

APPENDIX 1 – 127 ELM STREET ACQUISITION PLAN – MEMO APRIL 2, 2014
AND SPECIAL 2014 TOWN MEETING MATERIAL

127 Elm Street Property Acquisition Plan – Town of Milford

4/2/2014

Milford is very fortunate to have some beautiful parks among its recreational resources. Our primary facility and most widely used is Keyes Field on Elm Street. At this location, we have our municipal pool, tennis courts; skate park; playground; volleyball and basketball courts; soccer, baseball, and softball, fields; pavilion; and picnic area with grills. It also serves as the site for our major annual events including 4th of July festivities, GSSA State Swim Meet, Milford Rotary Invitational Swim Meet, Kids' Carnival, Easter Egg Hunt, Sports Camps, and Softball League. The facilities at Keyes Fields are widely used every year by the Recreation Department as well as the Milford School System, Boys & Girls Club, and MCAA.

Unfortunately, an environmentally hazardous Superfund site (the "Fletcher" site) abuts Keyes Field for which planning for its eventual cleanup has been going on for many years. EPA is now in the final approval and preparation stages for the cleanup to begin at this site. The cleanup effort involves the removal of contaminated soil from the site, a portion of Keyes Drive, and portions of Elm Street and Mill Street. The remediation effort will likely span up to two years during which the main road into Keyes Field and the parking areas will not be available for public access and use. If the current projected schedule is maintained, cleanup will commence in 2015 and impact two seasons of park use. It is critical for the Town to secure alternative access during this period so that our citizens will have uninterrupted use of this facility.

Several years ago, the Town, in anticipation of the remedial action and resulting closure of Keyes Drive, secured a two-year easement agreement for access with the abutting land owner on the west side of Keyes Field – the Mayo Group, 127 Elm Street. This property is commonly referred to as the Permattach property. The remedial action of the Fletcher Superfund site was unfortunately delayed by EPA for technical reasons and the two-year easement agreement with the Mayo Group expired. The owner has decided to sell the property and, while sympathetic to our dilemma, will not renew the two-year easement agreement to not obligate a potential buyer.

On March 24, 2014 senior representatives of the Mayo Group contacted Town Administration and offered to sell the property to the Town at a significantly discounted rate if the Town could complete the sale in calendar year 2014 in order to gain the tax advantages of the transaction in 2014. The property is currently appraised at \$498,800. The financials of the proposal are as follows:

- \$190,000 - Cash payment from the Town
- \$ 88,000 – Back taxes and late penalties to be waived by the Town (estimate based on a September 2014 closing date)
- \$220,800 – Contribution to Town from Mayo Group toward the purchase price (subject to adjustment based on the property's independently assessed market value)
-
- \$498,800 – Transaction Value

If we can accomplish this property acquisition, the Town will be committing to a \$190,000 cash transaction and the abatement of approximately \$88,000 in back taxes and penalties for a total of \$278,000.

The property consists of 5.8 acres, has an existing road access to Elm Street, abuts the west side of Keyes Field, and is primarily flat. A large industrial metal building currently exists on the property which is not suitable for reuse, and would be demolished by the Town at an estimated cost of \$50,000. However, there would be no urgent need to remove the building, so demolition would be part of a future development plan.

The purchase of this property will serve three primary purposes:

- ***Urgent critical need*** – We must secure a secondary access and additional parking in anticipation of the Fletcher site cleanup and the closure of Keyes Drive as early as the summer of 2015. There are no other alternatives available to us and if access is not secured Keyes Field will have to be closed. While walking traffic could access the park, without vehicle access for emergency services, the Town could not allow public access for traditional use due to potential liability issues.
- ***Short term need (1 to 6 years)*** – The Town currently has a shortage of ball fields which is restricting sport activity from Spring through Fall as well as a shortage of parking at Keyes during major events such as the Rotary Swim meet, State Swim meet, tournament play, etc. The 5.8 acres is flat and can easily accommodate several fields plus expanded parking.
- ***Long term strategic need (beyond 6 years)*** - if in the future the Town decides to build a Recreation Center, a Senior Center, or a combination facility, the 5.8 acres will accommodate such a project. The Town does not currently own any land close to the center of Town that could accommodate this potential long-term need.

The Board of Selectmen (BOS) and the Recreation Commission will be pursuing and hoping to secure considerable financial donations from local charitable organizations, businesses, and individuals to help offset the cost to the taxpayers for this critical property acquisition. Due to the timing of the proposal and the purchase criteria from the seller, the BOS will have to seek and gain approval from the State for a special Town Meeting to be held in late summer, probably in September on primary election day, September 9th. Assuming that the purchase is financed with a five-year bond by the Town, those making contributions would have the option of making multi-year contributions. Financing the purchase with a multi-year bond will require a 60% majority vote by the public. The legal process requirements preceding a Town vote are the same as a regular Town Meeting, requiring formal public notification, a Bond Hearing, and a Deliberative Session prior to the formal vote by the public.

If the entire cash outlay requirement of \$190,000 for the purchase of the property could be raised this summer totally through donations, there would be no requirement for taxpayer funding. The acquisition could be approved by the Board of Selectmen after they receive written letters of formal support from the Conservation Commission and the Planning Board and after conducting a series of public hearings as is explained in *RSA 41:14-a Acquisition or Sale of Land, Building, or Both*. In this scenario, those

contributing would have to make the entire contribution this year; it could not be a multi-year obligation.

Note: There exists an open NH Department of Environmental Services (DES) order mandating certain environmental cleanup activities on the site. Per the DES Project Manager, remedial action necessary to resolve the issues cited by DES do not appear to be complex and can be resolved in a short period of time. The property owner has already submitted a work plan to DES and has gained their approval to proceed. The Mayo Group has committed – as a condition of the sale – to have this issue totally resolved prior to our acquisition. Assuming the Town moves forward with this acquisition plan, the purchase and sales agreement would have a contingency clause mandating that this issue be resolved prior to sale and the seller will be required to present to the Town a “Letter of No Further Action Required” from DES specific to its site order. All formal communications are being approved by Town Counsel in advance.

Town Of Milford 2014 Special Town Meeting

Warrant Article/Ballot Question 1

WARRANT ARTICLE/BALLOT QUESTION 1 – PURCHASE OF 127 ELM STREET

To see if the Town will vote to raise and appropriate the sum of \$190,000 (gross budget) to acquire the land and buildings in the Town of Milford located at 127 Elm Street which property is depicted on the Town of Milford Tax Maps as Map 19, Lot 10, in accordance with the terms of contingent purchase and sales agreement entered into between the Board of Selectmen and the owner of said property, which property is adjacent to Town owned Keyes Field, and to authorize the Town to expend up to \$109,200 from unrestricted fund balance, and to authorize the Board of Selectmen to accept \$80,800 in pledged 2014 donations, and to further authorize the Board of Selectmen to accept \$110,000 in pledged donations over the ensuing 4 years, and any other amounts of pledged donations, such pledged amounts to be used to reimburse unrestricted fund balance up to \$109,200, with any additional donations received to be applied to the Keyes Park Expansion Project. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (7-0). This Article has no tax impact.

THE BOARD OF SELECEMEN SUPPORTS THIS WARRANT ARTICLE (5-0)

Board of Selectmen's Majority Report (Selectmen Daniels, Fougere, Bauer, Putnam and Federico unanimously support this article)

The Board of selectmen unanimously support the purchase of the property located at 127 Elm Street. The selectmen feel that the purchase of these 5.8 acres is a unique opportunity to obtain land that is contiguous with our existing recreational area, Keyes Park. There is great potential for various recreational uses of this property. The purchase will also ensure unfettered access to Keyes Park during the clean-up of the Fletcher site. Keyes drive, the only access to Keyes Park will have to be closed during most of the environmental clean-up process.

THE BUDGET ADVISORY COMMITTEE SUPPORTS THIS WARRANT ARTICLE (7-0)

Budget Advisory Committee's Majority Report (Matt Lydon (Chair), Karen Mitchell (Secretary), Peggy Seward, Steve Sareault, Bert Becker, Jim Roccio, and Chris Pank)

The Budget Advisory Committee supports the purchase of 127 Elm Street because the purchase will allow continued access to Keyes Field during the clean-up of the Fletcher Site.

The Milford Recreation Commission unanimously and enthusiastically supports the purchase of the 127 Elm St. property to be used for the expansion of Keyes Memorial Park.

As the public is well aware, the impending cleanup of the Fletcher superfund site adjacent to Keyes will result in the closure of the entrance to Keyes Field for as long as two years. As stewards of Milford's recreation facilities, the Recreation Commission has set as a top priority ensuring that the public does not lose access to this critical community resource. The acquisition of 127 Elm St. will provide a second access to Keyes Field, thus ensuring access to the facility during the cleanup.

In addition to the above mentioned critical need for secondary access, this acquisition will also provide 5.8 acres of expansion for current and future needs. The property is primarily flat and dry, and has an existing access off of Elm Street. This purchase will provide immediate relief for additional parking at Keyes Field, as well as expansion capacity for longer term needs such as additional recreation fields, special events facilities, and even a possible future Community/Senior Center.

The Recreation Commission has engaged in an aggressive fundraising campaign in order to lessen the impact this project might have on taxpayers. To date, the commission has raised funds in excess of the \$190,000 purchase price of the property. We are committed to continue this fundraising effort in order to offset any costs associated in future development of this facility.

Keyes Field is Milford's premier recreation facility, and we have been given a once in a lifetime opportunity to expand and enhance its facilities for generations to come. The commission believes that this is an opportunity that we cannot let slip through our fingers. We strongly urge the voters to support this warrant article.

Milford Recreation Commission



**ABSENTEE
OFFICIAL BALLOT
SPECIAL TOWN ELECTION
MILFORD, NEW HAMPSHIRE
SEPTEMBER 9, 2014**

Margaret G. Angel
TOWN CLERK

INSTRUCTIONS TO VOTERS

A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ☒

WARRANT ARTICLE/BALLOT QUESTION 1 – PURCHASE OF 127 ELM STREET

To see if the Town will vote to raise and appropriate the sum of \$190,000 (gross budget) to acquire the land and buildings in the Town of Milford located at 127 Elm Street which property is depicted on the Town of Milford Tax Maps as Map 19, Lot 10, in accordance with the terms of contingent purchase and sales agreement entered into between the Board of Selectmen and the owner of said property, which property is adjacent to Town owned Keyes Field, and to authorize the Town to expend up to \$109,200 from unrestricted fund balance, and to authorize the Board of Selectmen to accept \$80,800 in pledged 2014 donations, and to further authorize the Board of Selectmen to accept \$110,000 in pledged donations over the ensuing 4 years, and any other amounts of pledged donations, such pledged amounts to be used to reimburse unrestricted fund balance up to \$109,200, with any additional donations received to be applied to the Keyes Park Expansion Project. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (7-0). This Article has no tax impact.

YES ☐

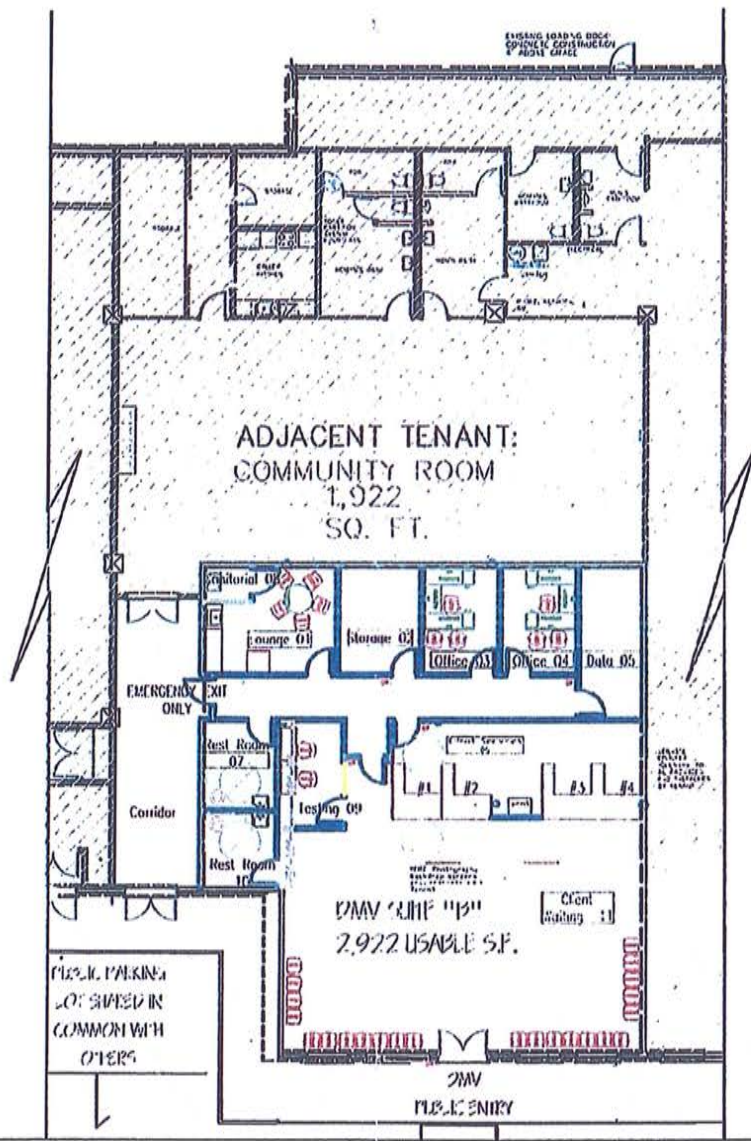
NO ☐

Sample

YOU HAVE NOW COMPLETED VOTING

APPENDIX 2 – 127 ELM STREET BUILDING CONCEPT #2 DIAGRAM

APPENDIX 3 – NH DEPARTMENT OF MOTOR VEHICLES CONCEPT PLAN



HATCH = SPACE
NOT PART OF DMV
TENANT DEMISE

State of New Hampshire Department of Administrative Service Bureau of Planning and Management MB	(Landlord Signature)	(date)
	(Tenant Signature)	(date)
Tenant DEMISE PLAN DWG. 1 DATE: 04-21-2016 SCALE: 1/8" = 1'-0" LEVEL: 1st TENANT: New Hampshire Department of Safety DMV Newport District Office LOCATION: Suite "B" 20 N Main Street, Newport, NH 3,000 Rental S.F.		

Senator Daniels

existing 2000 sq. ft.
rent funds
ADA compliant

Map
4/16/16
4/28/16

APPENDIX 4 – TURNSTONE BUILDING RENOVATION ESTIMATE



TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET

09/08/2016

DESCRIPTION	09/08/2016
General Conditions	\$198,540.00
-Design (Architectural/Engineering) Fees	Excluded/By Owner
-Special Inspections	Excluded/By Owner
-Builders Risk Insurance	Excluded/By Owner
-Building Permit Fees	Excluded/By Owner
EARTHWORK/DEMOLITION	
-HazMat Hygienist/Monitoring	\$28,000.00
-Abatement	\$150,000.00
-Demolition	Included Above
-Equipment Demolition/Rigging	\$25,000.00
-Sitework	\$10,000.00
-Landscaping	\$5,000.00
CONCRETE	
-Concrete Slab Infills (Bathrooms/Existing Conditions)	\$24,500.00
-Concrete Floor Grinding/Preparation	\$60,000.00
MASONRY	
-Masonry (Repointing Existing Brick)	\$56,271.00
METALS	
-Add Structural Steel Cables	\$20,000.00
-Miscellaneous Metals	\$10,000.00
CARPENTRY	
-Rough Carpentry	\$17,500.00
-Finish Carpentry	\$25,000.00
THERMAL & MOISTURE	
-Waterproofing/Damproofing	\$5,000.00
-Building Insulation	\$35,000.00
-Non-Insulated Metal Panels	\$50,230.00
-Roofing (TPO)	\$188,700.00
-Joint Sealants	\$12,500.00
DOORS & WINDOWS	
-Doors/Frames/Hardware	\$94,216.00



TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET

09/08/2016

DESCRIPTION	09/08/2016
-Overhead Doors	\$15,000.00
-Door Auto Operators	\$16,000.00
-Aluminum Windows	\$50,000.00
-Aluminum Doors/Glass	\$35,000.00
-Glass/Glazing Interior	\$7,500.00
FINISHES	
-Drywall	\$153,853.00
-Wall FRP (Fiber Reinforced Plastic)	\$13,500.00
-Ceramic Tile	\$30,000.00
-Acoustical Ceilings	\$56,250.00
-Carpet/Entrance Mats	\$15,540.00
-LVT	\$75,000.00
-Painting	\$70,875.00
SPECIALTIES	
-Visual Display Boards	\$2,500.00
-FA Monitored Fire Extinguishers/Cabinets	\$6,750.00
-Metal Lockers	\$15,500.00
-Toilet Accessories/Partitions	\$35,667.00
-Signage (Interior)	\$4,500.00
-Signage (Exterior)	\$5,500.00
FURNISHINGS	
-Window Treatment	\$4,200.00
MECHANICAL	
-Fire Protection (Testing Existing System)	\$5,500.00
-Fire Protection	\$21,000.00
-HVAC and Plumbing	\$482,447.00
-Testing/Balancing	\$10,000.00
ELECTRICAL	
-Electrical	\$371,250.00
-New Fire Alarm System	Included Above
-Tel/Data	Included Above



TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET

09/08/2016

DESCRIPTION	09/08/2016
SUBTOTAL	\$2,518,789.00
CM FEE	\$201,503.00
CM CONTINGENCY	\$136,014.00
TOTAL	\$2,856,306.00

CLARIFICATIONS/QUALIFICATIONS

1. Includes Allowance for Hygienist to inspect, report, and monitor Existing Hazardous Materials
2. Includes Site Excavation for necessary underground Utility Service Tie Ins or Repairs
3. Includes Allowance for replacement of existing Structural Steel Cables
4. Includes removal of all existing walls, MEP, flooring, etc. and leaving the 2nd Floor unfinished
5. Includes FRP (Fiber Reinforced Plastic) at Bathroom Walls
6. Includes Ceramic Tile on all Bathroom Floors
7. Includes Carpet Tiles (and concrete floor preparation) at Office Spaces and Walk Off Tiles at Main Entrances
8. Includes easy maintenance LVT (and concrete floor preparation) at all Hallways and Activity Center
9. Includes Aluminum Windows with Insulated Low-E Glass
10. All Exterior Main Entrance Doors will be Aluminum with Insulated Low-E Glass
11. Includes Re-using Fire Protection Main Lines/All Drops and Heads to be new
12. Includes all new Mechanical Ductwork and Roof Top Units
13. Includes all new bathroom Plumbing Fixtures
14. Includes Re-using existing electrical services
15. Includes New Fire Alarm System
16. Includes all new LED light fixtures
17. Excludes Local and Utility Company Service Fees
18. Excludes Performance & Payment Bond Fees
19. Budget Based on Concept #02 Plan from Keyes Memorial Park Expansion Committee dated 06/25/16 and walk thrus of the facility and review of existing conditions

APPENDIX 5 – TURNSTONE NEW BUILDING CONSTRUCTION ESTIMATE



TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET (NEW BUILDING)

09/15/2016

DESCRIPTION	09/08/2016
General Conditions	\$251,290.00
-Design (Architectural/Engineering) Fees	Excluded/By Owner
-Special Inspections	Excluded/By Owner
-Builders Risk Insurance	Excluded/By Owner
-Building Permit Fees	Excluded/By Owner
EARTHWORK/DEMOLITION	
-HazMat Hygienist/Monitoring	\$23,000.00
-Abatement	\$85,000.00
-Demolition (All Buildings)	\$105,000.00
-Equipment Demolition/Rigging	\$25,000.00
-Sitework	\$116,500.00
-Landscaping	\$5,000.00
CONCRETE	
-Concrete Foundations (Includes Concrete Materials)	\$90,000.00
-Concrete Flatwork (Includes Concrete Materials)	\$120,000.00
-Concrete Reinforcing Steel Materials	\$20,000.00
MASONRY	
-Masonry Shaft	\$18,500.00
METALS	
-Structural Steel	\$440,000.00
-Miscellaneous Metals	\$20,000.00
CARPENTRY	
-Rough Carpentry	\$10,000.00
-Finish Carpentry	\$25,000.00
THERMAL & MOISTURE	
-Waterproofing/Damproofing	\$6,500.00
-Building Insulation	\$18,200.00
-Non-Insulated Metal Panels	\$86,230.00
-Roofing (TPO)	\$183,000.00
-Joint Sealants	\$15,000.00

TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET (NEW BUILDING)

09/15/2016

DESCRIPTION	09/08/2016
DOORS & WINDOWS	
-Doors/Frames/Hardware	\$94,216.00
-Overhead Doors	\$15,000.00
-Door Auto Operators	\$16,000.00
-Aluminum Windows	\$50,000.00
-Aluminum Doors/Glass	\$35,000.00
-Glass/Glazing Interior	\$7,500.00
FINISHES	
-Drywall	\$153,853.00
-Wall FRP (Fiber Reinforced Plastic)	\$13,500.00
-Ceramic Tile	\$30,000.00
-Acoustical Ceilings	\$56,250.00
-Carpet/Entrance Mats	\$15,540.00
-LVT	\$75,000.00
-Painting	\$70,875.00
SPECIALTIES	
-Visual Display Boards	\$2,500.00
-FA Monitored Fire Extinguishers/Cabinets	\$6,750.00
-Metal Lockers	\$15,500.00
-Toilet Accessories/Partitions	\$35,667.00
-Signage (Interior)	\$4,500.00
-Signage (Exterior)	\$5,500.00
FURNISHINGS	
-Window Treatment	\$4,200.00
CONVEYING SYSTEMS	
-Elevator (2 Story Holeless)	\$62,500.00
MECHANICAL	
-Fire Protection	\$52,000.00
-HVAC and Plumbing	\$482,447.00
-Testing/Balancing	\$10,000.00
ELECTRICAL	
-Electrical	\$371,250.00



TURNSTONE CORPORATION

Town of Milford-Keyes Park Building, Milford NH

BUDGET (NEW BUILDING)

09/15/2016

DESCRIPTION	09/08/2016
-New Fire Alarm System	Included Above
-Tel/Data	Included Above
SUBTOTAL	\$3,348,768.00
CM FEE	\$267,901.00
CM CONTINGENCY	\$180,833.00
TOTAL	\$3,797,502.00

CLARIFICATIONS/QUALIFICATIONS

1. Includes Allowance for Hygienist to inspect, report, and monitor Existing Hazardous Materials
2. Includes FRP (Fiber Reinforced Plastic) at Bathroom Walls
3. Includes Ceramic Tile on all Bathroom Floors
4. Includes Carpet Tiles (and concrete floor preparation) at Office Spaces and Walk Off Tiles at Main Entrances
5. Includes easy maintenance LVT (and concrete floor preparation) at all Hallways and Activity Center
6. Includes Aluminum Windows with Insulated Low-E Glass
7. All Exterior Main Entrance Doors will be Aluminum with Insulated Low-E Glass
8. Includes all new Mechanical Ductwork and Roof Top Units
9. Includes all new bathroom Plumbing Fixtures
10. Includes New Fire Alarm System
11. Includes all new LED light fixtures
12. Excludes Local and Utility Company Service Fees
13. Excludes Performance & Payment Bond Fees
14. Budget Based on Removal of Existing Building and New 30,000SF building with a second floor (unfinished)
Floor Plan to match Concept #02 Plan dated 06/15/16 by Keyes Memorial Park Expansion Committee

APPENDIX 6 – KEYES MEMORIAL PARK SURVEY TOOL AND DATA



Public Input Survey

Keyes Memorial Park Master Plan & Integration of 127 Elm Street

According to the Milford Board of Selectmen (March 2016) –

"After significant efforts and financial generosity by many Milford citizens, the Town has secured ownership of a 5.8 acre site adjoining Keyes Memorial Park, the Town's premier recreational gem. This property provides an alternative access to Keyes, along with additional parking. The site contains an existing 33,570 square foot industrial building with office space.

The charge of the Committee will be to evaluate this property and assets and make recommendations to the Board of Selectmen regarding improvements, actions and plans should be undertaken to address both short term and long term recreational needs of the community."

In order to fulfill this charge, the Keyes Memorial Park Committee is seeking input about the facilities at and current use of Keyes Park and opinions on future improvements to Keyes Park.

Please complete the following survey and add any additional comments in the spaces provided.
Please contact Arene Berry, Director, Milford Recreation Department, for any questions about this survey – telephone 249-0625 ext.2. Thank you!!

- | | |
|--|---|
| 1. Where do you live?
Select one answer | 2. How many people live in your household?
Please fill in the number |
| a. _____ Milford | a. _____ |
| b. _____ Amherst | |
| c. _____ Brookline | |
| d. _____ Hollis | 3. What is your age group?
Select one answer |
| e. _____ Lyndeborough | a. _____ under 15 years old |
| f. _____ Mont Vernon | b. _____ 15-25 years old |
| g. _____ Wilton | c. _____ 26-55 years old |
| h. _____ Other: please specify _____ | d. _____ 56-75 years old |
| | e. _____ over 75 years old |

How many children under the age of 15 years old live in your household on a regular basis?

4. Please include any grandchildren, foster children, etc who live with you more than 2 months out of the year.
Enter 0 for none or the number.

a. _____ Number of children under 15 years old

5. What is your household's average annual income?

Select one answer

- a. _____ Under \$20,000 per year
b. _____ \$20,001 - \$34,999 per year
c. _____ \$35,000 - \$44,999 per year
d. _____ \$45,000 - \$54,999 per year
e. _____ \$55,000 - \$74,999 per year
f. _____ \$75,000 - \$99,999 per year
g. _____ Over \$100,000 per year
h. _____ Prefer not to answer

6. We recognize that use of Keyes Park varies depending on the season or "sports season".

How often do you visit or use Keyes Park during each season?

Check off the frequency you use or visit Keyes Park during each season

	Spring	Summer	Fall	Winter
a. Daily				
b. A few times each week				
c. Once a week				
d. A few times a month				
e. Only for Special events (i.e. July 4th, Kids' Carnival, Church event, etc)				
f. Never				
g. Other: Please specify below				

7. If you never use or visit Keyes Park during the year, are there any specific reasons why?

Please share your thoughts below

8. Which recreational facilities at Keyes Park do you use?

Check all that apply

- a. ☐ Baseball Field
- b. ☐ Basketball Court
- c. ☐ Horseshoe Pit
- d. ☐ Pavilion/Pergola
- e. ☐ Picnic Area
- f. ☐ Playground
- g. ☐ Pool
- h. ☐ Skate Park
- i. ☐ Soccer Field
- j. ☐ Softball Field
- k. ☐ Special events (i.e. July 4th, Kids' Carnival etc.)
- l. ☐ Tennis Courts
- m. ☐ Trail along river
- n. ☐ Volleyball Court
- o. ☐ General area for walking
- p. ☐ General field space for other activities
- q. ☐ Other: Please specify in the box on the right

Please specify for question 8 -

9. What improvements or additional facilities would you like to see at Keyes Park?

Check all that apply

- a. ☐ ADA accessible playground equipment
- b. ☐ Concession stands at ball field(s)
- c. ☐ Disc Golf course
- d. ☐ Enlargement of Volleyball Court
- e. ☐ Fix and maintain what is currently at Keyes Park
- f. ☐ Improved grills in picnic area
- g. ☐ Improvements to Volleyball Court
- h. ☐ Improvements to Baseball Field
- i. ☐ Improvements to concession stand at pool
- j. ☐ Improvements to Soccer Fields
- k. ☐ Improvements to Softball Fields
- l. ☐ Indoor facility for street hockey, soccer etc.
- m. ☐ Lights for ball fields
- n. ☐ Mister or misting tent area
- o. ☐ More drinking water fountains
- p. ☐ More multi-purpose field space
- q. ☐ More parking
- r. ☐ More permanent restrooms
- s. ☐ More playground areas
- t. ☐ More shaded areas with seating
- u. ☐ New scoreboards
- v. ☐ Pedestrian bridge to North River Road fields
- w. ☐ Splash Pad
- x. ☐ Walking-Biking path around the park
- y. ☐ Pickle ball court
- z. ☐ Bocce ball court
- aa. ☐ Other: Please specify below

10. If you would like "more shaded areas with seating" at Keyes Park, please tell us where you would like these areas located in the park -

12. Please rank the following on how you would allocate Milford's budget resources for recreational facilities at Keyes Park. Number 1 being the most important to you and number 8 being the least important to you.
If Other, please list your preferences.

	1	2	3	4	5	6	7	8
a. Fix and maintain what is currently available at Keyes Park								
b. Improve baseball and softball fields (quality of fields, concession areas, lighting)								
c. Improve multi-purpose field space								
d. Improve areas for activities such as picnicking and sitting								
e. Create a walking-biking path around Keyes Park that connects with Milford's sidewalk and trail system								
f. Improve and expand use and views of the Souhegan River								
g. Expand facilities for indoor sports								
h. Other: Please specify below								

13. Please rank the following on how you believe Milford should pay for the maintenance and any future improvements to Keyes Park, with number 1 being the best way in your opinion.
If Other, please list your preferences.

	1	2	3	4	5	6	7	8	9
a. Property Taxes									
b. Property Taxes – warrant articles for capital reserve fund for major enhancements (<u>not</u> for routine maintenance)									
b. User fees & program admission fees									
c. Fundraising activities									
d. Grant writing									
e. New impact fees (fee charged to developers when new homes or business spaces are built)									
f. Establish a plan to lease or rent part of the building at 127 Elm Street									
g. Develop better strategies to rent recreational facilities for use by other groups for events and sports tournaments									
h. Other: Please specify below									

14. Do you regularly use any of the for-profit or non-profit recreational facilities in our area?

Check all that apply and please use Other to add more specific information

- a. ☐ Hampshire Hills
- b. ☐ Souhegan Valley Boys & Girls Club
- c. ☐ Goss Park/Wilton-Lyndeborough Youth Center
- d. ☐ Baboosic Lake (Amherst Town Beach area)
- e. ☐ Brookline Recreation and Max Cohen Grove @ Lake Potanipo
- f. ☐ Beaver Brook Association facilities
- g. ☐ Peabody Mill Environmental Center in Amherst
- h. ☐ Joshua's Park in Amherst
- i. ☐ Other: Please specify _____

15. Please use the space below to share any additional comments or suggestions about Keyes Park.

16. If you would like to hear more about the outcome of this survey and the committee's report, please share your name and email address.

Name _____

Email address _____

Thank You!!

Please remember to submit your completed survey form!

Forms can be dropped off at the collection boxes located in the Town Hall lobby and the Wadleigh Memorial Library or at the Recreation Department office.

Completed forms can be mailed to Milford Recreation Department, Town Hall, 1 Union Square, Milford NH 03055 or emailed to aberry@milford.nh.gov

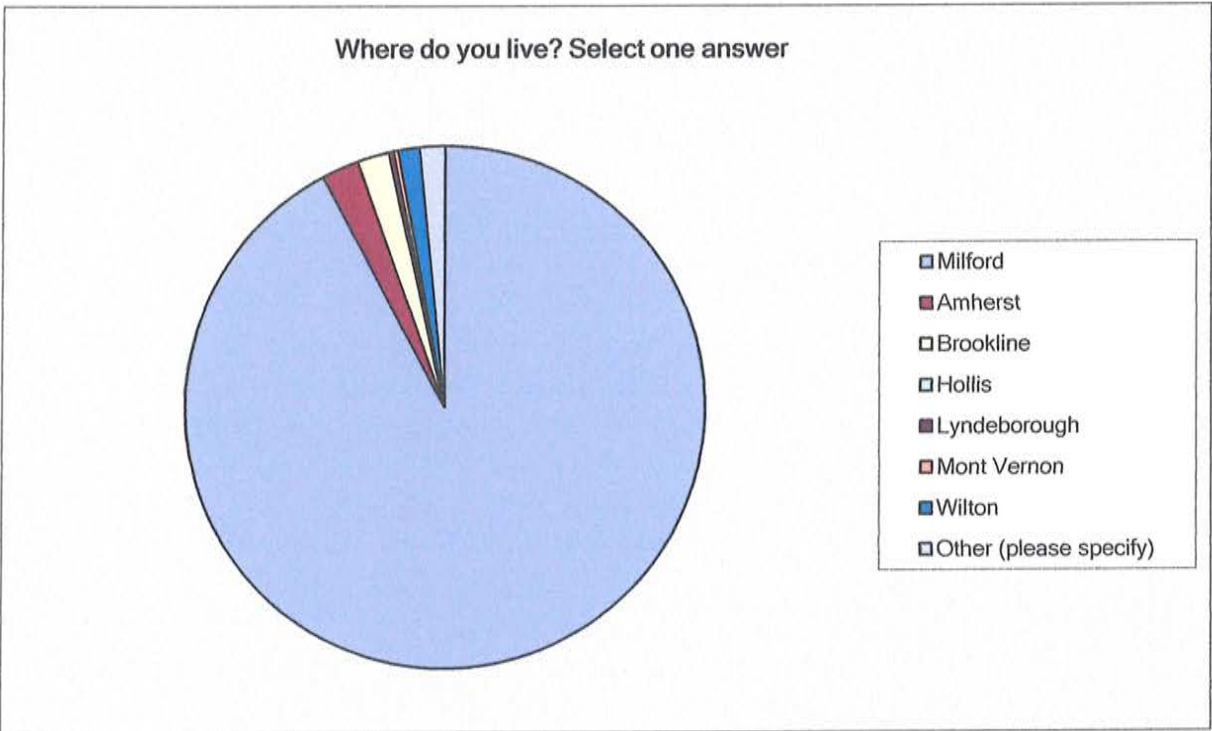
QUESTION 1

Town of Milford Public Input Survey

Where do you live? Select one answer

Answer Options	Response Percent	Response Count
Milford	92.1%	281
Amherst	2.3%	7
Brookline	2.0%	6
Hollis	0.0%	0
Lyndeborough	0.3%	1
Mont Vernon	0.3%	1
Wilton	1.3%	4
Other (please specify)	1.6%	5
answered question		305
skipped question		3

Number	Other (please specify)	Categories
1	Mason	
2	Mason	
3	Mason	
4	Mason	
5	Mason	



QUESTION 2

Town of Milford Public Input Survey

How many people live in your household? Please fill in the number

Answer Options	Response Count
	306
<i>answered question</i>	306
<i>skipped question</i>	2

Household Size	#
1	13
2	70
3	60
4	93
5	42
6	19
7	8
8	1

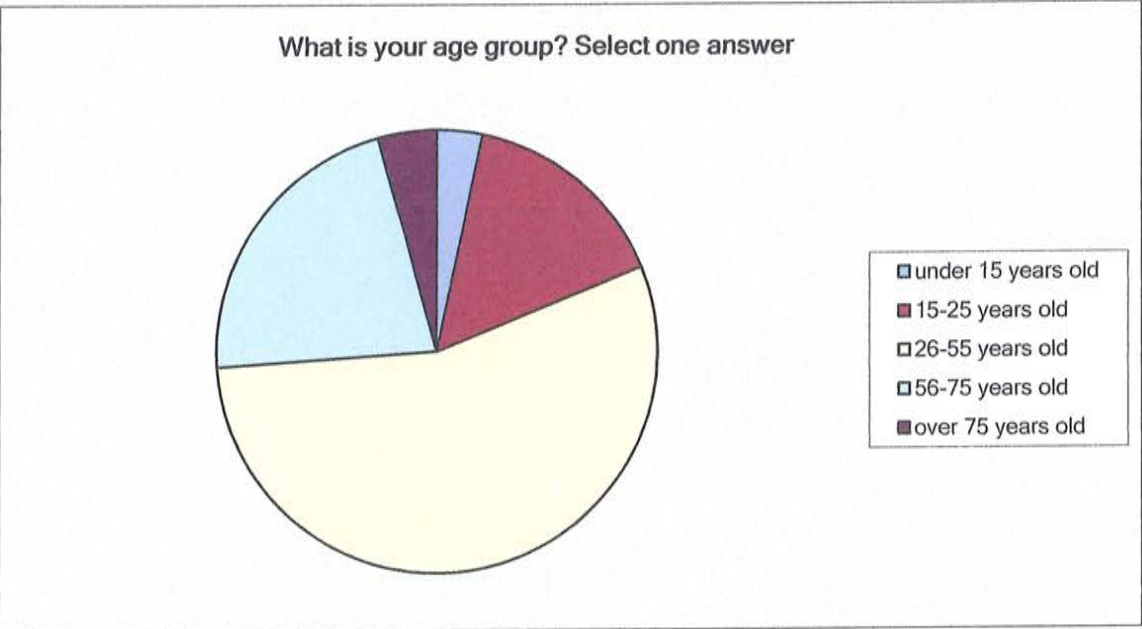
Average household size = 3.6

QUESTION 3

Town of Milford Public Input Survey

What is your age group? Select one answer

Answer Options	Response Percent	Response Count
under 15 years old	3.3%	10
15-25 years old	15.5%	47
26-55 years old	55.1%	167
56-75 years old	21.8%	66
over 75 years old	4.3%	13
answered question		303
skipped question		5



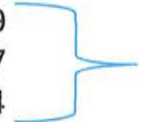
QUESTION 4

Town of Milford Public Input Survey

How many children under the age of 15 years old live in your household on a regular basis? Please include any grandchildren, foster children, etc who live with you more than 2

Answer Options	Response Average	Response Total	Response Count
Number of children under 15 years old	1.16	351	302
		<i>answered question</i>	302
		<i>skipped question</i>	6

Count on number <15 yo

0	130		43% responded having no household members < 15 yo
1	69		53% responded having 1 to 3 household members < 15 yo
2	67		
3	24		
4	7		
5	1		
6	2		
7	0		
8	0		
13	1		
18	1		
302 responses			

QUESTION 5

Town of Milford Public Input Survey

What is your household's average annual income? Select one answer

Answer Options	Response Percent	Response Count
Under \$20,000 per year	2.3%	7
\$20,001 - \$34,999 per year	2.7%	8
\$35,000 - \$44,999 per year	5.3%	16
\$45,000 - \$54,999 per year	9.0%	27
\$55,000 - \$74,999 per year	9.6%	29
\$75,000 - \$99,999 per year	17.9%	54
Over \$100,000 per year	25.9%	78
Prefer not to answer	27.2%	82
<i>answered question</i>		301
<i>skipped question</i>		7

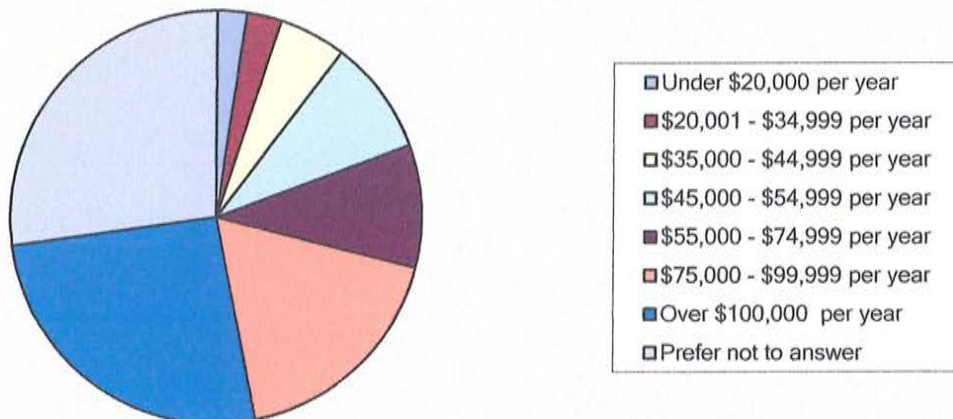
Milford's reported Income "averages"

INCOME, INFLATION ADJUSTED \$ (ACS 2010-2014)

Per capita income	\$31,913
Median family income	\$80,714
Median household income	\$63,203
Median Earnings, full-time, year-round workers	
Male	\$55,657
Female	\$42,765
Individuals below the poverty level	6.00%

Source = <http://www.nhes.nh.gov/elmi/products/cp/profiles-pdf/milford.pdf>

What is your household's average annual income? Select one answer



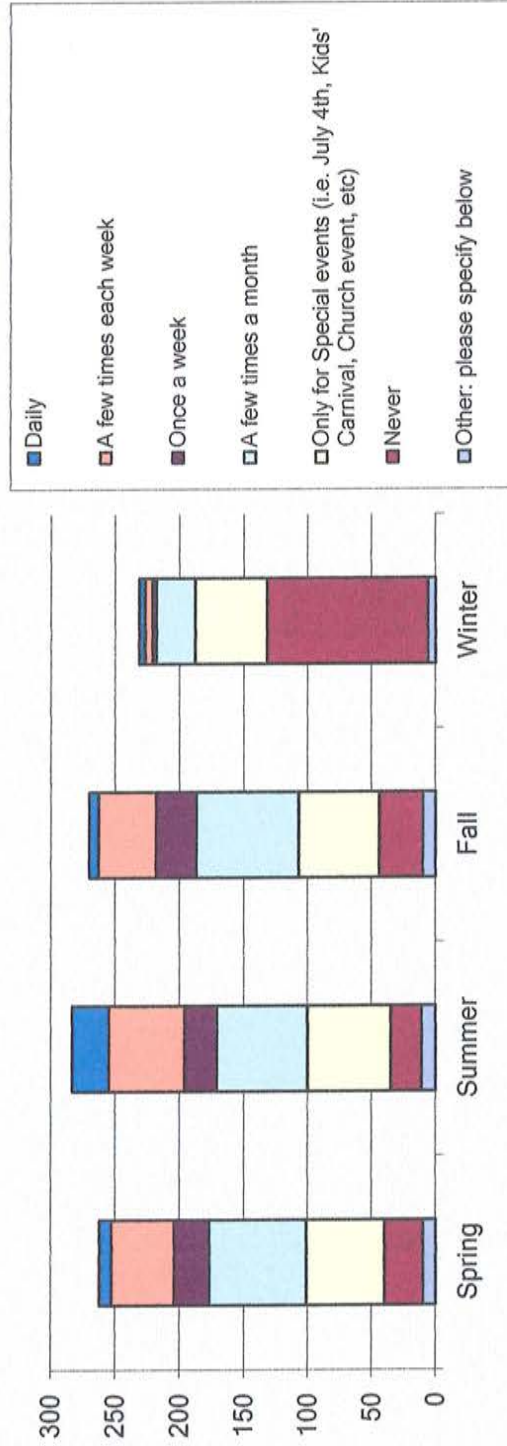
QUESTION 6

Town of Milford Public Input Survey

We recognize that use of Keyes Park varies depending on the season or "sports season". How often do you visit or use Keyes Park during each season? Check off the frequency you use or visit Keyes Park during each season.

Answer Options	Daily	A few times each week	Once a week	A few times a month	Only for Special events (i.e. July 4th,	Never	Other: please specify below	Response Count
Spring	9	49	27	76	61	30	10	262
Summer	28	59	25	71	65	24	11	283
Fall	7	45	31	80	63	34	10	270
Winter	4	6	3	30	56	126	6	231
Other:								34
answered question								290
skipped question								18

We recognize that use of Keyes Park varies depending on the season or "sports season". How often do you visit or use Keyes Park during each season? Check off the frequency you use or visit Keyes Park during each season.



QUESTION 6

Number	Responses for Other Please Specify (may include notes from data entry)
1	Circled e. Only for SE
2	Occasional H.S. baseball game
3	Circled f. Never
4	Circled d. A few times per month
5	Circled f. Only for special events
6	marked a few times per month and only for special events
7	Very occasionally but plan to use more
8	Circled f. Never
9	Circled e. Only special events
10	Circled F. Never
11	whenever a friend ask me
12	Circled f. Never
13	and for special events in the summer
14	(nothing listed see Q7 reponse)
15	I usually visit for sports events or to bring a younger family member
16	
17	swimming pool exercise program
18	once a week and special events selected for Sp Su Fa
19	I go with my family to the park
20	walk along the river and special events in fall
21	Fall - once a week and special events marked on form
22	Checked a few times per monthAND Special events on paper form for Sp, Su and Fa (never in winter)
23	We mostly use it when the grandchildren are visiting in any season to use the playground or pool area.
24	When children were between 8-18 years old visited daily for pool swim team
25	Few times a year mainly for visiting children
26	Using it as a cut through for my run and sporting events.
27	Every once in a while, to meet and chat with friends.
28	Maybe once or twice a year
29	Once in a while. Several times a year.
30	Once in awhile
31	tennis tournaments
32	occasionally for the playground in the summer
33	Only if its not icy for walking
34	I went daily when my daughter was little

QUESTION 7

Town of Milford Public Input Survey

If you never use or visit Keyes Park during the year, are there any specific reasons why? Please share your thoughts below.

Answer Options	Response Count
<i>answered question</i>	66
<i>skipped question</i>	66
	242

Number	Response Text
1	Nothing of interest to seniors
2	Re: Q6 noted " 3 x/year for walking" Q7 - We don;t have kids but do appreciate its value as a play space for many ages.
3	Nothing there to use
4	There is a lot of trash put on the ground and lots of litter
5	No - just busy with other things
6	work full time, no young children, belong to Hampshire Hills (otherwise would go for pool)
7	New to area, haven't had time
8	Grandkids
9	I don't like it, it's ??
10	I do once in a while. I like the wooded areas. A walking & bike path would be nice. Decorative & edible plantings. Use 127 Elm St. for new Senior Center with restaurant.
11	Boring/Busy
12	no
13	I go 2 swim practice
14	I have no need to
15	None
16	I don't have an interest or time
17	no

QUESTION 7

18	Marked use Only for special events and added the following - "I'm an adult now, but as a kid I was on teh swim team 8 also played on the playground"
19	No time during the school year
20	simply put, I either don't have the time or don't see a need/want to go
21	Do lots of walking , various trails in town
22	to swing
23	I use it when possible but I live on the Cape late spring to early fall
24	I don't want to go there
25	I just moved here (balance of paper tool blank)
26	Rarely use - Our kids have aged out. Summer swim teams program - excellent!
27	Not a fan of cold weather. Indoor play is preferred during winter.
28	Coed softball
29	I was there often when my kids were younger. I find there are not enough shaded areas or restrooms. I won't use those porta-potties.
30	As of the last year our visits have been a lot less due to the parking issues and construction around Keyes. We have found it to not be as clean or my kids are not as interested as they are interested in visiting other newer updated parks such as ones in Amherst and Nashua areas.
31	moved to Milford in May.
32	Needs actual restrooms, not just port-a-potties. Superfund site closing the road makes access inconvenient
33	I used Keyes often when my child was young - say through 5th or 6th grade. I walk on trails compared to spending time in parks.
34	No real reason to if my high schooler is not in sports or there is not something going on.
35	Other than tennis - not a lot for us "older" folks!

QUESTION 7

36	Grand kids aren't old enough for the sports at fields but does use pool for lessons
37	I stay away during the Fall and Spring due to school sports teams dominating the fields when I want to walk my dog. I go occasionally in the summer to walk on the shaded paths around the park. Very rarely will I walk in the winter there...
38	We rarely use Keyes Park these days, mainly because our grandchildren are the only ones who might be interested in visiting, and they visit us only seldom. I used to play tennis there, but my knees complain at me these days.
39	In the winter because of snow and generally being too cold
40	Memeber at HH, have my own pool, kids too old for playground, no parking, smoking, swearing and rude kids/people at skate park, don't like crowds.
41	Limited accessibility due to walking limitation
42	We used to visit a lot more when my child was younger, but there's not really any reason for us to use it now. There's no activities held there that he (or we) have any interest in attending.
43	No activities available or that I am interested in during winter months.
44	Honestly, I forget that it's there! I think it's a great resource for the town and can be used more.
45	To watch MMS girls field hockey
46	N/A
47	4th of July 5K Race Summer softball
48	Nothing of interest. Would probably use if there was a kayak launch somewhere.
49	weather related...too hot in summer and less to do at the park in winter...tennis, basket ball etc.

QUESTION 7

	Currently because of the clean up site. I do not feel it is safe for young children to breathe in what is being cleaned out. In previous years, my family was at the park several times a month, and almost daily in the summer months.
51	Parking is an issue, especially on weekends when we have time to go.
52	no bathrooms for the kids to use makes it tough to stay for any period of time
53	Na
54	Too many other places to go.
55	There are better recreational areas around
56	Not much there for seniors
57	parking is usually pretty limited
58	Not much to do for adults, except the tennis courts. I don't like the idea of swimming in the pool with all the kids. I used to bring my children to the playground when they were little; it's wonderful.
59	NO small children in our family.
60	Opposite side of town. Its a nice open space but there isn't really much of a draw for my family. Haven't really been to the park for personal use other than a few swim meets.
61	My children have grown
62	Winter is cold.
63	parking is always a problem
64	A comment
65	No reason to visit. I also feel that it should be for Milford residents only since the town is growing fast and we pay a lot in taxes!
66	I no longer have a school age child

QUESTION 8

Town of Milford Public Input Survey

Which recreational facilities at Keyes Park do you use? Check all that apply.

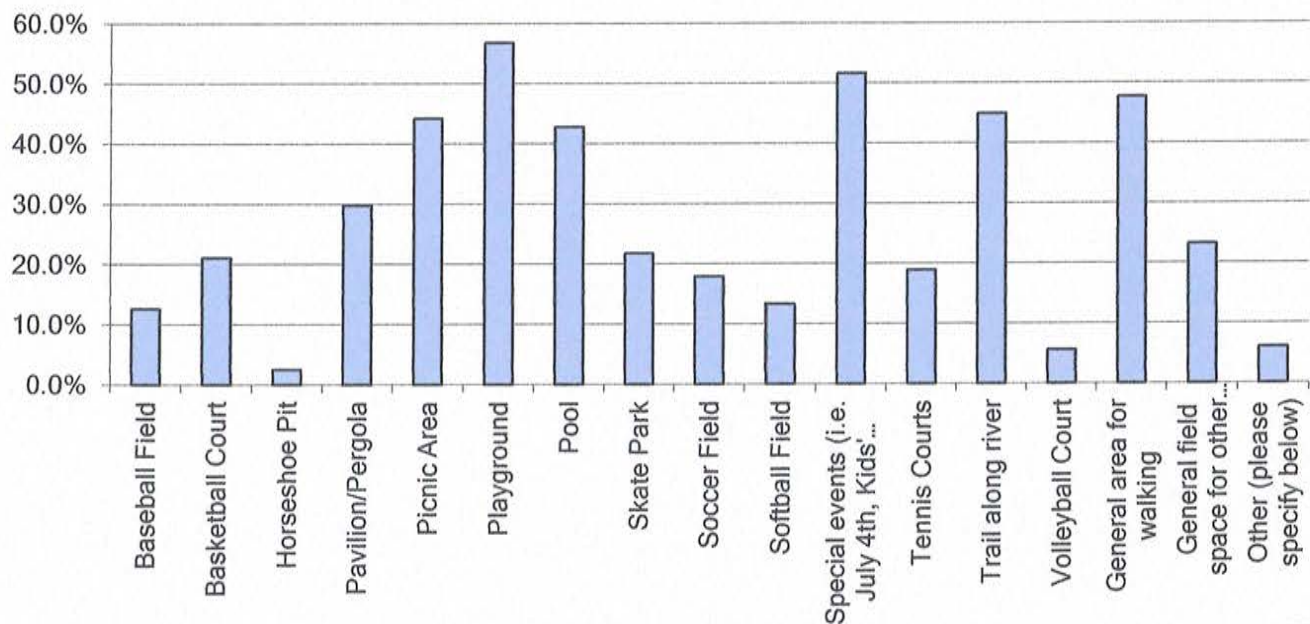
Answer Options	Response Percent	Response Count
Baseball Field	12.6%	36
Basketball Court	21.1%	60
Horseshoe Pit	2.5%	7
Pavilion/Pergola	29.8%	85
Picnic Area	44.2%	126
Playground	56.8%	162
Pool	42.8%	122
Skate Park	21.8%	62
Soccer Field	17.9%	51
Softball Field	13.3%	38
Special events (i.e. July 4th, Kids' Carnival etc.)	51.6%	147
Tennis Courts	18.9%	54
Trail along river	44.9%	128
Volleyball Court	5.6%	16
General area for walking	47.7%	136
General field space for other activities	23.2%	66
Other (please specify below)	6.0%	17
<i>answered question</i>		285
<i>skipped question</i>		23

Six most frequently selected responses bolded - all selected by >30% of respondents

Number	Other (please specify below)	Categories
1	Bikeing (sp) area	
2	4 children home schooled Go to park to play in addition to backyard play	
3	The trails by the river, and the empty fields are relaxing places to hang out with friends and/or study.	
4	To view wildlife	
5	No double rim on basketball court	
6	I support my school baseball team on the bleachers	
7	I mostly walk my dog morning and night and weekends and enjoy watching softball. I have not used the pool but I would like to sometime.	
8	NOT the merry go-round too dangerous when not supervised	
9	None	
10	My family used the playground and pool a lot when my children were young	
11	None	
12	archery	
13	none	
14	Used to use pool, playground, picnic area, special events, etc.	
15	Archery lessons in the fall	
16	I do not use the park	
17	Field hockey field	

QUESTION 8

Which recreational facilities at Keyes Park do you use? Check all that apply.



QUESTION 9

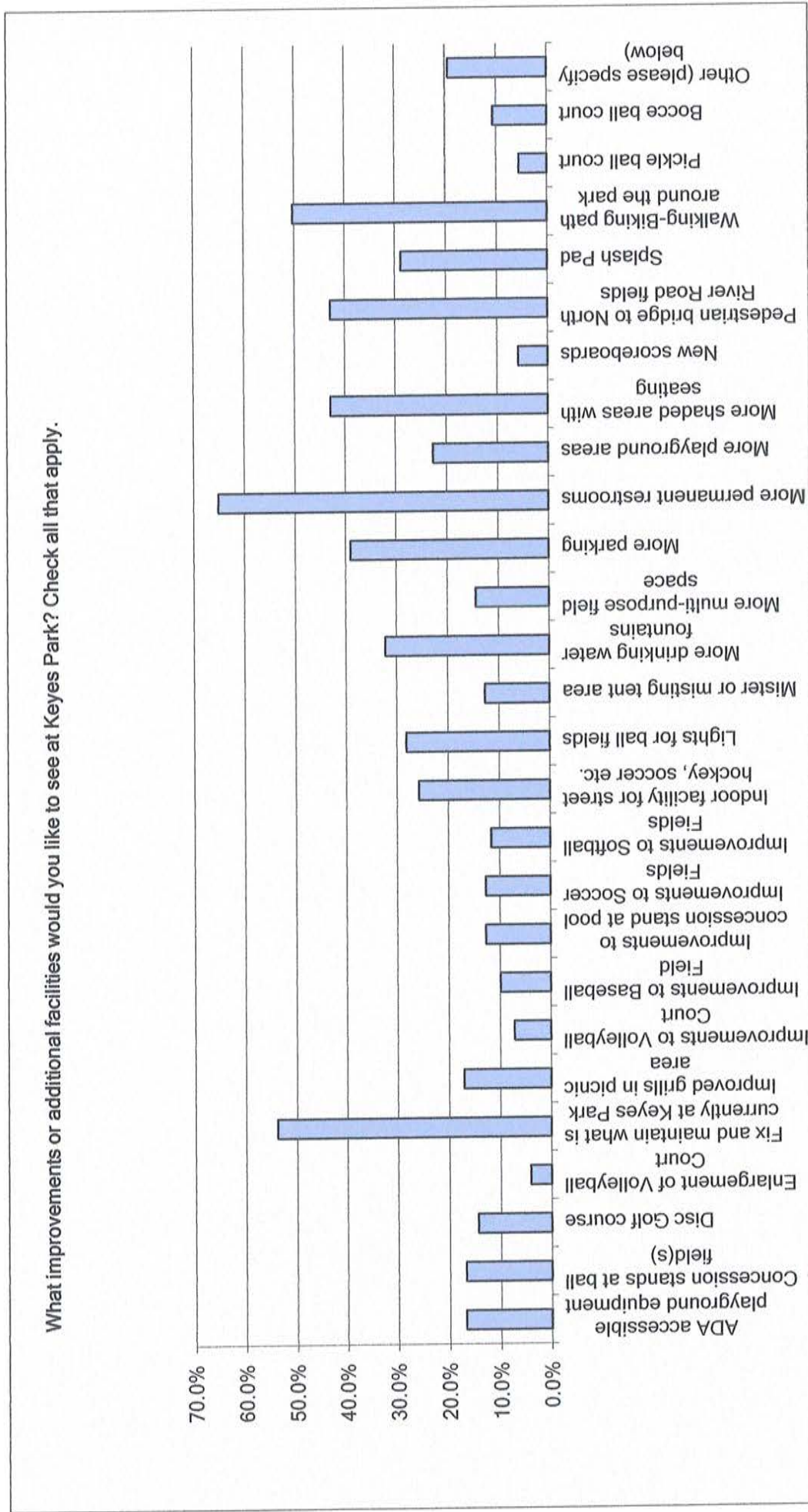
Town of Milford Public Input Survey

What improvements or additional facilities would you like to see at Keyes Park? Check all that apply.

Answer Options	Response Percent	Response Count
ADA accessible playground equipment	16.8%	49
Concession stands at ball field(s)	16.8%	49
Disc Golf course	14.4%	42
Enlargement of Volleyball Court	4.1%	12
Fix and maintain what is currently at Keyes Park	53.8%	157
Improved grills in picnic area	17.1%	50
Improvements to Volleyball Court	7.2%	21
Improvements to Baseball Field	9.9%	29
Improvements to concession stand at pool	12.7%	37
Improvements to Soccer Fields	12.7%	37
Improvements to Softball Fields	11.6%	34
Indoor facility for street hockey, soccer etc.	25.7%	75
Lights for ball fields	28.1%	82
Mister or misting tent area	12.7%	37
More drinking water fountains	32.2%	94
More multi-purpose field space	14.4%	42
More parking	39.0%	114
More permanent restrooms	65.1%	190
More playground areas	22.6%	66
More shaded areas with seating	42.8%	125
New scoreboards	5.8%	17
Pedestrian bridge to North River Road fields	42.8%	125
Splash Pad	28.8%	84
Walking-Biking path around the park	50.3%	147
Pickle ball court	5.5%	16
Bocce ball court	10.6%	31
Other (please specify below)	19.5%	57
answered question		292
skipped question		16

QUESTION 9

In previous table, items selected >40% of the time were bolded
 Note - "More Parking" at 39% was right on the cusp - Parking was a frequently mentioned concern in the written comments.



QUESTION 9

Number	Other (please specify below)
1	Bike path with bridges along river
2	Senior Center with appropriate activities, e.g. yoga, bingo, lunches
3	Improve the basketball rims
4	another basketball court
5	have available an area for walking your dog and a small dog park
6	Dog Park
7	updated playground equipment, fencing areas for smaller children
8	Band stand / Amphitheater
9	Croquet - Awesome!!
10	Senior Center
11	Gardens & Community Gardens
12	Indoor activities
	Walking-Bike path THROUGH the park; Get rid of baseball field & plant trees and other plantings to attract wildlife with
13	walking paths & seating. Use 127 Elm St for new senior center with restaurant
14	More handicapped parking
15	have someone take care of the baseball.
16	improvement to basketball hop and court
17	No double rims on the basketball court. More ramps in the skate park along with expansion.
18	expand skate park
19	foot ball field
20	6 Horse shoe courts like Nashua Note/ Did not realize there are several pits there already
21	Paved walkway
22	An indoor basketball/volleyball court
23	Recreational center, community center for all ages!
24	Covered seating near ball fields
	Comments - Con Stand= money could be used for the park; the grills are good; the fields are well kept; Re: parking = in some areas across the park. For more parking I mean for mother's pushing baby strollers across the park to the
25	playground area and swings on the side of park that has been closed.

26 improve & maintain what is there and make better by above additions but limit the changes

Adjust the softball fields so we can use bothfields at same time without outfields running into each other. . Those 2
27 softball fields been like that for DECADES!! , now we can finally fix it. Plus maintain softball fields .

28 Updated playground structures. Some fenced in areas especially for little kids who tend to wander.

29 Pedestrian Path to N.River Road and Path around the park are AWESOME ideas!!!

In addition to a walking / bike path, I suggest building a labyrinth for meditative walking as promoted by
30 <https://labyrinthociety.org>

31 Better basketball hoops, CCTV, canoe launch

Dog park to allow dogs to run unleashed under owner
32 control. Proof of rabies vaccination needed.

33 Gates to be locked after hours

34 No smoking at park, designated smoking area

The "dressing rooms" and bathrooms at the pool are in great need of improvement. We found we could not bring
35 ourselves to use them at all.

36 Ice rink

I would like to see lights and security cameras installed around the park. I would also like to see the skatepark removed.
37 It is an eyesore and causes a lot of issues.

Improvements to the concession stand AND changing areas

38 at the pool.

39 Paved biking and rollerblading paths

40 Crafts

41 The tennis courts need resurfacing

42 kayak launch

43 More CCTV to be able to punish vandals

44 Indoor facility for community gatherings, community fundraisers, farm to table dinners, cultural events, etc...

45 fenced dog park area

QUESTION 9

46	none
47	Outdoor track?
48	dog park
49	Cross-country groomed ski trails
50	General upkeep of what's already there.
51	Please make an indoor roller skating rink!
52	Fenced in dog park area
53	Permanent hop scotch, large Jenga,
54	Snowmobile riding; ice skating rink
55	Indoor pool, group fitness classes, indoor & outdoor ice rink
56	Improvements and enlargement of basketball courts
57	Dog park

Town of Milford Public Input Survey

If you would like "more shaded areas with seating" at Keyes Park, please tell us where you would like these areas located in the park.

Answer Options	Response Count
	113
<i>answered question</i>	113
<i>skipped question</i>	195

Number	Response Text
1	Anywhere
2	Playground, Pool area
3	Under the trees near the river, within view of the river
4	Close to playground and at the pool. Close to skate park
5	close to the playground
6	similar to Kids Cove....shade and one can still see his/her child playing
7	around playground
8	anywhere - maybe near palyground
9	playground area and around walking/bike path if added.
10	between the basketball court & playground
11	I think they should be around the playground. Also, I wish there were seating around the skate park to supervise younger kids.
12	Where you see fit but not a lot of trees. Remember they grow huge.
13	Anywhere near where children are playing on the playground. And or pool area too.
14	I think there is a good amount of shade but if you choose more maybe add some near the park where sun hits. The slides get so hot!
15	Around playground area mainly. Maybe some benches under the large tree.
16	park playground & rRiver
17	Plant more trees - one died and had to be removed
18	where ever there is shade
19	Primarily - near the playground area 2nd - at the ball fields

QUESTION 10

- 20 Scattered near sports areas
- 21 near playground & pool
- 22 Don't know I haven't been there
- 23 along river
- 24 Yes
- 25 yes, anywhere, under trees more specifically
- 26 Anywhere
- 27 near playground
- 28 by the water
- 29 not sure
- 30 Peripheral & around the pool area
- 31 Get rid of baseball field & put in paths, seating & shade trees. Enlarge pool - add ornamental shade trees. Use 127 Elm St for new senior center with restaurant
- 32 near basketball court
- 33 In skate park!!
- 34 Anywhere
- 35 around skate park
- 36 by the playground
- 37 near the volleyball court
- 38 Near more trees & pools
- 39 Near the trees and pool
- 40 Commnet - "I am happy with the current shaded areas"
- 41 near park and pool locations
- 42 The Tree lines
- 43 Trees and seats are a great idea!
- 44 Along walkway from "new bldgs"
- 45 At picnic areas
- 46 Where ever works best.
- 47 Near ball fields
- 48 The back area of the park
- 49 By the skate park

QUESTION 10

- 50 Near the river view
- 51 at the swing
- 52 seating near play areas
- 53 They have taken some trees down but to Replant some new ones where the old ones were.
- 54 Away from the playing fields
- 55 under the large trees outer perimeter of ball fields & at playground. Pool deck for events at pool.
- 56 Near the existing pavillion
- 57 Shaded areas with seating around the playground area making it easy to not bake in the sun and still keep an eye on your kids
- 58 If you adjust softball field make sure there shade neat benches were players sit and people watch games.
- 59 Anywhere!
- 60 Near the softball and soccer fields.
- 61 Need more benches in the current playground space. Also, benches in the open field areas would be great for parents while little ones are running around (when sports are not using the fields).
- 62 Playground
- 63 Near the playground.
- 64 Around the playground area
- 65 along the river or areas with a "view" Yes I know that is limited.
- 66 Near pool
- 67 By the river. Behind the new building.
- 68 Near the playground so that you can watch your kids playing on the structures.
- 69 It would be nice to sit and view the Souhegan River, and any games that are in progress.
- 70 I would like them near the playground area(s) so that we can keep an eye on the kids while they play.
- 71 Around the playground and ball fields

QUESTION 10

- 72 At the back of the Pemattach buildings on the side of the river is a lovely forested area that I think would make a good shaded area for seating and picnicking.
- 73 Near the playground
- 74 A few benches scattered along perimeter
- 75 Along the river bank.
- 76 Skate park and playground areas.
- 77 Near the Keyes North softball field.
- 78 Near the playground
- 79 No preference, just more.
- 80 out in the field past the pool
- 81 Near the playground, near the soccer fields, any place that's sunny really
- 82 Near the playgrounds
- 83 There is no real seating around the river's edge of the park. Seating around the perimeter of the field would be nice.
- 84 around the playground
- 85 by the baseball field and on the "new" side.
- 86 Near the playground and the picnic area.
- 87 The main pool area has zero shade. It would be nice if a shaded area can be created near the main pool like there is for the kiddie pool.
- 88 In & around playground- especially helpful for grandparents and small siblings
- 89 Near the playground
- 90 More seating under the trees by the river.
- 91 Along the waterfront.

QUESTION 10

- 92 Closer to the playground equipment and also near the two ball fields that are poisoned away from the wooded area. No shade at all for spectators.
Maybe it requires planting a few trees...
- 93 Most of the benches are currently in full sun. That is great in the colder weather, but also have more under the large trees, around the perimeter near the river, along the edges of the playground, places like that...
- 94 If possible, put more seating where you can have an unobstructed view of the playgrounds and or playing fields? In case people forget to bring their own camp chair.
- 95 playground and fields
- 96 Near river
- 97 Close to the play structures so you can keep a eye on the kids.
- 98 Near the playground or skate park.
- 99 Near river walk area, it is beautiful out there
- 100 More shaded areas with seating would be great over near the fence over looking the river. The river should be a focal point of the park not hidden behind an ugly broken down fence. There are birds and ducks to watch but nowhere to sit for older citizens.
- 101 No preference
- 102 Near baseball
- 103 Near the playgrounds, near fields and pools
- 104 Near each/any of the sports fields.
- 105 Near the play structure
- 106 Near playground, pool area.
- 107 By the river
- 108 Near the playground areas.
- 109 Near the river and the playground
- 110 Under trees
- 111 When my daughter participated in swim meets years ago, there was no place in the shade for the kids to go.
- 112 Anywhere, really
- 113 Near the playground.

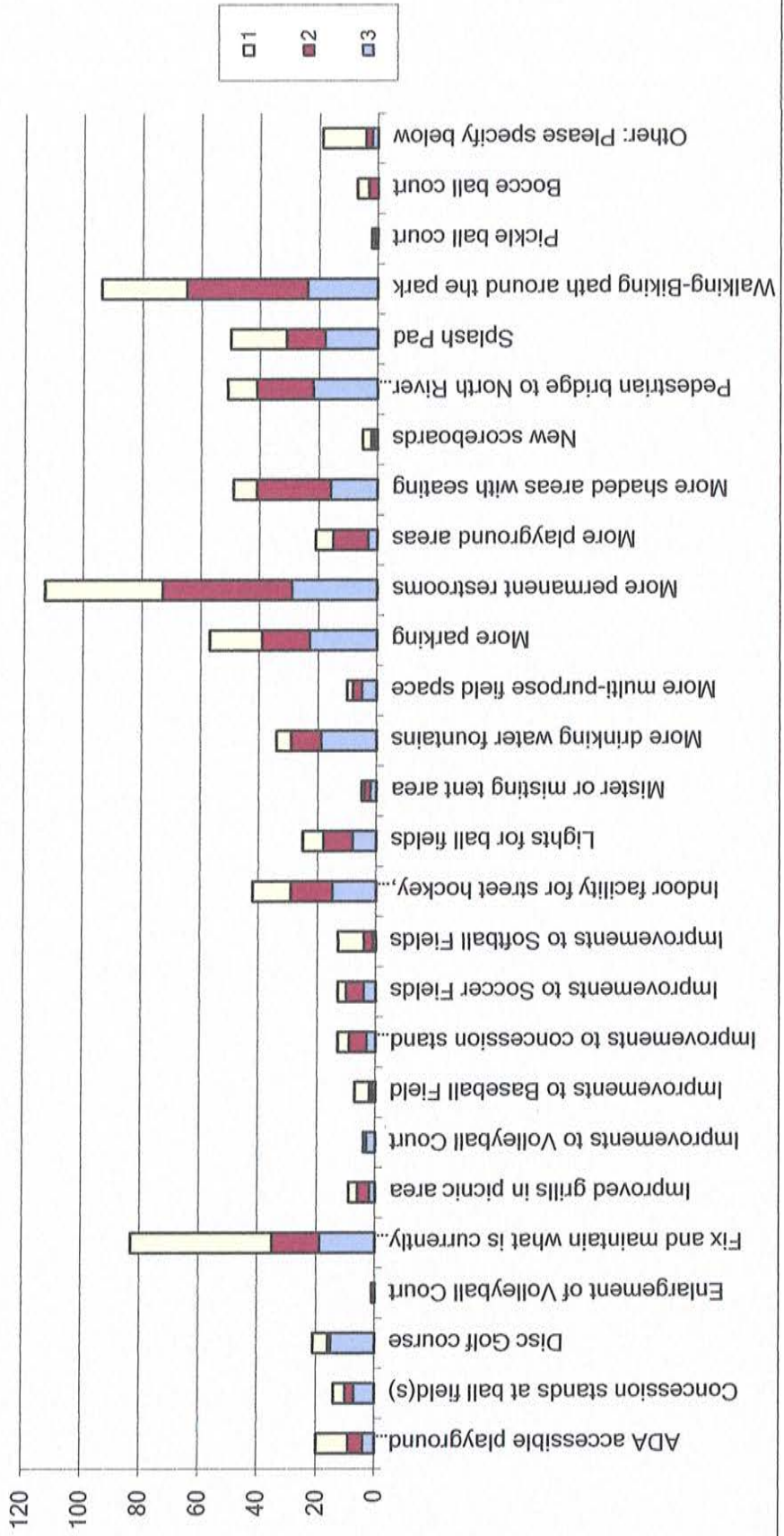
QUESTION 11

Town of Milford Public Input Survey

Of the items you checked off in Question 9, which three (3) would be your top priorities? Please mark only your Top Three Priorities for Keyes Park with 1, 2, 3 where # 1 is the most important to do.

Answer Options	1	2	3	Response Count
ADA accessible playground equipment	11	5	4	20
Concession stands at ball field(s)	4	3	7	14
Disc Golf course	5	1	15	21
Enlargement of Volleyball Court	0	0	1	1
Fix and maintain what is currently at Keyes	48	16	19	83
Improved grills in picnic area	3	4	2	9
Improvements to Volleyball Court	1	0	3	4
Improvements to Baseball Field	5	1	1	7
Improvements to concession stand at pool	4	6	3	13
Improvements to Soccer Fields	3	6	4	13
Improvements to Softball Fields	9	3	1	13
Indoor facility for street hockey, soccer etc.	13	14	15	42
Lights for ball fields	7	10	8	25
Mister or misting tent area	1	2	2	5
More drinking water fountains	5	10	19	34
More multi-purpose field space	2	3	5	10
More parking	18	16	23	57
More permanent restrooms	40	44	29	113
More playground areas	6	12	3	21
More shaded areas with seating	8	25	16	49
New scoreboards	3	1	1	5
Pedestrian bridge to North River Road fields	10	19	22	51
Splash Pad	19	13	18	50
Walking-Biking path around the park	29	41	24	94
Pickle ball court	1	1	0	2
Bocce ball court	4	3	0	7
Other: Please specify below	15	2	2	19
Other (please specify)				37

Of the items you checked off in Question 9, which three (3) would be your top priorities? Please mark only your Top Three Priorities for Keyes Park with 1, 2, 3 where # 1 is the most important to do.



QUESTION 11

Number	Other (please specify)
1	Senior Center
2	Fixing basketball rims and backboards
3	Dog Park
4	Marked 3 are #1 - parking, bathrooms, Splash Pad
5	Band stand / Amphitheater
6	Multiple items checked for #1 rank - ADA, Improve volleyball, Lights, Mister, Bathrooms
7	Multiple items marked as Rank #1 - Concession @ ball fields, improve pool concession, improve soccer field, more drinking fountains
8	Multiple items selected for #1 and #2 ranking #1 - Parking, Path, Bocce #2 - Enlarge volleyball, improve volleyball
9	Get rid of baseball field & put in paths, seating & shade trees. Enlarge pool - add ornamental shade trees. Use 127 Elm St for new senior center with restaurant and Walk-Bike path through the park
10	Multiple selections for all three rankings (XX FORM)
11	better hops and courts
12	Marked other for #1,2, and 3 = Skate Park. Shade in park, Drinking fountains
13	Expand skate park
14	Multiples for #1 and #2 (1 for #3) - #1 = pool concession, lights ball fields, restrooms #2 = enlarge volley ball, Path
15	Marked multiple answers for #2 and #3 #2 = ADA, parking, playground, shaded, and path #3= Ball field concession, fix&maintain, grills, indoor facility, Splash
16	Marked multiple responses - #1 fix and maintain, parking restrooms; #2 improve picnic, lights ball fields, drinking fountains, path

QUESTION 11

Multiple #2s marked although 1 and 3 only had single selections #2 = MP fields, parking, restrooms, playground, scoreboards, splash pad. None recorded

Marked #1 ADA and Ped bridge; Marked #2 restrooms and shaded areas no #3 - recorded ADA and parking

19 In door GYM

Marked on form #1 as more mp fields, parking and permanent bathrooms along with W-B path as #2 but NO #3

21 Added Community Center as a 4th item to Q11 Top Priorities

22 Marked on paper both lights and concession stand at ball fields as #1 (no #3) recorded as 1&2

There are more and more people playing Pickle ball maybe Pickle ball court. Other comments = re: grills "they are ok", "softball fields are good", "lights would be nice sometimes at night" "more parking in areas"

24 Walking-Bike path was also marked #1

Also marked #1 = More drinking fountains, more shaded areas; #2 = mister more permanent restrooms, #3 = walking-bike path

26 The existing basketball hoops are not very good. Much too stiff for good games.

27 No smoking in park or designated smoking area.

28 Ice rink

Indoor Pool would be awesome with adult lap times early am and late pm - with reasonable cost; not like the other option in town

2. Added shade near main pool (by near I mean inside the fenced in area).

30 3. Improvements to the concession stand AND changing areas.

31 Kayak access

QUESTION 11

- | | |
|----|---|
| 32 | dog park |
| 33 | Cross country ski trails |
| 34 | A dog park is my top choice/wish for an addition to Keyes |
| 35 | Indoor pool, indoor facility for ice rink, group fitness. |
| 36 | Improvements and enlargement of basketball courts |
| 37 | It really would be nice to interact safely and socially with other dog owners in a gated area so dogs can be off leash. |

QUESTION 12

Town of Milford Public Input Survey

Please rank the following on how you would allocate Milford's budget resources for recreational facilities at Keyes Park. Number 1 being the most important to you and number 8 being the least important to you. If Other, please list your preferences.

Answer Options	1	2	3	4	5	6	7	8	Response Count
Fix and maintain what is currently available at Keyes	126	42	31	21	18	5	2	1	246
Improve baseball and softball fields (quality of fields,	21	22	22	30	28	43	32	14	212
Improve multi-purpose field space	2	31	20	39	48	41	26	12	219
Improve areas for activities such as picnicking and	17	34	51	41	38	29	10	8	228
Create a walking-biking path around Keyes Park that	54	63	43	27	21	19	13	3	243
Improve and expand use and views of the Souhegan	8	24	38	48	30	35	31	10	224
Expand facilities for indoor sports	26	17	20	15	25	29	59	39	230
Other: please specify below	12	7	6	4	3	0	3	28	63
Other (please specify)									58
									281
									27

Most frequently selected response per rank was bolded

Num	Other (please specify)
1	Centralized location for Milford Recreation - moving it out of Town Hall (a location that seems very limiting for the long-term) and including a multi-generational community center
2	Mister
3	Establish a permanent Senior Center
4	Kids Cove is very nice and clean - not too many "BIG" kids around...skate park
5	Q9 - comment: YES !!! big smiley face beside Splash Pad
6	Splash pad
7	Dog Park
8	Bathrooms!
9	Parking
10	Remove weed on curbs
11	marked 5 items as rank 6 - baseball, picnicking, path, views, indoor
12	Ranked both MP fields and Path as #4
13	Band stand / Amphitheater
14	Multiple responses for #1 Fix, MP, Path
15	bathrooms
16	Multiples selected for #2 and #3
17	#2- MP field, Path, Views, Indoor sports
18	#3 - Fix & maintain, improve ball fields
19	Multiples selected for #1 and #2
20	#1 - baseball, picnicking, indoor sports
21	#2 - Fix & maintain, MP field, Path
22	N/A
23	more shaded seating areas

Ranked #1 "Get rid of baseball field & put in paths, seating & shade trees. Enlarge pool - add ornamental shade trees.
Use 127 Elm St for new senior center with restaurant"

Ranked #3 - Enlarge pool

19 Ranked # 4 - Permanent bathrooms

20 Multiple ranking for #1 only - Picnicking, Path and other/Bocce Court

21 Expand skate park

22 Marked 2 items for #5 - Path and Ball fields

Multiples for #3 and #4

#3 = improve ball fields, improve views

23 #4 = MP field, Picnicking

Only clearly marked 1 & 3 Marked multiples for #2 and #4

#2 = picnic, path, indoor sports

24 #4 = ball fields, MP fields

25 Foot ball field listed but not scored; also listed 2 responses of #3 - improve MP field and expand indoor facilities

26 Multiples marked - #1 - picnic, path and views; #8 fix and improve ball fields.

27 Marked multiples - #2 MP fields and expand indoor; #3 improve ball fields and improve picnic

28 Also selected path and views as #1, picnic as #4 and Indoor sports as #8

29 Marked both fix and picnic as #1 (no #3) recorded as 1&2

To do something with the old building on the west side of the park to rent it out would mean you would lose some parking for the Park Maybe just take down that would mean more parking for the Park and it would clean the area and the Town of Milford would not have to worry about kids breaking in to it all the time

31 parking

32 Updated playground equipment, expand add more structures and a splash pad.

33 Path to N.River Road Fields

Remove the basketball court from the area of the playground. Foul language from the teens is upsetting for parents and grandparents.

Note - marked both d. Improve areas for...and g. Expand facilities....as #3 - entered only d.

adding a disk golf course. We need to make the park inviting to everyone of all ages.

Splash pad

I think the buildings ought to be demolished to make way for improving outdoor uses. There won't be money to both pay to fix the buildings and build new outdoor facilities, so just focus on the outdoors.

Indoor swimming pool if \$ allows

MORE PARKING!!!!

lights and security cameras

None of these other items are important to me

Does "Improve and expand use and views of the Souhegan River" include building a bridge to the other fields? If so, YES.

Add a shaded area inside fenced area near the main pool similar to what exists by the kiddie pool.

Please consider using some space in the newly renovated building to house a Public cable access hub for use by the citizens of the town.

Permanent restrooms available during softball games.

This section didn't work well..when I clicked on expand views of souhegan it unlocked my previous option.

Water fountains or permanent bathrooms.

Expand indoor facilities for community building events and community gathering space.

Landscaping and perennial gardens

squeezing into a porta potty with a kid isn't an enjoyable experience. would be nice to have a restroom. Splash pad would be fantastic!

Pedestrian Bridge linking with the MCAA fields. It would also link with the walking trails west of the fields

QUESTION 12

53	Add senior activity
54	Splash pad
55	parking
56	parking/ access driveway
57	Add an indoor pool, ice rink, group fitness classes, yoga.
58	Dog park

Town of Milford Public Input Survey

Please rank the following on how you believe Milford should pay for the maintenance and any future improvements to Keyes Park, with number 1 as the best way in your opinion. If Other, please list your preferences.

Answer Options	1	2	3	4	5	6	7	8	9	Response Count
Property Taxes	26	15	12	10	12	19	14	60	33	201
Property Taxes - warrant articles for capital reserve fund for major enhancements (not for routine maintenance)	16	21	14	22	21	17	61	24	4	200
User fees & program admission fees	29	19	30	13	28	40	15	25	15	214
Fundraising activities	45	50	41	38	28	14	9	7	1	233
Grant writing	62	37	34	29	24	13	10	4	0	213
New impact fees (fee charged to developers when new homes or business spaces are built)	29	27	33	34	22	26	21	6	3	201
Establish a plan to lease or rent part of the building at 127 Elm Street	32	31	29	29	21	22	19	16	14	213
Develop better strategies to rent recreational facilities for use by other groups for events and sports tournaments	23	39	37	34	30	20	11	15	2	211
Other: please specify	2	0	1	2	2	2	6	2	14	31
Other (please specify)										28
										273
										35

Items selected most frequently per ranking category were bolded

Number	Other (please specify)
1	State funding
	Marked all as #9
2	"too costly - gonna move"
3	marked 2 items as #5 - grant write, develop strategies
4	marked 2 items as #8 - user fees, fund raise
5	Multiple responses for #1 property taxes and user fees
6	No No to the first two re: property taxes; multiple for #1 - Fundraise, grants, plan to lease, develop better strategies
7	"A statewide modest sales & income tax" (note- not ranked)
8	Selected only both fund raise and grant writing for #1
9	? back to ?
10	Solicit donations for plantings from some businesses
11	Multiple ranking for #1 only - fund raise, grant write, develop strategies
	No other specified.
12	Note: multiple responses for #4 - CRF, new impact and #5 - grant writing, develop strategies
	Only clearly marked #2
	Marked multiples for #8 and #9
	#8 = taxes, CRF, develop strategies
	#9 = user fees, impact fee, grants, lease plan
	Multiple marked #1 (only) property taxes, new impact, establish a plan lease
	Multiples marked #1 - fund raise, lease plan, strategies; #9 taxes, CRF, user fees
	Remaining responses picked as #5 w/ CRF a 5 and 9
	Marked #4 grant writing and develop strategies; #6 lease plan and other (w/ nothing specified) NO 1,2,3, selected.
	Marked #1 grants and lease plan; #3 CRF and develop strategies, #5 fund raise, #9 taxes, new impact fees, user fees. No #s
	2,4,6,7,8
	Also marked on form grant writing as #3 (w/ property taxes) and develop strategies as #8 (w/ user fees)
	Selected Property taxes, CRF and User fees as #1 all others selected as #9

- 20 Marked both fundraise and lease as #1 (no #3) recorded as 1&2
- 21 Re rent or lease - we would lose parking
- 22 Fund raise was marked 1 and 5
- 23 Donations, seek out local businesses also for donations.
- 24 Private donations by Corporations as number one.
- 25 If renting the building, please make it so they are relevant to the goal of multi-use recreation.

Create a local community gathering space/concession area/retail location where locally produced goods, services and produce can be sold with a portion of proceeds from every sale supporting the location. This would help local crafters and farmers and small businesses while also promoting the area.

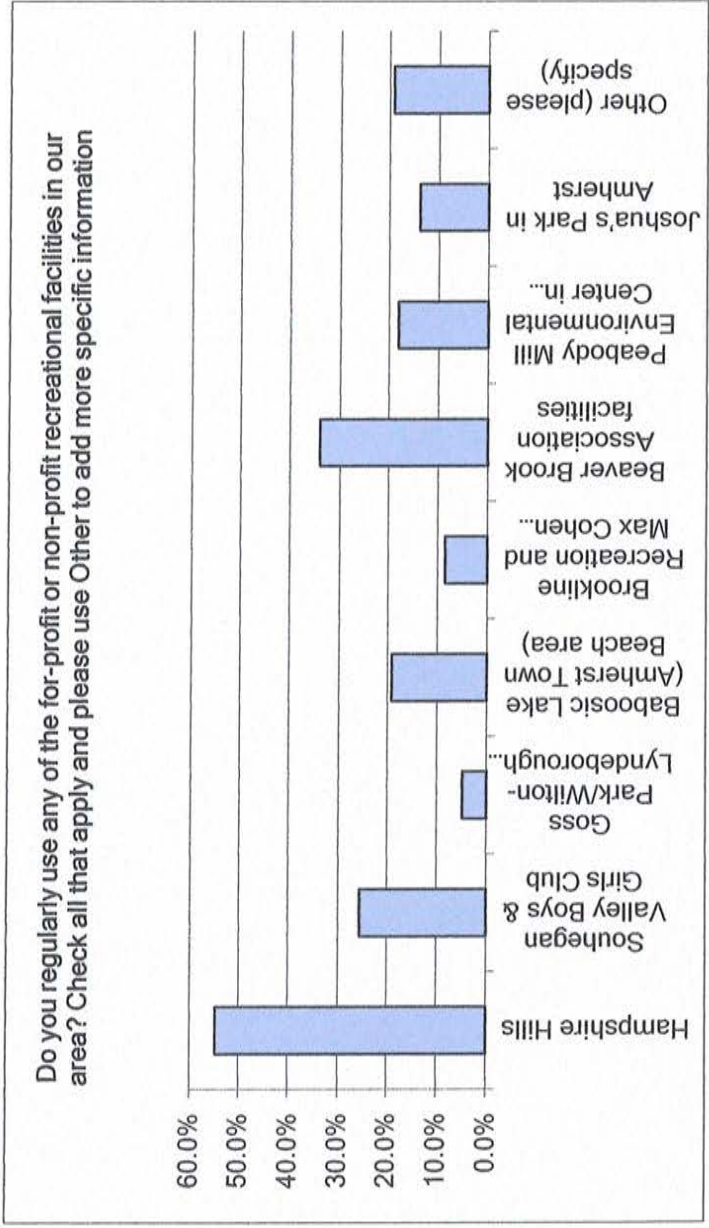
26 expanding on the rental facilities how about offering the podium and park for concerts and additional festivals.

28 .

Town of Milford Public Input Survey

Do you regularly use any of the for-profit or non-profit recreational facilities in our area? Check all that apply and please use Other to add more specific information

Answer Options	Response		% of all respondents (n=308)
	Percent	Count	
Hampshire Hills	54.8%	103	33.44%
Souhegan Valley Boys & Girls Club	25.5%	48	15.58%
Goss Park/Wilton-Lyndeborough Youth Center	4.8%	9	2.92%
Baboosic Lake (Amherst Town Beach area)	19.1%	36	11.69%
Brookline Recreation and Max Cohen Grove @ Lake	8.5%	16	5.19%
Beaver Brook Association facilities	34.0%	64	20.78%
Peabody Mill Environmental Center in Amherst	18.1%	34	11.04%
Joshua's Park in Amherst	13.8%	26	8.44%
Other (please specify)	19.1%	36	11.69%
answered question		188	
skipped question		120	



Number	Other (please specify)	
1	none of the above	
2	I mostly use the various hiking trails	
3	None of the above	
4	Pepperell Senior Center MA	
5	Monson, Rail Trail	
6	Best Fitness \$10.00 per month	
7	Nashua & Manchester area parks; Parks in MA	
8	Park by the Post Office; I like the wooded area down Perry Road	
9	MCAA	
10	Crotched MTN	
11	Burns Hill, Heron Pond, Rail Trail, Purgatory Falls, Pack Monadnock, Joe English	
12	Some days we travel to Nashua and Manchester, Derry area parks and even Parks in Mass.	
13	No but our grandchildren in Milford do. (Hampshire Hills)	
14	The trails maintained by the Milford Conservation Commission	
15	Pack Monadnock	
16	YMCA	
17	Often hike and watch wildlife in Town's forests and conservation lands.	
18	YMCA	
19	Walking trails in Milford - Rail Trail, purgatory, River Trails, etc	
20	Golf courses	
21	FitLab	
22	Monson	
23	N/A	
24	Use hiking and biking trails around Milford.	
25	Silver Lake (Hollis)	
26	Greenfield State Park	
27	Extreme Sports in Wilton	
28	Hiking trails	
29	Greenfield State Park	
30	Silver Lake Hollis	
		31 Peterborough playground and pool
		32 Executive Health and sports center
		33 Milford town trails
		34 Sheppard Park ice rink, school playgrounds, swimming ponds & lakes.
		35 Hampshire dome
		36 Purgatory Falls in Milford

Town of Milford Public Input Survey

Please use the space below to share any additional comments or suggestions about Keyes Park.

Answer Options	Response Count
<i>answered question</i>	89
<i>skipped question</i>	219

Number	Response Text
--------	---------------

Keyes Park is a gem in downtown Milford.

What I have come to realize is that it may be an "unknown" gem to many residents and a resource with more potential to tap.

1 If it is not cost effective to fix and rehab the old building at 127 Elm for recreation purposes, then the Town should explore costs etc for construction of a new "community center" at Keyes Park that could serve as a centralized location for Town sponsored recreation programs and more social/community activities.
In doing this survey, I realized that I could and should use Keyes Park more even if only for general walking and "passive" recreation.

2 Please keep expenses to a minimum. The park is pretty good as is.

Comment Q6 - Seating, walking paths, cleanliness, night safety lacking for Senior Citizens

3 Comment Q11 - Cleanliness, attention to landscape detail

In order to encourage people to enjoy and respect the facility, attention to detail in landscape, cleanliness, and safety for all must be shown.

4 Master Plan of upgrades & Aerial of future bike path

5 This part is fantastic your vision is well-done, and I appreciate your time!

Noted: re: never use - closed entrance although temporary could have an impact

6 Splash pads are great additions to parks. Small kids love them as well as older kids (10-12 years). No need for paid supervision and the kids have a blast.

7 Comment Q6 - only goes for speical events Summer /Fall - "No reason to visit on a regular basis. No activities for any age group except summer."

Although responded that she never uses Keyes - included under Q8 - Trail, General area for walking, and Other - Cross County Skiing (not recorded @ Q8 by data entry person - ?? what she would like to see) Q 9,10,11 blank then comment at Q13 -

8 Could a Sr. Center occupy part of 127 Elm? We need something better than what we currently have. It is a long drive to the Nashua Sr. Center.
Q12 - #1 - multiples = Path, Views
Q13 - #1 - multiples = Grants and plan

9 Comment Q6/7 - never thought to go in the winter

10 Pls publish [results] in Cabinet

11 Q11 - selected ADA, bathrooms and shaded all as #1 priority
Q12 - marked only #1 with Fix/maintain and improve views
Q13 - marked only #1 with fund raise and grant writing

Comment Q6 - The park is never plowed so winter isn't an option for many.

Q 12 responded clearly rank 1 & 2 with multiple selections for #3 (MP, picnicking) and #5 (ball field, path, views)

12 Q 13 multiple responses only for #1 and #9 - #1 (user fees, fund raise, grants, impact fees, establish plan) and #9 (taxes, CRF, rent facilities)

Keyes Park feels & looks worn out. Of course the construction at the main entrance has really hurt attendance @ park. The Fletcher Paint project should be completely finished before any future money is spent. Most companies that take more than 30 years to day (sp) a project, get fired!

13 With the addition of more sports fields at Heron Pond School, it's time to think of areas of recreation for middle age and older residents. Children playing sports is a small percent of Milford's population.

14 Comment Q13 - NO! (underlined) by b. User fee response

My biggest problem is that I would like my children to take swimming lessons at Keyes but I don;t want to pay for a pool pass. I don;t use the pool in the afternoons because we have a Hampshire Hills membership. Also, if my kids want to be on the swim team, I don't think they should have to pay for a pool pass. Basically, I think to pool pass should be separate from lessons & the team.

Marked Q8 X Pool (occasionally)

16 Comment Q6 - I spend most of my free time doing things with the children. They don't always need to be with others.
Comment Q9 - Don't go overboard spending money. We need to fix what we have right now.

17 Comments Q 6&7 - Our children are grown. We were there often when they were in school.
As we are empty nesters now, we are only there occasionally but could be enticed back by the right facilities.
Comment Q12 - I am ranking by town needs not ours - kids & families should come 1st.

18 Marked Q9 responses all as N/A. Q11 marked NONE
Comment Q10. There is enough seating - People can bring folding chairs or cushions.
Comment Q12. Keyes Park is just fine the way it is now.

Comments

Q9 Stop spending tax payer money then maybe we could have a new library!!!!

19 Q11. * No more parks!! too much to up keep.

Q15. Outdated. Should not have purchased adjacent building for second entrance. No more parks!!! (underlined)

20 ? on Q13

21 We have visited a lot less this year due to construction and parking.

Comment Q13 - Solicit business donations, fundraising events and activities, personal donations, grants

Trail walks 3-5 x week

22 Commuter parking use of parking lot

Demolish old building

Fishing access to river

23 We share ambulance. Are we not full time?

24 Buy my house, and the surrounding ones on Elm St that abut Keyes and build the library there.

25 Q9 comment "A splash pad would be wonderful to have! A great idea!

Q9 stars YES and !! around shaded areas, fountains and bathrooms

26 "Keyes Park is one of the best parts of Milford for families. We need to continue to expand and improve this excellent area of Town to sustain future generations."

27 we need a community center for Seniors/all ages

1) Re: Sr Center: Since the high School students once built houses in Milford, could they be involved in repairing of building?

2) Re: Sr Center: If the Sr Center is moved many people without cars could not participate as they walk to Town Hall. Could transportation be provided - ex. using the vans at the Boys & Girls Club?

29 Their (sp) is too many people from older generations making decisions for next generation people of this town. This town needs to think off for the future. Thank you for surveying.

Q9 - comments: multipurpose for indoor facility; baseball already has lights, softball does not.

Keyes park is a great place with a lot of potential. My one concern with this survey is that it is only about Keyes and a variety of potential options to improve that space alone. We need a master recreation space strategy that looks to

30 maximize the benefits across all areas - not another piecemeal solution. We need to gather similar activities together, All soccer in one place, not split among several locations. Same for baseball & softball. Need to address how to best leverage all spaces - Brox, Keyes, Kaley, Police Station, MCAA etc.

Thanks you for your efforts

31 to ? open longer

32 Q6 comment - "Occasionally when I feel like it"

Q4 - 2 over 15

From Q6 - Get rid of sports fields. Make pool bigger. Have more plantings and trails.

33 See also Q7 response

Reinforced reference to Q10 response

P.S. thank you for the great job you are doing

34 Help the baseball field!!

35 expand the skate park

36 Clean the water b/c that is a popular attraction that could be used for swimming.

37 Always filter the water

38 XXXexample

39 As of right now, not as many people go to Keyes Park. In my opinion, it's run down and just needs more mainanets (sp) and attention. Maybe something to attract more attention would be helpful.

40 have use for the abandoned building

41 Love It!

42 My kids used it daily swim team champs.

do not like that Milford residents have to pay to use pool or be on swim team - all [c]overed when my kids use - did not have to pay separate fees

43 I love the indoor sports facility idea !! Yes!!

44 Shave Ice !

45 Pool - Park - Playground

46 a community rec/senior center would be a huge benefit to the youth & community

47 Keyes Park is a gem - the more you make it more user friendly and safe

48 If skate boarder gets injured, life guard has to empty pool of swimmers so he can administer first aid.

49 Coming from a city like Nashua where I grew up we had Greeley Park and that was so nice But I always heard about Milford from the stories of my mother growing up in Milford in the thirty's and forty's I always have loved Milford and Milford has something special and Keyes Park is a vital park of Milford

Senior Center in building

50 Recreation Department & Equipment at building

Rent space (community space) as revenue sources

Not use Park for indoor sports - its too nice to build up with buildings

51 I love to see 2 nice softball fields that we can use both at same time without having outfield run into each other. Maybe put lights and have softball league during week play like some other local towns do. 40 plus coed league

52 It would be nice to have an updated park right here in Milford!

53 Love it. It can grow into a Milford jewel.

54 Build an ice rink. Big income generator plus usage.

55 CCTV, when used correctly can curtail the poor behaviour, vandalism and thefts.

56 This is a terrific community resource for young folks and is important in the connection to the boys and girls club. It would be great to have more direct access to the North River Road fields for the kids getting from school to the fields for practice.

I think the building could be used for an elder community center and possible meeting space.

57 More police presence! More maintenance of the current fields! Better Bathrooms and water fountains!

58 The acquisition of the new building is great. Hopefully, the town can come up with some great plans for it, i.e. bingo, cards (bridge), mah jong, cribbage, etc

59 I think they should tear down the second 2/3rds of the building and extend fields. Take a few more trees down towards Elm St to add a few more parking spots or to replace ones lost by adding onto fields.

60 Thr playground needs additional improvements. I loved what you did to the playground a few years ago. However there were some parts that were never updated. It would be nice to have those also updated to some newer pieces. And if there was things for the teens to do besides the skate park it would be better for everyone. and make it family friendly for all ages

61 If we could get both Softball fields maintained better we and I do mean me and a group of volunteers would love to run a babe Ruth girls Softball tournament and make money for the rec dept.

62 I definitely think some type of indoor facility would be nice to do more during the winter but also think that building at 127 elm would be good as the building for recreation office and other rooms for indoor activities like an arts and crafts room, music room, cooking classes, ect... it would be a great way to utilize the space and make money for the recreation dept.

63 Keyes is a wonderful park. It can only get bigger and better. Keep up the good work!

64 Kids need more to do. Activity center, splash pad, indoor facility, etc. Wi-fi hot spots for adults. More shaded seating.

65 Lots of potential - thanks for asking for input!

66 I would like to see the building become a senior center. The kids already have plenty. The BBC seniors don't have a local center. This would be a great place for that.

67 Having the pool open for a longer season would be awesome!!!

My kids grew up using Keyes Park on a regular basis. They were on the swim team all the way through high school. When they were young Rita Johnson did the Arts & Crafts during the summer. It was truly a family park. We moved to Milford in 68 large part because of the park. I would love to bring my granddaughter to the park more but I find that it is not as "family friendly". The skatepark has a lot of problems and it is very disheartening to see discarded hypodermic needles on the ground. We have a tremendous resource in Keyes Field and I would like to see us as a town take a more proactive approach in upgrading Keyes.

69	Why is it closed?
70	First of all, don't be in a hurry to do something. The development of the buildings to house indoor soccer, field hockey, lacrosse, golf or any other suitable sport should be done only after research is done to find if there is serious interest by lessees.
71	I LOVE Keyes. It is a huge part of what makes Milford great. The regular maintenance and improvement of such a place keeps vandals away while improving our community culture. The Rec Dept does a wonderful job with this space and I hope it continues for generations. GO MILFORD!
72	I feel that IF the existing building can be used to generate revenue for Keys park without investing a fortune in upgrading the building that should be pursued.
73	No smoking signs, around playground (for the clueless adults)
74	I recommend using one part of the refurbished building to house a Milford Cable Access hub. A well equipped and professionally staffed cable station is a valuable asset to any town. It allows for the creative process to flourish among the citizens and can be an informative tool for sharing information, art, science, and ideas. The Town of Milford needs to really address this as the Town uses both Education and Government broadcasts but it has fallen short in creating the Public space for the townspeople to use the broadcasting equipment to create their own content to share with their fellow citizens. Please consider this request and note that I am willing to share my experience as a TV host in Nashua and their wonderful Access Nashua public broadcasting facility.
75	The park needs more supervision in the form of cctv, so that vandalism, and other bad behaviour can be recorded and punished. More activities for senior citizens too.

Maybe the industrial space could be converted into a business incubator of sorts? Check out this type of thing here:

76 <http://www.eater.com/2016/2/26/1110808/food-incubator-accelerator-small-business>

This would be great for our town to promote local residents endeavors and generate much needed funds while also garnering national attention in such a small community!

Maybe also start a community gardening program? Summer gardening camp?

77 Funding is going to need a multifaceted approach. No one suggestion above is the only solution.

78 It's a beautiful resource. Let's keep it up and improve it for years to come.

79 The critical issue is use of these facilities for the kids in the community; programs/spaces that keep them engaged in activities & sports when not in school will help mitigate their involvement in bad behavior (drug/alcohol use)

80 My family loves Keyes Park. The best thing is how much there is to do there, but the thing I love the most is the old-school playground equipment. Please don't ever get rid of it.

When my kids were younger we used to make use of the playground area but the proximity to the skate park usually meant that my kids would expand their vocabulary. Make people aware that the fields are rented so there is income coming in to offset upkeep. I would suggest that 127 Elm have some activities geared toward our seniors who may not be able to afford other facilities. Also a community room that could be rented out for meetings or activities.

82 Love Keyes but I would love to see more activities especially for very young children. Groups getting together, splash pad, indoor facility all sounds fabulous.

83 For those not playing a group sport Keyes has little to offer. Shade is a major reason for not using Keyes more. Parking has always been an issue

84 Would be great if lighting/visibility could be improved around the back side of the building. ...If traffic flow is supposed to go that way it needs to feel Less 'Haunted house'

85 The ice skating rink should be relocated from Shepard Park to Keyes, and our town needs to consider opening the park in winter to allow snowmobiling.

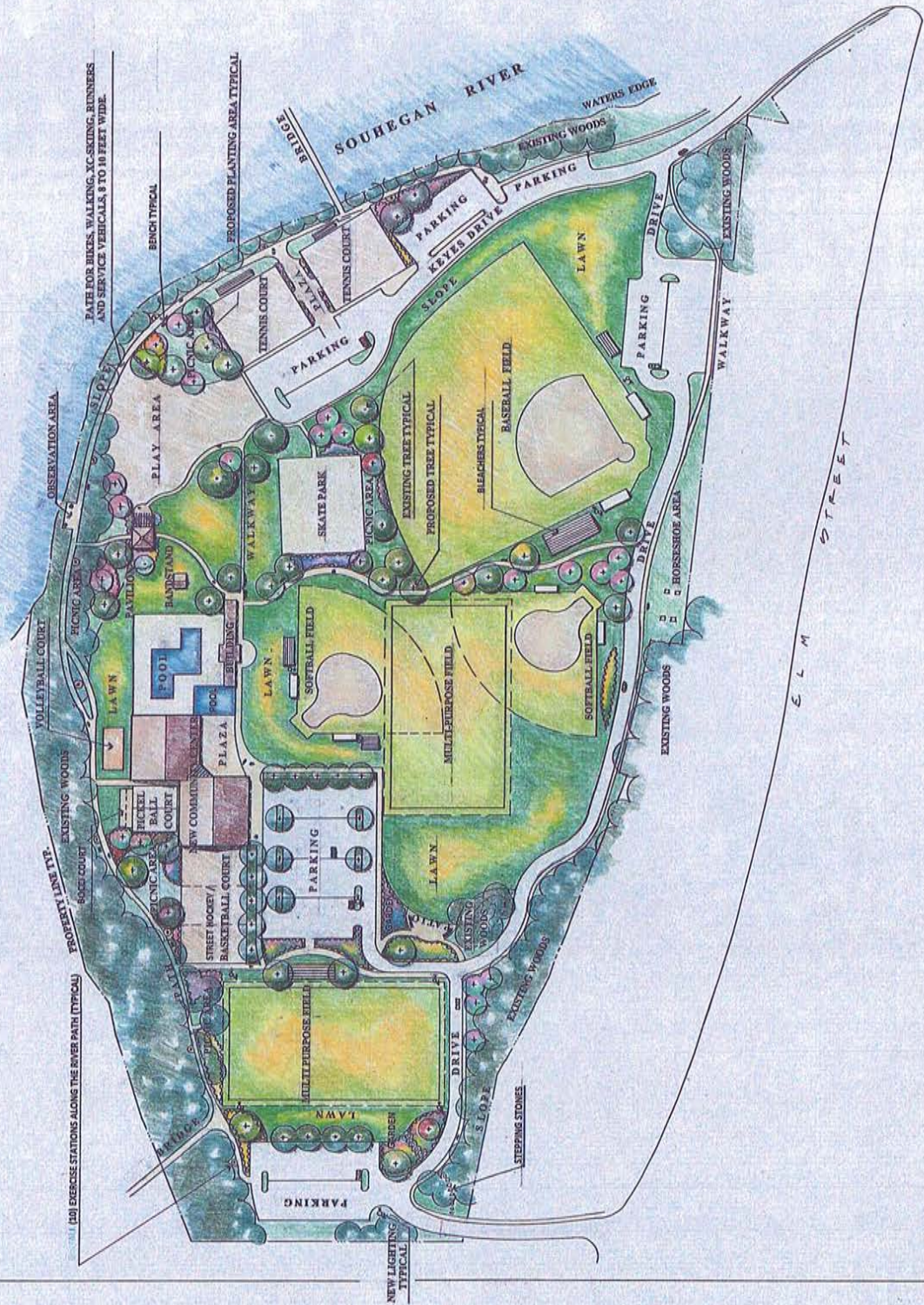
86 Sports fields could be put on this new property instead of Brox.

87 Keeping excessive noise and traffic monitored especially during peak use hours to avoid any complaints from residents in the immediate area living in the apartments next door and multiple dwelling residences on Elm Street.

88 Keyes has way more to offer than Joshuas park. Lets make it great again!

89 Make it more dog friendly, especially if the proposed dog park at Adams Field doesn't come to fruition. Need a place in town to let dogs run off lead. Splash pad would be a good draw. Charge a fee to non- residents for it's use (and maybe a nominal fee to residents, similar to the pool). Groomed walking path would be a great idea too.

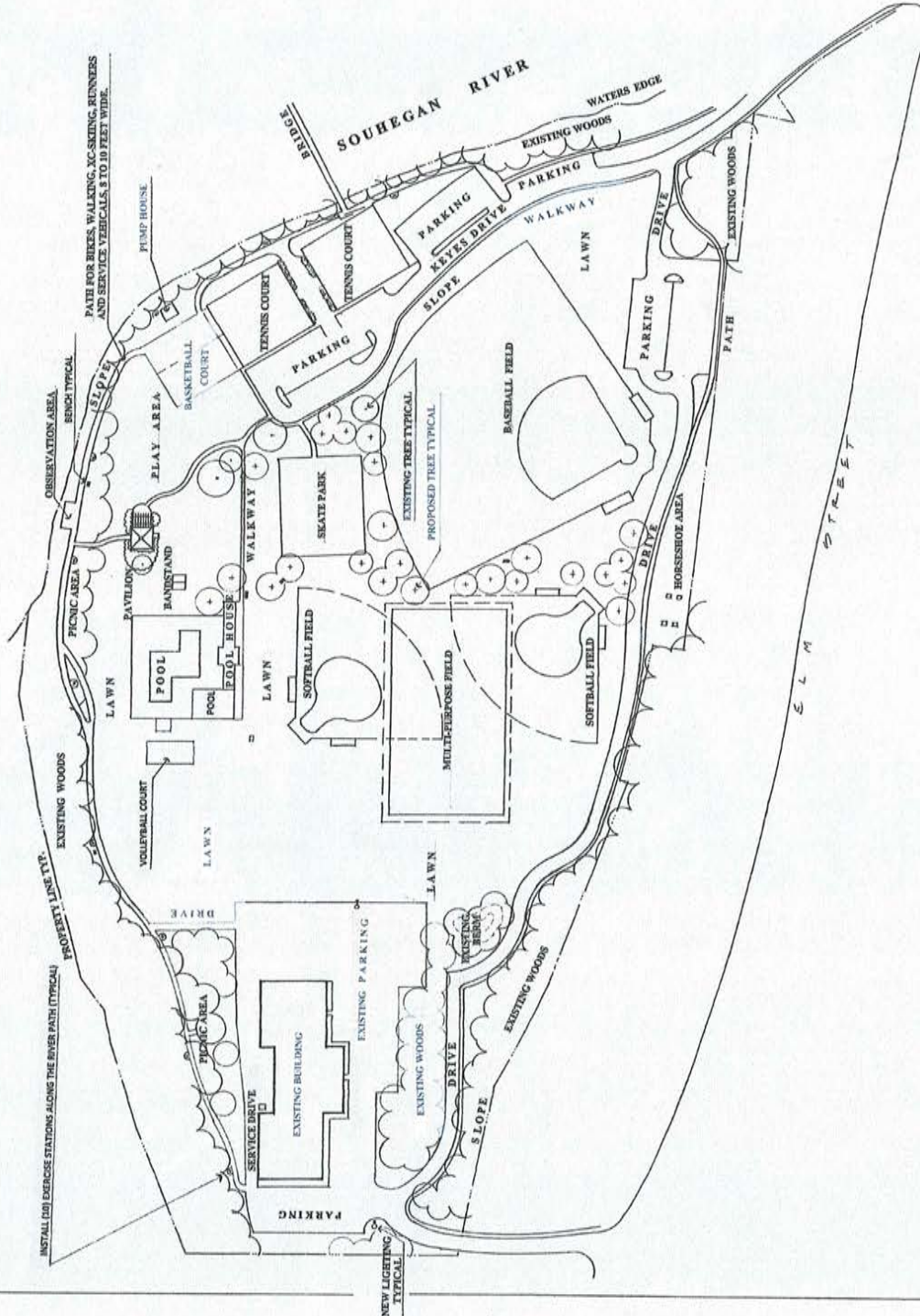
APPENDIX 7 – KEYES MEMORIAL PARK MASTER PLAN



Scale: 1" = 80'	CONCEPTUAL MASTER PLAN
Date: 11/14/2016	KEYES MEMORIAL PARK
File: 0716	45 & 127 ELM STREET
Drawn by: J.G.	MILFORD, NH 03055
Rev:	PREPARED FOR:
	THE TOWN OF MILFORD
	PREPARED BY:
	KEYES MEMORIAL PARK EXPANSION COMMITTEE

PHASE 1 - 6 MONTHS TO 1 YEAR

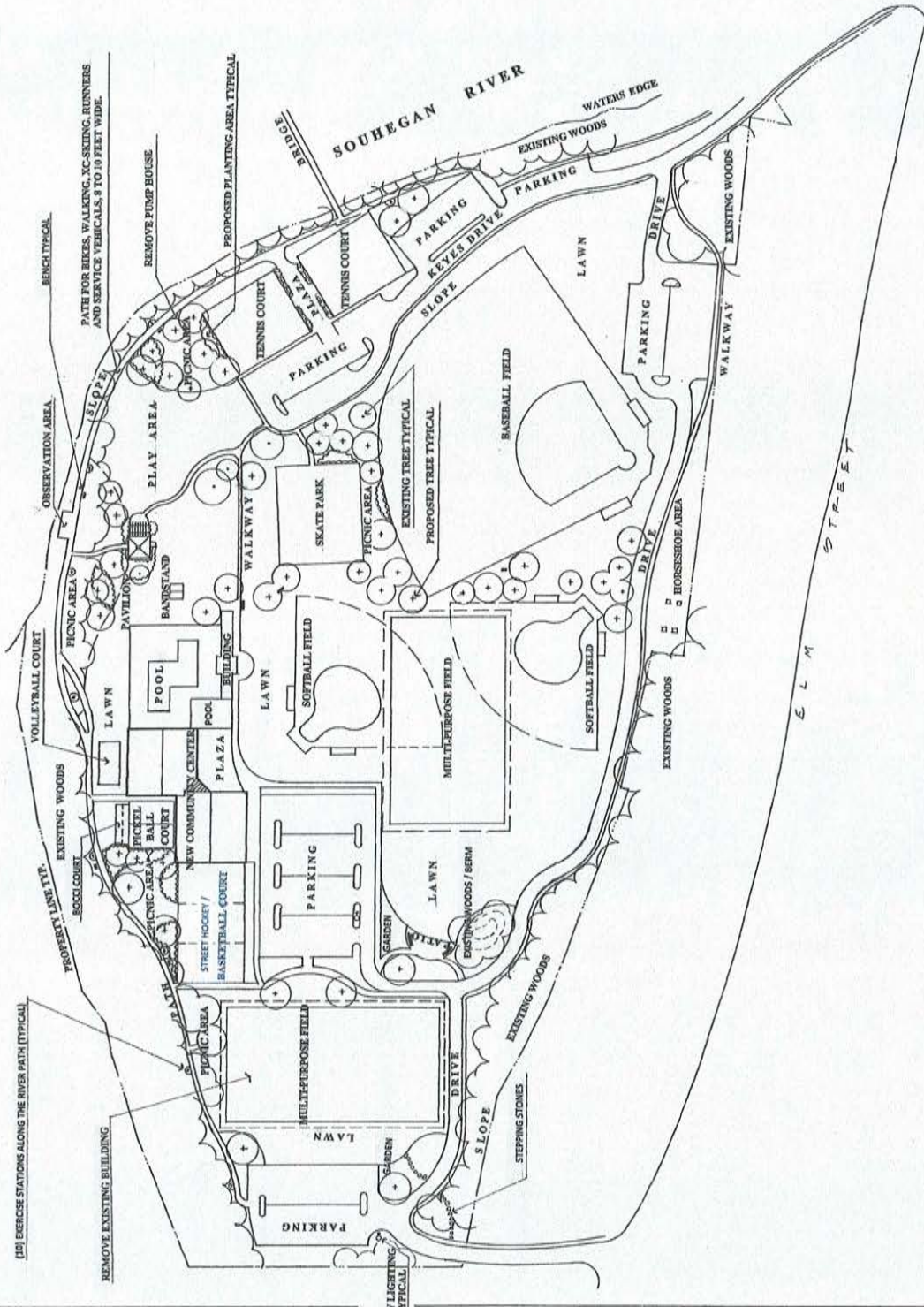
1. ADA COMPLIANT WALKING / BIKING PATH
2. MOVE BALLFIELD / CREATE MULTI-PURPOSE FIELD
3. PARKING ON EAST SIDE OF PARK
4. LIGHTING ON WEST SIDE OF PARK
5. SIGNAGE
6. INTERCONNECTED ROAD
7. INSTALL (10) EXERCISE STATIONS ALONG THE RIVER WALK
8. INCLUDE DEVELOPMENT OF TOWNWIDE PARKS AND RECREATION MAINTENANCE PLAN TO INCLUDE FIELDS
9. CREATE SHADED AREAS WITH SEATING



CONCEPTUAL MASTER PLAN PHASE 1		L-1
KEYES MEMORIAL PARK		
45 & 127 ELM STREET MILFORD, NH 03055		Drawing # 1
PREPARED FOR: THE TOWN OF MILFORD		
PREPARED BY: KEYES MEMORIAL PARK EXPANSION COMMITTEE		
Scale: 1"=80'	Date: 11/14/2006	
File: 0716	Drawn by: J.O.	
Rev:		

PHASE 2 - 5 YEARS

1. SMALLER NEW BUILDING WITH SPACE TO ACCOMMODATE FUTURE EXPANSION
2. STREET HOCKEY / BASKETBALL COURTS
3. REMOVE PUMP HOUSE
4. REMOVE CURRENT BASKETBALL AND CREATE PICNIC AREAS
5. MULTI-PURPOSE FIELD AND PARKING
6. REMOVE EXISTING BUILDING

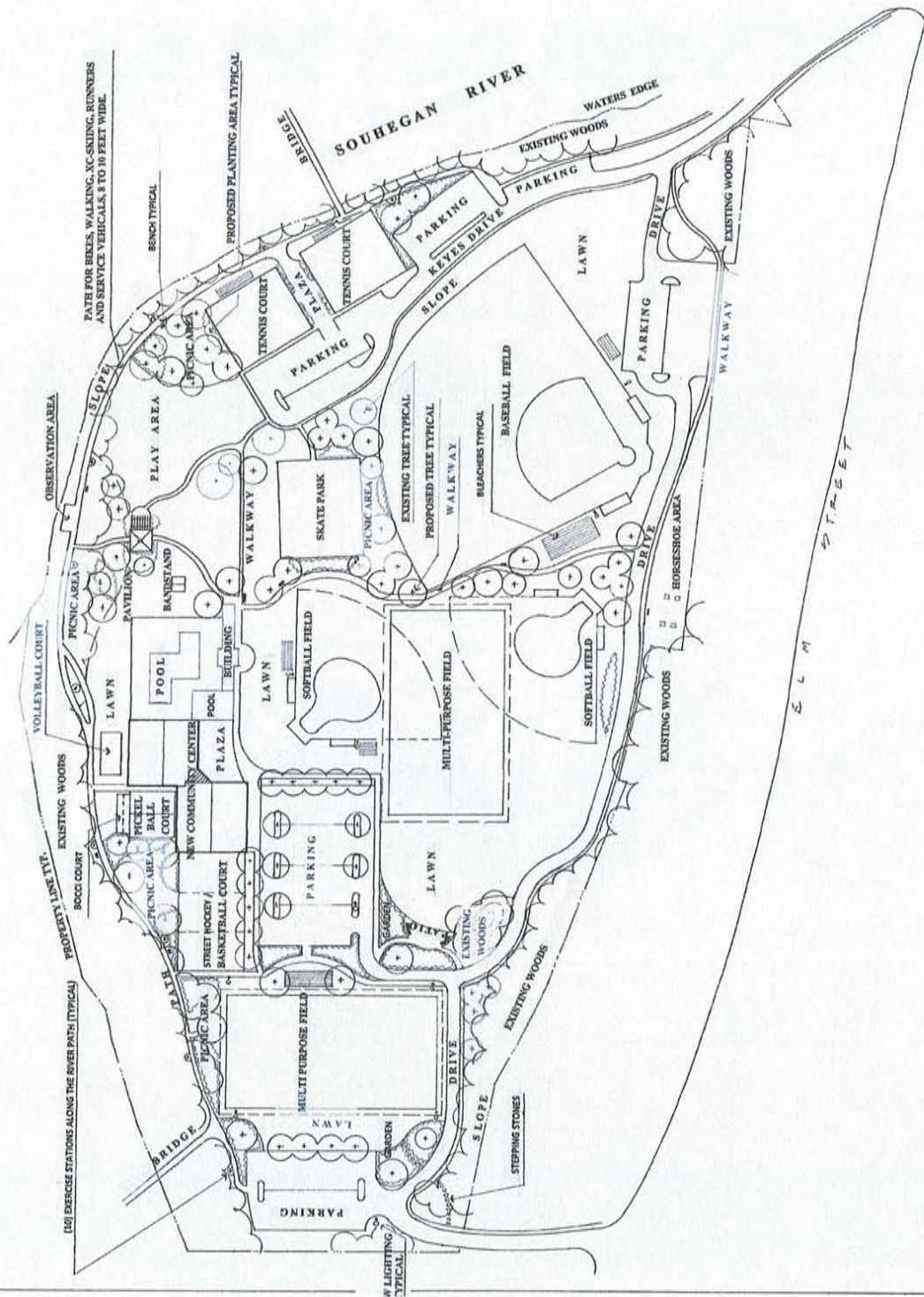


SCALE: 1" = 80'
0' 80' 160' 240' 320'

CONCEPTUAL MASTER PLAN	
PHASE 2	
KEYES MEMORIAL PARK	
DATE: 10/02/2016	DRAWING # 1
FILE: 0116	PROJECT: 10/02/2016
DESIGNER: J. G.	PREPARED FOR:
BY:	THE TOWN OF MILFORD
PREPARED BY:	
KEYES MEMORIAL PARK EXPANSION COMMITTEE	

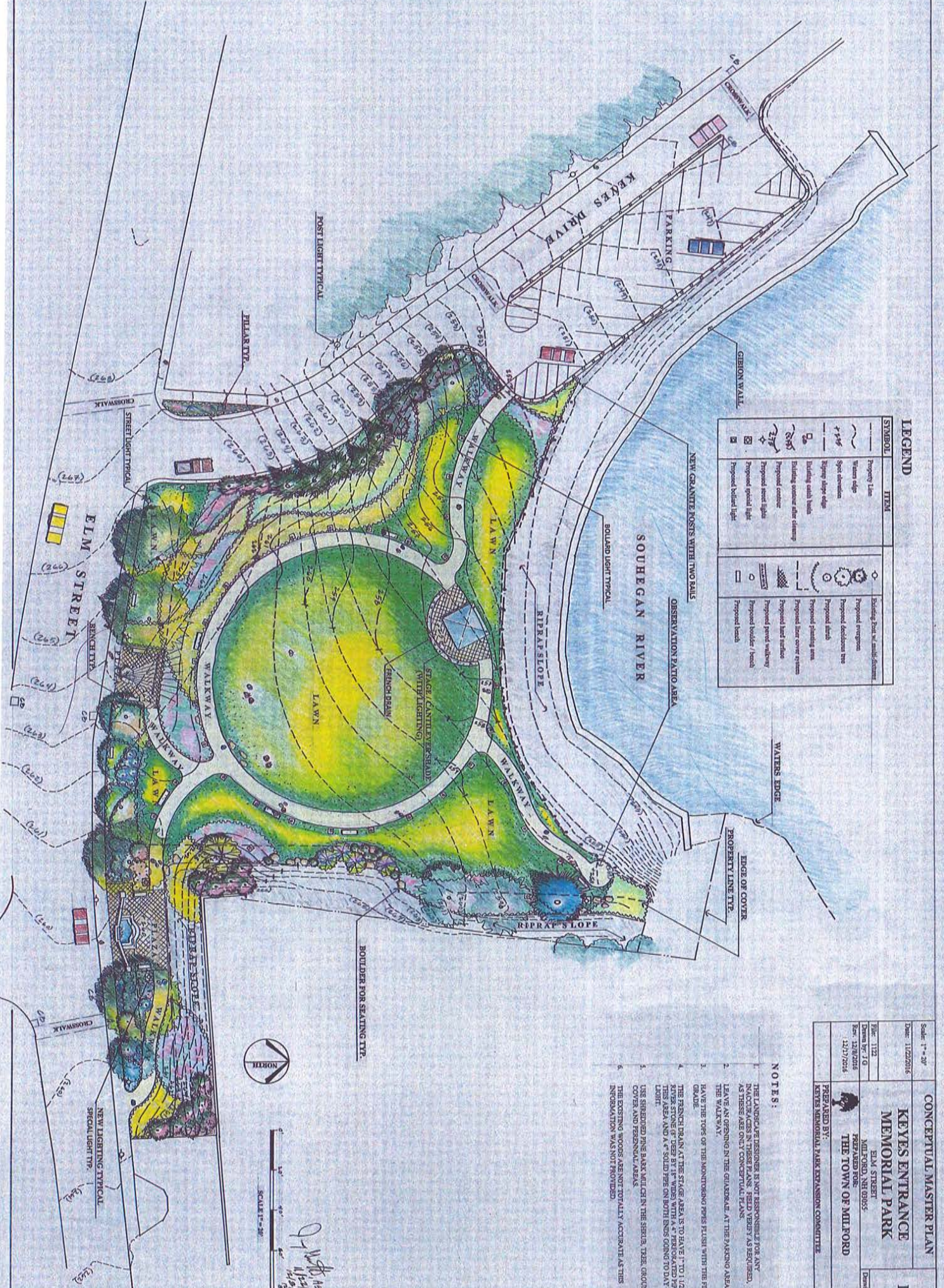
- PHASE 3 - 8 - 10 YEARS
1. LANDSCAPING
 2. FINAL LIGHTING
 3. WALKWAYS
 4. BRIDGE TO MCAA FIELDS

MCAA



CONCEPTUAL MASTER PLAN PHASE 3	
KEYES MEMORIAL PARK	
L-3	
Date: 11/24/2016	45 & 127 ELM STREET
Prepared By: JG	MILFORD, NH 03055
Drawn By: JG	THE TOWN OF MILFORD
Scale: 1" = 80'	PREPARED FOR:
PREPARED BY: KEYES MEMORIAL PARK EXPANSION COMMITTEE	

APPENDIX 8 – KEYES MEMORIAL PARK ENTRANCE PLAN DOCUMENT



LEGEND

SYMBOL	ITEM
	Proposed Lawn
	Water edge
	Spot elevation
	Slope steep edge
	Building catch basin
	Building corner after clearing
	Proposed street light
	Proposed special light
	Proposed vertical light
	Building foot w/ multi-direction
	Proposed program
	Proposed decision tree
	Proposed shrub
	Proposed planting area
	Proposed lawn cover system
	Proposed hard surface
	Proposed paved walkway
	Proposed border / bench
	Proposed bench

NOTES:

1. THE LANDSCAPE DESIGNER IS NOT RESPONSIBLE FOR ANY INACCURACIES IN THESE PLANS. FIELD VERIFICATION IS REQUIRED. AS THESE ARE ONLY CONCEPTUAL PLANS.
2. LEAVE AN OPENING IN THE GRASSMALE AT THE PARKING AREA FOR THE WALKWAY.
3. HAVE THE TOPS OF THE MOUNTING PIPES FLUSH WITH THE FINISH GRADE.
4. THE PLANTING PLAN AT THE STAGE AREA IS TO HAVE 1" TO 1.12" KNOTS STONE 1" DEEP BY 11" WIDE WITH A 4" REBARREKATED PEB IN THIS AREA AND A 4" SOLID PIPE ON BOTH BUNS GOING TO DAY LIGHT.
5. USE SHREVEDED PINE BARK MULCH IN THE SPRING, TREE, GRASS COVER, AND PERSONAL AREAS.
6. THE EXISTING WOODS ARE NOT TOTALLY ACCURATE AS THIS INFORMATION WAS NOT PROVIDED.

Scale: 1" = 20'	DATE: 11/22/2016	PROJECT: KEYES ENTRANCE MEMORIAL PARK	DRAWING: L-3
DESIGNED BY: DAN STIVER	DATE: 11/22/2016	PREPARED FOR: THE TOWN OF MILFORD	DRAWING: 1
DESIGNED BY: DAN STIVER	DATE: 11/22/2016	PREPARED FOR: THE TOWN OF MILFORD	DRAWING: 1
DESIGNED BY: DAN STIVER	DATE: 11/22/2016	PREPARED FOR: THE TOWN OF MILFORD	DRAWING: 1



SCALE 1" = 20'

2-11-16
11/22/2016
11/22/2016
11/22/2016

Keyes Memorial Park Entrance Plan

Landscape & Hardscape Elements



Presented By: Keyes Memorial Park Expansion Committee
Town of Milford

Keyes Memorial Park Entrance Plan

The Town of Milford is very pleased that the long awaited excavation of the Fletcher Paint Works Superfund Site is coming to a conclusion. General Electric, EPA, NH DES, Arcadis, Sanborn Head, Maxymillian and others have performed exemplary work demonstrating a true public/private partnership. The scope of work was clearly defined and professionally executed with nominal delays or inconvenience to residents. We believe that this is a true success story.

We now turn to the next phase of site restoration at the former Fletcher Paints Works. The site work has benefited the community by improving the view sheds and access to the Keyes Memorial Park and the Souhegan River. Can we build upon the success of the excavation project into an enhanced restoration plan for the site?

A small group of Milford citizens has completed a restoration site plan that includes such elements as lighted walkways, granite fencing and benches, simple plazas, landscaping, and a modest stage. The goal is to transform a former blighted area into an attractive, multi-purpose community asset that enhances the quality of life, compliments our downtown Oval, and exemplifies the Town's slogan of the "Granite Town".

A number of options and alternatives were explored during the plan development and in most instances, the cost effective solution was selected. However, the total projected costs for the plan would be prohibitive to the Town. We then ask what further restoration efforts can be accomplished within the regulatory parameters and through the generosity of the companies and agencies involved?

The following represents the conceptual layout and design of the restoration plan and provides preliminary cost information.

As stated earlier, we truly appreciate the tremendous work that has been completed and look forward to continuing our partnership.

With our best regards,

The Citizens of Milford



The goal is to transform a former blighted area into an attractive, multi-purpose community asset that enhances the quality of life, compliments our downtown Oval, and exemplifies the Town's slogan of the "Granite Town".

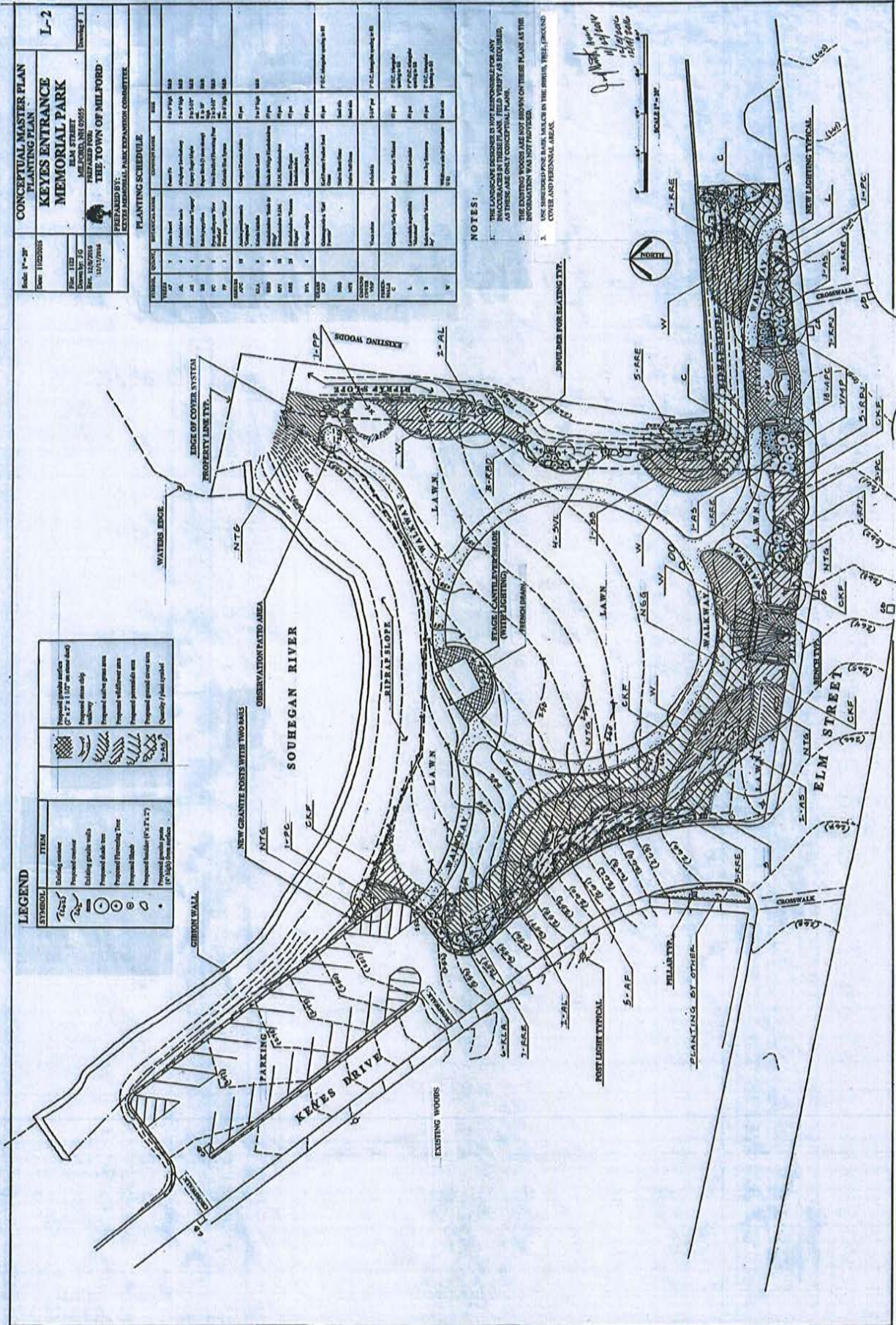
**CONCEPTUAL MASTER PLAN
PLANTING PLAN**

Date: 11/02/2016 Plan: 1122 Drawn by: JIG Revs: 1/0/2016 11/21/2016	KEYES ENTRANCE MEMORIAL PARK BLAM STREET MILFORD, NH 03055 THE TOWN OF MILFORD PREPARED BY:  KEYES MEMORIAL PARK EXPANSION COMMITTEE	Drawing # 1
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[illegible]

NOTES:

1. THE LANDSCAPE DESIGNED IS NOT RESPONSIBLE FOR ANY INCONVENIENCES IN THEIR PLANS. FIELD VERIFY AS REQUIRED, AS THESE ARE ONLY CONCEPTUAL PLANS.
2. THE EXISTING WOODS ARE NOT BROWN ON THESE PLANS AS THE INFORMATION WAS NOT PROVIDED.
3. USE SHORDED POLE BARK MULCH IN THE SWIRLS, TREE TRUNK COVER AND PERENNIAL AREAS.



CONCEPTUAL MASTER PLAN		L-3
KEYES ENTRANCE MEMORIAL PARK		
ELM STREET MILFORD, VERMONT		
DESIGNED BY: THE TOWN OF MILFORD		
PREPARED BY: KEYES MEMORIAL PARK EXPANSION COMMITTEE		
Scale: 1" = 20'	Date: 1/22/2004	
Fig. 1122	Drawn: 1/22/2004	Revised: 1/22/2004

LEGEND

SYMBOL	ITEM	EXISTING PLANT MATERIAL
	Property Line	Existing Plant Material
	Water Edge	Proposed Compaction
	Spot Elevations	Proposed Declination Line
	Proposed Slope Edge	Proposed Slope
	Existing Center Line	Proposed Planting Area
	Proposed Center Line	Proposed Slope System
	Proposed Street Light	Proposed Plant Material
	Proposed Spot Light	Proposed Plant Material
	Proposed Bulb Light	Proposed Plant Material

NOTES:

1. THE LANDSCAPE DESIGNER IS NOT RESPONSIBLE FOR ANY INACCURACIES IN THESE PLANS. FIELD VERIFY AS REQUIRED. AS THESE ARE ONLY CONCEPTUAL PLANS.
2. LEAVE AN OPENING IN THE CURB AT THE PARKING AREA FOR THE TRUCK.
3. HAVE THE TYPE OF THE MONITORING PIPES FLOW WITH THE FLOW GRADE.
4. THE TRUCK DRAIN AT THE STAGE AREA IS TO HAVE A 1" X 1" INVERT DRAIN (P. 1122) WITH A 4" PERFORATED PIPE IN THE TRUCK DRAIN AND A 4" SOLID PIPE ON BOTH ENDS COMING TO DAY LIGHT.
5. USE UNBURNED DIRT ARE ON IN THE BRUSH, THE GROUND COVER AND PERMANENT AREA.
6. THE EXISTING WOODS ARE NOT TOTALLY ACCURATE AS THIS INFORMATION WAS NOT PROVIDED.



Hardscape Elements and Furniture



Granite Posts & Rail

- Located along the northern perimeter of the park near the river's edge.
- 7 feet tall (5 foot reveal)
- 8 foot length 4"x4" rails.
- Installation requires a depth of 2 feet.
- \$139.00 per post and \$10.00 per rail.



Granite Benches

- Located throughout.
- Classic rectangular shape.
- 5 feet and 4 foot lengths.
- Installation requires a depth of 2 feet.
- \$345 and \$315 per bench respectively.



Plaza Pavers

- Granite or comparable materials.
- ADA accessible.
- Plazas 1 and 2 are located along the southern portion of the project area parallel to Elm Street.
- Installation requires a depth of 12 inches.
- Plaza 1 (28'x22') - \$8,624
- Plaza 2 (28'x40') - \$15,680

Lighting Plan



Exterior Ornamental Light

- Located along southerly portion of park along Elm Street.
- 15' in height (includes lighting element and lamp)
- Cast iron construction or equivalent
- Installation requires in excess of 36" – 48" in ground.
- \$7,500 per light.



Interior Ornamental Light

- Located at entrance to pathway and observation area.
- 8' tall granite post (6' reveal)
- 8' x 7" x 7" = \$329 per granite post
- Lighting fixture = \$75
- Installation requires in excess of 30" in ground.

Interior Ornamental Bollard Light

- Located at 20' – 40' intervals along walkway and plazas.
- 4'-6" tall granite post (2'-6 to 3' reveal)
- Installation requires in excess of 24" in ground.
- 4'-6" x 7" x 7" = \$245 per granite post
- Lighting fixture = \$75

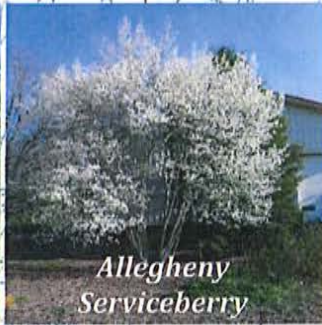


Planting Plan

Trees



Fraser Fir



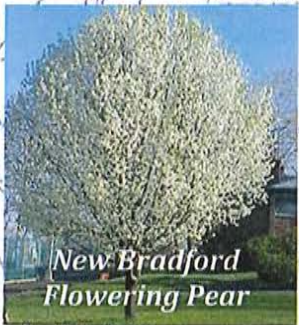
Allegheny Serviceberry



Sugar Maple



Paper Birch



New Bradford Flowering Pear



Colorado Blue Spruce

Shrubs



P.J.M. Rhododendron



Korean Azalea



Mountain Laurel



Boule de Neige Rhododendron

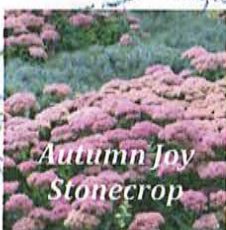


Roseum Elegans Rhododendron



Purple Lilac

Grasses & Perennials



Autumn Joy Stonecrop



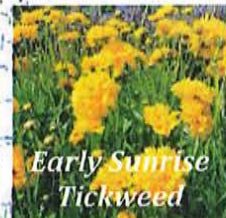
Munstead Lavender



Karl Foerster Feather Reed



Periwinkle

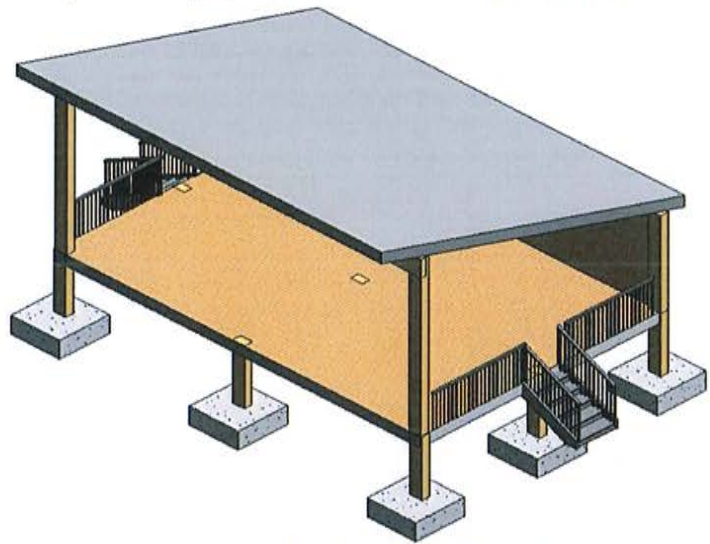


Early Sunrise Tickweed

Stage Design Concepts

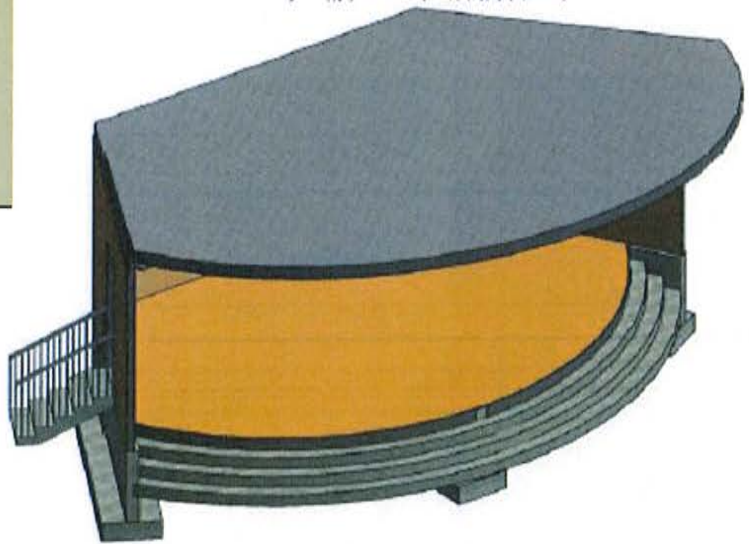
Stage Design Concept 1:

- Wood Flooring With Isolated Footing
- 40' x 25' square feet in size.
- Construction will require the installation of footings. Depth to be determined.
- Projected costs \$21,991.



Stage Design Concept 2:

- Wood circular design.
- 40' x 25' square feet in size.
- Construction will require the installation of footings. Depth to be determined.
- Projected costs \$31,154.



APPENDIX 9 – KMPE COMMITTEE MEETING MINUTES

KMPE Committee Meeting Schedule*

Meetings planned for 1st and 3rd Thursdays of the month unless otherwise notified

<u>DATE:</u>	<u>TIME:</u>	<u>LOCATION:</u>
April 7th	6:00 – 8:00	Banquet Hall – Town Hall
April 21st	6:00 – 8:00	PD Community Room
May 5th	6:15 – 8:00	5 PM Tour of 127 Elm buildings PD Community Room
May 19th	6:00 – 8:00	PD Community Room
June 2nd	Canceled	
June 9th	6:00 – 8:00	PD Community Room
June 23rd	6:00 – 8:00	PD Community Room – rescheduled to 7/7
July 7th	6:00 – 8:00	PD Community Room
July 21st	6:00 – 8:00	PD Community Room
August 4th	6:00 – 8:00	PD Community Room
August 18th	6:00 – 8:00	PD Community Room - postponed
September 1st	6:00 – 8:00	PD Community Room
September 15th	6:00 – 8:00	PD Community Room – rescheduled to 9/22
September 22nd	6:00 – 8:00	PD Community Room
October 6th	6:00 – 8:00	Town Hall Banquet Room
October 18th	Public Input Open House – Town Hall Banquet Room	
October 20th	6:00 – 8:00	PD Community Room – rescheduled to 10/27
October 27th	6:00 – 8:00	PD Community Room
November 3rd	6:00 – 8:00	PD Community Room
November 10th	3:15 – 4:30	Milford BOS Room Town Hall
November 14th	Presentation to Milford Board of Selectmen	
November 29th	6:00 – 8:00	PD Community Room
December 8th	6:00 – 8:00	PD Community Room
January 25, 2017	5:15-6:15	Milford BOS Room Town Hall

*In addition, various Committee members attended site walks at the Fletcher Site with the on-site representative and the Town Administrator during November and December.

Keyes Memorial Park Expansion Committee

April 7th 2016

Attendees

Mark Bender	Tina Philbrick	Marti Noel	Doug Knott
Tim Barr	Rick Riendeau	Janet Langdell	Arene Berry
Lincoln Daley	Claudia Lemaire	Jacob LaFontaine	

Discussion

Mark Bender suggests starting the meeting by electing a chairman for the committee. The group decides to wait until the next meeting to allow individuals to consider the post and to allow for absent members to be in attendance.

Claudia volunteered to be secretary and take minutes.

Mark and Rick agree that the committee should meet through this September. This will allow time to put together potential warrant articles and next year's operating budget in regards to 127 Elm Street.

A brief discussion occurs about potentially allowing short term building leases for 127 Elm.

Doug Knott makes a point that the fundraising wording for 127 Elm was heavily stated as being primarily for recreation. Janet Langdell agrees along with many members of the committee. More discussion is needed.

Tim Barr along with much of the committee feels that the charge in place is vast and we will need a complete inspection of the building in order to make an accurate judgement on what to do in regards to renovating or demolishing the existing structures. A more complete inspection of the buildings will need to take place - the question is how to fund.

Rick Riendeau states that the building was inspected for structural conditions by engineer Joel Fisher. The engineer thinks the buildings are structurally sound. Rick states that the buildings would basically need to be gutted if renovated. Tina Philbrick has the email regarding the engineer's findings and can bring it to the next meeting.

Mark Bender thinks the building could be used to relocate town employees that are now working out of town hall's basement like recreation, media, and MIT. Also notes that Selectmen

have mentioned renting space to the State for temporary relocation of the Court/DMV during construction at west Milford DMV location; objective is to keep the Court in Milford.

The group discusses the idea of keeping some of the building but not necessarily all three parts.

The group discusses parking and 127 Elm. Janet asks about the superfund site and how it ties into the Keyes Park master plan. Mark states that we need to be careful of what is placed in the clean-up areas. GE has it proposed primarily as grassy cover. He would like to see it stay as an open green space for aesthetics. Mark agrees that the Fletcher site, as part of the entrance to Keyes Park, should be included in the overall Keyes Park plan and design

The committee looks at maps of the property and also theoretical design plans for 127 Elm.

Janet suggests the idea of a town survey to figure out the public's ideas for the property. Looking at the recreation master plan, town facility's needs, CIP List, and the Keene State field analysis report may also help to guide the committee moving forward.

Marti Noel brings up the point of fundraising versus the warrant article route for future plans with 127 Elm.

Ricky suggests that there may be a Community Development Block Grant available for \$30,000 for planning. If awarded, it can help us financially with the property. Lincoln Daley will look into the CDBG Grant and report at the next meeting to the committee.

Janet recommends setting up a global email and webpage with charge, members and updated information. Arene will look into this. The committee thinks this is a good idea.

Tim suggests meeting the first and third Thursday nights of the month at 6:00. Tina will try to get us the police station so we can use the overheads and have better acoustics.

The committee decides that at the next meeting we would like to discuss short-term building plans, long term-building plans, options for fields and parking, the recreation chapter of the master plan. Lincoln and Arene will get hardcopies of selected site and design plans, CIP, and draft Recreation Chapter for the committee. Mark believes that by the first meeting in May, he can have more specific information on the Town's Facility needs.

Meeting adjourned at 7:20.

Minutes respectfully submitted by,

Claudia Lemaire

As approved April 21, 2016

Keyes Memorial Park Expansion Committee

April 21st, 2016

Attendees

Steve Erdody	Jerry Guthrie	Hub Seward	Pamela Alleyne
Tim Barr	Rick Riendeau	Janet Langdell	Arene Berry
Lincoln Daley	Claudia Lemaire	Jacob LaFontaine	Mike Putnam

Agenda

New members Hub Seward, Pamela Alleyne, and Steve Erdody are welcomed into the committee. Marti Noel has elected to leave the committee.

Janet recommends having co-chairs or tri-chairs to divvy up the responsibilities. Group consensus - Arene, Lincoln and Janet will be tri-chairs.

Minutes

Arene makes a motion to approve the April 7th meeting minutes as amended, Rick seconds, seven in favor with five abstaining due to absence from the previous meeting.

Arene reviews with the committee the draft recreation chapter of the Town's Master Plan. She has created a spreadsheet highlighting the main parks and fields, the facilities, and the short and long term goals of these parks.

The committee discusses the MCAA fields parking situation and the sale of the hospice property. The parking area of the property is partially the parking area for MCAA. This could negatively affect the already limited parking at these fields. Janet requests a map of the area with lot lines so we have a better idea of the potential impact if the easement is lost with a new owner. Lincoln will provide at next meeting.

Janet asks the committee what immediate needs 127 Elm and Keyes have during the superfund cleanup during the next 2 years. Parking is number one and also ADA access. Ricky states that DPW will stump, gravel, and double the exiting parking lot at 127 Elm. He states the lot may be striped to make more spaces and direct people to park a certain way allotting for maximum parking. Boys and Girls Club allows parking with special permission only. Shuttle should be an option for large events from the high school/middle school lots. Also the yellow flashing light at the entrance to 127 Elm should be utilized during major events for safety.

The question is asked regarding the layout of the fields at Keyes. Arene states that the baseball fields could be better laid out for more space, and it would be beneficial to have a multipurpose field at Keyes. Rick states that Brox will eventually get used for field space, possibly two multipurpose fields, in the entrance area to Heron Pond. He notes that the fields need to set for two years before use. They are looking at adding parking past the entrance straight past the field site. Tim mentions the need for water and bathroom facilities as well.

Mark Putnam states that since the operating budget was in default for the second year in a row, the town will be frugal with funds for developing land.

Janet asks Lincoln if he looked into the CDBG grant money. Lincoln states this is a rolling grant and that we can potentially get assistance to analyze the building from a structural and compliance standpoint with the grant. More discussion is needed to decide what and how we will proceed with the buildings.

Jerry asks the question as to what are the town needs for the seniors. Arene believes we could use a permanent space for weekly senior meetings. Seniors have a difficult time getting into the recreation office with the stairs, preferably a space with ground level access.

Pamela states there are around 24 people that attend the meetings each week. She suggests that if the building gets renovated it would be nice to have a kitchen facility and folding partitions so it could be used as a multipurpose space. Pamela confirms that the location of the recreation office and the current parking on 101A and around town hall is a problem for many seniors.

Janet asks Arene what type of space she would need at 127 that would meet her current program needs. Arene would need two activity rooms around 100 by 100 square feet and a small kitchen area. She will report by next meeting about future programming ideas for the new space and what she may envision there.

Steve Erdody would like to see a gym space. It would get used year around. Our high school gym is in very poor condition. The gyms are small in town with not enough seating. Dimensions for types of facilities would be 50 X 84 for a basketball court with a height of 27 feet and a 20 X 20 with 40 foot high ceiling for racket ball. Ice hockey would be 200 x 100.

Lincoln makes a point that the indoor hockey can be used for soccer.

Tim brings up the option of the space next to the pool at Keyes as a multipurpose field, and if it can be utilized during the Adams dredging and cleanup at Keyes. Arene replies that it is already a multipurpose field but in very poor condition. It will be utilized.

Mike Putnam brings up the point of existing programs and sports needs current versus long term. He wonders whether we are overstretching ourselves currently with programs. Lincoln thinks we need look at long term needs not just short term in order to make smart decisions now. Looking at dollars and being cost conscious. He thinks a phased approach would be beneficial. The committee agrees and realizes a phased approach is inevitable.

Mike envisions having a senior center on one side, recreation offices on another, and having storage for both Rec and DPW materials and equipment.

Average class size in Town for the recreation programs is 10.

Second tier if renovated could be a gym, ice hockey, indoor soccer.

Arene notes and Rick agrees that Rus Works, DPW, needs workshop and storage space.

Jerry starts a discussion about a proposed walking trail that would go from 127 Elm to MCAA fields across the river if land currently owned by Brookstone Manor was available. It was an idea from former Town Administrator Guy Scaife and the Conservation Commission.

Short term leases at 127 Elm are discussed. Costs for renovations to the buildings for short term leases are unknown. Further discussion and more specific information is needed regarding renovations and space needs.

There will be a 5:00 PM tour of 127 Elm prior to the 6:15 meeting on May 5th.

Meeting adjourned at 7:50

Minutes submitted by,

Claudia Lemaire

As approved May 5, 2016

Keyes Memorial Park Expansion Committee

May 5th, 2016

Attendees

Jerry Guthrie	Hub Seward	Marc Maurais	Paul Bartolomucci
Tim Barr	Rick Riendeau	Janet Langdell	Arene Berry
Lincoln Daley	Claudia Lemaire	Mike Putnam	Pamela Alleyne

Minutes

Rick makes a motion to approve the April 21st minutes, Mike seconds, all approved with Paul and Marc abstaining due to absence from the previous meeting.

Agenda

Meeting was preceded by a tour of 127 Elm Street at 5 pm as requested by committee members who were unable to take the initial tour.

Janet shared that Steve Erdody has elected not continue the committee due to other obligations.

Below is the handout shared by Town Administrator Mark Bender –

Town Of Milford – Needs Update for Consideration Keyes Memorial Park Expansion Committee

- Meeting Space
- Conference Rooms
- Office/Work Space for:
 - Recreation Department
 - Granite Town Media
 - Milford Improvement Team
 - Building Department
- Records Retention & Storage
- Equipment Storage – PD, DPW
- Supplies Storage
- Space for Community Groups
- State Temporary Need for DMV/Court Space

Mark Bender reports that there is a need for meeting and conference space for use by Town departments and boards and by other community groups. He notes it would be important to look at flexibility in size and configuration of space.

Mark reports to the commission the Town needs for space and storage. He reports that he would like to see MIT, Recreation offices, records retention and storage (i.e. payroll etc), Media, Russ's workshop equipment, and DPW maintenance equipment at 127 Elm. The basement space in Town Hall could then be used for storage. The space in the basement is not suitable for offices.

There is also long term potential for the old ambulance bay to be renovated and used for board of selectman meetings, possibly move the clerk's office, and make more room for the tax collector. IT could also move into the old recreation office and relocate Granite Town Media to 127 Elm. Mark reports that he could also see storage for bulk items like paper, tissues, etc... in the basement area. Janet remarks that it seems less convenient to have Media at 127 Elm when they need to tape board meetings at Town Hall.

Tim asks if the storage of records needs to be climate controlled. Mark notes no, only need to be sure the temperature doesn't fluctuate too much.

The potential for DMV renting the space in the older section at 127 Elm is discussed. Janet asks Mark to provide specifics for office space and storage needs of other Departments in terms of square footage and more information regarding DMV to the next meeting. The commission cannot make an accurate recommendation about the building unless we are given more specifics about the space needs from each group.

Mark notes that the Police Department currently stores their bikes and some other equipment at the old station on Elm St and the current station's space is confined. Police Department could use space for storage of bikes and ATV as well as bike repair.

Rick reports that DPW currently stores some of its equipment at the old police station, as well as at the DPW site on Route 13. Some lawn mowing equipment could be stored at 127 Elm and Russ's workshop equipment. The storage for lawn equipment now is at the Riverside Cemetery building on Nashua St is cramped. Rick suggests the possibility of double use of space, for example, Police bike storage/repair and DPW off season equipment in same area.

Janet asks Rick how big of a space does DPW need for storage. The garage section in the back of building one at 127 Elm would fit DPW needs, maybe 600 square feet of space.

Mark points out that various community groups have also been looking for some permanent space in town like the Garden Club. Tim suggests the Conservation Commission may have need for storage space as they currently use a shed on Lovejoy Road on property once owned by the Fitzpatricks. Lincoln will contact Chris Costantino to see if Conservation Commission does have a need for space/storage. Tim Barr remarks that the storage shed is difficult to access and that it would be nice for the group to have a more convenient

location to store their trail management supplies, maybe 127 Elm. Lincoln will make available the SMP report for next meeting so we can compare the past analysis for Town Hall space needs.

Paul asks Lincoln what the future needs will be for record storage with much of the data being computer based now. Lincoln feels there will still be a need because the State requires some records still be paper, although it will be less than now in the future.

Tim makes a point about renovating the Banquet Hall to be more acoustically friendly. Many groups have complained about the room being very loud and having too much reverb.

Jerry asks Mark about the purchase of the St Joseph's North River Road building and if the Town has plans on buying the building and property. Mark reports that the Town will not be acquiring the building itself but there is a good chance we will still have access to the lot and maybe additional parking with a potential buyer. Lincoln will supply the easement map at MCAA fields for the committee by next meeting.

Arene and Rick will report square footage for Recreation and DPW needs for next meeting. Other considerations in looking at possible renovations would be ADA compliance, computer lines, phones, internet, electrical, etc... Mike and Mark believe there is already ample office space in the middle section. Mike adds if the second floor is only used for storage, the Town might be able to get around the need for an elevator for ADA compliance.

Costs estimates for renovations may be the next step after the commission finds out specifications for space from the various groups. The CDBG grant could save the Town money with the renovations. Paul remarks that maybe 127 Elm could be an emergency site in case of flooding or a disaster and may be eligible for further grants. Rick feels the site is not suitable for that and the Town uses Heron Pond and the High School currently. Lincoln thinks by two meetings from now he can report on the exact specifics of what is needed from the Town.

Jerry and Mike both suggest they can make plans for renovations that can save the Town money. Janet remarks that we have to be very careful to have exact numbers if it eventually comes to a warrant article to fund the project. The voters may reject it without hard numbers.

Marc M. notes he is cautious about thinking "pie in the sky". Janet asks Marc what he would like to see at 127 Elm. He would like to see recreation offices and space there. Also a senior/community center and DPW space at the property. A new gymnasium would be great but he feels it would be better if the gym was built at the school.

Janet wonders if putting gymnasium-type space on the property may give the town more access with hours and availability than if it were built at the school given the current limitations on use of gym space and the School schedule.

Rick draws a diagram of the building at 127 Elm highlighting the cheapest way to renovate the space that we already have to fulfill most short term needs. Group consensus is that a diagramming session at the next meeting would move the planning forward.

Janet asks Arene if she has any ideas for square footage for Recreation. Arene will report by next meeting more specifics on recreation needs including square footage and new programs. Arene would also like to see more community input. She brings up the Dog Park as one community idea that is gaining interest. Reference is made to the Recreation Needs Community Survey done a few years ago by Keene State students and the Recreation Department. Janet notes that the committee could seek additional community input in the near future through a public forum at one of our meetings.

Paul will check out the senior center in Townsend in terms of square footage, space, and programs offered. Pam volunteered to assist. They will share their findings with the committee at the next meeting.

Rick will bring the specs to the next meeting on the office rooms and buildings currently located at 127 Elm.

DMV may want to rent the left section of the building. More information is needed regarding specifics of this idea. Mark and Rick should know more by next meeting or maybe two meetings from now.

Tim suggests a walking track in the right section that would also be the recreation section, possibly a second tier. Arene notes that she has a second tier walking track on her wish list.

Claudia asks Rick to explain the DMV's situation and reason for them wanting to move to 127 Elm. State plans to tear down current building and rebuild this year.

Paul states that the Boys and Girls Club is putting in their own gymnasium.

Paul asks Janet about the demographics of the town. Growth has slowed and is projected be to around a half percent a year. We will have more seniors. Janet will bring in the reports showing growth and growth trends for next meeting.

Tim Barr suggests sharing ideas through Twitter for the committee. Claudia remarks that it may pose a problem legally for the public's right to know laws regarding town boards and committees. Most of the committee does not use Face book or Twitter as discovered through a show of hands. More discussion is needed. Janet suggests email may be the most safe and convenient way legally and brings up the idea again for a Town email for our group.

Rick reports on the work that has been already done to 127 Elm. There has been 151 hours cleaning the building, 644 hours of clearing brush/ trees, and 247 hours making the new parking area. It is estimated at just over \$86,000 worth of work. Although it is tough to actually estimate the cost since it has been done by DPW. The committee discusses the costs briefly.

Next meeting will be at 6:00PM, Thursday, May 19th, at the Police station conference room.

Meeting adjourned at 7:55 PM.

Minutes respectfully submitted by,

Claudia Lemaire

As approved May 19, 2016

Keyes Memorial Park Expansion Committee

May 19th, 2016

Attendees

Jerry Guthrie	Marc Maurais	Paul Bartolomucci	
Jacob LaFontaine	Arene Berry	Lincoln Daley	
Tim Barr	Janet Langdell		

Agenda

Minutes: Motion by Tim to approve the May 5^h minutes as presented, seconded by Arene; passed six in favor and two abstentions (Jacob and Lincoln).

Paul referenced the CIP and Warrant Article – wanted to reinforce that the stated purpose of the acquisition was to expand recreation space at Keyes Memorial Park. Janet noted that at the group's first meeting that point was brought forward and reaffirmed.

Lincoln and Arene provided updated space needs summaries for Town Hall and Recreation (See next pages – apologies for the contemporaneous annotations ☺)

Recreation Update: Using the outline included below, Arene reviewed the department's space needs.

Need an entrance/waiting area for residents to sit while waiting to be seen or filling out applications etc. Currently they use Steph's former office space. Recreation has storage in 3 rooms on the 3rd and 4th floor of Town Hall; approx. 824 SF. Director needs an office big enough for 4 chairs to meet with more than one person at a time. Used Finance Director's current office as a model for space size. Would like have storage space to consolidate much of the supplies and equipment scattered between Town Hall, Warming Hut and The Pump House.

Lincoln suggested a need for a locker room or changing room if longer term plans include active recreation. Perhaps a bathroom large enough to accommodate residents/staff changing cloths etc.

Town Hall Update: Using the outline included below, Lincoln reviewed the Town Hall space needs. He interviewed the departments and staff about where they would prefer to be located and their space needs.

Information Technology (IT) – moving out of Town Hall would decrease IT's functionality since most of the work and networks are in Town Hall. If an additional IT employee were hired "down the road" they would need office/work space. When recreation moves out, Town Hall basement would have adequate space for IT's needs.

DPW Facility Management – Provides facility management for all municipal buildings. Needs an office at Town Hall and would benefit from a work shop at 127 Elm location. Workshop area could also be used by other departments for their repair work needs.

Community Media – Mike is happy with current space and doesn't see a need for space at 127 Elm right now. Longer term picture would be building a multi-media room with a control room as outlined in the SMP Town Hall renovation proposal from a few years ago. Even then would prefer to be in town Hall but one consideration would be the ambient noise from outside i.e. fire trucks and sirens.

Milford Improvement Team (MIT) – Wendy Hunt feels she/MIT should be in Town Hall due to its proximity to downtown and The Oval. Although not mentioned during the interview, group noted that MIT has a considerable amount of supplies and material in storage both at Town Hall and at Chappell's on South St. So storage area would be needed.

NH Dept Motor Vehicles – Believe that they would need approx. 3600 SF of office, storage, IT and customer space. This would be temporary while the new Court-DMV building is constructed at the current site off 101/101A. No information available on who would pay tenant fit up costs.

Police Dept needs for file storage and bike storage & repairs, as mentioned by Mark Bender at an earlier meeting, were not included in handout but need to be considered in space analysis.

Milford Area Seniors & Milford Recreation Senior Programming: Paul, Pam and Arene toured the Townsend Senior Center, gathered much info, and hope to visit a few more such facilities (i.e. Merrimack, Pepperell, Chelmsford, North Andover)

Townsend is a combined library and senior center, with both shared and separate space. Project was funded through a unique endowment/donation from Sterilite Corporation (approx. 8 million). Additional information with photos will be provided by the working group. What they gleaned included the following – lobby area for socializing, arts & crafts room, couple of classrooms for various program, health room, storage areas (you never have enough), multi-purpose room with divider, meals made in their own commercial grade kitchen by their chef and two days with meals through Meals-On-Wheels.



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

STAFF MEMO

Date: May 18, 2016
To: KMPE Committee
From: Lincoln Daley, Community Development Director
Subject: Town Hall Department and NH Dept. of Motor Vehicle Spatial Needs Analysis.

1. Information Technology (IT) Department

Current Usage – Town Hall Basement

IT Director Office	14' x 10' = 140 sf.
Server Room	11' x 10' = 110 sf.
Miscellaneous Storage Area	10' x 10' = 100 sf.
Total SF	= 350 sf.

Proposed – Town Hall Basement

IT Director Office	14' x 10' = 140 sf.
Server Room	11' x 10' = 110 sf.
Miscellaneous Storage Area	10' x 10' = 100 sf.
Total SF	= 350 sf.

2. DPW – Facility Management

Current Usage – Town Hall Basement

Storage/Workshop/Office	26' x 16' = 416 sf.
Storage/Office	18' x 9' = 162 sf.
Total SF	= 578 sf.

Proposed – Town Hall Basement

Storage/Workshop/Office	26' x 16' = 416 sf.
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127 Elm Street

Dedicated Workshop	30' x 30' = 900 sf.
Storage/Office	15' x 15' = 225 sf.
Total SF	= 1125 sf.

1125
25 x 45

[Best storage
for DPW
tenant]

normal

3. Community Media

Current Usage – Town Hall Basement

Office	16' x 14' = 224 sf.
Storage 1	7' x 5' = 35 sf.
Storage 2	8' x 8' = 64 sf.
Total SF	= 323 sf.

Proposed – Town Hall Basement

Office	16' x 14' = 224 sf.
Storage 1	10' x 10' = 100 sf.

Town Hall Basement or 127 Elm Street

Multi-Media Room	30' x 30' = 900 sf.
Control Room	10' x 10' = 100 sf.

Storage	10' x 10' = 100 sf.
Total SF	= 1424 sf.

4. Milford Improvement Team (MIT)

Current Usage – Town Hall Basement

Office	12' x 14' = 144 sf.
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Proposed – Town Hall Basement

Office	12' x 14' = 144 sf.
--------	---------------------

MIT
storage

5. NH Dept. of Motor Vehicles

Proposed – Town Hall Basement

Office/Storage/IT/Service Area	3,579 sf.
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Recreation Use and Size Discussion

Current usage at Town Hall:

Programs:

Auditorium	55'x59'	3245 sq ft	
Stage	30'x21'	630 sq ft	
Banquet Hall	44'x40'	<u>1760 sq ft</u>	
		5635 sq ft	TOTAL Programs

Offices:

Director	9'x14'	126 sq ft	
Prog. Coord.	10'x11'	110 sq ft	
Entrance area	10'x11'	<u>110 sq ft</u>	
TOTAL		346 sq ft	TOTAL Offices

Storage:

Old jail cell	10'x11'	110 sq ft	
Equipment rooms	14'x17'	238 sq ft	
	14'x17'	238 sq ft	
	14'x17'	<u>238 sq ft</u>	
TOTAL		824 sq ft	TOTAL Storage

127 Elm Street:

Programs:

Large room 6500 sq ft - able to be divided into 4-5 smaller rooms with outside access (with 100 ft length)

Additionally – a small kitchenette

Offices:

Director - 280 sq ft
 Prog. Coord - 200 sq ft
 Entrance area – 150 sq ft

Storage:

Area near offices approx. 200 sq ft with shelving

Area near activity rooms approx. 1400 sq ft (single/multiple?) / *hr maybe 2000*
(emphasis)

Based on the information shared in the handouts and discussion, the group diagrammed a possible layout using the 127 Elm footprint. Points brought forward –

- If having NH DMV @ 127 Elm becomes a BOS priority, they could use the West building
- Long-term storage for various Town's departments could be on 2nd floor of Center building (to avoid elevator requirement and cost)
- DPW workshop and Police Dept Bike Shop could be accommodated at the back of the Center building.
- Would need a number of separate entrances – security considerations
- Possibly 4-5 smaller rooms with outside access so that the entire facility would not need to be open (security issues etc).
- Expect interior will need to be fully gutted and brought to ADA compliance standards
- Question posed re: functionality of having bathroom and utility room in the center of the West building
- Tim will check with Conservation Committee re: space/storage needs
- Jerry Guthrie has some sketches to get the longer term need/use/plan conversation moving forward in our next steps. Suggestion was made about a bridge to North River Road/MCAA fields and another was about connecting this space to the existing trail system. Question for Fire Depart – is there a need for access from the back of the building?

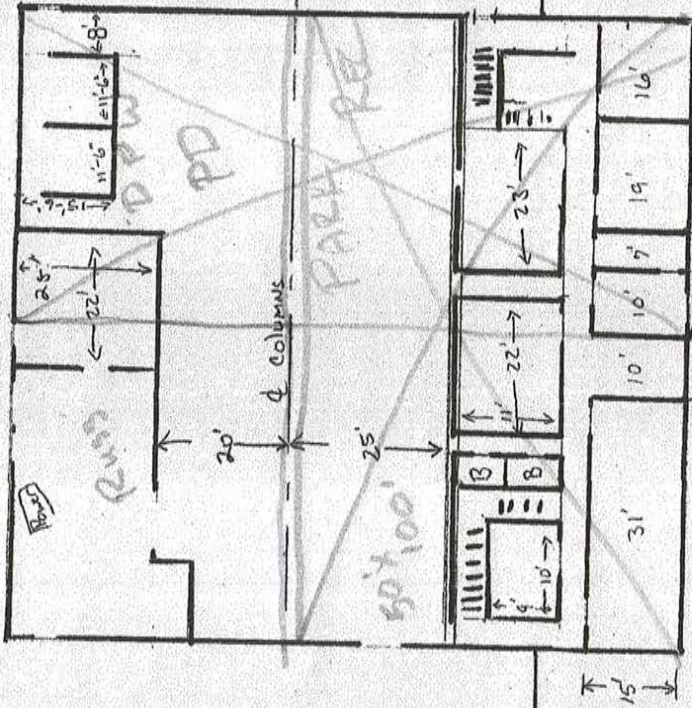
Below are copies of the working diagrams.

Outcome of Diagramming & Discussion –

1. Recreation Dept and Seniors are looking to use East building and at least ½ of Center building on the front side (approx 15,000 SF total). This facilitates flow between the spaces and proposed rooms and offices.
2. Seniors need space located at the front of building – decrease distance and allow maximum natural lighting.
3. Space details could include East building having ½ open area with dividers and community meeting areas with separate entrances in other half, around perimeter.
4. MIT, IT and Community Media remain at Town Hall and utilize the space freed up by Recreation moving to 127 Elm St.
5. DPW Facility Management and Police Dept workshops would fit in the back of the Center building
6. Short term, the West building could be used by NH DMV – many questions re: scope of needs and who pays for fit-up.
7. If/when not needed, the West building could be removed providing space for other outside amenities, parking, basketball courts etc.

Next steps – Jerry and Paul to scope out some longer term plan sketches at 1/8" scale; Arene and Paul to do a site visit to look at further details.

BACK



B = 5' x 5' (BATHROOMS)

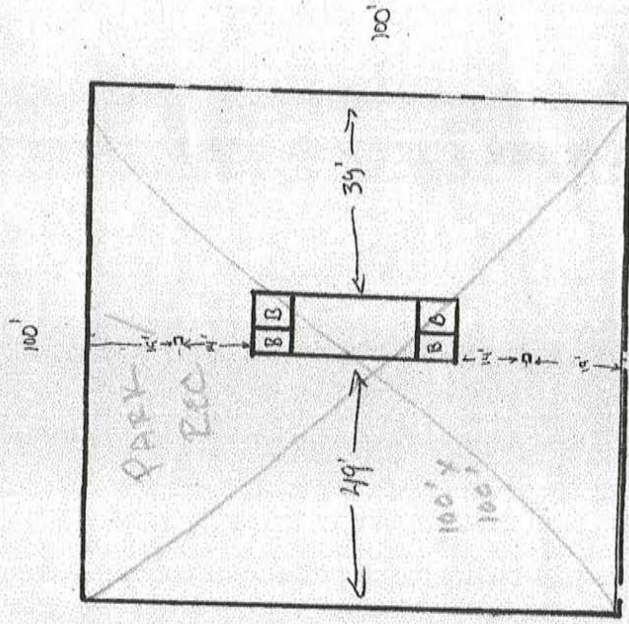
Center Building

100' x 103'

FRONT

East Building

BACK



FRONT

Group consensus was to move the next meeting to June 9th 6:00 pm at the Police station community room (if available, Janet will check); this will allow small groups to complete tasks and account for holiday/short week.

Meeting adjourned at 8:00 PM.

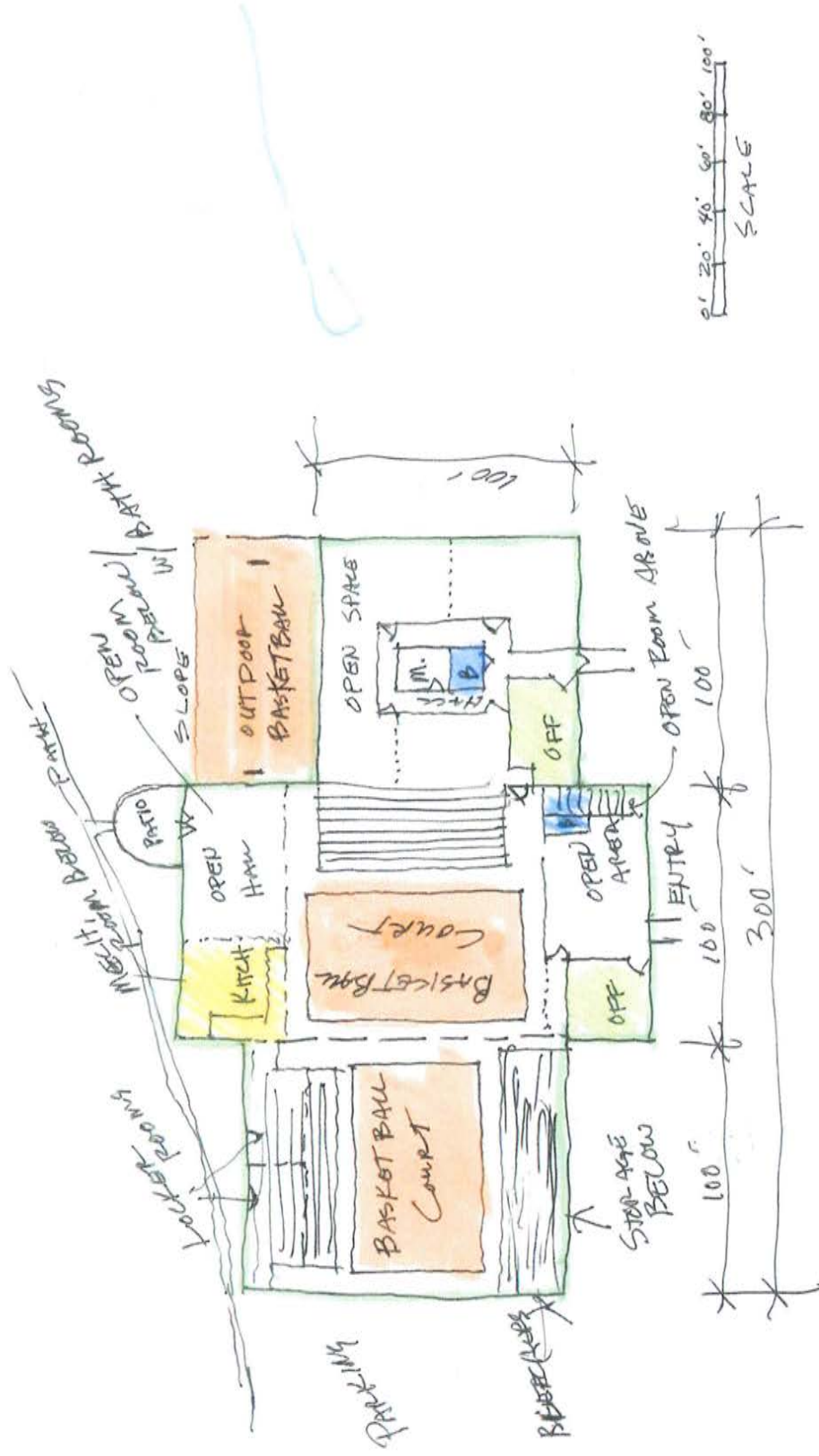
Minutes respectfully submitted by,

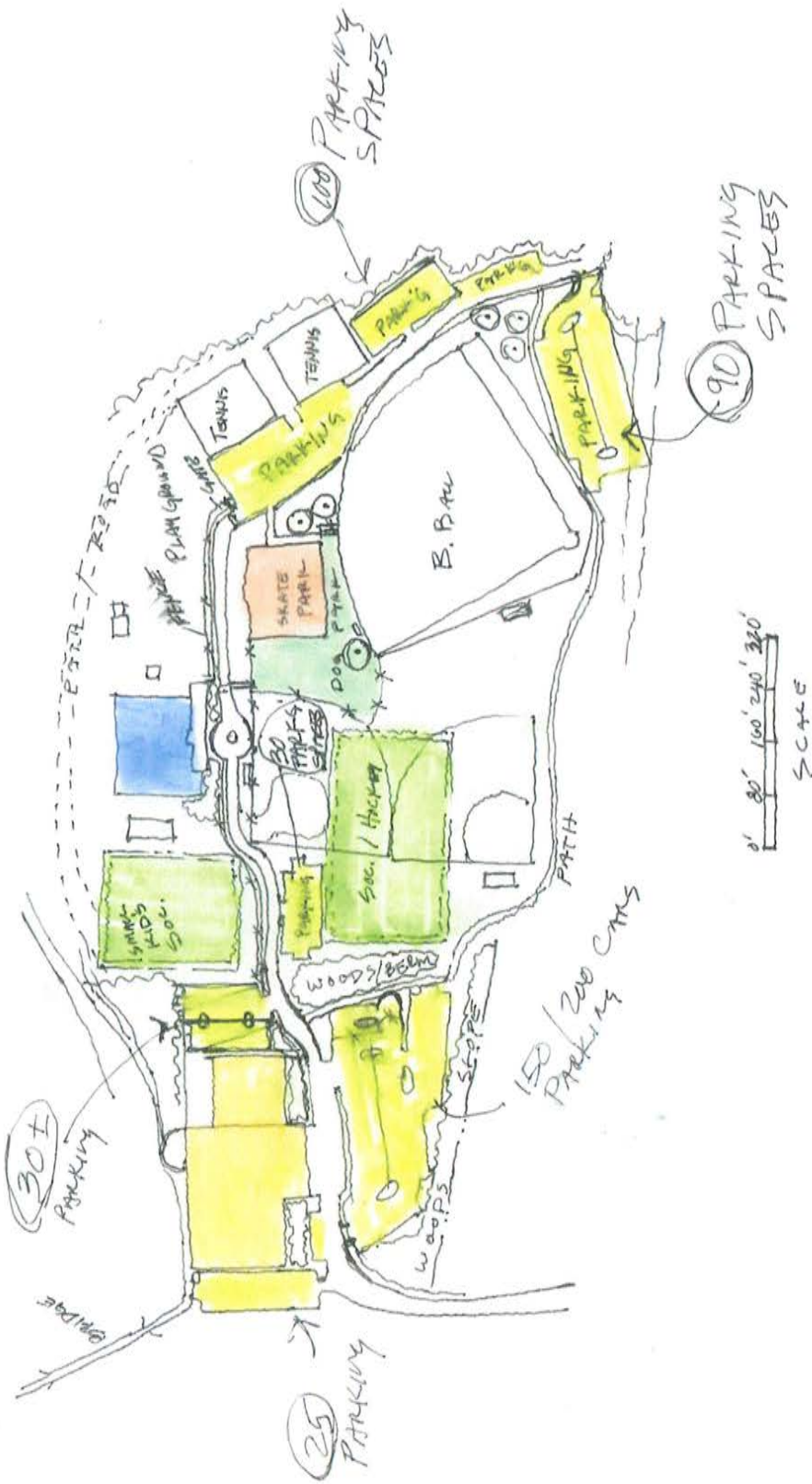
Janet Langdell

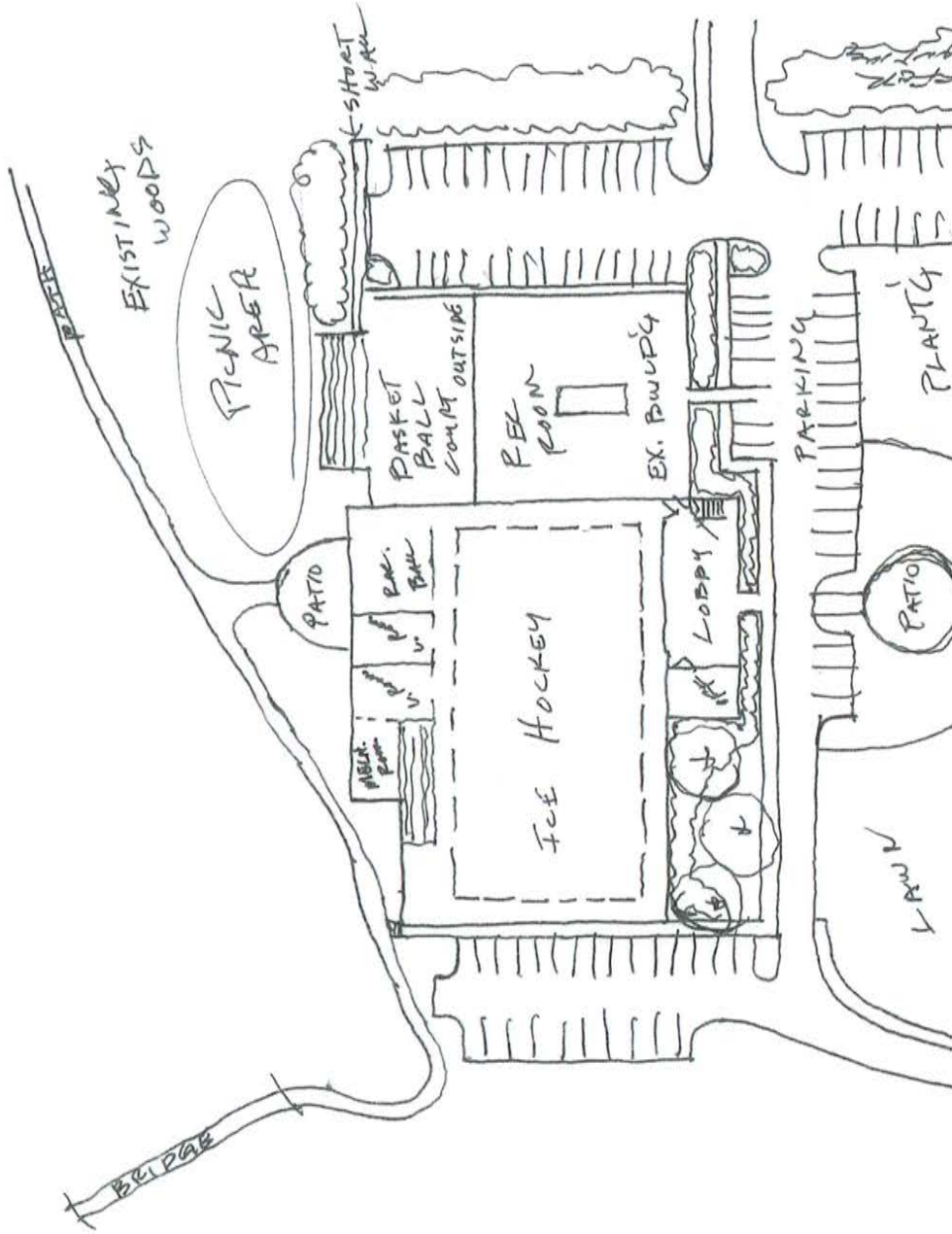
As approved June 9, 2016

Three sketches provided by Jerry Guthrie after the May 19th meeting.

Please note that no discussion has occurred about nor decisions made by the committee regarding their recommendations for the larger, longer-term master plan of Keyes Memorial Park.







Sketch 3 as provided for inclusion in the June 9th meeting packet.

Keyes Memorial Park Expansion Committee

June 9th, 2016

Attendees

Jerry Guthrie	Hub Seward	Paul Bartolomucci	Jacob Lafontaine
Tim Barr	Rick Riendeau	Janet Langdell	Arene Berry
Lincoln Daley	Claudia Lemaire	Mike Putnam	Pamela Alleyne

Minutes

Lincoln will make a motion to approve the May 19th minutes, Jacob seconds, all approved with Claudia, Pam, Rick, Mike, and Hub abstaining due to absence from the previous meeting.

Agenda

DMV- Mike Putnam- In order for DMV to rent at 127 Elm they would ideally need 2500-3500 square feet of space. The middle section of the three buildings seems to be the area they are most interested in occupying. Mike reviews the renovations that would potentially take place with a diagram of the current space. The renovations would take place in one years' time and they would be occupying the space for around one year until their new building was finished. Mike and Lincoln shared a DMV space needs example from another site that was provided by the State (included below).

Arene brings up concerns about the traffic flow around the building due to driving tests and general public use. Mike feels that the traffic would not be a concern because they would allocate a certain area for DMV use and would regulate the traffic flow. Janet asks if the Town of Milford would be paying for these renovations, and if we would be asking for the money from the taxpayers with a warrant article.

Lincoln has concerns on how the renovations will impact the town financially since DMV is only looking to rent for one year. Also there is concern that the timeline for a warrant article may not coincide with how soon the building renovations would need to begin. If indeed the taxpayers would be funding the renovations. The point is brought up again that the town would like to keep DMV in Milford and helping them with a temporary space here would encourage this.

Lincoln suggests projecting future needs of the space. He would like to see the modifications for DMV also be suitable for recreation after the rental. Mike states that they will find middle ground and work together to make the renovations work for both groups.

Paul brings up the costs of the renovations. He also has concerns about how the town will handle the revenue generated from the rental and what town accounts the funds would go into. Lincoln asks if DMV will be willing to help pay for the costs of the renovation. In general, more information is needed as to who will be paying for the renovations and how much revenue will be generated from the rental of the space. Another major concern is the timeline of the project. New construction for DMV/courthouse will begin in the spring of 2017. They would only rent at 127 Elm for one year's time. The project would need to begin soon and we still are unclear about how the funding for this renovation is taking place.

Given the charge to the committee (included below for reference), Janet asks if accommodating DMV at 127 Elm St is a priority of the full Board of Selectmen? Per Mike, not officially. Discussion about needing a clear directive from the BOS in that the committee will need to incorporate that requirement and any related consequences in our recommendations.

Arene – discusses the current needs versus ideal needs for recreation in regards to the space at 127 Elm. Draft plan uses the East and Middle buildings (handout included below). The priorities are a larger office, kitchenette, storage, and consolidation of supplies to one central location. Janet and others in the group feel a larger kitchen would be better. There is a discussion about renovating the East building space for recreation. Paul asks about the structure between the East and center section. Points are brought up on restroom facilities.

Jerry- He reviews his sketches for the future plans for 127 Elm. He suggests using the East building for DMV then recreation after. We could also expand into the center building from the East building. A question is posed as to if DMV would be willing to renovate the East building instead of the middle building. Mike feels that this could be a good option.

Lincoln will send the pdfs of Jerry's sketches for 127 Elm to the group members.

Referencing Jerry's longer-term sketches, Arene suggests that the kitchenette should be on the first floor instead of the second as it is on the current sketch. It must have easy access to the outside for loading food and also so it can potentially be rented out to other groups.

After careful reviews of the sketches, there are concerns about the kitchen access, footprint in regards to the river and conservation, and potentially road access including possible Fire Department requirements for access around the entire building.

Jerry goes over the site plan for the whole of Keyes Park including 127 Elm. The group feels we need to concentrate on just 127 Elm for the time being.

The group is leaning towards recommending that DMV could occupy and renovate the East building, but we need a detailed assessment of what this renovation would cost. **The group still needs to make a final decision about the buildings and the cost of the renovations is the next step.**

Ricky states again that each building could be its own plan for cost purposes. Janet asks Lincoln if the town has money available now to get an estimate on the renovations. The group is estimating maybe \$7000 for the cost analysis. Also there is a discussion on if we can obtain grant money to help with the cost of the assessment.

The group looks again at the sketches and realizes that columns may be a big issue for the center building. Rick agrees that the center building would not be ideal for recreation events.

Arene, Jerry, and Paul will meet separate from the group and modify the current sketches of 127 Elm for the next meeting. **The new sketches should address the East building so we can move forward and get estimates on costs for the project.**

Discussion ensued about the June 13th BOS meeting. Mike will follow-up with Chairman Fougere about getting the DMV priority question on the BOS agenda. Janet and Lincoln will attend the meeting; other committee members are encouraged to attend if available.

Janet asks for a motion to adjourn, Mike makes the motion, Lincoln seconds, all in favor.

Meeting adjourned at 7:35PM.

Minutes submitted by,

Claudia Lemaire

As approved June 23, 2016

Note – Lincoln emailed the June 9th iterations of Jerry's three sketches to the group via email on 6/9/16.

Keyes Memorial Park Expansion Committee

After significant efforts and financial generosity by many Milford citizens, the Town has secured ownership of a 5.8 acre site adjoining Keyes Memorial Park, the town's premiere recreational gem. This property provides an alternative access point to Keyes, along with additional parking. The site also contains an existing 33,670 square foot industrial building with office space.

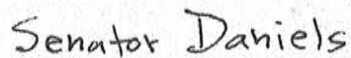
The charge of the Committee will be to evaluate this property and assets and make recommendations to the Board of Selectmen regarding what improvements, actions and plans should be undertaken to address both short term and long term recreational needs of the community. Key issues that should be reviewed and addressed include:

- How should the property best be used? Both short term and long term options should be reviewed.
- Planning should not only include the newly acquired site, but also take into consideration the entire Keyes Park; planning should not be isolated to 127 Elm.
- What recreational priorities exist in the community that could be located on the property? What other town needs can be accommodated with the property?
- Could additional field space be added and if so, what kind (multi-purpose, baseball)?
- Can parking be expanded?
- Relative to the existing structure:
 - o What is the state of the existing structures? Mechanical? Windows? Flooring? Lighting? etc.
 - o What could this structure be used for? Office space, senior center, meeting rooms, permanent space for specific committees, idea incubator/maker space, storage, etc.
 - o Should portions or all of the structure be removed to make room for other uses?
 - o What ongoing costs would be incurred to open these buildings up for future use?
 - o Could portions of the building be rented out to generate income?
 - o Looking at the building as a part of Keyes Park, what are short and long term applications?
- Is there opportunity to allow short term leases of the existing building to private business until such time full use of the building can be determined and adequately funded?

The Committee should complete their report by September 30, 2016 if funding is proposed for the 2017 Operating Budget.

Committee members should include: Selectmen, Planning Board, Recreation Commission and Staff, Planning Staff, MCAA, DPW/Parks, School, Conservation Commission, Resident, Someone with a trades background. The Committee is encouraged to invite other community stakeholders such as abutters, major community donors to the project and others who may have valuable input.

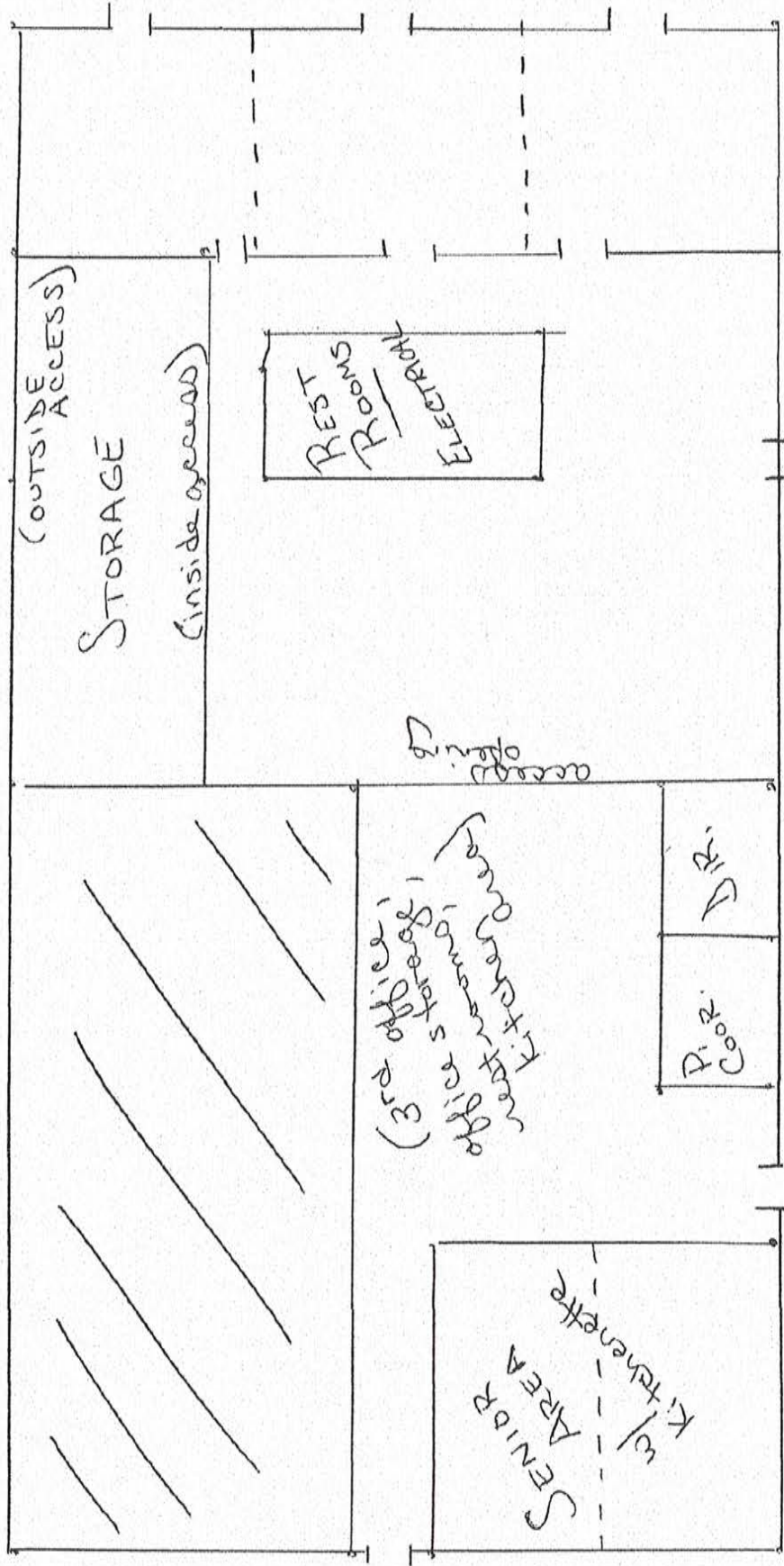
Map
4/16/28
4/28/16



existing 2000 sq. ft.
rent funds
ADA compliant

KMPEC Mtg
6/9/16

East + Middle
Bldg



Keyes Memorial Park Expansion Committee

June 23rd, 2016

Attendees

Jerry Guthrie	Paul Bartolomucci	Jacob Lafontaine	Tim Barr
Rick Riendeau	Janet Langdell	Arene Berry	Claudia Lemaire
Mike Putnam	Pamela Alleyne	Marc Maurais	

Minutes

Tim will make a motion to approve the June 9th minutes, Mike seconds, all approved with Marc abstaining due to absence from the previous meeting.

Agenda

Board of Selectman meeting June 13th – Mike and Janet recap the BOS meeting. The BOS would like to see DMV move forward into occupying some part of the building at 127 Elm. Gary Daniels feels it is in the best interest of the town to keep DMV in Milford, and agrees it is best to renovate the space so it is suitable for recreation after DMV. He agreed with the suggestion that if this moves forward, a small group including Rec/KMPEC should meet with DMV to come up with a mutually beneficial design.

Discussion ensues about whether or not the State Budget including funding for the proposed Milford Court/DMV building has passed in Concord. This gets to timeline for the State building project and when DMV might need space. Any local funding for renovations would need to be approved by the voters in March. Janet feels that we need to present the idea and design specifically if the voters are to pass the costs of the renovations on voting day.

Mike Putnam notes that the fire sprinkler main comes in from the west building. We may not want to tear down that section of the building or the entire sprinkler and fire system would be affected.

Small group- (Paul, Lincoln, Arene) Concept one- Jerry explains his concept drawing which represents both the East and center buildings at 127 Elm. The first design focuses on the East building for DMV and eventually recreation. The center section has open spaces for recreation and the back area for DPW and Russ's workshop. Janet notes that we should be sure to label town storage in the back area (i.e. police, Town Hall depts. etc) as these were specific "need" items requested by the Town Administrator.

Concept two- (See attachment) This drawing has more open sections for recreation on the East side, DMV and town offices would be in the middle section. Both designs allow for 3,000 square feet of space for DMV. The East building would be usable but the offices would stay at town hall till DMV was relocated. The group discusses adding a small hallway in the center building and adding two additional bathrooms for Russ and DPW. By adding the bathrooms/hallway there will be two separate bathroom areas. The group agrees that this should be part of the plan.

The majority feels that concept two is the better drawing for the future needs of 127 Elm. It utilizes large areas for recreation and the office space in the center would be easily renovated for DMV. Thank you Jerry for the time spent on the two drawings.

Paul makes a point that the town could offer a parcel of land to DMV and hook up to town water/sewer. DMV could put a double wide trailer on the property and operate from there temporarily until the permanent building is complete.

Mike states that the funding from the State for relocating DMV and building their new courthouse/building would not be in the state's budget until possibly 2018. The state operates on a two year budget. That may cause future problems for short term recreation plans and affect the decisions for 127 Elm.

A large commercial grade Kitchen may be added to the five year plan for 127 Elm after DMV is relocated.

Janet asks Mike and Rick which company could do the building estimates for 127 Elm. Turnstone Construction is brought up as one possible company.

Janet asks Jerry to update Concept Two, adding the two additional bathrooms/hallway and email it to Lincoln. Jerry will bring the drawings to Lincoln.

Janet asks if we want to meet on July 7th and if we want to jump into the overall Keyes master plan at that time. The group thinks this is the next logical step. Janet requests that for the next meeting we each identify the three (or more) items we feel are priorities for Keyes Park .

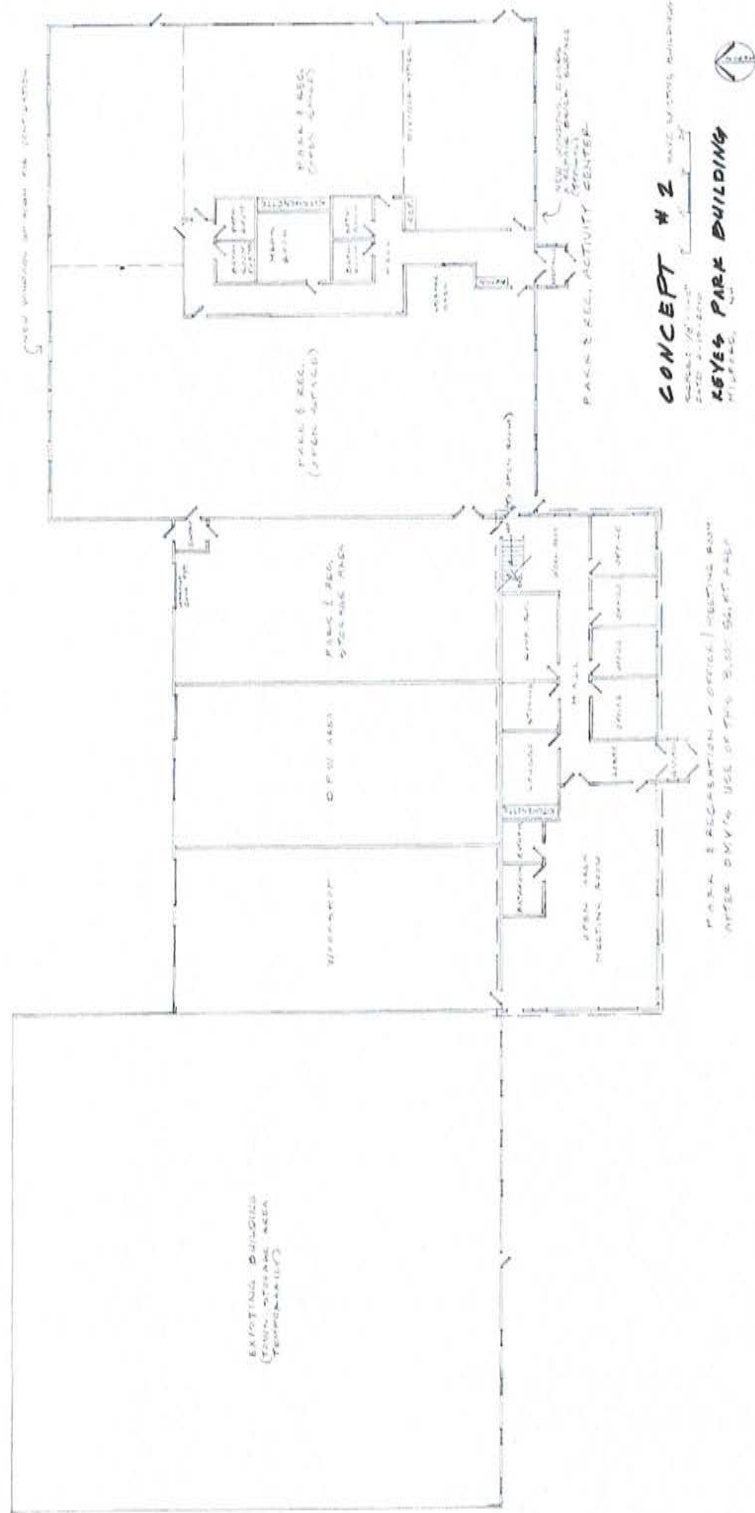
Members should bring their copies of the recreation chapter of the master plan to the next meeting.

Arene will email again the spreadsheet highlighting the parks and facilities to Janet for next meeting. Arene will send the summer usage for field registrations to Mike Putnam.

Janet makes a motion to adjourn, Rick seconds, all in favor.

Meeting adjourned at 7:17. Minutes submitted by Claudia Lemaire

As approved July 7, 2016



CONCEPT # 2 HAYES PARK BUILDING
SCALE 1/8" = 1'-0"
DATE 10/1/80
HAYES PARK BUILDING
HAYES PARK, ILL.



Keyes Memorial Park Expansion Committee

July 7th, 2016

Attendees

Jerry Guthrie	Paul Bartolomucci	Tim Barr
Janet Langdell	Arene Berry	Claudia Lemaire
Mike Putnam	Lincoln Daley	Hub Seward

Minutes

Mike will make a motion to approve the June 23rd minutes, Tim seconds, all approved with Lincoln abstaining.

Agenda

Recap questions from last week- Mike asks if Lincoln will take the revised concept drawing to DMV in Concord. Lincoln agrees.

Lincoln- *Building evaluations and costs*

It will be about 4-6k to have the current building evaluated/cost estimate for the structure. Turnstone has not reported back to provide a timeline for the estimate. Steve Sareault/Harvey Construction is suggested as another option. Mike Putnam feels we can get carpenters, plumbers, and other contractors to provide an estimate for a much lower cost to the town. Janet feels we should have a professional engineering company like Turnstone to really evaluate the building structurally first and to see if it would be worth saving in the long run. Voters may feel more comfortable with a detailed evaluation come voting day.

Lincoln is asked if there is money in the Community Development budget to help pay for the evaluations. Lincoln reports that they have had to re-budget 14 to 16 thousand towards the Oval brick project and feels that money is tight. CBG Grant money may still be an option. It will take some time to get this money but it is a rolling application

process so still doable. The committee would like Lincoln to pursue the grant application with Arene.

Jerry asks if DMV would be willing to provide cost estimates, Mike states that it may be possible and he could look into it further.

Keyes Park Master Planning-

Arene reviews the conditions of Keyes Park facilities with the group.

Pool – It needs a new filter and pump, needs many repairs. 2015- Purchased new chlorinators in the pool, replaced all the sand in the big pool, the pool needs painting. Earlier this season the prisoner's scrubbed it and painted it partially. The large pool gets a milky cloud that has been evaluated and still remains a puzzle. Kiddie pool has a slow leak.

Pool house- decent shape, does not need repairs.

Skate Park- It was redone by DPW in 2015 and looks great. Trash pick- up by patrons has improved.

Playground- New woodchips, brand new swings and chains, benches were repaired. One suggestion the committee has already put on the "list" is to add a fully ADA complaint playground.

Basketball and tennis courts- In need of repair, they are cracking.

Janet states that the Roach family donated the tennis courts and the landscaping surrounding was an Eagle Scout project by Michael Dargie. Considerations would need to be made if the courts would be moved to another area of the park.

Parking lot- needs repairs, cracking,

Pump house- Used only for storage only. The building has no electricity.

Baseball field- Roofs in the dugouts were redone in 2015. The quality of the baseball fields is decent. The American Legion has done much of the work, infield mix, dragging, etc..... needs fall prep to keep it looking good for spring. Harold Webster mentioned that

the fence for the outfield may be too far out. Per Arene, Marc Maurais (high school) feels the outfield fence is fine for regulation.

Softball fields- New Infield mix should be added each year. The Keene State field analysis study is mentioned. Both softball and baseball fields get heavy use. They need more rest time to improve field conditions.

Volleyball court- It sees minimal use throughout the year. A suggestion to turn it into a Pickle ball court is discussed briefly.

Recreational Fields- This field could use more length, 127 Elm may be able to solve this problem by cutting more trees from the surrounding area.

Picnic area- This area has charcoal grills. There use to be an outdoor spigot at the Pool House for water but now it is not usable. The handle was removed to prevent public use.

This is a concern for Jerry Guthrie who waters the pergola plants and for Rotary swim meet. They may need a sprinkler to cool off the children during the meet. Janet will speak with DPW about the issue.

Blinking light at 127 Elm needs to be rewired so it will work. Entrance/exit is a safety hazard for cars pulling out.

Portable toilets- There are five at Keyes.

Lighting- We need more lighting at Keyes, especially with the addition of the 127 Elm property.

Future needs of the park

Ideas- Some suggestions include Multi-purpose field(s), permanent bathrooms, walking/ jogging path around Keyes Park, 2 additional parking areas, more fire /police access, something more scenic with the river, splash pad, pedestrian bridge to MCAA/North River Road fields, playground equipment(geared towards the 7-13 old sector), disc golf, relocation of basketball courts, bocce ball court, dog park, more picnic areas and shaded areas for sitting, and kayak launch.

Reported that Town Administrator, Mark Bender, is trying to work with EPA/GE to get a kayak launch built. The kayak launch may not be a good idea with the shallow height of the river, downstream dams and shallows upstream.

Jerry- He explains his concept drawing for Keyes entrance (old Fletcher sight). GE will not pay for this plan but it involves an amphitheater with green space. Also includes planned parking area along Keyes Drive. Per Jerry, EPA will not allow parking lot at top of Fletcher contrary to previous planning when Guy Scaife was Town Administrator. Thank you Jerry for the drawings.

The group suggests a public survey to get ideas and to obtain public input. Survey Monkey and Constant Contact are mentioned as possible software programs. NRPC (Nashua Regional Planning Commission) can be a valuable resource in this process. Facebook, Library, the town website, possibly Oval restaurants and local events, are suggested to get the survey out to the public. We need members of this subcommittee to develop and implement the survey.

Next meeting – July 21st, 6:00, Police station

Last meetings will be in October.

Mike makes a motion to adjourn at 8:10, Tim seconds, all in favor.

Minutes submitted by, Claudia Lemaire

As approved on July 21, 2016

Keyes Memorial Park – Master Plan

Working assumptions derived from the draft Recreation Chapter of the Town Master Plan

- * Maintain Keyes Park as Milford's premiere "community park".
- * Work with the School District to focus Middle School sports at Keyes Park as it is in walking distance from the Middle School.
- * Focus High School sports at the Heron Pond Recreation Area given that distance is less of an issue for this age group.

Existing Facilities	Current Status & Immediate Needs/Issues
Outdoor Pool	
Kiddie Pool	
Pool building (office, lockers, staff room, storage)	
Indoor rest rooms	
Concession Stand	
Storage building in pool area	
Pump House	
Pergola	
Stage	
Playground	
Basketball Court	
Tennis Courts (4)	
Baseball (1-90" diamond)	

Keyes Memorial Park – Master Plan

Existing Facilities	Current Status & Immediate Needs	(continued)
Softball (2 diamonds)	Improve infield mix	
Skateboard Park		
Volleyball Court		
Recreational field areas		
Picnic area		
Parking	Handicapped parking signage; ADA access to park & playground areas*	
Original/East entrance		
West entrance	Improved signage*	
Portable Toilets	Add additional portable toilets	
Trash & recycling receptacles	Increase the number of both types of receptacles	
Lighting		
*From KMPE Committee earlier meetings and discussions		

Keyes Memorial Park – Master Plan

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Some suggestions gathered from "Milford NH Residents" Facebook group since the June 23rd meeting -

Water Fountain (cold water)

Grills

Splash Pad/Park

Indoor Sports Complex (Dome is too expensive was the comment)

Bike trails (paved?, connecting to Trail system in town)

Paved area around Keyes for biking (kids)

Outdoor fitness trail for running/walking around park (paved or maintained dirt path) with or without exercise stations

Top fight 90' baseball diamond with lights & concession area

Softball diamond with lights and restrooms and concession area

Cool scoreboard(s)

Sand & grass volley ball areas (including tournaments)

More shady areas

More sitting areas

Mister to keep cool

Summer camp activities – inexpensive

Disc Golf

Cross country ski trails w/ grooming

Connect Keyes and North River Road/MCAA

Snowmobile park in the winter

Ice skating rink here (safer parking)

Move skate park so it isn't right beside play ground area (conversely more play ground – JAL)

Solid parking plan designed by certified park planners

Open space, multi-purpose fields

A second river crossing for traffic (off Elm or Border St)

Items the KMPE Committee touched on in previous meetings: Playground accessible to all (ADA); Gymnasium; Area for indoor street hockey and soccer; Indoor and outdoor walking track; Indoor ice hockey rink and stands; 2 new multi-purpose fields; Dog Park; Pedestrian bridge to North River Road fields; Integration of Keyes into Town Trails system

Keyes Memorial Park Expansion Committee

July 21, 2016

Attendees

Arene Berry	Tim Barr	Paul Bartolomucci
Jerry Guthrie	Janet Langdell	Rick Riendeau
Marc Maurais		

Meeting called to order by Janet Langdell at 6:00.

Tim Barr made a motion to approve the minutes of July 7, 2016 with a second by Jerry Guthrie. A correction to the minutes (1st paragraph under Building evaluations and cots, line 4) should be changed from "complete the work at" to now read "provide an estimate for". Motion to approve amended minutes passed all in favor, with Rick Riendeau and Marc Maurais abstaining because they were not present at the July 7th meeting.

Janet updated the committee with information Lincoln Daley had provided. Lincoln reported that Turnstone Corporation is not only available to evaluate the building and suggested upgrades but will provide the evaluations at no cost to the Town.

On a question from Janet discussion ensued about Milford High School's use of the field at the corner of West & Osgood. Marc indicated that the field at the park is not used by the high school for softball. However it is used for practice for track and field and is used for youth (U10) softball as well as adult softball. The area is also used by the MHS football team for some practices.

Discussion then turned to the November 2012 conceptual plan done by Fieldstone and the proposed improvement of parking at Keyes Park. It was indicated that this plan includes additional parking and a turnaround area just below the present skate park across from the tennis courts. After reviewing the plan, consensus was that this modification would enhance Keyes Park and should be included going forward. In addition after the Super Fund Project is completed, there will be additional parking in the area just before the current gate along the side of Keyes Drive.

Discussion then centered around current conditions at the park and proposed additions and improvements to the current facility. Arene Berry and Rick Riendeau indicated that the kiddie pool has problems with water leaking from the pool. Rick plans on doing some testing after the kiddie pool closes at the end of this season. It may be difficult to identify the leaks because leaking could be occurring in the pipes under the pool. Discussion also focused on the possible replacement of the kiddie pool with a splash pad. The idea of a splash pad has

been proposed by a number of parents as an improvement they would like to see. Arene and Rick also noted that there was a leak in the main pool which has apparently stopped now. Rick noted that the concrete in the skate park is cracking and needs major work. Some "bandage" work was done recently. No information available on estimated cost to repair. One opinion floated was to remove the skate park; concerns about proximity to children's play area. It was noted that the skate park is heavily used.

In reviewing concepts designed by Jerry, suggestion was to add some shaded areas to the west of the skate park. Jerry would like to see a deck over the river to take advantage of views. General agreement that there should be ways to further integrate the Souhegan into the park (i.e. improved trail along riverbank) and that would be consistent with the goals outlined in the Town of Milford's Master Plan.

It was noted that Town Administrator Mark Bender is trying to get the EPA/GE to build a kayak-canoe launch. The group again wondered if this was needed or a priority given the status of the river in this area (depth, dams etc).

Also discussed was the addition of more picnic tables, a walking path or trail with possible connections to other trails in the community as well as a foot bridge from the park that would provide a connection to North River Road. The foot bridge concept was floated a few years ago and would require land use/purchase with a third party. The need for additional shaded areas and water fountains in the park were also topics of discussion. Discussed wooded area behind the east building at 127 Elm as a very nice location for picnic area and easily made accessible for seniors. Also discussed possible location of pickle ball and bocce courts on the south side of current 127 Elm parking area. Tim Barr to confirm space needs for these types of courts.

Committee members then focused on parking at the 127 Elm Property as well as traffic flow into, through and out of the park onto Elm Street. Traffic patterns that would ensure safety for both adults and children entering, leaving and attending events and activities in the park were a topic of discussion. Options for a road along the river side vs along the south side were discussed. Having cross park access would allow visitors to avoid having to go back onto Elm St if parking was full at either major lot (Keyes and the new 127 Elm area). Rick noted that the land between the two ball diamonds needs to be leveled.

Marc and Arene will focus on the best positions of the current balls field in relation to a possible new road around the park. Jerry will again update drawings after all the discussions at this meeting.

Janet, Arene and Paul will meet next week to develop a possible format as well as possible questions for a survey that would provide input into improvements and upgrades community members would like to see at the park.

Having covered all items on the agenda, Arene motioned and Tim seconded that the meeting be adjourned at 7:28. All voted in favor.

Submitted Paul L. Bartolomucci

As approved August 4, 2016

Keyes Memorial Park – Master Plan

Working assumptions derived from the draft Recreation Chapter of the Town Master Plan

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Items the KMPE Committee touched on in previous meetings: Playground accessible to all (ADA); Gymnasium; Area for indoor street hockey and soccer; Indoor and outdoor walking track; Indoor ice hockey rink and stands; 2 new multi-purpose fields; Dog Park; Pedestrian bridge to North River Road fields; Integration of Keyes into Town Trails system

Keyes Memorial Park Expansion Committee

August 4th, 2016

Attendees

Jerry Guthrie	Paul Bartolomucci	Rick Riendeau	Tim Barr
Janet Langdell	Arene Berry	Claudia Lemaire	Jacob LaFontainne
Mike Putnam	Lincoln Daley	Hub Seward	

Meeting called to order at 6:00 by Janet Langdell.

Minutes

Tim makes a motion to approve the July 21st minutes as amended, Jerry seconds, all in favor with Mike, Claudia, Lincoln, and Jacob abstaining due to absence from the July 7th meeting.

Cost Estimates- Lincoln Daley, Tony DaCosta (Turnstone), and Rick Riendeau, did a walk-through of the buildings at 127 Elm Street. Lincoln reports that there were many positive comments regarding the buildings and gives a brief report from Turnstone's initial findings. The buildings structural steel/joist/deck are in good condition. The concrete slabs appear to be in fair condition for a typical interior fit up. The company feels they can salvage the existing brick veneer and the electrical/plumbing/and fire protection capacity to the building appears to be satisfactory.

Realistically it will be two to three weeks to get actual numbers on the costs of renovations. This will bring the committee to the end of August. The group is hoping by September 12th, or the 26th, to get numbers and recommendations to the board of selectman.

Mike Putnam would like to see local contractors used for materials and labor. The group agrees that we can request they use local companies.

Review of draft survey- (Paul, Arene, and Janet)

This survey was structured after the Keene State survey.

The committee reviews the draft survey to get public opinion for 127 Elm and Keyes future usage. The committee agrees to switch questions two and three. Janet asks why we are including income brackets in question five. The question will be reworded to ask if any other private or public recreational facilities are used. Question two will include more options for extended family (other) (grandchildren, parent). Question ten will add recreational facilities to the wording to be more specific. Also pickle ball/bocce will be added to question eight and take out part (c) of question ten.

Establish a plan to rent or lease the building at 127 Elm will be added to the wording of question 11.

Field usage- Primary field usage at Keyes is high school and MCAA. The KMEC group will include the findings on field usage in the final report to the Board of Selectman. Tim asks how much the Boys and Girls Club use Keyes Field. Arene reports that it is mostly for pool passes and that summer is the peak usage time for the club.

Janet suggested reaching out to the Boys and Girls Club for the survey.

The committee would like to see the survey available at town voting. We will need committee volunteers to help run the table.

Paul mentions running a table at the Pumpkin Festival. It may depend on timing and also volunteers to work it. Also there is a lot of out of towners at the festival.

The blinking yellow light at the entrance to 127 is discussed. Paul brings up having one way traffic at Keyes, but this option would be hard to enforce. Ricky reports that it is mostly a matter of timing and priorities that are delaying the repair of the light.

Master Planning-

The committee reviews the latest of Jerry's concept drawings. The soccer fields are in question and also the location of the pickle/ball volleyball court. Shoreline protection may be in question with the roadway being moved too close to the river. There is concern about safety and insurance requirements with the fence moved closer to the river and the suggestion to make it be only 4ft high. Research needed regarding current placement and height. There is a concern for emergency vehicles being able to go through the pool area with the narrow roadway/walkway.

Mark and Arene will discuss the location of the soccer field before next meeting.

DPW has many concerns about the drawing and maintaining the landscaping on the drawing. Janet would like to see a layered plan for presentation; for example, base layer of what we have now; next layer of what could easily be added; up to a top layer of what Milford could have (the ideal); this could also reflect some phasing,

Prioritizing and phasing will be essential in order for the long term plans to be facilitated.

Janet asks Ricky how much money / man power it would be roughly to maintain the green space discussed. The cost is hard to predict. The drawing will be revisited.

Next meeting will be August 18th (tentatively) depending on Turnstone.

Mike motions to adjourn at 7:35, Arene seconds, all in favor.

Minutes submitted by Claudia Lemaire

As approved September 1, 2016.

Keyes Memorial Park Expansion Committee

September 1st, 2016

Attendees

Paul Bartolomucci	Rick Riendeau	Janet Langdell	Arene Berry
Claudia Lemaire	Mike Putnam	Hub Seward	Marc Maurais

Jacob LaFontaine

Meeting called to order at 6:00 by Janet Langdell.

Minutes

Mike makes a motion to approve the August 4th minutes, Rick seconds, all in favor with Marc abstaining.

Arene- Grant opportunity (ExoFit)- Deadline is October 14th. This grant would allow outdoor fitness equipment to be purchased for a park or more than one park in Milford. Arene's first choice would be Keyes on the proposed walking path. The grant covers the purchase, not the installation. The company is currently based in Florida. Janet asks if the equipment is four season suitable; Arene believes it is. The equipment costs anywhere from \$1300 to \$1900 per piece but would be covered if we were approved for the grant. Discussion about pod arrangement vs. individual units along the walking path; group agrees additional signage would be needed which would be an additional cost to consider.

Janet makes a motion to support the grant application process , Hub seconds, all in favor.

Ricky- Tony from Turnstone and other contractors have completed a through rough inspection of the 127 Elm street buildings. A detailed email from Tony DaCosta dated 9/1/16 of what will be kept and not kept was presented. The existing buildings will need a complete interior demolition (gutting). Ricky states that there were no surprises with the assessment.

The committee agrees that we need real numbers to move forward with the charge. We will have these numbers for the next meeting.

Three scenarios- Total redo, new construction, and DMV relocation/remodel. There is still the possibility of recommending a double wide trailer on land for temporary DMV space if we are not able to accommodate at 127 Elm Street.

Keyes master plan- Arene will speak with Mark Maurais about the placement of the soccer field at Keyes and the field at Adams.

The committee needs the results of the survey and the numbers on the renovation to incorporate the master plan into the recommendations.

Public survey- Discussion about having a booth at Pumpkin Festival; concern about how effective this might be given the number of non-area residents who attend. Janet asks if we should host an open house with the public survey. An open house has the potential to draw the best crowd. Hosting a weeknight and a Saturday at the farmers market are two possibilities. Sat Oct 15th was suggested for the Sat date. We will email each other with dates. Smaller committee consisting of Paul, Arene, Jacob, and Claudia will coordinate an open house information event.

Discussion about survey content and wording. Arene states that the biggest change to the survey was age grouping for the skate park. We may need to ask where more shade is needed to question #8 of the survey.

Mike asks if the Boys and Girls Club and Town may be competing at 127 Elm, especially related to programs. The committee feels that the Boys and Girls Club provides a lot of teen programs and they offer activities only for ages 5-17 years. The town offers program's for a wider demographic of people. Therefore the two organizations are offering a different variety of activities. Also both organizations have always worked well together and have complimented each other.

Public Input Survey- Town Hall and Wadleigh Library will have drop boxes for completed surveys. Janet will check with Community Development and NRPC re: accessing Survey Monkey and being able to download the raw data for analysis. Power point would be a nice way to display the conceptual drawings for survey locations and presentations. Janet suggests taking some current images of the new construction at 127 Elm for display purposes.

Mike makes a motion to adjourn, Claudia seconds, all in favor.

Meeting adjourned at 7:15

Minutes submitted by,

Claudia Lemaire

As approved Sept. 22, 2016

Keyes Memorial Park Expansion Committee

September 22nd, 2016

Attendees

Paul Bartolomucci	Rick Riendeau	Janet Langdell	Arene Berry
Claudia Lemaire	Mike Putnam	Hub Seward	Marc Maurais
Jerry Guthrie	Jacob LaFontaine		

Meeting called to order at 6:00 by Janet Langdell.

Minutes

Mike makes a motion to approve the September 1st minutes as amended, Rick seconds, all in favor with Jerry abstaining.

Janet discusses the public input survey and the initial findings so far. Currently 127 surveys were submitted online and ninety hard copies completed.

Rick discusses the two estimates from Turnstone (New Building/and Remodel). Rick breaks down the estimates for the committee.

Janet asks for rough estimates on a smaller sized new building since we would not need the estimated 30,000 square foot area already at 127 Elm.

The group discusses the overall feeling of the estimates. Most feel that it seems too costly to renovate the current buildings. The group would like to see new construction on a smaller and less costly scale.

Rick recommends leaving the west portion of the building for storage. Paul feels that keeping the west portion may create a permanent location that should be temporary and the property was acquired mainly for recreation. The public will not like to see it used solely for town storage.

Paul asks for an update on DMV. There is no new news to report according to Mike. The group discusses again the possibility of a portable double wide to serve DMV or finding another existing building in town.

Short term goals may be closing up the building or use one section of the building (west) for cold storage, and establishing a connector road between the two parking areas.

Suggestions to the board may be a warrant article for funds to demolish the building, and funds towards an architectural design for a new building. Also the committee may suggest beginning a capital reserve fund towards future 127 Elm, and eventually a centralized community center for activities.

The group recommends a \$25,000 yearly capital reserve fund, similar to other capital reserve funds proposed in the town.

127 Elm is now integrated into Keyes Park; it will be renamed as combined properties, Keyes Memorial Park.

There are other areas of the park that need attention. That includes the pool in the range of \$100,000. We need to be careful in naming the capital reserve fund so that it may only be used for design and development at the park.

A thank you letter will be sent to Turnstone for doing the estimates free of charge.

Open house- The meeting will be two nights with one weekend and one weeknight. Paul, Arene, Claudia, and Jacob will meet regarding open house planning and scheduling.

Janet will schedule our group for the board of the selectman's meeting on October 24th, or the first meeting in November.

Next meeting will be Thursday, October 6th.

Mike makes a motion to adjourn, Rick seconds, all in favor.

Meeting adjourned at 7:30.

Minutes submitted by,

Claudia Lemaire

As approved October 6, 2016

Keyes Memorial Park Expansion Committee

October 6th, 2016

Attendees

Paul Bartolomucci

Janet Langdell

Arene Berry

Claudia Lemaire

Hub Seward

Jacob LaFontaine

Tim Barr

Janet begins the meeting at 6:10.

Arene makes a motion to approve the September 22nd minutes, Jacob seconds, all in favor with Tim Barr abstaining due to absence from the previous meeting.

Thursday, the 20th of October, will be the last day to collect the public input surveys.

Open house regarding 127 Elm and Keyes Memorial Park will be on Tuesday, the 18th of October, from 7-9, in the Banquet Hall. Cider and cookies will be provided. The open house will be led by Arene, Paul, and Claudia.

The group reviews the rough draft of the Keyes Memorial Park Expansion Committee Report. A few minor changes are made regarding wording and additional information.

Keyes Park master planning is deferred to next meeting when Jerry Guthrie is available.

Next meeting we will finalize the draft survey, discuss the open house, and prepare for the meeting with the Board of Selectman in November.

Arene makes a motion to adjourn at 7:15, Paul seconds, all in favor.

Submitted by, Claudia Lemaire

As approved October 27, 2016

Keyes Memorial Park Expansion Committee

October 27th, 2016

Attendees

Janet Langdell

Arene Berry

Jerry Guthrie

Claudia Lemaire

Hub Seward

Lincoln Daley

Tim Barr

Janet begins the meeting at 6:10.

Arene makes the motion to approve the October 6th minutes, Tim seconds, all in favor with Jerry and Lincoln abstaining.

Arene and Janet discuss the open house. Improvements for next time would be more displays with stations and proofing the PowerPoint presentation. Turnout was low for the event. This may be because the survey was completed and residents felt they had already given their opinion on Keyes. Also the open house had inclement weather that evening which may have brought about a low attendance. Other variables - being on a weeknight and being an event that people had to "find" and opposed to a more visible one more convenient for drop-ins and contact (i.e. at Transfer station or on The Oval)

Recap- Janet asks the committee if there are any thoughts on the data from the completed surveys. One surprise was that several citizens responded that there was very little to do at the park. Others noticed that people felt we needed better maintenance for fields and facilities, as well as beautification of the park in general, and public restrooms rated high.

Other suggestions were but not limited to:

- Residents use the park for special events (Rotary swim, Fourth of July), more passive casual use.
- Residents would like to see a walking/bike path and more four season use of the park
- Residents would like to see more fields and other activities at the park.

Ideas to consider based on survey results would be:

More seasonal use like cross country skiing trails or snowshoeing. Potentially - more maintenance on fields and facilities, permanent restrooms, water fountains, more shaded areas, adding a walking/ bike path, and adding a Splash park.

The dog park was mentioned in the survey but it is not recommended to be located at Keyes. Other options include Adams and Kaley Park. They are more remote and get less usage overall.

There are potential ideas from the survey that include:

- Possibly winter biking trails for bikes with the wide tires.
- Signage for mileage around walking/biking trails. This fits in with the fitness equipment around the bike path.

Many of the top priorities on the survey can be done for little money. Including the walking/bike path, beautification, signage for mileage, and also adding more bench/shade areas. Permanent restrooms although a high priority, will require significant money, but could be incorporated into the new/rehabbed building

Arene points out that signage for rules and regulations needs to be located on both sides of the entrance so the rules are clear to people using the park and facilities. As of now, we do not have enough signage (only area now is at pool). It should be a priority to put more signage at the park.

Lincoln brings up that there are outside people looking to lease the building for storage. This was new information to the committee. The town may see this as an opportunity to recoup some money from the newly acquired land/buildings.

Many members of the committee see this idea causing potential problems. There would be many questions that have to be answered before a decision could be made on leasing. Some concerns are but not limited to; security of the buildings, cost to maintain and open the storage spaces, insurance, people entering the buildings, traffic flow for non-park use, liability, and vandalism.

Many of the commission members feel that the space should be used primarily for recreation and that renting the space may delay moving forward with the future vision of the park and master plan.

Two of the highest priorities are maintaining what we already have and offering public restrooms.

Keyes Park Master Planning tour of the Fletcher site will be Friday, 10/27 at 12:30. Several committee members will be in attendance. This is an add-on to the current "charge" as requested by TA Mark Bender.

We are scheduled to present to the BOS on Monday, 11/14. The presentation will include an updated version of the Keyes Memorial Park Expansion Committee Report and possibly a power point presentation representing our findings on 127 Elm and Keyes Field. We may be able to incorporate some of the Fletcher site recommendations, although additional time for this portion may be needed. We will finalize the presentation format at the next meeting on November 3rd. **Arene makes a motion to adjourn at 7:30, Tim seconds, all in favor.**

Submitted by, Claudia Lemaire

As approved November 3, 2016

Keyes Memorial Park Expansion Committee

November 3, 2016

Attendees

Paul Bartolomucci

Janet Langdell

Arene Berry

Tim Barr

Hub Seward

Jerry Guthrie

Janet begins the meeting at 6:06.

Tim makes a motion to approve the October 27th minutes, Jerry seconds, all in favor with Paul abstaining due to absence from the previous meeting.

The summary of our observations from the data survey was reviewed. There was discussion whether to propose to the BOS to put forward a warrant article for improvements. There was concern that this would need to happen quickly.

Discussion occurred regarding the level of maintenance at Keyes. Janet suggested the idea of hiring a consultant to come up with a maintenance plan noting that a cost-benefit analysis would be needed. There were concerns over the group suggesting improvements that there wouldn't be funds and/or personnel in the future to maintain.

The need for an additional field in the long range plan at Keyes was identified due to the need to rest fields and the potential loss of Adams in the future.

A need for additional security measures (i.e. cameras) was noted related to public's sense of safety and address potential vandalism etc

Point made that any plans (i.e. maintenance, development) need to be reviewed every few years, 5 mentioned as a number.

There were questions as to whether or not we have true representation from the seniors in the data survey as the highest return was from the 26-55 age group.

The necessity of approaching the plan with overlays breaking it down with incremental steps was identified. The following phases were identified:

Phase 1 – 6 months to 1 year

ADA compliant walk/bike path

Shaded seating

Move ballfield

Parking on east side of park

Lighting on west side of park

Signage

Interconnected road

Include development of town-wide parks and recreation maintenance plan to include fields

Phase 2 – 5 years

Smaller new building with space to accommodate future expansion

Hockey/basketball courts

Remove pump house

Remove current basketball and create picnic area

Multipurpose field and parking

Phase 3 – 8-10 years

Landscaping

Final lighting

Walkways

Bridge to MCAA fields

Jerry recapped our visit to Fletcher on October 28th. After much discussion there was a decision to revisit the site (possibly the 18th) to question penetration of the cap and feasibility of a walkway along the west side of the cemetery to connect to Jacques School.

Tentative work session scheduled for 11/10 in the afternoon (Claudia available?) to review and finalize BOS presentation. Arene to confirm time and location.

Paul makes a motion to adjourn at 8:35, Janet seconds, all in favor.

Submitted by Arene Berry

Summary of Your Survey Data Observations (as compiled prior to the mtg)

1. Maintaining what we currently have
2. Public restrooms
3. Walk/bike path
4. Beautifying the current facilities (nicer areas for relaxing, flowers, plants, more shade, additional walk ways, benches, etc.....)

I think one of our recommendations should be suggesting that the town works towards maintaining and improving the park esthetically, fields etc, with a planned long term goal for maintenance, with yearly maintenance check-lists if you will. Not the we fix it when it breaks or do it when we have to mentality.

Also I would like to suggest a warrant article to demolish the buildings this coming spring. Maybe that is too crazy, too fast right?

1. Question 8 (facilities used), question 9 (facilities like to see) and question 11 (priority) outlines the need for a walking/biking path.
2. Possibilities for permanent restrooms should be explored as well as a plan for maintenance, unlocking/locking, etc.
3. Often, one of top answers was "fix and maintain what is currently at Keyes". I wish we had worded this differently so that we would have feedback of maintain at level it is currently being maintained at or improve/additional maintenance. And fix what areas?

1. There is a strong desire to provide more passive opportunities like walking. This would be along the river or on a circumferential path that would allow biking. [This could be "low-hanging fruit by adding more vegetation, landscaping, river viewing benches, etc.]
2. There is little stated need to increase the competitive sports facilities at Keyes. If anything the facilities that support individual activity (skate-board, BB, pool, etc.) are in greater demand. Brainstorm what other individual activities could be offered.
3. Upgrade and improve the existing facilities vs adding more. Or at least before adding more.

1. Parking
2. Maintain / fix what already exists at Keyes
3. Indoor facility for seniors
4. Accessible permanent rest rooms

1. We have a big need for a community center so more people will attend more events at the park.
2. Hiking, biking, walking, cross country skiing and exercise trails are in great demand in our community. We need to connect Keyes Park to MCAA fields for the interconnected trail system. Also, we need to improve access to the river as it is a fantastic asset for our community.
3. We need to create a good variety of activities so that people can have more choices of things to do.
4. People seem to think that Milford has a real gem with the park in general. With proper maintenance of our park we should have a good and safe place for people to come and enjoy.
5. We need to keep in mind that this site is to be used for recreation, not a place for storage or unrelated interests.

Keyes Memorial Park Expansion Committee

Work Session – November 10, 2016

Attendees

Paul Bartolomucci	Rick Riendeau	Janet Langdell	Arene Berry
Claudia Lemaire	Hub Seward	Jerry Guthrie	
Tim Barr	Lincoln Daley	Jacob LaFontaine	

Janet begins the meeting at 3:15.

The group reviewed the draft Powerpoint presentation. Suggestions made to improve slides, correct spelling, more clearly state information.

Presentation divided up as follows:

- Introduction through Methodology – Janet
- Current condition of Keyes – Arene & Rick
- Current condition 127 Elm – Lincoln
- Public Input process – Claudia
- Keyes Park Master Plan and Phasing – Jerry & Arene
- Keyes Park East Entrance/Fletcher – Janet
- Recommendations – Janet & group

Motion to adjourn by Arene, seconded by Paul, all in favor Meeting ended 4:40pm

Submitted by Janet Langdell

Keyes Memorial Park Expansion Committee

November 29, 2016

Attendees

Paul Bartolomucci	Rick Riendeau	Janet Langdell	Arene Berry
Claudia Lemaire	Hub Seward	Mark Bender	Jerry Guthrie
Tim Barr	Lincoln Daley (had to leave early)		

Meeting called to order at 6:00PM by Janet Langdell.

Presentation & Discussion

Jerry presents the "revised "conceptual plan for the entrance on Elm Street "Fletcher site". The stage was moved more central to the property due to drainage; a larger drain would be needed in the area closer to the parking lot were the stage to be placed there. Also a circular walking path was added which was different than the originally discussed concept of a path that was along the river and perimeter of the park. Per Jerry all walkway grades are ADA compliant at 5% or less. Janet has some concerns about the circular path, and the difference from the original discussions regarding the river view pathway, also the proximity of the stage (obstructing the river view) and location of stage roof/cover footings relative to the cap. The concept plans show lighting.

Per Mark and Rick the cost of LED lights similar to what is used around the Oval would be around \$7,000 per light. This could be used for the lighting along the cemetery/street and Keyes Drive.

Jerry reviews the native plants and landscaping incorporated in his plan. The group feels that granite should be used for the benches, many of the light posts, and fencing along river. Janet suggests changing the granite post fencing from chain to two tier rail for safety; examples from Swenson's Granite Company were shared.

The stage area is a concern, there are many questions. The stage would need permanent lights for performances and access to electricity. There are also questions about the roof (size and shape), placement of the stage, materials used to construct the stage, and size of the stage. Claudia will research some stage designs and report back next week.

There is a discussion regarding three forms of lighting: larger ones for the entrances along Elm St. and Keyes Drive, a medium size light for areas in the park (i.e. along the perimeter walkways and observation area), and smaller lights illuminating the walking path inside the walkways (like the ones in

boating areas). The estimate is maybe around 30 posts. Jerry will incorporate the revised lighting designs in his drawings by next meeting.

Costs estimates for lighting need to be researched along with costs for stage cover, paved walkway, plaza areas with pavers, fencing, benches, and plantings and special grass seed recommended by Jerry. Rick suggested stamped concrete for the walkway areas. Jerry designed the paved areas with 2"x2"x1 1/2" thick stones. Plazas designed at 28'x22' and 28'x40' with the stage area at 40'x25'.

Jerry suggested he and Lincoln could work on the lighting, planting and grass seed estimates. Rick will get estimates for the stamped concrete. Jerry and Rick will scope out the paver/plaza costs. Janet will check at Swenson's for bench and fencing costs. Claudia volunteered to research the stage & cover options and costs.

Jerry notes a water main connection on the eastern side of the park and would like a fountain in that area. Group consensus is that this might be an added item down the road, but not a feature to bring to GE.

Meeting adjourned at 7:20.

Submitted by, Claudia Lemaire & Janet Langdell

As approved December 8, 2016

Keyes Memorial Park Expansion Committee

December 8, 2016

Attendees

Marc Maurais	Paul Bartolomucci	Janet Langdell	Arene Berry
Claudia Lemaire	Hub Seward	Jerry Guthrie	

Janet begins the meeting at 6:05pm.

November 29th minutes amended to correct date; motion by Arene to approve the Nov 29th minutes as amended, seconded by Tim, all in favor with Marc abstaining as he was not at the last meeting.

Goal of this meeting was to bring cost estimates for amenities (materials and installation) for the proposed Fletcher site restoration plan and to finalize the design summary for the Town Administrator to share with GE/EPA as a conversation starter. The committee was asked and encouraged by Town Administrator and Maxymillian Rep to present information "as detailed as possible". The assignments were as follows:

- Decorative lighting (5) at two entrance points (Lincoln, Jerry)
- Lighting along walkway – possibly solar (Lincoln, Jerry)
- Walkway (approx. 1000 ft, stamped concrete) (Rick)
- Two entrance plazas (28x22, 28x40) and possible stage area (40x25) with pavers – draft design used 2"x2" 1½" thick pavers (Rick, Jerry)
- Special premium grass seed and plantings (Jerry)
- Stage/canopy structure with acoustics consideration – draft plan shows 40x25 paved area with 18x18 cover - (Claudia)
- Granite two tier fence along 280 ft of river (Janet)
- Granite benches (Janet)

Each presented their research on costs for materials and installation; Ricky had emailed Janet the SF dollar costs for materials earlier in the afternoon.

Arene brought forward questions re: life expectancy of stamped concrete vs asphalt and would stamped concrete clear/melt quicker in the winter? Is there a winter maintenance benefit to asphalt?

Group wondered about the battery life of solar lamps given our New England weather along with the cost and available budget/ funds to replace batteries as needed. However, solar bollard style lights might cover more area and require less number of units at a smaller cost than the granite example.

Added one Decorative (lg) Street light to the estimate and plan

General agreement that lighting and bench placement must be pedestrian/visitor friendly; Janet suggested adding a bench to the observation area and being sure lighting was adequate in that area for safety.

Jerry felt that watering of the grass would be an issue; added 2 water spigots – one on the east side and one from a Keyes Drive source.

Concern raised about public safety and vandalism potential; Mark M suggested security cameras and will work with Jerry erry to get estimate for wireless security cameras and mounting poles - 4 in park, 1 in parking lot; 15-20 ft high aluminum poles; need electricity; Jerry will add camera locations and related electrical needs to plan.

Questions remain about the depth available on right/east side of circular walkway for bollard style lighting (relative to the cap and amount of fill).

Jerry added the need for cost estimate on 100 yards of fill.

Consensus that up cast lighting of two trees (not included in cost estimate) is not necessary given the lighting imbedded with the planting & concerns re: night sky issues.

Much discussion about location and style of stage area and covering. New requirement for French drain noted (French drain 18" wide and 8" deep (perforated) was added around the stage area). Questions remain about footings for stage area givne the location of the cap. Consensus - performance area will need two (2) 60-amp electric panels to accommodate future lighting sound system, audiovisual equipment etc. - preferably one on either side of the area

Group identified immediate priorities –

- Completion of all underground utility corridors - electricity, water
- Installation of fencing along river
- Installation of Pearl's Premium grass seed
- Complete fill and grading plan consistent with future use & recommendations

Estimated costs thus far without final performance area and security lights (and extra fill and water sources) is at approx \$270,000

Claudia, Arene and Jerry will set-up meeting with Town Administrator Mark B and Lincoln to address outstanding questions re: footings depth, cap and location of stage and stage cover - these questions need to be resolved to finalize recommendations for overall plan including performance area design and cost estimates. Materials presented this evening will be shared with Lincoln and Mark B.

Motion to adjourn by Arene, seconded by Paul, all in favor. Meeting ended 8:00 pm
Submitted by Janet Langdell

Keyes Memorial Park Expansion Committee

January 25, 2017

Attendees

Marc Maurais
Lincoln Daley

Paul Bartolomucci
Jacob LaFontaine

Janet Langdell
Tim Barr

Arene Berry
Claudia Lemaire (arrived at 5:30)

Janet begins the meeting at 5:19 pm.

Lincoln provided an update on the Town's discussions with GE/EPA regarding the Fletcher site restoration plans. Progress continues on the clean-up work. The town will need to provide an additional engineering plan detailing any plans to set foundations etc or otherwise dig into the ground over the cap (i.e. potential impacts to the barrier). At the meeting Lincoln and Mark B shared the summary handout with GE and they were amazed at the vision and level of detail provided. The GE representatives responded with willingness to work with the Town. Town Administrator Mark B will be following up with them this month.

Tim wondered about the vulnerability of the cap as he recalled being told the ground over it was only a foot deep. Lincoln noted that the fill will be deeper than anticipated; 40" came to mind for the depth.

The members present reviewed the final report draft. A few changes to correct typos or to clarify wording were shared. Tim felt the Executive Summary is more an introduction and should be titled as such, but did not have any specific suggestions for improvement. It was pointed out that a section titled 'Introduction' had already been identified in the report. To make the wording a true Executive Summary would mean a major re-write of the section. Section does present general themes and the overall vision, although it does not reiterate all of the recommendations. Paul and Marc noted that we need to add reference to the security measures in the phasing plan as discussed during the master planning sessions. Item will be added to Phase 1 section and include that improve/add security measures is an ongoing action item. Janet suggested adding an Appendix with the meeting minutes. No new recommendations were made or suggested.

Lincoln brought forward information about a local company interested in renting "cold storage" space at the 127 Elm Street building. Discussion ensued. This information was originally shared at the October 27th meeting. Lincoln notes that they are interested in "cold storage" so the town would not need to do much to the building except perhaps around security. Leasing during the period when additional planning is underway allows an opportunity for some revenue generation. Lease could be written for 1 year; if longer than 2 years, it would have to go to Town Vote.

Paul is concerned about how the contract would be written, where the money would come from for any tenant fit-up, and impact on the Town's liability and insurance. Would not want to see a negative impact on Town's insurance nor taxpayer's investment. Tim wonders if the building is even suitable for habitation. Others voiced concerns about how the space would be used and reiterated Paul's concerns.

Janet pointed out that there is a recommendation about TEMPORARY "cold storage" of equipment by Town Departments – *"Although the west section of the building could be used for temporary Public Works and/or Police "cold storage", the long-term recommendation is for this land and its assets to be used for recreational purposes."* Janet asks if the committee would entertain expanding this item to include temporary "cold storage" buy non-municipal groups provided we continue to include *"the long-term recommendation is for this land and its assets to be used for recreational purposes."* Paul would like to see that language strengthened by adding reference to the original intent of the purchase. Final language agreed on by the committee:

"Although sections of the building could be used for temporary Public Works and/or Police "cold storage" or for temporary "cold storage" rental by a non-municipal entity, the long-term recommendation is for this land and its assets to be used for recreational purposes consistent with the original intention for purchasing the 127 Elm Street property."

Lincoln brings forward the Town Administrator's concern about including any reference to the Fletcher site and GE in the Committee's final report. He requests that Appendix 8, any reference to GE, and the following section be removed from the final report - *"The Committee recommends honoring Milford's heritage as the "Granite Town" by incorporating granite benches and posts throughout this area of the park. A more complete summary prepared by the Community Development Director is included in Appendix 8."* They believe reference to a plan for the Fletcher site is premature; the site is still being cleaned-up; consideration of the Fletcher site was not part of the Committee's original charge; the Committee's work concerning the Fletcher site was never intended by the Town Administrator to be "for public consumption"; the meeting with GE was non-public; there are concerns about the public's perception or expectation that GE has agreed to the plan; and the site is not currently part of Keyes. Tim suggests making the Fletcher material a separate report.

Paul noted that the Committee's work is public and all our meetings are public. Committee members noted that reference to the Fletcher site analysis is included in our minutes with some cost information. It was noted that the Committee was asked to include suggestions for Fletcher in its work by the Town Administrator at the Open House on October 18th. Consensus of the table was taken about leaving the handout as an appendix; 6 in favor, 2 opposed with Lincoln and Tim in the minority. Additionally, it was noted that we were told by the on-site representative that the information needed to be as detailed as possible; the Town Administrator asked for design details and cost estimates. Since the handout summarizing the work was presented to GE, Committee members wondered if inclusion of it in the final report would actually have any negative impact on GE's decision making. The handout,

written by the Community Development Director, references the Committee and includes a cost estimate.

The group agrees to modify the last paragraph in this section (pg 19) by removing the GE reference. The group agrees to remove page 9 of the "*Keyes Memorial Park Entrance Plan Landscape & Hardscape Elements*" handout located in Appendix 8 of the final report.

Motion to approve the final report as amended made by Arene, seconded by Claudia; vote 7-1 with Lincoln opposed due to inclusion of the Fletcher site material and handout.

Arene and Janet updated the Committee on a recent development – the BOS and Town Administrator have proposed a warrant article asking the voters to create and fund a capital reserve fund for Keyes Memorial Park improvements. This was one of the recommendations brought forward by the Committee on November 14th at the BOS presentation. The language has undergone 3 or 4 revisions based on input from the Budget Advisory Committee (BAC). At this point, there is no reference to the Committee's report in the warrant article, inclusion of which had been suggested by the BAC. The BOS struck this portion because they had not seen the full report. Discussed options. Committee wonders if we get the report to the BOS posthaste, would they be willing to support inclusion of the reference to the report which is essentially the conceptual development and integration plan. Also there is some wording that seems to set a limit of \$75,000 that the BOS can spend from the fund. Committee consensus is to submit the report to the BOS, ask for time on the 11/30/17 BOS meeting agenda, and pose our questions re: report reference inclusion and removal of "*to expend from this fund up to \$75,000*".

Motion to adjourn by Arene, seconded by Paul, all in favor. Meeting adjourned 6:20 pm

Submitted by Janet Langdell