

Town of Milton
424 White Mtn Highway
Milton NH, 03851



Planning Board
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Meeting Minutes
July 17, 2018
6:30 PM

Members in Attendance: Bob Graham Alt, Peter Hayward, Brian Boyers, Larry Brown, Ryan Thibeault Ex. Officio, Matthew Morrill, Joseph Michaud, Also in attendance, Dana Crossley Land Use Clerk, Bruce Woodruff Town Planner

Excused Members: Lynette McDougall

Public Attendance: Bob Carrier, Heather Thibodeau, Darren Benoit, Scott Bourcier

Chairman Boyers called the meeting to order at 6:30pm.

Chairman Boyers brought B. Graham to the board as a full voting member in place of L. McDougall.

Public Comment: None

CIP 2018-2024 Process:

- a) *Town Hall CIP Requests:* Town Administrator Heather Thibodeau attended the meeting to explain the Town Hall requests for Technology Upgrades for 13 Stations, Security Systems, and Alarm Systems. Explained the purpose of the upgrades, asking for \$6,000 a year. P. Hayward asked if \$6,000 this year gets the Town a secure server or in six years. H. Thibodeau explained unclear at this time, the IT services will be doing a review in the next few days. Discussion of the IT contract and services. R. Thibeault clarified that the updates would be separate from regular monthly payments and work.
- b) B. Woodruff updated the board on the ongoing GIS, at the point of purchasing data sets, will be asking for \$2,500. To determine data sets and map sets will be having a round table with all board chairmen and department heads to discuss what GIS can do for that department or board. The data sets and maps will then be fit into the monetary for each year.
- c) *Other Requests: Conservation:* B. Woodruff explained to the board that the Conservation Commission has been given the forms to fill out, had preliminary spoke of a project for purchasing land for a Town Park, believe they have decided not to submit this year.
- d) *Wastewater:* B. Woodruff addressed that the BOS discussed this with Dale Sprague at last night's BOS meeting, he met with him today, felt that a project for 2024 Milton Wastewater System Assessment and Expansion Feasibility for \$75,000 a form will be submitted.
- e) *Water Department:* B. Woodruff explained that he is still in discussion with one of the District commissioner members, suggested to not close the book on them yet.

On Call Engineer Presentations

- a) *Dubois & King 7:00pm*: Scott Bourcier (Project Manager) and Darren Benoit (Vice President, Transportation Division Director) attended the meeting to present to the board. D. Benoit gave an overview of the firm, gave the board a handout of the firm. Informed that the firm has a Planning Department that works with the Engineers in a close relationship. S. Bourcier explained what Dubois & King can offer as the on call engineer for the Planning Board. Have structural engineers, traffic engineers, water, sewer etc. Board members asked questions of the firm and held discussion on the firm's services. Turn around for review's is typically 3 weeks but can do faster up to a week if specifically needed.
- b) *Milone & MacBroom 7:35pm*: John Adams (Contract Manager), Regina Leonard (Landscape Architect) and Michael Gagnon (Senior Civil Engineer) attended the meeting to present to the board. John Adams gave an overview of the firm, full service firm in house, focused on public sector work. Explained the process of review, turn around is roughly a week. Overview of specific engineer specialties the firm offers. Would like to tailor their approach with how the Town wants to do it. Board members asked questions of the firm and held discussion of services.
- c) Board discussed the presentations and ranked the engineer firms for first choice and second choice. Dubois & King resulted in the first choice by the board and Milone & MacBroom is the second choice. Firms will be noticed appropriately and D&K will be invited for contract review.

CIP 2018-2024 Process Cont'd

- a) *Review Master Plan Tie-In Matrix*: Board reviewed the Tie-In sheet that B. Woodruff had drafted for the board, explained that the Tie-In sheet is similar to last years with a few changes and a few new projects. L. Brown questioned technology upgrades and if the strength should be changed from normal to strong. Board was in agreement to change from normal to strong. P. Hayward noted the parking lot paving for the library vs. the second floor access. Board was in consensus to change the parking lot paving to normal from strong. B. Woodruff noted that the Town House Rd. Bridge can be removed from the form. R. Thibeault motions to approve with 3 changes. L. Brown seconds the motion, all in favor motion carried.
- b) *Begin Ratings with Form C*: Tabled till next meeting.

Non-Conforming Lots in any zoning district zoning amendment discussion: B. Woodruff addressed the potential amendments with the board and how they can be drafted together, board had reviewed this proposed amendment last year

Discussion of 2019 Budget: D. Crossley discussed with the board increasing the Public Notice line to \$650, which would cover 5 public hearing notices. Board was in favor of upping the line. Board approved keeping the remainder of the budget the same with the one increase, bringing the requested budget for 2019 to \$2,000.

Town Planner Comments: No additional comments.

7.17.18 PB

Approval of Minutes:

- a) June 19, 2018 meeting minutes- P. Hayward motions to approve, M. Morrill seconds the motion. All in favor (R. Thibeault & B. Graham abstained)
- b) June 30, 2018 Site Walk Minutes- L. Brown moves to approve, Chairman Boyers seconds the motion all in favor (J. Michaud, R. Thibeault & P. Hayward abstained.)

Other Business: None

L. Brown motions to adjourn, R. Thibeault seconds the motion, all in favor meeting adjourned at 8:45pm.

Respectfully submitted,

Dana Crossley
Land Use Clerk