

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
December 10, 2012

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

EXCUSED: Mike Putnam, Member

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

INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:37 p.m., introduced Board members explaining that Selectman Putnam is excused from this meeting and then 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. Chairman Daniels announced that in non-public session one decision was made.

2. APPOINTMENTS:

5:30 p.m. – Non-Public Session – Legal and Request to Approve Current Land Use Change Tax & Issuance of Warrant. Chairman Daniels opened the non-public hearing at 5:25 p.m. on motion made by Selectman Bauer and seconded by Vice Chairman Finan. All were in favor. Motion passed 4/0. Selectman Fougere moved to come out of non-public session at 5:25 p.m. Vice Chairman Finan seconded. All were in favor. Motion passed 4/0. Vice Chairman Finan moved to seal the minutes of the non-public session. Selectman Fougere seconded. All were in favor. Motion passed 4/0. Chairman Daniels announced that in non-public session, the Board made one decision.

Marti Noel, Town Assessor, indicated that the properties Map 51 Lot 3-4 and 3-9 are coming out of Current Use at Cadran Crossing. One property is currently being developed and soon to be sold and the other has recently started with new construction. Ms. Noel has spoken to the owner of the properties who is aware it is coming out of Current Use. Selectman Bauer moved to approve the change to Current Use properties as presented. Vice Chairman Finan seconded. All were in favor. Motion passed 4/0.

5:45 p.m. – Non-Emergency Community Transportation Bus Service Program Update & 2013 Warrant Article Discussion. Janet Langdell, SVTC Chairman and Marcia Nelson, SVTC Secretary, were here to talk to the Board about what might be a Warrant Article on the 2013 Town ballot. Ms. Langdell indicates she is very pleased to be coming to the Board to tell that as of October 31, 2012 the service has provided close to 9,000 rides. The service has kept pace with the increased demand. As of the end of November 2012, the ridership will be at 9,107. People are using the service, with the largest use being from Milford at 76%. The service has applied for and received Federal funding in July 2011 for a two year contract that will end June 30, 2013. More money may be available from the Feds, but the service is trying to make sure it has sufficient funds to meet the local match required by Federal funding. The numbers are up and we are pleased to see the total funding request is the same as last year from the four towns. The total amount is flat, with last year, however, there are variations within the four towns based on the service provided to each town. More money is being requested from Milford because of the increased use. SVTC is working on increasing Hollis' ridership, which has dropped. Appointments in Nashua are the majority of the requests. The Amherst use is mostly for destinations in Milford for doctor's appointments and Market Basket. The focus has always been on healthcare.

The available number of rides has gone up and the service is trying to address as many rides as possible as efficiently as possible. Selectman Bauer asked who put together the brochure. Ms. Langdell said that she did with Marcia Nelson as the editor, the information is available on the website but the brochures are expensive to print in color, so she is holding off on mass production of the brochure. Guy Scaife noted the growth of this program is incredible, it had strong growth, about 70% in the past year. Ms. Langdell explained that is mostly because the service expanded from 3 days to 5 days a week. This is now the fourth year, to which Ms. Langdell explained that there has been talk about if this is something that could be handled in the town budget, it could be done either way. Ms. Langdell indicated currently SVTC is moving forward with the Warrant Article and possibly include verbiage that if it is ap-

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1 proved, next year it will be included in the Town Budget as part of Social Services. Guy Scaife supports this pro-
2 gram and noted that for the price, it is logical. Without Milford's support, Ms. Langdell said there would be no pro-
3 gram. Guy Scaife added that the town can continue to support it through a Warrant Article but could also think
4 about putting it as part of the town budget. Selectman Bauer suggested that some voters are reluctant to vote into
5 the future, but could it say the Board of Selectman could consider putting it into the town budget, but not vote for it
6 and vote for it to be in future budgets, but just as a possibility? Guy Scaife said the Board could do that, but it would
7 be discretionary and the Board would need to justify it every year. Chairman Daniels thanked Ms. Langdell and Ms.
8 Nelson for the information
9

10 **6:05 p.m. – Water Utilities Department Update.** Water & Wastewater Commissioner Dale White provided an
11 update from the Water & Wastewater Department, including the new Septic Receiving line in October which is now
12 on-line. The receiving facility has been showing high levels of copper which this new process should lower. The
13 end goal is to lower the copper in the system and it gives the option to offer to other towns the ability to come and
14 we can treat their water. In another month all of the problems will be worked out of the system. The odor control
15 system has also been replaced. The open air tank has been replaced by the new system that has greatly reduced the
16 odor. It is not completely fixed, but it is better. We need to look at the compost portion which also brings an odor.
17 We need to do what we can with the money the town provides. The Curtis Well upgrades have been completed; the
18 wells have been there since 1983. Those wells reduce our dependence on Pennichuck, but it is good to have
19 Pennichuck available so that when there is a shortage we can utilized them. The department is currently putting in
20 new underground conduit and replacing the wastewater facility switching gear. There was a situation in one of the
21 past storms when we lost power and it would not switch. It could have been a real problem because that flows no
22 matter what. The other things in process include decommissioning the Kokko and Keyes Wells, which will take
23 them out of use completely. 2012 has been a busy year and a lot has been done. Mr. White asked for questions
24 from the Board.
25

26 Selectman Fougere asked if there has been any progress on the effort to replace the Savage Well. Mr. White re-
27 sponded that the Savage Well has not had any work, we have found another location that we are dealing with, we
28 had a place chosen that did not work, but we are making some efforts on that. This isn't the year for the Savage
29 Wells but we are going forward in the right direction. In another year or two we can come back, but it requires due
30 diligence. Selectman Bauer asked what the decommissioning of Kokko and Keyes wells entails. Mr. White ex-
31 plained that the pumps inside the wells need to be pulled out then it needs to be filled with a clay product so that no
32 one can fall into it. The State requires a well to be decommissioned a certain way by a well driller. Capital Well
33 will be working on that project. Selectman Bauer asked if those wells are being decommissioned because there is no
34 way they can be used again? Mr. White said that is correct and with the superfund site up there, we are hoping that
35 the plume is decreasing and that will make it better to find another water supply downstream from there. Guy Scaife
36 noted that the septage receiving plant is now on line as Mr. White explained and he encouraged Board members to
37 schedule a tour of it, it is impressive and a tour goes a long way to get a better understanding. The town has a lot of
38 dedicated employees at the water utilities department and each Board member should take a look around the plant.
39 Mr. White agreed, stating he never realized the cleanliness of that plant and that it runs 24 hours a day, 7 days a
40 week and it is amazing; there is a tremendous amount of talent and pride in the employees in running that plant. Mr.
41 White would love to have the Board members come for a visit. Selectman Bauer agreed and she was amazed at the
42 operation.
43

44 Regarding the compost, Chairman Daniels asked if people are coming to get any compost. Mr. White said they are,
45 that is one process we are looking at, there is a dryer to dry the compost that needs to be dealt with, and it is expen-
46 sive. It is the original drying process that was designed and built. The other process to look at is the composting. It
47 is a difficult process because the EPA has requirements of what it has to be to give it back to the public. We are
48 looking at trucking the dry product outside instead of drying it on site. We are looking into other processes. Espe-
49 cially because building is down in town and people are not coming to get the product for lawns, etc. Mr. White ex-
50 plained when building new homes, the compost can be used on lawns when first growing it. Chairman Daniels
51 asked if the laws have become more stringent or have the laws continued to be the same? Chairman Daniels said if
52 the compost is difficult to get rid of it, have the standards changed over the past decade? Mr. White responded that
53 would be a question for Superintendent Dave Boucher. Selectman Bauer had the same question. Mr. White said he
54 does know that the responsibilities have increased. There were no further questions.
55

56 **6:20 p.m. – Ambulance Facility Update.** Selectman Fougere provided presentations to the Board of Selectman
57 over the past couple of weeks, the early estimates were above the budget, the committee has worked hard at saving
58 some of the costs and the committee wished to brief the Board on what was cut from spending. We had to find

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1 some savings and we got there. Steve Sareault, Ambulance Facility Building Committee Vice Chairman, said the
2 committee feels that we have met the program; the needs of the ambulance department have been met with the size
3 of the building, parking needs, and storage space. The committee worked hard to maintain the energy efficiency of
4 the building. Some cuts have been made; they are more aesthetic than functional. We cannot add on to the building.
5 There are no significant changes to the site plan. There are storm water issues, we have been before the Planning
6 Board and do not meet the setbacks but the Board of Selectman has given support for that and we will not meet the
7 setbacks in front but it does meet the setbacks of the abutters. The facility stays the same as in the plan. Traffic
8 leaving the site has been a concern. We are going to put technology in the ambulances to pre-empt the signal at
9 West Street. That is the plan; it is not anticipated to put up a beacon at this point.

10
11 Eric Schelberg, Ambulance Director, said that currently the department has the pre-emptive technology in the emer-
12 gency vehicles. We are looking to put a remote sensor in which will have cycled the light in our favor when the
13 trucks leave the ambulance bay. Mr. Schelberg has heard rumors that the ambulance facility will not have enough
14 room, but he feels the facility will fully occupy the site and meet the needs of the department now and in the future.
15 Mr. Sareault added that the facility has four ambulance bays. Selectman Bauer asked if 18 parking spaces will be
16 sufficient when people are coming for training, and asked if that overloads the parking lot or would it if people come
17 to the community room? Mr. Schelberg said that the department staff will be able to park in the front of the build-
18 ing. Yes there could be situations where there could be limited parking, but we could probably count those instances
19 on one hand. The community room will be open to the public but we do not have any idea how much use that will
20 get. Mr. Sareault noted that the committee has not resolved all of the parking issues or contacted SHARE yet. Se-
21 lectman Bauer noted that evening meetings that will be held may require using the parking at SHARE or the Auto
22 Parts Store. Guy Scaife said we are not there yet; there is plenty of parking within walking distance of the ambu-
23 lance facility. It takes time to do the negotiations with abutters, and we are just not there yet. He does not feel there
24 is a problem. Selectman Bauer felt we should at least make contact with SHARE. Selectman Fougere said that dur-
25 ing the day it really will not be an issue. Selectman Bauer just wants to make that connection.

26
27 Mr. Sareault continued to review the changes to the building elevations to reduce the cost, including removing some
28 of the dormers on the rear side of the building. The footprint is the same. The architect has challenged the commit-
29 tee a little to try introducing a little more texture which will be explored. Chairman Daniels asked what type of tex-
30 ture? Mr. Sareault responded it is to break up a large expanse that is entirely brick, to make it more interesting.
31 Selectman Fougere said that is not a huge thing. Nothing has changed on the floor plan; the facility that has been
32 shown since we have been meeting is the same. Selectman Fougere noted that the committee looked at program
33 items last, and tried to not change what the voters have approved. Things such as a permanent project sign were
34 eliminated, gables/dormers on the back side were eliminated to reduce costs. The generator was removed; however
35 the building will be generator-ready. Vice Chairman Finan asked if there will be issues without a generator. Guy
36 Scaife said the building will be built to be generator-ready, it is a matter of bringing in a unit. By bidding it separ-
37 ate, if the town runs short on money, we can move it forward. If there are other savings, we can do it at the same
38 time. The building is built to "essential needs" requirements. If the generator has to move out to the next year, it
39 can. Selectman Bauer said so it is possible that the building could be complete and if we lost power we would have
40 to rent a generator? Vice Chairman Finan said that is only if there is a generator to rent. If the power goes out, Mr.
41 Sareault said this building will be without power, it is worth noting that it is in an area where the power comes back
42 on pretty quickly. This is about looking at the generator as an alternate in order to add it later. Selectman Bauer is
43 concerned, she is looking at the building with all the electrical equipment, but we do not know what is going to hap-
44 pen, she is concerned about being without a generator and for a number of months or a year.

45
46 Guy Scaife said that the town has a portable generator that can be used if the generator cannot be bought. This is
47 one item that they can push out, we do have options. Selectman Bauer asked if the portable generator is used at
48 town hall, can we rent one quickly to power up the ambulance facility? Mr. Schelberg said he is not thrilled about
49 this, but we are hoping that we can get the generator and we will know in advance that we will get on a priority list
50 to get a generator if needed. There are options and he would like to have the generator there because the building
51 could be used as a warming facility or shelter or whatever. We will have to start looking into that to get on a genera-
52 tor priority list to rent if needed. If the ambulance facility is up and running next October, is it possible to put a gen-
53 erator in the town budget for next year? Guy Scaife responded yes, we could look at that; that is one of the options;
54 there are a lot of different options. Availability of a portable generator is another option; the question is what the
55 demand is. The committee has lots of options to look at and has thought this through. Selectman Bauer hopes that
56 there is enough money to get the generator; she does not want to see this facility without a generator and at least get
57 the town on a reservation list for a generator if it is needed. Mr. Sareault said we could end up with \$40,000 less
58 than what we are anticipating and this will be the first thing added in if that is the case. We have elected to use a

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1 wood frame instead of the ICF construction. We can meet the essential building requirement with wood construc-
2 tion. We can also meet the same energy efficiency with wood construction. There is no compromise with this
3 change. That was the second to last thing to go because there was a lot of support for an ICF building. Changes to
4 the mechanical system in the building and the heat system was changed so it will not have radiant heat in the floor.
5 A contingency fund has \$50,000 set aside for items that have not been identified yet. The estimates to date are
6 based on market input. Right now we are on budget with the cuts that were needed. January 18 plans will be done
7 and then Eckman will start the bidding process. In the February/March timeframe the final costs will be known the
8 construction should start in spring.
9

10 Selectman Bauer asked if furniture is included in the budget or is that part of the contingency. Mr. Sareault said
11 that is a line item in the budget and was discussed a lot. Vice Chairman Finan asked if the town will follow the pur-
12 chasing procedure? Selectman Fougere indicated that the construction manager is doing the bidding not the town,
13 that group is going out to bid, they are in charge. The town will have 100's of line items. Mr. Sareault added that
14 the committee will get a bidders list to approve. Eckman will hold a job fair here so if local companies want to par-
15 ticipate they can come to the job fair. Mr. Schelberg said the construction management firm will hold the job fair in
16 town hall and he will reserve space but it will be sometime in mid-January. Vice Chairman Finan indicated that it
17 should be advertised. Mr. Sareault also explained that there are certain safety programs in place in order for contrac-
18 tors to work on this job and Eckman will convey that to contractors. Selectman Bauer thinks it is really important
19 to get out the word regarding the job fair. If contractors know about this, they can attend. Mr. Sareault said that no
20 contract will be awarded without the committee and town approvals. Eckman will present the bids to us, it is a pro-
21 cess to be managed and those bidders will go before the committee. Mr. Schelberg said the intention is to get the
22 job fair advertised on the PEG access channel, website, etc. to get the word out early enough.
23

24 **6:50 p.m. – Request for Acceptance of a Land Donation from the Bishop of the Protestant Episcopal Church**
25 **of NH Per NH RSA 36-A:4.** Chris Costantino, Conservation Coordinator, and Audrey Frazier, Conservation
26 Commission Chairman, explained that the Episcopal Church has donated a parcel of land (52-18-6) to the Conserva-
27 tion Commission as a gift for conservation purposes. When this land was donated to the Episcopal Church by Bill
28 Rotch in 2001, it had a stipulation that if the church was not to be built, that the land be donated to the Conservation
29 Commission in Milford. Selectman Fougere said this is very exciting and he is very interested in protecting the en-
30 trances to the town, to which Selectman Bauer agreed. Selectman Fougere moved to approve the land donation to
31 the Conservation Commission. Selectman Bauer seconded. All were in favor. Motion passed 4/0.
32

33 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments.
34

35 **4. DECISIONS**
36

37 a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the
38 Consent Calendar. There were no items removed. Selectman Fougere moved to accept the Consent
39 Calendar as presented. Vice Chairman Finan seconded. All were in favor. Motion passed 4/0.
40

41 (1) **Request for Acceptance of Unanticipated Funds Under \$5,000 Per NH RSA 31:95(b).** The
42 listing of unanticipated funds under \$5,000 was read as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Linda P. Caruso	\$ 75.00	General donation to the Milford Fire Department. The Fire Department wishes to designate to the Fire Rescue Donations Special Purpose Fund.

47 This item was approved.
48

49 (2) **Request to Vend on Town-owned Property – Elm Street Old Police Station – Phil’s Old**
50 **Fashioned BBQ.** A request from Philip J. Bouchard of Phil’s Old-Fashioned BBQ was received
51 asking for permission to once again lease the property at 589 Elm Street (Old Police Station) for
52 the 2013 season. This item was approved.
53

54 b) **OTHER DECISIONS.**

55 (1) **Recommendations on Cottage Street and Prospect Street Speeding Issues from the Traf-**
56 **fic Safety Committee.** Chairman Daniels indicated that a Traffic Safety Committee (TSC)
57 meeting was held and he discussed with TSC Chairman Gil Archambault this afternoon the
58 outcome of the meeting. The TSC has recommended that no additional signage be added but
59 that a “Sharp Curve” sign be erected at the intersection of Cottage and Ash Streets. A “Chil-

1 dren at Play” sign was requested, but it was felt that the town should not take responsibility
2 for children playing on the street. Selectman Bauer said if the TSC does not want to put up
3 those signs, can the Board request a speed limit sign? Chairman Daniels said the discussion
4 was about the speed limit. Chairman Daniels stated it is very congested in that area. Chair-
5 man Daniels said that 30 mph is posted at the entrance to town but there is a point in time
6 where there can only be so many signs. Selectman Bauer disagreed about the liability argu-
7 ment regarding “Children at Play” – for her it is just a warning that there are children in the
8 neighborhood and to slow down. Maybe the TSC could pursue that a little more. She would
9 like the citizens that requested this to be better served. Guy Scaife noted that it is an error to
10 think that a sign that has “caution” in its message increases liability. In some senses, it is no
11 different than just stating to the public a condition, but it does not encourage children to play
12 in the street. Chairman Daniels indicated the TSC will continue these discussions in the next
13 meeting. The Prospect Street (speed limit) issue was also discussed. The TSC wanted to con-
14 firm any signage in that vicinity; it was confirmed that there is a 30mph limit sign posted; the
15 TSC discussed lowering that to 25mph. This discussion is ongoing.

16
17 **5. TOWN ADMINISTRATOR REPORT:**

- 18
19 a) **Financial.** Guy Scaife indicated that the year end numbers are almost complete; currently closing out No-
20 vember. The revenue budget will be finalized in the next few days. The Warrant Articles are coming
21 along. Next week the revenue budget should be complete and there should be a projection on the tax rate if
22 all warrant articles are approved as submitted. There might be miniscule or no changes between the holi-
23 days and the budget & bond meeting. The health insurance rate will go up significantly, but last year it
24 went down.
- 25 b) **Proposed NH DOT Project Update – Route 101 Safety Improvements.** Guy Scaife indicated the DOT
26 meeting on projects is Monday, December 17 at 6:30 p.m. in Amherst, there is discussion about the 101
27 and 101A intersection being re-done (at Shaw’s plaza). The stretch of 101A heading to Wilton is the high-
28 est concern of DOT from the safety standpoint. Dave Wheeler spoke about this at the last Board meeting, it
29 has been on the books for a while and it goes from Bedford all the way to Wilton. DOT confirmed with
30 Guy that the Elm Street portion toward Wilton is their top priority and they have already done some sur-
31 veying, Milford has tried to make that a priority for the past several years and have had support from NRPC
32 and the legislatures. There will be a public hearing about that in January at the town hall. The outlying
33 towns will also be invited. The police will be invited to state how important it is to get the turning lane as
34 well as safe access to the businesses that are on the left side of 101A; currently there is no curb cut. The
35 timing is not yet known but we will learn that early in 2013. Chairman Daniels reminded members that it
36 is not too early to submit letters to the Governor-Elect emphasizing the need to keep the court and DMV in
37 Milford.
- 38 c) **Miscellaneous.** Because of the nice weather, the town has not had to spend on snow removal and the park-
39 ing ban has not had to be put in place.

40
41 **6. DISCUSSIONS.**

42 a) **General Towing Company Standards Policy.** Chairman Daniels asked for Chief Viola’s thoughts on
43 this item. Chairman Daniels does not agree that the customer should pay the standby fee, either we send it out to bid
44 or we just stay out of it. It just needs to be consistent. Selectman Bauer said the police surveyed six towns and
45 some of them set maximum rates. She has also thought about this and if the tow business does not want to comply
46 with the rules of the town for the people that need tow service in the middle of the night, maybe they should not sign
47 up to be on the tow rotation. Chief Viola thinks we should set some rates. The businesses have the option to be on
48 the rotation list, but if they are, they should be required to hold to a certain rate. We should resolve it and there
49 should be a standard rate and the business has the option of getting on the rotation or not. If they do not, it does not
50 affect anything. Guy Scaife found it interesting that the rates ran from \$95 to \$125, he does not see it as a burden if
51 we set a flat rate or an hourly rate if it is reasonable. When you see one company that has a flat rate and no add-ons,
52 he does not see why it would be a problem to set a rate of \$150 per hour. Anything over one hour would only be
53 charged in 30 minute increments.

54
55 Selectman Fougere asked about storage fees. Guy Scaife said \$60 for outdoor storage and \$100 for indoor seems
56 reasonable. Selectman Fougere asked if all tow companies will charge a tow fee and a storage fee? Guy Scaife said
57 that storage fees are only for more than 24 hours. After 24 hours, Chief Viola, stated the storage fee kicks in, on the
58 weekend they might not charge because the business might be closed, so we have to decide. Guy Scaife said if the

1 owner wants the vehicle, the tow company must provide access, they must waive the charge but they should never
2 be able to deny access to the vehicle with reasonable notice. Chief Viola has seen set storage fees but it has to be
3 reasonable across the board. It cannot be outrageous. Vice Chairman Finan asked when a vehicle is towed, is the
4 customer given the name of the company who towed them? Is the owner told what tow company towed them? Un-
5 less they are incapacitated, with an injury for example, Guy Scaife said the owner is told what tow company towed
6 their vehicle. Chairman Daniels does not have a problem setting a maximum fee, but he is not sure we should tell
7 them what they can and cannot charge for. If we set parameters for maximums, that would include the mileage or
8 whatever fees. Selectman Bauer likes Chief Viola's suggestion for a flat fee for storage. Selectman Fougere would
9 support a \$175 maximum fee, to which Vice Chairman Finan stated that would just invite the lower rates to rise up.

10
11 Chairman Daniels stated that he would make some revisions to the tow policy and reword some sections for
12 review at the next Board meeting. The town may want to confirm that tow companies are adhering to the Town of
13 Milford policy as it stands to be sure the rules are being followed. Guy Scaife indicated when the tow companies
14 first applied to be on the rotation, they did comply with the rules, if some companies do not have the appropriate
15 insurance, the companies would need to review the policy and adhere to it to remain on the rotation.

16
17
18 **7. SELECTMEN'S REPORTS / DISCUSSIONS.**

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20 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman
21 Finan would like a Board goal to be talking about positions. There were concerns that were brought up at
22 the last Board meeting that should not be lost; he does not feel it is the Board of Selectman responsibility to
23 get into what each department needs in order to operate. The Department Head is tasked to implement that.
24 It should be clear what the direction is. This Board is aware that customer services is number one and
25 should come up with a mission statement for the Community Development Department. Bill Parker men-
26 tioned to Vice Chairman Finan that he believes EDAC is waiting for direction from the Board of Select-
27 man. Vice Chairman Finan asked if the Board of Selectman should be asking each department to come up
28 with ways to improve their process. Selectman Bauer thinks that the Board of Selectman telling the de-
29 partment to streamline the process is micromanaging too much. She thinks that is the job of the Depart-
30 ment Head and does not want the Board of Selectman to get into micromanaging, we should not tell a de-
31 partment how to run. Guy Scaife believes customer interactions are being streamlined by offering credit
32 card payments for recreation programs, accessing GIS for property cards, and the Office of Community
33 Development has made numerous changes to streamline. The idea of doing something online is a great
34 idea, but not applicable to everything. The permitting process requires one on one discussion, at a point a
35 process can get so complicated that doing something on line can get so difficult it just needs to be done one
36 on one. A lot has been done on line, but there are software investments that must be made and it should be
37 started with something easier than permitting. What can be accessed through the different software is
38 amazing, but unless you work in the different departments you do not know what is involved in different
39 permitting.

40
41 b) **OTHER ITEMS (that are not on the agenda).** The next regularly scheduled Board meeting is December
42 26, 2012, there was discussion about whether or not to cancel that meeting and have the next meeting on
43 January 14, 2013. Selectman Bauer suggested that is a long time to go between meetings. Chairman Dan-
44 iels suggested having a Work Session on January 7, 2013 to focus on financials and the budget. All con-
45 curred to cancel the December 26, 2012 meeting and have a Work Session on January 7, 2013 at 5:30 p.m.

46
47 c) **2012-2013 Board of Selectman Goals and Tasks.** Vice Chairman Finan has finished his review of the
48 recreation parks and trails; there is a group that takes care of this stuff already and the Master Plan for Rec-
49 reation has already been written. The Conservation Commission has pulled together the trails information
50 and Nicole Banks and Bill Parker took that information for part of the Master Plan. The parks section is for
51 parks other than MCAA fields, and is already good, there is a big need for youth parks, all fields at Keyes
52 are 100% used, Shepard Park is 100% used and Kaley Park has potential but has restrictions such as only
53 being used for practices. If the MCAA use can get relieved, that will take care of the town field's use. If
54 the MCAA use gets resolved, that would relieve a lot of the stress on the parks and satisfy the needs of the
55 town. For each park, Vice Chairman Finan looked at security and vandalism. Chief Viola and Nicole
56 Banks both feel it is an issue that will never be completely resolved. A security camera was just installed at
57 Keyes in the fall, Nicole would like to see an additional security camera in the parking area. Guy Scaife
58 said the camera at the pool has really good visibility, it can be accessed remotely and it is recorded. Vice

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1 Chairman Finan and Nicole Banks anticipate issues at Kaley Park as its use increases. Vice Chairman
2 Finan talked with Bill Parker and it seems that Vice Chairman Finan's findings follow the Master Plan pret-
3 ty closely. Vice Chairman Finan attended a site walk of the MCAA fields on Saturday morning and looked
4 at Brox with Audrey Fraizer, Bill Parker and Chris Costantino to get a lay of the land, some of the (future)
5 fields are currently fully wooded. One thing being recommended by Bill Parker is re-visiting that plan and
6 finding the best way to use that land. He would like to see the town cover the cost of doing wetland deline-
7 ation so that we know where the wetlands are and where things can and cannot be built, MCAA really
8 wants to get some field work started up there. Nicole Banks would rather see MCAA get that whole area
9 for recreation, she would rather see that and see town recreation get land closer to the center of town.

10
11 Chairman Daniels is still looking at the website and has started a list of links that do not work for Mike
12 McInerney. Selectman Bauer spoke with Matt Lydon, Budget Advisory Committee Chairman, he will try
13 to get the minutes up on the website so that people know what is being discussed. Selectman Bauer asked
14 about Osgood Pond, noting that the town is permitted for dredging 5 acres and then Dave Wheeler talked
15 about getting permitted for 10. Chairman Daniels stated originally the town was looking for a permit for
16 five acres, but reiterated that we lose nothing in applying for a permit to dredge 10 acres, even though we
17 may only dredge five acres. It saves us from reapplying for another permit later. Selectman Fougere indi-
18 cated the permit is valid for five years. Guy Scaife stated it was not to dredge Osgood Pond, it was to final-
19 ize the plan to get approval and all the details and validate what contractors will do which must be within
20 the budget we have. We do not have an approved plan yet. The vote was a preliminary vote and we are
21 awaiting final plan proposal and permitting approval.

22
23 Chairman Daniels reviewed goals that will not be finished by the end of 2012 and will move forward into
24 2013. Chairman Daniels asked that Guy Scaife draft a list of things to be addressed in 2013. Selectman
25 Bauer noted that bringing this list of goals up periodically to remind board members has been very helpful.
26 Selectman Fougere likes the idea of having it in front of the board as well. Chairman Daniels considers the
27 assessment of parks done by Vice Chairman Finan as complete, although it should be brought up regularly
28 for status checks.

29
30 **8. APPROVAL OF FINAL MINUTES.** There were no minutes presented for approval.

31
32 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** There were no information items discussed.

33
34 **10. NOTICES.** Notices were read by Chairman Daniels.

35
36 **11. NON-PUBLIC SESSION.** Selectman Fougere moved to enter into Non-public session at 8:13 p.m. in accord-
37 ance with RSA 91-A:3 II (a, c & d) (Personnel, Reputation and Land Acquisition). Vice Chairman Finan seconded.
38 All were in favor. Motion passed 4/0.

39
40 Selectman Bauer moved to come out of non-public session at 8:50 p.m. Vice Chairman Finan seconded. All were
41 in favor. Motion passed 4/0. Selectman Bauer moved to seal the minutes of this non-public session, Vice Chairman
42 Finan seconded. All were in favor. Motion passed 4/0. Chairman Daniels announced that in non-public session the
43 Board addressed the approval of non-public minutes of November 13, 2012, discussed a reputation matter and took
44 one vote.

45
46 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Bauer moved to
47 adjourn at 8:55 p.m. Selectman Fougere seconded. All were in favor. Motion passed 4/0.

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51 _____
52 Gary L. Daniels, Chairman

50
51 _____
52 Tim Finan, Vice Chairman

53
54
55 _____
56 Katherine Bauer, Member

54
55 _____
56 Mark Fougere, Member