

APPROVED
MINUTES OF THE SPECIAL MILFORD BOARD OF SELECTMEN MEETING
November 30, 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: Chairman Finan called the meeting to order at 5:30 p.m. and welcomed those in attendance to the special Board of Selectman meeting being followed by the regular Fifth Monday of the Month public forum. Following introductions of Board members, Chairman Finan led the audience in the Pledge of Allegiance. Chairman Finan noted that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS:

5:30 p.m. – Stormwater Update. Town Planner, Sarah Marchant, introduced Bill Ruoff and Bill Parker who are also part of the stormwater management team to explain this process and the associated costs. The new upcoming requirements being put in place by the EPA have associated costs and with Milford being an MS-4 member these are requirements for the town. Based on the 2000 census, Milford has urban areas requiring a permit. In 2003 stormwater became managed by DPW through the Stormwater Committee. Funding included in the CIP was \$75,000 which has been sitting in that fund since 2003. Previously, the Assistant DPW Director position was in place and this person oversaw stormwater management, however when that person left in 2005, the position was not filled and has since been eliminated. Other departments assist in the stormwater effort, but the Assistant DPW Director was the lead. There are six things that must be met including public outreach which has been done in the Granite Town Quarterly, in addition to handouts, PEG Access announcements and outreach in the school system. There have been clean ups around town including Earth Day, and car washing Best Management Practices are in place for those groups conducting car washes. All outfalls on the Souhegan River have been mapped; the ordinance was updated in June 2007. A maintenance program of street sweeping, salt and sand use and drain cleaning has been put into place. It is very important to get these items accomplished. Plaistow recently did not meet their requirements and has about \$60,000 in fines. Guy Scaife indicated there is significant reporting that is required to verify the testing and designing the actions with schools which must be submitted. Milford has kept up with the requirements to date.

Chairman Finan asked what an outfall is. Ms. Marchant explained it is the pipe from manmade structures, on the Souhegan River, there are just over one hundred outfall points in Milford. The permit has a five year term, a new permit will be issued this year. Through the permitting system it was found that the EPA has changed their approach in order for towns to set their own criteria. The new permit is very different but it has specific reporting requirements and time frames. The new permit will add data collection areas and have new control measures. It has been found that this is a huge undertaking. Currently, Milford has a small GIS system that is being set up.

Selectman Putnam asked if this is just for water going into the river. Ms. Marchant said it is for water going into any body of water; any water that is manmade, drainage facilities, drainage or flows into any water body in the United States, all streams, brooks, etc. By setting it up this way, Milford can get all the other mapping requirements. Over the next five year, we would need to walk the stream edges, maintain good housekeeping, and create schedules to be tracked and reported. Fertilizers and pesticides would need to be restricted and reported. GIS could track all of these for analysis; records must be kept a minimum of five years. Once the data is in the GIS, the other departments can utilize the data as well. The GIS is web based and is the number one tool for development when looking for land. Tax maps have been started in house with the current GIS system, and we have saved about \$20,000 by doing this in-house. The GIS also allows the town to regulate its own data in house; other communities have GIS as well.

The \$75,000 a year for stormwater management could be on a Warrant Article. Year one and two have certain efforts, and then years 3-5 will refine the land base and is data intensive with significant costs but once it is done, it

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1 is just a matter of maintaining. Vice Chairman Daniels asked if there is any mapping now. Ms. Marchant responded
2 that the town has the outfalls mapped and has a parcel layer from NRPC for free, which is what the maps are based
3 on. Vice Chairman Daniels asked if this would include the direction of water flows. Ms. Marchant said that is part
4 of the information that must be collected. Bill Ruoff indicated there are paper plans of 90% of the town, but the
5 automated mapping piece would require data in a data base to connect the data to the mapping. The database would
6 have the details of the pipe size, length, etc. The two work together but the data and photographs are separate. Vice
7 Chairman Daniels asked if the drainage layout would be there. Bill Ruoff said it would be, the mapping and paper
8 are integrated with the aerial photos. Guy Scaife added that the data element of the research might find problems
9 and can be corrected. The data input and matching it with aerial photos would then become a very effective tool.
10 Ms. Marchant said Milford does not have topographical mapping now, and it is a very important part of this permit.
11 Milford does not have most of the data layers. Chairman Finan asked about Pictometry photos, could those be used?
12 Ms. Marchant responded that those are from 2006 and have no topographical data so it would not be a cost effective
13 way to go.
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15 Selectman Putnam asked what the \$75,000 per year for five years covers? Ms. Marchant answered that it would
16 include a management plan to meet the requirements for the next five years, develop data and converting the data
17 which is a big item. Selectman Putnam asked if this would require additional employees. Ms. Marchant responded
18 that this aspect would not need additional employees, it would be managed by the Office of Community
19 Development and DPW, possibly some interns could be hired over the summer for GPS. Consultants will have to
20 do certain aspects. Bill Fitzpatrick, Budget Committee, asked if it should be put on a Warrant Article or as part of
21 the budget. If it gets turned down as a WA, the town's hands are tied; Mr. Fitzpatrick would put it in the budget.
22 Chairman Finan also had that concern since Milford needs to meet the requirements. Ms. Marchant indicated the
23 town would limp along and utilize a lot of staff time if a WA did not pass. Guy Scaife said it would not reduce the
24 costs, it would force the two year process into one year and probably cost more. Ms. Marchant added that the land
25 based mapping could be done relatively cheaper right now in this economy. Vice Chairman Daniels asked if this is
26 an unfunded mandate. Ms. Marchant responded that it is.
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28 Selectman Carmen noted that the DPW Assistant Director position was eliminated, the GIS might not require
29 additional employees; if it gets turned down on a WA, then a lot of time will be spent trying to get this done by in-
30 house employees. Chairman Finan asked what the town would get from the aerial flights. Ms. Marchant indicated
31 aerial photos and converting them into digital data input, then they figure out what is mapped. Chairman Finan
32 asked if there is a commercial map available. Ms. Marchant responded the photographs are the easy part to which
33 Bill Ruoff added the base map gets created of the whole community, on that map everything that exists shows.
34 From paper maps, the information gets added. Selectman Carmen asked if the \$375,000 is spent over five years,
35 then there would be maintenance, could that cost replace the GIS cost? Ms. Marchant responded that there will be
36 additional costs as a result of the findings. There is a maintenance issue, but beyond the first two years, the plan is
37 still in a draft mode. The mapping is mandated. Once the base map is done, it will be a maintenance cost or
38 reconstruction. Bill Parker said in the CIP snow removal is separate from storage and GIS is in a separate item. Ms.
39 Marchant indicated there will be a management system of how to manage the GIS so it works for everybody in
40 town. Each department would be responsible for their part and get training. Chairman Finan asked if the GIS
41 information will be available to the public. Ms. Marchant is hoping to get it available to the public on the website.
42 Currently, we sell what is available but it is not very accurate. There were no further questions from the Board.
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44 Chairman Finan asked what other Board members thought. Guy Scaife indicated the transportation funding,
45 recreation commission funding and this funding all need to be addressed. Selectman Putnam thinks it should be
46 something on a regular Board agenda to discuss putting it on the Warrant or in the Budget.
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48 Selectman Putnam moved to include the \$75,000 for this unfunded stormwater management mandate in the 2010
49 budget. Chairman Finan seconded for discussion. Selectman Bauer said she does not see the advantage of doing
50 that but thinks it should be discussed when budget discussions are on the agenda. Vice Chairman Daniels wants to
51 keep a list of things being recommended to be added to the budget and look at that list of requests to see which ones
52 must be done or prioritize them. All the requests are valid but need to be prioritized. Selectman Carmen agreed but
53 there will be some requests that have penalties associated with them. If the Board needs to decide between a WA
54 and the budget, it might be something that can be negotiated in the budget. Selectman Bauer does not see this as
55 being put on the back burner – the town will have to do it. Guy Scaife indicated the town has worked hard to reduce
56 the 2010 budget to come in below the 2009 budget. Even with this, the Kaley Park request and the Transportation
57 request, the town would still be under the 2009 budget. Selectman Putnam thinks the town should just take care of it
58 now instead of complicating it. Selectman Carmen agrees this will have fines, if the town can dismiss these requests

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1 as they come in, it can decide what goes on the budget and what doesn't. Selectman Bauer said if this passes
2 tonight, the public needs to be reminded why it was done; she doesn't want people to think the Board just slipped
3 something in. Selectman Putnam reminded everyone this is a Federal mandate.

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5 Chairman Finan, Selectman Carmen and Selectman Putnam were in favor of the motion, with Selectman Bauer and
6 Vice Chairman Daniels opposed. Motion passed 3/2.

7 8 Ethics Committee

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10 Chairman Finan indicated the Ethics Committee wants to have a Work Session with the Board. Selectman Putnam
11 asked if it could be worked into the December 14 regular Board meeting. Chairman Finan said he could check with
12 Dawn Griska about the agenda and if it cannot fit on December 14, a work session will be held December 7 at 5:30
13 p.m. After checking with Dawn, it was found that an appointment will be made with the Ethics Committee on the
14 December 14 agenda.

15 16 LGC Information

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18 After confirming with LGC, it was found that multiple minutes can be approved under one motion.

19 20 EPA

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22 Cheryl Sprague has been in contact with Guy Scaife regarding having the eleven property owners around Mill Street
23 area perform testing to see if hazardous gas is coming up through the basement that could be harmful. The EPA has
24 raised the standards as to what levels are acceptable. Selectman Bauer asked if unacceptable levels are found
25 coming through the basement, then what happens. Guy Scaife said there is a solution to exhaust the area. The
26 initial cost would be through EPA/GE through the settlement. The long term ongoing cost would be at the cost of
27 each property owner. Ms. Sprague told Guy Scaife there have been numerous delays with the Fletcher site, but that
28 2010 could see some site work beginning. She believes that the work will primarily be done in 2011 and 2012.

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30 The Board recessed at 6:35 p.m. prior to the scheduled Fifth Monday Forum to begin at 7:00 p.m. After the recess,
31 the Board reconvened at 7:00 p.m.

32 33 Oval Parking Issue

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35 Rodny Richey stated that he had two items to discuss with the Board. The first item being a parking issue on the
36 Oval. Mr. Richey is concerned about the safety implications of the two parking spaces in front of the Red Arrow
37 Diner. The two spaces are too close to the crosswalk and cause a bottleneck for traffic as the road narrows heading
38 over the stone bridge. Rodny Richey fears that even a minor accident at that location would cause significant prob-
39 lems if drivers get out to exchange papers, call a police officer, etc. Mr. Richey suggested that the Board consider
40 the removal of one of the two parking spaces.

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42 Selectman Putnam explained to Rodny that the Board had already voted to move the crosswalk further south, to the
43 south side of the Union/Bridge Street intersection and to also move the two parking spaces several feet toward the
44 south to take advantage of the new space opened up by the moving of the crosswalk. Selectman Putnam was not
45 sure why this had not been done. Mr. Richey stated that he had spoken with Bill Parker about this and was told that
46 there were some structural issues with the sidewalk near the diner and that it would not be possible at this time to do
47 the sidewalk work necessary to move the crosswalk.

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49 The Board agreed that moving the sidewalk is still a good idea and Town Administrator Scaife took the action item
50 to discuss with Bill Parker the possibility of moving the crosswalk without doing an elaborate "bump out" from the
51 sidewalk.

52 53 Recycling

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55 Rodny Richey also wished to discuss the issue of Single Stream Recycling with the Board. Rodny explained that
56 through his involvement with the Facilities Committee he knew that there were significant facility issues with the
57 current transfer station, and he understood that part of the solution to the problem would be to change the operation
58 to accommodate single stream recycling. Mr. Richey was wondering what the status of that was. Guy Scaife rep-

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1 lied with an update on the effort by the Concord Coop to build a single stream recycling facility. He explained that
2 they still did not have the tonnage necessary to make the finances work and that they are still soliciting other com-
3 munities to join. Mr. Richey believed that their timetable is about one year out from where they originally planned.
4 Guy Scaife explained that he had discussed this issue earlier with Rodny, and that he would take the action item to
5 look into the possibility of using a third party single stream vendor during the interim period until the Concord Coop
6 gets off the ground.
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8 Mr. Richey asked the Board to consider more fully how this is going to effect the facility issues at the transfer sta-
9 tion. Selectman Carmen stated that he thought this was good timing because the Recycling Committee is being re-
10 formed, and he was looking forward to getting their input on this issue.
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12 **3. ADJOURNMENT:**

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14 At 7:35 p.m. Selectman Putnam moved to adjourn, seconded by Vice Chairman Daniels. Motion carried 5/0.
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19 Tim Finan, Chairman

Mike Putnam, Member

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23 Gary L. Daniels, Vice Chairman

Katherine Bauer, Member

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27 Nate Carmen, Member

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