

**Town of Milton**  
424 White Mtn Highway  
Milton NH, 03851



**Planning Board**  
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**Meeting Minutes**  
**June 7, 2016**  
**6:30 PM**

Members in Attendance: Tom Gray, Tim Long, Bob Bourdeau, Peter Hayward, Larry Brown

Also in attendance, Dana Smith Land Use Clerk, Bruce Woodruff Town Planner

Excused Members: Bob Graham, Brian Boyers, Joseph Michaud

Public Attendance: Mike Nye, Larish Kane, Bob Carrier, John Katwick, Fire Chief Nick Marique, Eric Knapp

Vice Chairman Hayward called the site walk to order at 6:30.

Public Comment: no comment

Continuation Public Hearing: Site Plan Review: Gold River, LLC applicant/owner. Site Plan: Mike Nye was present to represent Gold River and update the board in the continuation of the Site Plan review, he told the board that the State has still not responded to their requests and would like to have another month to get their response. B. Bourdeau stated that they are at the 60 days and the board needs to either approve the application, turn down the application, or the applicant needs to grant the board permission to go beyond the 65 day window otherwise as a board they need to act on the application, the applicant must grant the board an extension in order to continue the case. M. Nye would like more time, he has talked to his surveyor, Jason Pohopek who said they are still unsure what is going on with the State right now. L. Brown added that it does not hurt the applicant to extend the process. Vice Chairman Hayward asked if the applicant is willing to allow the board more time. M. Nye agreed. **L. Brown said the applicant for good cause having requested a waiver of the 65 day clock to obtain certain State permits moves to continue the application to July 19<sup>th</sup>. B. Bourdeau seconds the motion. All in favor (5-0). The public hearing is continued to July 19<sup>th</sup> at 6:30 pm.**

CIP/Master Plan Discussion: Town Planner Bruce Woodruff attended the meeting to discuss the progress of the CIP with the board.

1. *Update on getting projects from Library, School and Recreation.* B. Woodruff commented that at the last meeting it was realized these departments still needed to submit their proposals for the CIP. He sent out an email to the departments and received their responses and the board will discuss, rate and rank the projects.
2. *Review and discussion of Draft CIP Charge and Policy Document; possible approval.* B. Woodruff commented that the intent tonight is to at least review this and see if it is what the board wants for an approved document. B. Bourdeau commented that he had one problem with the time frame, to him the February date would be way to late of a date to be talking about what they are going to be voting on in March. B. Woodruff commented that it is open to change, the Planning Board prepares a report made up of several pieces, one is a recommendation, at some

point the Planning Board will want feedback from the BOS and Budget Committee about which projects they are going to fund. B. Bourdeau feels that the February date would be very last minute. T. Gray commented that he agrees with B. Bourdeau that February would be late, as they vote in the second week of March, he suggests mid-January. The board discussed when the best time would be to receive the letter. B. Bourdeau suggests December 15<sup>th</sup>, the board agreed to this. B. Bourdeau feels that it throws a lot of budget issues on the planning board that typically only deals with land issues. B. Woodruff replied that the Planning Board does not decide the money aspect, the Selectmen are responsible, not the Planning Board who looks more at the need and purpose of the project and tries to smooth out the impact to the tax payer each year. **B. Bourdeau motions to approve the draft with changes. T. Long seconds the motion. All in favor (5-0) Approved as amended.**

3. *Review the three newly submitted projects; ask questions, comments, discuss Master Plan Tie in.* The board reviewed the Library, Recreation and School's project submissions and went through the rating and ranking process. B. Woodruff explained that the Library has removed their original project and have submitted a new project to install ADA Compliant Access to the Second Floor of the MFPL. L. Brown explained to the board that there is currently a handicap access lift which is exposed to the elements and lifts to the first floor to provide access. He continued that the Eagle Scout project has been very successful and Betsy Baker is moving toward the upstairs as a community service location, open for events, it is possible to meet the technical compliance with ADA by moving the program downstairs. L. Brown also added that with the move towards electronic media there is not a need currently for book space but still a need for a public or community focus center which the library services better than many places in the area, it is desirable but not a complaint subject from the ADA. B. Woodruff added that it is his understanding that the Librarian will be applying for some grant money for this and if received would go to offset town funds.

John Katwick commented that he has been heavily involved with this project for the last two years, about a year ago it was decided and discussed by all not to put the second story elevator in, if they had done it at that time the total cost would have been \$27,000 to put it in, he recommends strongly that this goes up for discussion with the Selectmen, Library Trustees and the people who have been heading up this project before anything is decided with the capital fund being discussed.

B. Woodruff replied that the Library Trustees chairman was the one to submit this project and he does not know anything else of the project. L. Brown added that the trustees have discussed it. B. Bourdeau commented that he gets frustrated when department heads submit a project to just submit a project, he does not feel he has enough history on the library and hates making uninformed decisions. P. Hayward commented that if you look at the criteria, they do not have enough information to answer the criteria questions.

L. Brown (as one member of the Library Trustees) to respond to the monies questions, the point is to try to accumulate monies for the purchase of a large Capital Improvement at point 'x' in the future. He agrees with B. Bourdeau's comment in regards to having to put something in, the Trustees had discussed paving, the Trustees of the Library are in a particular situation regarding the Town because they are trustees basically for the interior, the building is a government building, it has rights of access to Government Building's funds as a town structure and they have tried very hard to be cooperative to the glorious DPW budget, it is not fair to complain about spilled milk or milk that wound up in a different sized bottle, he himself would have gone for a wooden ramp and saved money for a full sized elevator rather than the lift that was

installed. B. Woodruff commented the application does not come from him, it was sent to the Planning Board, and he is the process guy. The board decided they needed more information on the project before being able to rate and rank the project. The board moved on to the classification of the Recreation Project and discussed the boat launch project which the Recreation Department has proposed. B. Bourdeau commented that if the lock was taken off the gate the State would fix the ramp for free. B. Woodruff replied that when he talked with Karen Brown she had said the reason they do not take the lock off the gate is because the ramp is a revenue source for the Town. Vice Chairman Hayward commented that the only information they are lacking are the financial aspect and that is something that does not concern this board, but the revenue they receive from the ramp goes to keep the beach running. The Board reviewed and discussed the School's submission into the CIP, which is to Shingle Roof Maintenance for the Elementary School. B. Bourdeau asked if this was the same plan they had on the warrant this year. It was agreed that this was on the warrant article and voted on previously in the year. The board rated and ranked the project for the School.

4. *Assign Classification to each*
5. *Rate the three projects, group rank them using the form.*
6. *Update the master plan spreadsheet with ranking and classification*
7. *Discussion on main points for recommendation narrative report.* B. Woodruff commented that they have done as much as they can in regards to 4, 5, and 6 on the list and does not feel the board has enough information yet to create the bullet points for him to start the narrative report.
8. *Discuss DPW fleet matrix with arcs.* B. Woodruff explained to the board how the arc is found on the spreadsheet. He will talk to Pat Smith to update the remaining years, the formula might be wrong on the spreadsheet. This is a form that they should see from the departments who have a lot of capital equipment.

B. Woodruff will update the forms with the information provided by the board at this meeting. Vice Chairman Hayward suggest they continue this at the next meeting for the month on the 21<sup>st</sup>. B. Woodruff suggested talking about the Master Plan at a future meeting after they finish with the CIP, which should take about 2 more meetings.

Approval of Minutes: May 3, 2016 meeting minutes. **B. Bourdeau motions to approve, L. Brown seconds the motion. All in favor, May 3, 2016 minutes approved.**  
May 17 2016 workshop minutes, postponed till the next meeting.

Other Business:

The board received and reviewed an expedited wetland's permit for the Stave's property in Milton Mills.

B. Bourdeau motions to adjourn, L. Brown seconds all in favor meeting adjourned at 7:50pm.  
Respectfully submitted,

Dana Smith  
Land Use Clerk

Approved: 7/19/16