



APPENDIX V

STAKEHOLDER ENGAGEMENT

Meraki Volleyball Interview

CLIENT/OWNER: Town of Milford NH
INTERVIEWER: Jes Zurell - The H.L. Turner Group Inc. (TTG)
INTERVIEWEE.: Mac Barron, Director, Meraki Volleyball
Date: 2/1/21

Volleyball is an underserved sport in New England, and Milford has an opportunity to become a volleyball “hub” if regulation-sized courts are established. Meraki Volleyball would like to host tournaments as a means of generating revenue, but there is neither the court space nor adequately-sized courts to allow for this in Southern New Hampshire. Currently, volleyball players rely on school and college facilities for practice and match times, and must be scheduled around academic demands.

Specific Needs:

- Indoor court space with adequate overhead clearance for tournaments, practices, and regularly scheduled games.
- Outdoor court spaces suitable for hosting sand volleyball. There are no facilities in the area which could support a volleyball tournament, and Barron believes creating this space in Milford would be a statewide attraction and revenue source.

Concerns:

- Concerned that scheduling will become an issue if new spaces are shared, or if no prioritization is given to volleyball.

Recommendations:

- Should the Town of Milford move forward with a new community center and Keyes Memorial Park revitalization/reorganization efforts, Barron recommends keeping Meraki Volleyball in the loop so that he can clarify the required specs for tournament volleyball spaces.

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Granite Town Media Interview

CLIENT/OWNER: Town of Milford NH
INTERVIEWER: Jes Zurell - The H.L. Turner Group Inc. (TTG)
INTERVIEWEE.: Chris Gentry, Media Manager at Granite Town Media
Date: 2/12/21

Gentry plays a multifaceted role with Granite Town Media and the Town of Milford, performing IT work for the Town as well as filming, producing, and distributing hyperlocal media content. He notes, "There is currently no studio, no podcasting studio, or space beyond what GTM currently has in the basement of the Town Hall, where acoustics are awful and equipment cannot be secured." He also called out the current location of Town servers, which is at the high school. This separation poses a problem when service is needed, because servers are not in a readily-accessible location.

In the past year, Gentry said GTM has had "more public producers that in the previous years combined," and cites a great deal of community interest in participating in public media. This cannot be supported without a proper media production setup.

Specific Needs:

- A server room
- Editing rooms
- Equipment storage
- Secure entryway
- Lobby space

Concerns:

- Concerned that Granite Town Media would not be included in plans.

Recommendations:

- Should include plans for a full-service hub for Granite Town Media at the Milford Regional Community Center, including storage space, studio space, server room, editing space, and a secure entrance.

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall - AIA, NCARB, -Project Architect



Milford School District

CLIENT/OWNER:

Town of Milford NH

INTERVIEWER:

Dan Hall, The H.L. Turner Group Inc. (TTG)

INTERVIEWEE.:

Milford School District

Date: 2/14-2/16/21

The Milford Middle school district provided the following feedback via email correspondence. Bill Demers -Milford Middle School principal, and Don Gutterson – Milford Middle School Athletic Director provided the responses.

1. DG stated that the school district can always use extra gym and field space. The school has been using fields at Keyes Park, Adams Field, and the MCAA fields.
2. Gymnasium space is especially impossible to offer during this time of restricted use due to COVID, but even during regular years it is tough to offer gym time to the MCAA, and adults through the Department of Recreation programs.
3. The district has used gym space at the Hampshire Hill and the Boys & Girls club, but with limited funds it is difficult.
4. There is a lack of theater space in the district. None of the schools have a traditional theater. Although a community center might not always include dedicated theater space, in terms of a facility or space that would get a lot of use, a theater is definitely on the list.

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:

THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Stakeholder Interview

CLIENT/OWNER:

Town of Milford NH

INTERVIEWER:

Jes Zurell, The H.L. Turner Group Inc. (TTG)

INTERVIEWEE.:

**Paul Bartolomucci, Recreation Commission, Keyes
Expansion Committee**

Date: 2/16/21

The following excerpt was written by Paul Bartolomucci regarding his vision for the Community Center.

'During the Zoom meeting with the Turner Group I was asked about what I wanted in terms of the building. I have had time to more clearly think about the building needs and vision for the center. Here are a few of my thoughts and I'm sure other in the community can add more thoughts and vision.

1. Let's start with a multipurpose, multigenerational room. This should be large enough to accommodate full and half court basketball. It should have a commercial grade kitchen attached accessible from the room.

Uses could be mornings for toddler activities, after 11AM to about 2PM a lunch and gathering place for seniors to lunch, socialize and hear presentations on topics important to seniors. Guest speakers on issues of health care, will and trust planning, community safety and of course music and dancing. After 2PM a place for teens to play basketball, volleyball and other games. In the evening a place for adults to use the space for basketball, volleyball and other games. Let's also consider making the floor for pickle ball. Just outside this larger room a picnic area for people to take their lunch and eat outside in good weather.

The large room or smaller rooms could be available to Lions club, Rotary Club and other groups to use during the day or in the evenings.

2. Four or five small rooms that can be used for small group instruction in crafts, painting, game playing such as cribbage, bridge groups, other card games, and some seniors favorite activity assembling puzzles. Could be used for knitting, quilting, book club, blood pressure clinics, classes on dieting, cooking healthy meals for one or two people Recreation commission meeting. Possibilities are endless depending on time of day and age and needs of groups. Each room should have a sink, counter with under cabinets, small refrigerator, lots of storage and plenty of windows for daylight. At least one room should have computers for seniors to learn how to use computers for electronic scrapbooking, classes for general use, for students to do homework, play video games and again available in the evening for adult classes in specific software. Again endless possibilities.



Meeting Minutes

Milford Recreation Commission Meeting

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Wednesday, February 10, 2021, 7:00 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Arene Berry, Milford Recreation Department
Jeff Hyland – Ironwood Design Group
Lincoln Daley, Town of Milford
Milford Recreation Commission members

The team made a presentation to the Milford Recreation Commission during one of the commission regular monthly meetings. The meeting was held to review the conceptual site design concepts with Commission. The following items are highlights from the meeting.

1. The Commission preferred site concept A over site concept B.
2. The Commission stated they would like to see more research around specific programs that would attract teens, because there's concern that gym facilities alone would not be enough.
3. It was stated that teens and seniors are two user groups in town that are lacking in available services and programs.
4. The need for indoor sports space , specifically a gymnasium was emphasized. Part of this need was in reference to the expense of members only gyms in the area.
5. The population cross section of Milford was discussed -recent numbers indicate that 16% of Milford's population are seniors. There are 3,000 residents aged 65 and over,



6. A commission member stated that tearing down the existing structures at the 127 Elm St. should be done as soon as possible, possibly before any park renovations take place.
7. A commission member stated that it would be good to see expenditure range examples.
8. The question was posed about sharing the space with the schools. Would this be better for the community, or would it inhibit the rest of the community from taking advantage of the space?
9. The following were additional general requests that the Recreation Commission would like to see as part of the project:
 - Expand the playground
 - Include a reading room in the plans
 - Need a space where luncheons for seniors can be hosted
 - Indoor sports space at an affordable rate -currently lacking in the town, mostly because facilities are hard to come by and the current offerings don't meet the town's needs (not to mention, reserving space is difficult)
 - Attendees would like to see the existing path along the river be groomed and upgraded
 - An access road with two entrances is preferred
 - Indoor walking track
 - Indoor pickle ball
 - Small kitchenette in the seniors space

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



3. Of course we would need office space for recreation department staff, volunteer staff to gather and receive instructions on activities going on and a well lite reception desk and area at the entrance. Reception area should have membership card reader to log people into building. A book loan area with shelving and comfortable chairs and a couch, where people can wait for rides to and from the center.
4. Let's also look at the installation of solar panels on the roof as well as the need for outside lighting around the building and security cameras both inside and outside. Far out dream would be the possible use of geothermal wells for heating and air conditioning. (I reference Kingwood High School in Wolfeboro NH.)'

Meeting Minutes

Milford Community Athletic Association User Meeting

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Tuesday, February 16, 2021, 12:00 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Arene Berry, Milford Recreation Department
Katie Luba– MCAA President
Tom Fox– MCAA baseball
Chris Mazzeo– MCAA softball
Jeff Hyland – Ironwood Design Group
Andy MacEachern, Milford Recreation Department
Doug Proctor, Turner Group
Lincoln Daley, Town of Milford

Meeting was held to review the conceptual site design concepts, coordinate various space needs with the Milford Community Athletic Association (MCAA) user group, and gather general feedback about how MCAA would use park. The following items are highlights from the meeting.

1. CM stated the primary field users are the schools and the MCAA. He stated the all the fields in town are in constant use and that there is on recovery time for the field surfaces. He stated that the current demand is being met but just barely.
2. CM stated that softball tournaments are an event that a renovated park could help enhance. He stated that 2-3 fields are need at a minimum, but 4 would great. Having all the fields at the same location would be very beneficial. He stated that these tournaments could be good for the local economy by increasing foot traffic in the area. The long term goal would be to increase the number of teams able to attend the tournaments in Milford.



3. Winter makes it a challenge to keep kids active. There's no space where a few kids can go use indoor batting cages, play catch etc.. Generally the MCAA has to wait for one sport season to end in order to begin another due to space limitations. Ideally the seasons would be able to overlap.
4. The general age of kids in the MCAA program is 5-12 years old and sometimes up to 15 years old depending on the activity.
5. CM stated that keeping the fields in good condition is important, and that the MCAA would be willing to help.
6. The MCAA and the high school currently have storage sheds at the park. This space is adequate but the MCAA could always use more if available. It was noted that the rec department has to store items in the pump house currently, due to their lack of storage space.
7. Bleachers aren't currently required, since most game attendees bring their own chairs, but if there was room in the budget it would make sense to include bleachers. These bleachers could be moved between fields if needed.
8. Soccer is the largest sports program in terms of athletes.
9. TF stated that a field that accommodates both 50' and 70' basepaths for the transition from minors to majors would be nice.
10. It was stated that a benefit of increased activity at the park would be less nefarious activity. In addition, things like security cameras can also be used for 'Live Barn' broadcasting -an app that lets off site users view the game activity through on-site cameras.
11. The following were additional general requests that the MCAA has relative to the park renovation and expansion:
 - Multipurpose space for parent meetings and other meetings which currently/historically have only been held outdoors, even before COVID, because of lack of space.
 - Multipurpose space for assessments, because currently they have to use the middle school gym for baseball assessments.
 - Basketball court space is a challenge to get. They need 30-40 hours of gym time per week and have to scatter programming around a few locations and odd hours.
 - Lacrosse would be nice to have

- Mini-pitch soccer would be nice to have; there isn't a huge demand for it now, but if you build it, they will come.
- Space in the new community center for monthly MCAA board meetings

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Meeting Minutes

Wadleigh Memorial Library Board of Library Trustees Meeting

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Tuesday, February 16, 2021, 6:30 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Arene Berry, Milford Recreation Department
Jeff Hyland – Ironwood Design Group
Lincoln Daley, Town of Milford
Wadleigh Library board of trustees members

The team made a presentation to the Wadleigh Library Board of Trustees during one of the board's regular monthly meetings. The meeting was held to review the conceptual site design concepts with the Board. The following items are highlights from the meeting.

1. The board has concerns about liability issues if it were to host events off site at the community center.
2. The board has concerns about how to communicate the location of an event is communicated widely and properly if it were to host off site events at the community center.
3. Currently there is no way to segregate parts of the library for use after hours, so this affects staffing and the types of programs the library is able to offer.
4. Library programs are currently free, and there is concern about having to charge a fee if the community center space were to be utilized.
5. Computers are a huge draw for teens, but not yet to the point where's there's an overflow at the current library space requiring the library to explore annex options at the community center.



6. The library noted that it doesn't have adequate handicapped parking for larger events and it is not up to code. This may be a resource gap the community center could help fill.
7. The board stated that it would like to be kept informed regarding decisions made for the community center..
8. The following are possible opportunities for the library to utilize the community center project:
 - Weather and space affect options for teen programs, so the Library might possibly entertain the idea of utilizing a community center if it had space for things like yoga, as well as a performance space for some of its music programs.
 - If there were to be coding classes or other computer-related classes run by the Library, would there be a space in the community center that could hold them?

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Meeting Minutes

Town of Milford Board of Selectmen Meeting

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Monday, February 22, 2021, 5:30 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Bill Hickey, Turner Group
Doug Proctor, Turner Group
Arene Berry, Milford Recreation Department
Jeff Hyland – Ironwood Design Group
Lincoln Daley, Town of Milford
Milford NH Board of Selectmen members

The team made a presentation to the Milford Board of Selectmen during one of the board’s regular monthly meetings. The meeting was held to review the conceptual site design concepts and keep the board apprised of the study progress. The following items are highlights from the meeting.

1. The flood plain at the site was asked about. JH noted that it appears the existing 127 Elm St structures and the new building would be located outside of the 100 year flood plain. He stated that there are some drainage challenges in that area of the site, and it may require elevation of the site or a building in that area. He noted that otherwise the site is well drained.
2. Selectman Labonte asked about previous environmental concerns at the 127 Elm St. parcel. AB stated that they had been addressed at the time of the towns acquisition of the property.
3. Selectman Labonte asked what drove the program and building footprint size. DH stated that based on survey information collected so far, the teams feels the approximately 20,000 sf footprint is an appropriate size.



4. Selectman Dargie suggested a phased construction approach would be best. He recommended doing an initial phase of demolishing and prepping the 127 Elm St parcel for building the playing fields.
5. There was discussion about the universally accessible walking path and what that entailed. DP stated that universal accessibility means going beyond the ADA handicapped requirements. It includes such scenarios as people with canes, a stroller or is otherwise challenged in getting around. It was recommended that the walking path be connected with the larger network of walking trails in the area and the pedestrian bridge across the river.
6. The regional aspect of the community center was discussed. It was noted by an attendee that several organizations such as the library and rec department are essentially regional already. These organizations accept residents from surrounding towns and charge fees to these residents. Several community centers in the larger region do this and the fees help support staffing and programming. Selectman Freil had concerns about the viability of a regional center.
7. Selectman Labonte discussed snow dumping at the properties and if the concept plan would allow for this. DP stated that it hadn't been included yet would possible to use the overflow parking areas for this purpose.
8. An attendee asked how much community demand has been demonstrated for the project. LD stated that this was a feasibility study to get the information for a community center based on the demand. He stated that it would be a multi step progress.
9. Selectman Freil suggested a polling table be set up to poll residents regarding building demolition and the project. AB stated that community input sessions have been held and online surveys are available for people to take.

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:

THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Meeting Minutes

Department of Public Works Interview

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Tuesday, March 23, 2021, 2:00 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Arene Berry, Milford Recreation Department
Jeff Hyland – Ironwood Design Group
Rick Reindeau , Director of Public Works – Town of-Milford

The team interviewed the director of the Milford Department of Public Works. The interview was held to engage the DPW and get their input on park renovations and a new community center building at the site. The following items are highlights from the interview.

1. RR stated that the structures at the 127 Elm St. parcel are an on-going maintenance concern for the DPW. The DPW is responsible for the building and it is a 'headache'.
2. RR stated that he would like to see the park renovations serve the many dog walkers and large amount of foot traffic that the park is currently used by.
3. RR stated that he would like to see police access to the site not be through the current gated entry at the 127 Elm St. entrance.
4. RR state that he would like to see the currently designed, but un-built revamped Keyes park entrance and drop off area be incorporated into the design concepts.
5. RR stated the existing security cameras in the area have not been functioning for quite a while due to lightning strikes and would like to see them replaced.



6. RR stated that a renovated park and new community center could be beneficial in providing deterrence against daytime vandalism that is an on-going issue at the abandoned buildings at 127 Elm St.
7. The following were general items that the DPW would like to see as part of the park renovation and expansion:
 - Enhanced walking paths for the many dog walkers and those who walk for exercise in the park currently
 - Address storm water control issues at the current park through the new design
 - Maintain a gravel access road for DPW equipment use
 - Keep parking to the outside of the park space
 - Tool storage space for the DPW and tractor storage space during the summer months
 - Maintain the ability to use the park property for snow dumping during the winter months
 - Security cameras

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:
THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect



Meeting Minutes

Town of Milford Board of Selectmen Meeting

CLIENT/OWNER: Town of Milford NH

ARCHITECT/ENGINEER: The H.L. Turner Group Inc. (TTG)

TTG PROJECT NO.: 5027

DATE OF MEETING: Monday, June 14, 2021, 5:30 PM

LOCATION OF MEETING: Virtual - Zoom

ATTENDEES: Jes Zurel, Turner Group
Dan Hall, Turner Group
Bill Hickey, Turner Group
Arene Berry, Milford Recreation Department
Jeff Hyland – Ironwood Design Group
Lincoln Daley, Town of Milford
Milford NH Board of Selectmen members

The team made a second presentation to the Milford Board of Selectmen during one of the board's regular monthly meetings. The meeting was held to review the final conceptual site and building design concepts. The following items are highlights from the meeting.

1. The team presented their recommendations to the board – these included:
 - Demolish the buildings at the 127 Elm St. parcel
 - Install a paved, universally accessible walking path
 - Increase parking capacity and provide a through road in the park for better access to park amenities
 - Use a phased construction approach to control costs
 - Improve field playing surfaces through better drainage and re-locating hard surface courts out of the flood plain
 - Build a new community center offering programs for all ages

2. JH noted that there will be access to the future dog park from the walking path



3. Chairman Daniels expressed concern about batted balls from the baseball field entering the playground due to the outfield fence proximity to the playground. JH stated the chances of this happening were very low.
4. The team discussed the estimated construction costs. Selectman Dargie suggested placing the 127 Elm St. building demolition into the town CIP, and putting it on the ballot for 2022.

It is intended that these minutes reflect the discussions that occurred at the meeting. Please contact the author with any corrections upon receipt.

Prepared by:

THE H.L. TURNER GROUP INC.



Dan Hall
AIA, NCARB,
Project Architect

