

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
Work Session – April 18, 2011

PRESENT: Nate Carmen, Chairman
Gary L. Daniels, Vice Chairman
Mike Putnam, Member
Katherine Bauer, Member
Tim Finan, Member
Darlene J. Bouffard, Recording Secretary

1. CALL TO ORDER. The meeting was called to order by Chairman Carmen at 5:30 p.m. Introductions of the Board members were made, followed by the Pledge of Allegiance. Chairman Carmen 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. AMBULANCE FACILITY DISCUSSION.

Chairman Carmen indicated tonight's work session is to begin discussions for a replacement ambulance facility. Chairman Carmen indicated that Ambulance Director Eric Schelberg provided a memorandum to the Board explaining the needs of that department in terms of preferred locations for the facility to be built. Over the past few years, the Board of Selectman has put forward Warrant Articles for the purchase of land to build a combined fire/ambulance facility, but since that Warrant Article has not passed, the Board is back to square one to look at what the needs are of the Ambulance Department. The Ambulance Department has the most urgent need for quick response time. Chairman Carmen looked at the different options from the Community Facilities Committee (CFC). If the town moves toward a standalone facility, there are some things that need to be done first. If this Board decides to move forward on this, the CFC could take the information from the Ambulance Director in order to move forward with the planning aspects. This should move forward to get the ball rolling for next year. Chairman Carmen asked that Eric Schelberg please explain what is desired for the Ambulance Department. Chairman Carmen said the Board would like to talk about possible sites, response times, etc. and then focus on the costs which seem to be very consistent through all of this. The end goal is to put forth a proposal that makes sense to the voters. The ultimate goal is to get something on the ballot for next year. A 4-bay ambulance facility is what is being talked about, we do not have four ambulances now, but that would allow for expansion.

Mr. Schelberg envisions a 10,000 square foot total facility. That is based on the SMP estimates when looking at what the department needs for a standalone facility. The Ambulance Department has been housed in Town Hall for 36 years; Mr. Schelberg does not anticipate the department being in another facility for another 40 years if this gets approved, it will be more like 100 years. SMP proposed a shared facility and a standalone facility. The last two proposals for a shared facility did not pass; therefore Mr. Schelberg does not believe that is what the voters want to see. Mr. Schelberg thinks a standalone facility is the best idea for the Ambulance Department. Currently, when an ambulance needs replacement, it will not fit in the existing facility. The Department currently has three vehicles that require being under cover. A 4-bay facility would be desired since we have two ambulances and a third vehicle, if the ambulances were to be replaced, an older model might be kept as a back up so that would fill up the four bays. Keeping the Ambulance Department near the majority of the calls is another critical element. It would be appropriate to keep the facility near the oval; we have looked at two sites on Garden Street. The CFC looked at the goals and the department composition, and that report is still valid. We do not need to re-invent the wheel. We need to get this out to voters soon to educate them. There is a valid need out there. We should focus on one item and by bringing it to the public that will help support the cause. The cost of a facility would be approximately \$200 per square foot.

The SMP estimate from September 2009 was \$2,781,000; there are some areas that we will not need to spend money on from that original report, for example, the phone system would be just an expansion of the existing phone system and the land cost would come down. A Not To Exceed (NTE) price should be brought to the voters and try to bring in the costs as low as possible. Selectman Putnam feels we are getting the cart ahead of the horse. We are looking at land parcels, those designs might change depending on which property is purchased. The design may have been designed for a particular property, we should identify the land on which to build a facility and then go forward with a design. Vice Chairman Daniels asked how many personnel are there in the Ambulance Depart-

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1 ment. Mr. Schelberg responded there are 6 full time, 13 per diem and 28-32 volunteers. Vice Chairman Daniels
2 asked where Rockingham is housed. Mr. Schelberg said they are out of Nashua. Selectman Bauer agrees with Se-
3 lectman Putnam, but the design depends on what land is purchased, but the square footage could be identified and
4 the design would depend on the land. Mr. Schelberg agreed it would depend on the land purchased. Selectman
5 Finan said the Board should settle on the location first and then move on to the building design. Selectman Bauer
6 suggested that parking estimates should be identified, if a parcel is not appropriate for additional parking, we should
7 move one to another parcel.
8

9 Vice Chairman Daniels noted as far as a building lasting 30-40 years, there is not a lot of room left for se-
10 nior housing around the oval, so if senior housing is built out in the west end of town, how would that affect the
11 ambulance? Mr. Schelberg said we would have to look at that at that time; it would need to be looked at whether or
12 not to add another ambulance facility at the west end of town, at that time. We do not know how the service will be
13 staffed in 30-40 years, so we should not speculate on that at this point. That is something to respond to as we move
14 forward.
15

16 Regarding response time, Selectman Putnam said frequently two ambulances get sent to a call, that affects
17 the response time, what is the percentage of the calls that get responded to from being on the road versus sitting in
18 the bay? Does response time matter from the bay, cause the ambulance could be at the supermarket or somewhere
19 else when a call comes in. Mr. Schelberg responded that the response is the most important aspect of the depart-
20 ment; the volunteer staff responds from western locations, the full time staff is in the bay when a call comes in. The
21 percentage of the ambulances being out of the bay when a call comes in is about 3%. Of 100 calls in a month, there
22 are about 3 times that the ambulances are responding to the same call together, it is usually because there are mul-
23 tiple patients. When there is a motor vehicle accident, there are usually two ambulances sent but if all of the pa-
24 tients refuse transport, then only one ambulance will stay on scene. We keep track of those statistics when two am-
25 bulances go on the same call and the reason why, they might be requested to be there as well.
26

27 Selectman Putnam stated that his own estimates were a little off, Mr. Schelberg responded yes. Guy Scaife
28 said it is less than 3% of the calls when the ambulances respond from other than the bays. Selectman Bauer asked
29 what the current response time is. Mr. Schelberg said 4.53 minutes is the average. With weekend activities or
30 events, with the ambulances being away from the bays, that response time changes to about 6-7 minutes. Out of
31 100 calls, Chairman Carmen asked how many are life threatening emergency calls? Mr. Schelberg responded 90
32 out of 100 responses do not require such quick response times, but there are others where it is life threatening.
33 Chairman Carmen asked where most of the life threatening calls are from? Is that something we can look at? Mr.
34 Schelberg said that does not exist, the majority of calls are not life threatening. The person waiting for the ambul-
35 ance wants it to be as soon as possible. Mr. Schelberg could go and look at that data to get the information. Se-
36 lectman Putnam asked if Eric could pull together both the emergency calls and non-emergency calls and what loca-
37 tion they are from. Mr. Schelberg can do that. Guy Scaife indicated that 3 of 4 calls we respond to have people
38 needing transport; he is concerned with trying to map out how sick people are and where they are from, he does not
39 think it would change anything. Every call (3 out of 4) could require a transport. Everyone we need to respond to
40 deserves to be responded to as fast as possible. Selectman Bauer agrees that people want the fast response time, it is
41 very important to that person that calls to have a quick response. Selectman Putnam suggested if looking at re-
42 sponse time is the most important item, how do we decide who is sickest? Selectman Bauer feels like we might be
43 reinventing the wheel. If Mr. Schelberg says the response time is most important, Selectman Bauer believes that.
44 Mr. Schelberg said the elderly housing is where most of the calls come from; most of the calls come from within the
45 one mile radius of the oval.
46

47 Selectman Putnam said the cost seemed to be the biggest problem in the past years, we need to watch the
48 tax bill dollars, and we should be looking at the dollar value more than the response time. All four of the proposals
49 being considered are within the one mile radius of the oval. The DPW site on South Street has a lot of wetland;
50 Selectman Bauer said if the ambulance is put there, it might limit any future expansion. The parcel size, response
51 time, wetland, all tell her that the DPW site should be taken off the table. Mr. Schelberg said he is sensitive to the
52 tax impact. If we just look at the top proposal, he has suggested the property that is \$210,000, and looking at the
53 negatives, he is concerned that it will add a few minutes to the response. The acuity of calls and those numbers is
54 an important component to understand but the reality is that when someone calls; they want the ambulance there
55 NOW. In the crisis, it is important for quick response. The DPW facility, and having to come back through the
56 oval on a Saturday morning or during evening hours, is a concern. That will increase the town's liability exposure
57 by going to the back roads to get to the location on a call. Route 13 North and South are the only two egresses from

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1 the DPW site. With a downtown location, the ambulance can go all points of the compass. If the DPW site is
2 blocked (due to an accident for example) there are really not many ways to get there, which affects response times.
3 No matter where the facility is put, Selectman Putnam said people are going to have to wait for the ambulance. Fif-
4 ty percent of the time the ambulance people are out with the ambulance somewhere; we should not focus on re-
5 sponse time, we should focus on cost. Vice Chairman Daniels asked how far down South Street is the DPW site?
6 Mr. Schelberg responded about one mile. Vice Chairman Daniels suggested that Mr. Schelberg is saying the build-
7 ing needs to be within a one mile radius of the oval, but now Mr. Schelberg is saying the DPW building is too far.
8 Guy Scaife stated it was never said that the DPW facility was outside of the radius. If we make a recommendation
9 to the Board, he pointed out there are better locations and best locations. Four locations were recently looked at.
10 The number one choice of the Ambulance Director Eric Schelberg, has been identified; yes, it is the least expensive,
11 but it is not cheaper than the DPW site. Mr. Scaife said it is unfair to assume that the DPW land has no value for
12 future DPW expansion, it has always been one of the options but is not the one being recommended.
13

14 Mr. Schelberg said he would like the facility to be within a one mile radius of the oval, and the DPW site is
15 one mile from the current location, however, to get to where the majority of the calls come from, from the DPW
16 site, the road choices are more narrow and difficult to navigate. Selectman Bauer pulled out a map that shows the
17 one mile radius and the current locations being looked at including Garden Street and Cottage Street, which are
18 within ½ mile radius of the oval. Guy Scaife noted there are not any alternate routes for Route 13 north or south.
19 Mr. Schelberg indicated if the department moves, what type of impact do we want to have on response time? If it is
20 moved to South Street, the response times will increase but if it goes to Garden Street, the impact to response times
21 will be negligible. Mr. Schelberg also noted the First Responders live within 1-1.5 miles of the oval. Vice Chair-
22 man Daniels asked about the Garden Street site to the oval versus South Street to the oval and how it is different.
23 Mr. Schelberg responded that the Union Street access to the oval has much better visibility and South Street coming
24 into the oval is very narrow and is difficult to navigate. Vice Chairman Daniels asked if South Street will be wi-
25 dened soon. Guy Scaife responded that it will be widened in accordance with the plan. Mr. Schelberg hopes that it
26 gets done but when will that be done? Guy Scaife indicated it will be done this summer but it will not add a passing
27 lane, it just adds a foot or two. Vice Chairman Daniels indicated if the oval is plugged up, it is plugged up all
28 around. Mr. Schelberg noted that South Street has less visibility and Union Street is far more maneuverable as far
29 as oval access. Selectman Putnam suggested the South Street site is closer to the 101 bypass where there are less
30 traffic problems, asking if that would improve response times?
31

32 Selectman Finan suggested the Board is getting stuck in the details here, and he hears what everyone is
33 saying, but the whole point of the Ambulance Department is response time, it is the number one priority. The mon-
34 ey needs to be weighed, but response time is the top priority. Selectman Putnam believes buying the property ver-
35 sus using town owned land makes a difference. Selectman Finan suggested looking at the difference in prices. Se-
36 lectman Putnam said that is what he has wanted to do all night. Selectman Finan said it is a nightmare coming up
37 South Street to the oval, everywhere else entering the oval can be done by going around, but not South Street, that is
38 the worst entrance to the oval. Selectman Putnam agreed, but noted there are alternate routes. Chairman Carmen
39 said the DPW site would hardly allow a building to fit on the property, and where would equipment be stored, it is
40 only about a 3 acre lot, yet there is only one buildable acre. Guy Scaife said that is a concern, the idea that we are
41 going to move it to town owned land sounds like the land would be free, but there are concerns about wetlands, and
42 we are trying to find out if there is even buildable space on the site. Bill Parker raised the DPW site as a problem
43 and he felt it will not work because it would impact the wetland. If that site were used, any expansion for DPW
44 would be gone. Vice Chairman Daniels asked about the tax records for the properties and the tax collected. Se-
45 lectman Bauer pointed out that they are in the packets. Guy Scaife noted the least expensive property pays just un-
46 der \$5,000 per year in property taxes. The parcel measuring .35 acres on Cottage Street is the one being recom-
47 mended by the Ambulance Director (Map 25 – Lot 76). That is twice the size of the other property on Garden
48 Street (Map 25 – Lot 69). The parcel that abuts the town parking lot (with the housing complex) would displace 7-8
49 parking spaces from the Garden Street lot. There is also a safety concern about the parking lot location being so
50 close to a safety complex with children being dropped off for elementary school. The long rectangular building (the
51 old Lumbertown is the preferred lot) and is the least expensive in the Garden Street area. The most expensive prop-
52 erty is also the smallest.
53

54 Selectman Finan indicated that none of the properties being discussed are affected by the Fletcher site.
55 Will they be affected in the future by the Fletcher project? Guy Scaife said they are not, Mill Street is affected.
56 Selectman Bauer asked if the Board could discuss the financial aspects. Vice Chairman Daniels asked if demolition
57 of the building would be necessary, or why not renovation? Mr. Schelberg said the facility does the not meet criti-

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1 cal infrastructure design for an emergency facility. In a catastrophic event, the ambulance facility needs to be one
2 facility that is still standing. The existing building is a wood structure that he does not believe could be renovated to
3 meet those standards. Selectman Bauer asked about the cost of demolition. Mr. Schelberg does not have that in-
4 formation, but he believes it is strictly a storage facility right now and the Cottage Street facility is being used as a
5 garage. Guy Scaife noted that Mr. Fuller would be happy to discuss any of these properties. Selectman Bauer rec-
6 ommended the Board to seriously consider this property if the owner is willing to have a discussion. When the
7 Community Facilities Committee (CFC) talked previously to the owner, he wanted to develop the property for him-
8 self but that option has gone away now. Guy Scaife added that the one acre lot was looked at but the 22 Cottage
9 Street lot was not looked at. It did, however, meet the criteria and has multiple egress from the location, which is
10 key.

11
12 One concern of Selectman Bauer is the railroad and that it is a wide lot. Mr. Schelberg believes both of the
13 Fuller properties have the railroad tracks running right next to them. They could both fit the footprint of the build-
14 ing. Selectman Bauer noted that some people still wanted to look at the property abutting the police station (Map 25
15 - Lot 69), if we can look at the Fuller lot (Map 25 - Lot 76), it would be a better property than the one that has
16 apartments on it and would be more difficult to take off the tax rolls. Guy Scaife said the property being recom-
17 mended is not in use and it is \$40,000-\$50,000 less expensive and double the size (Map 25 - Lot 76). The Ambul-
18 ance Department could be worked in, at the time this was originally being looked at, there was not a parking lot next
19 to the police station. To displace residents, give up some parking spaces and have a safety problem when people
20 drop children off for school does not sound like a good plan (Map 25 - Lot 69) since there is a lot across the street
21 (Map 25 - Lot 76) which can serve the same purpose without all of those issues. Guy Scaife believes consideration
22 should be given to the two properties on Cottage Street and not the South Street property. Selectman Bauer agreed
23 that those lots would be ideal. Mr. Schelberg said the South Street site would need a traffic study of the Nashua
24 Streets/Oval intersection. Because of the options available, he does not believe that will be required for the Garden
25 Street intersection. Selectman Putnam indicated that RPC already had that done and it is sitting around; it won't
26 cost a lot of money for an update. Mr. Schelberg said they would need to look at it because we would be changing
27 the pattern. Selectman Finan asked about future expansion needs for DPW. Guy Scaife responded there are no
28 expansion plans on the horizon for DPW. DPW may need to expand in the future, but it should stay on that site.
29 Selectman Bauer said a good portion of South Street lot is wetland. For future DPW needs, there is room for ex-
30 pansion, but you cannot just expand in any direction because the whole back is wetland. Selectman Bauer does not
31 think that is the best lot to look at for this, and she believes the Fuller property would be the best one to look at.
32 Selectman Finan agreed it should be between the two (Fuller) sites.

33
34 Chairman Carmen asked if the Board should put in a request to get the Community Facilities Committee to
35 start looking at this. Selectman Finan asked what does this Board want from the CFC? What would we be asking
36 them, specifically? Chairman Carmen answered this Board would just like to bring them into the discussions to
37 look at the property. Selectman Bauer suggested if this Board would like to put an Ambulance Department facility
38 on the Garden Street or Cottage Street property, we could charge the CFC to come in for the design on that land, it
39 is up to this Board whether to do that or not. Guy Scaife indicated that the CFC is not qualified as an engineering
40 firm and neither is the Board of Selectman, therefore an engineering firm would have to be hired for the building
41 design. There is a cost for that but it would need to happen.

42
43 Either the Board of Selectman or CFC or both should work with SMP, but do we need their help or not
44 (CFC)? When looking at the work the CFC did before, Chairman Carmen said if they can sit down and provide an
45 opinion to the Board. Selectman Bauer felt the CFC had some money to work with SMP, if we talk with SMP,
46 there will need to be more money. Do we want the CFC to get involved with SMP to look into the site? Originally,
47 Chairman Carmen said the CFC hired SMP to get the designs. They might come up with something else, it would
48 be good to do something that the CFC is involved in to get their opinion. Selectman Bauer said the CFC is an op-
49 tion. Guy Scaife said it would be a waste of money to engage SMP to get another picture on a new lot because we
50 will be just paying them to do something that we already know will fit. We know it will fit, the CFC will not do
51 anything different, but we do not know if the South Street lot has too much wetland which may disqualify it as an
52 option. Guy Scaife feels SMP should only get involved after a lot is chosen. Selectman Putnam suggested we just
53 leave the CFC out of it for now. Selectman Bauer said there were about 20 people on the CFC. Chairman Carmen
54 would like the CFC involved to get their support, his concern is without having guidance, the Board ends up having
55 the potential of not having the voter's support. The more focused the Board is, and the more support the Board gets
56 from committees like the CFC, the easier it is to get that across to the voters. There were a lot of things inferred for
57 the fire and ambulance facility and the CFC and BAC were not backing up the Board of Selectman.

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2 In conclusion, Chairman Carmen indicated the focus will be on the two Fuller lots (Map 25 – Lot 112 and
3 Map 25 – Lot 76) and wait for the wetlands study for the South Street lot. Selectman Bauer noted this Board needs
4 to determine whether or not to involve the CFC. Vice Chairman Daniels asked if an environmental study has been
5 done on the 21 Cottage Street (1.04 acre) property (Map 25 – Lot 112). Guy Scaife said that would require a Phase
6 I and II study which costs about \$3,000-\$5,000 and could be as high as \$6,000. Selectman Bauer asked if there is
7 scheduled time to meet with the land owner? Guy Scaife said there is not, since that would be determined after to-
8 night’s meeting; he also suggested that the property value will be close to market value. Selectman Putnam does not
9 see a problem with a building 90’ x 188’ in size on the South Street property with wetlands; the wetlands at DPW
10 should not be a problem. Selectman Putnam asked when that study will be received? Guy Scaife said about 2-3
11 weeks. Bill Parker needs to figure out what land would be usable and not usable once the data is received. Once
12 that information is available, Selectman Putnam would like to have another work session to discuss.
13

14 **3. RECYCLING FACILITY.** Guy Scaife stated the organization needs a decision from Milford in order to move
15 forward on building the facility. Guy Scaife asked if the Board of Selectman would like a hard copy or soft copy of
16 the contract, four communities had not committed including Stratham, Newmarket, and Milford, with New London
17 having just committed. That would put them over the 25,000 tons. Guy Scaife is not ready to come in with a rec-
18 ommendation; Bill Ruoff and Guy Scaife are continuing to work on that. Currently they are working with NRRA
19 and they are meeting with local haulers later this week. If we make a change, how would they react to the change.
20 All Board members concurred that a soft copy would be preferable.
21

22 **4. ETHICS COMMITTEE.** There was a visit from the Ethics Committee at the last regular Board meeting, at
23 which some questions regarding the Ethics Policy were discussed. Guy Scaife spoke with the LGC attorney and
24 confirmed there are policies that prohibit the BOS from mandating that committees and other boards adhere to the
25 Ethics Policy as adopted by the BOS. Each committee or board would need to adopt the policy on their own, with
26 no outside influence. RSA 31:39a allows a Conflict of Interest ordinance to be developed instead of an Ethics Poli-
27 cy. This ordinance would only establish Conflict of Interest; zoning already has that established. Guy Scaife will
28 provide that information to Board members but it does raise the question of how far the town can go with an Ethics
29 Policy versus a Conflict of Interest ordinance.
30

31 **5. ADJOURNMENT.** There being no further business to come before this Meeting, Selectman Finan moved to
32 adjourn at 7:10 p.m. Selectman Bauer seconded. All were in favor. The meeting was adjourned.
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36 _____
37 Nate Carmen, Chairman

Mike Putnam, Member

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40 _____
41 Gary Daniels, Vice Chairman

Katherine Bauer, Member

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44 _____
45 Tim Finan, Member