

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 23, 2012

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

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

INSTRUCTIONS: Chairman Daniels called the meeting to order at 5:30 p.m. Chairman Daniels introduced Board members and led the audience in the Pledge of Allegiance. Chairman Daniels 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. – Execution of Master Lease Agreement Resolutions – New Holland Tractor/Backhoe/Loader & Aherns-Fox Pumper Tanker Fire Truck, Presentation of Fund Balance & Internal Controls Policies. Jack Sheehy, Finance Director, explained to the Board that he has the leases for the backhoe and fire truck tanker for Board signature, noting that quotes on leases were obtained and the bank the town will be dealing with (SunTrust) has been doing business with Milford since 2002. The rate came in at 2.14% for 5 years and 2.29% for 7 years. The price of the backhoe came in lower than expected; the town budgeted for \$26,300 per year and it came in at \$21,800 per year which is a savings of about \$4,400. The fire engine was budgeted for \$67,000 per year and the actual came in at \$66,700, so there is also savings there. Mr. Sheehy indicated the Chairman of the Board of Selectmen is required to sign the paperwork, which he would like to get in this week to get the good rate. Vice Chairman Finan asked if this paperwork is for the lease payments, to which Mr. Sheehy indicated yes it is similar to what has been done in the past. Chairman Daniels asked if there is a balloon payment in the end. Mr. Sheehy said no, it is the same payment over the life of the lease. There were no further questions on the lease paperwork. Mr. Sheehy added that the backhoe will be bought immediately but the fire engine will not be ready until November so the money will go into an escrow account. Selectman Putnam moved to execute the resolution for the purchase of the back hoe. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to execute the resolution for the purchase of the fire engine. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0.

Jack Sheehy, Finance Director, explained the standards that are adhered to in the Town of Milford which are defined in the Fund Balance Policy presented for Board approval. This policy follows Governmental Accounting Standards Board (GASB) Statement No. 54 and will not change the town's normal accounting procedures. Fund Balance consists of funds that have been put aside for projects. Tonight, Mr. Sheehy is presenting the fund balance policy given to the town by the auditors. It is pretty much the same as the procedures the town follows. Selectman Fougere asked about the "adequate level of unassigned fund balance". Mr. Sheehy explained when we set our tax rate and budget, we want to maintain a certain fund balance which the DRA suggests be between 5-15% of what is raised by taxes by the town, school and county. At the end of 2011, the town's fund balance was a little over \$1.8 million which is at the 5% level. Vice Chairman Finan asked about paragraph D on page 2 regarding the deficit fund balance and that states the Town Administrator is authorized to transfer funds from the General Fund to cover a deficit. Mr. Sheehy explained that would be to transfer unassigned funds from the General Fund to cover an expense – to his knowledge that has never happened in Milford. Vice Chairman Finan asked why that would occur. Mr. Sheehy indicated the DRA is looking for a way for the town to cover a deficit. Vice Chairman Finan asked if it is strictly an accounting thing, to which Mr. Sheehy responded that it is and we should never get there. Without a vote of the Board - we would not do a transfer, it is really for accounting purposes. It is more for the financial reporting. Chairman Daniels said it seems to be clear if there is a deficit in a revolving fund, the taxpayer funds would be used. This looks like it gives the Town Administrator the authority to transfer it. Guy Scaife said this is just a suggested boilerplate. We have never had this situation and he does not see this happening, but it is being covered so a check never bounces. It would not be permanently tapping the Fund Balance. Mr. Sheehy agreed this is just a boilerplate; these funds are looked at monthly and if we are going down that road, we must put a hold on it. Chairman Daniels

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 04/23/12

1 asked if this can be changed. Mr. Sheehy can ask the auditors about a change. Guy Scaife suggested changing the
2 authority to the BOS. The auditors just want to see a policy in place. Vice Chairman Finan thinks it is a good idea
3 to have a written policy but we should identify where we think it (fund balance) should be. Mr. Sheehy indicated
4 that fund balance is good to have emergency funds, but also when we borrow money they look at the fund balance
5 as one of the factors. Chairman Daniels asked when the banks “rate” the town, do they look at fund balance? Mr.
6 Sheehy said they do. Chairman Daniels asked if the bond rating was affected at all by the current fund balance?
7 Mr. Sheehy said it did affect it. Guy Scaife remembers the fund balance was about 7.8% when it was at the highest
8 point, so we have used some of it over the past few years. It is a hard thing to define, said Mr. Sheehy, because
9 there are other factors involved in the bond rating. The consensus was to amend section D to authorize the BOS to
10 transfer funds from the General Fund and then put it on the next agenda for approval.

11
12 Jack Sheehy presented the Internal Control Policy which is really part of the NH RSAs. In preparing this policy,
13 Mr. Sheehy found that the foundation starts with the BOS to protect the town; he is requesting the Board of Select-
14 men to accept this policy for a basis to grow procedures and give managers incentives for their peers that we are
15 introducing these procedures that are supported by the Board of Selectmen. Vice Chairman Finan said he is happy
16 to see this, when he first read it he wondered where the “meat” is, but that would be another effort to define the spe-
17 cifics. Mr. Sheehy does not feel the BOS needs to get involved in the details of the policy. Vice Chairman Finan
18 asked if the specific procedures need to be specified with the BOS. Mr. Sheehy said there are procedures but they
19 are not written down, nor does he think they need to be written down. Selectman Bauer agrees with Vice Chairman
20 Finan – if a Board member called to review the procedures, what would be provided? Guy Scaife indicated it is a
21 clear chain of command. Selectman Bauer confirmed that there are checks and balances. Guy Scaife answered yes
22 and we just had the Treasurer question the timing of when the checks are signed and when they are reviewed, and it
23 was being done backwards, so that process was changed. Chairman Daniels asked if it would make sense to have
24 references in the policy of where each item is addressed. If we are to look at personnel, where do we go? Could this
25 policy reference the Board to the internal documentation? Where would the Board start looking to see where a prob-
26 lem might be? Mr. Sheehy said he can go back and try to include some of that in this policy, noting it does not stop
27 here; it can evolve if we find something lacking. If the town does not have procedures on each thing, Selectman
28 Putnam indicated that is an area we need to expand on or make references to another document. Selectman Bauer
29 simply asked if she wants to look further into something, could she call and get that information or would it be better
30 to have it in writing? Guy Scaife suggested most of this is in the employee policy and procedure manual. There is
31 not a booklet on the nitty-gritty. Vice Chairman Finan indicated there are some things written down and some are
32 not. If it is not written down, maybe it should be. Mr. Sheehy thinks there should be a foundation. He believes we
33 have good internal controls; the auditors did not want it at that detail since that is the manager’s responsibility to
34 manage the employees.

35
36 Guy Scaife recommended the BOS approve the policy so it is in place and have Mr. Sheehy come back at the end of
37 the second quarter with footnotes, but at least get it in place. Selectman Bauer asked if any footnotes that are not
38 included are kept track of. Vice Chairman Finan is thrilled to see this and said it is great to finally approve it. Se-
39 lectman Putnam moved to adopt the internal control policy as presented. Selectman Fougere seconded. All were in
40 favor. Motion passed 5/0.

41
42 **6:00 p.m. – Departmental Update – Public Works.** Ricky Riendeau, DPW Director, was present for this Depart-
43 mental Update. Mr. Riendeau reviewed the highway, transfer station, facilities, cemeteries and parks, and storm-
44 water MS4 specifics for the last six months. In this review, Mr. Riendeau specifically pointed out that street sweep-
45 ing is currently in process. Paving for Elm Street down to Granite Town Plaza will begin shortly. Valhalla Drive
46 had a lot of defects in its drainage, most of which has been corrected; camera work was utilized in this effort. A sign
47 inventory of all town signs will be done over the next few months to identify those that are reflective and those that
48 are not, which is a new Federal mandate. This effort requires inventory, establishment of style and if it meets the
49 requirement or not and replacement if necessary. Selectman Putnam asked if there is a firewood program – where
50 does the wood go that is removed. Mr. Riendeau responded that most of it is chipped and goes to Brox. Selectman
51 Putnam asked if any of the removed wood is good for burning. Mr. Riendeau responded that it is mostly pine; not a
52 lot of hardwood. Selectman Fougere asked if the Jennison Road Bridge temporary fix can last a while. Mr.
53 Riendeau responded that it will last up to three years. Mr. Scaife added that the State has committed to meet the
54 funding requirement of up to \$200,000. The three bids we received that are associated with the RFQ have been for-
55 ward to the State, and nothing else has changed on that plan. Mr. Riendeau added that the town must follow the
56 State process in order to get the 80/20 match from the State. Mr. Riendeau continued, indicating the swinging
57 bridge is being looked at, and Mr. Riendeau would like to take care of that before it gets too bad. Selectman
58 Fougere asked if there are problems with it. Mr. Riendeau responded that an engineer looked at it and said it is in

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 04/23/12

1 pretty good shape, but we want to keep it that way since it is historical. Guy Scaife noted the swinging bridge has
2 not been looked at since the 1970's. It is a tremendous asset and it is a complicated process to get an evaluation of
3 its condition. Mr. Riendeau added that the swinging bridge will be taken care of next year, but he would like to pos-
4 sibly phase that in. Selectman Bauer stated if it has not been looked at since the 1970's, it is overdue. Selectman
5 Fougere asked how much a study would cost. Mr. Riendeau said we have quotes ranging between \$25,000 and
6 \$65,000.

7
8 Selectman Putnam asked how Hartshorn Pond Road bridge can be red-listed but still is rated for 6 tons. Mr.
9 Riendeau responded there are a lot of factors that come into play, not only the weight. Selectman Fougere asked if
10 the McGettigan Road drainage problem has been resolved. Mr. Riendeau has not heard anything since it was fixed.
11 Chairman Daniels did speak with an owner out there who said it is much better and who thanked the Board. Mr.
12 Riendeau continued, stating the Rail Trail maintenance has been continuing with the Conservation Commission to
13 get the trails upgraded in addition to what Conservation takes care of. Recycling is up in town and trash is down.
14 The transfer station paving will soon be taken care of along with other small paving jobs, and the "dip" in the en-
15 trance will be taken out during that paving. Park improvements at Keyes Park are in the planning process to try to
16 increase the parking and have a better flow. Selectman Putnam asked about Kaley Park and when it will be open on
17 the weekends. Mr. Riendeau was not aware it was not being opened. Guy Scaife agreed that it should be opened on
18 the weekends.

19
20 The Hillsborough County Corrections inmates will be helping with some outdoor DPW work again this year. Se-
21 lectman Fougere asked if the town is given a list of what they can and cannot do. Mr. Riendeau explained that the
22 town is given a list and gets up to about ten people. Selectman Putnam asked about the gate at Kaley Park. Mr.
23 Riendeau indicated there is a new road to the parking lot and another gate will be added as well, but currently a lot
24 of damage is being done with cars driving on the field and doing donuts. Guy Scaife noted that the gate will be
25 opened for special events but the other gate is being added to allow people to be able to get to the fields and boat
26 launch but stopping cars from driving on the fields. Mr. Riendeau indicated there have been three instances of peo-
27 ple driving over the fields at Kaley since it was planted. May 1, 2, 3 and 4 is the town brush clean up – for residents,
28 May 1 and 2 are the focus dates – these dates are on the website. Chairman Daniels asked if there is an ongoing
29 inventory of materials at Brox. When the town bought the land years ago, it was given numbers of what materials
30 could be used for DPW projects and he does not know if an inventory has been done since then. This will need to be
31 investigated.

32
33 There were no further questions for the DPW Director. This concluded the presentation.

34
35 **6:30 p.m. – Request for Approval of (69) and Denial of (5) Elderly Exemption Applications, Approval of (18)**
36 **and Denial of (2) Veteran Tax Credit Applications, Approval of Charitable, Education, and Religious Exemp-**
37 **tion (35) Applications, Approval of (29) Special Appraisal – Residences in Industrial or Commercial Zone**
38 **Applications, Approval of (3) Blind Exemption Applications, Denial of (1) Wood Heating Energy System Ex-**
39 **emption Application, Approval of (13) and Denial of (1) Property Tax Abatement Applications and Request**
40 **to Amend (1) Land Use Change Tax Status.** Town Assessor Marti Noel joined the Board for this discussion. Ms.

41 Noel presented the applications for Elderly Exemption (69) recommended for approval and (5) recommended for
42 denial) and Veteran's Credits (18) recommended for approval and (2) recommended for denial).

43 Selectman Putnam moved to approve the 69 applications for Elderly Exemption recommended by the Town Asses-
44 sor for approval. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

45 Selectman Putnam moved to approve the denial for 5 applications for Elderly Exemptions recommended by the
46 Town Assessor for denial. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

47 Selectman Putnam moved to approve the 18 applications for Veteran Tax Credits recommended by the Town Asses-
48 sor for approval (new applicants). Selectman Bauer seconded. All were in favor. Motion passed 5/0.

49 Selectman Putnam moved to approve the denial of 2 applications for Veteran Tax Credits recommended by the
50 Town Assessor for denial. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

51 Chairman Daniels requested that Map/Lot 43-13 be removed for a separate vote for Church, School or Charitable
52 Organizations exemption, as he will recuse from that Map/Lot vote. Selectman Putnam moved to approve the other
53 34 exemptions for Church, School or Charitable Organizations as recommended by the Town Assessor for approval.
54 Selectman Bauer seconded. All were in favor. Motion passed 5/0.

55 Selectman Putnam moved to approve the Map/Lot 43-13 exemption for Church, School or Charitable Organizations.
56 Selectman Bauer seconded. Selectman Putnam, Selectman Bauer, Vice Chairman Finan and Selectman Fougere
57 were in favor. Motion passed 4/0/1 with Chairman Daniels abstaining.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 04/23/12

1 Selectman Putnam moved to approve the 29 applications for Special Appraisal – Residences in Industrial or Com-
2 mercial Zone recommended by the Town Assessor for approval. Selectman Bauer seconded. All were in favor.
3 Motion passed 5/0.

4 Selectman Putnam moved to approve the 3 applications for Blind Exemption as recommended by the Town Asses-
5 sor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

6 Town Assessor Marti Noel indicated she has never seen an exemption in this town for the Wood Heating Energy
7 System and therefore recommends it for denial. Selectman Putnam moved to deny the 1 application for Wood Heat-
8 ing Energy System as recommended by the Town Assessor. Selectman Bauer seconded. All were in favor. Motion
9 passed 5/0.

10 Selectman Putnam moved to approve the 13 applications for Property Tax Abatement as recommended by the Town
11 Assessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

12 Selectman Putnam moved to deny the 1 application for Property Tax Abatement as recommended by the Town As-
13 sessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

14 Selectman Putnam moved to approve the Land Use Change Tax for Map 53, Lot 68-1. Selectman Bauer seconded.
15 All were in favor. Motion passed 5/0. This has no change in tax impact.

16 Selectman Putnam moved to approve the Land Use Change Tax for Map 54, Lot 2-2, with an amount due of \$8,630.
17 Selectman Bauer seconded. All were in favor. Motion passed 5/0.

18
19 All of the associated listings of exemptions, abatements, etc. discussed herein, are a part of the permanent agenda
20 packet for April 23, 2012 and included by reference to these minutes as part of the permanent record.

21
22 **7:00 p.m. – Interview of Chuck Worcester as a Heritage Commission Full Member Reappointment Candi-**
23 **date.** Chairman Daniels asked that Chuck Worcester join the Board at the table for this interview. Mr. Worcester
24 said he has been on the Heritage Commission as a full member for two terms. Chairman Daniels asked what Mr.
25 Worcester finds most interesting about the Heritage Commission. Mr. Worcester indicated these are exciting times
26 with Heritage. Milford has the opportunity to join in with Massachusetts for the Freedom’s Way effort. There will
27 be hearings in Milford for public input to develop a management plan for this national park system. Milford is in-
28 cluded in this because we are sitting in an area that was once part of Massachusetts. At one time the Souhegan River
29 separated the states. Mr. Worcester serves as a Director for Freedom’s Way. An organizational meeting is being
30 held tomorrow. May 19 there is an event in Clinton Massachusetts. One BOS member should be assigned to attend
31 Heritage Commission meetings; it is a standing obligation. Selectman Bauer has been representing the BOS in the
32 past year and she can no longer hold that position so someone else must be considered. Mr. Worcester also noted
33 that additional Heritage Commission members are being sought. Selectman Putnam moved to appoint Chuck
34 Worcester as a full member of the Heritage Commission through March 31, 2015. Selectman Fougere seconded.
35 All were in favor. Motion passed 5/0.

36
37 **7:05 p.m. – Interview of Janet Urquhart & Diane Morin as Conservation Commission Full Member Candi-**
38 **dates.** Chairman Daniels asked that Janet Urquhart join the Board at the table for this interview. Ms. Urquhart ex-
39 plained she has lived in this area since 1999 and became interested in conservation and really appreciates the natural
40 beauty in the town and wants to help preserve it. Selectman Putnam moved to appoint Janet Urquhart as a full
41 member of the Conservation Commission through March 31, 2014. Selectman Bauer seconded. All were in favor.
42 Motion passed 5/0. Chairman Daniels asked that Diane Morin join the Board at the table for this interview. Ms.
43 Morin explained she is a first time member of the Conservation Commission and has her BA in environmental sci-
44 ence and is currently working in Concord as a GIS analyst so she has the background in environmental issues and is
45 a nature lover. She wants to help maintain the trails and conservation land in Milford. Chairman Daniels asked how
46 Diane might be able to contribute to the Conservation Commission. Ms. Morin indicated she has already set up a
47 Facebook page for the Conservation Commission and hopes she can help in other areas. Selectman Putnam moved
48 to appoint Diane Morin as a full member of the Conservation Commission through March 31, 2015. Selectman
49 Fougere seconded. All were in favor. Motion passed 5/0.

50
51 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments made
52 at this meeting.

53
54 **4. DECISIONS**

55
56 a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the
57 Consent Calendar. Selectman Bauer requested that item 4a4 be removed for discussion. Selectman Putnam moved

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 04/23/12

1 to accept the Consent Calendar as presented with the exception of items 4a4. Selectman Fougere seconded. All
2 were in favor. Motion passed 5/0.

3
4 (1) **Request to Approve Issuance of Gravel Tax Levy & Warrant (Map/Lot 5-3-001).** The Tax
5 Collector presented a Gravel Tax Levy for Singer Brook LLC in the amount of \$52.00 which was
6 approved.

7
8 (2) **Request to Approve Issuance of Gravel Tax Levy & Warrant (Map/Lot 58-2).** The Tax Col-
9 lector presented a Gravel Tax Levy for Jane Provins (Map/Lot 58-2) in the amount of \$787.10
10 which was approved.

11
12 (3) **Request to Approve Issuance of Timber Yield Tax Levy & Warrant (Map/Lot 59-1).** The
13 Tax Collector presented a Timber Tax Levy for Thibeault Corp of NE (Map/Lot 59-1) in the
14 amount of \$8,357.49 which was approved.

15
16 (4) **Request for Acceptance of Unanticipated Funds Under \$5,000.** Selectman Bauer requested
17 this item to be removed from the Consent Calendar for discussion in order to identify the dona-
18 tions. The request to accept the listing of unanticipated revenues under \$5,000 was reviewed and
19 approved on motion by Selectman Putnam and seconded by Selectman Fougere as follows with all
20 in favor:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Ricciardi Hartshorn Post	\$ 200.00	Donation to be used for the Annual Milford Police Fishing Derby
Fundraiser monies from Easter Egg Hunt	\$ 307.00	Fundraising monies to be used for Kaley Park Development #3.

21
22 Selectman Bauer noted that the memo states the Special Purpose Fund for Kaley Park should be
23 set up. Guy Scaife thought that fund was already set up but will check on it with Jack Sheehy.
24 Selectman Putnam moved to set up the Special Purpose Fund for Kaley Park if it is not already set
25 up, and to approve the listing of unanticipated funds under \$5,000. Selectman Fougere seconded.
26 All were in favor. Motion passed 5/0.

27
28 (5) **Request to Approve Ghost Train Rail Trail Race Fundraiser Event.** The Conservation Com-
29 mission has requested permission to conduct the Ghost Train Rail Trail 15 mile race on October
30 28, 2012 from 8 a.m. to 12 noon to begin at the Milford DPW on South Street. This request was
31 approved.

32
33
34
35
36
37
38 **b) OTHER DECISIONS.**

39
40 **5. TOWN ADMINISTRATOR REPORT:**

41
42 a) **66 Elm Street Property Update.** Guy Scaife indicated that currently negotiations are continuing with the
43 abutting properties on the easement. Getting a lot line adjustment would have been the way to go, however
44 the abutter (Auto Parts Store) was not willing to do the lot line adjustment, but they do agree to an ease-
45 ment. Bill Parker and Guy Scaife will meet with Attorney Drescher to re-draft the paperwork.

46 b) **Police Department Energy Audit.** Guy Scaife will provide this information at a future Board meeting.

47 c) **Miscellaneous.** Guy Scaife announced there is a bond hearing at the St. Joseph's facility in Milford this
48 Thursday at 10 a.m. This meeting is being chaired by Executive Councilor Dave Wheeler who has asked
49 that Guy Scaife attend regarding the \$13 million building renovations to be done by St. Joseph, \$5 million
50 of which will be to rehabilitate the Milford facility. It is a big project, and there is ongoing discussion
51 about emergency services versus urgent care and Councilor Wheeler would like the town to express its
52 concern about maintaining the emergency care. Vice Chairman Finan asked about the possibility of mov-
53 ing the Kaley Park driveway during those renovations. Guy Scaife is sure that will come up when it goes
54 before the Planning Board. Selectman Bauer asked if the Thursday meeting will cover what the replace-
55 ment building will look like. Guy Scaife said no, this is a funding meeting, no conceptual designs will be at
56 this time. Vice Chairman Finan asked about the Fletcher site, to which Guy Scaife responded that GE has
57 requested more drilling so as to better define the contractor work effort.

6. DISCUSSIONS.

a) **Amendments to Milford Municipal Code 7.16.090 – Keyes Field Vending and Request to Authorize Recreation Department Director as a Duly Authorized Agent for the 2012 Fourth of July, Rotary Swim Meet, State Swim Meet, Kids Carnival Fundraiser, Softball Tournament Fundraiser and Park 2 Park 5K at Keyes Park Events.** Selectman Finan indicated two weeks ago Nicole Banks, Recreation Director, requested an amendment to this ordinance; Selectman Finan spoke with Ms. Banks about her recommendations. After some discussion, it was agreed that removing Section 7.16.090 of the Ordinance (Keyes Field Vending) would solve the problem. This change will streamline the process. Chairman Daniels indicated the readings on this ordinance will be held May 14, May 28 and June 11 at the Board of Selectman meetings. Consensus of the Board was to utilize Option 2 for the amendment and to name the Recreation Director as a duly authorized agent for the 2012 Fourth of July, Rotary Swim Meet, State Swim Meet, Kids Carnival Fundraiser, Softball Tournament Fundraiser and Park 2 Park 5k at Keyes Park events. An 8 minute break was called at 7:57 p.m.

b) **Ethics Policy Update.** Chairman Daniels found the draft of the Ethics policy that was given to the Board of Selectman by the Ethics Committee. The policy has taken the recommendations into account that were presented by the Ethics Committee. This current policy needs to be passed to the Ethics Committee, which Chairman Daniels will provide to Anne Parker (Ethics Committee) to share with the rest of the committee. Selectman Finan asked if the policy addresses other committees and/or boards. Chairman Daniels looked at the current policy for those areas in question, noting that the draft should be edited to address “town officials”. Chairman Daniels indicated he will review the policy and make any changes necessary to be sure it only pertains to the Board of Selectman and make it clear to other boards and committees that can choose to adopt a similar policy. This item will be brought back to the Board at a future date.

c) **2012 – 2013 Goals.** Chairman Daniels indicated that construction of the Ambulance Facility should be high on the list of 2012-2013 Board of Selectman goals. It is anticipated that construction will begin in the fourth quarter of 2012. Selectman Fougere indicated that the Ambulance Building Committee is on the town website, so any meeting minutes and agendas will be posted. The area of focus for Guy Scaife on this is to continue keeping town employees focused on the work associated with this effort. He continues to track those tasks. Chairman Daniels asked if the Code book on the website should be a priority as it has been a prior goal, asking if the ordinances are on line. Guy Scaife said the ones that are done are on line. Vice Chairman Finan asked where on the website they are located. Guy Scaife indicated they may be in the individual departments. Chairman Daniels asked if the ordinances are searchable. Guy Scaife responded they are not, as that has a cost element, they are in .pdf format. Vice Chairman Finan and Selectman Fougere both suggested that .pdf formats are searchable, they just must be set up a certain way. Guy Scaife said he will look into why they are not searchable. Chairman Daniels continued that reviewing the functionality of the website should continue as a goal, however, he is looking to have only 4-5 goals for the Board of Selectman for the year. Chairman Daniels asked if the website should be put under the IT department. Guy Scaife feels it does not belong under IT, but we should look at the searchable items that are required, such as the planning and zoning references. Guy Scaife noted that most ordinances have very little use and are seldom looked at by the public, the planning and zoning ordinances are frequently looked at by the public and those are on line. Guy Scaife noted also that website management is budgeted in the Community Media department, not IT.

Selectman Bauer asked about the previous goal for Osgood Pond, and the high cost of finishing that effort – where does that stand? Guy Scaife agreed there was a formal presentation as well as financials and the perception was that it was not do-able at that time.

Selectman Putnam received some complaints from citizens regarding the permitting process. Selectman Fougere responded that of all the departments in town, the Planning and Zoning departments receives the most complaints and it is frequently under the microscope due to delays.

Chairman Daniels also added that the MACC Base contract is due in December 2012 for renewal, the town needs to give notice about whether or not it will stay with this service – the Board of Selectman needs to continue to monitor.

Selectman Putnam had questioned previously if the town has a policy on bringing home town vehicles. Guy Scaife indicated there is currently not a policy. Vice Chairman Finan suggested the town should probably develop that policy. Selectman Bauer does not think one is needed. More discussion to follow.

Selectman Putnam would like to have a decision on the gate at Kaley Park and when it should and should not be open to the public. Guy Scaife feels the solution for Kaley Park (gate) is a good one – we should wait and see how it turns out.

d) **Request for 2013 – 2014 Legislative Policy Proposals.** Guy Scaife explained that two proposals have been presented and were accepted to move forward (Default Budget for Standalone Enterprise Funds and Converting from a Calendar Year Budget Cycle to a Fiscal Year Budget Cycle) and a third will be proposed (Adoption and Amendment of Town Codes and Ordinances) as the consensus of the Board agreed it was a good idea.

7. SELECTMEN’S REPORTS / DISCUSSIONS.

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

Chairman Daniels announced that the Heritage Commission and Zoning Board are looking for additional members. Selectman Putnam reported that the Joint Services Committee is looking into the repair and maintenance for the Milford Police Department as well as the cost to the school for false alarms as charged by the police department. Selectman Putnam stated that the Fire Department does not charge for false

1 alarms, but the police department does and he does not understand why one department charges and one
2 does not. Selectman Fougere agrees it does not make sense that the school is being charge unnecessarily
3 and why can't the problem be fixed. Selectman Fougere also noted that the Ambulance Building Commit-
4 tee is now meeting weekly and is making progress. Eight RFPs for architectural services should be back by
5 Monday April 30 and then the selection process begins. Vice Chairman Finan indicated the third PEG Ac-
6 cess channel will be up and running soon, it is not the public channel, but is just a rolling bulletin board.
7 Channels 20 and 21 are streaming 24/7, and it is in the franchise agreement that Milford have 3 channels.
8 Chairman Daniels indicated the Traffic Safety Committee (TSC) met today and talked about an ambulance
9 emergency traffic light and the consensus is to wait to see if there will be a problem. With the sirens, etc.,
10 it may not be necessary so rather than spend time and money on it when it may not be necessary, the TSC
11 agreed to wait. The TSC also discussed the speeding issue on Federal Hill Road between Foster Road and
12 the Hollis line; the TSC voted to put a '30 mph in the town of Milford unless otherwise posted' sign for
13 northbound traffic on Federal Hill Road at the Milford/Hollis town line, and a 30 mph sign for southbound
14 traffic on Federal Hill Road just south of Foster Road. The Whitten Road speed issue was also discussed
15 and it was agreed that larger signs indicating the curve would be added. Additionally, shimming will be
16 put on the outside lane at the curve during the upcoming paving of that road. The congestion at the Bales
17 Elementary School was discussed at a recent school board meeting and the police and superintendent dis-
18 cussed part of the problem with a particular vehicle parking inappropriately at the entrance - it is felt that
19 this will be resolved after that is addressed.
20

21 b) **OTHER ITEMS (that are not on the agenda).**

22
23 **8. APPROVAL OF FINAL MINUTES - April 9, 2012.** Selectman Putnam moved to approve the minutes of
24 April 9, 2012 as presented. Selectman Bauer seconded. Vice Chairman Finan requested one correction, to which all
25 agreed. Selectman Putnam and Vice Chairman Finan concurred with the amendment. All were in favor as amend-
26 ed. Motion passed 5/0.
27

28 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

29
30 **10. NOTICES.** Notices were read by Chairman Daniels.
31

32 **11. NON-PUBLIC SESSION.** Vice Chairman Finan moved to enter into Non-public session at 9:41 p.m. in ac-
33 cordance with RSA 91:A3(a, c & e) for approval of non-public minute of April 2 and 9, 2012 and a reputation dis-
34 cussion and a personnel discussion. Vice Chairman Finan seconded. All were in favor.
35

36 The non-public minutes of April 2, 2012 and April 9, 2012 were unsealed on motion made by Selectman Putnam
37 and seconded by Selectman Bauer. All were in favor.
38

39 The non-public minutes of April 9, 2012 were resealed upon their approval, on motion made by Selectman Putnam
40 and seconded by Selectman Bauer. All were in favor.
41

42 The non-public minutes of April 2, 2012 were approved on motion made by Selectman Bauer and seconded by Se-
43 lectman Putnam. All were in favor. Motion passed 5/0. Consensus of the Board was that the non-public minutes of
44 April 2, 2012 are not required to be sealed.
45

46 Vice Chairman Finan moved to seal the minutes of this non-public session. Selectman Fougere seconded. All were
47 in favor. Motion passed 5/0.
48

49 After adjournment of the non-public session at 10:00 p.m., Chairman Daniels announced that in the non-public ses-
50 sion the Board discussed a reputation matter and a personnel matter. Beyond the approval of the non-public
51 minutes, no votes were taken and no decisions were made.
52

53 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
54 adjourn at 10:00 p.m. Selectman Fougere seconded. All were in favor. Motion passed 5/0.
55
56
57
58

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 04/23/12

1 Gary L. Daniels, Chairman

Tim Finan, Vice Chairman

2

3

4

5

6 _____
Katherine Bauer, Member

Mike Putnam, Member

7

8

9

10

11 _____
Mark Fougere, Member