

1 MILFORD PLANNING BOARD WORK SESSION
2 October 17, 2017 Board of Selectmen's Meeting Room, 6:30 PM
3

4 **Members Present:**

5 Christopher Beer, Chairman
6 Doug Knott, Vice Chair
7 Janet Langdell, Member
8 Paul Amato, Member
9 Tim Finan, Member
10 Veeral Bharucha, Alternate member
11 Susan Robinson, Member
12

Staff:

Lincoln Daley, Comm Dev Director
Darlene Bouffard, Recording Secretary
Amy Concannon, Videographer

13 **Excused:**

14 Jacob LaFontaine, Alternate member
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17 **1. Call to order**
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19 **2. New Business:**

20 **a. Capital Improvements Plan –Worksession to discuss the draft 2018-2023 Capital Improvements**
21 **Program Report**
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23 **3. Adjournment**
24

25 **CALL TO ORDER:**

26 Meeting was called to order at 6:30 p.m.
27

28 **NEW BUSINESS:**

29 C. Beer explained tonight is a work session to review and discuss the 2018-2023 Capital Improvements
30 Program Report and handed the presentation over to Paul Dargie of the CIP Committee. Mr. Dargie
31 indicated that all members received copies of the draft CIP. The CIP committee has adopted this and
32 will go over the details tonight and then it will go before the Board of Selectmen to review and approve
33 after which it will come back to the Planning Board for adoption. The report can be modified up to that
34 second hearing. There are seven projects requested for 2018. The committee discusses each item and
35 sets a priority for each item.
36

37 P. Dargie indicated the top priority for the March ballot is the Fire Station renovation for \$3.5 million.
38 D. Knott asked why the Fire Station is at the top of the list as the highest priority. P. Dargie responded
39 that currently the Fire Department is based on call firefighters and only four full time people. The
40 firefighters are all call staff and they are having difficulty getting people to respond to calls. They also
41 are having difficulty getting two pieces of equipment out on calls. It looks like Milford is heading
42 toward a full time department, at least some of it. There are a lot of deficiencies at the department,
43 everything needs to be decontaminated now after a call. They need to update their policies and
44 procedures. After every call each item used needs to be decontaminated which takes time and it needs
45 to be segregated from other items. J. Langdell identified that there is a possibility of doing a joint
46 facility. Space is needed for decontamination and for staff and the ability to have some people stay
47 overnight at the station. Similar concerns were covered when the Facilities Committee did their review
48 a number of years ago.
49

50 D. Knott asked if the lot is big enough for that type of expansion? P. Dargie responded it is a tight fit
51 but the idea is to add a fifth bay on the left of the building and then in the back put on a second story and
52 on the right side expand a little bit. There is a need for a sprinkler system in the facility as well. An
53 architect has been hired and will develop a better cost estimate. The facility goes right up to the
54 property line. The foundation requirements are being looked at to support a second story. J. Langdell

55 asked what is the anticipated life span for the facility? P. Dargie answered 30 years, this would be the
56 last expansion that could be done to that facility. P. Amato asked if a west end facility would cost \$2.5
57 million to build, why would this renovation cost \$3.5 million? P. Dargie said that information is
58 incorrect. P. Amato indicated the traffic in the Oval is different now than it was when the fire station
59 was built; do we want to look at a west end station? P. Dargie said in response to a fire, the Oval roads
60 allow the trucks to go in whichever direction they need. J. Langdell asked if data was presented that
61 supports maintaining a fire station in the Oval district. P. Dargie responded that the committee talked
62 about the Oval location, noting most of the calls are towards the east side of town in the apartment
63 buildings, most are not responses for a fire, but for appliances, etc. The more important issue than
64 where on-call firefighters are responding from is where the majority of calls are for, which is the east
65 side of town. We may never see a west end fire station, a lot of businesses are setting up out there and
66 Wilton has to respond when there is a call. P. Amato has a hard time investing \$3.5 million in that fire
67 station location. P. Dargie said a list is available at the fire department that shows the call log. J.
68 Langdell said that can be done very easily. C. Beer said if it is somewhere other than the Oval, the fire
69 trucks would need to go through the Oval at some point unless the fire is in the Oval. The Oval traffic is
70 bad but the trucks are going away from the Oval once out of the station. J. Langdell said the voters
71 might be able to support \$3.5 million instead of \$7 million to start from scratch with a brand new
72 building.

73
74 P. Dargie stated it is at least \$5 or \$6 million to start from scratch. J. Langdell asked who did the plans
75 on this renovation. P. Dargie responded Eckman Engineering did the plans and they are the construction
76 manager. Gil Archambault agrees with P. Amato, right now the ladder truck has difficulty going through
77 the Oval. In November and December, we should get more of the cost estimates, costs are up in the air
78 right now. The engineering study has not been submitted yet so not all the figures are available. The
79 Fire Chief is going to try to push to get two full time firefighters. P. Amato asked if the plan is to have
80 this on the ballot in March? P. Dargie responded yes, costs are being looked at now to firm up the
81 estimate. This is the most expensive item on the CIP coming forward.

82
83 P. Dargie indicated the next item on the CIP being brought forward for March is the Bridge Maintenance
84 Capital Reserve Fund for \$175,000. There are nine bridges in Milford that need to be repaired and the
85 town is trying to postpone as many as it can until the State funding has been funded once again. Some
86 bridges need to be done before that comes back, so we need money available for those repairs,
87 especially the bridges with culverts. The CIP committee recommends placing \$175,000 per year into
88 the Capital Reserve Fund for Bridge repair/maintenance as needed.

89
90 The next priority on the CIP list is the Backhoe with Thumb Attachment for \$145,000 which is the
91 number one priority for DPW. The State has a special highway block grant that can be used for highway
92 equipment. If Milford got the grant for \$278,000, some will be used to buy this piece. J. Langdell said
93 this will not impact the tax rate. Tim Finan stated that if the town received the block grant, it cannot be
94 used to reduce the tax rate. P. Dargie said the grant could be used for paving, but Milford just approved
95 in March the warrant article to work on roads. DPW feels this piece of equipment is a big need. P.
96 Amato asked where the rest of the block grant would be used? Lincoln Daley explained that some of it
97 has already been used by DPW for road maintenance.

98
99 The next priority is the Tractor Plow/Sander for \$155,000. P. Dargie indicated this one has failed and
100 we had to buy one last year. D. Knott said these plows do not last 15 years. Lincoln Daley stated that
101 Rick Riendeau feels every five years, they should be replaced. Rodney Richey, CIP Committee, said in
102 the DPW five year plan, it is listed that the snow plow will have a ten year life span. Lincoln Daley said
103 he will clarify that language.

104

105 P. Dargie continued with the Nashua Street/Ponemah Hill Road Sidewalks and that the town will be
106 applying for this Federal 80/20 funding program. The application is due in October and a decision will
107 be made before the end of 2017, before town vote. J. Langdell said that is good, we will know before
108 town vote if the town is awarded. P. Dargie noted that the town must pay for the program and when it is
109 completed, the town is reimbursed. Lincoln said the town has spent approximately \$15,000 on an
110 engineering study including the engineering and sidewalk plan. There is about \$15,000 remaining in
111 that fund. J. Langdell asked when was that study done? Lincoln responded in 2009. J. Langdell asked
112 if that will include a crossing so that people can get from one side to the other? Lincoln said that is part
113 of the discussion, we will have those details in the engineering design. There have been some changes
114 since 2009. There is a plan for sidewalks up to Quarry Green which could be utilized. J. Langdell asked
115 if the Ponemah Hill Road portion is part of that plan, to which Lincoln responded that it is. We need to
116 re-look at the plan from 2009 and address a crossing. J. Langdell said Conservation should be part of
117 that discussion but we need to make sure this plan has some type of connection to fully cross from one
118 side to the other.

119
120 Tim Finan suggested it might make more sense to have sidewalks on both sides of the street, with the
121 Capron Road development we need to look at that closer. Lincoln agreed, stating we need to show that
122 the town has the money to pay for it; if we are not chosen, we are not obligated to move forward with it.

123
124 The next item on the prioritized list from the CIP Committee is the Dewatering Upgrade, the original
125 unit would be kept as a backup and this unit would be paid for by user fees.

126
127 The next item on the prioritized list from the CIP Committee is a replacement for the 2001 Ambulance.
128 Two ambulances were bought three years ago and each ambulance is cycled through and we are now
129 trying to get into sequence, after this purchase then a new ambulance will be bought every five years.
130 Peg Seward, CIP member, indicated there were never three ambulances in service. The third ambulance
131 is rarely used, it is used when one ambulance is out for service. P. Dargie said the “ready spare” is not
132 up to current specs. The Ambulance Director wants to have the “ready spare” as a good ambulance. Gil
133 Archambault, CIP member, said his opinion is we do not need three ambulances, we still owe a lot of
134 money on the two we have and there is no sense in a third. Maybe put it on in 2019 but not in 2018. C.
135 Beer said if it is on the ballot in 2018, it will actually be in service by about 2020, it is just something to
136 consider. P. Amato indicated the CIP is a plan and Gil thinks this is not a good plan.

137
138 In the future, the MACC Base upgrade for communications will be needed, there is really no ownership
139 of the equipment. Rodney Richey said no information was provided to the CIP Committee about
140 MACC Base and it will start to cost the town money in the next few years. Milford outsources dispatch
141 to MACC Base but the equipment is owned by Milford and all the other included towns. The Board of
142 Selectmen is trying to decide what to do. They should be getting recommendations. J. Langdell asked if
143 everyone watched the BOS discussions with MACC Base during the summer? P. Dargie said someone
144 that works for the town should be getting recommendations and lead this effort. L. Daley talked with
145 the Town Administrator and it was determined the Police Department would be the point department on
146 the MACC Base decisions. The \$2.1 million is for a Milford only solution. But with the variety of
147 discussions going around, it is for Milford only as a place holder. Gil Archambault said the problem
148 could be solved for less money. P. Amato said the BOS might be getting lots of opinions from different
149 employees. P. Dargie said that 2019 is a realistic time for when it gets done. J. Langdell believes the
150 MACC Base agreement ends December 2018.

151
152 Rescue 1 Replacement for the Fire Department is the next item in the prioritized list. P. Amato asked
153 about the CIP for water utilities, P. Dargie responded that the Water Utilities updates this every five
154 years for setting rates. They do a lot of capital reserve funds. P. Dargie indicated the snow plow that

155 failed last March caused DPW to hire a subcontractor. P. Amato said if DPW did not have the truck,
156 does one person also lose a job? It is not just a truck, there is the maintenance and the employee as well.
157 J. Langdell said we should look at if it costs more money to subcontract or to have our own equipment.
158 Right now, P. Dargie said the water utilities is running on a dispatch permit that keeps getting extended
159 but by the next permit, the equipment in 2020 needs to be purchased.

160
161 P. Dargie said the CIP Committee used \$2.5 million for a round number and the Library has a
162 placeholder only in the CIP with no specific year. J. Langdell asked if the water utilities item would
163 have a positive impact for the entire town, not just users of town water? P. Amato said the Water
164 Commissioners have said the warrant article would go on the town ballot, not just the water utilities
165 ballot. There were only two items that benefit the entire town so it was on the town ballot. P. Dargie
166 said water utilities tends to do longer bonds and use capital reserve funds.

167
168 The Swing Bridge Committee has had some fundraising efforts to push it forward. J. Langdell is
169 concerned that it is in the ten-year plan for the State, but it could be taken out just as easily. Right now,
170 the cost is \$600,000 and the CIP has it as \$798,000. The concern is that the overall cost increases. L.
171 Daley asked if the Library should be included in the financials? P. Dargie said at this point it really is up
172 in the air.

173
174 P. Dargie indicated the CIP Committee started in early September, but he and Gil Archambault prefer
175 that it be started earlier. L. Daley said he did not get it coordinated in a timely fashion. J. Langdell
176 thanked the people that were new to this committee this year. C. Beer thanked all members of the
177 committee for their time, it is appreciated. On October 30 this CIP report will be brought to the Board
178 of Selectmen for review. Gil Archambault noted that he feels the Fire Station, Library and MACC Base
179 are the three top priorities. P. Dargie would like to get a point person for all the CIP items. The CIP
180 Committee had to meet whenever it could in a short period of time and he thinks there would have been
181 better attendance if it was started in mid-summer. This report is important for budget season and what
182 the warrant articles will be coming forward.

183
184 This ended the CIP review and discussion. Chairman Beer indicated the next regular Planning Board
185 meeting is October 24, followed by the November 7 Work Session, and then November 28 regular
186 meeting.

187
188 The meeting was adjourned at 8:30 p.m. on a motion made by P. Amato and seconded by T. Finan. All
189 were in favor.

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191
192 _____ Date: _____
193 Signature of the Chairperson/Vice-Chairman

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195
196 **MINUTES OF THE 10-17-17 MEETING APPROVED ON 11-7-17**