

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
October 28, 2013

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

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 5:10 p.m. for a personnel discussion and the Human Resources Departmental Update. No votes were taken and no decisions were made. Prior to beginning the appointments this evening, Chairman Daniels requested a motion from the Board regarding the addition of Humana Health Insurance prescription plan as an alternative for the retirees. Selectman Putnam moved to approve the addition of Humana prescription coverage for retirees. Vice Chairman Fougere seconded. All were in favor with Chairman Daniels abstaining. Motion passed 4/0/1.

2. APPOINTMENTS:

5:10 p.m. – Non-Public Session – Personnel. Chairman Daniels opened the non-public session at 5:10 p.m. on motion made by Selectman Bauer and seconded by Selectman Putnam. All were in favor. Motion passed 5/0. After discussion, Selectman Putnam moved to come out of non-public session at 5:30 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

5:30 p.m. – Departmental Update – Fire Department. Fire Chief Kelly joined the Board at the table for this presentation. Chief Kelly indicated that everything is going well in the department and there is good morale, the department lost four people, two retired and two moved away. Chief Kelly has a waiting list for people to come on board but he will wait until after the first of the year to fill those positions. Engine 4 has been put into service, the men have learned to use it and it is a nice truck. Selectman Putnam asked if there have been any problems with the new truck. Chief Kelly responded there have been no problems. Vice Chairman Fougere noted that the company was easy to work with when there was a problem with the truck in the beginning. Chief Kelly agreed they are good to work with. Chief Kelly indicated that Milford has assisted with Mutual Aid to surrounding towns 24 times this year and has received Mutual Aid only 8 times. One goal for this year is for Chief Kelly to put together a fitness program for the men; they seem to like the programs and they feel good. Selectman Putnam asked if that would be covered under insurance. Chief Kelly responded that they can get \$100 per year from the insurance company. Another area Chief Kelly wants to focus on in 2014 is target hazards in town such as vacant buildings and nursing homes, he would like to gather the information and put it into the computer and then have it available to use if there is a call. An Officer Development Class is in place to train the men to move up into different positions. A dry hydrant was just installed at Hartshorn Pond, which is a pipe to the water supply so that the trucks can draft water out of the pond. There has been an increase in call volume since this time last year and the increase is for all different types of calls.

There will be a Ladder truck on the warrant in 2014, to replace the existing Ladder truck, which he is seeking Board support on. Vice Chairman Fougere indicated that is an important warrant article and it is on the CIP. Chief Kelly explained the existing truck is a 1991 and cannot even be used in trade, it may get about \$30,000 at auction, but there is rust in almost every compartment. The truck has passed inspection. Selectman Putnam noted that by the time a new ladder truck is in service, the existing ladder truck will be 24 years old. Chief Kelly has received some quotes on a new ladder truck for which the ladder is warrantied for 30 years. Currently, the department has one female firefighter on staff and there are six or seven females on the Explorer staff. Chairman Daniels asked about false alarms. Chief Kelly believes that is about 24% which is a little higher than the previous year. Vice Chairman

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1 Fougere asked about the three strikes program for false alarms. Chief Kelly said that rule is in effect. The Board
2 thanked Chief Kelly for the presentation.

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4 **5:45 p.m. – Public Hearing for Acceptance of Unanticipated Funds Over \$5,000 Per NH RSA 31:95 (b & e)**
5 **(Listing of Unanticipated Funds and Gifts).** The listing of unanticipated funds and gifts was reviewed:

<u>Amount</u>	<u>Purpose</u>
6 \$ 6,084.00	7 Federal Grant – NH Highway Safety Project #315-14A-024, Funding for overtime 8 For Milford “Operation Safety Commute” patrols conducted from October 20, 2013 9 Through September 30, 2014
10 \$ 343.90	11 Fire-Life/Safety Education Special Purpose Fund 12 Anonymous donation during the Pumpkin Festival to the Milford Fire Department. 13 The Fire Department wishes to designate the donation to the Fire-life/Safety 14 Education Special Purpose Fund.
15 \$3,537.84	16 One(1) Motorola APX7000 single band VHF portable radio with accessories. 17 This item is donated to the Milford Police Department by the State of NH through 18 The U.S. Department of Homeland Security for the Law Enforcement Agency.

19 Chairman Daniels opened the public hearing portion of the meeting for any comments or questions regarding the
20 item over \$5,000.00; hearing none, he closed the public hearing, then asked for a motion. Selectman Putnam made
21 the motion to accept all unanticipated funds as presented. Selectman Federico seconded the motion; all were in fa-
22 vor with none opposed. Motion passed 5/0.

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24 **6:00 p.m. – Recycling Committee Presentation.** The Recycling Committee, including members: Celeste Barr, Gil
25 Archambault, Jerry Guthrie, Leighton White, George Hoyt, Tammy Scott and Bob Courage, were present for this
26 appointment. Celeste Barr presented the condition of the current Transfer Station, citing that the conditions are de-
27 plorable for any employee. The estimated cost of a unit that would house a break room and office for the scale
28 house is approximately \$71,800. Vice Chairman Fougere asked if any approval is required from the State. Guy
29 Scaife answered that no approval is required from the State but the plan has to go through the permit process. This
30 will be put on a slab and it must meet code. We are in a unique situation so we are working with the building in-
31 spector to come up with something that will not sink. Vice Chairman Fougere asked if DES approval is required.
32 Guy Scaife said it is not. This must be ADA compliant so it will not have stairs. Selectman Federico asked if the
33 current building is on a slab, to which Tammy Scott responded it is not. Chairman Daniels said the building has
34 leaks and is leaning. Vice Chairman Fougere said the office building is a disgrace. Chairman Daniels said it is ap-
35 propriate to have a better work environment for our employees. Vice Chairman Fougere asked about the timeline to
36 get this done. Tammy Scott suggested it be done over a weekend, the plan would be to do the changeover on the
37 days the Transfer Station is usually closed. Leighton White thinks it can be done in 2 or 3 days, and have a tempo-
38 rary building on the site while the work is being done. Guy Scaife noted this is for a warrant article for 2014, if it
39 gets approved by voters, it will get planned out. Celeste Barr indicated the committee is trying to keep the cost low
40 so that it does not have to go through the whole CIP process. Chairman Daniels asked if it could be put in the DPW
41 budget. Guy Scaife said that could be done but the DPW budget is already high, so it was thought a warrant article
42 might be better. Leighton White noted if it is attached to the budget and if it goes into default budget, then it might
43 not get done. Guy Scaife agreed. Selectman Federico stated it absolutely needs to be taken care of, it is long over-
44 due.

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46 Gil Archambault asked how much time is needed to get it on as a warrant article. We are working on a couple areas
47 that need quotes and this must be ADA compliant and the building permit may hold it up. Guy Scaife clarified that
48 the building permit has nothing to do with the warrant article. Leighton White said the building permit should not
49 be a problem. Gil Archambault asked who will submit the building permit. Guy Scaife said the DPW Department
50 will take care of that.

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

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54 **4. DECISIONS**

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

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- 1) **Approval of a Donation Given to Conservation to go to the Rail Trail Fund.** The Conservation Commission requested permission to accept the \$100 donation from Anne Burke to be put into the Rail Trail Fund. This request was approved.
- 2) **RSA 287-A:1 Request to Conduct a Raffle at Milford Knights of Columbus "Turkey Cheer" Fund-raiser; Benefits SHARE and the Open Cupboard Food Pantry.** The request to hold the Knights of Columbus Annual Turkey Cheer fundraiser on November 22, 2013 and hold a raffle at same, was approved.
- 3) **Request for Approval of Timber Tax Levy (Map/Lot 045-011, 055-06, 058-06).** The requests for approval of timber tax levies in the amount of \$2,836.19 for Clarence Farwell and \$3,376.88 for Spring Creek Sand & Gravel were approved.

b) **OTHER DECISIONS.**

5. **TOWN ADMINISTRATOR REPORT:**

a) **Town Hall Space Analysis RFP Update.** Mr. Scaife indicated that he and others met with SMP last week when they presented a couple of proposals on the Town Hall space allocation. It was a good meeting but needs fine tuning. This room would be re-located downstairs which frees up this space for other uses. It will be well into November before we get any pricing on the electrical and mechanical. Vice Chairman Fougere suggested possibly breaking up this project into phases as an alternative. When looking at the building, the addition added on many years ago creates a challenge with what work had been done, since there is a 16 inch difference between the original town hall building and the addition. SMP has endorsed the glass enclosure for the Nashua Street entrance and Guy Scaife has drawings if anyone is interested. We are ready to move on it. Vice Chairman Fougere asked if that area must be sprinkled. Guy Scaife answered that it does not. It was later determined that sprinklers are required and already planned for. We had the money reserved out of last year's budget for the foyer. Selectman Putnam asked what the final cost of the glass enclosure will be. Guy Scaife answered about \$19,000. Selectman Bauer asked when the materials can be purchased. Guy Scaife is not sure but will find out. Selectman Bauer would like it to be done before winter to get the savings on heat. Vice Chairman Fougere asked if the glass enclosure can be done on a day that the town hall is not in operation. Guy Scaife said that there are two other entrances that employees and the public may utilize.

b) **Miscellaneous**

- Mr. Scaife explained that there was no change for the GACIT (Governor's Advisory Commission on Intermodal Transportation) program.
- There was an issue collecting the GSSA payment for the State swim meet over the summer, but that has now been resolved.
- The Grugnale property, which has hazardous waste buried and for which no property taxes have been paid since the early 90's, continues to be a problem with no simple fix. We have recently learned that the owner has moved to Florida. We are in discussion with DES regarding our options. Both DES and EPA are involved in this.
- Paul Cunningham is in process of suing the Town ZBA regarding 113 Savage Road through Superior Court.

6. **DISCUSSIONS.**

- a) **Review of "A Proclamation: For the First Congregational Church of Milford - Scheduled November 19th".** Chairman Daniels read the proclamation to designate November 19, 2013 as First Congregational Church of Milford 225th Anniversary Celebration Day. Selectman Putnam moved to accept. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
- b) **Board of Selectmen Goals / Tasks Review and Board of Selectman's 2013-2014 Goals / Tasks Development.** No new information reported.
- c) **Administration of Commissions and Special Boards Policy Changes.** Chairman Daniels stated that he sent out the latest revision to members, but would defer discussion until the next meeting to give time for Board members to review the document. The revisions were made in response to input received from a prior Board of Selectmen member and the Planning Board Chairman.

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

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1 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman
2 Fougere stated the ambulance project is still moving forward and the opening will be set in a few weeks,
3 there have been no surprises. The traffic signal at West Street will be synchronized so that the light is
4 green when the ambulances have to head west. That set of lights will be replaced and the town may be able
5 to get the old ones, Vice Chairman Fougere has made that request. Nashua Street at Tonella Road has been
6 talked about needing a signal, we should see if they can be used somewhere else in town. All concurred it
7 is a good idea to hold on to those old traffic signals.

8 b) **OTHER ITEMS (that are not on the agenda).**
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10 **8. APPROVAL OF FINAL MINUTES.** Selectman Federico moved to approve the minutes of September 23,
11 2013 as amended. Selectman Putnam seconded the motion. All were in favor with none opposed. Motion passed
12 5/0. Selectman Federico moved to approve the minutes of September 30, 2013 as presented. Selectman Putnam
13 seconded the motion. All were in favor with Vice Chairman Fougere abstaining. Motion passed 4/0/1.
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15 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** Treasurer’s Report – September 2013.
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17 **10. NOTICES.** Notices were read by Chairman Daniels.
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19 **11. NON-PUBLIC SESSION.** Selectman Bauer moved to enter into Non-public session at 7:30 p.m. in accord-
20 ance with RSA 91-A:3 II. Selectman Federico seconded. All were in favor with none opposed. Motion passed 5/0.
21 After discussion, Vice Chairman Fougere moved to come out of non-public session. Selectman Federico seconded.
22 All were in favor with none opposed. Motion passed 5/0. Chairman Daniels announced that in non-public session
23 the Board approved four sets of non-public minutes of September 9, September 23 and September 30, 2013.
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25 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Vice Chairman Fougere
26 moved to adjourn at 8:00 p.m. Selectman Federico seconded. All were in favor with none opposed. Motion passed
27 5/0.
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32 Gary L. Daniels, Chairman
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Mark Fougere, Vice Chairman

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37 Katherine Bauer, Member
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Kevin Federico, Member
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42 Mike Putnam, Member
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