

# Town of Bradford Planning Board

## 2015-2020 CIP Committee Meeting

### Capital Improvements Program (CIP) Committee

Meeting 3 - Wednesday, June 11, 2014

6:00 – 8:00 PM at the Bradford Area Community Center

134 East Main Street, Bradford

## AGENDA

1. **Initial Attendance Sheet** (:00) *pass around*
2. **Review Applications for Meeting 3, Interviews #2** (:20) *application packet → see table to right*
  - Develop questions to clarify or justify Project (see Interview **KEY POINTS** below as examples)
  - Ensure all Application blanks are completed
  - If time permits before Interviews, skip ahead to complete **Agenda Items 5 & 6.**
3. **Hold Interviews #2** (:85)

Meeting 3, Wednesday 06-11-14				
<i>Interviews Schedule 2</i>				
Start End	Department/Board		# of Apps	Time Allotted
6:20P 6:35P	TH	Town Hall Restoration Committee	1	:15
6:35P 7:45P	HD	Highway Department	33	:70
<b>Interviews 2 Total Applications</b>			<b>34</b>	<b>:85</b>

- Applicants will be asked to explain their Project Applications within their **Time Allotted**
- **KEY POINTS** for Interviews:
  - Detailed description
  - Rationale/Necessity
  - Exact funding sources
  - Priority/Level of importance
  - Desired start/end years
  - Realistic start/end years  Etc.
- Questions from CIP Committee (including completion of **blanks** on Application form)

Meeting 3, Wednesday 06-11-14		
	APPLICATIONS	# Assigned
TH	<b>Town Hall Restoration Committee</b>	
	Town Hall Restoration	7-TH-2015
HD	<b>Highway Department</b>	
	Used Sand Screen	8-HD-2015
	Six Wheel Dump Truck PWS 1	9-HD-2015
	Six Wheel Dump Truck PWS 2	10-HD-2015
	Grader	11-HD-2015
	Pick-Up Truck	12-HD-2015
	Chipper	13-HD-2015
	Loader and Sweeper	14-HD-2015
	Six Wheel Dump Truck PWS 3	15-HD-2015
	Salt/Sand Shed	16-HD-2015
	Generator	17-HD-2015
	Repair Marshall Hill Road	18-HD-2015
	Repair Hogg Hill Road	19-HD-2015
	Repair Old Warner Road	20-HD-2015
	Repair Green House LaneRd	21-HD-2015
	Repair West Road	22-HD-2015
	Repair Jones Road	23-HD-2015
	Repair Sunset Hill Road	24-HD-2015
	Repair Cressy Road	25-HD-2015
	Repair Fairgrounds Road	26-HD-2015
Repair Cilley Lane	27-HD-2015	
Repair Melvin Mills	28-HD-2015	
Repair Gillingham Drive	29-HD-2015	
Repair Old Sutton Road	30-HD-2015	
Repair Howlett Road	31-HD-2015	
Repair Oakdale Road	32-HD-2015	
Repair Forrest Street	33-HD-2015	
Repair Davis Road	34-HD-2015	
Repair Massasecum Avenue	35-HD-2015	
Repair Massasecum Lake Rd	36-HD-2015	
Repair Breezy Hill Road	37-HD-2015	
Repair Rowe Mountain Road	38-HD-2015	
Repair Center Road	39-HD-2015	
Repair East Washington Road	40-HD-2015	

4. Discuss DRAFT Interviews #3 at Meeting 3A, TUES 06-17 (:05) *handout*

Meeting 3A, TUES 06-17-14		DRAFT Interviews 3		
Start	Department/Board		# Apps	Time
6:15 P TBD	FD	Fire Department	10	:60
DRAFT Interviews 3 Total Applications			TBD	TBD

- Do you want to see the KRES Bradford projects on the School Improvements Schedule (recommended) for Bradford’s CIP?
- **Meeting 3A on 06-17 concludes Interviews for the 2015-2020 CIP**

5. Schedule Remainder of Meetings, Meeting 5 through (extra) Meeting 7 (:05) *handout*

6. Vote to Approve Meeting 2 05-20-14 Minutes (:05) *handout*

7. Review Potential Criteria for Project Prioritization (if time permits) (:05)

At the next meeting, the **Committee will vote on how you will prioritize the projects for placement within the six year time-frame of 2015 to 2020.** Prioritizing projects is somewhat subjective and can be done by various ways. Two recommended methods of prioritization are:

**OPTION A Project Prioritization Rank Criteria**  
 1-5 scale with Project placed into respective CIP years for implementation:

- 1 Urgent (Years 1-2)
- 2 Needed soon (Years 3-4)
- 3 Necessary (Years 5-6)
- 4 Can wait (After 6 Years)
- 5 Unnecessary

By identifying the priority (1- Urgent) and attaching a year span (Years 1-2 in the CIP) to the prioritization method, the project will placed into the CIP accordingly. The key to prioritization is to be consistent year after year as the CIP is updated regardless of the prioritization method used. Want an **OPTION C?**

**OPTION B Project Prioritization Rank Criteria**  
 1-6 scale with Project descriptions and placed into respective CIP years for implementation

- 1 Urgent: Cannot be delayed; needed immediately for public health and safety. (Years 1-2)
- 2 Necessary: Needed to maintain basic level of community services. (Years 3-4)
- 3 Desirable: Needed to improve quality or level of services. (Years 5-6)
- 4 Deferrable: Can be placed on hold until after 6 year period. (After 6 years)
- 5 Premature: Needs more research, time, planning, or coordination.
- 6 Inconsistent: Contrary to land use planning or community development goals or is not funded by the Town or does not meet criteria

- Vote on Project Prioritization Criteria at Next Meeting, June 17

8. Review Activities for Meeting 3A on Wed 06-17, 6-8 PM (:00)

- Conclude Interviews
- Vote on Project Prioritization Criteria

