

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
February 12, 2024

**PRESENT:** Gary Daniels, Chairman Lincoln Daley, Town Administrator  
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant  
Paul Dargie, Member  
Tim Finan, Member  
Dave Freel, Member

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

Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

**2. APPOINTMENTS – (Approximate times)**

**5:30 p.m. - Approval of George Scollin as an alternate member to the Ethics Committee – Term Expires 2027**

The Ethics Committee would like to submit the name of George Scollin to serve as alternate member. Mr. Scollin provided a brief bio to the Selectmen.

**Selectman Freel made a motion to appoint Mr. Scollin as an alternate on the Ethics Committee. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

**5:35 p.m. - Milford Emergency Operations Plan – Fire Chief, Ken Flaherty**

Captain Flaherty submitted the Milford Emergency Operations Plan for the Boards review several weeks ago. Tonight's meeting was to answer any additional questions and finalize the submittal.

Chief Flaherty was on a fire call. After some discussion, this appointment was tabled for the next BOS meeting on February 26, 2024. Board members were asked to make an effort to complete the 3-hour training before the next meeting.

**6:00 p.m. - Cost Savings Recommendation for Roads – Public Works Director, Leo Lessard and Neil Beauregard, Highway Foreman**

Director Lessard would like to start using a calcium system to treat roads. They already have one 3,000-gallon tank available. Trucks have been updated, installed and maintained to comply with the system. He explained the ProMelt Mag system which improves melting on roads surface and results in long lasting performance.

Pricing is based on the town entering a 3-year equipment agreement with Innovative. Innovative will provide 1x3000 gallon storage tank in this program. A prewet tank that goes on the back of a truck is not needed at this time because they already have one that was recently upgraded with new lines.

Director Lessard believes that with this system we will use less salt even with the cost of the Mag22 added to it. This pre treatment system is DES and DOT approved and will be mandatory to use in the next few years. This can also be used on sidewalks.

Selectman Dargie asked if anyone on our Public Works Department have been through the certification for this product. Director Lessard said he is hoping to have employees go through the training by next summer once the state updates the certification manual to include municipalities. The Public Works Department does have a couple employees were certified prior to working for Milford.

Administrator Daley asked how the additional tank will be paid for. Director Lessard said if you buy the MAG22 product, they will give you the tank to use. Administrator Daley said the reduction of our use of sand also helps with our MS4 requirements, and part of that is street sweeping. The less materials that go into our water is beneficial.

The ultimate goal is a 30% reduction in salt and about 100% reduction in sand. There was additional discussion about the cost of salt and sand. It will take a while to get accurate numbers on savings. This material can also be used on sidewalks.

**3. PUBLIC COMMENTS (items not on the agenda)** – There were no comments at this time.

#### **4. DECISIONS**

##### **a. CONSENT CALENDAR**

1. Request to re-appoint Andy Hughes and Chris Costantino to the Conservation Commission with Terms expiring in 2027
2. Request to re-appoint and change Marie Nickerson from a full-member to an alternate member to the Conservation Commission with a Term expiring in 2027
3. Request to change Rich Elliot from an alternate member to a full-member to the Conservation Commission with a term expiring in 2026

**Selectman Freel made a motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

Selectman Labonte asked what role Chris Costantino had to the Conservation Commission. Administrator Daley said she works for the Town as the Conservation Commission coordinator and she is also an alternate member to the Commission.

**Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

##### **b. OTHER DECISIONS**

1. N/A

#### **5. TOWN STATUS REPORT –**

##### **1. Deliberative Session Review**

The Town's Deliberative Session went well and Administrator Daley thank the Board of Selectmen, Budget Advisory Committee, and staff for their continued efforts in the development of a balanced and fiscally responsible municipal budget that will continue to provide the Town with high level of service and meet the needs of the community. The updated 2024 Town Warrant and Financials can be found on the main page of the Town Website at [www.milford.nh.gov](http://www.milford.nh.gov). The Town Vote will occur on March 12th at the Milford High School, 100 West Street from 6am to 8pm.

##### **2. Milford Community Power / Standard Power Program**

Milford Community Power is launching this spring after being approved by Milford voters in March 2023. The program provides stable rates for 20 months, from March 2024 to November 2025, and three options with more renewable energy for electricity customers up to 100%. There is no cost to the municipality for running the program, no individual customer contracts, and customers can leave, change products or rejoin the program with no fees or penalties effective on their next meter read date.

On Wednesday, January 31<sup>st</sup>, the Town held an informational meeting to present and discuss the program. Based on the attendance and continued number of questions from residents, Town staff and Standard Power will conduct a second public information session in the Town Hall over the next two weeks (TBD). Please visit [www.MilfordCommunityPower.com](http://www.MilfordCommunityPower.com) for more information on the program. There will be an additional meeting to held in the town hall on February 21, 2024 at 4:30 to answer any other questions people may have.

**3. Requests for Proposals**

Town Administration will be issuing a Request for Proposal in March seeking proposals from qualified firms of independent certified public accountants to audit the Town's financial statements for the fiscal year ending December 31, 2024, with the option of auditing the organization's financial statements for potential future years.

Town Administration and the Public Works Department will be issuing a second Request for Proposal next month seeking proposals from qualified firms to establish price agreements (labor, fixtures, and materials inclusive) for the replacement and/or retrofit of all existing light fixtures with LED smart- technology (or similar) with all municipal buildings.

There was some discussion about what is wanted for the lighting RFP. Administrator Daley would like Selectman Freel to be involved with the lighting RFP due to the nature of his business.

There was some discussion about our current auditors and how long they have worked for Milford. The consensus is to go out to bid.

**4. 2024 Town Administrator and Staff Goals & Objectives**

Administrator Daley submitted the 2024 goals and objectives for the Board to review and discuss at the February 26<sup>th</sup> meeting.

**5. Boards, Commission, Committee Volunteers**

The Town is actively seeking volunteers to serve on various boards, commissions, and committees. The following is a list of current vacancies:

Zoning Board of Adjustments	2 alternate positions
Conservation Commission	2 alternate positions
Economic Development Advisory Council	TBD (January 2024)
Recycling Committee	1 full-time position
Planning Board	2 alternate positions

Volunteer applications can be found on the town's website.

**6. SELECTMEN'S REPORTS/DISCUSSIONS**

**1. Policy Review**

**Policy 2000-08 – Grant Application Procedure.**

Selectman Freel said this Board never sees the grants before Department Heads apply for them. Administrator Daley said the Board votes to accept the money. Selectman Freel said no one should be applying for a grant unless the Board says yes or no. Administrator Daley said sometimes the timing is quick and we discover grants that need to be applied for quickly. Larger grants especially ones that require a match should go before the Board but smaller ones should not have to. He can appraise the Board of the smaller grants.

Selectman Freel said he feels that the policy is in place for a reason and maybe the Board may not want the Department Heads to go for some grants. This also takes time from the Department Heads to do their regular jobs.

Selectman Labonte said Manchester has this policy in place. He gave an example of a grant that may pay for some employees for a certain amount of time but then force a town to eventually have to hire those people.

Selectman Dargie said we should get rid of this policy. People should be allowed to apply for grants and if one needs a match or controversial, they should come to the Board ahead of time.

Selectman Finan doesn't have a problem having this policy but you don't want to tie the hands for the smaller grants. We should know about the grants that departments are going for but we shouldn't have to approve everything. There is clear ground for a compromise.

Katherine Kokko, a Milford resident, said maybe the Board is made aware of grants that are coming in a timely manner. Anything that requires a match should come before the Board. The policy is written for Department Heads but Committees and Commissions also apply for grants. Ms. Kokko said they were able to bring in a grant for the Bandstand and if they had to wait to bring it before the Board, they may have missed getting it in on time.

Chairman Daniels agrees with Selectman Finan. Department Heads should go after grants if it's one-time and doesn't require a match. If it requires a match, it should come before the Board.

Selectman Labonte doesn't have a problem with smaller grants as long as the Board is informed at a meeting. He is concerned about the time being put in a grant that the Board may not want depending on what it is.

Chairman Daniels said the Board can be notified of grants through the Town Administrators status report. The Town Administrator can make the determination of whether or not it needs to come before the Board.

Chief Viola, Chief of Police, said some of his grants are on-going every year, would they have to still go to the Board before applying for them? He agrees that some grants should go to the Board. He explained some of his yearly grants that they applied for. He also talked about in-kind grants. He also explained the vest grant process which is more like a rebate.

Dave Palance, Heritage Commission Chair, said he would support Selectman's Dargie' proposal and remove this policy. The Board representatives to each Committee and Commission should already know what is coming forward for grants and should be appraising the other Board members at their meetings.

Chairman Daniels said they should be using the Town Administrator as a gateway as opposed to just waiting. The consensus is that the Board should at least be notified if someone is going for a grant, especially if it requires a match.

Administrator Daley will try re-wording Policy 2000-08 Grant Application Procedure and bring it back to the Board at their next meeting.

#### **Policy 2001-02 Policy re Employee Performance Reviews**

Selectman Labonte asked how reviews were currently done. Administrator Daley explained the process. Raises are done off cost of living not performance. In the past pay raises were explored on performance. There is a mixed concerns about merit based and cost of living. Selectman Labonte supports merit-based raises.

Self-evaluations were discussed but the policy states that the employee's self-evaluation will not be used as a consideration in the review. There was additional discussion about cost of living versus merit raises. Chief Voila said if you do merit based, not everyone will get close to a cost-of-living raise. Selectman Labonte said not everywhere in the private sector do you get a cost-of-living raise. Chief Viola said we also have union contracts involved. Employees also get a six month check to make sure expiations are being met.

Selectman Finan said there are three categories of pay raises: COLA, (goes to everyone), merit and market adjustment. It's up to the Board if they get funded. Selectman Freel agrees with Selectman Finan.

Mike Thornton, a Milford resident, in the Federal Executive Service they kept the COLA and did away with time and grade. They kept merit because if you did extra, it adds to your value.

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Administrator Daley suggest this be a good discussion for a work session. Paul Calabria, Finance Director said we typically use the Northeast CIP. It includes some major areas and a lot of small towns.

Selectman Finan brought up employee self-evaluations again and asked why they wouldn't be used.

Ms. Kokko clarified that a member of staff can do their self-evaluation but it's not a structured part of the process. She is surprised because all her jobs have had a structured process in place for the self-evaluation process. Selectman Freel read paragraph 2 again for additional better clarification. Some members of the Board have heard of employees doing self-evaluations and some have not. In Milford self-evaluations are encouraged but optional. Chief Viola said most of his employees don't like doing self-evaluations.

**Selectman Dargie made a motion to add the word solely after the word not in paragraph 2, and delete the words "pay raise" in paragraph 3. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

### **Policy 2004-01 House of Regarding matters before the NH house of Representatives or Senate**

After minor discussion, the Board decided to make no changes to policy 2004-01

### **Policy 2003-02 Policy Regarding Employee Identification Badges**

There was some discussion about when badges should be worn, which departments should be wearing them and where, as well as how much information should be on the badge. Departments have guest badges which are used if someone comes in to work on something in the town hall. Some badges are issued through HR and some are issued through the Fire Department.

Dave Palance, Heritage Commission, suggest Human Resources and the Town Administrator work out the details of who should or should not be wearing badges all the time, or as needed.

Chairman Daniels said the Town Administrator should set the policy by department as far as who wears their badge all the time.

**Chairman Daniels made a motion to remove the words "department phone number and department supervisor" from paragraph 2. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**Selectman Labonte made a motion to change the word may to shall in paragraph 4. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**Selectman Labonte made a motion to accept Policy 2003-02 Policy Regarding Employee Identification Badges as amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

### **Policy 2006-01 Policy on Email**

The Board will determine if this fits into the Right to Know policy and take this policy up at a later work session.

Ms. Kokko said a lot of this policy is covered in the Right to know law and some of this language is outdated or wasn't accurate at the time this policy was made. She agrees with doing a work session to review this policy. There should be a policy around e-mail retention and accessing it when there is a request.

### **Policy 2004-02 Policy on Exit Interviews**

Chairman Daniels suggested adding the word "asked" before the word "complete" in item 4 under Procedure.

Chairman Daniels suggested adding “or designee” after Human Resource Director in the event that the Human Resource Director is unavailable.

**Selectman Labonte made a motion to accept Policy 2004-02 Policy on Exit Interviews as amended. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.**

**a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

Selectman Freel presented a map of the proposed parking lot changes at the library. There are concerns about the Blue Bus not being able to turn around in the parking lot. Changes were suggested for EV charging stations. Administrator Daley said there will be many opportunities for Board input on the conceptual drawings. The charging stations are a good opportunity for the town to consider. It doesn’t mean that an EV station will actually go there, it’s to provide the opportunity for conduits should the town go in that direction. It’s a good Economic Development tool to provide opportunities for changing communities and the region. It isn’t set in stone.

Selectman Freel has concerns about the EV stations. He also feels that we are dragging our feet and thinks we should be further along than we are. Administrator Daley explained the process and said we are actually on schedule for everything that needs to be accomplished prior to construction. There was additional discussion about issues discussed at the Planning Board meeting.

Janet Langdell thanked Selectman Freel for voicing the concerns brought up at the Planning Board meeting. There are other bus’s that would not be able to access the library with the current setup. Administrator Daley would like to have a work session to review the revised plans. The Town needs to be okay with the conceptual plan before moving forward.

Selectman Dargie said the 2024 Granite Town Rail Trail race sold out in about 1 hour. This race raises more than \$50,000 and the money is split between Milford and Brookline. Administrator Daley said these types of things help fund Conservation activities/upgrades.

Chairman Daniels mentioned Unwined, a new business opening on the Oval above the old Boston Shoe Store.

**b) OTHER ITEMS (not on the agenda)**

**7. PUBLIC COMMENTS –**

Mr. Thornton, Milford Energy Advisory Committee, has been fielding questions from concerned residents of Milford. Mr. Thornton offered his own phone number is there are any questions @ 603-249-6666

Katherine Kokko, a Milford resident, said there has been discussion at the state level about expenditures of tax payers’ dollars in relation to lobbying. She mentioned NHMA and suggests the Board discuss this in more detail before anyone is designated for NHMA.

**8. APPROVAL OF FINAL MINUTES –**

**Selectman Dargie made a motion to approve the final minutes of January 22, 2024 and January 29, 2024 (5<sup>th</sup> Monday Forum), as amended. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

**10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

**11. NOTICES.** Notices were read.

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308 12. NON-PUBLIC SESSION – N/A

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310 13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:30. Seconded by Selectman Labonte. All  
311 were in favor. The motion passed 5/0.

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Gary Daniels, Chairman

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Chris Labonte, Vice-Chairman

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Paul Dargie, Member

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Tim Finan, Member

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Dave Freel, Member