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APPROVED

MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION

June 20, 2011

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

EXCUSED: Tim Finan, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS: 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. The Pledge of Allegiance followed. The purpose of this work session is to identify the charge for the Community Facilities Committee (CFC). Chairman Carmen noted that although Selectman Finan is excused this evening, he did provide a memo with his thoughts.

2. DISCUSSION.

-Proposed Community Facility Committee Charge. Chairman indicated that the charge for the CFC is finite and the due date is the end of September, but asked if the charge could be narrowed in order that the CFC can get this done in that timeframe. Merv Newton has been identified as the Chair of the CFC. Selectman Putnam stated there is a building that could be used near the police station and maybe this Board can steer the CFC toward that property. Vice Chairman Daniels stated he felt the BOS shouldn't steer the CFC and he thought there was a report stating the CFC was looking for land that was a half acre. Chairman Carmen responded that the minimum practical lot to look at would be at least a half acre. Guy Scaife stated that size (half acre) would accommodate a one-story building; we need a half acre for one story, but less acreage could accommodate a two-story building.

Vice Chairman Daniels asked why the Ambulance Department needs a 9,000 sf to 10,000 sf building. Currently the department uses 3,000 sf. Guy Scaife explained that this is SMP's calculation. Director Schelberg's space doesn't include other elements of Town Hall that are used and currently it is two bays as opposed to four bays. Vice Chairman Daniels asked if 6,000-7,000 sf will accommodate the department since there are only so many people per shift. Selectman Bauer asked if Vice Chairman Daniels has seen the SMP print. Guy Scaife also explained that currently, Director Schelberg uses the upstairs (Town Hall) for training and that is a pretty large space. The department needs additional space for such things as a decontamination room and larger sleeping quarters. At this point in the charge, we should stick with what the town has as a guideline.

Chairman Carmen asked Vice Chairman Daniels if what he meant was if the building was smaller, could we use a property with less acreage? Selectman Putnam likes the one acre spot with existing buildings because they could use that site and the buildings. Selectman Bauer responded that the final building design and costs are not part of this charge. Vice Chairman Daniels suggested that the site and design can be separated. Selectman Bauer responded that is why it says to use the existing SMP design.

Guy Scaife stated that the four lots being considered can all accommodate a 9,000-10,000 sf building. The Board should put it in writing and let the CFC choose the lot. That could then be given to SMP to see what they can do. An engineering assessment will be needed to identify what can be done with the lot chosen. Selectman Bauer suggested the town should find out from an engineer exactly what are the requirements of an emergency department building. Chairman Carmen indicated that the Elm Street lot has room to leave the existing building and use it for equipment, but should that building be demo'd to start over or renovated and utilize what is on the land? To more specifically make a charge, the BOS needs to come back with some reasons, each lot when built on could have different issues. There are going to be costs that come up that we don't know now. Selectman Bauer said she thought Bill (Parker) put that on at the end of the design because there would be choices.

**APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –
6/20/11**

1 Selectman Putnam said we could always pull back from the CFC if this Board wanted to, if we decide to move forward with the one acre lot, we could save time. Selectman Putnam stated that he has been building for 30 years and feels that an engineer isn't needed.

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5 Selectman Bauer understood that the plan was to put the engineering assessment out to bid to different firms. Selectman Putnam suggested that he and Director Schelberg could sit down and draw up the plan. Vice Chairman Daniels suggested this Board needs to recognize that could be an option, and not worry about slighting the CFC. Selectman Bauer responded that this is the Board's project and therefore the Board should have the option to go with what is recommended or not, but will that change the plans? Chairman Carmen indicated that the CFC will then wonder what they are for. The ultimate goal is to give a charge to the CFC, they perform the task and bring it to the BOS. Chairman Carmen noted that he likes the Cottage Street property.

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13 Selectman Putnam is more comfortable with a one acre lot and utilize the building(s) that are already there; he suggested talking to the owner about negotiating. Selectman Bauer does not agree with going to the owner asking for a deal; an acre of land downtown is worth a lot of money and she does not think that is the way to go about it.

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17 Selectman Putnam asked if the Board wants a CFC or not? Selectman Bauer indicated this Board met with the CFC and all members (BOS and CFC) were present and everyone said yes. Selectman Putnam suggested the BOS give the charge to the CFC. Chairman Carmen indicated this Board narrowed it down and just needs to give an official charge to the CFC. Selectman Bauer suggested changing the due date to September 26, 2011 and not just the "end of September."

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23 Selectman Putnam moved to make a motion to assign the charge to the CFC. Selectman Bauer seconded. All were in favor. Motion passed 4/0.

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26 The following charge for the CFC was identified:

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28 The Board of Selectman charges the Community Facilities Committee to recommend the most appropriate of these sites that can support an ambulance service building of 9,000-10,000 sf (single or multi-story) with adequate parking, access, and site improvements. SMP space needs documents and building concepts shall be utilized for site analysis. Final building design and building costs are not a part of this charge, as once the site is selected, final design and costs will be developed.

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34 The following sites are for CFC to review:

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Map/lot	Address	Area	Owner	Current Assessed Value	Available?
25/76	22 Cottage St	0.35 ac	Fuller	\$253,400	yes
25/112	21 Cottage St.	1.04 ac	Fuller	\$371,000	yes
25/125	66 Elm St.	0.48 ac	Davis Carlton RE	\$251,800	yes
25/69	15 Garden St.	0.16 ac	Gonzalez	\$305,500	no
25/70	0 Garden St.	0.16 ac	Town of Milford	\$ 93,000	yes
25/71	0 Garden St.	0.19 ac	Fitzgerald	\$ 94,500	no

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44 The report from the CFC is due to the Selectmen by September 26, 2011 or sooner if the CFC is able to submit a recommendation more quickly. Chairman Carmen asked if there was anything else; there was nothing further and he thanked everyone for coming.

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48 **4. ADJOURNMENT:** There being no further business to come before this Meeting, Vice Chairman Daniels moved to adjourn at 5:40 p.m. Selectman Bauer seconded. All were in favor. Motion passed 4/0.

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54 Nate Carmen, Chairman

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54 Gary L. Daniels, Vice Chairman

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58 Katherine Bauer, Member

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58 Mike Putnam, Member