

**APPROVED**  
**MINUTES OF THE MILFORD FIFTH MONDAY FORUM**  
**BOARD OF SELECTMEN MEETING**  
August 31, 2009

**PRESENT:** Tim Finan, Chairman  
Gary Daniels, Vice Chairman  
Mike Putnam, Member  
Katherine Bauer, Member  
Nate Carmen, Member  
Guy Scaife, Town Administrator  
Darlene J. Bouffard, Recording Secretary

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING**

**INSTRUCTIONS:** The meeting was called to order by Chairman Tim Finan at 6:15 p.m. explaining that this is a special Board of Selectman meeting for the Community Facilities Committee to present information regarding the Facilities Space Analysis Study. Chairman Finan noted that those people in the audience who want to speak or add to the discussion should please go to the microphone in order to be heard on the PEG Access live broadcast. This special presentation will be followed by a Fifth Monday Public Forum, scheduled to begin at 7:00. Chairman Finan introduced Board members and led those present in the Pledge of Allegiance.

**2. PRESENTATION OF AMBULANCE, TOWN HALL, FIRE/EMO SPACE ANALYSIS STUDY.** Rodney Richey, Chairman of the Facilities Committee, introduced the Committee members that were present: Merv Newton, Janet Langell, Mark Fougere, Leighton White, Lorraine Marchildon and Selectman Kathy Bauer, as well as staff members Bill Parker, Frank Fraitzl (not present) and Eric Schelberg. Rodney Richey explained the options identified by the Committee that are being considered which include a standalone fire station, a standalone ambulance facility, a combined ambulance/fire department and possible town hall modifications. There has been good staff assistance especially from Dawn Griska and the Community Development staff and it has been an interesting project. The Committee compiled the space results of the needs for the Fire/EMO/Ambulance and Town Hall. Thirty sites were considered in town for a safety complex. The Committee reviewed various criteria. The Committee toured the Brookline ambulance facility which is nice and is a modern facility. The Committee also toured the Bedford safety complex which looks like a nice facility, but they have a space issue. They have had to renovate and add to that facility but are out of space for Fire, Police and Ambulance. The sites identified for Ambulance and Fire operations were rated by the Committee based on how close they are to the center of town. The ambulance facility has two possibilities: Garden Street property and South Street on town owned land next to DPW. Town Hall will continue at the current facility but improvements would be made to the interior. One thought is to utilize the current police station site for an Ambulance facility which would require obtaining another lot on Garden Street. Another option is to utilize town-owned land on South Street next to DPW. This is further from the center of town but provides quick access to the bypass so there are advantages and disadvantages. Bill Parker noted there is a water service line down to Kincaid's on South Street, but it would need to be expanded if that site were chosen; some of the parking space could be shared with DPW during the winter if needed.

Rodney Richey further explained that the lower level of Town Hall would be utilized for offices if the Ambulance were to move. The computer server room currently does not ventilate properly and the IT, PEG Access Director and Recreation Offices are currently not in a good area. The second level of town hall would be modified to provide access to the stairs, instead of going through the BOS room; the Assessing office would be enlarged and the Community Development office would be better laid out. One option is for the existing fire facility to be expanded and combined with the EMO office; and there is a possibility that a two story parking lot could be put on that site as well. Another option is to expand the current building on all three sides; this is an option with no land acquisition required. SMP, the firm that was hired for this study, has additional concepts of the possibilities that are very detailed. The new building plans as presented even include the shadows of the buildings and are very detailed. The Fire Department bays should not have access onto Nashua Street because of the elevation and instead should exit on School Street. Rodney Richey finished the presentation and asked if there were any questions, noting this project is on schedule and there are several things yet to do. The rough estimates are just ball park. SMP will work with Milford to conduct a public forum on September 21 in the Banquet Hall. SMP will be preparing a final report for the options that the Committee recommends. On October 13 the options and the next steps will be presented to the

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1 BOS. Vice Chairman Daniels asked what time the September 21 meeting will be? Rodney Richey said it will be at 7  
2 p.m. Chairman Finan asked for questions from the Board.

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4 Chairman Finan asked if the pros and cons of combining the different departments will be part of the presentation as  
5 well as the benefits. Rodney Richey indicated they would be included and noted that the Fire and Ambulance oper-  
6 ate closely now and a combined facility might be a good thing. It is a matter of cost and space. If space is not  
7 available, the number of square feet will show that if you build a combined facility, there should be a cost savings.  
8 The current site and adjacent lot need to have access to School Street; there are some design features to be worked  
9 out. Second stories can be hard to use and add to the cost because an elevator is required with about an \$80,000  
10 cost but there are other savings. Chairman Finan asked why the bay access cannot be on Nashua Street. Rodney  
11 Richey responded it would be difficult because of the elevation on that road and it could be wasting space along  
12 Nashua Street that could be used for other things. Selectman Bauer said a downtown location is one option that  
13 showed possible parking additions. Rodney Richey said yes, SMP sees a possibility of having parking on two levels  
14 because of the elevation but there is the cost, but about 100 spaces might be possible. Rodney Richey indicated SMP  
15 has been very good at providing those kinds of ideas. Selectman Bauer asked about the possibility of the Board  
16 room going to street level and if that was discussed. Rodney Richey responded that it is something to ask more  
17 about. Selectman Bauer thinks the visuals provided tonight are very helpful and knows that SMP has been very  
18 involved in this project and the town has gotten it's monies worth. This group (Facilities Committee) has worked  
19 very diligently in this process and the town appreciates the work. Selectman Putnam echoed Selectman Bauer's  
20 comment regarding this group working diligently. Selectman Putnam asked if the Committee has come up with a  
21 recommendation of whether the departments should be combined. Rodney Richey responded that the Committee has  
22 just been looking at the concepts, but a poll will be taken to identify recommendations in the future. The Committee  
23 needs to look at if it is more reasonable or feasible to have two facilities or one. Vice Chairman Daniels asked what  
24 time period these facilities will serve the town? Rodney Richey said the Committee is looking at 15-20 years.  
25

26 **3. MCLANE/GOLDMAN DAMS:** Town Administrator Guy Scaife explained he has been looking at getting  
27 funding for a feasibility study for dam removal for both the Goldman and McLane dams. An application is near  
28 ready to submit. Guy Scaife has eight letters of recommendation for dam removal that would be part of the applica-  
29 tion. Guy Scaife needs to get the Board signatures on the letter and also will get a letter from the Conservation  
30 Commission. The Goldman Dam owner is in favor of the feasibility study to remove the dam. This is not about  
31 supporting dam removal; it is about getting a feasibility study to identify whether or not dam removal is prudent,  
32 cost effective and feasible at this time. It is an extensive study looking at the engineering, topography, up and down  
33 stream issues, buildings, shorelines, socio-economics, ecology, river habitats and water quality. The DES has iden-  
34 tified these waters on the impaired waters list; the quick and easy fix is to remove the dams. It is a very complicated  
35 process and the Department of Historic Resources does a historic review. Without this information the town cannot  
36 make an informed decision to keep the dams or remove them. Guy Scaife said the town pays an annual registration  
37 fee for the dam permits and the dams are inspected by DES on a regular basis, if deficient the town must repair.  
38 The Goldman Dam is owned by a minor living in New Mexico who inherited the dam and the Trust is without  
39 funds; they have made it clear they have no interest in maintaining or repairing the dam. The town found itself in a  
40 similar situation in the 1960's when the dam was in disrepair and was told it must be repaired by someone other  
41 than the owner. A repair was done back in the 60's and is in the Milford Town Report of 1966. If the owner cannot  
42 be found or the dam is abandoned, the town would be stuck with repairing it. Over the years to come, it can become  
43 a liability. Guy Scaife requested that the letter to submit the application for funding the feasibility study be signed  
44 by the Board. Guy Scaife read off the organizations that support applying for the grant for the feasibility study for  
45 removal of the dam. This grant requires a 40% match. Funding the 40% can be identified after the fact. Guy Scaife  
46 provided aerial photographs of the area of the Goldman Dam that shows that during extreme flooding, the dam can  
47 actually increase the damage. Guy Scaife believes the bridge is the choke point. The study will determine if that is  
48 true. It is important to get an answer whether the dam contributes to the flooding.  
49

50 Chairman Finan asked if there has been any opposition to dam removal. Guy Scaife has not seen any opposition;  
51 Chuck Worcester is concerned about the aesthetics of a low, dry season. Guy Scaife indicated that the Merrimack  
52 facility that was removed looks great. There is a lot of moving water. Mr. Worcester has also raised the issue of  
53 potential for damage to the bridge and buildings on the backside of the dam if it is removed. Those questions can-  
54 not be answered without the study. Chairman Finan asked if there is any chance that the Fletcher site might take  
55 care of some of this during the riverbed cleanup portion of that project. Guy Scaife said that is possible and there is  
56 talk of doing both projects (Fletcher site cleanup and riverbed cleanup) simultaneously. There is a small area that  
57 needs to be excavated; however, the Fletcher site is independent of this. Guy Scaife has contacted Tom Andrews at

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1 DES who is involved in this process. Vice Chairman Daniels asked how much the town's share is expected to be  
2 and where is the money coming from? Guy Scaife indicated the proposal estimates the study will cost up to  
3 \$100,000, this grant is 60/40; there are other grants that are one for one. The match is non-federal monies or in-kind  
4 services. The estimate is that the cost we would need is \$40,000. DES believes their contribution will be about  
5 \$15,000 which will get the town portion down to \$25,000. Fundraising would need to be done for this effort, but  
6 we'll see if the town gets the grant first. Vice Chairman Daniels asked about timeframe. Guy Scaife responded this  
7 application is due in a few days (September 4, 2009) and there are other grant applications due in October. Milford  
8 would know by early next year or early spring. If Milford moves forward, this is a three phase project, Phase 1 is  
9 estimated to take 1-2 years for all the studies and work. If the public hearing is held and there is public support,  
10 there would still be Phase 2 and the Construction Phase. The whole process takes 4-5 years. Chairman Finan asked  
11 if Guy Scaife is looking for Board support of the application for grant funding. Guy Scaife said that is correct; there  
12 is a letter of support in the packet to apply for the grant; and in the letter it is clear that the Board is still weighing its  
13 options.  
14

15 Vice Chairman Daniels asked about the Goldman Dam and if the owner decides to do nothing, will it default to the  
16 town and be the town's responsibility? Guy Scaife believes that is what happens. Vice Chairman Daniels asked if  
17 it is found that sediment is behind the dam and the water is polluted as a result of Fletcher, does that mean the town  
18 will be held responsible by the EPA? Guy Scaife does not believe that is the case. Vice Chairman Daniels asked if  
19 that will be looked at in the study. Guy Scaife said the study will look at this, and if that is the case, it might be bet-  
20 ter to leave that alone, the cost might be too high. The EPA has committed to addressing the issue of the river bed  
21 downstream. Selectman Carmen indicated the Goldman Dam was repaired in 1966 and was paid for by the town,  
22 but has it been repaired since then? Guy Scaife said it has. Selectman Carmen asked if there is any assessment of  
23 what is due. Guy Scaife indicated the last time the inspection was done, it was not detailed. The last in depth in-  
24 spection was either in 2002 or 2004. McLane Dam has needed much more clean up than Goldman. Selectman  
25 Carmen indicated it sounds like if the town moves forward and it is decided to remove the dam, the \$100,000 is part  
26 of the total that was provided to the town. Guy Scaife said dam removal would cost approximately \$500,000. Se-  
27 lectman Carmen suggested it would be better to do it now, noting whether these grants will be there in the future.  
28 Guy Scaife said the Merrimack Dam was recently removed and the Fish & Game got involved; there seems to be  
29 support from them. In 10 years will the momentum still be there? Guy Scaife said they have proven the back wa-  
30 ters will support spawning; people are interested in opening up the river so that the wildlife comes back.  
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32 **4. PUBLIC FORUM:**

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34 Discussion of new parking lot:

35 Guy Scaife showed the Board preliminary designs for a new parking lot to be placed adjacent to the Police Station,  
36 with access from Garden Street and walkways leading to Union and Elm Streets. The engineering plans were pro-  
37 vided by CLD Engineering. Guy Scaife explained that if the work were contracted out, the job would cost ap-  
38 proximately \$38,000 to "rough in" (gravel, no paving), however DPW could do most of the work in house, using  
39 our own materials for between \$10,000 and \$15,000. If the Town chooses to pave the lot next year, it would cost  
40 about \$20,000 to do so.  
41

42 Bob Suprenant, Superintendent of Schools, has indicated that the School District would be in support of this project,  
43 as it will greatly ease the pick-up/drop-off traffic situation at Jacques School. Guy Scaife further stated that the new  
44 parking lot could be used for events such as Pumpkin Festival, Keyes Art Show, Fishing Derby, Parades, as well as  
45 other local events. Vice Chairman Daniels asked where the money would come from and Guy replied that the sav-  
46 ings from voluntary implementation of the town's new sick time buyout policy will save the town approximately  
47 \$35,000, which would more than cover the cost of the lot. Selectman Bauer expressed concern on lighting and  
48 stated that she would not support the lot unless sufficient lighting is provided. Guy Scaife felt that lighting to the  
49 walkways could be done in-house for relatively little money.  
50

51 Vice Chairman Daniels will support the project if the School Board would be willing to assist in the financing of the  
52 project. Guy Scaife will contact Superintendent Suprenant and Chairman Finan will contact School Board Chair  
53 Peter Bragdon to formally request that the School Board consider financial assistance.  
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55 Winter Parking Ban:  
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1 Selectman Bauer explained that she has been working with DPW Director Bill Ruoff on the investigation into light-  
2 ing alert systems for implementing snow emergency parking bans during the winter, rather than having a winter-  
3 long overnight parking ban. Bill Ruoff has been talking with a vendor that provides such a lighting system and will  
4 be getting a proposal.

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6 Town Clerk Hours

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8 Selectman Bauer also informed the Board that she has been talking with the Town Clerk regarding the possibility of  
9 adding additional part time hours to cover the work load, as well as possibly providing some evening hours for resi-  
10 dents who cannot get to Town Hall during regular business hours. Town Clerk Langell will be preparing a proposal  
11 for the Board to consider.

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13 There was no further public input at this meeting.

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15 **5. ADJOURNMENT:**

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17 There being no further business to come before this Meeting, Selectman Putnam moved to adjourn at 7:45 p.m.  
18 Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.

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23 Tim Finan, Chairman

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Mike Putnam, Member

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28 Gary Daniels, Vice Chairman

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Katherine Bauer, Member

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33 Nate Carmen, Member