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APPROVED

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 8, 2011

PRESENT: Nate Carmen, Chairman
Gary Daniels, Vice Chairman
Tim Finan, Member
Katherine Bauer, Member
Mike Putnam, 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 Carmen at 5:30 p.m. who introduced Board members and led the audience in 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. APPOINTMENTS:

5:30 p.m. – Request to Approve Current Land Use Change Tax & Issuance of Warrant and Request for Execution of MS-1 Extension Application. Marti Noel, Town Assessor, indicated the LUCT is for a two acre parcel being taken out of current use, so that all but three acres on the property will be removed from current use (Map 4, Lot 29). Selectman Bauer moved to accept the recommendation from the Town Assessor for removal from current use. Selectman Finan seconded. All were in favor. Motion passed 5/0. Secondly, Marti Noel has requested that the Board agree to an extension to file the MS-1. With the revaluation, the informational hearings will be held in the upcoming weeks, letters will be sent out today. The next three weeks we will hold the hearings which bring us to the end of August or early September. This request for extension will push the due date to September 16. Vice Chairman Daniels moved to approve the request for extension. Selectman Putnam seconded. Selectman Finan asked if this will delay the setting of the tax rate. Ms. Noel hopes not, but noted that last year Milford was waiting on the DRA for the tax rate. All were in favor. Motion passed 5/0.

5:40 p.m. – Community Facilities Committee (CFC) Presentation of Proposed Ambulance Facility Site. Merv Newton, CFC Chairman, along with Mike Castagna, President of Castagna Consulting Group LLC, and Mark Fougere, presented the findings of the CFC in Phase I of the charge, noting the CFC has looked at the lots they were asked to look at. The lots on the railroad tracks have limitations because they are long and narrow. Across the street, Lot 69, next to the town parking lot also has restrictions. Lot 69 would require a two story facility and the next one would be nice but it isn't available. The committee is down to Lot 25-112 on Cottage Street as being big enough for the town's needs with space available for parking. Selectman Bauer said the CFC has been meeting weekly. The lots being discussed are the lots on Garden Street and Cottage Street. Looking across the street, it is owned by Fuller next to the American Legion.

Mark Fougere noted the CFC has also looked at the Harvey Music site but the size of the property and the times it can become congested during funerals and commuting times were problematic. Chairman Carmen added that it is not as easy as it sounds, a lot of criteria are being considered during this process. Mark Fougere noted that a 20 point analysis was used and there was a lot of discussion on each point on each property. The LET was the best evaluation tool and it works. Chairman Carmen indicated the LET is a helpful tool. Selectman Bauer asked for the members to provide examples of the analysis criteria used for each site. Mr. Newton explained that points were assigned to each of the criteria and the results are that lot 25-112 was the clear winner for all of the points. Chairman Carmen noted that some of the parcels were pieced together and added complications. On the recommended site, Vice Chairman Daniels asked why the demo is listed. Merv Newton said there are two buildings on the site and neither one of them are usable and would need to be demo'd. Mike Castagna said the main building is an old lumber storage building, and does not meet anywhere near the code – to put the money into (restoring) it you may as well just build a new one. It will not cost much to demo the building. Selectman Putnam asked about the foundation, can that be salvaged? Mr. Castagna responded that it could not, but the concrete will be (recycled) ground up and used for a base. Selectman Bauer asked the committee members to please talk about the buildings on the other sites and why renovation is not possible.

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1 Mr. Castagna said the building across the street at the old train station is a pretty down and dirty wood structure. It
2 does not have near the structure requirements for an ambulance facility; it is a code issue. Those buildings would
3 cost too much to bring up to code. The buildings where Granite Industry is housed are two old buildings as well
4 with steel structure, the Building Inspector looked at those as well. To bring them up to code the cost would be the
5 same as building a new building. The operating costs would be more, rather than just starting over and not having to
6 worry about the operational costs over the years. Mark Fougere added that renovating an old building usually costs
7 more than building a new one. Renovating Town Hall years ago was costly but voters did not want to move, so we
8 ended up taking out some of the renovations.

9
10 Chairman Carmen asked about the cost? Mr. Castagna indicated a similar structure recently built in Manchester cost
11 about \$180-\$190 per square foot, plus design, furniture, fixtures, etc. So a rough estimate would be about \$2.1 -
12 \$2.3 million. That needs to be refined together to get a more exact square foot number; but costs are going up. That
13 number does not include acquisition but it includes everything else to get on the site and operate. Selectman Bauer
14 summarized that construction costs are estimated at \$180 per square foot, if the furniture, design, etc. is added, what
15 is the approximate cost per square foot? Mr. Castagna responded that would be about \$220-\$235 per square foot
16 with everything. Selectman Putnam asked what kind of construction? Mr. Castagna responded that ICF was looked
17 at complete from footing to roof. There will be more detail at a later date on that. This building will meet seismic
18 requirements since it is an essential building. Operating costs would be the biggest thing. The size of heating and
19 a/c can be cut by 2/3, hence saving money. The analysis for Manchester was based on a station that had monthly
20 costs of \$3,400 per month which would be cut down to \$1,200 in the new building. Different ways will be looked
21 at. It is a matter of analyzing what is best for the structure and best for the town. Voters have to see this as well.

22
23 Mark Fougere noted that the Brookline building cost \$175 per square foot 8 years ago for just the building. Select-
24 man Bauer said there was discussion on other lots on where you could consolidate and possibly purchase more than
25 one property. Could a facility be put on the parcel or would the next parcel need to be bought as well? Merv New-
26 ton indicated it would require another lot. Selectman Bauer indicated a one story building would be about 9,000-
27 10,000 square feet, would a two story building require the same square footage? Merv Newton said that is correct,
28 the second story would be in the neighborhood of about \$300,000 because of the addition of an elevator. Selectman
29 Bauer said the costs of an elevator being added is hard to believe. Selectman Finan asked about acquisition costs.
30 Chairman Carmen said that is unknown at this time, it will be negotiated. Chairman Carmen asked what the new
31 value of that parcel is. Guy Scaife said the old value was \$371,000 and is still in effect. The new reval assessment
32 is under \$300,000. Vice Chairman Daniels stated the cost of the property is not included in the estimates provided.
33 Guy Scaife said that is correct. Selectman Bauer asked if the costs for demo could be discussed. Mr. Castagna said
34 that two buildings can be easy to remove for about \$50,000 to \$60,000 +/- to remove the building and dispose of
35 properly. Vice Chairman Daniels asked if a recommendation will be viable to go before the voters. Why would the
36 voters support a \$3 million price tag? Mr. Newton responded that the cost is not at \$3 million. Vice Chairman Da-
37 niels said it is getting close to that especially when the demo is added in and the cost of the land. Mr. Newton said
38 right now it is at \$2.3 million and the land. The building that was designed by SMP may work but we hope that the
39 number will be lower than \$3 million. This lot is best suited for what we need; the next phase is the hard phase,
40 when we look at the numbers.

41
42 Mark Fougere said the CFC tried for several years for a fire station and were not successful. The direction the BOS
43 has provided the CFC was to go forward with an ambulance facility. It is not the best time, but it is what it is.
44 Chairman Carmen indicated that the CFC is looking for the go-ahead to look at costs and to look at negotiating for
45 this lot. Mr. Fougere said the program drives costs. We are taking a look at the program and what it needs which is:
46 a building that saves costs and also a site that the town will not outgrow in five years. Mr. Newton stated if we get
47 the go ahead, we can negotiate a price for the lot and get a Purchase & Sales Agreement then we can start - we need
48 to have a contract with Mike Castagna on the work that needs to be done. Selectman Putnam asked how much that
49 contract is, \$25,000? Merv Newton said it is about \$25,000. Guy Scaife noted that the contract is necessary to get
50 to the next step, but that would pay for several things. All of the things prior to town vote need to be assessed. Mr.
51 Castagna stated that they have looked at different ways and recent past history with other towns and he wants the
52 information to be as complete as possible in order to get the vote to pass. Mr. Castagna needs certain information in
53 order to get better numbers nailed down. He looked at past history, however in order to nail it and get it as low as
54 possible, but yet still do what we want, we need to do some design and nail the square footage. They do not want to
55 design it completely, but they would want to be able to get real numbers that will stand up. When it goes to bid, it
56 needs to be built for what the town gets approved. A civil engineer will be brought in to nail down the site. Guy
57 Scaife said the town has been using SMP as a vendor and now we have changed that to another vendor. Mike Cas-

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1 tagna knows Director Schelberg and said they are utilizing their report for the programming for the ambulance ser-
2 vice. Mike stated his team is local.

3
4 Guy Scaife said the contract total is \$24,850, we hope to have a warrant article approved; the need is critical, either
5 we go to the voters with something solid or we don't. Selectman Putnam asked how we find that money. Guy
6 Scaife said we will under run our operating budget with the attempt to offset the shortfall in revenue. We will not
7 exceed what we are authorized to spend. It is not like we have revenue to offset, it is adding to the cost structure.
8 We know we have a critical facility need. To go to voters without the detail behind it is not a good idea. Selectman
9 Putnam asked where Mike Castagna comes from. Merv Newton responded that we used his services when we did
10 the police department and were pleased. Selectman Putnam asked if it went out for bid? Mr. Newton said they did
11 not. Selectman Bauer said the project itself would go out to bid. Selectman Putnam said the town should probably
12 put this aspect out to bid as well. He would like a more firm commitment of where that money will come from.
13 Selectman Putnam would not want to make a decision tonight, he wants time to think about this. Chairman Carmen
14 said if this is put off and put out to bid for about \$25,000, he does not see the advantage that will bring. If Mike
15 Castagna has experience with the police department, that's great, Chairman Carmen asked if Selectman Putnam's
16 concern is with the expense. Selectman Putnam said yes, that is why we're here. Chairman Carmen indicated it
17 depends what it is and how critical. Selectman Putnam wants to be sure if we can save \$2,000 for the tax payer,
18 then let's do it. It is a lot of money. Selectman Bauer asked if it is worth putting it out to bid for maybe \$2,000?
19 Guy Scaife said that Mr. Castagna is knowledgeable of where we are in the process and has just met Mike but it is
20 obvious that he impressed some people with the police station or he would not be here. There is a depth of know-
21 ledge built into the job based on experience with the police station. If a new consultant was hired, it would be a
22 process to get another consultant up to speed. And there would be huge risk starting over plus the time element.

23
24 Vice Chairman Daniels asked the age of the building at 21 Cottage Street. Mike Castagna guessed it to be about 20-
25 30 years old. Guy Scaife said it is 31 years old. Merv Newton said if they go out for bid, an RFP needs to be put
26 together, then the responses need to be interviewed, and then hire a firm. Chairman Carmen said that time is every-
27 thing with this situation. Merv Newton agreed that going out to bid is a time consuming process. Chairman Carmen
28 indicated the lot needs to be identified, negotiated and the building needs to be designed. Chairman Carmen be-
29 lieves we would be starting over if we went out to bid. Selectman Putnam feels in this economic environment, there
30 might be people out there that are equally qualified to do this. Selectman Putnam is trying to take care of the tax-
31 payer's money. His question is what could you do to design a building? It should not take a month. Selectman
32 Bauer agrees with Guy Scaife; if this is for \$2 million, the SMP was at \$2.1 million for ambulance only. We need
33 this facility, what is the alternative? To put the design on the warrant article and then the next year the warrant for
34 the land and then the next year for the building is just dragging it out. Merv Newton indicated a new ambulance will
35 not fit where they are currently housed. Selectman Bauer added that there are more space needs than just the ambul-
36 ance fitting in the bay. We are bringing this to the voters for the third time. Mr. Newton added that you need the
37 lead time to inform the public. It is a lot of work.

38
39 Selectman Bauer noted the downtown combined facility had almost as many votes for it as against it. Selectman
40 Finan does not see the savings in going out to bid for the design. We could save more money just figuring out
41 where to fit it in the budget. He would rather focus on finding the \$25,000, we have \$6 million in revenue in an \$11
42 million budget. On principal, we should be going out to bid on these things but it is kind of late for that. Vice
43 Chairman Daniels commented that we are talking about a 10,000 square foot building with concrete, why is it not
44 feasible to put that building on top of the base that is already there? Mr. Castagna said the footprint may not work; a
45 30 year old concrete structure that is deteriorating is going to cost more money if you do that but it will cost more to
46 play around with the existing than it will to just remove it and start over. Mr. Newton said that \$25,000 is about
47 \$.03 per thousand for taxpayers. Selectman Finan indicated the Board can find \$25,000 but we have other shortfalls
48 as well.

49
50 Selectman Finan moved to accept the Phase I recommendation of the CFC. Selectman Putnam seconded. All were
51 in favor. Motion passed 5/0.

52
53 Selectman Putnam said that IFC is good construction, but he does not want to be strapped to a concrete building. If
54 we can get a wood frame structure with some good insulation, it would still meet the code. Mr. Castagna indicated
55 you cannot meet seismic requirements with a wood structure. The Ambulance Director has directed that the town
56 needs another essential building in case of a catastrophic event, which requires a concrete building. Last week it
57 was discussed whether or not this needs to be an essential facility. Selectman Bauer suggested that Eric should
58 speak to that. The police, ambulance and fire are the emergency services and should all be essential. The ambul-

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1 ance needs to be there and able to respond in a catastrophe. You also want somewhere that there is a generator and
2 that people can be sheltered in a catastrophe. Selectman Finan asked if most ambulance facilities are essential.
3 Mike Castagna said that they are usually part of the fire station, but the smaller towns do things different. A wood
4 structure would be less expensive than concrete and would have a 15 years shelf life. Other towns he works in do
5 not want a Taj Mahal, they are looking at a building that will stand up in time and have better operating costs. Sev-
6 eral different scenarios will be looked at, so we will give you something that will last and be functional and efficient.
7

8 Eric Schelberg stated the CFC is doing due diligence and he is pleased with the site recommendation and he is glad
9 that the BOS has accepted that. This is an essential building. It is essential in the community. Last year there were
10 1352 calls. In an emergency, we want to be the last building standing. Just this year, with tornado activity increas-
11 ing, we want to be sure the ambulance is one of the last buildings standing; it will be busiest in that type of event.
12 The Brookline facility is a wooden structure and has seismic activity. The building is also bullet proof; an ICF
13 building can withstand tornado activity; we need to move forward with this being an essential building. Are we
14 going to make sure the property is available before the \$25,000 is committed? Chairman Carmen’s understanding is
15 that the negotiation process sometimes takes months. He anticipates that is being done simultaneous with the conti-
16 nuance of the CFC efforts. Selectman Putnam asked what if the owner does not want to sell. Chairman Carmen
17 said that was looked into already and the owner is interested in selling. It just takes time to get through the paper-
18 work. If we get positive feedback we should move forward. Merv Newton feels we could wait a couple weeks.
19 Guy Scaife said the town can connect with the owner again later this week, and there has been contact already.
20 Chairman Carmen agrees we do not want to spend \$25,000 if the land is not available.
21

22 Janet Langdell, Planning Board Chair, asked who the negotiation point with the seller is. Guy Scaife has that and is
23 working with Bill Parker. Janet Langdell feels that is an important piece of information. Leighton White, CFC
24 member, stated if in two weeks the seller says no, can we make a deal with Mike Castagna that the town only pays
25 him for the time spent from tonight moving forward to that point? Mike Castagna agreed. Leighton White does not
26 think that will happen, but wanted to be sure. Mr. Castagna agreed. Guy Scaife said the town will make contact
27 with the seller this week. Leighton White said he will check in later this week.
28

29 Everyone is still working together moving toward to Phase II and the BOS will look forward to that report.
30

31 **6:25 p.m. – Public Hearing to Accept Oakwood Circle, to Rename and Accept a Section of Japa Court, and to**
32 **Reaccept the Remainder of Japa Court.** Chairman Carmen opened the public hearing at 6:37 p.m. Lorraine Car-
33 son, Town Roads Researcher, explained the name change and acceptance/re-acceptance of Oakwood Circle and Japa
34 Court.
35

36 OAKWOOD CIRCLE: Total length of 1291.66 feet
37 Northerly section running easterly from the intersection with Chestnut Street a distance of 442.65 feet, 40
38 feet wide to the north west corner of Map 27 Lot 1-2:

39 Vol. 2021 Pg. 387, March 17, 1969
40 Ai and Eleanora Carr to Town of Milford
41 Plan recorded in Vol. 2021 on Pg. 388
42

43 Southerly section running easterly from the intersection with Chestnut Street a distance of 454.01 feet, 40
44 feet wide to the north east corner of Map 27 Lot 1-6, and from that point northerly a distance of 395 feet,
45 40 feet wide to the north west corner of Map 27 Lot 1-2:
46

47 Vol. 2376 Pg. 355, September 30, 1974
48 Ai and Eleanor Carr to Town of Milford
49 Plan #3915
50

51 JAPA COURT:

52 A brief history: In 1977 a short section of roadway running from the northwest corner of Map 27 Lot 1-2
53 to the north east corner of said lot, a distance of 100 feet, 40 feet wide, was conveyed to the Town of Milford, and
54 became known as Oakwood Street Extension.
55

56 In 1986, Japa Court was conveyed to the Town of Milford. This consisted of a short piece of roadway
57 running from the north east corner of Map 27 Lot 1-2 to a hammerhead turn-around and included the turn-around.
58

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1 Because the Planning Board no longer permits roads to have a name of Extension, it was decided be-
2 tween Bill Parker, Bill McKinney and myself, to do away with the "Extension" name of the 100 foot section, and
3 make it instead part of Japa Court. This results in one house on Map 27 Lot 1-11 which had a street address of 18
4 Oakwood Circle, now having to have a street address of Japa Court. Bill McKinney will be handling this issue rela-
5 tive to E-911 with the property owners once the Board has accepted this change in street name.
6

7 JAPA COURT (name change):

8 Commencing at the north west corner of Map 27 Lot 1-2 and extending easterly to and including the ham-
9 merhead turn-around, thus eliminating Oakwood Circle Extension.
10

11 ACCEPT JAPA COURT as a town road as follows:

12 Commencing at the north west corner of Map 27 Lot 1-2 and extending easterly a distance of 100 feet, 40
13 feet wide as conveyed to the Town of Milford by Ai and Eleanora Carr on November 15, 1977 and record-
14 ed in Vol. 2572 Pg. 421, as per Plan #3915, and
15

16 From the north east corner of Map 27 Lot 1-2 a distance of 68.19 feet with a varying width from 40 feet to
17 50 feet to the hammerhead turn-around and including the hammerhead which is 150 feet long and 50 feet
18 wide, as per Plan #18221, conveyed to the Town of Milford by Paul and Janice E. Karavas in a deed dated
19 October 31, 1986, recorded in Vol. 3815 Pg. 165
20

21 There were no public comments. Chairman Carmen closed the public hearing. Selectman Putnam moved to accept
22 as recommended. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
23

24 **6:40 p.m. – Town of Milford Terms and Conditions For Use of Town Hall Auditorium, Banquet Hall &**
25 **Kitchen Policy Review & Discussion of Town Sponsorship Parameters.** Dawn Griska, Executive Assistant and
26 Nicole Banks, Recreation Director, were present for this discussion regarding Town Hall Auditorium, Banquet Hall
27 and Kitchen use and Town Sponsorship parameters. Nicole Banks indicated that the Recreation Department uses
28 these facilities extensively throughout the year for its programs. Ms. Banks wished to bring up a few items regard-
29 ing the usage, noting there are not enough spaces for all the organizations that use the space. If the Town Depart-
30 ments could book reservations 3 months prior to an event that would be helpful, but the Department does not plan
31 any further ahead than that, and it seems that the space is being reserved prior to the Recreation Department getting
32 the paperwork processed since the Recreation Department operates seasonally. If the department can have the res-
33 ervation advantage, it would be appreciated. Equipment storage is also an issue, each week the instructor tows the
34 equipment to wherever the class is being held.
35

36 Selectman Bauer asked how many different programs there are that use indoor facilities. Ms. Banks explained this
37 summer several events had to be moved indoors due to inclement weather. Winter events are indoors and this is the
38 only space the Recreation Department has available since there is no community facility for recreation. Ms. Banks
39 noted that the Recreation Department has grown a lot over the last couple of years, and we want to be able to serve
40 the town; there is a good relationship with the schools, but they have their own obligations with the gymnasiums.
41 Ms. Banks sees that early booking times would help to allow recreation groups to have priority. Sponsorship re-
42 quests for non-profits have increased; they are typically looking for access to the facility and the use of the signs in
43 the oval. As groups come to the BOS, we need to keep in mind there are other organizations in town that do charge
44 fees for their use. Ms. Banks works with the Recreation Commission and wanted to bring up these items. Vice
45 Chairman Daniels asked about the requests for sponsorship and if that is used to get the costs waived for the cus-
46 todial services. In looking at the amount of time the auditorium and banquet room are available for use, Vice
47 Chairman Daniels asked if we gave priority to Recreation, what percentage of that time would be used. Ms. Banks
48 said she would have to formulate her thoughts on that, but if Recreation had the ability to block access, a few nights
49 a week would be booked with Recreation Programs. There are evening activities three nights per week for one hour.
50 During the week, the mom's group uses the facility two days for two hours each day, and there are a few days dur-
51 ing the week that it is used 1-2 hours each, but Recreation would need to have all the space reserved.
52

53 Vice Chairman Daniels indicated that people with access to the tennis courts or the ball fields sometimes cannot use
54 them because they are being used by the Recreation Department. Somehow that needs to be balanced. People want
55 to participate in the programs, but other people want to use the space as well. Ms. Banks said a lot of events are run
56 by Recreation and she does not want that to get lost. She tries to book as far in advance as possible. Dawn Griska
57 indicated that conflicts do come up, especially evening hours during the week. The programs that need to move this
58 fall are because of department training sessions. Vice Chairman Daniels asked how many people sign up for those

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1 training sessions. Ms. Griska is unaware, because they just sign up for the space. Vice Chairman Daniels asked if
2 the police department community space could be used for training. Ms. Griska does not feel the police department
3 community space would be conducive to all of the types of training being done in the auditorium/banquet hall facili-
4 ty. Guy Scaife added that the police department room is used most nights by some type of activity, we are seeing an
5 increase in demand. There are 1.3 activities per day for the town hall space upstairs causing a conflict that has
6 grown over time. Guy Scaife noted the town does not have a recreation center and that is where we are seeing the
7 increase. Guy Scaife said the training room included in the ambulance facility design would give some relief to the
8 demand upstairs. Conference room space is another area with high demand. Ms. Banks noted that it is just from the
9 town departments doing what they have been charged with, it is getting tighter and tighter even just getting a meet-
10 ing room.

11
12 Selectman Finan said the other departments have an equal right to use the facilities, this facility is an operating busi-
13 ness, it is not just a community center, he would think that the departments would have top priority by default and
14 the excess could be for outside groups. Selectman Finan said the BOS room would not be rented out because its
15 primary use is for the Board meetings. The use by Fire versus Ambulance can be worked out. Selectman Finan has
16 no issue with the Town having top priority on usage of the facilities. Regarding sponsorships, what is that? Ms.
17 Banks said that outside groups might be running a program and the department thinks it is a great idea so the de-
18 partment would sponsor the group. Ms. Griska suggested the sponsorships are all about using the A-frame signs
19 because you have to be sponsored by a town department to use those signs. It was decided years ago that if an or-
20 ganization was sponsored by a department, the organization could have access to those signs.

21
22 Guy Scaife indicated the vast majority of those (town-sponsored activities) are departments that are active partici-
23 pants. There might be one time that it came up this year. Ms. Griska said the Winter Farmer's Market, Nashua
24 Chamber Orchestra and Monadnock Music are the three organizations that are sponsored by the town. Vice Chair-
25 man Daniels said that DO-IT is not a town department. Guy Scaife responded that DO-IT is heavily sponsored by
26 the town. Ms. Banks is just looking at ongoing programs with an instructor and occurring more than once, in order
27 to sponsor an event. The town cannot run everything. She is trying to bring in organizations to bring in a concert
28 series and to coordinate the musicians, last year we had four concerts over the year and it worked great. For a one-
29 time thing it takes a lot of effort to get it going. Vice Chairman Daniels asked if Ms. Banks works closely with the
30 schools. Ms. Banks indicated that Recreation uses the fields and gymnasium space. The Bales gym is sometimes
31 used but again, there is no storage space. Recreation has been dealing with this a lot and feels the pressure and there
32 are costs involved as well. Chairman Carmen said that this issue came up with a request looking to have a group
33 meet in the auditorium and banquet hall facility on a recurring basis, the concern was that a lot of use is booked for
34 the town and to clutter up the space with all the other organizations is not good. Chairman Carmen feels this is a
35 problem that was headed our way with the growth in town. Is it solvable? Yes. Moving forward, there could be
36 some relief from other facilities. It may resolve itself. It is just a crunch right now. Chairman Carmen feels it is a
37 matter of staying creative and possibly looking at the policy again. Selectman Finan said we need to make the use
38 be more specific.

39
40 Ms. Griska explained there is a limit on how far out an event can be booked. It is an operational issue, but the BOS
41 needs to be aware that it is a change. The language is awful in the policy and it can be improved. How it needs to
42 change depends on the philosophy of the limits. Selectman Finan agreed to look at it and possibly tweak the lan-
43 guage and bring back to the Board. All members concurred that the Town Departments have priority to reserve.
44 Ms. Banks added that her department books out 3-4 months. Guy Scaife said that has always been the case, that
45 department can book out as far as is desired. Ms. Griska suggested it is an ambiguous situation but things do come
46 up that are difficult to deal with. The sponsorship is that they are looking to do a one-time event but other depart-
47 ments might do them. Chairman Carmen stated the sponsorship is handled administratively. Ms. Griska noted that
48 the needs of the Recreation Department should be put in the CIP, there is not an item for a community center. She
49 sees the town hall facilities being used heavily and when the ambulance facility comes on line that might relieve
50 some of that pressure. The Recreation Department wants to continue to grow and we need to look at some sort of
51 community facility. That need is not going to get any less and the CIP process does not address that right now. Ms.
52 Banks noted the Recreation Master Plan is being looked at and facilities are being considered and possibly the CIP
53 might be next and then look at funding. Ms. Banks said she does evaluate programs being conducted elsewhere for
54 duplication. Vice Chairman Daniels said if our programs are competing with other non- or for-profit programs in
55 the area that should be looked at. Selectman Bauer said the price point is important because taking private classes is
56 not always in the reach of people that participate.

57
58 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments.

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2 **4. DECISIONS**
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4 a) **CONSENT CALENDAR.** Chairman Carmen asked if there were any items to be removed from the Con-
5 sent Calendar. There were no items removed for discussion. Vice Chairman Daniels moved to accept the Consent
6 Calendar as presented. Selectman Finan seconded. All were in favor. Motion passed 4/0. (Selectman Putnam
7 stepped out of the meeting temporarily)
8

9 (1) **Request for Conditional Endorsement of Joshua D. Joki as a Full Time Police Officer Candidate.**

10 The request for conditional endorsement of Joshua D. Joki as a full time police officer was accepted with a
11 start date of August 22, 2011.

12 (2) **Request to Conduct Walking Fundraiser through Milford – Walk for Kids.** The Boys & Girls Club of
13 Souhegan Valley requested and were granted permission to hold a walk for kid’s community event on
14 Friday August 19, 2011.

15 (3) **Request to Authorize Application for Reimbursement of Lost Taxes on Federal and State Forest**
16 **Land.** The request to authorize the application for reimbursement of lost taxes on federal and state forest
17 land, specifically Map 53, Lot 22 (look out tower) and Map 53, lot 24 were approved.
18

19 b) **OTHER DECISIONS.** There were no other decisions.
20

21 **5. TOWN ADMINISTRATOR REPORT:**
22

23 a) **McLane and Goldman Dams Removal Feasibility Study Update.** Guy Scaife explained that the sedi-
24 ment sampling was done and results are being processed.
25

26 b) **Downtown Paving Project Update.** The paving will be started Thursday night (August 11) and will be
27 finished Monday August 15. The manhole work turned out to be more complicated than expected. Some
28 of the brick work in the manholes needed to be fixed before moving forward. As soon as the paving is
29 complete the striping and lines will be taken care of. The night paving starts sometime after 7 p.m.
30

31 c) **Miscellaneous.** Based on a citizen on Amherst Street who reported that there is an oil substance on the
32 river about where the Chop Shop is located, DES came out along with Clean Harbors to assess the situa-
33 tion. Booms were put on the river to contain the substance. At this point, we do not know what the source
34 is but believe it is a substance leaking out of three possible locations. How long it will take to deal with the
35 source of the contamination is unknown at this point, however it is totally unrelated to the feasibility study
36 and if the resident had not reported it, we do not know when the town would have seen it.
37

38 The CIP committee continues to meet. \$50,000 was funded in the 2012 State budget to evaluate the old
39 DMV site as a potential future Circuit Court. Senator Bragdon, Peter Hanson (representing Amherst),
40 Dave Wheeler and Guy Scaife attended a planning meeting in Concord to discuss the project. The discus-
41 sions were centered around having 9500 square feet of space for the court, then having a smaller room for
42 juvenile and marital hearings and in addition, the DMV would have approximately 1500 square feet to con-
43 tinue to serve 3 days a week in Milford for a total building space of 9500 square feet. They will have their
44 initial evaluation of that facility done before the end of 2011 and then see where it goes. The State owns
45 the land and it is a good location for traffic access for the seven towns.
46

47 **6. DISCUSSIONS.**
48

49 **7. SELECTMEN’S REPORTS / DISCUSSIONS**

50 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Putnam
51 talked briefly about the Joint Services Committee, which decided to look at combining services and it was agreed
52 that it will be more than a one year process. There is no way to squeeze in everything in the timeframe allotted.
53 Selectman Bauer asked what that timeframe will be. Things being talked about are the HVAC, A/C services and
54 other purchased services.
55

56 b) **OTHER ITEMS (that are not on the agenda).** There were no other items discussed.
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58 **8. APPROVAL OF FINAL MINUTES –** There were no minutes presented for approval.

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9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Chairman Carmen read the notices for this meeting.

11. NON-PUBLIC SESSION. Vice Chairman Daniels moved to enter into Non-public session at 7:55 p.m. in accordance with RSA 91:A3(a) Personnel. Selectman Putnam seconded. All were in favor. After discussion, Vice Chairman Daniels moved to come out of non-public session at 8:10 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Chairman Carmen announced that in non-public session, the Board discussed a personnel issue, no decisions were made and no votes were taken. The NPS minutes were sealed on motion made by Vice Chairman Daniels and seconded by Selectman Bauer. All were in favor. Motion passed 5/0.

12. ADJOURNMENT: There being no further business to come before this Meeting, Vice Chairman Daniels moved to adjourn at 8:13 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Nate Carmen, Chairman

Gary L. Daniels, Vice Chairman

Katherine Bauer, Member

Tim Finan, Member

Mike Putnam, Member