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**APPROVED**

**MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION**

June 2, 2011

**PRESENT:** Nate Carmen, Chairman  
Gary Daniels, Vice Chairman  
Katherine Bauer, Member  
Mike Putnam, Member  
Tim Finan, Member  
Guy Scaife, Town Administrator  
Jodie Gaffney, Recording Secretary

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING**

**INSTRUCTIONS:** The meeting was called to order by Chairman Carmen at 5:00 p.m. who welcomed those in attendance to the Board of Selectman work session. Following introductions of Board members, Chairman Carmen noted that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast. The Pledge of Allegiance followed.

**2. DECISIONS.**

**a) CONSENT CALENDAR**

- 1) **Request to Authorize Town Administrator as Signatory Agent – Health Insurance Participation Agreement.** Memo from Ruth Bolduc, Director of Human Resources stated that the Board needs to direct that Guy Scaife, as Town Administrator, is authorized to execute the Application and Participation Agreement on behalf of the Town. This is standard procedure when switching health insurance providers.
- 2) **Request for Acceptance of Property Tax Warrant- First Half 2011 (Warrant) .** The property tax warrant for the first half 2011 was provided to the Board.
- 3) **Tentative item- Request to Allow Vending at Keyes Field.** Alternative arrangements have been made for this request and they are not vending at Keyes Field. Vice Chairman Daniels moved to remove from the Consent Calendar, which was seconded by Selectman Bauer. All were in favor. Motion passed 5/0.

Chairman Carmen asked if there was any further discussion. Motion made by Selectman Putnam to approve the Consent Calendar as presented and as amended. Selectman Finan seconded. All were in favor. Motion passed 5/0.

**3. DISCUSSIONS.**

**-Final Votes on Ordinance 2011-007 to Enact Modifications to Milford Municipal Code Book – 7.04 Streets, Sidewalks, & Bridges Generally and Ordinance 2011-008 to Enact Modifications to Milford Municipal Code Book - 7.16 Commons, Playgrounds, Town Buildings, Pools & Other (Codes for Amendment).** The Selectmen briefly discussed the correct ordinance numbers, both ordinances had the same number therefore one requires a modification. Selectman Putnam moved to approve amendment to 2011-007 which was seconded by Vice Chairman Daniels. All were in favor. Motion passed 5/0. Motion made by Selectman Putnam to approve 2011-008 as amended, which was seconded by Selectman Finan. All were in favor. Motion passed 5/0.

**-Proposed Ambulance Facility Discussion.** Chairman Carmen stated the purpose of this work session is to field questions and get a feel for what everyone is thinking, regarding the 5 properties being looked at for the location of a proposed Ambulance only facility. The information needs to be put out to the public, so the voters understand exactly what the town is trying to do. That is the tough part and the Board needs to move forward to get this on the warrant. Bill Parker, Director of Community Development, was called to speak first.

Selectman Bauer summarized the property locations that were discussed in the past.

Bill Parker began by discussing the South Street DPW site, and the need to find out about the extent of the wetlands and floodplain issues. Fieldstone Land Consultants came out and did a delineation of the property. The plan they put together from field work shows the existing buildings, the paved area, the blank area is Great Brook, the edge of

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1 the wetlands, and the 50-foot setback line required by zoning (floodplains). Looking at the constraints these ele-  
2 ments provide determines there is a limited building area at the southeast area of the property. Based on the SMP  
3 plan of aerial photography and tax maps, another 12,000 square feet calculated for the Ambulance, there would be a  
4 site disturbance, encroaching into the setbacks and potentially the wetlands. The bottom line is that there is not  
5 enough room for a major facility on this site, development of this site would also take away any future activity by  
6 DPW in what little space they have. Bill Parker said he would personally “close the door” on this site.  
7

8 Chairman Carmen stated that the Board didn’t have the benefit of onsite work in the past with the aerial view. Merv  
9 Newton said that the South Street site wouldn’t work quite as well because of the location. Chairman Carmen indi-  
10 cated this is the kind of feedback the Board is looking for, that the Board had been hopeful South Street would have  
11 been desirable because it is Town-owned land, but each site will have challenges, nothing is exactly where they  
12 would like it to be. He asked if there were any more questions on the South Street site.  
13

14 Selectman Putnam suggested taking the South Street site off the list, Guy Scaife agreed with that, to bring closure to  
15 this site, so that the Board can move forward. Selectman Finan said that the town would pay for it in the long run,  
16 by constricting expansion of DPW. Selectman Bauer said that for all these reasons, and common sense, the town  
17 should not put an emergency facility in a flood plain, and also that the response time is less ideal there than in other  
18 locations.  
19

20 Selectman Bauer wished to review the .35 acre land lot at 22 Cottage Street, that seems available and is owned by  
21 Fuller Trust. Rodny Richey, discussed past examples when the Facilities Committee had looked into the lots. He  
22 mentioned that the third lot, that Fitzgerald owns, has potential, it is a small piece of land that is available. It was  
23 specifically stated that this lot does not encroach in the Police Station parking area, or expansion, and it puts the en-  
24 trance on the same side as the Police. Across from the Police Station, the Cottage Street parcel is considered to be  
25 smaller than desirable. Selectman Bauer expressed concern (with the contiguous piece that Rodny mentioned) with  
26 taking down a 3 story house on the .16 acre lot and fitting in a building. She feels that the other location has more  
27 potential, and asked Guy Scaife to provide additional information on that parcel.  
28

29 Guy Scaife explained that in looking at the drawing that SMP provided on Garden Street, visually it does encroach  
30 in the parking lot (Police Station) and there is the traffic pattern of the Ambulance exiting and entering the same as  
31 the access to the parking lot. The town would be forced to buy the additional lot, which is currently in use. The lot  
32 on the other side would not need as much parking. Any of the space on Cottage Street and Garden Street is desir-  
33 able. Geographically, being near the Police Station, any on-going maintenance could be done without travelling.  
34 For example, The IT department having to go to the buildings, snow plowing, HR department, can visit each place  
35 when needed without having to travel. Price wise, they are very close. The Cottage Street parcel is a hair less in  
36 terms of tax value, for the space. The other property is not on the market and is a productive rental space. Mr.  
37 Scaife’s preference is Cottage Street, but he wants questions asked and answered.  
38

39 Selectman Putnam asked if there is pricing available on the two Fuller lots? Guy Scaife answered that they have an  
40 assessed value from ’06, but it would need an appraisal. We think Cottage Street and Garden Street are in the same  
41 price range. The larger Cottage Street lot is about \$100,000 more, being a bigger space. Mr. Scaife anticipates that  
42 we would need to add at least \$50,000 to the Garden Street lot to add parking.  
43

44 Chairman Carmen stated that there are two ways to get land. You ask for the property and negotiate, or you take it.  
45 That three family property is income producing, so the owner could make it tougher to negotiate than the other lots.  
46 There is more that goes into the negotiations, the expenses, getting appraisals, you look at the pros and cons. Each  
47 lot presents a different challenge, their own unique costs. It’s hard to predict what the cost of each lot will be.  
48 Which works best? What is the cost variance? All the contracts and offers are subject to tests. The goal is to priori-  
49 tize them. Guy Scaife responded to a question regarding the land values. The assessments as of ’06 are: the larger  
50 lot on 21 Cottage Street is valued at \$371,000 and the lot on 22 Cottage Street is valued at \$253,400.  
51

52 Selectman Putnam said that common sense should dictate looking at the best lots first, and weeding out the rest.  
53 Guy Scaife answered that the bigger lot is about \$120,000 more expensive, but you are getting a larger lot. Is that  
54 space needed to justify the additional cost? Selectman Putnam feels that it absolutely is, parking is always a prob-  
55 lem in Milford, we should do an investigation on the biggest lot and see if its viable.  
56

57 Merv Newton suggested that this go back to the Facilities Committee to do a detailed analysis on this project. They  
58 should continue meeting, and do follow ups. The Ambulance needs this, it is important. They need the space.

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1 Selectman Bauer likes the idea, but feels that time is important. Is there a possibility to get a full report done?  
2 Vice Chairman Daniels asked the audience why they think the last warrant article failed. Audience member Mark  
3 Fougere replied that he was disappointed that the downtown site was abandoned, and he felt that the unemployment  
4 rate and bad economy were the chief reasons the warrant article failed. Merv Newton added that the Nashua Street  
5 site was the wrong place to put the Ambulance. When the Facilities Committee looked at the site, they felt the traf-  
6 fic burden and size was not good, the Garden Street area is better.  
7

8 Peg Seward was asked to comment, stating that she sees a tremendous need for the Ambulance Facility, if we de-  
9 cided to phase it and put together a total package for the Ambulance it would have had a better chance of passing.  
10 The people did not have a total price, and questions about the future arose. Another member of the audience said it  
11 was an incomplete plan, too big, and too much unknown. The town has a better shot at it now just being the Ambu-  
12 lance site.  
13

14 Vice Chairman Daniels wondered what makes this year any different with the economy. Rodney Richey responded  
15 that he was not sure it was different. A couple of things could be done to help, showing an across the Board situa-  
16 tion, the Ambulance being accomplished soon could be an interim place for space for the Fire Department vehicles,  
17 and the space in Town hall could be used for the Town Offices, these things could be an enhancement to the pro-  
18 posal. Mark Fougere and Merv Newton agreed that no doubt the economy is still not good and it's going to take  
19 time to level out. Selectman Bauer shared some feedback she got from people about the last vote, the total cost was  
20 mind blowing, people were not ready to go for that. A stand alone Ambulance facility can help other departments  
21 with expansion. We also have locations now that we did not in the past.  
22

23 Peg Seward suggested that the CIP committee is not understood by the people in the town. Projects were delayed,  
24 but people don't understand what the needs are going to be. A 5-year plan would be more easily understood. Se-  
25 lectman Bauer feels that the CIP needs to be promoted more. Chairman Carmen agreed that the CIP is a good work-  
26 ing tool for the town. Selectman Finan feels that everyone is on the same page and needs to start zeroing in on what  
27 we are going to do, then market it.  
28

29 Mr. Scaife asked the Board to make a decision, are they going to let the Facilities Committee take over? It's impor-  
30 tant to come together now and come back with a recommendation, not a bunch of choices. Chairman Carmen asked  
31 Rodney Richey, what are his thoughts on that? Rodney agreed that the Facilities Committee could handle this now  
32 based on the sites that are noted.  
33

34 Selectman Putnam moved to give this project to the Facilities Committee to research. Selectman Finan seconded the  
35 motion. Selectman Bauer feels there is a crunch for time and said that if we go this route, the Facilities Committee  
36 has to move on this fast.  
37

38 Selectman Putnam indicated he will amend the motion and put an end date there for the Facilities Committee to look  
39 at those four lots and give the Board a recommendation by the end of September.  
40

41 Vice Chairman Daniels said he will vote against this, feeling there are other considerations that need to be discussed  
42 in non-public session first.  
43

44 Selectman Finan moved that the Board discuss it first and then make a formal charge for the Facilities Committee.  
45 Selectman Bauer seconded and clarified that there will be a specific charge.  
46

47 Selectman Putnam withdrew his motion and Chairman Carmen stated there is another motion on the table by Se-  
48 lectman Finan. All were in favor. Motion passed 5/0. Motion was set to move on.  
49

50 Guy Scaife suggested the Facilities Committee regroup and have at minimum of 6 people, hopefully 9 people.  
51 Chairman Carmen said that we are heading in the right direction, let's get the charge out, and move on from there.  
52

53 Selectman Bauer asked about the Elm Street property. Bill Parker said that the size is a half acre where Harvey's  
54 Music is currently; within a half mile of the oval, and it is available.  
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56 Chairman Carmen asked if there was anything else and he thanked everyone for coming. There was nothing further.  
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**4. NON-PUBLIC SESSION:** There being no further business to come before this Meeting, Chairman Carmen moved to enter into non-public session at 6:25 p.m. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0. After discussion, Chairman Carmen announced the Board had further non-public discussion, no decisions were made. The Board adjourned at 6:47 p.m.

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Nate Carmen, Chairman

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Gary L. Daniels, Vice Chairman

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Katherine Bauer, Member

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Tim Finan, Member

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Mike Putnam, Member