

**Town of Milford  
CAPITAL IMPROVEMENT ADVISORY COMMITTEE  
MEETING MINUTES  
November 1, 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  
Terrence Dolan, Community Development Director  
Chris Labonte, BOS  
Paul Dargie, BOS

**Not Present:** Paul Bartolomucci, CIP Member

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

**Meeting Agenda**

1. Call to Order
2. Review and Approval of Meeting Minutes: 10/25/2023  
(Note: No CIP meeting on Oct 11th and no CIP meeting Minutes recorded for the Oct 18th meeting.)
3. Discussion:
  - a. Continued Ranking Discussion of Requested Capital Projects/Review of Updated Master Evaluation Spreadsheet-Finalize the Rankings
  - b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added
  - c. Draft CIP Report Preparation discussion
4. Other Business
5. Upcoming Meetings: Planning Board Work Session Presentation: 11/07/23 at 6:30 PM (Town Hall BOS Room).  
\*\*\*No 11/08/23 CIP meeting scheduled to be held
6. Adjournment

**Call to Order**

Peter Basiliere called the meeting to order. He started with an introduction of himself and the members; all were present with the exception of Paul Bartolomucci. He then moved to the first item on the agenda.

1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, NOVEMBER 1, 2023**

3  
4 **Committee Discussion**

5  
6 **a. Continued Analysis of Requested Capital Projects/Review of Updated Master Evaluation Spreadsheet**

7 **b. Review of the draft Tax Impact Spreadsheet with 2024-2029 projects added**

8  
9 Chair Basiliere displayed the spreadsheet. There were some updates that need to be made in order to be  
10 consistent between the spreadsheets. Projects noted: Municipal Parking Lot moved to 2024; Library  
11 Electrical moved to 2024.

12  
13 Chris Labonte, BOS, informed the committee the Mount Vernon Street Parking Lot will be a Warrant  
14 Article for 2024. He asked if this should be part of the CIP. P. Basiliere stated yes it should. Another item  
15 brought to everyone's attention by Chris Labonte; another Warrant Article for a revolving Ambulance  
16 Replacement fund. C. Labonte went on to say while this is not a Capital Improvement; the request will be  
17 for \$135,000 annually which will be taken from Town Funds, therefore, impacting the tax payers.  
18 It was asked where the funding is coming from. C. Labonte said he was not sure and continued by saying  
19 this was not established by the DPW or the BOS. He wanted to make sure it was brought to the  
20 committee's attention especially in view of the Tax Impact Spreadsheet designed to level out the impact  
21 to the tax payers.

22  
23 Discussion began about the Mount Vernon Street Parking Lot which is expected to cost \$153,000.  
24 Comments made concerned that this was unexpected as well as the funding and where the money is  
25 coming from. The draft Warrant Article was submitted to the BOS at the last meeting. Chair noted it  
26 would have been a courtesy to inform the CIP.

27  
28 Referring back to the Tax Income Spreadsheet, Chair stated there will be large impact in 2024; total new  
29 project cost is \$1.6 million. The project cost for 127 Elm Street Demolition will be less than the \$520,000  
30 shown per P. Basiliere who was informed by Paul Dargie. The final estimate will need to be submitted,  
31 but for this meeting the figure will stay as is.

32  
33 Chair addressed the two Library projects; Lower Level Restrooms and Electrical (panel). He asked Kathy  
34 Parenti if she had spoken with the Library Trustees about receiving funding for either of these projects.  
35 K. Parenti said due to the new roof expenditure, there is no money available right now so something will  
36 need to be figured out.

37  
38 The next project P. Basiliere brought up was the Municipal Parking Lot on South Street. P. Basiliere  
39 stated the DPW received a quote of \$5,000 to remove the standing structure at 168 South Street. DPW  
40 will complete the project as part of this year's Operating Budget. The committee asked if this was just the  
41 canopy or the entire building. Discussions began about the total cost of \$237,000 for the parking lot and if  
42 this figure should be reduced. It was pointed out that the committee thought the bulk of the cost was the  
43 demolition of the structure. Terrey Dolan pointed out that the DPW has a contractor who wants the  
44 material; therefore, the cost is only \$5,000. T. Dolan went on to say that the lot will be vacant and can still  
45 be used for parking now without all the recommended updates for paving and ET Stations. Susan Smith  
46 referred to a document showing the original estimate for demolition of both the canopy and the building  
47 was \$15,000. T. Dolan explained the volatility of the Town Government in regards to projects and  
48 expenditures.

49  
50 P. Basiliere said he feels there will not be any significant changes to the spreadsheet. Susan Smith pointed  
51 out the additional \$150,000 for the Mount Vernon Parking Lot.

52  
53 Susan Smith pointed out that with some of the changes just discussed, the final cost for 2024 will now be  
54 higher than 2023. P. Basiliere noted there are no projects now for 2025.

# MINUTES

## CAPITAL IMPROVEMENT ADVISORY COMMITTEE, NOVEMBER 1, 2023

### Committee Discussion

#### **c. Draft CIP Report Preparation discussion**

Chair moved to the CIP Report and displayed a spreadsheet showing the ranking of the 10 projects for 2024 with the school projects and without.

P. Basiliere explained what the Executive Summary will include. The first part will give a description of the project (not lengthy but to the point). After this, he feels the tax impact for each project will be given as well as those projects with no tax impact but with impact to the users. P. Basiliere noted there are items and figures that still need to be added as well as changes. He asked the committee to provide him with information or changes. P. Basiliere noted the report does not have to be complete for the November 7<sup>th</sup> Planning Board meeting where the CIP will present a summary of what is being proposed. The report will, however, need to be completed for the November 13<sup>th</sup> Board of Selectmen meeting.

T. Dolan to P. Basiliere asked what will be presented at the Planning Board meeting. P. Basiliere explained it will show the projects with costs.

Mike Thornton asked if the threshold of \$75,000 should be increased and if this is something to present. P. Basiliere stated this may not be the time for that.

P. Basiliere addressed the committee: What would you like to include in the report; what key points would you like to bring to the attention of the Planning Board, the BOS and the voters?

Dana Dahl started by saying it is time attention was given to the older and historical buildings in the town to improve them for the employees as well as the people who visit these places: Library, Bales, High School, and Town Hall. She emphasized it is time to take care of this now before these buildings start to fall apart.

Susan Smith added she feels the report should emphasize the benefits to the community and not just the urgency. In her opinion, the projects become urgent because of the delays in keeping up with the needs for the older buildings. Therefore, the projects are prioritized based on urgency and not the benefits to the community. She feels it is time to get out of this cycle; look at the projects from the standpoint of what they will do for the community and not wait until it becomes critical to get a project done.

Mike Thornton to Susan Smith: are you then saying there is a delay in deferred maintenance until it becomes urgent and costs more. Susan Smith acknowledged that is correct. M. Thornton noted the first place costs are cut is with deferred maintenance. Susan Smith: while the historical nature of the town is valued, it is not being taken care of until it costs twice as much to take care of. She continued by saying she is not sure how to communicate this to the boards, but feels it is very important the benefits to the community should be emphasized in the report.

Other board members contributed their thoughts and provided examples of how costs just keep going up the longer they are deferred.

Bill Cooper expressed his frustrations and experiences with delayed projects. He also compared the appearance of Milford High School to other high schools he has visited and it is almost embarrassing. M. Thornton noted the condition of the restrooms as being in very bad shape. Bill Cooper stated he understands the need for new trucks and road repairs, but he feels it is time to stop pushing other projects aside.

John Andruszkiewicz added his view of how the voters go about making a decision on what to vote for. He emphasized most voters do not understand the reasoning for the Warrant Article. It was noted there is a Voter's Guide, but not many residents read it. D. Dahl said she has used the guide and generally votes for the projects that are recommended, but understands other voters look at the projects from a personal perspective.

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8  
9 Patricia Kenyon then presented her thoughts by asking if there has ever been a Power Point Presentation or pictures  
10 of the rest rooms at the High School. Her feelings are that it is one thing to read about the project, but a picture can  
11 convey a strong point. She then offered to assist with this; getting pictures. P. Kenyon added that most voters want  
12 to know what the bottom line is for them; is there a way to provide the exact information to them on what the tax bill  
13 would be if the projects were to be approved.

14  
15 The committee discussed this point. Bill Cooper noted the School Board has done this for the voters.  
16 Discussions turned to taxes in New Hampshire; property taxes being the only major source of income  
17 with no income or sales tax.

18  
19 Chris LaBonte contributed his thoughts on the discussions so far. He emphasized GTM which broadcasts  
20 the committee meetings. He emphasized for planning purposes, the future cost cannot be considered and  
21 explained how costs are viewed by the Board of Selectmen. He expressed his views on the tax impact.

22  
23 Susan Smith asked if the plan for 127 Elm Street is not accepted, then who will be responsible for  
24 developing another plan.

25  
26 P. Basiliere stated it is dependent upon the elected officials to decide what goes on a warrant.

27  
28 The project for 127 Elm Street demolition was brought up. It was asked who would be responsible for  
29 overseeing this project. It was also noted the building itself is not in bad shape. There was further  
30 discussion about this project.

31  
32 Discussions turned to the topic of costs and how the costs can change or may not change. There was more  
33 discussion about this.

34  
35 The idea of using the Milford Government Facebook page as means for communication with the town  
36 residents was brought up; it was pointed out the residents can make comments or suggestions on this  
37 platform where they cannot do that on the Milford Government web page.

38  
39 In regards to the CTE Program it was asked what the income will be from students attending from outside  
40 the district. There was no definite answer for this. Bill Cooper recommended the Superintendent be  
41 contacted for this information.

42  
43 P. Basiliere asked the committee to bring errors to his attention. Susan Smith to Peter Basiliere: for  
44 tonight's meeting are we to vote on the final rankings? Basiliere said that this could be done at this time.  
45 S. Smith noted the Mont Vernon Parking Lot needs to be added to the spreadsheet. T. Dolan provided  
46 information on this project and the timing should be later on because there is still planning to do.

47  
48 Susan Smith made a motion to approve the rankings and Patricia Kenyon seconded. Chair asked for a  
49 vote and all were in favor.

50  
51 Discussion turned to the school projects. Enrollment figures are needed with a breakdown by grade. This  
52 is information that will be obtained.

# MINUTES

## CAPITAL IMPROVEMENT ADVISORY COMMITTEE, NOVEMBER 1, 2023

### Committee Discussion

#### **c. Draft CIP Report Preparation discussion**

A committee member then asked how many of the projects will be presented to the Select Board and P. Basiliere said all of them will be. He added his feelings concerning the need for the Select Board to review the work done by the CIP before drafting the Warrant Articles. Otherwise the CIP work would be for not.

P. Basiliere asked the committee if there are any of the 2024 projects that should be pushed to 2025. He displayed the spreadsheet showing the total costs. He pointed out that for 2024 the costs are substantially higher the total costs over the next few years. Terrey Dolan brought up the project for the Municipal Parking Lot on South Street. T. Dolan said if the demolition of the structure there can be done with the DPW budget, then this could be moved to 2025. Once demolition is done, the lot will be leveled and usable for parking. The project to pave and provide EV stations could wait. There is no critical need for this project in view of projects with an urgent need, i.e. CTE Program, Library Electrical.

Patricia Kenyon expressed her feelings on the parking lot; she feels it can be moved. She also expressed the thought that all the projects for 2024 should go before the Select Board. Her thinking being that not all of them will go through which means they will ultimately move to 2025.

Dana Dahl stated she feels the 127 Elm Street demolition should be moved since there is no plan in place at this time for what will happen with the lot; all the other projects should remain. She pointed out that for the cost of \$520,000 there will not be any benefits at this time. That money could be used elsewhere.

P. Basiliere reviewed the figures with the recommended changes of moving the South St. Parking Lot and 127 Elm Street to 2025. The costs then for 2025 would increase substantially. It was pointed out that the South St. Parking Lot could remain as a gravel lot until the need is there for paving and the EV stations; especially with the quoted cost of \$5,000 to demolish the structure on the lot. There were discussions and debates about the need now for EV Stations.

The Chair suggested there be separate motions. Mike Thornton made a motion to move 127 Elm Street to 2026; John Andruszkiewicz seconded. Chair asked for a vote; 4 were in favor and 2 were not in favor due to the year.

Mike Thornton made a motion to move the South St. Parking Lot to 2025 and Dana Dahl seconded. With these changes, the total cost for 2024 is less than the cost was for 2023. Chair asked for a vote; 4 were in favor and 2 were not in favor due to the year of 2025.

Discussion turned to the project for Mont Vernon Parking Lot and if this was going to be a Warrant Article. P. Basiliere to C. Labonte he asked what is the current list of Warrant Articles. C. Labonte read a list. There was discussion about the Capital Reserve Projects.

Chair asked the committee to look at the draft of the letter then provide their input to him. There was a discussion about what will be included with the letter as well as what the letter should include.

### Other business

11/7: Planning Board; CIP Report Presentation 6:30 BOS Room Town Hall)

11/13: BOS

11/21: Planning Board Public meeting

12/5: Planning Board Final Public meeting

There will not be a CIP meeting on 11/8/23.

Chair Basiliere made a motion to adjourn at 8:23 p.m. and all were in favor.