

Town of Milton
Planning Board
March 22, 2016
Workshop Minutes

Members in Attendance: Larry Brown, Joseph Michaud, Tim Long, Brian Boyers, Alt. Bob Graham, Peter Hayward, Tom Gray, Also in attendance Dana Smith, Land Use Clerk
Excused Members: Bob Bourdeau

Public Attendance: Michelle Beauchamp Town Clerk, Bruce Woodruff, John Katwick, Kathy Wallingford Assessing Director, Pat Smith Public Works Director, Police Chief Krauss, Fire Chief Nick Marique, Interim Town Admin. Jeremy Bourgeois

Chairman Boyers called the meeting to order at 6:30pm

Appointment of Officers:

T. Long nominates B. Boyers to be chair, L. Brown seconds the motion. All in favor. Motion passed.

L. Brown nominates P. Hayward to be vice- chair. T. Long seconds the motion. All in favor. Motion passed.

Chairman Boyers brought B. Graham to the board to sit for absent member B. Bourdeau.

CIP Discussion and Workshop: Bruce Woodruff first addressed the current Capital Improvement Plan document, saying that it is a good document so far. He addressed the missing components of the document, which is the entire list of the projects, he will help them develop the table that is referenced for this information, also missing is the Master Plan tie in document it needs to be included and the priorities, he brought a rating and rankings system that can be used.

B. Woodruff provided example charts and explained to the board and department heads the missing pieces.

B. Woodruff passed around a suggested spreadsheet to use to list of all the projects in the six year CIP, the first year that rolls up the capital spending year, the five years after that are the planning years and they are not as figured out yet with regard to estimates of cost, what is exactly going to be done or how it will be done, but the idea of the project is in the five year planning horizon. The workbook is laid out in columns for who is asking and for what. B. Woodruff will send this spread sheet to the department heads so they can fill it out with their project information.

B. Woodruff brought a print out of a proposed workbook, he has filled in the Fire Dept. request, the library request, town hall upgrade request and some of the police requests. He recommends they move forward with this spreadsheet, but they should discuss it first. He passed around the ratings and rankings sheets for examples to be reviewed, each member rates the individual projects and there is an average of the rates followed by discussion.

L. Brown asked who sets the cut off number. B. Woodruff replied the Planning Board can recommend a number, but they are strictly an advisory board for the Selectmen in this matter, the

Selectmen take the recommendations from the Planning Board and the Selectmen as the governing body make the final decision before it goes to the voters.

B. Woodruff passed out a CIP and Master Plan tie in sheet. He explained that the tie in can be strong, normal or weak and strongly feels there should be a community facility chapter that talks about for example the Public Works building and equipment talking about when the equipment was bought and when it should be replaced, etc.

B. Woodruff explained the CIP Charge and stressed that it should be something that is adopted, that way in the future there is a schedule to follow in order to create the CIP. Part of tonight's discussion should be about this document, what changes should be made, if it should be adopted and if so by who, the Selectmen or the Planning Board. The adopted CIP needs to be filed with the Town Clerk and a copy filed with the OEP.

Discussion was held on the different aspects and process left to take care of the finish the CIP.

Chief Krauss explained why the Dept. Heads have projected a \$25,000 for the CIP projects because it is a number that they would not be able to add into a singular department's budget, smaller numbers could be explained to the public why it needed to be put into the budget or onto a warrant article. B. Woodruff replied that he tends to agree with them, but the Planning Board needs to decide on the number.

P. Smith asked if B. Woodruff thought this could be ready for the March vote of 2017. B. Woodruff replied yes it just needs some additions.

Chairman Boyers commented that the next step is for the department heads to list the projects they want and get it back to the Planning Board. B. Woodruff agreed, that they should fill out the worksheet that he has provided. Chairman Boyers added that once they have all the projects they can create a chapter of the Master Plan that ties the two together.

Chief Krauss asked if the Planning Board was comfortable with the \$25,000. The board decided to discuss this and finalize the number at the next meeting.

B. Woodruff asked if anyone has talked with the school to get their portion of the CIP. It was decided the superintendent of the school would be invited to the next Department Head meeting and Workshop with the Planning Board.

The next meeting with the Department heads and Planning Board for CIP discussion will be April 19th

The board thanked B. Woodruff and Dept. Heads for attending the meeting.

Other Business: None

L. Brown motions to adjourn, T. Gray seconds the motion, meeting adjourned at 7:31pm.

Respectfully Submitted,
Dana Smith
Land Use Clerk