

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
March 25, 2013

PRESENT: Gary Daniels, Chairman
Tim Finan, Vice Chairman (excused at 5:35)
Katherine Bauer, Member
Mark Fougere, Vice Chairman
Mike Putnam, Member
Kevin Federico, New Member
Darlene J. Bouffard, Recording Secretary
Zackery Knowles, Videographer

EXCUSED: Guy Scaife, Town Administrator

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

INSTRUCTIONS: Vice Chairman Finan called the public meeting to order at 5:32 p.m., introduced Board members, explained that he was asked to attend tonight's meeting in order to conduct the swearing in of New Board member Kevin Federico, in the absence of Town Administrator Guy Scaife, and conduct Board of Selectmen nominations for officers. Vice Chairman Finan then led the audience in the Pledge of Allegiance. Vice Chairman Finan 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. – Swearing in of Newly Elected Selectman Kevin Federico and Election of Board of Selectmen Officers. Vice Chairman Finan explained that typically, the Town Administrator presides over this first item after the election, however in his absence, Chairman Daniels asked if Vice Chairman Finan would preside to open the meeting and handle nominations. Vice Chairman Finan indicated it has been an honor and a privilege for him to serve the town these last six years. Vice Chairman Finan asked that Town Clerk Peg Langell please come up to swear in Kevin Federico, congratulating her on her win in the election as well. Ms. Langell swore in Kevin Federico as a Selectman. Vice Chairman Finan asked for nominations for Chairman of the Board. Selectman Putnam nominated Gary Daniels as Chairman. Gary Daniels accepted the nomination. Selectman Bauer seconded. There were no other nominations. All were in favor. Motion passed 5/0. Vice Chairman Finan stepped down and handed the gavel to Chairman Daniels to continue.

Chairman Daniels asked for nominations for Vice Chairman for the coming year. Selectman Bauer nominated Mark Fougere as Vice Chairman. Mark Fougere accepted the nomination. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

Gary Daniels will serve as Chairman of the Board of Selectmen for the 2013/2014 year and Mark Fougere will serve as Vice Chairman of the Board of Selectmen for the 2013/2014 year.

5:35 p.m. – Departmental Update – Public Works. Director Rick Riendeau presented the spring update for the Department of Public Works. There are 1000 catch basins in town that have to be cleaned which cost about \$13 each, totaling \$13,000 per year. Street sweeping of over 600 hours is done each year. Tree and brush cutting is done after the streets are swept. Paving and crack filling will be done once the weather permits. This past winter was tough on the roads but the areas being looked at were looked at last year. Elm Street, down to Blue Seal, and David Drive took a beating over the last couple of years. There is also a bad section of Mason Road. Selectman Putnam asked about repairing Garden Street. Rick Riendeau would like to do Garden Street, Clinton Street and Cottage Street all at the same time, some drainage work on Cottage Street will be done at the same time as paving. Vice Chairman Fougere asked about the South Street status? Rick Riendeau said Bill Parker is up to date on that situation. Chairman Daniels asked how warm it must be to pave. Rick Riendeau responded it must be 50 degrees to pave; there is some paving scheduled for the second week in April. Selectman Putnam asked how much the street sweeper is used. Rick Riendeau explained it depends on how much sand has collected on the curvy back roads; we usually do those roads one time per year unless the sand collects in the corners. The downtown has a regularly scheduled sweep schedule. Sweeping helps with crack sealing as well. Selectman Bauer stated typically the street sweeping is done after winter has finished, and there are some sharp curves that are dangerous if there is a lot of

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 03/25/13

1 sand in them. Rick Reindeau noted that the downtown area is swept before any other streets in town. Selectman
2 Bauer asked when striping will be done. Mr. Reindeau said that is usually in June and July and is done at night.
3 Selectman Bauer commented that after winter, the striping gets very faded or disappears and becomes a safety issue,
4 can it be done sooner? Mr. Reindeau indicated that the striping done by town employees can be started sooner, but
5 it must be 50 degrees at night with no dampness in order to work or it will not dry. Crack sealing is done in July as
6 it is temperature related. Continuing with the status, Mr. Reindeau indicated that two years ago we took apart the
7 loader and sandblasted it then totally re-painted it, and it came out nice. There are also some issues with the Elm
8 Street/West Street signal cabinet; some preliminary things were done with the cabinet in case a signal is put in be-
9 cause of the ambulance facility. The sign inventory is about three quarters done, they have to go back to check the
10 reflectivity on each sign, replacing as needed. Chairman Daniels asked about checking the reflectivity and the style.
11 Mr. Reindeau indicated the retro/reflectivity has to meet Federal standards. Right now, UNH has a gun that checks
12 the reflectivity, if it passes the retro/reflectivity standard, the sign is okay, but we are continuing on that project. A
13 lot of dam work has been done in the past year, three dams had deficiencies and with the work completed, they are
14 no longer defective. Vice Chairman Fougere commented that the dam work is great and he thanked DPW for that
15 effort. The inspector came out and reviewed things with Rick Reindeau so he knows what they are looking for. The
16 Town just found out about Compressor Pond which is near Lovejoy Road. There are some issues that we are work-
17 ing through. A 12" chipper was purchase December 12 for a real good deal. We have used it a lot and saved money
18 with trips to Brox by chipping. Chairman Daniels asked if we use the chipper at the Transfer Station. Rick
19 Reindeau responded that it is a little small for Transfer Station use, but we might be able to use it at some point.
20 Rick Reindeau continued by stating the Street Sweeper and Dump truck are awaiting quotes right now. Next year
21 the town is looking at a new sidewalk snowblower. Selectman Bauer asked if the new street sweeper will be availa-
22 ble for use this year. Mr. Reindeau said it will be and added that the old sweeper was traded for \$4,000.

23
24 A new Work Order system has been implemented at DPW. The lawn at the Police Department needs some help so
25 they will be working on that. The oil/water separator needs to be installed at the Fire Department. Selectman Put-
26 nam asked about the installation of a retaining wall at the Fire Department and if a date has been set? Rick
27 Reindeau responded that the project is weather dependent, no footings will be needed. Selectman Bauer said the
28 retaining wall was being done in order to increase the number of parking spaces at the Fire Department. Rick
29 Reindeau agreed, adding that the Town Hall clock face also needs to be worked on. Selectman Bauer asked when
30 that was last done. Selectman Putnam believes it was done in the 90's; he remembers because the Fire Department
31 practiced high angle rescue on the staging used. Rick is talking with people about what will work best for the clock
32 face for both the weather element and what looks good.

33
34 Chairman Daniels asked if the oval irrigation system is on a sensor or a timer. He wants to make sure the irrigation
35 does not come on when it is raining and he remembers a resident offering to donate a sensor system. Rick Riendeau
36 did not know, but thinks it is done manually.

37
38 Selectman Bauer asked about the plans for the glass enclosure for the Town Hall Nashua Street entrance. Rick
39 Riendeau indicated they are just looking at what is available now. Selectman Bauer wants the Board of Selectmen
40 to be involved and wants it to look good and last. Mr. Riendeau said at DPW they have done this and it has cut
41 down on the cold air coming in the entrance. Kaley Park infield on one of the ball parks will be done this year,
42 MCAA is looking to help and Mr. Riendeau hopes to have a usable field down there this year. He would like to be
43 more proactive with the town fields, last summer they began upgrading the fields, they would also like to expand the
44 parking area at Keyes Field. Chairman Daniels asked if the parking expansion for Keyes will be done before the
45 Fletcher work is done. Mr. Riendeau stated the parking expansion can be done at any time; a lot of it can be done in
46 house. It could also wait until Fletcher does their work first. The plan creates more parking spaces and makes it
47 safer. Vice Chairman Fougere asked for that parking (expansion) plan to be forwarded to Dawn Griska who will
48 forward to Board members. Mr. Riendeau indicated there has been some cemetery tree pruning and ground im-
49 provements; typically a section is done each year.

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51 Selectman Bauer indicated there are 2 or 3 white pine trees that are either dead or diseased near Emerson Park, they
52 should be taken out. Mr. Riendeau agreed and said that work will be taken care of with the Emerson Park project
53 that Bob Courage is involved in.

54
55 Mr. Riendeau continued that the bridge work to be done has an estimate of approximately \$5,500 and as soon as the
56 weather is good it can be done. Selectman Bauer asked about the Still Good Shed and how much was added to the
57 area? Vice Chairman Fougere indicated it has about doubled in size and the work is already done. Chairman Dan-
58 iels indicated the Hazardous Waste Collection Day in Milford will be May 4, but asked how much that costs? Mr.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 03/25/13

Riendeau was not sure how much it costs, but said that people can call Tammy at the Transfer Station and it will also be on the town website. Selectman Bauer asked what DPW will need for new hires in the future since the Board of Selectmen likes to know what the staffing needs are ahead of time. Mr. Riendeau explained he would like to make the part time position into full time. With new fields being added in town, just the mowing of those lawns takes two people, there are a lot of fields and cemeteries and he would like to mow twice a week but he does not have the manpower. He would like to change the two 32 hour positions into full time. Another position got lost in the shuffle of the transition, so he would like to fill that. Right now, one part time position handles the mowing and sweeping. Mr. Riendeau said the Road Manager position did not get filled; the work went to the General Foreman. With people and equipment this year, Mr. Riendeau put in a lot of time himself to offset the lack of people and equipment with snowplowing.

Chairman Daniels indicated that he would like the Board of Selectmen to get the maintenance plans for bridges and roads sooner rather than later to get the Board up to speed before getting too far into the year and close to budget season. When there are planned repairs, please make the Board of Selectmen aware of the plans. Mr. Riendeau would like to review that with the Board of Selectmen to provide more detailed information and answer any questions because there are a lot of things happening with bridges.

Mr. Riendeau continued that the Work Order system software has tallied the Rail Trail work done last year and it can generate reports on work done; the itemized report identified that about \$9,000 was saved by using materials from the Brox site for the Rail Trail. Selectman Federico asked when the Work Order system was implemented. Mr. Riendeau answered it was started last year, we had the cartographer system and we can buy different modules as needed, so we can buy what we want to track and add on. Now we are putting the information into the system. Last year it was more just playing with the system, but all the information we put in is still there; it is a neat system. There were no further questions.

6:00 p.m. – Departmental Update - Assessing. Marti Noel, Town Assessor, presented an update for the Assessing Department, noting this is a good time of year to give an update because the tax year ends May 31 and the department needs to consider applications for exemptions due April 15. Elderly Exemptions had some changes, Assessing typically gets about 70 applications, the next couple of weeks should be busy getting applications processed. Veteran Credits are a little slower this year. The abatement deadline is March 1 each year and 56 abatement applications to process should be coming through to the Board of Selectmen soon. A couple of appeals are outstanding and should be addressed in May. Ms. Noel is trying to look at every property in town at least every five years, she is 20% through that process and hopes to do more to get up to speed on those reviews. The Equalization Ratio for 2012 is 1.029%; things seem to be stabilizing. The lower end condo values may need to be tweaked. Ms. Noel said that Stephanie Tetley does a bang-up job and she is indispensable to her, she has been great and wanted to thank her. Chairman Daniels asked if Ms. Noel can identify to the Board the net number of Elderly Exemptions and Veteran’s Credits that come in once the deadline has passed, so that the Board can see the totals. Ms. Noel responded she will usually include that number when she comes in for approvals and can compare to last year’s totals. She does keep a running tally of the number of exemptions.

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

4. DECISIONS

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

(1) Request for Board Certification of 2013 Appropriations Actually Voted Report (MS-2). Jack Sheehy, Finance Director, requested Board approval on 2013 Appropriations Actually Voted, Report MS-2.

(2) Request for Appointment of Deputy Forest Fire Warden – Fire Lieutenant Duane Chappell. Fire Chief Jack Kelly requested Board approval to appoint Duane Chappell as a Deputy Forest Fire Warden.

(3) Request for Road Re-Acceptance – Hollow Oak Lane. Town Roads Researcher Lorraine Carson, requested Board re-acceptance of Hollow Oak Lane as follows:

“Hollow Oak Lane: From its intersection with Elm Street northerly a distance of 531.25 feet measured on the center line of the roadway, 50 feet wide, to the commencement of the hammerhead turn-around which is 50 feet wide by 150 feet long, all as per plan entitled “Subdivision Plan, Hollow Oak Ridge LLC, Map 7 Lot 5, Elm Street, Milford, New Hampshire” dated January 22, 1999, final revision

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 03/25/13

July 27, 1999, and recorded as Plan #29968 in the HCRD, said roadway having been conveyed to the Town of Milford by Hollow Oak LLC in a deed recorded in Vol. 6236 Pg. 1532 dated May 3, 2000.”

(4) Request for Acceptance of Unanticipated Property Under \$5,000 Per NH RSA 31:95(e).

The request for acceptance of unanticipated gifts and property under \$5,000 was accepted as follows:

Source	Amount	Purpose
Milford United Methodist Church	\$ 250.00	Donation to the Milford Welfare Department to be used for fuel assistance.
Souhegan Kennel Club		Donation of 2 canine/feline oxygen mask kits to the Milford Fire Department. There is no approximate value.

b) OTHER DECISIONS.

1) Request for Input & approval of 2013-2014 Board of Selectmen Meeting Schedule. Upon reviewing the proposed 2013-2014 Board of Selectmen meeting schedule, Selectman Putnam moved to cancel the 5th Monday meeting scheduled for Monday, December 30, 2013, as the attendance would probably be low. Vice Chairman Fougere seconded. All were in favor. Selectman Putnam moved to accept the schedule as amended. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

2) Requests for Board of Selectmen Representatives to 2013-2014 Boards, Commissions, etc. Selectman Federico indicated that he can fill the positions that are open. Selectman Bauer asked if there is another member that wishes to participate on the Planning Board. Vice Chairman Fougere stated he is still not available on those nights, but will continue as an Alternate to Selectman Bauer. Selectman Bauer said she would prefer to be on the Planning Board as an Alternate, but is not sure that can happen. The following positions were filled:

- a. Heritage Commission – Gary Daniels
- b. Granite Town Media Advisory Board – Mark Fougere
- c. Recreation Commission – Kevin Federico
- d. Manifest sign off – Kevin Federico
- e. Payroll sign off – Kevin Federico
- f. Library Trustees – Kevin Federico

Vice Chairman Fougere also noted when the Ambulance Facility Committee is done later this year, he can help with some other committees.

5. TOWN ADMINISTRATOR REPORT:

6. DISCUSSIONS.

a) 2012-2013 BOS Goals/Tasks Review and Board of Selectmen’s 2013-2014 Goals/Tasks Development.

Over the past few years, there have been some projects/items in town for which people might want updated information, including the McLane Dam, and the town can provide transparency of what is happening as well. Chairman Daniels has had conversations with people in town about this and suggested the Board have a discussion of what projects the Board would like to put out there and collect the information to make it available to the public.

- McLane and Goldman Dams Removal Feasibility Study Project Update- a written project update of the McLane and Goldman Dams Removal feasibility study will be provided by Mark Wamser, of the engineering firm Gomez and Sullivan Engineering that conducted the study. Once that is received, it can be posted on the website.

Selectman Putnam believes the public will be interested in having an update on the ambulance facility as it is in process. Osgood Pond is another ongoing project that the public is interested in. The widening of Route 13 (South Street) has also been brought up several times, as well as the Fletcher cleanup project. The public hearing of the widening of Route 101 from Veteran’s Bridge to the TD Bank toward Wilton was held and should also be on the list. There was one public hearing and money that might provide turning lanes or guard rails was discussed, but we have not heard back from the State on that. Selectman Bauer suggested checking with Guy Scaife on the 101 widening project. Selectman Putnam asked if that is part of the State’s 10 year plan. Chairman Daniels thought it was within a couple of years. Chairman Daniels also added the Keyes Field parking with the Fletcher site.

- Legislative Update – Chairman Daniels reported that the legislation limiting permit fees for municipal ponds and lakes to \$10,000 passed the House on the Consent Calendar and was re-

ferred to a second committee – Ways and Means. The Ways and Means Committee had a public hearing on the bill and voted 16-0 in Executive Session to recommend passage. The bill is coming back to the House on the Consent Calendar to be voted on March 27 with no problems expected. The amount of time between public hearings for ordinances that was recommended by Dawn Griska to change it from 14 days to 21 days (between) has passed the House and is waiting to be put before the Senate. Jack Sheehy had also submitted an idea for liens on a house, the bill was submitted, and it has passed the House and will move on. The Recycling Committee has talked about the statute regarding the revolving funds for recycling; Chairman Daniels filed a bill to see if a revolving fund can be used to maintain a recycling program. It passed the House and has also been recommended for passage by a Senate committee.

b) **Potential Development of Board of Selectmen Policy Regarding Administration of Committees, Commissions and Special Boards.** In setting up tonight’s agenda, we talked about the posting of minutes on the website. A policy manual of these types of things was discussed so that we know who is posting minutes or what the statute for non-public minutes is. A policy binder would put a lot of things we do together in one binder as a guide. Selectman Bauer said that any Board or Committee Chairman should be able to look at the binder to review the policies. Vice Chairman Fougere said that new committees would know what is expected of them, which would be good. Chairman Daniels stated the Mission/Vision Statements were also provided to all members to review and if there is anything that is lacking, we can update it. The Board of Selectmen Vision Statement is also included so we are all on the same page. All members concurred this is a good idea. Chairman Daniels will have Dawn Griska get a draft together of all the policies in a binder. Selectman Putnam suggested using a form to be filled out by each committee so that they all include the same information (in things like the minutes). Chairman Daniels said the policies are already developed, we have processes out there of how to go into non-public session, and it just needs to be formalized. Vice Chairman Fougere said it would just be a guide book for each committee.

c) **Consideration of Term Limits for Granite Town Media Advisory Committee and Recycling/Solid Waste Committee Volunteers.** Chairman Daniels indicated the town has Boards and Committees that are statutorily driven, others are project driven, however, some members have no term limit. Selectman Putnam suggested they should all be consistent, we should set up terms for the two committees that have no term limits (Granite Town Media Advisory Committee and Recycling/Solid Waste Committee). Chairman Daniels agreed that the Board should divide up the members into 1, 2 or 3 years terms so they are staggered. If the terms are three year, and there are six people, initially we would take two people that would expire in one year, two that expire in two years and two that would expire in three years to stagger them. Subsequent terms would be three years. The Traffic Safety Committee was one of the later committees for which we set up staggered terms. Selectman Putnam suggested setting up a video camera at the parts store to monitor the ambulance building progress. Selectman Putnam asked about the camera that had been in the town hall attic and who owns that, perhaps that could be used, but he is unsure of the legality of that type of recording.

7. **SELECTMEN’S REPORTS / DISCUSSIONS.**

a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman Fougere indicated the ambulance facility groundbreaking will be Saturday, April 27 at 9:00 a.m. The estimated construction start date is April 22. Dawn Griska is working on a list of people to be invited. The Ribbon Cutting will be held in September. Chairman Daniels stated the Traffic Safety Committee is meeting Monday, April 1 to discuss safety aspects of the Noon’s Quarry / Osgood Road intersection.

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

8. **APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of February 11, 2013 as presented. Selectman Bauer seconded. All were in favor with Selectman Federico abstaining. Motion passed 4/0/1. Selectman Putnam moved to approve the minutes of February 25, 2013 as presented. Selectman Bauer seconded. All were in favor with Selectman Federico abstaining. Motion passed 4/0/1. Selectman Putnam moved to approve the minutes of March 5, 2013 as presented. Selectman Bauer seconded. All were in favor with Selectman Federico abstaining. Motion passed 4/0/1. Selectman Bauer requested that the videographer at each meeting be listed in the attendees.

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

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 03/25/13

1 **10. NOTICES.** Notices were read by Chairman Daniels.
2

3 **11. NON-PUBLIC SESSION.** Selectman Bauer moved to enter into Non-public session at 7:25 p.m. in accord-
4 ance with RSA 91-A:3 II for approval of non-public minutes of February 11, 2013. Vice Chairman Fougere se-
5 ceded. All were in favor. Motion passed 5/0.
6

7 Selectman Putnam moved to un-seal the non-public minutes of the February 11, 2013 meeting. Selectman Bauer
8 seconded. All were in favor. Motion passed 5/0.
9

10 Selectman Putnam moved to approve the non-public minutes of the February 11, 2013 meeting. Vice Chairman
11 Fougere seconded. All were in favor with Selectman Federico abstaining. Motion passed 4/0/1.
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13 Selectman Putnam moved to re-seal the non-public minutes of the February 11, 2013 meeting. Vice Chairman
14 Fougere seconded. All were in favor. Motion passed 5/0.
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16 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
17 adjourn at 7:30 p.m. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.
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21 _____
22 Gary L. Daniels, Chairman
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Mark Fougere, Vice Chairman

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26 _____
27 Katherine Bauer, Member
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Mike Putnam, Member

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31 _____
32 Kevin Federico, Member
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