

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
January 9, 2012

**PRESENT:** Nate Carmen, Chairman  
Gary Daniels, Vice Chairman  
Tim Finan, Member  
Mike Putnam, Member  
Katherine Bauer, Member  
Guy Scaife, Town Administrator  
Darlene J. Bouffard, Recording Secretary

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

**INSTRUCTIONS:** Chairman Carmen called the public meeting to order at 5:42 p.m. after the adjournment of the 5:30 non-public session. Chairman Carmen announced that during the non-public session, a legal issue was discussed. No decisions were made. No votes were taken. Chairman Carmen introduced Board members and led the audience in the Pledge of Allegiance. 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 on the PEG Access live broadcast.

**2. APPOINTMENTS:**

**5:30 p.m. – Non-Public Session - Legal.** Chairman Carmen called the NPS to order at 5:30 p.m. Marti Noel, Town Assessor, was present for this discussion. Chairman Carmen announced that during the non-public session, a legal issue was discussed. No decisions were made. No votes were taken. The non-public session was adjourned at 5:42 p.m.

**5:45 p.m. – Request for Approval of (30) Property Tax Abatement Applications.** Marti Noel, Town Assessor, presented Abatement Requests (30) that she is recommending for approval. Ms. Noel explained several of these abatements are changes that were found through the reval (27) and there are also some due to conversion of land values that were dropped off last year and this is to correct that. This is a long list of abatements. The filing season is open until March 31, 2012. Vice Chairman Daniels moved to approve the property tax abatements as presented. Selectman Putnam seconded. All were in favor. Motion passed 5/0. Abatements are as follows:

<u>RECORD #</u>	<u>MAP/LOT:</u>	<u>ADDRESS:</u>	<u>ABATEMENT:</u>
1102	M31/L26-1	48Riverview St.	\$ 546.53
1103	M47/L8	103 Melendy Rd.	\$ 304.18
1104	M48/L4	26 Old Brookline Rd.	\$ 835.87
1107	M14/L5	60 Old Wilton Rd.	\$ 445.14
1108	M14/L10	21 Old Wilton Rd.	\$ 445.14
1109	M14/L11	11 Old Wilton Rd.	\$ 502.02
1110	M15/L2	8 Westchester Dr.	\$ 689.97
1111	M18/L6	210 Elm St.	\$ 741.90
1112	M20/L51	100 Elm St.	\$ 583.63
1113	M20-56	122 Elm St.	\$ 741.90
1114	M25/L61	24 Elm St.	\$ 583.63
1115	M25/L132	14 West St.	\$ 821.03
1116	M26/L93	124 Bridge St.	\$ 724.58
1117	M26/L121	16 Clinton St.	\$ 722.12
1118	M26/L133	70 Franklin St.	\$ 724.59
1119	M26/L138	130 High St.	\$ 682.55
1120	M29/L84	5 Cherry St.	\$ 771.58
1121	M29/L87	19 Lincoln St.	\$ 803.73
1122	M29/L94	225 South St.	\$ 823.51
1123	M29/L100-1	203 South St.	\$ 712.22
1124	M30/L127	234 South St.	\$ 845.77
1125	M30/L128	246 South St.	\$ 872.97
1126	M31/L8	403 Nashua St.	\$ 593.52
1127	M32/L14	22 Medlyn St.	\$ 719.64

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RECORD #	MAP/LOT:	ADDRESS:	ABATEMENT:
1128	M32/L14-1	26 Medlyn St.	\$ 672.66
1129	M32/L15	19 Medlyn St.	\$ 724.59
1130	M32/L29	451 Nashua St.	\$ 615.78
1131	M43/L72	12 Hammond Rd.	\$ 989.20
1132	M7/L19	84 Old Wilton Rd.	\$ 422.88
1133	M47/L13-9	124 Melendy Rd.	\$1,520.90

6:00 p.m. – 2012 Warrant Article Discussion – Downtown Ongoing Improvement Team. Tracy Hutchins, DO-IT Executive Director, explained that the DO-IT Warrant Article allows the office to remain open in order to do the work it does. The Pumpkin Festival Warrant Article is strictly for the Pumpkin Festival expenses and covers the departments that work the festival, that charge against that Warrant Article to offset the cost to those departments supporting the festival. Alan Woolfson, DO-IT Board of Directors President, added that this fund also provides for the beautification of the oval with flowers and decorations. Tracy Hutchins noted that the Pumpkin Festival will celebrate its 20<sup>th</sup> anniversary in 2012. Since 1992, DO-IT has done a lot of events and work around the oval, including maintaining a high occupancy ratio, even in the down turn in the economy. The Milford Oval has won awards for the downtown community. In 2010, seven new businesses opened in the oval area. The Pumpkin Festival brought in about 35,000 people and provided great media press all over New England. Parade Magazine (in the Boston Globe) even featured the Milford Pumpkin Festival. The Winter Farmer’s Market is an event that has been surprisingly successful. Last Saturday, January 7, it was held and some vendors sold out. That event continues to grow and has become a nice event for the town. The Keyes Art Group art festival has expanded, adding music and food vendors. The Taste of NH had its second year sold out in 2011, this event features restaurant and retail partnerships. 2012 will be the 14<sup>th</sup> year of the summer lunchtime concerts held on the oval. The DO-IT Board had a strategic plan; the feeling is a lot of good work has been done in the last twenty years. The downtown looks great, and the question is now, what can we do looking forward? The DO-IT Board would like to expand the mission to be town-wide. DO-IT could assist the town with marketing and public relations; the Economic Development Advisory Committee (EDAC) has been involved in some of this. A new website for DO-IT will be launched very soon. Alan Woolfson, the website guru, will be integrating events into the website and including a town calendar. If it is happening in Milford, DO-IT will help to publicize the event. A shopping and tourist guide is another idea; DO-IT has been promoting this over the past twenty years, and now is taking a look at the gateways of Milford to make them aesthetically pleasing.

Ms. Hutchins sits on the EDAC committee and they will talk about how DO-IT can work with EDAC to promote the Granite Town rail trail. Freedom’s Way is another gem that should be promoted. Ms. Hutchins has assisted other groups to promote their events. Town Hall worked with the library on the wreaths around the oval event. DO-IT is looking to change its name to more reflect that it is not just about downtown anymore. Ms. Hutchins thanked the Board of Selectman for its support. Selectman Bauer noted that Community Development has been working on a district in west Milford; Ms. Hutchins can see them working hand in hand with DO-IT to promote this district to help people understand what it is. This next year will be a transition year for DO-IT, but it will be a year of identifying what DO-IT will do.

Vice Chairman Daniels likes the idea of expanding and updating of the sign ordinance and asked if Ms. Hutchins has given any thought to that task? He also stated a gateway had been considered in the past, and was turned down. Alan Woolfson indicated that was a sign being considered that had moving letters and that is not what DO-IT is looking at. For the signage, Selectman Bauer suggested that State approval would be required since 101A is a state road. Ms. Hutchins agreed, suggesting that DO-IT does not have anything firm yet, it is just something it will be looking into but has no designs yes. It all happened about 3-4 weeks ago. We want to work within the regulations, but do not see changing anything like the zoning ordinances or sign ordinances. Vice Chairman Daniels agreed this will be a transition year, or perhaps it will be a planning year. Ms. Hutchins stated it is actually both a transition year and a planning year, right now they are looking to flush out what can be done by stepping into the marketing role, but nothing will happen right away. If the year will be for transition, Vice Chairman Daniels asked why would the same amount of money be requested in the budget? Ms. Hutchins responded that DO-IT will still be maintaining the same events and also will be planning for the future. Mr. Woolfson suggested that DO-IT will be planning to do more, not less. Guy Scaife added the budget is really the operating expenses for running the office, not special activities. Vice Chairman Daniels asked where the money from the revolving loans for businesses goes? Mr. Woolfson said that money was supposed to go into the Boston Shoe Company since it is only for revitalizing the downtown, which was from HUD for just that, for small businesses having a hard time getting loans and it must be paid

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back. That is why it is a revolving loan fund. Vice Chairman Daniels asked will that be expanded to businesses outside the oval area? Ms. Hutchins said it already is.

Chairman Carmen asked if the Banquet Hall is the only part of the third floor used for the Farmer’s Market? Ms. Hutchins responded that the auditorium is what is used and it is limited to the amount of vendors interested that can be fit. It is first come, first serve; we can accommodate about 25 vendors. There has also been talk about merging the winter farmer’s market with the existing (summer) farmer’s market

**3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no items brought up by the public. Chairman Carmen wished to remind everyone that this part of the agenda is to welcome anyone to attend the Board meeting and say what they need to say. Also, January 30 at 7 p.m. the Board will hold its Fifth Monday Public Forum, at which the Warrant Articles to appear on the 2012 ballot will be discussed.

**4. DECISIONS**

a) **CONSENT CALENDAR.** There were no items presented on the Consent Calendar this evening.

b) **OTHER DECISIONS.**

(1) **Scheduling of Selectmen at Polling Location for January 10<sup>th</sup> Primary and Other 2012 Voting Days.** The polling schedule of Board members was discussed and assignments were made accordingly.

(2) **Discussion and Preliminary Voting on 2012 Warrant Articles.** Chairman Carmen indicated that tonight he would like to discuss if there are any issues that the Board is not in agreement with on the Warrant Articles. Since the Conservation Commission representatives were present at this meeting, Chairman Carmen asked Audrey Fraizer, Conservation Commission Chair, to explain the status of the Lands Fund. Chris Costantino, also present, noted that all of the trails are well used, during all seasons, and that it is a good investment for a sizable portion of the population. This was the only Warrant Article item that had outside parties present at this meeting to discuss the Warrant Article tonight. The following listing contains the Preliminary Board of Selectmen votes for each appropriation Warrant Article which were discussed in detail by the Board. This listing represents the current position of the Board on the Warrant Articles, which will be further discussed at two future meetings. Non-appropriation warrant articles were discussed.

<u>TITLE</u>	<u>BOS VOTE</u>
OPERATING BUDGET	5/0 support
AMBULANCE FACILITY	5/0 support
WASTEWATER DEPT OPERATING BUDGET	N/A
WATER DEPT OPERATING BUDGET	N/A
ENGINE #4 REPLACEMENT	4/0/1 support (Daniels abstained)
BACKHOE, RUBBER-TIRED	5/0 support
AFSCME CONTRACT RENEWAL	<no vote taken>
TEAMSTERS CONTRACT RENEWAL	<no vote taken>
SOCIAL SERVICES	5/0 support
NON-EMERGENCY COMM TRANS BUS SVC	4/0/1 support (Daniels abstained)
CONSERVATION LANDS FUND	2/1/2 support (Putnam opposed, Daniels & Carmen abstained)
PUMPKIN FESTIVAL, HOLIDAY DECORATIONS	5/0 support
DO-IT OPERATING BUDGET	4/0/1 (Daniels abstained)
JENNISON ROAD BRIDGE REPLACEMENT	5/0 support
SUMMER BAND CONCERTS	4/0/1 support (Daniels abstained)
MEMORIAL, VETERANS & LABOR DAY PARADES	5/0 support
FIREWORKS	4/1 support (Daniels opposed)

Selectman Bauer reminded the Chairman that this is a listing of Preliminary Votes and that updated votes will be taken prior to deliberative session.

(3) **Consideration of Public Information Sessions at Transfer Station/Recycling Center and Other Locations for 2012 Warrant Articles.** Selectman Bauer would like to coordinate with the Community Facilities Committee (CFC) on coordinating where and when these activities will take place. Vice Chair-

1 man Daniels asked if this is to market a warrant article. Chairman Carmen said this is to let the general  
2 public know about what is on the warrant articles. It was agreed that the weekend of March 10, 8 a.m. to 1  
3 p.m. there would be Board presence at the Transfer Station to talk about the warrant articles.  
4

5 **5. TOWN ADMINISTRATOR REPORT:**  
6

- 7 a) **Budget Update.** Guy Scaife indicated the budget is currently 1.8% above the 2011 budget.  
8 b) **Miscellaneous.** Guy Scaife asked that all Board members read the Legislative Bulletin and if there are any  
9 questions about any of the items, or if a Board member does not support the Municipal Association's posi-  
10 tion, we should talk about it. Guy Scaife wants to reach out to the legislative representatives to be sure they  
11 represent Milford's position. These bills may affect the town in some way operationally or financially and  
12 it is important that the legislation hear from the town.  
13

14 The Phase I environmental assessment was done at 1 Cottage Street; a couple of drainage pipes need to be  
15 identified; the engineer will be out there this Friday. Guy Scaife to keep the Board informed.  
16

17 Guy Scaife is working with NRPC on electricity purchases; an agreement was reached with Hess involving  
18 ten municipalities, it is all coming together and the town will save on electricity purchased through this  
19 agreement. PSNH is the transport but Hess will be the aggregator. Most every town within NRPC is partici-  
20 pating in this.  
21

22 1 Nashua Street still does not have a permit, we will be communicating with the owner reminding him  
23 again that a permit is required before additional work can be done on the interior. The roof was to be done  
24 by the end of December and this deadline was not met. Chairman Carmen said he and Selectman Putnam  
25 met with the owner who said he was going to work on getting a new permit. The engineering reports are  
26 also due. Guy Scaife indicated we have not received that yet. Selectman Putnam said they met with him  
27 on Friday (January 6).  
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29 **6. DISCUSSIONS.**  
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- 31 a) **Proposed Board Policy – Communication Process for Citizen Complaints that are Given Directly**  
32 **to Selectmen.** Chairman Carmen explained that this came up when a citizen complaint was lodged  
33 and the handling of it was different than what it should be. When a citizen has a complaint, they will  
34 sometimes contact the Board member via e-mail or sometimes call or talk on the street. Some of the  
35 Board members know about it and some do not. This flow chart was developed to try to establish a  
36 system. There have been concerns that for complaints, different Board members may handle them dif-  
37 ferently. Selectman Bauer indicated she feels that for the most part, this flow chart is being followed  
38 and asked if this issue is a big deal or if it happens often? Chairman Carmen said there have been cer-  
39 tain instances where someone went to each individual on the Board and got a different response. Se-  
40 lectman Bauer suggested if a Board member responds to a complaint, all Board members should be  
41 made aware. Chairman Carmen suggested the Board member could also just say thank you and tell  
42 them it will be forwarded to the appropriate person; it should go to everyone to see if it has been dealt  
43 with. We should all be made aware of the situation and if it has been resolved. Chairman Carmen  
44 does not think it is happening all the time. Guy Scaife said he has not seen this flow chart until right  
45 now. Selectman Bauer asked if Guy Scaife has felt he was not informed of complaints in the past.  
46 Guy Scaife said there have at some times been things that could have been handled differently or been  
47 improved on. Selectman Finan does not think we need a flow chart like this. Chairman Carmen asked  
48 about new selectmen and if they are not familiar, will this help? Selectman Bauer does not see a need  
49 for this. Selectman Finan said if there is a complaint that he cannot handle right away, he would sug-  
50 gest calling the Town Administrator, but it depends on the situation. If the public is going to reach out  
51 to the Board of Selectman, they should reach out, said Selectman Putnam. There will always be cir-  
52 cumstances where all people do not know all the situations, said Selectman Finan. Selectman Bauer  
53 agreed the Chairman is usually the one that gets the information and should pass it on.  
54

55 **7. SELECTMEN'S REPORTS / DISCUSSIONS**

- 56 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

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1           **Recycling Committee.** Vice Chairman Daniels stated there is a Recycling Committee meeting tomorrow  
2 night and they are working on the ordinance to bring it up to date and restructure it to be more legible for  
3 its readers.  
4

5           **b) OTHER ITEMS (that are not on the agenda).**  
6 Last year there were 21 boxes of Town Reports left over and this past year we cut back on the order and ran  
7 out of Town Reports, according to Vice Chairman Daniels. Vice Chairman Daniels asked how many will  
8 be purchased this year. Guy Scaife said those numbers are being adjusted. Vice Chairman Daniels asked  
9 how much it costs to print the Town Report? Guy Scaife would need to look into that; it has been brought  
10 to Vice Chairman Daniels attention if all the extra reports included in the Town Report are necessary? Or  
11 could we cut down on the number of pages? Guy Scaife said Milford has a lean report but he will get the  
12 cost per Town Report and we can talk about it at the next meeting.  
13

14 **8. APPROVAL OF FINAL MINUTES** – After amendments, Selectman Putnam moved to approve the minutes  
15 of December 27, 2011 as amended. Selectman Finan seconded. All were in favor. Motion passed 5/0.  
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17 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** There were no other items.  
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19 **10. NOTICES.** Notices were read by Chairman Carmen.  
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21 **11. NON-PUBLIC SESSION.** Selectman Putnam moved to enter into Non-public session at 8:15 p.m. in accor-  
22 dance with RSA 91:A3(c) for a reputation discussion. Vice Chairman Daniels seconded. All were in favor. Motion  
23 passed 5/0.  
24

25 Chairman Carmen announced that in non-public session, the Board discussed a reputation matter. No decisions  
26 were made. No votes were taken. Selectman Finan moved to seal the minutes of this non-public session. Select-  
27 man Putnam seconded. All were in favor. Motion passed 5/0.  
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29 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Finan moved to  
30 adjourn at 8:45 p.m. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.  
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35 Nate Carmen, Chairman  
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Gary L. Daniels, Vice Chairman

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38 Katherine Bauer, Member  
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Mike Putnam, Member

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41 Tim Finan, Member  
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