

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
July 9, 2018

**PRESENT:** Kevin Federico, Chairman Mark Bender, Town Administrator  
Gary Daniels, Vice Chairman Tina Philbrick, Recording Secretary  
Mike Putnam, Member Hazen Soucy, Videographer  
Laura Dudziak, Member  
Paul Dargie, Member

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:** Chairman Federico called the public meeting to order at 5:34 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Federico informed the public that prior to this meeting, the Board was in a non-public meeting for (RSA 91-A:3, II(c)) – Reputation and no decisions were made. Chairman Federico indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

**2. APPOINTMENTS: (Approximate times)**

**5:00 p.m. – RSA 91-A:3, II(c)) Reputation**

**5:30 p.m. – Veterans Tax Credit for Approval Spouse/Standard – Assessing Director Marti Noel  
Veterans Tax Credit RSA 72:28 2018**

Ms. Noel recommended that (1) Standard Veterans Tax Credit application be approved. The application is for a spouse to continue receiving the Veterans Tax Credit after the death of the Veteran who was receiving the tax credit. Selectman Putnam made a motion to approve the Veterans Tax Credit as recommended. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

**Veteran's Tax Credit:** Ms. Noel presented (1) Veteran's Tax Credit. The property owner has lived in another town in NH while owning property in Milford. The property owner misunderstood the filing deadline to transfer the Veteran's Credit here. Selectman Putnam moved to approve the Veteran's Tax Credit. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Ms. Noel informed the Board there 460 Standard Veterans Tax Credits, 26 All Veterans Tax Credits and 19 Full Disability Veterans Tax Credits. This information was in response to a question asked at the last Board meeting.

**5:35 p.m. – Interview of Recreation Commission Alternate Candidate: Zach Williamson**

Chairman Federico thanked Zach for volunteering. Chairman Federico asked Zach why he wanted to be on the Recreation Commission. Zach said he brings a varied background in outdoor landscaping, machine operating and group leadership. He feels that his background will help. He's been assisting the Recreation Commission at various events throughout the year and would like to be more involved with the town. Selectman Daniels moved to appoint Zach Williamson as an alternate on the Recreation Commission. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

**5:40 p.m. – Interview of Recreation Commission Alternate Candidate: John Murphy**

Chairman Federico thanked John for volunteering. Chairman Federico asked John why he wanted to be on the Recreation Commission. John said he has been a resident of Milford for the past 14 years. During that time his family has had the opportunity to participate in many of the programs run by Milford Recreation Department. His job now allows him to work from home two days a week and he believes he will have the time to volunteer to support many of the programs that our family has enjoyed over the years. Selectman Daniels moved to appoint John Murphy as an alternate on the Recreation Commission. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

**5:45 p.m. – Milford Jr. Spartans Football Program – William Lane – CANCELLED UNTIL DECEMBER 10<sup>TH</sup>.**

Selectman Federico used this time to ask Kevin Stetson, Water Utilities Director to give a Presentation on Water Conservation. Kevin discussed water conservation measures for both the public water supply and private water sources. We are in our warm and dry season and he would like to encourage proactive water conservation awareness. Our Odd/Even day lawn watering conservation program is currently in effect:

- May 1<sup>st</sup> 2018 to October 1<sup>st</sup> 2018
- People should limit lawn watering from 5 am to 9 am and 5 pm to 9 pm
- Even numbered addresses water lawns on even days of the month

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- Odd numbered addresses water lawns on odd days of the month
- Addition information is provided on the Town's website under Water Utilities and copies are available in the lobby at the Town Hall.

Other Conservation Measures include:

- Limit water use of your home sink faucets
- Replace faucet aerators and shower heads with lower water use options
- Use full loads when washing clothes
- Have dripping faucets or running toilets repaired.

If you have additional questions he can be contacted at 603-249-0661. The Board thanked Kevin for this information.

### 3. PUBLIC COMMENTS. (Items not on the agenda).

Chris Labonte, Milford resident asked if the Town had the profit/expense information for the Gravel Operation. Chairman Federico read the information to the audience. The revenue through 6/28/18 is \$55,985. Expenses were \$20,272 – Legal fees, \$3,200 – wooden mats, and \$19,000 – equipment rental services for a total of \$42,472 for a positive difference of \$13,513. The \$19,000 in rental services was for the pile of materials at the grandfathered pit that had to be moved. We moved the material, screened it and now we can sell it. Chris asked if any number has been added in on the street sweeping and rebuilding of the class 6 section of Perry Road. Chairman Federico said no. Administrator Bender said they don't account for street sweeping by street. Chris said the town was sweeping it on average of 3 times a week. He asked if the town could maintain a class 6 road. Chairman Federico said no. He feels that there may be confusion of the line that delineates the class 6 from the class 5 portion of the road. It's been in question for many years and they can have a conversation at another time.

In regards to the gravel operation, Chris asked to have in writing, the town's definition of "maintaining the road to the town satisfaction. Chairman Federico said that "safe and passable" would be what they are looking for. Chris asked if NorthEast is being held to "safe and passable". Chairman Federico said he can't speak to the contract, but sitting here, he would say yes from everything he's heard.

### 4. DECISIONS.

a) **CONSENT CALENDAR.** Chairman Federico asked if there were any items to be removed from the Consent Calendar for discussion. Selectman Daniels asked that item 4.a) 2 be removed from the Consent Calendar for discussion. Selectman Putnam moved to approve the consent calendar with the exception of item 4.a) 2. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Selectman Daniels asked if there was a limit on the size of the cut. Chairman Federico said he didn't think there was a limitation on it. Selectman Daniels asked if large cuts were handled differently than small cuts. Chairman Federico said it's the same form so he would venture to say no. Selectman Dargie asked if a timber cut has ever been turned down. Selectman Putnam said not that he remembers. Selectman Putnam moved to approve 4.a) 2. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

- 1) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
  - Donation from HealthTrust to the Milford Town Administrator for Exceeding Employee Health Assessment Goal - \$100
- 2) Procedure to Authorize the Assessing Director to sign intent to cut forms in the event of time constraints.
- 3) Request for approval of Release of Securities – Walnut Street Extension

### b) OTHER DECISIONS.

- 1) N/A

### 5. TOWN STATUS REPORT – Town Administrator Mark Bender

a) **Dog Park Land Options?** - As requested by the selectmen, staff met to discuss location options for a dog park. The discussion was fruitful and about 10 public and private property options were initially reviewed. After additional discussions and conversations with some land owners we reduced the list to the final top 3 for Board consideration. The locations include undeveloped property behind Brookside Manor, town owned land between Souhegan Street and the river and the Perry Road lot previously discussed. Your packets include a comparative site evaluation table and specifics about each location. Lincoln Daley, Arene Berry, Kierstyn and Zach Williamson are here to provide a brief

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overview of each location and take questions. Lincoln said that the Town Staff identified ten (10) total alternative sites. The alternative sites were evaluated based on a number of criteria including, but not limited to:

- Information presented by the Milford Dog Park Association.
- Preferably Town owned.
- Location/proximity to abutting businesses & residential neighborhoods, Town facilities & resources, and downtown area.
- Physical and environmental characteristics of the property/site.
- Parking and access.

After further evaluation, the number was reduced to seven (7) and finally to three (3) possible locations.

**Brookstone:** is a total parcel 12.05 acres. Of interest is the rear 6 acres / 261,360 sf. abutting the Souhegan River. along the northern property border and it is subject to Shoreline protection. It may contain pockets of delineated wetlands resource areas. It's primarily an undeveloped/wooded lot and contains unpaved access road associated with the sewer easement. The property is within walking distance to the Milford Oval, located near shopping centers and minutes from Routes 101 and 101-A. Town of Milford water and waste water is available on site. A sewer utility easement is located in rear of property. It would require a conservation easement from the property owner to the Town to allow the dog park and recreation uses. We are currently working with owner regarding creation of a conservation easement. The property directly abuts 127 Elm Street/Keyes Memorial Park. This identified site provides possible pedestrian/trail connectivity to the existing trail system, Keyes Memorial Park, MCAA fields, and Mont Vernon Road as identified in the 2014 Connectivity Plan. Administrator Bender said it's really centrally located. Selectman Dudziak asked how you would get to the dog park? Lincoln said primarily through 127 Elm Street or through Keyes Park. Access may require construction of a small pedestrian ramp across a swale.

**Souhegan Street:** is a total parcel of 8.5 acres. This is Town owned property that directly abuts single and multifamily residences. Access would be through Souhegan Street. It's highly walkable and accessible to the downtown and abutting businesses/residential neighborhoods. There is currently no water on site. Water and waste water is available along Souhegan Street and would need to be extended to the property. It's a scenic area with access view of Souhegan River and abuts the Swing Bridge. This identified site provides possible pedestrian/trail connectivity to the future plan trail system as identified in the 2014 Connectivity Plan. It would require the construction of additional parking. The property is very centrally located and accessible.

**Perry Road:** Town owned property about 18.18 acres. The property is bisected by Tucker Brook rendering less than half as developable. This property contains wetland resource areas in the eastern portion of property. The property is entirely car dependent. There is no water and waste water available on site. It would require construction of additional parking.

Selectman asked about water availability on Brookstone. Lincoln said water is available through 127 Elm Street and could be extended through Brookstone manor. Selectman Putnam asked if he was able to meet all setbacks in the area? Lincoln said every site is within the 100 ft. buffer area. Each would require permitting and site plan approval from the Town. Selectman Dudziak asked which site was the favorite. Kierstyn said Brookstone is the favorite for its location and it's still away from the kids sports fields. Administrator Bender said the staff ranked them in the order presented. Chairman Federico asked how much acreage was the dog park was looking for. Kierstyn said approximately  $\frac{3}{4}$  acre. Lincoln said the dog park can be developed based on the property itself, it doesn't have to be a square or rectangle. Additional analysis will need to be done and based on the analysis the dog park will be laid out and designed to fit the property. Selectman Daniels asked if the areas within the 6 acres of Brookstone have been identified. Lincoln said they were looking for guidance from the Board and they will go forward from there.

Chairman Federico thanked the staff and dog park people for all the hard work looking into this. He asked where they go from here without committing. Selectman Putnam said he was ok with the Brookstone location. Administrator Bender said the properties are similar in scope of what would be required from a Public Works standpoint, to clear and prepare the property so the fence could be put in. There is an extra requirement of building a foot bridge which would have to be priced out. Brookstone would generate a small tax break by setting aside the land for a conservation easement. It's a good incentive to the owners. All of the Selectman were in favor of the Brookstone property. Selectman Putnam has concerns of the influx of dogs going through Keyes Park. Arene Berry, Recreation Director said that there are many dogs walked at Keyes throughout the day. We are providing the parking at 127 Elm Street so they don't have to walk through the park.

Selectman Daniels asked what our liability would be if a conservation easement was granted on the Brookstone property. He is concerned with people suing the town or Brookstone if a dog bites them. Lincoln said they would work with the property owner on all types of issues and liability. Chairman Federico feels that Brookstone would be a good fit. He thanked the group for coming in and asked them to take the next step in finding out additional information for the Brookstone option.

**b) DPW Roof Replacement** - The DPW garage roof dates to 1991 – 27 years old and is in need of repair. There are many leaks especially around the edges where there is significant rot. The insulation gets wet during rain storms and snow melt, reducing its effectiveness and possibly leading to mold in the future. We had three companies inspect and quote pricing for recommend solutions. Best approach is to install filler along perimeter to eliminate the rot, wood blocking to level roof, and polyiso insulation over the existing roof and then install a Carlisle rubber roof membrane with an aluminum drip edge. Finished product would have a 20 year warranty. The best price is just under \$76,000 and which was included in the Purchased Services – Contractual Buildings Budget of \$125,600 budget. We are requesting Board authorization to move forward with the repair. Selectman Putnam moved to authorize the DPW garage roof repair. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

## 6. DISCUSSIONS

**a) 127 Elm Street Discussion** – Chairman Federico said the Board needs a direction to proceed with the decision. The report said that parts of the building are viable, but parts are not the right shape or size for its intended purpose and it's larger than necessary. Selectman Dudziak asked if it was more cost efficient to keep the building instead of demolishing it. Selectman Putnam said it depends on who you talk to. He feels the structure is fine and it need some care. It's would cost too much to tear it down and build new. Selectman Dudziak said the right side looks ok. Selectman Putnam said the structure for the whole building is ok, it needs doors, windows and a new roof. It would be perfect for a senior center. We need to drop our expectations of what it can be used for.

Chairman Federico read the numbers that were quoted for the building. To renovate the existing building, it will cost \$2,856,306. To demo the existing building and build a new one with an unfinished second floor it will cost \$3,797,502. These numbers are at least two years old. There was information in the report about the structure not fitting the need. The recommendation in phase II, is to build a smaller new building for a community center with space for expansion. There are positive and negatives in the report. Selectman Putnam said it's a lot of money and we need to do something that's viable to the tax payers. Recreation is nice and what we have now is adequate although we could always use a little more.

Selectman Dargie said he supports the Expansion Committees suggestion of tearing down the building and building a smaller one. They don't need a 30,000 square foot building, they would build something about 12,000 square feet. They would build near the pool and the additional space would allow for more sports fields. He doesn't support renovating the existing building, it doesn't meet the needs. Selectman Dudziak said she would have to see what the cost would be before deciding. Selectman Putnam said we need to look at our finances. We shelled out a lot with the new Fire Station, we are still paying for the Police Station and Ambulance Building and we may need about \$2,000,000 for the Dispatch Center, how much money can we spend on Recreation.

Chairman Federico said the question was asked for direction on 127 Elm Street, not putting a warrant on next year's ballot. We have been sitting on this report for two years and whatever we do may be pushed out a few years, but we need to give some direction on what to do with it. We owe it to the Recreation Commission and Expansion Committee to give them some support direction. There is a process that they will need to follow whether it is now or long term. Selectman Putnam said he is thinking long term and he doesn't support the report at all.

Selectman Daniels said there are two approaches: what programs would we like to have and what building would be necessary to accommodate those programs and we have a building, what programs can we put in that building the way it is. If you don't use the building, it will start to deteriorate. If we use the existing building we could start putting programs in there and start bringing it to life. We could work on it a little at a time. It may be bigger than what we need now, but he doesn't want to build a 12,000 square foot building and find out 20 years down the that it should have been bigger. We need to think about what we could use the building for now.

Selectman Dargie said it would be very expensive to get the building to a somewhat usable state. Instead of the \$2,800,000 for a full renovation it would be a sub set of that to get it to a semi usable state. Regardless, it will still be

a lot. There are major things that need to be done that involve electrical, mechanical and the roof. He doesn't support spending money on something that in the long term is not what we want to get to.

Chairman Federico said when the committee originally started they were tasked to assess it for what it is, see what's there, and see what potential that it has. That conversation has to join the conversation of what our Recreation Committee is looking to do over the next 5 to 10 years. What is the highest priority of the Recreation Commission and the Town over the next 5 to 10 years and what are they going to actually utilize the building for. It's nothing that needs to be decided right now, we have lots of information in the report. We need more feedback of what the tax payers want. As long as it isn't costing a lot to keep it upright and not a hazard to the community is something that we need to keep in mind. I'm getting a split consensus from the Board. We need to ask the Recreation Commission what they want to utilize the building for, what portions of the buildings do they see utilized and what programs they want to see active in the next 5 to 10 years. We need to put the views together.

Selectman Putnam said they were focusing on the building but in the report they were also talking about trails for the elderly, workout equipment, benches and possibly the road between the two properties. Selectman Dargie said the Recreation Committee asked to be on the agenda for the August 20<sup>th</sup> meeting. Chairman Federico said will continue at that time and table this for now.

## **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

### **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

### **b) OTHER ITEMS (that are not on the agenda).**

**Note:** At the June 25th non-public meeting, the Board of Selectmen voted to unseal the non-public minutes of January 5, 2015 for (RSA 91-A:3,II(c)) Reputation and (RSA 91-A:3, II(d)) Land, January 26, 2015 for (RSA 91-A:3,II(e)) Legal, May 11, 2015 for (RSA 91-A:3,II(c)) Reputation and July 27, 2015 for (RSA 91-A:3,II(c)) Reputation and (RSA 91-A:3, II(a)) Personnel.

**8. APPROVAL OF FINAL MINUTES.** Selectman Daniels moved to approve the minutes of June 25, 2018 as amended. Selectman Dargie seconded. All were in favor. The motion passed 4-1-0. Selectman Dudziak abstained because she was excused from the meeting.

## **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

**10. NOTICES.** Chairman Federico read the notices.

**11. NON-PUBLIC SESSION.** Selectman Putnam made a motion to enter into non-public meeting at 6:50 in accordance of RSA 91-A:3, II(c)) Reputation and for review of non-public minutes for unsealing November 23, 2015, December 14, 2015, and February 8, 2016. Selectman Daniels seconded. All were in favor. The motion passed by roll call vote 5/0 Selectman Dargie – yes, Selectman Dudziak – yes, Selectman Daniels – yes, Selectman Putnam – yes and Chairman Federico – yes.

**12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 6:50 p.m. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

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Kevin Federico, Chairman

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Gary Daniels, Vice Chairman

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Mike Putnam, Member

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Laura Dudziak, Member

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Paul Dargie, Member