discussion about emergency shelters and the idea of having one in the Library.
48

49 Susan Smith: projected for 2024 or 2025? K. Parenti: 2025; cost is \$275,000 less the Capital Reserve for
50 a total cost of \$250,000.
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9 **2. Fifth Presentation of Requests: Kathy Parenti, Library Trustee**
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12 **Electrical Service Upgrade and Electrical Panel Replacement**
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14 For 2023 this was pushed to the front because it was a potential danger, but it has been determined it is
15 more the fact that it is old.

16 It has been recommended it should be replaced due to the fact parts are difficult to find, and for future
17 expansion to allow for more on the panel.

18 M. Thornton noted Electrician (Selectman) Freel feels the amps would not need to be upgraded.

19 K. Parenti noted the town is looking to upgrade to LED.

20 R. Elliott: the upgrade to 600 amps is that enough? K. Parenti: it should be

21 S. Smith: the cost will be \$214,500 less the \$25,000 from Capital Reserve (if the Restroom Addition
22 doesn't pass); otherwise the cost will be \$214,500 if the Restroom Addition does pass.

23 N. Boudreau: to clarify, the project is no longer a hazard so the requested year is not for 2025 K. Parenti:
24 the project was considered #1 in 2023 but it is now for 2026.
25

26 M. Thornton asked about the water problem that was brought up in 2023 and the water being around the
27 electrical panel; leakage was due to the bricks; is this still a problem?

28 K. Parenti: yes it is; water is still coming in.

29 P. Shea: is that a project below the \$75,000?

30 K. Parenti: has no information on the cost and that would be the DPW.

31 P. Shea that appears to be more urgent than the electrical panel. K. Parenti agreed.

32 P. Shea then should that be included as a project. K. Parenti: yes and it can be done in phases.

33 S. Smith: there is no project for this under the DPW. C. Pattison: we can ask Leo Lessard to speak about
34 this, but we do not have a project request.

35 S. Smith: it does seem this is more important.

36 R. Elliott: then this problem should be addressed first before the electrical update. K. Parenti: yes, it is an
37 ongoing process.

38 M. Thornton emphasized the importance to repair leaks due to permanent damage to the structure

39 N. Boudreau: how does this affect the Restroom Addition? K. Parenti: the leaks on that side will be
40 repaired as part of this project.

41 P. Shea: then this repair must be incorporated before any of the Library projects can be done. K. Parenti:
42 there is hope this will be done soon.

43 C. Pattison to K. Parenti: is there a plan with the DPW and the timing on that? K. Parenti: heard the same
44 company that did the roof was going to be used but unsure of where that stands.

45 M. Thornton stated there is a company the school used for solar panel, roofing and LED Lighting. This
46 company will make a presentation to the Milford Energy Advisory Committee to show that after a certain
47 period of time these types of changes can save money. The school change was done as a package to
48 reduce costs.
49

50 There were no further questions or comments.
51

52 **Library Expansion/Addition**
53

1 K. Parenti: The library was built in the 50's and the addition in 1986. The addition was supposed to last
2 20 years. In 1998 the proposal for another addition failed to be voted in. The current building is too small
3 for storage; offices are shared and not comfortable for staff. Window replacement for all windows will be
4 part of this project to improve the efficiency of the new HVAC system. It was noted this would result in a
5 cost savings.

6 7 **MINUTES**

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10 11 **2. Fifth Presentation of Requests: Kathy Parenti, Library Trustee**

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14 **Library Expansion/Addition**

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16 N. Boudreau: in view of the cost for a new HVAC and now this request, has the idea of a new building
17 been explored. K. Parenti: yes it has been; the land the library is on was donated via a will which
18 stipulated it can only be used for a library or a hospital. The location on this land is ideal.

19
20 R. Elliott: how long would a new addition last? K. Parenti: 20-30 years.

21 C. Labonte: regarding sources of funding, in the past there was talk about this being funded by Library
22 funds but noted the project request calls for a General Obligation Bond.

23 K. Parenti: has checked with the Library Trustees of the Trust Fund; they do not want to deplete the
24 library funds; there will definitely be fund raising for this to contribute something to defray the entire
25 cost.

26
27 Susan Smith asked if there has been a goal about the capital campaign. K. Parenti: not yet but a feasibility
28 study last year indicated it was not time for an expansion without providing the community with more
29 information; after that a capital campaign will probably be started.

30
31 N. Boudreau: in view of the fact the library provides social services, i.e. place to cool in the summer and
32 warm in the winter; does the state provide any grants? K. Parenti: stated she will check.

33 M. Thornton: Emergency Services may be a way to access that to see if Federal Funds are available.

34 R. Elliott: does the state have a program to match funds that may be raised?

35 K. Parenti will look into this further.

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37 The rendering was looked at. There will be more ADA Parking and access. The extension will be to the
38 back of the building. There was more discussion about the location, accessibility and look of the addition.

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40 There was talk about population growth and to include that in the warrant article wording.

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42 There were no further questions.

43 44 45 **3. Follow up Items**

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48 Camille Pattison addressed this topic.

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50 Updates to the project chart: line 14 \$250,000 and library expansion 2027.

51 C. Pattison provided Individual Project Evaluation Sheets for the projects requested for 2025.

52 53 **Project Evaluation Form Discussion:**

C. Pattison: item g under Project Evaluation Criteria; this rating is different and not 1-5 but a 1 or a 5. She feels this should remain as it is.

C. Pattison to S. Smith: what are items you have concerns with?

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3. Follow up Items

Project Evaluation Form Discussion:

S. Smith: f. *Identified in a long-range plan or program*: An assessment of the degree to which the project supports departmental long-range capital investment plans or the town's master plan. The rating ranges from 1 to 5.

Since this will be addressed in a plan why is it being given a 5; how should we be using the range of 1-5 if it is already on a plan; is it based on how long it has been on a plan?

C. Pattison: emphasized the word degree in this rating.

S. Smith: point is if it is being requested it supports the long range plan; how to make this judgement call.

C. Labonte: is there any value for a request simply because it has been on the plan?

C. Pattison: when you apply for grant funds the project must be on a plan for long range planning and feels what this criteria means

C. Labonte: from a grant standpoint it makes sense, but as a recommendation to the BOS from the CIP does not see how it gives more value in the ranking.

P. Shea: feels that the wording as it pertains to the CIP, it should be ranked based on what is included in the department's long range plan and the Town's Master Plan and not so much as to how long it has been on the CIP.

There was more discussion on this evaluation item with various ideas, thoughts and examples contributed.

Susan Smith: perhaps how each department prioritizes the project is what the CIP should look at when giving this item a rating.

Rich Elliott suggested after this year's CIP, go back and determine if this question was truly valuable in ranking and if it wasn't, then eliminate it.

N. Boudreau asked about the \$1million for Town Hall Repair and Reconstruction of Town Roads and said he is unable to find it in the budget.

C. Pattison: in regards to Reconstruction of Town Roads, this may be included in the department budget but this question can be raised at next week's meeting with the DPW

C. Pattison: in regards to the Town Hall Repair, this can be addressed at the DPW Meeting next week.

C. Labonte stated the Town Hall Repair was a previous project request

S. Smith stated that it was going to remain a project until it could be included with the department budget. There were additional questions about DPW budget expenditures and projects.

SIDE NOTE:

During discussion about the minutes Mike Thornton asked about what Paul Bartolomucci had brought up at the meeting of 5/29/2024 regarding items given extra points for having been on the CIP before. This resulted in a discussion and it was felt what Paul brought up was in regards to item f on the ranking sheet which has been discussed.

1 It was agreed item f will remain as is and the ranking of 1-5 will be based on the department's priority of
2 the project; if it is a department priority of 1 then the project under f will be rated a 5; if it is not included
3 in any plan then it will be rated a 1 under f. There was a vote taken and all were in favor.
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6 **4. Minutes**

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8 Updates were made. Chair Patrick Shea made a motion to approve the minutes. Mike Thornton made a
9 motion and it was seconded by Rich Elliott. The motion to approve the minutes was voted on and all were
10 in favor.
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14 15 16 **5. Upcoming Meetings**

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18 6/12/24: DPW
19 6/19/24 School and Administration
20 6/26/24 Ranking of Projects (C. Pattison to provide sheets at 6/5/24 meeting)
21 7/3/24 NO MEETING
22 7/10/24 Ranking of Projects
23 7/17/24 Draft Plan
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26 **7. Adjournment**

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29 Chair asked for a motion to adjourn. Rich Elliott made a motion and it was seconded by Dana Dahl. All
30 were in favor. Meeting adjourned.
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