

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



**Planning Board**  
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## Meeting Minutes

June 21, 2016  
6:30 PM

Members in Attendance: Tim Long, Bob Bourdeau, Peter Hayward, Brian Boyers, Joseph Michaud, Larry Brown (7:23)

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

Excused Members: Bob Graham, Tom Gray

Public Attendance: John Katwick, PWD Pat Smith, Pam Smith, Police Chief Krauss

Chairman Boyers called the workshop to order at 6:35.

Public Comment: no comment

CIP Discussion: Town Planner Bruce Woodruff attended the meeting to discuss the progress of the CIP with the board. B. Woodruff explained that he emailed to the board the documents of tonight's discussion and a list of the tasks to be covered the following is the work that the Planning Board needs to cover during this meeting.

1. *Chair signs CIP Charge and Policy document after review:* B. Woodruff explained that he updated the Charge as the board wished after the last meeting and that the board members should keep the charge and follow the dates in the future on how to go forward with the CIP.
2. *Consider changing classification for Library project (from 4) after Library representative clarifies project and answers Board questions:* B. Woodruff explained to the board that the Library Trustees were not able to attend the meeting to discuss more about the project that was submitted and requested to talk at the next meeting about the project. He continued that the board needs to decide to move forward to rate and rank the Library's project submission or wait to hear more from the Trustees. B. Bourdeau commented that the questions they have still are not getting answered. P. Hayward gave an update to the board members who did not attend the last meeting on why they had rated the project a four, not enough information. PWD Pat Smith commented that his department has done a ton of work on the Library building and continue to have more grant money to work on the building, he disagrees that there is not a good handicap egress. P. Hayward added that that access is for the first floor, the project submitted by the Library Trustees is to have handicap access to the second floor. Pat Smith continued that when the project was started, it was agreed to get the first floor done and get the handicap access in because the building was potentially going to get shut down. He said it was agreed to wait to add an elevator for further years down the road because it was going to be so expensive. John Katwick said again that he strongly recommends the Library Trustees and Board of Selectmen meet before any decision is made on spending money for this project, the lift

that is in there today is because of an \$8,000 grant that the trustees got. Chairman Boyers suggested that they rank the project as the Library Trustees have had enough time to submit information. The board was in consensus. B. Woodruff stressed that the competent authority submitted the project and the board can consider the testimonies from outside members and use the information in consideration of the rating and rankings.

3. *Should classification be changed, Board then rates and ranks Library project:* The board went ahead with the rating and ranking of the Library submission. B. Woodruff brought his laptop in order to input the board's results in the rates and ranks.
4. *Pat Smith update on Public Works projects:* Pat Smith commented on the project submission the 2017 Ford F-250 Pickup truck, he would like to move the monies from 2018 and 2019 into the capital year 2017 and 2018, if the Planning Board would approve that move. B. Woodruff added that if the board decides to support this change, they will need to rate and rank that project tonight. P. Smith continued that the truck is a 2004 and pretty rotted, and as according to his fleet sheet 2 years past when it should have been replaced. J. Michaud asked if the 20,000 dollars is to purchase the vehicle in 2017. P. Smith replied yes, and that the only reason it is 20,000 is because he has the other half in a capital reserve fund. Chairman Boyers asked to board who was in favor of moving the truck forward into the capital year. All in favor, board went ahead and rated the project.
5. *Discussion of main points for Planner's preparation of draft recommendation narrative:* B. Woodruff explained that through the rating process they now have a list of all the 8 projects ranked in result of the rates, totaling up to \$457,777 if all of the projects are recommended to be funded. At this point the board discussed with B. Woodruff what should be in the recommendation letter. All of the information provided so far will pull together to form the narrative report that is the recommendation that will be submitted to the Budget Committee and Board of Selectmen. B. Woodruff explained that the sole purpose of the report is to guide the BOS and Budget Committee in making their decision, they are the ones that make the decision on what is being presented to the people, the Planning Board is strictly recommendation. He told the board that together they will generate the bullet points that will become the narrative recommendation report that he will write and then a public hearing will follow. He asked the board how many of the projects they want to recommend. P. Hayward commented that the first paragraph should be that the board prioritized what was submitted and this is what it is. He continued and then start to address after that where the board suspects there is a cut line, something that can be put off. B. Woodruff replied that with other towns he has worked with have addressed the total number and expressed the desire to smooth it more, a desire to stay to a certain amount, but then move on to a quick discussion on projects they are not comfortable with to be funded in the capital year, a paragraph that addressing why some projects were rated so low. L. Brown joined the meeting at 7:23pm. L. Brown commented that he was at the Selectmen's meeting the previous night, they talked last night the roughly 10-12 thousand dollar cost of redoing the carpeting in the upstairs of the Town Hall, the public asked if it could be done as a warrant article, the Selectmen returned that it could be done with the monies that remain the current default budget, the Budget committee commented that they thought the voters should get a say in a warrant article. B. Woodruff replied that the board does not need to add it as a project but it can be addressed as an outlier project. The board bullet pointed the following items: process,

smoothing (all years), Capital Reserve Accounts how to get there, fleet arcs, project comments, outlier project comments. B. Woodruff will provide a draft a week before the next meeting, which is July 19<sup>th</sup>.

Other Business: None

B. Bourdeau motions to adjourn, L. Brown seconds. All in favor, meeting adjourned at 7:35.

Respectfully submitted,

Dana Smith  
Land Use Clerk

Approved: 7/19/16