

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
October 14, 2013

**PRESENT:** Gary Daniels, Chairman  
Mark Fougere, Vice Chairman  
Katherine Bauer, Member  
Kevin Federico, Member  
Guy Scaife, Town Administrator  
Kathryn Parenti, Recording Secretary  
Dan Finan, Videographer

**EXCUSED:** Mike Putnam, Member

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

**INSTRUCTIONS:** Chairman Daniels called the public meeting to order at 5:45 and introduced Board members; he 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 indicated that the Board met in non-public session at 5:30 p.m. for a legal discussion. One (1) vote was taken and one (1) decision was made.

**2. APPOINTMENTS:**

**5:30 p.m. – Non-Public Session – Reputation.** Chairman Daniels opened the non-public hearing at 5:30 p.m. on motion made by Selectman Bauer and seconded by Selectman Federico. All were in favor. Motion passed 4/0. After discussion, Selectman Bauer moved to come out of non-public session at 5:45 p.m. Selectman Federico seconded. All were in favor. Motion passed 4/0.

**5:45 p.m. – Approval/Denial Property Tax Interest Waiver request.** Mr. Scaife stated the Board had received a letter from Dakota Partners regarding the waiver of taxes on two (2) parcels. The property changed hands in May 2013 when the tax bills went out. It is not uncommon for it to take 30-90 days before the town is updated of the change. The transaction was handled by a local attorney who is familiar with the tax billing periods and everyone feels it was the obligation of the new property owner to look into this. It is the recommendation of Kathy Doherty, tax collector, that the penalties and interest not be waived. Selectman Bauer agreed after reading the tax collector's memo. The owner should have known about it and should not have waited so long to look into the matter. Chairman Daniels asked if there was a motion. Vice Chairman Fougere made the motion to accept the tax collector's recommendation to not grant the waiver request. Selectman Federico seconded the motion; all were in favor with none opposed. Motion passed 4/0.

**5:50 p.m. – Public Hearing for Acceptance of Unanticipated Funds Over \$5,000 Per NH RSA 31:95 (b & e) (Listing of Unanticipated Funds and Gifts).** The listing of unanticipated funds was reviewed:

<u>Amount</u>	<u>Purpose</u>
\$750.00	Keyes Pavilion Special Purpose Fund Brick Fundraiser monies from the Milford Recreation Commission to be used for the Keyes Pavilion Special Purpose Fund.
\$101.93	Fire – Rescue Donations Special Purpose Fund General Donation from BAE Systems – Employee Donations to the Milford Fire Department. The Fire Department wishes to designate the donation to the Fire Rescue Donations Special Purpose Fund.
\$10,718.52	Three (3) Motorola APX7000 single band VHF portable radios with accessories. These items are donated to the Milford Police Department by the State of New Hampshire through the U.S. Department of Homeland Security for the Law Enforcement Agency.

Chairman Daniels opened the public hearing portion of the meeting for any comments or questions regarding the item over \$5,000; hearing none, he closed the public hearing, then asked for a motion. Selectman Federico made the motion to accept all unanticipated funds as presented. Selectman Bauer seconded the motion; all were in favor with none opposed. Motion passed 4/0.

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60 All of the associated listings of exemptions, credits, etc. discussed herein, are a part of the permanent agenda packet  
61 for October 14, 2013 and included by reference to these minutes as part of the permanent record.  
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63 **6:00 p.m. – Request for Approval of Eagle Scout Project – presenter Scout Robert Parker.** Mr. Robert Parker  
64 submitted schematics of the project to the Board. He noted the proposal is to change the external bathroom at the  
65 Scout House at Shepard Park into a storage area for the MCAA baseball program. He is proposing to remove the  
66 walls and put up shelves, cubbies and baseball bat racks as well as replacing the floor and ceiling. All will be re-  
67 placed by more durable two (2) inch thick exterior plywood. There is a hole in the ceiling from water damage and  
68 there is mold on the floor. The rotten door will be replaced with a steel door. The current stairs are not to code and  
69 are not safe and will be replaced. The junction box will be covered over but will be accessible. Mr. Bell is his con-  
70 struction advisor who noted it would need to be accessible. There is some exterior damage to the clapboards around  
71 the door which will be replaced. Chairman Daniels asked if there would be any problems with asbestos. Mr. Parker  
72 replied the building was constructed prior to the use of asbestos and it was not a problem. This room was added on  
73 in the early 1980's. Selectman Bauer asked if there was another bathroom facility at the park. Mr. Parker replied  
74 there was a porta-potty on site for use during the season. He noted there was a metal shed for storage at the park.  
75 Mr. Scaife noted the Recreation Director and the Public Works Director are both in favor of this project. He noted  
76 the bathroom has been out of commission for decades and also indicated they would like the metal storage shed to  
77 be removed once this project is completed. Selectman Bauer thanked Mr. Parker for his excellent presentation.  
78 Chairman Daniels asked if there was a motion to approve this request. Selectman Federico made the motion to ap-  
79 prove this project as presented. Vice Chairman Fougere seconded the motion; all were in favor with none opposed.  
80 The motion passed 4/0.

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82 **6:10 p.m. – Departmental Meeting – Community Media.** Mike McInerney thanked the Board for inviting him to  
83 come in; his last visit was over a year ago. Since their last meeting, Channel 22 has been activated by Comcast and  
84 they are currently displaying billboard material such is as notices and general public information. There has been a  
85 fiber connection installed from the town hall to the high school and from there to Mont Vernon to improve signal  
86 quality. There has been an increase in the number of committee meetings that are televised and the committees are  
87 making adjustments to being on camera. They are trying to cover the school Budget Advisory Committee and Mr.  
88 McInerney is making a conscious effort to get them to give him their schedule and what coverage they are going to  
89 need. They are currently covering the town Budget Advisory Committee meetings. They are continuing with high  
90 school sports coverage and last year covered between 75 -80 sporting events. This year there are 31 home games  
91 and only a few haven't been covered due to illness. Mr. McInerney has ordered green polo shirts with the Granite  
92 Town Media logo on them to be worn when covering sporting events. Equipment purchases have improved the  
93 overall production qualities and they have been dealing with audio difficulties, especially in the auditorium. He has  
94 purchased two (2) sets of speakers for that space and is pleased with the audio. The microphones were updated in  
95 the BOS room: two (2) handheld and two (2) wireless microphones. An outdoor sound system was donated for  
96 events on the Oval and for the Rotary swim meet. An additional camera was purchased to allow for more events to  
97 be covered – they typically cover two (2) or three (3) games per day. A new audio mixer was purchased to help  
98 improve audio quality. They are going to try to cover the ski team this winter as well. The year's projects include a  
99 Water Utilities video describing the process and he has worked with the school nurse on a tick information and  
100 awareness program. He is also working on a public service announcement on the life of an athlete and making  
101 healthy choices. There is also a project with the Recreation Department and the construction of the pergola at Keyes  
102 Field.

103  
104 With regard to the website, last year there were 700 views per month. This year the views are up to 11,000 views  
105 per month. There have been over 154,000 visitors to the site and the highest viewing days were July 4, Veteran's  
106 Day and Halloween with the police blotter being the most popular page. They are seeing an increase of views by  
107 mobile devices of 25 – 32% and they are working to make the site respond better to mobile devices. The website  
108 has been stable throughout the year and Mr. McInerney is doing his best to keep track of third party updates as well  
109 as feedback and making improvements in a timely fashion. Vice Chairman Daniels thought the increase in website  
110 use was interesting. It shows a lot of eyes are viewing Milford but not necessarily coming here in person. Mr.  
111 McInerney noted since the police blotter page is so popular, they added the drug take back information and self-  
112 defense class times on the page to take advantage of the high viewership. Chairman Daniels urged the board to  
113 make sure their committees update their pages regularly. Chairman Daniels noted there is a listing of personnel in  
114 charge of updating the web pages and he would forward that to the members if desired. He also noted the BOS au-  
115 thorizes a 3% franchise fee for PEG access and wondered what the balance of that account is and if that amount

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needed to be reduced. Mr. McInerney said he would check with the Finance Director and noted the balance revolves. There will be some additional costs due to the eventual moving of the BOS room to a new location.

**6:25 p.m. – DPW Project Updates and Need lists – Public Works Director Rick Riendeau.** Mr. Riendeau submitted an updated project list to let the board know what is out there and what he is looking at. Some projects will be done with 2013 money and some will be done with 2014 money, if possible. He noted a lot of building and other maintenance had not been done in a long time. Chairman Daniels asked him to explain the Keyes Field parking lot project. Mr. Riendeau indicated the upgrade is to allow for more parking and better traffic control. An engineer had designed a drop off area for safety to eliminate the need for cars to back up. Mr. Scaife noted it would add sixty (60) additional spaces. Mr. Riendeau noted the cost would be for paving while labor (preparation and grading) and equipment costs are in the budget. Selectman Federico noted this was tied into the Superfund cleanup project. Mr. Scaife replied a smaller section to the right of the area could be redone at any time. Chairman Daniels commented on the police station items and noted it bothered him that these items have come up so soon after the building was completed. Mr. Riendeau replied the first floor had somehow gotten wet during construction and never dried and now the tile is peeling up. The only way to fix that is to pull up the flooring and add an underlayment. There was some discussion regarding a warranty but after seven (7) years, it would be tough to prove it was under warranty. With regard to the gate, there have been problems and it needs to be adjusted a couple of times a month. The operating system would need to be upgraded to a commercial grade to prevent the problems. Mr. Riendeau noted the heaters in the DPW garage were the original ones installed in the 1990's and they replaced two (2) last year. Vice Chairman Fougere asked about the town hall clock repair schedule and thought it would be best to do it all in one year, versus two. Mr. Riendeau agreed; a lift will be required and the repairs could be done in one shot. All agreed the sidewalks in town needed to be addressed. Mr. Riendeau stated they had replaced some underground electric on the Oval over the summer. He noted the list is long and it is time consuming to get prices for each and every item. He noted he had gotten estimates from two (2) contractors regarding crosswalk painting on the Oval for \$4,000 and \$5,800. To do it correctly, the state uses a thermal plastic that is melted and glued down but there is no determination for how long this lasts. The Oval is a heavily travelled area and they would have to install the system to see how long it would last. Selectman Bauer suggested he talk to other towns that use the system to see how long the markings last. Chairman Daniels agreed that would be a good thing to do; this doubles the budget and they can't support it without knowing how well it works. The board thanked Mr. Riendeau for his lists and thanked DPW for their good work during the Pumpkin Fest.

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

### 4. DECISIONS

a) **CONSENT CALENDAR.** There were no items for consent.

b) **OTHER DECISIONS.**

**(1) License to sell Pistols and Revolvers – BOS vs. Police Chief for approval.** Mr. Scaife noted this item came up because there was a question whether the request needed to come to the BOS or could they authorize the Police Chief to do it. This is something that could expedite the process. He noted there was no ordinance regarding this issue and was from the time when everything came to the BOS for approval and was never removed. Chief Viola stated he was fine with the change. If the Board is in agreement, it provides a protocol and the applicant has other avenues to use if they are not happy. Chairman Daniels asked if there was a motion to accept this change. Selectman Bauer made the motion to allow the Police Chief to approve requests to sell pistols and revolvers. Vice Chairman Fougere seconded the motion; all were in favor with none opposed. Motion passed 4/0.

### 5. TOWN ADMINISTRATOR REPORT:

a) **Town Hall Analysis RFP Update.** Mr. Scaife indicated SMP met with the Facilities Committee to review the alternatives on October 9. All internal changes hinge around the BOS meeting space. They had thought of moving the Office of Community Development downstairs but that was not practical. SMP and the Facilities Committee agree that the best option is to move the BOS meeting room downstairs in the back of the soon to be former ambulance area off Middle Street. The plan includes the addition of a staircase that is accessible to the public as well as a dedicated mail, copy and break room. There is not enough space to accommodate the Welfare Department; if they are put in here, they will lose conference room space. The next meeting is October 23 at 6:30 p.m. and the meeting is open to the public. There is no cost data at this time and the electrical and mechanical people have been in to do their estimates but have not submitted any prices; the pricing will not be available until early- to mid-November

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174 2013. Vice Chairman Fougere asked about the glass enclosure for the foyer. Mr. Scaife indicated they have selected  
175 a vendor, Portland Glass, and are in the process of making sure the project is ADA compliant. SMP has seen the  
176 plans and have endorsed them. Selectman Bauer stated she would like to see venting details.  
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178 **b) Miscellaneous: Pumpkin Fest** - Mr. Scaife noted a huge effort had been put in for the Pumpkin Fest by  
179 volunteers and town employees. There are always issues but there were no major issues from the standpoint of Fire,  
180 Police or DPW. Cleanup was exceptional. There were some complaints about the addition of rides on the west side  
181 of the Oval but they were not under the control of MIT. Selectman Bauer stated feedback on the rides was mixed.  
182 For the crowds coming in, they were very popular. She had also heard comments that they were piggy backing the  
183 Pumpkin Fest. Vice Chairman Fougere concurred. The feedback he had gotten was mostly negative with regard to  
184 the rides and it would be good to discuss that issue in the post-mortem meetings. He felt they were not appropriate  
185 for the event. Selectman Bauer noted she was not sure they could prevent that from occurring since they were on  
186 private property. She also noted the events at Trombly Farm are on private property. Selectman Federico also said  
187 he had gotten mixed feedback. Some people were happy there was more for kids to do; some citizens stated they  
188 didn't come to the Pumpkin Fest for the carnival atmosphere. Chairman Daniels did note the BOS did encourage the  
189 west side of the Oval property owners to do something to make up for lost business since that side of the Oval was  
190 closed for the event. Selectman Bauer wanted to thank Tracy Hutchins as the tireless organizer of the event. There  
191 are always problems and she always handles them with grace.  
192

193 **c) Financial Update** – Mr. Scaife presented the attached 2014 draft budget and associated explanation of ma-  
194 jor changes. This is a first pass at the budget with an increase of 8.2% or \$1million. The numbers should  
195 be firmed up after the next meeting. The tax rate has not been set and Mr. Scaife would prefer to wait until  
196 November 1, 2013 to get the October numbers in hand. There has been a nice pick up in ambulance service  
197 and town clerk revenues. Marti Noel's projected assessed value was \$6.8million; last year it was \$4.6 mil-  
198 lion. The more the valuation grows, the less pressure on taxes. There is a movement in the right direction  
199 with development in town as well.  
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### 201 6. DISCUSSIONS.

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203 **a) Administration of Commissions, Committees, and Special Boards Policy Changes.** Chairman Daniels  
204 stated he has been making changes to the documents and including comments that have been made. He is  
205 adding information about each committee from the Town Report but needs additional information such as  
206 start dates. He is hesitant about putting personal contact information in the document and will limit it to ti-  
207 tle and term expiration. Once the changes have been made, he will send the document out to the commit-  
208 tees for review and hopefully it will become good information for those groups not used to the process.  
209

210 **b) Board of Selectmen Goals / Tasks Review and Board of Selectman's 2013-2014 Goals / Tasks Devel-**  
211 **opment.** No new information reported.  
212

213 **c) Master Plan.** Chairman Daniels looked at department mission statements and noticed that Community  
214 Development's mission statement says the BOS commits to the Master Plan although it hasn't been a regu-  
215 lar item for the BOS to look through the Master Plan. Vice Chairman Fougere noted the Planning Board  
216 updates it on a regular basis with regard to land use changes, site plan regulations, subdivision regulations  
217 and zoning ordinance. If the BOS wants to make a change to the Master Plan, they have to go to the Plan-  
218 ning Board. It's been used in the town since the 1960's. Selectman Bauer indicated it was integral to  
219 Community Development and it needs to be part of their mission statement. Chairman Daniels noted their  
220 mission statement implies BOS support, which may or may not be a true statement. Selectman Bauer  
221 thought it would be the BOS responsibility to review the Master Plan, if that's what they want to do.  
222 Chairman Daniels stated they should either review it and agree with it and if not, submit their concerns to  
223 the Planning Board or have Community Development take out the line that it reflects the views of the BOS.  
224 He was trying to coordinate mission statements and that one stood out.  
225

### 226 7. SELECTMEN'S REPORTS / DISCUSSIONS.

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228 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman  
229 Fougere stated the ambulance project was on track and they expect the grand opening to be before Thanks-  
230 giving. They were looking for a place to locate the hitching post from the original house on site and it was  
231 determined to go in the landscaped island by the front door.

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232 Selectman Bauer noted four (4) selectmen were present at the MACC Base budget meeting and thought  
233 that showed interest in that group.

234 Chairman Daniels noted the Heritage Commission met last week regarding the Freedom Project. There is a  
235 grant available from the federal government and they had hired a company to help them prepare for it; that  
236 company did not do a thorough job and they must start over with the hope the application will be completed  
237 before the due date next fall.

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

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240 **8. APPROVAL OF FINAL MINUTES.** Vice Chairman Fougere moved to approve the minutes from September  
241 9, 2013 as presented. Selectman Bauer seconded the motion. All were in favor with none opposed. Motion passed  
242 4/0.

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244 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** Treasurer's Report – August 2013.

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246 **10. NOTICES.** Notices were read by Chairman Daniels.

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248 **11. NON-PUBLIC SESSION.** Selectman Bauer moved to enter into Non-public session at 8:30 pm in accordance  
249 with RSA 91-A:3 II (a, c, & d) – personnel, reputation and land acquisition. Selectman Federico seconded. All  
250 were in favor with none opposed. Motion passed 4/0. After discussion, Vice Chairman Fougere moved to come out  
251 of non-public session. Selectman Federico seconded. All were in favor with none opposed. Motion passed 4/0.  
252 Chairman Daniels announced that in non-public session the Board discussed personnel, reputation and land acqui-  
253 sition issues. One decision was made and one vote was taken.

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255 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Vice Chairman Fougere  
256 moved to adjourn at 10:30 p.m. Selectman Federico seconded. All were in favor with none opposed. Motion  
257 passed 4/0.

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Gary L. Daniels, Chairman

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Katherine Bauer, Member

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Mark Fougere, Vice Chairman

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Kevin Federico, Member