



AGENDA

October 21, 2014

Town Hall BOS Meeting Room - 6:30 PM

MINUTES:

1. Approval of minutes from the 9/16/14 meeting.
2. Approval of worksession minutes from 6/3/2014, 6/24/2014, 7/8/2014, 8/5/2014, 9/16/2014, and 9/23/2014

PUBLIC HEARING:

3. Per NH RSA 675:6, the Milford Planning Board will hold a public hearing for the following:
2015-2020 Capital Improvements Plan

OLD BUSINESS:

4. **San-Ken Properties, LLC, et al – Mile Slip, Wolfer and Boynton Hill Roads – Map 45, Lots 3, 17, 18 and Map 40, Lot 104-4;** Design review for a proposed residential subdivision.
(Continued from 9/16/14)

OTHER BUSINESS:

5. **Ashwood Development, LLC – Falcon Ridge Development – Maple St/Falcon Ridge Rd – Map 3, Lots 5 through 5-45.** Request to amend revised improvement timetable and security relating to Falcon Ridge Development.

WORKSESSION

1. **Discussion- Milford's Future Housing**
2. **Updates (as necessary):**
 - a. Distinguished Site Awards
 - b. CAC-CIP
 - c. Brox Community Land Review
 - d. Connectivity Plan
 - e. Community Facilities Committee
 - f. Recreation Master Plan
 - g. EDAC
 - h. SoRLAC
 - i. NRPC

Future meetings:

10/28/14 *Worksession*
11/04/14 *Election Day – (Possible Worksession)*
11/11/14 *Veterans Day Holiday*
11/18/14 *Regular Meeting*
11/25/14 *Worksession*

The order and matters of this meeting are subject to change without further notice.

1 MILFORD PLANNING BOARD PUBLIC HEARING ~ DRAFT ~
2 September 16, 2014 Board of Selectmen's Meeting Room, 6:30 PM
3

4 Present:

5
6 **Members:**

7 Janet Langdell, Chairperson

8 Paul Amato

9 Kathy Bauer

10 Chris Beer

11 Steve Duncanson

12 Susan Robinson, Alternate member

13
14 Tim Finan, Perspective alternate member
15

Staff:

Jodie Levandowski, Town Planner

Shirley Wilson, Recording Secretary

David Bosquet, Videographer

16
17
18 **MINUTES:**

- 19 1. Approval of minutes from the 8/19/14 meeting.
20
21

22 **OLD BUSINESS:**

- 23 2. **San-Ken Properties, LLC, et al – Mile Slip, Wolfer and Boynton Hill Roads – Map 45, Lots 3, 17, 18**
24 **and Map 40, Lot 104-4;** Design review for a proposed residential subdivision.

25 *(Continued from 8/19/14, Request to table until October 21, 2014 meeting)*
26

- 27 3. **Badger Hill Properties LLC – Timber Ridge Dr – Map 50, Lots 26-124, 26-126, 26-128, 26-129, 26-131,**
28 **26-133,**
29 **26-160, 26-162, 26-164, 26-166, 26-167, 26-168, 26-169, 26-171, 26-173, 26-175, 26-177, 26-179, 26-180,**
30 **26-181, 26-182, and 26-183; Map 51, Lots 26-47, 26-123, 26-125, 26-126, 26-127, 26-152, 26-170, 26-**
31 **172, 26-174,**
32 **26-176, 26-178, and 26-184; Map 55, Lots 26-130, 26-132, 26-134 thru 26-151, 26-153 thru 26-159, 26-**
33 **161,**
34 **26-163 and 26-165.**

35 Amendment to Conditional Approval received on August 19, 2014.
36

37 **OTHER BUSINESS:**
38

39 Chairperson Langdell called the meeting to order at 6:30PM. She introduced the Board and staff, and read the
40 agenda into the record. S. Robinson, alternate member was called to sit.

41
42 **MINUTES:**

43 C. Beer made a motion to approve the minutes from the 8/19/14 meeting, as amended per submitted corrections.
44 S. Duncanson seconded, J. Plant and K. Bauer abstained and all else in favor.

45
46 **OLD BUSINESS:**

47 **San-Ken Properties, LLC, et al – Mile Slip, Wolfer and Boynton Hill Roads – Map 45, Lots 3, 17, 18 and**
48 **Map 40, Lot 104-4;** Public Hearing for the design review of a proposed residential subdivision.

49
50 Chairperson Langdell read correspondence from Chad Branon, Fieldstone Land Services, PLLC dated 9/10/14.

51
52 C. Beer made a motion to table the application to the 10/21/14 meeting. S. Duncanson seconded and all in favor.

53
54 **Badger Hill Properties LLC – Timber Ridge Dr – Map 50, Lots 26-124, 26-126, 26-128, 26-129, 26-131, 26-**
55 **133, 26-160, 26-162, 26-164, 26-166, 26-167, 26-168, 26-169, 26-171, 26-173, 26-175, 26-177, 26-179, 26-180,**
56 **26-181, 26-182, and 26-183; Map 51, Lots 26-47, 26-123, 26-125, 26-126, 26-127, 26-152, 26-170, 26-172,**
57 **26-174, 26-176, 26-178, and 26-184; Map 55, Lots 26-130, 26-132, 26-134 thru 26-151, 26-153 thru 26-159,**
58 **26-161, 26-163 and 26-165.**

59 Public Hearing for phase VI of Badger Hill for multiple lot line adjustments involving sixty (60) residential
60 lots and three (3) open space lots; and to approve Phase VI-A for six (6) buildable lots in the Residence R
61 District.

62
63 Chairperson Langdell gave a brief overview of the recent history for the conditionally approved project.

64
65 J. Levandowski referenced the staff memo dated 9/16/14 and stated that at the 8/19/14 meeting, the Board made a
66 motion to grant conditional approval for the sixty (60) lot line adjustments known as Phase 6 with all staff
67 recommendations and items discussed at the meeting and to add that further sub-phasing of Phase 6 or
68 anything less than the completion of the Timber Ridge Dr loop would need to come back before the Planning
69 Board. From staff review, consequently, we determined this motion would allow the applicant to build out
70 the remainder of Timber Ridge Dr without proper drainage and engineering review, excluding the approved
71 eight (8) lots of 6A. There have been changes to Timber Ridge Dr since the original approval of the
72 subdivision and we do not have any engineering plans on file for Phase 6.

73
74 J. Langdell added that Board members may have assumed we had the engineering because under a normal
75 situation, when we approve a plan, all of those details are included in the plan set.

76 J. Levandowski also noted that after deeming lot 79 unbuildable, it was moved to phase 6 of the development
77 to equal out the maximum build-out of 180 lots. That being said, the motion should have been for 61 lots not
78 60 as stated on the conditional approval and that was something missed by staff during review.

79
80 J. Langdell stated that lot 79 was deemed unbuildable several phases ago and it was moved forward as 180
81 lots with lot 79 unbuildable. J. Levandowski clarified that it was always considered a lot though, with a deed
82 and restrictions. Now, it has been completely removed from the plan to allow access for a future access
83 point and access into the open space so an additional lot was added to phase 6. When that lot was originally
84 deemed unbuildable, it had an extension with other lots that were included on the conceptual plan for the
85 access points that was submitted with phase IV and counted on the master plan. J. Langdell stated that those
86 were not approved lots and discussion pertaining to the total number of lots followed.

87
88 S. Duncanson inquired about lots 182, 183 and 184. J. Levandowski explained that the lots are numbered by
89 tax map numbers and do not go in numerical order; the open space lots are also numbered. There are no
90 additional lots added and the total is still at 180 buildable lots.

91 J. Langdell noted that these modifications will allow staff to review the road engineering and stormwater
92 plans for the balance of the development. J. Levandowski stated that the developer has been informed and is in
93 agreement with the changes to the conditional approval.
94

95 Chairperson Langdell opened the meeting for public comment; there being none, the public portion of the meeting
96 was closed.
97

98 C. Beer made a motion to amend conditions #2 and #2.A to read: The application for Phase VI of the overall
99 development consisting of **sixty-one (61)** lot line adjustments be conditionally approved subject to:..... and
100 2a. A note be added to the plan stating that ***Planning Board approval will be required for any subsequent***
101 ***partial phasing of development, or full completion in a single phase, in accordance with applicable***
102 ***current Development Regulations.*** S. Duncanson seconded. J. Plant abstained and all else in favor.
103

104 **OTHER BUSINESS:**
105

106 The meeting was adjourned at 6:45.
107

108 **MINUTES OF THE SEPT 16, 2014 PLANNING BOARD PUBLIC HEARING APPROVED _____, 2014**
109

110 Motion to approve: _____
111

112 Motion to second: _____
113

114 _____ Date: _____
115

Signature of the Chairperson/Vice-Chairman: _____

1 **June 3, 2014 Planning Board Worksession Minutes *DRAFT***

2 **Meeting began at 6:37PM**

3
4 **Attn:**

5 Judy Plant

6 Paul Amato

7 Chris Beer

8 S. Robinson (arrived at 6:50PM)

9 Janet Langdell (arrived at 7:15PM)

Staff: Jodie Levandowski, Town Planner

Excused:

Steve Duncanson

Kathy Bauer

Tom Sloan

10
11
12 Mark Fougere, Board of Selectmen

13 Andy Seale, Conservation Commission

14
15

16 1. Finalization of the Brox Community Lands Master Plan- 2014 Update;

17
18 2. Discussion- Milford's Future Housing;

19
20 3. Updates (as necessary):

21 a. Distinguished Site Awards

22 b. CAC-CIP

23 c. Community Planning Grant

24 d. BroxCommunity Land Review

25 e. Pedestrian Network Plan

26 f. Community Facilities Committee

27 g. Recreation Master Plan

28 h. EDAC

29 i. SoRLAC

30 j. NRPC

31
32

DRAFT

33 **Agenda Item 1- Finalization of Brox Report- Review Comments from Mark Fougere**

34 Jodie Levandowski, Town Planner provided a brief introduction of the report and where it is at today.

35 Mark Fougere, Board of Selectmen, reviewed his comments with the Board. M. Fougere stated he agreed it was good to
36 update the 2005 report. M. Fougere stated the report called for setting open space aside, and that is fine however; the open
37 space area shown on the plan should be part of the gravel operation plan and then future open space will be called out in
38 the reclamation plan after gravel removal is completed.

39
40 Andy Seale asked how much of the 30,000 yards has been pulled. M. Fougere stated that the 2005 plan noted 30, 000
41 yards however there is around 1.2 million dollars' worth of gravel in this area. M. Fougere went on to say that this land
42 has historically been a gravel pit and there are areas of wet that are puddles left over from the previous gravel operations.
43 Suzanne Fournier of the Brox Environmental Citizens noted that was incorrect and those areas of wet are vernal pools
44 with living animals in them.

45
46 P. Amato asked how much sand is used a year? M. Fougere stated about 3,000-4,000 yards per year. Chris Beer said that
47 didn't seem like much but it probably depends on the type of winter we have.

48
49 M. Fougere said there were a number of test pits done on this report by Fieldstone Land Consultants and there should be
50 continued monitoring of them.

51
52 M. Fougere had a question on the requirement that was added by the Planning Board stating that a natural resource
53 inventory be completed before any future engineering work is to take place and who would be responsible for this. J.
54 Levandowski stated she was unsure if the NRI would be completed by the Conservation Commission or an outside source
55 and asked Andy Seale to clarify. A. Seale stated it would likely be completed by the Conservation Commission.

56
57 M. Fougere said the NRI should not postpone any work that should be completed by the Town for the gravel removal. A.
58 Seale stated you would need that inventory to know what resources are on the site before you move forward.

59 M. Fougere stated that the area shown on the updated plan that was set aside for fields has already been excavated. S
60 Fournier stated that is not true, and there are vernal pools in that area.

61
62 A. Seale then represented Audrey Fraizer and presented Conservation Commission comments. A. Seale stated that this
63 plan was presented not with gravel removal as a priority. M. Fougere responded that the Selectmen wanted to complete
64 some basic design work to allow information for the voters during the warrant vote and didn't want a Natural Resource
65 Inventory to hold up getting information to the voters.

66
67 P. Amato agreed that better information would be helpful for the voters. M. Fougere said we are looking to get the right
68 amount of information out there when gravel removal goes to town vote in 2015.

69
70 S. Fournier noted there was a conflict of interest with P. Amato being a property abutter. J. Levandowski stated that this
71 is just a discussion and there will be no vote taken as there is no quorum with only three members present.

72
73 A. Seale stated that even with reclamation the land doesn't always necessarily go back to its original state and the reason
74 for the NRI would be to evaluate the existing site conditions so we know what state the reclamation should return to. The
75 NRI will also guide what presently exists and what can be done on that land.

76
77 M. Fougere stated you're right, and following reclamation it may not completely grow back to its original state. P. Amato
78 stated that you need to stabilize and help the reclamation along as it goes.

79
80 Suzanne Fournier noted that the comment period when Mark submitted was after the posted thirty day public comment
81 period and added that the areas of puddles Mr. Fougere referenced earlier were vernal pools and not just puddles. S.
82 Fournier stated that a natural recourse inventory has already been provided to the Conservation Commission and the Brox
83 Subcommittee for this area. S. Fournier noted there are at least three threatened and endangered species found on Brox. J.
84 Levandowski noted that these reports have been submitted and reviewed by the Brox Community Land Needs Committee
85 and played a large part in the requirement of a NRI.

86 J. Plant asked Ms. Fournier what is your goal? Much discussion followed and in short S. Fournier stated that her goal was
87 to allow the land to tell us what we can do with it.
88

89 Janet Langdell arrived and took over as Chair of the meeting. J. Levandowski provided an update to J. Langdell where the
90 meeting was at and then allowed S. Fournier to continue with her points. S. Fournier continued with her comments and
91 stated the gravel pit is grandfathered and it cannot be expanded without the following the Department of Environmental
92 Services process. J. Langdell stated that this is correct and the town cannot expand but can continue within the
93 grandfathered area.
94

95 S. Fournier stated that we need reclamation in the gravel pit and there has been no proper reclamation of the pit thus far S.
96 Fournier mentioned to the Board the activity of DPW in the gravel pit and there is a big ground water issue. J. Langdell
97 asked S. Fournier to wrap up her comments. S. Fournier's final thought is that the NRI should be conducted.
98

99 Tom Gardner asked how M. Fougere got the amount of 1.2 million dollars he previously mentioned. M. Fougere stated if
100 we are talking about conducting gravel operations on the entire site that would be the Town's return. Based on the 2005
101 report there is 30,000 yards however, M. Fougere said he would like the town to take out 1.2 million yards. He went on to
102 say that you don't want to overestimate but the whole site is approximately 1.2 million yards. The town should pull the
103 gravel out and then protect it.
104

105 P. Amato asked, if the town pulled the gravel out should we also take into consideration planning for better future
106 development. M. Fougere said yes. You also want to make sure there is enough sand and gravel for future development.
107

108 J. Langdell stated that this is a future needs plan and is a conceptual plan that needs to be in place for the long term. M.
109 Fougere Stated that Milford is fortunate to have this land.
110

111 T. Gardner said the Board of Selectmen had seven years to complete this plan and why hasn't it been done? M. Fougere
112 stated the Board of Selectmen members have changed in past years and focus has been elsewhere and we have to
113 remember in 2008 the recession hit.
114

115 J. Langdell asked about M. Fougere's comment on deeding open space. M. Fougere said that he has no problem with the
116 land being deeded however; it should deeded after the gravel is removed. J. Langdell asked A. Seale to speak on this from
117 the Conservation Commissions point of view. A. Seale didn't want to speak for the Conservation Commission. Much
118 discussion followed on the wording in the report for deeding the property.
119

120 S. Fournier said that some of M. Fougere's comments are directing the board to make a change/decision. J. Plant stated
121 that we are here to make our own decision and M. Fougere is not going to influence us in any way.
122

123 J. Langdell asked what the Board thought and if the word immediately should be struck from the report in regards to when
124 the property should be deeded as open space. The Board felt the word immediately should remain.
125

126 S. Robinson asked if we were talking about bullet 5 or 6. The board agreed that bullet 6 should remain as that area north
127 of Hereon Pond Road is unbuildable. M. Fougere stated that these are just recommendations.
128

129 J. Langdell asked if there was a consensus to move this to public hearing in July as is with no changes being made. Yes
130 from all members JP. CB. SR. PA. JL. 4 votes.
131

132 **Agenda Item 2- Discussion on Milford's Future Housing**

133

134 Paul Amato asked if we should postpone this meeting until we can have Steve, Kathy and Tom here. All present members
135 agreed.
136

136 Meeting will be rescheduled for the June 17th meeting if Badger Hill is to be tabled.
137

138 General discussion ensued from the Board on updates and meeting schedules.
139

139 Meeting adjourned at 7:55PM

1 **Town of Milford, New Hampshire**
2 **PLANNING BOARD**

3
4 **Worksession Notes**

5
6 **Tuesday, June 24, 2014 6:30 PM Board of Selectmen's Room**
7

8 **Attendance:**

9 Judy Plant
10 Paul Amato
11 Chris Beer
12 Steve Duncanson
13 Kathy Bauer
14 S. Robinson (arrived at 6:50PM)
15 Janet Langdell (arrived at 7:15PM)
16

17 **Excused:**

18 Tom Sloan
19

20 **Community Development Staff:**

21 Jodie Levandowski, Town Planner

-
- 22 1. Discussion- Milford's Future Housing;
23
24 2. Updates (as necessary):
25 a. Distinguished Site Awards
26 b. CAC-CIP
27 c. Community Planning Grant
28 d. BroxCommunity Land Review
29 e. Pedestrian Network Plan
30 f. Community Facilities Committee
31 g. Recreation Master Plan
32 h. EDAC
33 i. SoRLAC
34 j. NRPC
35

36 **Agenda Item 1- Discussion on Milford's Future Housing**

37 **Meeting at 6:37**

38 Quick discussion on sidewalk connectivity plan

39
40 The Board discussed the average income level to afford a \$150,000.00 or a \$250,000.00 home. P. Amato asked about
41 home appraisals these days. J. Plant said it all depends on the area you're in. Londonderry appraisals are coming in above
42 sale prices. Here, they are coming in around asking. Banks aren't going to loan if the value isn't there.

43
44 Discussion ensued on finishing cost and land value.

45
46 J. Langdell asked P. Amato what he was estimating his subdivision lots to be sold at. P. Amato stated about \$50,000-
47 75,000.00.

48 We allow less than 1 acre lots and if you're in the R district people don't see the value in the rural area without acreage.
49 No minimum lot size in the open space district.

50
51 Discussion on cottage housing and where it would be best suited in town. Not the best idea for the R district. Needs to be
52 closer to services. Developments tend to be less reliability on the automobile.

53
54 Discussion arose on apartment unit size. P. Amato asked how big are the apartments at Quarrywood Green and at Cahill?
55 J. Plant stated that some are only 500 in Chill and there are two larger units that are a little over a 1,000 square feet.

56 P. Amato stated when you look at the cost of services study it's doubtful the ratios have changed that much since 2005.
57 We are worse off with multifamily then we are for a single family home. J. Langdell stated looking at the study it shows
58 that multifamily housing is contributing fewer students than single family homes throughout the state. J. Plant added I
59 think you would find that there are fewer students all around because the young families are not buying.

60
61 J. Langdell stated she did not trust the numbers from 2003. P. Amato stated if we are going to promote anything we
62 should be promoting commercial/industrial. J. Langdell asked how do we accommodate Milford's housing needs moving
63 forward and how do we balance that with promoting commercial and industrial. P. Amato added and not at the expense of
64 taking industrial land and making it for housing. J. Langdell said we should maintain the diversity we have in town.

65 P. Amato added this town has made it expensive to put a road in to put a cistern in to extend services. You don't get
66 \$250,000.00 houses because of the cost you had to put in it these days. It just doesn't work. J. Langdell agreed and asked
67 what kind of adjustments can we make?

68
69 B. Parker said It comes down to density. So what are you willing to give for density to allow those affordable units to be
70 built. P. Amato said so if we went back to 1 acre zoning instead of 2 you will get more houses. J. Langdell added or the
71 other direction is to allow higher density in areas for tradeoffs. J. Plant asked what the square footage was for the lots in
72 Ashley commons. B. Parker responded about 30,000 SF. J. Plant added that those are nice community lots.

73
74 P. Amato stated we determined that we want to maintain the diversity of units. We don't want to only build X price of
75 house we want to build all.

76 S. Robinson asked what it was we were trying to answer. Is it what people are looking for or is it what we want more of.
77 J. Plant stated we don't have a lot of duplexes around. They are tougher to finance cause of ownership issues. If they were
78 in an association kind of thing then that issue is gone. It also gives you that sense of property.

79
80 J. Langdell stated there are variables that are outside of the Board's control that we can't change. J. Levandowski added
81 that the Board has to keep that in mind when having these discussions. We can't change student debt, we can't change
82 mortgage rates. C. Beer added and we can't change the cost to build a road. P. Amato stated well yes we can. We can
83 approve roads at higher grades. J. Langdell asked what if we added a provision to allow X amount of road to be
84 constructed at X percentage. S. Robinson stated there is also a price to pay when construction is not good. Like Amherst is
85 dealing with. P. Amato added that we've made progress on road grade and then asked what the road grade was before. B.
86 Parker stated 6% and that changed before most of us were on the Board. K. Bauer asked what is the hairpin turn at
87 Ledgewood was. B. Parker stated it was 8%. J. Langdell stated she would like to know what is the maximum grade under
88 emergency services needs and what are other towns involving in regards to road grades.

89
90 B. Parker asked if this additional information will help the Board in making a decision. All members responded, yes. J.
91 Levandowski asked is this what we want to do, is look at our existing regulations and revise road widths and grades. C.

92 Beer asked is that really going to save people that much money to make it more affordable. P. Amato stated yes, it
93 certainly helps.

94
95 J. Langdell stated for the last 7-8 years I've heard we have to get down development cost. That is preponderate throughout
96 the years. For us, that means looking at our regulations. Also, we need to consider what we want to promote to be built.

97 P. Amato stated when we wanted to promote senior housing we didn't think about density. Now in hindsight that it's over
98 we have our fair share. The ones that were done well are valuable and the ones that weren't done well are not.

99
100 J. Langdell stated that a last week's Worksession we were trying to look at who we wanted to bring into town. P. Amato
101 stated that if somebody builds a cottage housing project and it doesn't sell for 2 years that's not necessarily good for the
102 Town. C. Beer asked what we could have done to make builders build a better product. They are going to be successful
103 because of what the developer has done not what we had done.

104
105 B. Parker asked the Board if Ducal wasn't 55+ would that be the type of development you would like to see. The Board
106 all agreed it was a nice design; however it might be just a bit too dense.

107
108 Much discussion on the density of Oak, Walnut and Beech Streets.

109
110 B. Parker asked the group if reducing the lot size in the 'A' District help. All responded yes. P. Amato stated the reason
111 we went from 1 to 2 arcs was to slow down growth. J. Plant stated I have no issue with a 1 acre lot. It's nice to take care
112 of. J. Langdell said for example- the area north of the river. We can keep those larger lots. And then closer to town we
113 can change the zoning back to 1 acre by creating an R2 and R1 District.

114
115 B. Parker asked what if for the Brown Subdivision we asked a developer (jerry Tangway) and see from a developer
116 prospective if 10,000 would make it affordable to build out there. J. Langdell asked what the lots are now. B. Parker, all
117 15,000 SF. P. Amato stated the Brown lots would be \$35,000.00 just for a lot. And you have to put a road in and
118 underground utilities.

119
120 Much discussion on the Brown Subdivision and development cost.

121
122 B. Parker asked would that make it work for a developer to have smaller lots in the Brown subdivision. From that example
123 you can determine if 10,000 square foot lots makes sense or 12,000 sf lots. J. Langdell said so much of the community
124 people are saying they don't want to see any more big box apartment developments it's not what they want to see built
125 around here. K. Bauer stated there is too much apartment housing in town.

126
127 Much discussion on apartment housing

128
129 P. Amato stated the rents have gone up over the last few years. J. Langdell stated that unfortunately apartment living is the
130 only thing affordable to some people.

131
132 S. Duncanson said getting back to land cost on the Brown property. Add 5 more lots that brings the cost down to 24,000
133 per lot. If we have private roads why do they have to be paved? Other towns are doing it.

134
135 Much discussion on why dirt roads are not desirable and on private roads and the town maintaining them.

136
137 P. Amato asked the group if they agree with the flexibility- give a little of this get a little of that. J. Langdell stated
138 flexibility has to have some meat to it. S. Robinson asked what the give and take was for Cadran Crossing when the
139 Planning Board allowed them a longer road length. K. Bauer said I like the concept that Paul is talking about but how do
140 you determine what is expectable and you have to have some sort of structure and perimeters.

141
142 K. Bauer asked Steve Duncanson why he thought Sunset Circle doesn't have a sense of community. S. Duncanson said
143 there are no kids. Stonewall is a good neighborhood example. B. parker said neighborhoods go through changes too. Kids
144 grow up and move out. The houses are more affordable in my neighborhood around \$180,000-200,000 more younger
145 families are moving in.

146

147 Discussion on Boulder Drive and Taylor Drive- done with 40,000 square foot lots done in the late 80's. B. Parker said
148 40,000 square foot lots were allowed at that time. Not done as a cluster or open space subdivision. Much discussion on
149 those neighborhoods and what makes them good. P. Amato said those houses have always been more marketable. I think
150 that neighborhood makes for a good selling point.

151
152 B. Parker stated that so much is market driven. Combination of increasing density where it makes sense. But give an
153 incentive to build things such as cottage housing or meandering roads that calm traffic for even more density. (two prong
154 approach) possible overlay. P. Amato asked what happened to back lots. B. Parker stated we got rid of those because they
155 were causing too much growth. P. Amato stated back lots were in place for a very long time and there are lots of those
156 on Ball Hill Road and Jenison Road.

157
158 Much discussion on back lots. – was a tool in the tool box that we took out when we were trying to slow down growth.

159
160 MEETING ADJOURNED AT 8:50PM

161
162 **QUESTIONS FOR THE BOARD TO ANSWER:**

- 163 • WHAT PHYSICAL FEATURES MAKE A NEIGHBORHOOD A GOOD NEIGHBORHOOD (WHAT PROVIDES
164 A SENSE OF PLACE)?
165 • WHAT RESIDENTIAL DENSITY DO YOU WANT TO SEE AROUND TOWN IN THE VARIOUS ZONING
166 DISTRICT?
167

168 **WHAT WAS SAID:**

- 169 • WE LIKE OPEN SPACE
170 • MAYBE MODIFY R DISTRICT possible r1 r2 based on density
171 • WE HAVE TO BRING DOWN DEVELOPMENT COST- HOW DO WE DO THIS? WOULD SMALLER LOTS
172 AND INCREASED ROAD GRADES (8%) *WHAT IS THE GRADE AT LEDGEWOOD?*
173 *MAX GRADE UNDER EMERGENCY SERVICES NEEDS?*
174 *WHAT ARE OTHER TOWNS INVOLVING IN REGARDS TO ROAD GRADE? LONDONDERRY, AMHERST,*
175 *MERRIMACK, ETC...*
176 • BROWN SUBDIVISION- SMALLER LOTS (10,000-12,000 SF) (JERRY TANGWAY)
177 • WHAT INCOME LEVEL MUST YOU BE AT TO AFFORD A 150,000 OR A 250,000 HOUSE
178 • WE WANT TO MAINTAIN THE DIVERSITY OF UNITS. WE DON'T WANT TO ONLY BUILD X PRICE OF
179 HOUSE WE WANT TO BUILD ALL.
180 • BACK LOTS
181 • INCREASING DENSITY WHERE IT MAKES SENSE. BUT GIVE AN INCENTIVE TO BUILD THINGS SUCH
182 AS COTTAGE HOUSING OR MEANDERING ROADS THAT CALM TRAFFIC.

1 **Town of Milford, New Hampshire**
2 **PLANNING BOARD**

3
4 **Worksession Notes**

5
6 **Tuesday, July 8, 2014**

6:30 PM

Board of Selectmen's Room

7
8 **Attendance:**

9 Janet Langdell, Chairperson
10 Steve Duncanson
11 Susan Robinson, Alternate
12 Kathy Bauer
13 Paul Amato

14
15 **Excused:**

16 Tom Sloan
17 Judy Plant

18
19 **Community Development Staff:**

20 Jodie Levandowski, Town Planner

-
- 21 1. Conceptual presentation on potential Residential Subdivision off Mile Slip Road and Boynton Hill Road from San-
22 Ken Homes/Fieldstone Land Consultants, PLLC
23
24 2. Discussion- Milford's Future Housing;
25
26 3. Updates (as necessary):
27 a. Distinguished Site Awards
28 b. CAC-CIP
29 c. Community Planning Grant
30 d. BroxCommunity Land Review
31 e. Pedestrian Network Plan
32 f. Community Facilities Committee
33 g. Recreation Master Plan
34 h. EDAC
35 i. SoRLAC
36 j. NRPC
37

38 The Group heard a presentation from San-Ken Homes relative to a potential 58 lot subdivision off of Mile Slip Road and
39 Boynton Hill Road.

40
41 The group attended the New Hampshire Department of Transportation meeting being held on the third floor of Town Hall.
42 The group restarted their meeting at 7:45PM in BOS room

43
44 The Board had a brief discussion on the proposed Mile Slip Road subdivision that was discussed earlier in the meeting.
45 The Board continued their past discussion on housing and stated that we have to be ready for the future- looking at our
46 definitions and making sure that these new trends are allowed and fit-able in our current regulations.

47
48 P. Amato stated that it would be nice to have a developer do the research and see if it works. J. Langdell asked the
49 question does our zoning accommodate the type of tiny homes that are on the craze now. Much discussion ensued on tiny
50 houses and net zero energy homes. The Board got into a discussion on solar panels and how much they cost and how
51 much they return power to the home. P. Amato mentioned a builder in Townsend Massachusetts.

52
53 J. Langdell stated that the single family homes that we need to accommodate for are smaller on smaller lots and are more
54 energy efficient. P. Amato agreed and stated that lots of people are going to be looking for smaller houses. Baby boomers
55 and younger kids are fighting for the same homes.

56
57 What kind of housing would go on the lots to make this profitable? What price range would the homes be?

58 P. Amato asked if the Board looks at infill lots differently than regular lots. J. Langdell stated as a matter of practice we
59 do.

60
61 The Board entered into a discussion on larger lots around town and the possibility of them all being subdivided in the
62 future into smaller housing lots. P. Amato added the problem we have with the Brown Subdivision is that it has too high
63 of an upfront cost. Mile slip road has a low cost.

64
65 Much discussion ensued on development costs.

66
67 The Board entered into a discussion on neighborhood layout. J. Langdell stated that she liked the layout of the
68 conventional plan presented tonight with a connecting road. P. Amato stated that he originally thought that he was
69 comfortable with reducing the lot size in the 'R' District and now he is seconded guessing that. C. Beer stated if you want
70 to reduce the cost of housing we shouldn't be asking them to reduce the number of lots. P. Amato added that he would
71 like to see more cul-de-sacs- those make better neighborhoods.

72
73 Discussion ensued on neighborhoods and what makes a desirable neighborhood.

74 J. Langdell stated that what we have to keep in the back of our mind is we are now getting in to the less desirable land in
75 town. Most of the good land has been bought and developed.

76
77 The example of Anndran Drive came up and that it is very wet and rocky.

78
79 J. Langdell stated so right now we allow 15,000 square foot lots on water and sewer. SohHow come we didn't stop and
80 say those lots are bigger then what we required. P. Amato stated the open space lots didn't work in the case of Brown. So
81 they weren't allowed the smaller lots frontages. There wasn't enough land for them to put in the 30% open space. J.
82 Langdell asked the Board how about we put a clause in the zoning that allows the planning board to reduce the lot
83 frontage on a case by case basis.

84
85 Discussion on the topography of the Brown Subdivision and how open space did not lend itself to the layout.

86
87 P. Amato stated I think 2 acres in the 'R' district is too much but when I look at this plan I think anything less than 2
88 would be too much.

89 J. Langdell asked the Board if there are areas that are now labeled as R that could have smaller lot sizes (higher density).
90 How about the Comstock neighborhood area. P. Amato stated that was built back when the town had 40,000 sf lots.

91

92 Much discussion on what areas of the R district would be best suited for smaller lots. Areas on Route 13 and North River
93 Road. J. Langdell stated even in the areas that are in the proximity to the major thoroughfares keeping it at the 2 acres
94 with the option of open space.

95
96 **What was said:**

- 97 ▪ **The Board is happy with the density in the R District right now. They allow us to do single family**
- 98 **manufactured home and 2-family by special exception.**
- 99 ▪ **Cul-de-sacs create neighborhoods**
- 100 ▪ **Does our Zoning Ordinance accommodate new housing types- do definitions account for upcoming housing**
- 101 **trends?**
- 102 ▪ **High upfront land costs deter development**
- 103 ▪ **Neighborhoods such as Comstock Drive and Boulder Drive are good examples**

104
105 Meeting Adjourned at 9:30PM

106

**Town of Milford, New Hampshire
PLANNING BOARD**

Worksession Notes

Tuesday, September 16, 2014 6:30 PM Board of Selectmen's Room

Attendance:

Janet Langdell, Chairperson
Judy Plant
Chris Beer
Steve Duncanson
Kathy Bauer, BOS Representative
S. Robinson, Alternate
Tim Finan, Prospective Alternate

Excused:

Tom Sloan
Paul Amato

Community Development Staff:

Jodie Levandowski, Town Planner

Agenda Item 1- Discussion on Milford's Future Housing

Meeting began at 6:50 following the regular meeting

Staff provided an overview of topics discussed at 9/16/2014 NRPC Brown Bag meeting relative to housing and NeighborWorks program. The Board entered into discussion on necessary actions to promote housing diversity and affordability in Milford.

J. Langdell posed the question: Does our Zoning Ordinance allow for the new types of development trends that are up and coming (i.e. tiny homes, cottage housing, townhomes, duplexes). J. Langdell stated that most of the newer affordable housing developments are made possible because of a significant amount of tax credits and incentives.

The Board entered a brief discussion on how the rents of affordable units are determined. Staff said it must be 60% of Area Median Family Income which is \$93,800 for the Nashua Area.

J. Langdell restated the question regarding our current zoning and if it will support up and coming housing trends. J. Levandowski stated if a cottage housing development wanted to come forward in either the A or B Districts on a 5 acre site similar to the Ducal senior housing development (approximately 11 units), it likely wouldn't work because they wouldn't meet their unit needs.

C. Beer stated, for the sake of discussion, what if we played devil's advocate and approached this as we did with Senior Housing. What if we promoted cottage housing by allowing a density bonus? That way, we would get more of it and we could always deal with it later down the line like we did with senior housing. J. Langdell stated we don't want to make changes that we know are not going to work for us in the long run.

J. Langdell stated we know that water and sewer encourages development and we know where those utilities are in town, so what about those other areas in town that would benefit from a higher density but don't have water and sewer. J. Langdell added I think we've gotten to the point that we like the density in the 'R' District and the Open Space Conservation District, so we don't want to touch those models. But where else in town can we encourage residential development?

J. Plant said we should look at other areas in town outside of the 'R' District that can be developed with community septic systems and community wells. J. Langdell added that maybe we should consider this. The Board asked staff to gather more information relative to this topic. Is this something that the industry is supporting? S. Robinson brought up Ashley Commons and the issues that development was having with community wells.

Staff to check on Ashley Commons and if it has public water or sewer or community septic and water.

C. Beer asked if community septic systems are considered burdensome. J. Plant stated no, not necessarily, there are ups and downs of them. J. Langdell stated we wouldn't encourage higher density in areas without public sewer and water if we're not going to support community systems.

Questions from the Board with information being obtained by staff:

-IS COMMUNITY SEPTIC SUPPORTED BY THE TOWN, THE STATE AND BY THE FEDS;

-WHERE IN TOWN WOULD COMMUNITY SYSTEMS BE APPROPRIATE;

-WOULD THE TOWN BE INTERESTED IN TAKING OVER MAINTIANCE OF PRIVATE SYSTEMS AND MAINTIANING THEM AFTER A DEVELOPMENT IS BUILT (SIMILAR TO A ROAD).

The Board entered into a lengthy discussion on private septic systems.

The Board then moved their discussion to neighborhood features and what do we want to include in our development regulations to help encourage these types of features.

Staff stated the question still remains that we know we want certain housing in town. If we don't want to change our density abilities do we want to provide density bonuses that encourage these features? J. Langdell made note that the Town Master Plan states that we want to maintain the diversity of housing types and new trends in Milford, do we still support that statement. All members agreed. J. Langdell added what other features do we want to encourage? What other features make a good neighborhood?

The Board began listing off general features they felt added character and desire to a neighborhood.

- MIX OF HOUSING TYPES
- DIVERSITY OF DESIGN
- WALKWAYS
- SAFE TRAVEL WAYS FOR PEOPLE TO WALK AND RIDE BIKES
- ACCESS TO AMENITIES SMALL STORES
- ACCESS PARKS RECREATION PLAYGROUNDS
- TRAFFIC CALMING THROUGH ROAD DESIGN
- TRAFFIC SPEED CUT THROUGH MITTIGATION
- LOT LAYOUT DRIVEWAYS PROXIMITY OF HOUSE TO RIGHT-OF-WAY AND NEIGHBORS
- VISIBILITY

S. Duncanson spoke extensively on why he thought sightlines and visibility where good neighborhood features. The Board asked staff to compare the density of Comstock Drive and Berkely.

J. Langdell brought up a discussion on development layout. J. Plant said she preferred cul-de-sacs. J. Langdell stated that 4 years ago we were told that cul-de-sacs were bad planning measures for the reason that they disconnect and don't allow for neighborhood connectivity. S. Duncanson added a good neighborhood is all about the neighbors and if they want to be neighborly or not. I don't think a specific design or layout would prevent people not talking to each other. C. Beer said but we can't really take that into account in our discussion. J. Plant added that Westchester Heights is probably the best example we have of a neighborhood in this town. J. Langdell add maybe when we talk about cul-de-sacs we speak to the common green area in the center. C. Beer said we should ask DPW what they want to see in a cul-de-sac, regards to square footage. J. Langdell agreed and said we can ask DPW about their standards.

The Board as a group said they would like to hear from people living in the in-town apartments and condos what they think is a good neighborhood. What they like and dislike about where they live. J. Langdell added and not just what makes a good neighborhood but what also makes a bad neighborhood.

J. Langdell stated that many people live in apartments because that's what they want and because that's what they can afford.

GROUP ASSIGNMENT: Talk to resident in the oval area and ask what they think is good about their neighborhood.
Question: WHAT DO YOU DISLIKE ABOUT YOUR NEIGHBORHOOD: WHAT DO YOU LIKE ABOUT YOUR NEIGHBORHOOD?

Following a discussion on the Boards Homework assignment there was a discussion on the next meeting dates. Judy Plant said she would not be here for the September 30th meeting or the whole month of October.

Meeting Adjourned at 8:32PM

1 **Town of Milford, New Hampshire**
2 **PLANNING BOARD**

3
4 **Worksession Notes**

5
6 **Tuesday, September 23, 2014**

7 **6:30 PM**

8 **Board of Selectmen's Room**

9 **Attendance:**

10 Chris Beer

11 Judy Plant

12 Steve Duncanson

13 Kathy Bauer, BOS Representative

14 S. Robinson, Alternate

15 Tim Finan, Prospective Alternate

16 **Excused:**

17 Janet Langdell, Chairperson

18 Tom Sloan

19 Paul Amato

20
21 **Community Development Staff:**

22 Jodie Levandowski, Town Planner

23 Bill Parker, Community Development Director

24 1. Discussion of Draft Capital Improvements Plan 2015-2020

25
26 2. Conceptual presentation on potential Residential Subdivision off West Street- Raisanen Homes Elite Llc;

27
28 3. Annual Zoning Change Review and Discussion; Signage

29
30 4. Updates (as necessary):

31 a. Distinguished Site Awards

32 b. CAC-CIP

33 c. Community Planning Grant

34 d. BroxCommunity Land Review

35 e. Pedestrian Network Plan

36 f. Community Facilities Committee

37 g. Recreation Master Plan

38 h. EDAC

39 i. SoRLAC

40 j. NRPC

41
42

43 **Meeting began at 6:30**

44 **Chris Beer filled in as Chairperson and started the meeting by giving opening remarks and introductions**

45
46 **Agenda Item 1- Discussion of Draft Capital Improvements Plan 2015-2020**

47 CIP Members Present:

48 Paul Dargie

49 Tim Finan

50 Joe O'Neil

51 Steve Duncanson, Planning Board Representative

52 Judy Plant, Planning Board Representative

53 Matt Lydon

54
55 Paul Dargie provided introductions of Committee Members and explained the charge of the CIP Committee, meeting
56 schedule and project review process. P. Dargie stated the report is in a draft format at this stage and the committee is
57 meeting tomorrow night (Wednesday) to finish off the plan and complete the prioritized projects list from members who
58 have not submitted yet.

59
60 P. Dargie directed the Board to page 25 and began a review of the CIP Estimated Tax Impact Table. P. Dargie stated the
61 chart shows all different projects proposed by department heads and is sorted by vote year. The chart is organized by
62 name of project, funding type, the year expected, purchase prices and the price to the voters.

63
64 P. Dargie reviewed the proposed projects with the Board starting with priority number 1. Priority 1 is a bridges fund as
65 requested by DPW. Number 2 priority is the DPW dump truck. Number 3 is side walk tractor and sander. Number 4 is
66 stormwater videoing. Number 5 Nashua street sidewalk and Ponemah Hill Road Sidewalk. Number 6 phase 1 and 2 of
67 new water source. Number 7 library addition and renovation. Number 8 Osgood Armory Road and Melendy road
68 pedestrian bike paths. P. Dargie noted that this item has since been removed from list as Board of Selectmen decided not
69 to move forward with this project at this time due to higher ranking town priorities and number 9 West Elm water main
70 extensions.

71
72 K. Bauer asked the CIP Committee to go over some of the outliers that may be of interest to some people in the viewing
73 audience and asked that the Committee start with Town Hall Renovations as she found the number of 500,000 dollars to
74 be misleading since it may be much more than that. P. Dargie said the greater scope of the Town Hall Renovation project
75 is around 2 million over a series of years and mentioned upgrades to fire department proposed in 2017 and Brox
76 Recreational Fields in 2018

77
78 K. Bauer asked if the CIP Committee chair knew the time frame from when the library began requesting funding from
79 CIP. J. O' Neal said the library began their request in the 1990's. There being no further questions on the draft CIP C.
80 Beer made a motion to move to public hearing on October 21st at the regularly scheduled meeting. Seconded by S.
81 Robinson. All in favor unanimous vote. 5-0-0

82
83 **Agenda Item 2 - Conceptual presentation on potential Residential Subdivision off West Street- Raisanen Homes**
84 **Elite Llc;**

85 Presenters:

86 Chad Branon, Fieldstone Land Consultants, PLLC

87 Richard Raisanen, Raisanen Homes Elite Llc

88
89 C. Branon began the presentation for tax map 39-70 located at 129 West Street, Milford, NH C. Branon stated the subject
90 lot is across from the high school track and field. The lot is relatively flat and does have some jurisdictional wetlands
91 bisecting through the middle and a portion of the back.

92
93 C. Branon presented the Board with a 35 lot conventional subdivision plan with lots meeting all town regulations and 2
94 open space plans. The first open space plan consisted of 34 lots on a loop road. The second showed 34 lots with a 1,800
95 linear foot cul-de-sac road. The second layout reduces the road length by 540 feet and has no interior lots and each lot
96 would have a front and back yard. The desired open space concept would be concept number 2. The proposed road length
97 will require a waiver from the Milford Development Regulations for a road length longer than allowed. The property
98 owner has met with the Fire Department and Public Works and this is the preferred road layout for both departments. It

99 requires less maintenance and will have public water and sewer. The homes will be a mix of styles including ranches from
100 1,000 – 1,200 square feet and 2-story dwellings from 1,200- 2,000 square feet. The housing market targeted for the homes
101 will be around the 220,000- 235,000 range.
102

103 S. Duncanson noted that lot lines show open space on the lots and asked if the property owner is assuming that those lots
104 will own the open space. C. Branon noted that's how it is being presented however; the client doesn't have an issue with
105 that being a separate lot and the conservation commission taking it over. S. Duncanson also noted that on lots 32, 33, 34,
106 etc. the lot lines are not going to property line and asked why that was. C. Branon said this was
107

108 Staff to review Zoning Ordinance Section 6.04.6.B Dimensional Standards and report findings to property owner and
109 Board. There be no further discussion on the presentation, the Board moved on to agenda item 3.
110

111 **Agenda Item 3 - Annual Zoning Change Review and Discussion; Signage**

112 J. Levandowski reviewed the staff memo dated August 26, 2014 and stated the attached was a list of administrative zoning
113 changes that has been continually review by the Planning Board since august and is updated as changes and approvals are
114 made. In the memo, gray text is to represent changes the Board agreed on at meetings between August 5th and September
115 16th worksessions. Black strike through represents Board agreed changes and red is new proposed changes that need to be
116 reviewed.
117

118 J. Levandowski added that the only proposed change for this go around is to Article VI: Overlay Districts Section: 6.03.0
119 Floodplain Management to remove definition of 'Manufactured Home' and replace in its entirety with the definition of
120 "Manufactured (Mobile) Home" as defined in the National Flood Insurance Program (NFIP) Policy Index. This change is
121 proposed in order to maintain consistency with FEMA regulations. The Board reviewed the proposed change and S.
122 Duncanson made the recommendation to remove last line of definition because it references construction regulations and
123 is not part of definition. All agreed change was acceptable with the elimination of last sentence as it is not part of a
124 definition but part of a regulation.
125

126 J. Levandowski also noted an email from Stratham Town Planner, Lincoln Daley regarding proposed wall sign changes
127 regarding distance from street/right-of-way. This item was not being discussed but staff wanted to share the information
128 with the Board for a future meeting.
129

130 Bill Parker, Community Development Director moved on to discuss temporary signs and how to best regulate them and
131 presented a staff memo and list of sign violations around town from various banners and a-frames to open flags. J. Plant
132 stated we make it tough in town for a business to grow and advertise. We have to stop putting road blocks up for these
133 businesses if we want them to stay. C. Beer said but we also have to consider if we allow all signage by taking away the
134 restriction, there are people that will abuse it. K. Bauer noted that it's not just in the business areas but also the rural areas
135 in town. S. Duncanson asked staff is they have had any complaints about open signs or banners since those aren't
136 technically allowed. B. Parker stated no, not very many the complaints are mostly for the Two Happy Butchers and
137 Contemporary Chrysler.
138

139 S. Robinson agreed and stated she was with Judy and is all for allowing businesses to advertise. B. parker added there
140 should be a way to regulate temporary signs whether it is by limiting it by the amount per site or something like that.
141

142 D. MacAllister stated regarding enforcement, what do we do if we tell them they need to take the signs down and they
143 don't. What do we do then? Write a letter? The Board had much discussion on enforcement of temporary signs and if you
144 can take them within the town right of way
145

146 B. parker stated what we are here for tonight is guidance from the Board on how to determine what is reasonable to
147 enforce. C. Beer said on one hand I am willing to make changes to help aid in better enforcement and on the other hand
148 I'm hesitant because when will these sign changes ever stop? S. Robinson asked how do we make it business friendly
149 while still making it pleasing to the town.
150

151 C. beer gave an example of Lorden plaza and if we allowed a-frames then everyone there could put an a-frame up by the
152 road and that wouldn't please esthetically pleasing. S. Duncanson said if that's the case then we can regulate how far it is
153 from the front entrance. J. Plant said but there we are again over regulating if we limit the distance of the a-frame from the
154 store front.

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B. Parker asked if the Board is comfortable with staff moving forward with a reasonable resolution to this. The Board agreed to allow staff to draft language to address these ongoing issues with temporary signs. C. Beer suggested staff lean to the side of enforcement to make your job easier.

D. MacAllister said he would like to set up some sort of ordinance that we can soundly enforce. K. Bauer added it's hard to write an ordinance for something like this because then you get into the "what if's". J. Plant said you also have to be real careful with restricting businesses. We want to keep these businesses and get new ones in town. C. Beer you also have to keep in mind we are going to get those people that say we are destroying the rural character of this town by allowing too much signage. J. Plant added but they are not calling the office and complaining.

S. Duncanson had question regarding Tasty Tobacco and their car parked on the property. B. Parker read from a section of the ZO which prohibited car displays. B. Parker said how about if we just bite off the temporary sign issue and we discuss the other things later down the line. D. MacAllister said if we have this enforcement in our ZO are we prepared to take these people to court?

T. Finan asked if there was a public nuisance ordinance in town and if it can be an enforcement measure for signage by the law at a criminal level. K. Bauer asked what are the ramifications of not having any temporary sign regulations or restrictions and if having too many signs is a safety thing then it can be the police taking the signs.

The Board had a lengthy discussion on what we should allow and what we shouldn't regarding temporary signs. J. Plant said how much time and funds we really want to allocate to have staff regulate signs. As a tax payer I would rather not pay for that. J. Plant also added how about we keep it simple and how about every entrance and exit you are allowed a sign? Allowed 2 without a permit anything more then that you need a permit.

S. Duncanson said he would like to see some enforcement behind the new process. K. Bauer said she would like to see what staff thinks about allowing all temporary signs. There being no further discussion on signs. The Board agreed to allow staff to draft language and return to the Board at the October 23rd meeting to discuss.

Meeting adjourned at 8:28PM

Judy will not be in attendance for the month of October until November.

Chapter 1. Introduction, Definition, Purpose, and Process

A. Introduction and Definition

A municipal capital improvements plan is an essential component of the Town's short-term and long-range community planning process. As authorized by NH RSA 674:5 and by Article 25 of the 1995 Milford Town warrant, the Town of Milford annually prepares a six-year capital improvements plan (CIP) to lay out a framework for municipal programs and projects that require significant capital outlays. The CIP encompasses major projects currently underway and future projects to be undertaken in most cases with public funds. Tailoring the CIP to the community allows projects to be classified according to urgency and the need to see them realized to support Town services. Included in the CIP analysis are estimated costs for each project, probable operating costs, eligibility for impact fee assessment, and anticipated funding sources. A project is deemed eligible for inclusion in the CIP if the total cost is a minimum of \$75,000 and is reasonably expected to have a useful life of at least five (5) years. Replacement vehicles, although often acquired in groups, are not eligible unless the single unit value is equal to or greater than \$75,000.

The Capital Improvements Plan (CIP) contains the capital improvement projects reviewed by the Capital Improvements Plan Citizens' Advisory Committee (Advisory Committee) based on its analysis of project requests submitted and presented by Town department heads, the Water and Sewer Commission, the Wadleigh Library Board of Trustees, and the Milford School District. For the 2015-2020 CIP, project requests (both new and recurring) were submitted by the following: Administration; Community Development; Fire Department; Public Works; Recreation; Wadleigh Library; Water Utilities; and the School District. No project requests were submitted this round by the Assessing, Community Media, Conservation Commission, Finance, Information Technology, or the Police Department.

B. Purpose of the Capital Improvements Plan

The Milford Capital Improvements Plan (CIP) attempts to link, within a rational framework, the provision of needed facilities, products, or services with the spending necessary to attain such items. The CIP must address the goals and intent of the Milford Master Plan and department priorities with fiscal realities. A well-supported and thoughtfully prepared CIP should provide the following benefits to the community (as noted in *The Planning Board in New Hampshire, A Handbook for Local Officials*, November 2012, New Hampshire Office of Energy and Planning, Chapter VI):

- ***Preserving public health, safety, and welfare.*** Providing the basic services which ensure citizen health and safety is a fundamental responsibility of local government. Programs of regular facility maintenance, upgrades and expansion of government services to meet minimum federal, state, and local standards are essential to any community. The cumulative effect of deferring

major maintenance expenditures and basic improvement of essential services is often an expensive series of stopgap measures which fail to address comprehensive long-term goals.

- ***Anticipating the demands of growth.*** When related to the master plan, the capital improvements programming process works to anticipate investments in community facilities which are needed to serve or shape the pattern of growth and development in the Town. The portions of selected capital improvement expenditures which are necessitated by growth may be eligible for funding by impact fees as authorized in RSA 674:21.
- ***Improving communication and coordination.*** Communication among the Planning Board, municipal departments, administrative officials, the Budget Advisory Committee, the Board of Selectmen, and citizens can result in cost savings and avoidance of duplication of facilities and expenditures.
- ***Avoiding undue tax increases.*** Capital improvements programming is a means of avoiding the surprise of expensive projects generating large property tax increases. While cost impacts cannot always be precisely determined in advance, the CIP fosters discussion of the distribution of the tax burden of new capital expenditures over time. A consequential benefit of fiscal stability and sound community facility planning may be an improved bond rating.
- ***Developing a fair distribution of capital costs.*** The capital improvements programming process allows for a public discussion of the preferred means of distributing capital costs not only over time, but also among users of the facilities to be financed.
- ***Building a foundation for growth management and impact fees.*** The development and formal adoption of a capital improvements program is a statutory prerequisite to the enactment of growth management and impact fee ordinances. A properly constructed CIP is an integral part of a land use regulatory process which implements either type of ordinance.
- ***Identifying "scattered and premature" development.*** New Hampshire statutes allow planning boards to adopt subdivision regulations which provide against scattered or premature subdivision of land. The capital improvements program is one measure which a planning Board may use to judge whether a development is scattered or premature based on an absence of essential public services and infrastructure.
- ***Supporting economic development.*** Communities exhibiting sound fiscal health and quality services and facilities are attractive to business and industry. New business investment and reinvestment may be influenced by improvements which enhance the quality of life for residents and labor. Private decision-making for investment is based not only on availability of utilities, but also on the quality of community schools, public safety facilities, recreation opportunities, and cultural amenities such as libraries.

C. Capital Improvements Planning Process

As specified in NH RSA 674:5, the Milford Planning Board is charged with directing the capital improvements planning process, based upon the Town's adopted master plan goals and recommendations. The CIP process begins in late spring of each year with the distribution of project request forms by the Community Development Office. The Planning Board at that time also appoints a seven regular member/one alternate member committee representing several areas of Town operation and general citizenry. Members serving on the 2015 -2020 Advisory Committee were:

Paul Dargie	Chair, School Board Representative
Joe O'Neil	Vice-Chair, Member-at-Large
Gil Archambault	Member-at-Large
Steve Duncanson	Planning Board Representative
Judy Plant	Planning Board Representative
Tim Finan	Member-at-Large
Matt Lydon	Budget Advisory Committee Representative
Rose Evans	Alternate Member/Budget Advisory Committee

The Committee meets regularly starting in late spring with the goal of completing a final draft Capital Improvements Plan for public review in early fall. During this time the Advisory Committee meets with department heads and representatives of the boards and commissions that submit project requests. The Committee generally follows a basic five-step process in accumulating, analyzing, evaluating, ranking, and allocating project requests to appropriate years in the upcoming six-year time frame, with the intent of balancing needs and costs with Town financial constraints and reasonable and logical implementation timeframes.

It is important to note that individual Advisory Committee members may or may not support the actual project(s). The role of the Advisory Committee is to recommend the *placement or non-placement* of projects in the six-year capital improvements plan. The objective is to create a funding profile that minimizes yearly fluctuations of tax rate burden on the citizens of Milford. An unstated but genuine objective of the Advisory Committee is to not only reduce the fluctuations but to reduce the citizen's overall tax burden which in 2013 stood at \$26.97 per \$1000 property valuation. Thus the Capital Improvements Plan becomes an important tool to be utilized by the Board of Selectmen, Budget Advisory Committee, department heads, and citizens in the evaluation of spending on capital projects both in the short and long-term.

A more detailed description of the Capital Improvements Plan process is as follows:

Step 1: The Community Development Department transmits project request forms to all applicable department heads, commissions, and the Milford School District SAU office. Projects are referenced by either a new or previously given project number to facilitate easier identification and review of projects. Each project is also to have a Statement of Need in addition to the Description. The Statement of Need enables the Advisory Committee to understand why the project is required for a continuation or increase of Town services and the impact of delaying or not accomplishing the project. When applicable, project requests are cross-referenced to where they are included in the Milford Master Plan.

Additionally, the Project Request form seeks project rationale and justification based on a series of factors used to evaluate. The specific project request addresses whether it:

- a. removes imminent threat to public health or safety,
- b. alleviates substandard conditions or deficiencies,
- c. responds to federal or state requirements to implement,
- d. improves the quality of existing services,
- e. provides added capacity to serve growth,
- f. reduces long-term operating costs,
- g. provides incentive to economic development,
- h. is eligible for matching funds available for a limited time,
- i. is a continuation of an existing project,
- j. addresses public demand,
- k. extends the useful life of the current facility or equipment, and,
- l. any "other" if there are additional extenuating circumstances justifying project inclusion in the CIP.

Step 2: The Advisory Committee reviews project requests, and schedules a meeting with the respective department if needed to discuss each project.

Step 3: The Advisory Committee studies projects individually and through group discussions. Evaluation includes review of the level of preparation applied to the requested project. The Advisory Committee utilizes a policy that a minimum of a conceptual drawing or architect's rendering is required for any facility which is expected to be placed in the next three (3) year "window". Not all projects submitted each year are necessarily recommended for inclusion in the CIP Plan. This may result if the Committee determines that a project has not established sufficient need or if it is unlikely to achieve support to implement during the plan years. The Planning Board can bring back a project back into the CIP based on its review, public input, and further department justification.

Step 4: Using the requestor's recommendation as a starting point, the Advisory Committee discusses and develops a consensus on the recommendation for the year in which the project should be placed on the Town Warrant. A project that is included in the CIP does not mean the project will be implemented as implementation is subject to additional factors. For projects requiring bonding the tax impact is noted the year after the warrant article is presumed to pass which is when the tax rate impact occurs. The CIP Committee adjusts recommended warrant article and funding years to smooth and balance the fiscal impact and maintain a reasonable debt level each year. The Committee considers the overall debt load from all bonded or lease purchase acquisitions by the Town and the School District.

Step 5: The Advisory Committee considers the projects that are recommended for placement on the next year's Town warrant and prioritizes those particular projects to provide its recommendations on urgency and need. This prioritization gives the Board of

Selectmen, Budget Advisory Committee, and the public the input needed from the Advisory Committee when those bodies deliberate during the ensuing development of the next year's budget and warrant articles.

Upon completion of the five-step process, the Advisory Committee:

1. Prepares the 'final' draft report with the assistance of the Community Development Office;
2. Presents the final draft to the Planning Board at a Planning Board worksession;
3. Presents the final draft to the Board of Selectmen to brief the Board on its recommendations;
4. Transmits a copy of the final draft report to department heads, the Board of Selectmen, the Budget Advisory Committee, and the Planning Board;
5. Schedules a public hearing date with the Planning Board;
6. Presents the CIP at a Planning Board meeting for the required public hearing and adoption.

Chapter 2. 2015 – 2020 Project Requests: Project Descriptions and Advisory Committee Recommendations

This year's Advisory Committee is appreciative of the time and effort given to the process by department heads and the School District. Background information and documentation was generally very complete, thorough, and greatly assisted the Advisory Committee in completing its work.

For this cycle there were 26 projects included for funding consideration between 2015 and 2020 (24 Town-related and 2 School-related). Four additional projects were identified as 'on horizon'. A brief description of each project and the Advisory Committee's recommendation follows. Although individual opinions may have varied among Committee members, the recommendations reflect a consensus to place the projects as indicated in the CIP Estimated Tax Impact Table (Chapter 5). The 2015-2020 Capital Improvements Plan in its entirety, with the Estimated Tax Impact Table was approved by a vote of 5 in favor, none opposed by the Committee.

Placeholder and On Horizon Projects

When reviewing projects and placing them in the CIP Estimated Tax Impact Table, the Advisory Committee also considers whether the project is a '**Placeholder**' or is '**On horizon**'. A project that is considered a **Placeholder** is a project that does not yet have either a well-defined description or scope for implementation. However the Advisory Committee, based on information presented, feels the project will likely be required within the six-year capital improvements planning cycle and thus needs to be anticipated for planning and budget purposes. A project that is noted as **On horizon** is a project that may or may not have a defined description and scope, but based on information presented would be implemented outside of the six-year CIP cycle. These projects, when known, are included in the CIP to identify major capital expenditures that need to be considered in long range planning and funding efforts.

1. Town Projects by Year

Eight projects proposed for funding in 2015 are listed by the priority each project was given by the Advisory Committee relative to urgency and need for implementation. This prioritization is meant to assist the Board of Selectmen and the Budget Advisory Committee in their deliberations during the budget and warrant article preparation process.

2015 Public Works – Highway (DPWH14-01) – Bridges Year 2015 - \$290,980

<i>Department Request:</i>	<i>2015 Funding</i>
<i>Advisory Committee Recommendation:</i>	<i>2015 Funding</i>

This project request is for funding an amount of \$290,000 to be utilized for testing, engineering, maintenance, and construction as necessary for bridges on municipally maintained roadways. This is an ongoing project based on a comprehensive 10-year program and

May 2014 Hoyle, Tanner Associates, Inc. Town-Wide Bridge Review study that identified the needed repairs and upgrades to 18 bridges. Currently nine bridges have been identified by the Department of Public Works as high priority projects for either replacement or repair in place, including: Hartshorn Brook/Jennison Road (replacement) in 2016; Great Brook/Mason Road (replacement); Souhegan River/NH Rte. 13 (repair in place); Souhegan River/Elm Street (repair in place); Great Brook/Elm Street (repair in place); Hartshorn Brook/North River Road (replacement); Purgatory Brook/Purgatory Road (replacement); Tucker Brook/Mason Road (replacement); and Hartshorn Brook/Hartshorn Road (replacement).

This funding was requested by the Public Works Director as a means to continue the preliminary work and fund the cost of engineering that will lead to further refinement of the priority list for bridge replacement as well as move forward with repair and maintenance work.

Advisory Committee Recommendation: The Advisory Committee recommends this funding for bridge-related work be **Priority #1** for funding in 2015.

2015 Public Works – Highway (DPWH10-01) – Truck, 36K GVW, 8 CY, D/P/S - \$185,000

Department Request: *2015 Funding*
Advisory Committee Recommendation: *2015 Funding*

This project request is for an 8 cubic yard 36,000 gross vehicle weight dump truck with plow and sander assembly. This piece of equipment will replace a 2000 Sterling dump truck which will be 15 years old upon replacement. Its primary purpose will be for maintenance of Town roadways, particularly for winter maintenance and snow removal.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends this vehicle and equipment be **Priority #2** for funding in 2015.

2015 Public Works – Highway (DPWH12-04) – Sidewalk Tractor/Plow with Sander - \$ 150,000

Department Request: *2015 Funding*
Advisory Committee Recommendation: *2015 Funding*

This project request is for a new sidewalk tractor/plow with sander to replace the 2000 'Holder' tractor plow with sander that has exceeded its useful life by four years. This piece of equipment is used for winter maintenance to plow more than ten miles of sidewalks during winter conditions. As it is anticipated that there will be continuing expansion of the Town's sidewalk network, reliable equipment is essential.

This project meets the following CIP project request criteria: alleviates substandard condition or deficiencies, improves the quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this equipment be **Priority #3** for funding in 2015.

2015 Public Works – Highway (DPW14-02) – Storm Sewer Video Inspection and Cleaning - \$ 172,800

Department Request: **2015 Funding**

Advisory Committee Recommendation: **2015 Funding**

This project request is for the videoing of approximately 30 miles of Milford’s stormwater sewers and assessing approximately 1600 catch basins and manholes, cleaning as necessary for this purpose, and data input of assessment and condition into asset management software. The purpose of this project is to maintain compliance with federal MS4 stormwater requirements and to maintain stormwater infrastructure.

This project qualifies for the NH Department of Environmental Services State Revolving Loan Fund whereby a loan for a total of \$216,000 can be obtained by the Town with a 20% principal forgiveness, resulting in a projected net cost of \$172,800.

This project alleviates substandard conditions and deficiencies, responds to federal or state requirements to implement, is eligible for matching funds for a limited time, is a continuation of an existing project, improves the quality of existing services, reduces long-term operating costs, and extends the useful life of the current infrastructure.

Advisory Committee Recommendation: The Advisory Committee recommends that this program be **Priority #4** for funding in 2015.

2015 Wadleigh Memorial Library (LIBR01-01) – Addition and Renovation of Wadleigh Memorial Library - \$ 4,958,000

Department Request: **2015 Funding**

Advisory Committee Recommendation: **2015 Funding**

This project request is for the construction of a 2-story, 21,000 SF library facility that will consist of an 8,100 SF first phase of construction, followed by demolition of the existing library and rebuild of 12,900 SF of space on the existing foundation. This plan was developed over the course of 2013 and 2014 by the Wadleigh Library Board of Trustees in conjunction with architectural design services of the firm Lavallee Brensinger.

This project is the result of many years of planning, study, analysis, review of options, receipt of community input, land acquisition, and consensus building to develop a plan that the Wadleigh Library Board of Trustees feels meets the current needs of the community and anticipated evolution of library services into the future.

The main portion of the Library was designed more than fifty years ago and an addition built in 1986 was designed for a 20-year lifespan. The entire facility was constructed before computers and associated technology became a mainstay to support library services. The current facility does not adequately address library service demands of the 21st century – either for staff or library users or as a physical plant that is energy efficient. Continued population growth and variable local and national economic conditions have resulted in the Library seeing one of the highest per capita usage rates in the State of New Hampshire. The facility was built for a community with a population of 12,000. Current Milford population estimates give Milford a population of approximately 15,200.

As in prior years this project generated significant discussion within the Advisory Committee. The Advisory Committee feels that the current plan genuinely reflects the amount of work done by the Trustees, staff, and the Community Facilities Committee to develop a plan that meets the Library’s strategic plan to provide its services. The Committee did note concerns with cost and that site access will need to be carefully reviewed. The Committee felt strongly that the project was at a point that it needed to be presented to townspeople and the voters in 2015.

This project meets the following criteria for CIP project requests: alleviates substandard conditions or deficiencies, improves the quality of existing services, provides added capacity to serve growth, reduces long-term operating costs, provides incentive to economic development, addresses expanded public demand, and extends the useful life of the current facility and equipment.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be **Priority #5** for funding in 2015.

2015 Community Development (CD10-03) – Nashua Street/Ponemah Hill Road Sidewalks and Signalization- \$665,000

Department Request:

2015 Funding

Advisory Committee Request:

2015 Funding

This project request is a comprehensive improvement project that combines the Nashua Street/Ponemah Hill Road sidewalk improvements project with the signalization and intersection improvements planned for the intersection of Nashua Street and Ponemah Hill Road.

Originally submitted and included in the CIP several years ago as separate projects (Phased Sidewalk Improvements and Intersection/Signalization Improvements), the Community Development Office provided revised cost estimates in 2013 that would result in anticipated savings if all improvements were combined into one project. If the projects were completed separately, the total sidewalk construction (Nashua Street segment only) was estimated to be \$270,000. A separate signalization/intersection improvements project was estimated at \$283,000. Sidewalk construction from the intersection southerly to the Quarrywood Green condominium site

was estimated at \$147,000. As three separate construction projects the cost would be \$700,000. Because of the economy inherent in combining the projects due to savings in mobilization costs, if the projects were implemented as one there would be a 5%-10% reduction in overall costs. A 5% figure was chosen by the Advisory Committee resulting in a single project cost of \$665,000.

The project is for the construction of approximately 2600 linear feet of new sidewalk between 504 Nashua Street (Medlyn Monument) and Walgreen's to provide a completed pedestrian connection from The Oval to the Lorden and Richmond Plaza commercial area. The entire length of Nashua Street is a high-traffic high-density mixed-use corridor and pedestrian usage continues to increase. The Planning Board, in its transportation master planning has made pedestrian and bicycle links a high priority. The Board in the past has encouraged sidewalks to be constructed as part of new commercial development and has received contributions that have paid for engineering for sidewalks in this corridor. Engineering was completed in 2009, and the project is set for implementation upon an updated review of the engineering plans. Phase I was included in previous CIPs as sidewalk construction from 504 Nashua Street to the intersection of Nashua Street and Ponemah Hill Road; Phase II was presented as sidewalk construction from the intersection to the existing sidewalk at Walgreen's; and Phase III is sidewalk construction on Ponemah Hill Road from Nashua Street southerly to connect with a sidewalk built as part of the Quarrywood Green development.

This project was first submitted for the CIP by the Department of Public Works in 2009 for phased construction to begin in 2011. Since 2010 this project request and all capital roadway and sidewalk project requests, have been generated by the Community Development Office to reflect transportation-related improvements that are identified by the Planning Board and reflected in the 2012 Transportation chapter update of the Milford Master Plan.

This project meets the following CIP project request criteria: removes imminent threat to public health or safety; alleviates substandard conditions or deficiencies; improves the quality of existing services; provides incentive to economic development; and responds to expanded public demand.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be **Priority #6** for funding in 2015.

2015 Water Utilities (WTR14-02) – West Elm Water Main Extension - \$625,000

Department Request:	2015 funding
Advisory Committee Recommendation:	2015 funding

This project request includes the bid and construction of approximately 3,000 LF of 12" ductile iron water main along with approximately 17 commercial property service extensions, gate valves and hydrants. The project area is from Jones Road located approximately 1,620 feet from the Rte. 101/Route101A intersection to the intersection of Rte. 101 and Wilton Road. The project is proposed at this time due to the anticipated Route 101 improvements planned by the NHDOT beginning in late 2015 and into 2016.

The intent of the project is to provide municipal water service to businesses along the corridor where property owners have a demonstrated limited and restricted groundwater availability for on-site wells, as well as enhancing fire fighting capacity. Additionally,

the extension of the water line allows for future connection to the Town of Wilton municipal water supply thus achieving a recommended intermunicipal connection. The estimated total project cost is approximately \$800,000, however this cost is proposed to be offset by \$140,000 by the Water and Sewer Commission (replacing an existing 8" water main segment with 12") and a reduction in final paving costs if completed as part of the NHDOT improvements project.

In its deliberations relative to funding, the Advisory Committee listened to the Water and Sewer Commissioners and the Board of Selectmen to see how funding should be shared between system users and the town-wide tax rate given there is town-wide benefit due to enhanced firefighting ability, future intermunicipal connection, and economic development generated by increased property values.

The project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, provides added capacity to serve growth, and provides incentive to economic development

Advisory Committee Recommendation: The Advisory Committee recommends that this project be **Priority #7** and funded in 2015.

2015 Water Utilities (WTR14-01) – New Water Source – Phases 1 and 2 - \$122,500

Department Request:	2015 funding
Advisory Committee Recommendation:	2015 funding

This project involves the preliminary expenses that are required to develop a new water source for the Town, a high priority of the Water and Sewer Commission. The Town currently has one source (the Curtis Wells) and also purchases water from Pennichuck Water Works. The Town is required to have a back-up source of water by law and the Department has been conducting an ongoing search of potential sources in the event the current existing source is no longer available. The project was identified in the 2001 Water Master Plan and Rate Study and incorporated into the 2009 Water Rate Study CIP.

The total cost of Phases 1 and 2 is \$520,000, and the Advisory Committee determined that the portion of the project that should be funded by the Town (as opposed to the system users and other funding sources) to be \$122,500.

The project meets the following CIP project request criteria: provides added capacity to serve growth, provides incentive to economic development, addresses expanded public demand, and provides an alternate backup source in an emergency.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be **Priority #8** for funding in 2015.

The following projects are identified by Department for the years 2016 – 2020:

2016 Fire (FIRE10-01) – Engine 1 Replacement - \$500,000

Department Request: ***2016 Funding***
Advisory Committee Recommendation: ***2016 Funding***

This project request is for the replacement of the 1991 Pierce Manufacturing custom fire engine with a vehicle with similar capabilities and capacity. The replacement engine will require a minimum 1000 gallons of water capacity to meet the current National Fire Protection Association standards. Engine 1 will be 25 years old in 2016 and should be technically utilized as a 'reserve engine'. At this point (25 years of service) the Fire Department loses credit in its ISO rating.

This project request meets the following CIP project request criteria: alleviates substandard condition or deficiencies, responds to federal or state requirements to implement, improves the quality of existing services, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this apparatus be programmed for funding in 2016.

2016 Water Utilities (WTR14-03) – New Water Source – Phase 3 - \$350,000

Department Request: ***2016 Funding***
Advisory Committee Recommendation: ***2016 Funding***

This project is the third phase for completion of the development of a new water source and includes land acquisition of a well site and construction of the well facility and associated water transmission lines.

The project meets the following CIP project request criteria: provides added capacity to serve growth, provides incentive to economic development, addresses expanded public demand, and provides an alternate backup source in an emergency.

Advisory Committee Recommendation: The Advisory Committee recommends that funding for this project be programmed for 2016.

2016 Public Works – Highway (DPWH14-03) – Bridges Year 2016 -\$212,250

Department Request: ***2016 Funding***
Advisory Committee Recommendation: ***2016 Funding***

This project request is for ongoing funding to implement the 10-year Hoyle, Tanner & Associates, Inc. Town-Wide Bridge Review recommendations for replacement, repair and maintenance plan as prioritized and implemented by the Department of Public Works.

Advisory Committee Recommendation: The Advisory Committee recommends that this funding be programmed for 2016.

2016 Public Works – Highway (DPWH12-02) – Loader, 2-3 CY Bucket - \$145,000

Department Request: 2016 Funding
Advisory Committee Recommendation: 2016 Funding

This request is for tractor/loader to be utilized for right-of-way maintenance and winter snow maintenance. This loader will replace the 1996 Kobelco backhoe which will be 20 years old in 2016.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this request for equipment replacement be programmed for funding in 2016.

2016 Public Works - Highway (DPWH13-02) – Backhoe, Tractor Loader with Thumb Attachment - \$145,000

Department Request: 2016 Funding
Advisory Committee Recommendation: 2016 Funding

This is a new project request for a tractor loader backhoe with a thumb attachment to be utilized for right-of-way maintenance, winter snow maintenance, and Town construction and maintenance projects requiring a thumb attachment. It will replace the 2001 tractor loader backhoe.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this request for equipment replacement be programmed for funding in 2016.

2017 Administration (ADMN10-01) – Town Hall Renovations - \$2,000,000

Department Request: 2015 Funding
Advisory Committee Recommendation: 2017 Funding

The comprehensive Community Facilities Committee (CFC) review of the Fire Department and Ambulance Service in 2008/2009 included in-depth documentation of the existing space needs and facility deficiencies of the Town Hall, last renovated in the late 1980s. The CFC analysis and findings from SMP Architecture (refer to *Fire/Ambulance/EMO Space Needs Study*) document critical operational, energy efficiency, accessibility, and security deficiencies which must be addressed to support administrative and governmental services for the public and staff. In addition to these documented existing conditions of Town Hall, Town social services will need to be relocated from "the Annex" once the Wadleigh Library begins its expansion project within the next several years (see project description for the Library Addition/Renovation). The relocation of the Ambulance Service from Town Hall to the new facility on Elm Street in late 2013 provided valuable additional space that can be renovated for increased efficiencies and service delivery.

A preliminary space needs and deficiencies assessment of Town Hall has been completed, as well as preliminary cost estimates by an architectural consulting firm (SMP) in 2013. As of the date of the preparation of this CIP, there was no input from either the Town Administrator or the Board of Selectmen as to the direction that has been decided for Town Hall renovations. However, the Advisory Committee was provided updated information (July 2014) from the Community Development Director that provided costs for a single-phase and a three-phase renovation. The Advisory Committee feels that this project is important, and its potential cost, should be included in the CIP for planning purposes as it has been identified in the CIP for five years. An estimated cost of \$2,000,000 has been noted based on the 2014 SMP update but it is anticipated that more refined plans and cost estimates will be available in 2015.

The project meets the following CIP project criteria: removes imminent threat to public health or safety; alleviates substandard conditions or deficiencies; improves the quality of existing services; provides added capacity to serve growth; reduces long-term operating costs; provides incentive to economic development; serves expanded public demand; and extends useful life of current facility or equipment.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be programmed for funding in 2017.

2017 Fire Department (FIRE11-01) – Upgrades to Downtown Station - \$1,500,000

Department Request: 2017 Funding
Advisory Committee Recommendation: 2017 Funding

This project request is for needed electrical upgrades, roof repairs, parking lot expansion, and facility renovations. As identified by the in-depth work conducted by the Community Facilities Committee in 2008 and 2009, the existing Fire Department facility was found to be in need of code upgrades, building renovations, space efficiency improvements, and additional parking. These necessary upgrades were proposed to be incorporated in the plans for a co-located Fire/Ambulance/Emergency Management facility that did not receive voter approval. With the change in direction to construct the separate high priority stand-alone Ambulance Facility, the needed improvements to the existing Fire Station still remain. Current Department plans are to move forward with upgrades in 2017.

The project request meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves the quality of existing services, provides incentive to economic development, expanded public demand, and extends the life of current facility or equipment.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be programmed for funding in 2017. As this is an expansion and renovation of an existing facility, the Advisory Committee recommends preliminary design work be initiated in 2015 in anticipation of a 2017 warrant article.

2017 Public Works – Highway (DPWH14-04) – Bridges Year 2017 - \$665,756

Department Request: 2017 Funding
Advisory Committee Recommendation: 2017 Funding

This project request is for ongoing funding to implement the 10-year Hoyle, Tanner & Associates, Inc. Town-Wide Bridge Review recommendations for replacement, repair and maintenance plan as prioritized and implemented by the Department of Public Works.

Advisory Committee Recommendation: The Advisory Committee recommends that this funding be programmed for 2017.

2017 Public Works – Highway (DPWH12-03) – 8 CY 36,000 GVW Dump Truck with Plow and Sander Assembly (#2) - \$ 185,000

Department Request: 2017 Funding
Advisory Committee Recommendation: 2017 Funding

This project request is for an 8 cubic yard 36,000 gross vehicle weight dump truck with plow and sander assembly. This piece of equipment will replace a 2000 Sterling truck that will be 17 years old at time of replacement. Its primary purpose will be for maintenance of Town roadways, particularly for winter maintenance and snow removal. This is the first year this project has been submitted for the CIP.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends this vehicle and equipment be programmed for funding in 2017.

2017 Community Development (CD11-02) – Osgood/Armory/Melendy Roads – Pedestrian and Bicycle Improvements - \$140,000

Department Request: ***2017 funding***
Advisory Committee Recommendation: ***2017 funding***

This project request is for approximately 4000 LF multi-purpose striped lanes, 5' asphalt sidewalk, and crosswalks to create a safe pedestrian and bicycle connection the intersection of West Street and Osgood Road, along Osgood Road to Adams Field, Osgood Pond, and Hazel Adams Burns Park, Leisure Acres mobile home park, and along Armory Road to its intersection with the Granite Town Rail-Trail. This location is heavily traveled by both motorized vehicles, pedestrians and cyclists and includes a walking route from a high density mobile home park to the High and Middle Schools. The project is eligible for application to the NHDOT Transportation Alternatives Program (TAP), formerly known as the Transportation Enhancements (TE) program, if the program is offered in 2016. This program provides a 80% federal funding/20% local matching funds opportunity. The project as presented to the Advisory Committee has a total estimated cost of \$700,000 which includes a pedestrian underpass at the Rail-Trail's intersection with Melendy Road. The Town's 20% share equates to \$140,000.

The project was originally submitted by the Community Development Office as a 2015 project to qualify for the 2014 TAP application process. However, upon direction from the Board of Selectmen to the Community Development Office that there was no commitment from the governing body at this time, caused the Advisory Committee to move the project to 2017 in anticipation that another round of TAP funding will be available from the NHDOT.

The project meets the following CIP project request criteria: removes imminent threat to public health or safety, alleviates substandard conditions or deficiencies, improves the quality of existing services, provides incentive to economic development, is eligible for matching funds available for limited time, it is a continuation of an existing project, and responds to expanded public demand.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be funded in 2017. If no federal funding is available the project estimate and scope should be reviewed and revised as necessary.

2018 Public Works – Highway (DPWH14-04) – Bridges Year 2018 - \$617,923

Department Request: ***2018 Funding***
Advisory Committee Recommendation: ***2018 Funding***

This project request is for ongoing funding to implement the 10-year Hoyle, Tanner & Associates, Inc. Town-Wide Bridge Review recommendations for replacement, repair and maintenance plan as prioritized and implemented by the Department of Public Works.

Advisory Committee Recommendation: The Advisory Committee recommends that this funding be programmed for 2018.

2018 Public Works – Recreation (DPWR13-01) – Brox Recreation Fields - \$500,000

Department Request: ***2018 Funding***
Advisory Committee Recommendation: ***2018 Funding***

This project request is for the development of a recreation complex on the 'community lands' portion of the Town-owned Brox Property to meet continued and growing usage on limited existing Town playing fields. A Milford Community Athletic Association (MCAA) *2013 Field Use Needs Analysis* documented and verified that a shortage of fields exists and there is extreme demand created by the schools, youth athletic programs, and community needs.

In 2005 the Town commissioned the development of the Brox Community Lands Conceptual Master Plan a conceptual master land use that designated acreages to accommodate Town facility requirements for the next 20-25 years. This plan was updated by an ad-hoc advisory committee and adopted for planning purposes by the Planning Board in 2014. Approximately 25-30 acres are designated for future recreational development. The dollar amount of \$500,000 is an estimate that will be further refined as field development planning and engineering occurs. With the combined efforts of citizen groups, Town staff, and the Recreation Commission it is anticipated that by 2018 a development plan and associated engineering will be ready to be presented for construction in 2018. Field needs will continue to be evaluated by stakeholders with the pending acquisition of the 127 Elm Street property by the Town which may accommodate potential recreational field expansion.

The project request meets the following CIP project request criteria: Alleviates substandard condition or deficiencies; improves the quality of existing services; provides added capacity to serve growth; provides incentive to economic development; meets expanded public demand; and extends useful life of current facilities and equipment.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be programmed for funding in 2018.

2018 Ambulance (AMB14-01) – Replace 2003 Ambulance - \$229,500

Department Request: ***2018 Funding***
Advisory Committee Recommendations: ***2018 Funding***

This project request is for the replacement of the 2003 ambulance in 2018. This replacement will permit the resumption of staggered replacement of the two 2013 ambulances versus purchasing two ambulances at one time in 2023, or sooner, as was done in 2013. The 2003 ambulance currently has mileage in excess of 174,000 miles and is kept as a back-up or 'ready spare' vehicle in case one or both 2013 ambulances are out of service.

The project request meets the following CIP project request criteria: improves the quality of existing services, provides added capacity to serve growth, reduces long-term operating cost, and addresses expanded public demand.

Advisory Committee Recommendation: The Advisory Committee recommends that this vehicle be programmed for funding in 2018.

2019 Public Works – Highway (DPWH13-03) – 8 CY 36,000 GVW Dump Truck with Plow and Sander Assembly (#3) - \$195,000

Department Request: 2019 Funding
Advisory Committee Recommendation: 2019 Funding

This project request is for an 8 cubic yard 36,000 gross vehicle weight dump truck with plow and sander assembly. This piece of equipment will replace a 2000 Sterling truck that will be 19 years old at time of replacement. Its primary purpose will be for maintenance of Town roadways, particularly for winter maintenance and snow removal. This is the first year this project has been submitted for the CIP.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends this vehicle and equipment be programmed for funding in 2019.

2019 Public Works – Transfer Station (DPWTS13-01) – Truck Rolloff for Transfer Station

Department Request: 2019 Funding
Advisory Committee Recommendation: 2019 Funding

This is a new project request for the replacement of the 2004 Peterbuilt truck rolloff currently being utilized for operations at the Transfer Station/Recycling Center.

This project meets the following CIP project request criteria: alleviates substandard condition or deficiencies, improves the quality of existing services, provides added capacity to serve growth; reduces long-term operating costs, and expanded demand; and extends the useful life of the current facility or equipment.

Advisory Committee Recommendation: The Advisory Committee recommends that this request for equipment replacement be programmed for 2019.

2020 Fire (FIRE14-01) – Replace Rescue 1 - \$675,000

Department Request:

2020 Funding

Advisory Committee Recommendation:

2020 Funding

Rescue 1 is the Fire Department’s heavy rescue unit which carries the “Jaws of Life” and other technical rescue equipment used on a regular basis. The current vehicle is a 1989 GMC Commercial Chassis with a custom body. It responds to all motor vehicle accidents, hazardous materials incidents, and water and technical rescues.

The project request meets the following CIP criteria: responds to federal or state requirements to implement, improves the quality of existing services, provides added capacity to serve growth, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this vehicle be funded for replacement in 2020.

B. Major Town Projects On Horizon

The CIP Committee included four capital improvements projects that are considered to be ‘on the horizon’ and thus not included as projects planned for the six-year CIP time period of 2015 through 2020. However, these projects are identified so that prioritization, planning, and funding can be considered in the next several years. These projects are as described below.

Public Works – Highway – Bridges Years 2021-2024

Based upon information from the NHDOT Bridge Bureau it is anticipated that there will be 80% project funding available from the State beginning in 2021. The Town will be required to provide 20% matching funds. Bridge replacement, repairs and maintenance identified in the 2014 Town-wide Bridge Review study that were not a critical priority during 2015-2020 will be reviewed and included as necessary during the 2021-2024 time period.

Fire – West End Fire Station

This project has been included in previous 6-year capital improvement plans in anticipation of population growth and commercial/industrial development in the westerly portion of Milford, as it will be necessary to meet national response time and distance standards. Current Fire Department planning includes improvements to the Downtown Station to meet the Town’s needs for the next ten years. However, with the planned development of the West Milford Commerce and Community District over the next 5-20 years a West End Station will be needed. The Fire Department notes this project may be required in 2022. Preliminary estimated cost \$2,500,000.

Public Works – Recreation – Keyes Field Expansion Project

If the 127 Elm Street Property is acquired by the Town in 2015 an additional 5.8 acres will allow the expansion of facilities at Keyes Field, including a second needed access and parking necessary when the current access and parking becomes unavailable due to the Fletcher Site environmental cleanup project. Conceptual plans have been developed indicating a location for field expansion, a community center, and a dog park, and passive recreation. At this date it is unknown what facilities may be located on the site and it is anticipated that an advisory committee will be initiated to formulate development plans and costs.

Public Works – Solid Waste – Solid Waste Management Improvements/Transfer Station Upgrades

In 2009 a serious review of the Town’s solid waste management system was undertaken that analyzed implementation of curbside pick-up, single-stream recycling, and costs associated with improvements to the current Transfer Station site on North River Road. In the summer of 2011 the Board of Selectmen reactivated the Town Recycling Committee to formulate recommendations on how to enhance recycling efforts and solid waste management. No project request or presentation was provided to the Advisory Committee this year. The Committee feels, based on discussions from prior years, that it is prudent to retain solid waste management improvements/transfer station upgrades in the CIP program and await further and recommendations from Town officials.

2. School District Projects

Capital improvement projects proposed by the School District are included in the Town’s capital improvements plan in order to present a comprehensive overview of all potential large capital expenditures that may be facing the Town within the six-year capital improvements funding cycle. The Board of Selectmen and the School Board, and their respective departments, continue to cooperate in projecting and timing major expenses so to as to avoid dramatic jumps in the property tax rate. The Advisory Committee reviews School District project requests with this in mind, however the District is governed by a separate funding structure than the Town.

2015 School District (SCH14-01) – Middle School HVAC System - \$500,000

<i>Department Request:</i>	<i>2015 Funding</i>
<i>Advisory Committee Recommendation:</i>	<i>2015 Funding</i>

This project request is for updating or replacement of the HVAC system at the Milford Middle School, including boiler replacement or removal, heating, ventilating, and air conditioning unit replacement, and replacement of the building automation system equipment with energy efficient systems, with the intent of serving the facility for the next 20-25 years.

The project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves the quality of existing services, reduces long-term operating costs, and extends the useful life of the current facility or equipment.

Advisory Committee Recommendation: The Advisory Committee recommends this project be programmed for funding in 2015.

2016 School District (SCH09-03) – Renovations District-Wide - \$ 5,000,000

Department Request: ***2016 Funding***
Advisory Committee Recommendation: ***2016 Funding***

The Milford School District operates five schools. The facilities deteriorate over time, requiring maintenance to restore them to appropriate and adequate operating condition. Additionally, technology that is utilized in the facilities changes over time requiring continual updating to meet current demands. The District conducted various improvements in 2013 and 2014. Specific renovations proposed for 2016 funding will be further defined at the start of the next renovation cycle slated for 2016 in accordance with District’s capital improvements plan.

This project meets the following CIP project request criteria: alleviates substandard conditions or deficiencies, improves the quality of existing services, and reduces long-term operating costs.

Advisory Committee Recommendation: The Advisory Committee recommends that this project be programmed for funding in 2016.

Chapter 3. Priority Project Listing and Recommendations for 2015 Town Warrant and Budget Considerations

The Capital Improvements Plan Citizens' Advisory Committee consulted with the Board of Selectmen in June 2013 to discuss the CIP process and to solicit the Board's philosophy on capital project spending and prioritization, specifically whether the Advisory Committee should review projects relative to holding to a suggested cap on spending and tax rate increase from the Board for the next year or rely on prioritizing 2014 projects based on urgency, need, and ability to accomplish without a financial or tax rate impact cap.

The Board recommended the latter approach and requested that the Advisory Committee provide its recommendation on a prioritized list of projects to be considered for the upcoming warrant and budget process. The Advisory Committee operated under this direction for the 2015 – 2020 Capital Improvements Plan.

The Advisory Committee recommends all the following projects be considered for 2015 funding, ranked from highest priority (#1) to lesser priority:

1. Public Works – Highway (DPW14-01)	Bridges – Year 2015	\$ 290,980 (10-year bond)
2. Public Works – Highway (DPWH10-01)	Truck 36K GVW, 8 CY, D/P/S	\$ 185,000 (5-year lease)
3. Public Works – Highway (DPWH12-04)	Sidewalk Tractor/Plow with Sander	\$ 150,000 (5-year lease)
4. Public Works – Highway (DPW14-02)	Storm Sewer Video Inspection/Cleaning	\$ 172,800 (5-year lease)
5. Wadleigh Library (LIBR01-01)	Library Addition/Renovation Project	\$ 4,958,000 (20-year bond)
6. Community Development (CD10-03)	Nashua/Ponemah Hill Road Sidewalks/Signalization	\$ 665,000 (15-year bond)
7. Water Utilities (WTR14-02)	West Elm Street Water Main Extension	\$ 625,000 (10-year bond)
8. Water Utilities (WTR14-01)	New Water Source –Phases 1 and 2	\$ 122,500 (15-year bond)

Chapter 4. Listing of Projects Restructured, Removed From, or Fully Funded That Were Included in the *2014 - 2019 Capital Improvements Plan*

In order to provide an accurate year to year record of project changes and implementation, the following listing explains significant changes between the 2014-2019 and the 2015-2020 Capital Improvements Plans:

1. 2014 CIP Project Request – DPW – Bridge Projects (DPWH13-01) for \$250,000 was included on the 2014 Town Warrant as Article 8 as Bridge Replacement Capital Reserve - \$125,000 and passed.
2. 2014 CIP Project Request – Fire – Replace Ladder 1 (Fire09-01) for \$770,000 was included on the 2014 Town Warrant as Article 9 and passed.
3. 2014 CIP Project Request – DPW – Truck, 26K GVW, 6 CY D/P/S (DPWH04-01) was included on the 2014 Town Warrant as Article 10 and passed.
4. 2014 CIP Project Request – CD – Kaley Park Center Turn Lane (CD11-04) proposed for funding in 2017 was deleted from the 2015-2020 CIP as the turn lane was incorporated into site plan improvements approved by the Planning Board for Milford Medical Center and constructed as a joint venture between St. Joseph Hospital and the Town.

Chapter 5. CIP Estimated Tax Impact Table and Plan Recommendations

The CIP Estimated Tax Impact Table on the next two pages presents the recommended schedule for project requests reviewed by the Advisory Committee for the period 2015-2020. The intent of the Advisory Committee is to prioritize projects for funding, looking at all projects submitted. Based upon the information presented to the Advisory Committee and subsequent discussion, projects were placed in a manner to address the most urgent (2015) Town capital project needs. Projects for subsequent years were placed to try to minimize fluctuations in the overall debt service.

In 2013 the Advisory Committee, with the advice of the Town's Finance Director, adopted the following financing criteria to guide its recommendations on how a particular project should be financed:

PROJECT COST

FUNDING MECHANISM

Over \$1,000,000

20-year bond

\$600,000 - \$1,000,000

15-year bond

\$250,000 - \$600,000

10-year bond

\$75,000 - \$250,000

Cash – warrant article or budget

VEHICLE/EQUIPMENT COST

Over \$250,000

7-year lease/lease purchase

\$100,000 - \$250,000

5-year lease/lease purchase

\$75,000 - \$100,000

3-year lease/lease/purchase

Final decision-making on which projects will move forward and which will be delayed rests with the Board of Selectmen, the School Board, the Water and Sewer Commissioners, and ultimately the voting public.

Capital Improvements Plan - Citizens' Advisory Committee 2015-2020

B	C	D	E	F	G	H	I	J	K	L	M	N	O	O	P
CIP Estimated Tax Impact Table															
Project Number	Dept	Project Name	Bond, Cash, or Lease	Pay Term, Years	Re-quest Vote Year	Re-com-mend Vote Year	Purchase Price	Purchase Price Less Outside Funds	2014	2015	2016	2017	2018	2019	2020
	Tax Rate Calculation, \$ per \$1,000 assessed valuation							New Projects (Town)	\$0.00	\$0.09	\$0.63	\$0.83	\$1.01	\$1.16	\$1.16
	Assumption:						Existing Projects (Town)	\$0.84	\$0.83	\$0.74	\$0.71	\$0.65	\$0.54	\$0.47	
	\$12,825 of spending equals \$0.01 on the tax rate							Total (Town)	\$0.84	\$0.92	\$1.37	\$1.54	\$1.66	\$1.71	\$1.63
	Town 2013 tax rate = \$6.35						Annual % increase in town tax rate	0.0%	1.2%	7.2%	2.7%	1.9%	0.7%	-1.2%	
							Cumulative % increase in town tax rate	0.0%	1.2%	8.4%	11.0%	12.9%	13.6%	12.4%	
	Total 2013 tax rate = \$26.97						Annual % increase in total tax rate for Town Projects	0.0%	0.3%	1.7%	0.6%	0.4%	0.2%	-0.3%	
							Cumulative % increase in total tax rate for Town Projects	0.0%	0.3%	2.0%	2.6%	3.0%	3.2%	2.9%	
							New Projects (School)	\$0.00	\$0.00	\$0.05	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33
							Existing Projects (School)	\$0.91	\$0.84	\$0.75	\$0.71	\$0.67	\$0.63	\$0.17	
							Sub-Total (School)	\$0.91	\$0.84	\$0.80	\$1.04	\$1.01	\$0.96	\$0.51	
							Total New Debt Service	\$0.00	\$0.09	\$0.68	\$1.17	\$1.35	\$1.50	\$1.50	
							Total Existing Debt Service	\$1.75	\$1.67	\$1.49	\$1.42	\$1.32	\$1.17	\$0.64	
							Total Debt Service	\$1.75	\$1.76	\$2.17	\$2.59	\$2.67	\$2.67	\$2.14	
	Notes/Rules														
	School year is town year plus six months, e.g. 2015 town year = Jul 2015 to Jun 2016 school year														
	Existing debt service is net of state aid (schools used to get 30-40% state construction aid over time)														
	Do not change info in the grey cells, they are calculated automatically.														
	Bond and lease payments are estimates only based on a single interest rate for the entire planning horizon - 4.0% was used for this year														
	Any project that combines a number of different funding methods must be broken into separate projects														
	Any project that relies on a series of annual cash appropriations must be broken into separate projects														
	Leases - Treated as a normal loan based on Excel calculations using the standard interest rate. Payments start the year of the vote.														
	Bond - Treated as a normal loan based on Excel calculations using the standard interest rate. Payments start the year following the vote.														
	Project number represents Dept/Year First Requested/Request # for that year														

Chapter 6. Open Borrowings Table

The Open Borrowings Table provides Town, Water and Sewer, and School District projects that are currently being financed by a bond, lease, or note. State statutes limit the amount of general obligation debt that a municipality may issue up to 3% of its total equalized assessed valuation for the Town and 7% of its total equalized assessed valuation for the School. The Table below illustrates the computation of Legal Debt for the Town and the School District.

Open Borrowings 2014

Description	Original Amount Borrowed	Term	Year Started	Final Payment Year	Average Annual Principal Payment (No Interest)	Remaining Principal Balance	Remaining Interest Balance	Remaining Building Aid (Schools)	Net Remaining Payments Due
Town Projects									
Brox Property Purchase	\$1,400,000	15 Year Bond	2000	2016	\$90,000	\$180,000	\$14,130		\$194,130
Backhoe / Tractor / Loader	\$104,923	5 Year Lease	2012	2016	\$21,000	\$62,935	\$2,713		\$65,648
Water Main Upgrade - West, Osgood, etc	\$764,000	20 Year Bond	1997	2017	\$35,000	\$140,000	\$18,481		\$158,481
Dump Truck, 6 cy	\$124,500	5 Year Lease	2013	2017	\$25,000	\$98,807	\$3,959		\$102,766
Fire Engine # 4	\$437,000	7 Year Lease	2012	2018	\$62,000	\$311,983	\$21,757		\$333,740
Dump Truck, 8 cy	\$150,478	5 Year Lease	2014	2018	\$30,000	\$150,478	\$6,478		\$156,956
Sidewalk Tractor	\$149,615	5 Year Lease	2014	2018	\$30,000	\$149,615	\$5,615		\$155,230
Ambulances (two)	\$324,000	7 Year Lease	2013	2019	\$46,000	\$275,313	\$16,809		\$292,122
Street Sweeper	\$222,440	7 Year Lease	2013	2019	\$31,000	\$189,014	\$11,540		\$200,554
Ladder Truck	\$825,507	7 Year Lease	2014	2020	\$118,000	\$825,507	\$58,007		\$883,514
Police Station	\$2,925,260	20 Year Bond	2004	2025	\$150,000	\$1,650,000	\$414,750		\$2,064,750
Mileslip Road Land Purchase	\$2,300,000	20 Year Bond	2005	2026	\$120,000	\$1,340,000	\$334,080		\$1,674,080
Ambulance Building	\$2,214,000	20 Year Bond	2013	2033	\$110,700	\$2,214,000	\$668,353		\$2,882,353
Town Projects Total					\$868,700	\$7,587,652	\$1,576,672		\$9,164,324
Water and Sewer Projects									
Old Wilton Road Water Main	\$600,000	15 Year Bond	2001	2016	\$40,000	\$120,000	\$8,008		\$128,008
Holland Water Tank	\$1,600,000	20 Year Bond	2005	2025	\$80,000	\$960,000	\$256,320		\$1,216,320
Outfall Diffuser	\$337,395	20 Year Bond	2006	2026	\$15,000	\$200,000	\$64,761		\$264,761
Elm Street Phase 1 Water Main	\$758,486	20 Year Bond	2006	2026	\$35,000	\$475,000	\$153,026		\$628,026
Septage Facility - SRF Clean Water	\$594,138	20 Year Bond	2013	2032	\$30,000	\$575,282	\$156,474		\$731,756
Water and Sewer Projects Total					\$200,000	\$2,330,282	\$638,589		\$2,968,871
School District Projects									
Jacques Addition for Kindergarten	\$438,009	5 Year Note	2010	2016	\$82,000	\$161,974	\$5,816		\$167,790
Heron Pond School/Jacques Renovation	\$10,895,000	20 Year Bond	2000	2020	\$545,000	\$3,075,123	\$646,414	(\$1,025,072)	\$2,696,465
VOIP, HS Fire Alarm, MS Roof/Flooring	\$1,404,300	10 Year Bond	2013	2024	\$140,000	\$1,404,300	\$375,660		\$1,779,960
HS Renovations/Bales Roof/Track	\$4,393,500	20 Year Bond	2008	2028	\$220,000	\$3,075,000	\$995,738	(\$997,465)	\$3,073,273
School District Projects Total					\$987,000	\$7,716,397	\$2,023,628	(\$2,022,537)	\$7,717,488
Grand Total for All					\$2,055,700	\$17,634,331	\$4,238,889	(\$2,022,537)	\$19,850,683
Notes: Info is as of fiscal year end: Town and Water/Sewer - December 31, 2013; School District - June 30, 2014.									



TOWN OF MILFORD, NH

COMMUNITY DEVELOPMENT DEPARTMENT
1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620
www.milford.nh.gov

STAFF MEMO

Date: October 21, 2014
To: Town of Milford Planning Board
From: Jodie Levandowski, Town Planner
Subject: **San-Ken Properties, LLC, et al – Mile Slip, Wolfer and Boynton Hill Roads – Map 45, Lots 3, 17, 18 and Map 40, Lot 104-4;**
Continuation of a Public Hearing for the design review of a proposed residential subdivision off Mile Slip Road.

BACKGROUND:

The Applicant is back before the Planning Board for a continuation of a design review hearing from August 19, 2014 for a subdivision off of Mile Slip, Wolfer and Boynton Hill Roads. The plan shows a residential subdivision over Tax Map Parcels 45-3, 45-17, 45-18 and 40-104-4. The parcels total approximately 184.6 acres. To complete the plan as proposed the project will involve a voluntary lot merger between the 4 subject lots to be followed by a subdivision involving 54 residential lots meeting all area, frontage and slope requirements and three (3) open space non-building lots totaling approximately 74.50 acres. The proposed lots will be serviced by individual wells and septic systems along with underground power and communication services.

As proposed, the lots average around 1.1-1.2 acres in size with frontage of no less than 50 feet off an extension of Boynton Hill Road. The applicant is proposing a 4,900 linear foot extension of Boynton Hill Road with 24 feet of pavement and a 50 foot right-of-way along with a 1,000 foot dead-end hammerhead roadway with 24 feet of pavement and a 50 foot Right-of-Way. The proposed road will cross wetlands on site in three (3) separate locations.

At the August 19th Planning Board meeting, there was consensus from the Board that this application proceed as an open space subdivision and a motion was made to grant approval for a density determination of fifty-four (54) lots. The plan being presented represents the approved 54 lot density and open space subdivision plan. The plan also depicts preliminary grading and wetland impacts associated with the roadway layout.

Attached are a reduced set of plans for your review.

ZBA APPROVALS:

Based on the plans submitted, the applicant will require approval from Article VI, Sections 6.02.6:A&B from the Zoning Ordinance to impact wetlands/wetland buffers for the construction of the proposed roadway. The applicant should begin their process with the Zoning Board now. The Planning Board cannot make formal decisions on the application without all necessary Zoning Board Approvals.

WAIVERS:

No Waivers are being requested at this time. However, the Board should discuss the proposed plan with the applicant and any possible waivers that may be necessary for future subdivision and development of this property. Any waivers will need to be submitted with the final application and noticed at a public hearing.

WETLAND IMPACT:

The Applicant will need to submit a dredge and fill application to the state. As stated on the most recent plan, there will be a significant amount of wetland impact for construction of the roadway. The wetland impacts are as follows (refer to plan received 09/26/2014):

Location	Impacted Area
A	400± S.F.
B	400± S.F.
C	800± S.F.
D	1,200± S.F.
E	700± S.F.
F	800± S.F.
TOTAL:	4,300± S.F.

EASEMENTS:

The project will likely have substantial slope, drainage, and conservation/open space easements to accommodate the slopes, water flows and common open space in the area. Once the applicant submits for a formal application of subdivision approval staff recommends easement documents be submitted to the Office of Community Development for review by all appropriate department heads.

NOTICES SENT:

Abutter notices were sent by certified mail to all abutters on August 8, 2014.

INTERDEPARTMENTAL REVIEWS FROM AUGUST 19, 2014 REVIEW:

Ambulance:

San-Ken residential subdivision located off Mile Slip Road and Boynton Hill Road – No issues with the three submitted plans, however preference would be for the third plan presented as it has the least amount of roadways within the development.

Department of Public works:

No comment at this time, will review construction drawings when submitted

Fire:

We have met with the engineer for the development and have discussed fire protection and access. The third concept plan in our opinion works best for all parties.

Environmental Coordinator:

I would recommend an early phase meeting to let the applicant know of the stormwater plan and permit requirements.

Zoning Administrator:

1. No zoning issues.
2. The proposed Open Space development meets the objectives of the OSCD. Also does not maximize the allowable density as confirmed by the 61 lot conventional plan.

- Both conventional plans utilize Wolfer Road to provide frontage for four lots that would meet zoning requirements. If a conventional subdivision was developed with Wolfer Road providing access, the upgrade of Wolfer Road from Class VI to Class V would be a requirement of subdivision approval and would not require waivers, special exceptions or variances. This would be a normal subdivision approval condition.

Building Department:

No issues with the proposal at this time.

No comments were received as of August 14, 2014 from Police, Assessing, Conservation Commission or the Heritage Commission. The Conservation Commission and Heritage Commission held their regularly scheduled meetings after staff memos were distributed. If any additional comments come in, Staff will let the Board know at the meeting.

INTERDEPARTMENTAL REVIEWS FROM OCTOBER 21, 2014 REVIEW:

Environmental Coordinator:

Of course it is too early in the process to have specific comments regarding stormwater issues. However, the stormwater plan for the site is going to be complex and lot development will be a challenge. The 10 foot contours are not sufficient to assess drainage and I'm sure that 2 foot contours will be developed as part of the design process. It appears that the access to some of the lots will be difficult and I would recommend that driveways be shown and graded-in to provide a better understanding of the extent of lot disturbances and, thus, the drainage and permitting requirements of each lot. The proposed steep slopes to be constructed adjacent to the road will require detailed stabilization plans. I believe erosion control blankets or equivalent will be required and should be individually engineered for each location. I would also suggest that the developer retain professionals to perform the inspections that will be required as part of the stormwater permit.

Department of Public Works:

The plan does indicate cuts/fill areas and wetland crossings, however no technical data (i.e. contours, grades labeled, profiles, drainage) associated with the road so at this time I have no comment.

The end of the Tomahawk, looks to me that there is potential for several driveways off the end (no drives at end of Tomahawk) and no place to plow snow without cleaning out the whole end of the Tomahawk and placing it in the open space/ wetlands which I assume maybe conservation, easement area.

Also, once final plans are submitted, I would request that plans are sent to CEI for outside engineering review.

Assessing:

I have no comments regarding this subdivision

Fire:

Our office cannot offer comments at this time as there is no new information.

Water Utilities:

The Water Utilities Department has no comment. There is no public water or sewer currently available in this area.

Zoning Administrator:

See comments from prior review.

Building:

No issues at this time.

No comments were received as of October 16, 2014 from Police, Ambulance, Conservation Commission or the Heritage Commission. The Conservation Commission and Heritage Commission held their regularly scheduled meetings after staff memos were distributed. If any additional comments come in, Staff will let the Board know at the meeting.

STAFF RECCOMENDATIONS:

Staff recommends that the Board consider scheduling a site walk for the proposed development at this time. A time should be set to walk the land with someone familiar with the site characteristics such as the property owner and project engineer.

The Board should use this time during the design review hearing to work out any concerns regarding site layout and design with the applicant. Specifically the At the last design review hearing abutters to the proposal had concerns with increased traffic on Mile Slip Road and water quality and runoff. Therefore, some areas the Board may want to discuss at length with the applicant are:

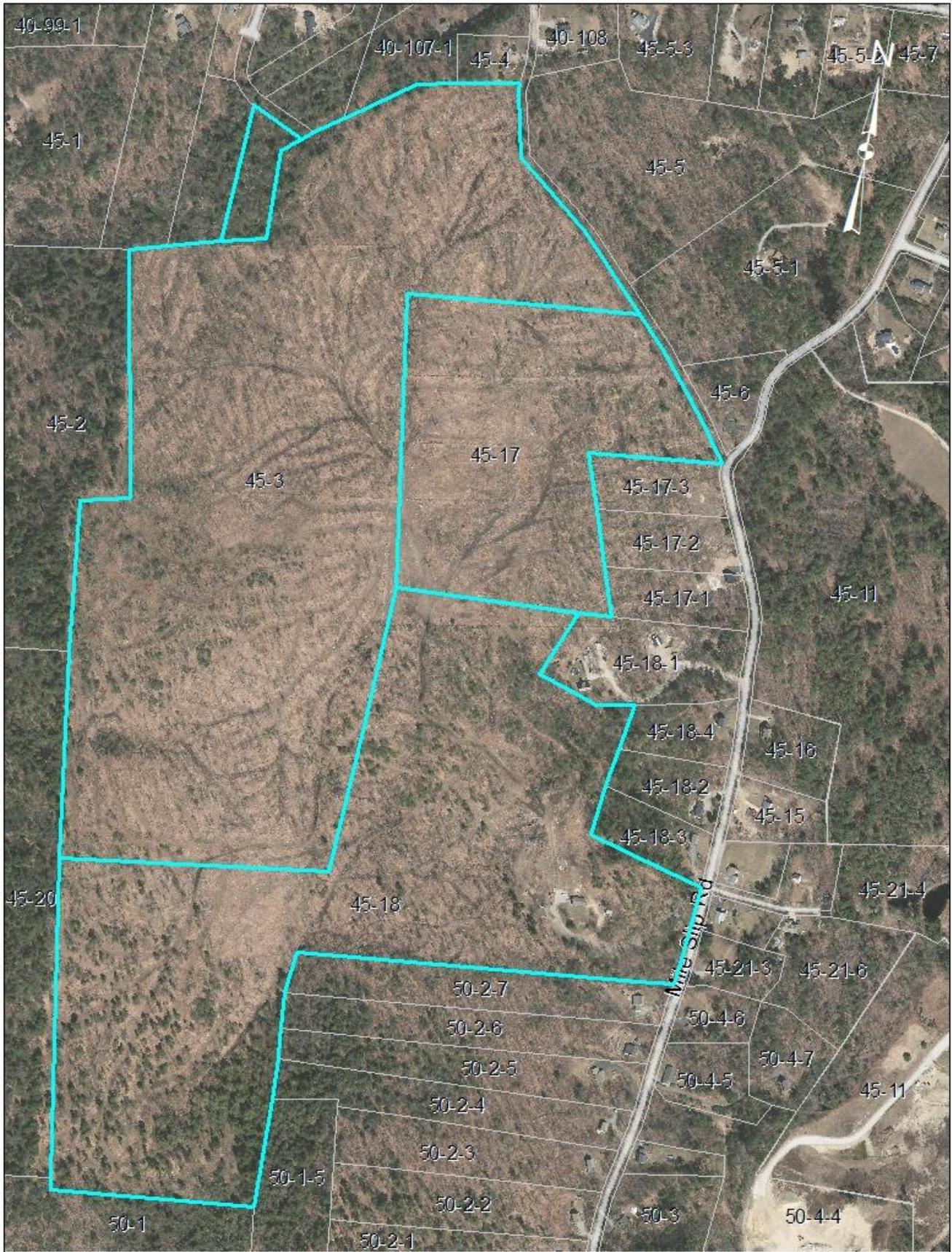
- Traffic impacts
- Off-site improvements
- Phasing
- Drainage
- Groundwater quality/impacts to private wells

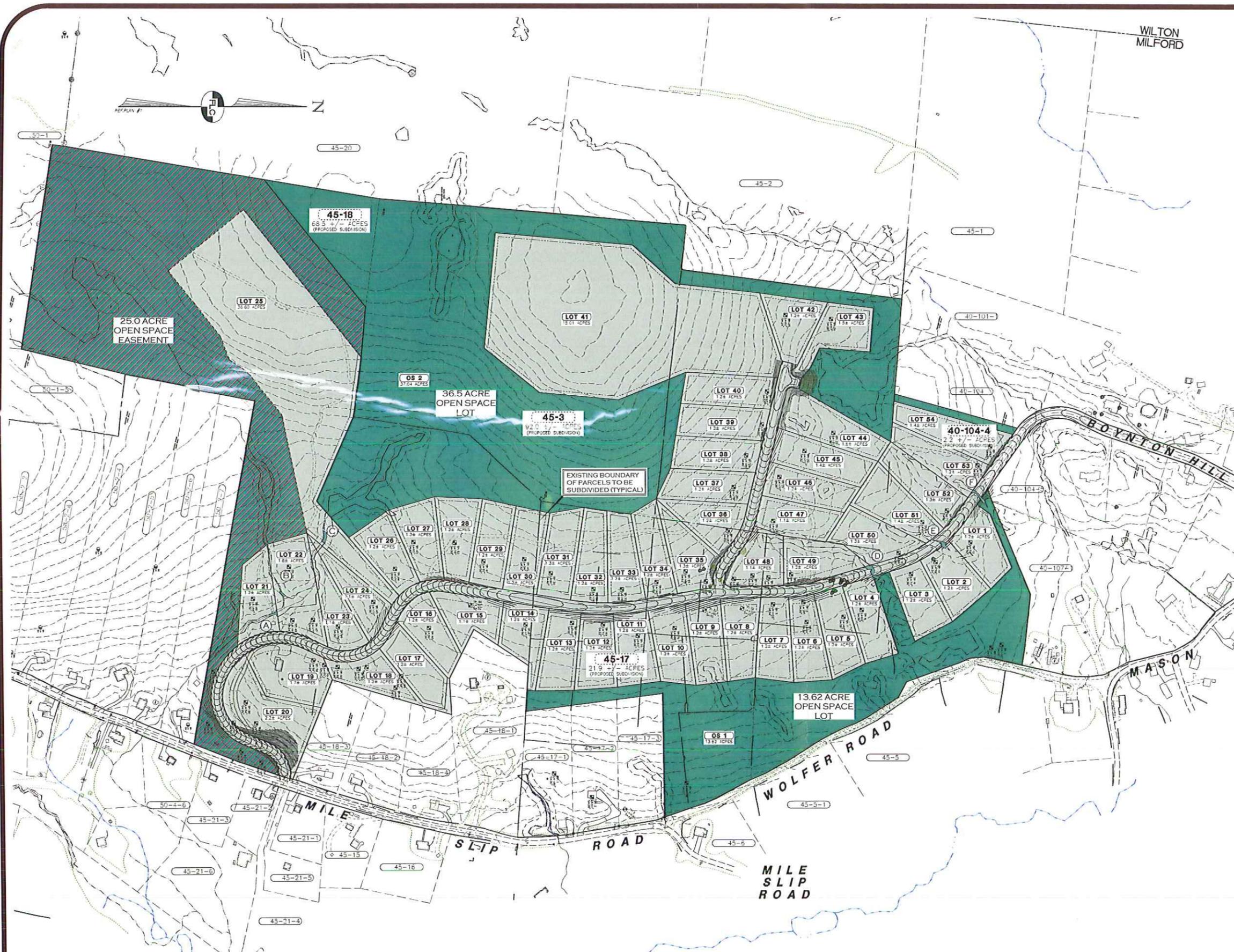
As per the Milford Development Regulations, the Planning Board has the ability to request additional information as deemed necessary in certain situations and is not limited to only those submittal requirements listed in Section 5.07.

Currently, staff and department heads do not have sufficient information to provide further comment and review of the application. Once fully developed engineered plans, drainage reports and necessary studies have been submitted staff can provide a more extensive review of the proposal. The following items are a non-comprehensive list of the information that will need to be supplied prior to further review:

1. Submit an Erosion and Sediment control plan as detailed in Article VIII of the Subdivision Regulations;
2. Submit a Stormwater Drainage Plan in accordance with 4.013.15 of the subdivision regulations;
3. Any necessary studies as determined by the Planning Board;
4. Locations of proposed buildings, driveways and roads on-site;
5. Locations of all roads, rights-of-way, driveways and access easements within 200' of the parcel to be subdivided;
6. Roadway profiles and details;
7. Areas of wetlands and slopes over 25% in ft. and acres;
8. Submit an underground utility plan for electricity, telephone etc. ;
9. Delineation of all proposed easements; inclusive but not limited to utility, drainage, access, conservation, slope etc.;
10. Add a note stating the status of the lot in regards to the floodplain

At this time, the Board should close the design review application to allow the applicant time for preparation of a full plan set and finalization of the drainage plans. The applicant should also begin their process with the Zoning Board. The Planning Board cannot make formal decisions on the application without all necessary Zoning Board Approvals in place.





- NOTES:**
1. THIS PLAN SHOWS A RESIDENTIAL SUBDIVISION OVER TAX MAP PARCELS 45-3, 45-17, 45-18 AND 40-104-4. THE PARCELS TOTAL APPROXIMATELY 184.6 ACRES.
 2. ZONING FOR THE LOTS IS RESIDENCE "R" ZONING DISTRICT. CONVENTIONAL LOT REQUIREMENTS CONSIST OF A MINIMUM OF 2 ACRES AND 200 FEET OF ROAD FRONTAGE. THE MINIMUM BUILDING SETBACKS ARE 30 FEET FRONT AND 15 FEET SIDE AND REAR.
 3. OPEN SPACE LOTS SHALL MEET THE BUILDING SETBACK REQUIREMENTS OUTLINED ABOVE AND SHALL HAVE A MINIMUM OF FIFTY (50) FEET OF FRONTAGE. OPEN SPACE SUBDIVISIONS IN THE RESIDENTIAL "R" ZONE SHALL PLACE NO LESS THAN FORTY (40) PERCENT OF THE GROSS TRACT AREA INTO PERMANENTLY PROTECTED OPEN SPACE.
 4. PROPOSED ROAD LENGTHS:
 - THROUGH ROAD: 4,900 LF
 - CUL-DE-SAC: 1,000 LF
 TOTAL: 5,900 LF
 5. OPEN SPACE CALCULATION:
 TOTAL LOT AREA: 184.60 AC.
 REQUIRED OPEN SPACE: 184.6 X 0.40 = 73.84 AC.
 REQUIRED NON-WET, NON-STEEP OS: 73.84 X 0.50 = 36.92 AC.
 PROPOSED OPEN SPACE: 75.66 AC. (40.1%)
 PROPOSED NON-WET, NON-STEEP OPEN SPACE: 55.40 AC. (74.4%)

WETLAND IMPACT SUMMARY:

LOCATION	IMPACT AREA
A	400± S.F.
B	400± S.F.
C	800± S.F.
D	1,200± S.F.
E	700± S.F.
F	800± S.F.
TOTAL IMPACT AREA: 4,300± S.F.	

GRAPHIC SCALES

IMPERIAL: 1"=200'

REV.	DATE	DESCRIPTION	C/O	DR	CF
B	9/26/14	ADJUST LOTS, ROAD ALIGNMENT, GRADING	MCC	NRC	CEB
A	9/11/14	ADJUST LOTS, ADD OPENSAPCE EASEMENT	MPB	NRC	CEB

OPEN SPACE SUBDIVISION CONCEPT PLAN

BOYNTON HILL
 CONVENTIONAL SUBDIVISION DENSITY PLAN
 TAX MAP 45 LOTS 3, 17, 18
 TAX MAP 40 LOT 104-4
 MILFORD, NEW HAMPSHIRE

PREPARED FOR:
SAN-KEN HOMES, INC.
 586 TURNPIKE ROAD, NEW IPSWICH NH 03071

SCALE: 1" = 200' JULY 28, 2014
 Surveying + Engineering + Land Planning + Permitting + Septic Designs

FIELDSTONE
 LAND CONSULTANTS, PLLC

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 Phone: (603)-672-5456 Fax: (603)-413-5456