

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
March 12, 2012

PRESENT: Nate Carmen, Chairman
Gary Daniels, Vice Chairman
Mike Putnam, Member
Tim Finan, 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 5:30 p.m. 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 (RSA 91-A:3, II(e)- Legal. Chairman Carmen asked for a motion to enter non-public session. Vice Chairman Daniels moved to enter into non-public session at 5:30 p.m. for a legal discussion. Selectman Finan seconded. All were in favor. After adjournment of the non-public session at 5:32 p.m., Chairman Carmen announced that during the non-public session, a legal issue was discussed and a vote was taken. The minutes of that non-public session were sealed on motion made by Selectman Finan and seconded by Selectman Putnam. All were in favor.

5:35 p.m. – Request for Approval of (1) Property Tax Abatement Application. Town Assessor Marti Noel presented one property tax abatement she has recommended for approval. This property had a modular home delivered April 12, 2011 and should not have been listed on the record for tax year 2011. Selectman Putnam moved to approve this abatement for Map/Lot 42/47-1 in the amount of \$3,543.81. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.

5:40 p.m. – Departmental Update – Information Technologies. Bruce Dickerson, IT Director, appreciates all the Board has done for him in his position during the past year. Mr. Dickerson reviewed new IT processes and technologies that have been added to the various town departments and indicated that he will continue to serve the technological advances in town. The virtual server is in place and connected to the network; this provides storage for the HP devices. This project took a bit longer than was anticipated. This will increase capacity on the network. It also hosts the GIS server and files that the other departments are accessing. Selectman Putnam asked what is the life expectancy of the virtual servers. Mr. Dickerson responded there is a three year warranty, and then a two year extension can be purchased after that. Selectman Putnam asked about the compatibility with all the other devices. Mr. Dickerson responded they are very compatible and easy to add memory. He plans to have three virtual servers and three smaller servers. The way it is set up is the most cost effective and easiest to maintain in the future. The new router also connects MACC Base to the police department. Now the officers just do the report on the road and input the data from MACC Base to add to their report, instead of doing the report three times as was done in the past. Chris Nervik and Bruce did a lot of the work on this for it to transition smoothly. IMC servers were used by MACC Base and the police, but a router had to be set up for them to talk together. Things are running smoothly so far. Selectman Finan asked if this takes care of the IMC problems that were being encountered. Mr. Dickerson said it does address those problems. The antenna wire set up was also a factor with those problems. Mr. Dickerson will continue to keep up on any trouble that comes up. Chairman Carmen agreed that it seems to have smoothed out. Mr. Dickerson has not heard of any problems in the past couple of weeks, which is a great thing. Wilton also uses IMC and they have helped Milford as well.

Mr. Dickerson continued that the on-line registration system (credit card payments) for Recreation has been set up which cuts down on personnel costs associated with collecting fees. Two major disasters for IT were the water pipe break in Community Development and the October snow storm. Selectman Finan asked if there was a problem with our surge protectors. Mr. Dickerson responded no, but it was the perfect storm – some areas were hit badly and others had no problems – it was not just a surge protector issue. Selectman Finan asked if the electricity was checked.

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Guy Scaife indicated it was checked and no problems were found. We had surge protectors that were fried in that storm. Mr. Dickerson added that it was mostly the printers that were damaged. The lobby copier actually had burn marks on it. Claims were submitted for the equipment that was damaged. Mr. Dickerson has begun supporting the Library hardware and that is working out well. In the future, the new phone system will be implemented at the Library, and that keeps getting pushed out for other projects, but he needs to migrate everyone onto the new phone system, including DPW. Older servers will be migrated to the new virtual servers and he hopes to finish with the GIS system.

Selectman Bauer thanked Bruce for saving the town a significant amount of money by pursuing used equipment. Mr. Dickerson said he is amazed at the amount he can save by taking advantage of the deals through Amazon and even Staples, the deals out there are incredible. Vice Chairman Daniels asked if there are still any departments that are not on-line? Mr. Dickerson responded that every department is set up on the network, even the Transfer Station. He wants to get a new phone over there eventually. Selectman Putnam asked about the new phone system at the water utilities facility. Mr. Dickerson said they are all set, there is one last thing he needs to get done, which is the antenna, but that has to be done once the weather is good. Selectman Putnam asked about credit card payments at the water utilities facility. Mr. Dickerson said he has been working with Jack Sheehy and Interware on getting that set up for tax payments and the water utilities.

6:10 p.m. – Request to Name Roadways – Perry Road and Maceys Way. After working with Bill McKinney on this, Lorraine Carson, Town Roads Researcher, has found where Perry Road begins and ends and that the description must be established before Maceys Way is established. In this process, she has requested Board approval for an error found on a tax map resulting in the official naming of Perry Road as follows and the road to be called Maceys Way as follows:

Perry Road:

1. Section from the intersection with Old Wilton Road, southerly to the end of the paved portion, a distance of approximately 1200 feet, 50 feet wide, a Class #5 Highway, per plans of 1977 detailed below. (The original layout of this section of road has not been found, though a portion shows on old plans as 30 feet wide running to the old skating rink. In 1977 the State laid out this section at 50 feet wide, a distance of 1200 feet, more or less, to Sta. 32+00 on State Plan P-7105B, Sheet 45. In 1979 the State made this a Class #5 Highway, and identified it as Service Road A.)
2. Section from Sta. 32+00 southerly and easterly to the intersection with “Connector Road” at Sta. 44+30, a distance of approximately 1230 feet, 50 feet wide, a Class #6 Highway unimproved.
3. Section from the northerly intersection with “Connector Road” at Sta. 8+75, southerly along said road to the southerly end of “Connector Road” at Service Road B at Sta. 00+25, a distance of 850 feet, 50 feet wide, as per the plan of 1977, a Class #6 Highway unimproved. (“Connector Road” constructed by the State in 1977 runs under the By-pass).
4. Section from the intersection of “Connector Road” and Service Road B”, easterly to Sta. 35+00 on Service Road B, a distance of approximately 819.69 feet, 50 feet wide, as measured on the south line of the road per Plan #31877, Sht. 3. (Service Road B runs from “*” to “*” as marked on the attached tax map. It is a Class #6 Highway constructed by the State in 1977, and runs from Sta. 24+00 to Sta. 67+28 on said State plan).
5. Section from the above point where Perry Road turns southerly off Service Road B with a curve having a radius of 275 feet, a distance of 316.87 feet as measured on the west line of Perry Road, then in a straight line a distance of 564.42 feet, 50 feet wide to the intersection with Hutchinson Road, per Plan #31877, Sht. 3, a Class #6 Highway, unimproved. (Hutchinson Road is a paper street at this time though a rough track exists on the land leading to the Heron Pond School).

IN SUMMARY: Perry Road runs from Old Wilton Road to Hutchinson Road, a total distance of approximately 4980.98 feet, 50 feet wide, the first section of 1200 feet being a Class #5 paved Highway, the balance being a Class #6 Highway unimproved, all per the above description.

All as per Federal Aid Primary Project RF-010-1 (6), NH Project #P-7105-B, dated 1977, Sheets 45 and 48, and plan entitled “Consolidation and Subdivision Plan of Land, Tax Map lots 38-4, 38-5, 38-9, 38-11 through 38-17, 38-58, 41-23 through 41-25, Prepared for Town of Milford, Milford, NH” dated January 4, 2002, revised March 15, 2002 and recorded in HCRD as Plan #31877, Sheets 2 and 3.

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Maceys Way:

A section of Service Road B as laid out by the State in 1977, from the intersection of Service Road B and Perry Road at Sta. 35+00, westerly to Sta. 24+37.5, a distance of 1062.50 feet, 50 feet wide, terminating at the east property line of Map 38 Lot 2, a Class #6 Highway, unimproved, per Federal Aid Primary project RF-010-1 (6), NH Project #P-7105B, dated 1977.”

After some discussion, Guy Scaife indicated that he and Lorraine need to have a separate discussion regarding Hutchinson Road, since they disagree on its location on the map. Chairman Carmen indicated all that the Board is approving tonight is the road descriptions. Selectman Putnam asked if it should come back to the Board once Guy and Lorraine have their discussion. Ms. Carson responded that Perry Road needs to be approved tonight and then she can work on Maceys Way if that is what the Board wishes, but Perry road needs to be approved. Vice Chairman Daniels asked if either road goes through wetlands? Ms. Carson responded there are wetlands on the sides, but there is a culvert. This road was built for the State in the 1970’s, and the roads are reasonably dry.

Selectman Putnam moved to approve Perry Road and Maceys Way as recommended by Lorraine Carson. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0. Ms. Carson asked if the Board would like for her to do the rest of Hutchinson Road? Chairman Carmen suggested that be deferred back to Bill McKinney. Ms. Carson said she will meet with Guy Scaife about their disagreement.

Guy Scaife indicated that he thinks there are some discrepancies in the mapping of Perry Road. There is a family that lives out there, and the numbering on Perry Road is confusing. The E911 systems need to be clear, we need to be able to find these homes. There is a lot of vandalism out there and vehicles cutting through the property into the back of the school. Guy Scaife has worked with the principal and superintendent to get a gate installed to try to slow down some of the vehicle problems in the back of the school. There is also some dumping going on there. The residents have asked for assistance.

6:30 p.m. – First Public Hearing on Ordinance 2012-001 to Enact Modifications to Milford Municipal Code

Book 3.20.010 – Taxicabs. The public hearing was opened at 6:30 p.m. Chairman Carmen read the section to be amended in Ordinance 2012-001 for Municipal Code Book 3.20.010 – Taxicabs. Chairman Carmen indicated the part that is being changed was the sentence that states no vehicle over 7 years old shall be used as a taxi and that will be replaced by a section indicating that it must be inspected by an “arm’s length inspection station.” Michelle Knightly, Milford Taxi, said she is confused, and asked what was wrong with the ordinance on the books? Chairman Carmen indicated the Board received a request to amend the ordinance. Ms. Knightly responded that the request had been withdrawn. When the request to amend was received, Chairman Carmen stated the Board had a discussion about the idea of limiting it to 7 years which was probably a good idea at the time of origination, but now cars last longer than 7 years. Ms. Knightly asked what “arms length” means? Chairman Carmen explained in this amendment, the vehicle age restriction is removed but as a vehicle gets older, sometimes it might require more frequent inspections, but the inspection has to be done by a station other than your own. Ms. Knightly stated the police inspects the taxis, it gets a mechanical inspection and now you are asking for a third inspection? Chairman Carmen said that is not the intention, the police only checks to make sure the vehicle is inspected but does not perform any kind of mechanical inspection. This is just to say that you cannot go to your own shop for the inspection (arm’s length). Selectman Finan added that this was actually to loosen up the restrictions. Ms. Knightly said the car is inspected in June, so does there need to be a certain number of months between inspections? Or does it have to be inspected twice? Vice Chairman Daniels said the language just needs to be tightened up, it does sound like two inspections are required, but it is just an annual inspection, just like a personal vehicle. Ms. Knightly felt that was acceptable.

William LaBelle, Milford Taxi, questioned where he can go to get the inspection? Chairman Carmen said anywhere is fine. Guy Scaife added that Mr. LaBelle cannot have it inspected at a business that has some type of business relationship with the taxi. It is to protect the taxi owner and the town. The public hearing was closed at 6:40 p.m. This ordinance amendment will move to its second hearing on March 26, 2012.

7:20 p.m. – Interviews of Heather Romeri (full member), Walter Smith (full member) and Bill Parker (alternate member) as Recreation Commission Reappointment Candidates.

Heather Romeri was invited to the Board table for this interview. Heather explained she was previously the President of the Mother’s Club and has worked with the Recreation Commission on fundraising events. All Board members thanked Heather for dedicating her time to the Recreation Commission. Selectman Putnam moved to reappoint Heather Romeri as a full member of the

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1 Recreation Commission to March 31, 2015. Vice Chairman Daniels seconded. All were in favor. Motion passed
2 5/0.
3

4 Chairman Carmen asked Walter Smith to have a seat at the Board table for his interview. Chairman Carmen asked
5 how long Mr. Smith has been on the Recreation Commission. Walter said he has been on it for 6 or 7 years. Vice
6 Chairman Daniels asked what he likes about the position. Mr. Smith likes what is being done. We are expanding
7 the programs and did additional work at Kaley Park. Recreation needs to offer more programs, especially because
8 of the economy. People started looking for new programs in the bad economy. Vice Chairman Daniels asked what
9 ages are addressed? Mr. Smith said the programs range from age 5 to seniors. Selectman Bauer is impressed at the
10 wide variety of programs being offered to the community. Selectman Putnam moved to reappoint Walter Smith to
11 the Recreation Commission as a full member until March 31, 2015. Vice Chairman Daniels seconded. All were in
12 favor. Motion passed 5/0.
13

14 Chairman Carmen asked for Bill Parker to have a seat at the Board table for this interview. Chairman Carmen asked
15 how long Bill has been on the Recreation Commission. Bill responded that he was one of the original members of
16 the Recreation Commission but is now an alternate, he attends as many meetings as he can and they are currently
17 working on the Recreation Chapter of the Master Plan. Selectman Putnam asked when Kaley Park will officially
18 open. Bill Parker said that will be very soon, one issue being dealt with is vandalism down there. Ricky Riendeau
19 and Nicole Banks are working on getting some sort of barrier. Vandalism at the parks is an ongoing issue, and po-
20 lice patrol gets stepped up in the warmer weather. Selectman Bauer asked about the turning lane for Kaley Park
21 when it was originally talked about, asking is that an issue? Bill responded that is in the CIP for 2016, once the
22 fields start being used more, if traffic increases, then a turning lane might be considered. Selectman Putnam moved
23 to approve Bill Parker as an alternate member of the Recreation Commission until March 31, 2015. Vice Chairman
24 Daniels seconded. All were in favor. Motion passed 5/0.
25

26 **7:25 p.m. – Interview of Gary Williams as a Planning Board Reappointment Candidate.** Chairman Carmen
27 invited Gary Williams to sit at the Board table for this interview. Chairman Carmen indicated for the past year Gary
28 has not been able to attend as many meetings. Mr. Williams explained he is also the Chaplain for the Fire, Police
29 and Ambulance and is also a volunteer fire fighter in Milford, which he is thoroughly enjoying and he wishes he did
30 it earlier in his life. Mr. Williams hopes to be able to be more involved in the Planning Board this year. Vice
31 Chairman Daniels appreciates Gary's willingness to continue to participate even with a full schedule. Gary said it is
32 a great group of people to be involved with. Selectman Putnam moved to reappoint Gary Williams as an alternate
33 member of the Planning Board to March 31, 2015. Selectman Finan seconded. All were in favor. Motion passed
34 5/0.
35

36 **7:30 p.m. – Interview of Bill Fuller (full member) as an Ethics Committee Reappointment Candidate.** Chair-
37 man Carmen invited Bill Fuller to sit at the Board table for this interview. Chairman Carmen asked if the Ethics
38 Committee meets very often. Mr. Fuller explained that the committee has not met in a while and is currently wait-
39 ing for direction from the Board on the guidelines for the Ethics Committee. Chairman Carmen stated those were
40 pushed off by more pressing issues and the Board needs to bring that back to the forefront. Vice Chairman Daniels
41 asked if training session have been done. Mr. Fuller answered that until the guidelines are worked through, training
42 has not been done, it was the understanding of the Ethics Committee that the guidelines would either be blessed by
43 the Board of Selectman or changed. It is hard to train until the committee has something that everyone wants the
44 committee to work toward. Selectman Putnam said he appreciates the time that is put into the Ethics Committee
45 when something does come up. Mr. Fuller indicated it is interesting to be part of something bigger than yourself, it
46 is an interesting process. Selectman Bauer said this Board will get back to the committee soon. Chairman Carmen
47 remembers there was a lot of discussion on the guidelines, but it is overwhelming. Chairman Carmen apologized for
48 it taking so long for the Board to provide some direction. Selectman Putnam moved to approve Bill Fuller as a full
49 member of the Ethics Committee until March 31, 2015. Vice Chairman Daniels seconded. All were in favor. Mo-
50 tion passed 5/0.
51

52 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments made
53 at this meeting.
54

55 **4. DECISIONS**

56

1 a) **CONSENT CALENDAR.** Chairman Carmen asked if there were any items to be removed from the
2 Consent Calendar. There were no items removed for discussion. Selectman Putnam moved to accept the Consent
3 Calendar as presented. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.
4

5 (1) **Request to Approve Issuance of Timber Yield Tax Levy & Warrant.** The request to approve
6 issuance of Timber Yield Tax Levy & Warrant in the amount of \$71.01 for Riley Bros Lumber Co
7 was approved as presented.

8 (2) **Request to Reappoint George Infanti (full member) to the Economic Development Advisory
9 Committee (EDAC).** The request to appoint George Infanti to the Economic Development Advi-
10 sory Committee as a full member until March 31, 2015 without an interview, was approved as
11 presented and recommended by Bill Parker, Director of Community Development.

12 (3) **Request for Appointment of Deputy Forest Fire Wardens.** The request for Deputy Fire War-
13 dens for Brian Charest and Kris Jensen were approved as recommended by Fire Chief Jack Kelly.

14 (4) **Request to Sell Tickets and Conduct a Raffle – Veterans FIRST Auction Reception – Hamp-
15 shire Hills – March 15, 2012.** The raffle to be conducted at the Hampshire Hills facility, being
16 run by the Souhegan Valley Chamber of Commerce, was approved for March 15, 2012.
17

18 b) **OTHER DECISIONS.**

19 (1) **Request to Forgive Interest on Late Paid Property Tax Bill.** Selectman Finan requested additional
20 details on this issue, noting that the letter simply states that the tax bill was not received and that she there-
21 fore was unaware of it being late until the late notice was received January 31, 2012. Vice Chairman Dan-
22 iels noted that the letter also states “family issues” but the person has always paid on time and we are say-
23 ing it was lost in the mail. Selectman Putnam moved to forgive the tax interest in the amount of \$75.85.
24 Selectman Finan seconded. All were in favor. Motion passed 5/0.
25

26 5. **TOWN ADMINISTRATOR REPORT:**

27
28 a) **66 Elm Street Property Update.** Guy Scaife stated that this is the land for the proposed Ambulance Facil-
29 ity on tomorrow’s ballot. He is continuing to work on certain items while there is time; he has begun the
30 development of a Request for Qualifications (RFQ) for an architect. He is utilizing a document that Ports-
31 mouth used for a similar facility and the document used for the Milford police facility. If this goes forward,
32 it has been strongly recommended that this Board appoint a committee. If the Board concurs, Guy Scaife
33 will begin compiling a list of names for that committee so that we can move forward quickly if it passes.
34 Selectman Finan figured that Guy Scaife would work with the Facilities Committee; they are who provided
35 the names before. Guy Scaife said they brought this request forward and are providing names. Vice
36 Chairman Daniels asked if someone is interested in getting on this new committee, how would they go
37 about it? Is there a group that would bring it forward? If there is a positive vote, Guy Scaife indicated the
38 website will ask for volunteers that have building experience and time available. Some of the people avail-
39 able may have experience from the Police Station and might be candidates that we would want to bring to-
40 gether. Guy Scaife will compile the list and bring it to the Board to appoint. Guy Scaife has been working
41 with SHARE and the owner of the parts store lot on an updated access easement.
42

43 b) **Miscellaneous.** At the last meeting SB399, which was sponsored by Peter Bragdon, regarding permitting
44 the dredging of Osgood Pond and the cost of those permits was briefly discussed. The permit limit of
45 \$10,000 was already there for the State, but municipalities would also have to permit and the fees could
46 have been up to \$100,000. This bill went through last week and it was unanimously supported and is mov-
47 ing on to the House.
48

49 Guy Scaife received a letter of complaint about a business, he is investigating at this point and will bring
50 more information to the Board as it is received.
51

52 Guy Scaife and Jack Sheehy are working with the Milford School System on a bid for natural gas. Jack is
53 working with the consultants and hopes to get a contract that will be effective at the end of April. The cut
54 over to a new supplier for electricity was done February 18 and the town is saving money as a result.
55

56 We are early in the year on the budget, but at this point there are positive signs. The Welfare numbers are
57 down, which is a nice change from previous years – it is running about \$5,000 - \$6,000 less year to date.
58 Vehicle registrations are up, units are up 10% and revenue is up 11%. It was forecast it to be up, but only

about half of those numbers. In Assessing, the money that was in the overlay is looking favorable; all abatements are in, the quantity is larger but the money may under run the forecast. Selectman Bauer asked about DPW numbers. Guy Scaife said the DPW numbers are down, but we never know what the numbers will be later in the year, so far in 2012, they are down.

Vice Chairman Daniels mentioned at the last Board meeting, Guy had mentioned a letter received concerning the dam removal feasibility study and the historic nature of the dam, asking if it would be possible to get a copy of that letter? Guy Scaife responded yes, it is posted on the website, but there is a statute that restricts what types of communications can and cannot be released, and they are very careful about releasing the precise locations (of the historic sites). What we could release, has been put on the website. The letter being referred to does not have those specifications.

6. DISCUSSIONS.

7. SELECTMEN’S REPORTS / DISCUSSIONS.

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

1) Warrant Article Outreach. Chairman Carmen indicated the Warrant Article outreach was held at the Transfer Station on March 10, at which Board members and ambulance staff were present to answer any questions about the ambulance facility or any other warrant articles. Even in the colder weather, a few residents did come by with a variety of questions.

b) OTHER ITEMS (that are not on the agenda). Selectman Bauer announced that this is Chairman Carmen’s last meeting and she thanked Nate for his service to the community. All members thanked Nate.

8. APPROVAL OF FINAL MINUTES – February 4, 13, & 27, 2012. Selectman Putnam moved to approve the minutes of February 4, 13 and 27, 2012 as presented. Vice Chairman Daniels seconded. Selectman Bauer requested one change to page 2 of the February 13 minutes. All were in favor as amended. Motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

a) NH RSA 91-A:2 Meetings Open to Public. Chairman Carmen wished to review the policy about communication among Board members. A simple flow chart is provided in the packets, from LGC, which indicated what constitutes a meeting or a communication. Selectman Bauer indicated part of the problem is interpreting the rules. Just because three members are at the same coffee shop does not mean a meeting will ensue. Chairman Carmen just wants Board members to be cognizant of what is being done and if it should be held in a public session. Selectman Putnam does not want to give the public the impression that the Board does a lot of things in e-mail. Five or six years ago, the Board ended communications via e-mails regarding town business, we do not do a lot of communications via e-mail. Chairman Carmen agreed and wanted to impress upon the Board that it just needs to be aware and reminded. E-mail discussions between two members are okay, but more than two and it is considered a meeting and a copy of that e-mail must be placed in the Right-To-Know folder at town hall.

10. NOTICES. Notices were read by Chairman Carmen.

11. NON-PUBLIC SESSION. Selectman Putnam moved to enter into Non-public session at 7:45 p.m. in accordance with RSA 91:A3(b) for a personnel discussion. Vice Chairman Daniels seconded. All were in favor. After adjournment of the non-public session at 8:52 p.m., Chairman Carmen announced that the Board discussed a personnel matter. No decisions were made. No votes were taken.

12. ADJOURNMENT: There being no further business to come before this Meeting, Selectman Putnam moved to adjourn at 8:52 p.m. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.

Nate Carmen, Chairman

Gary L. Daniels, Vice Chairman

Katherine Bauer, Member

Tim Finan, Member

Mike Putnam, Member