

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
April 13, 2015

**PRESENT:** Kevin Federico, Vice Chairman  
Gary Daniels, Member  
Mike Putnam, Member  
Katherine Bauer, Member  
Mark Bender, Town Administrator  
Darlene J. Bouffard, Recording Secretary  
Dave Bosquet, Videographer

**EXCUSED:** Mark Fougere, Chairman

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

**INSTRUCTIONS:** Vice Chairman Federico called the meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Vice Chairman Federico indicated 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. – Public Hearing for Acceptance of NH RSA 31:95(b) Appropriation for Funds over \$10,000.**

Vice Chairman Federico opened the public hearing at 5:31 p.m. for acceptance of RSA 31:95(b) appropriation for funds over \$10,000 for the acceptance of \$25,000 from the Arthur L. Keyes Memorial Trust for the purchase of 127 Elm Street. This is the first half of the \$50,000 total donation for the Keyes Park Expansion. Vice Chairman Federico asked for questions or comments from the public. There were none. Vice Chairman Federico thanked the Arthur L. Keyes memorial trust for this donation and closed the public hearing at 5:32 p.m. Selectman Daniels moved to accept the donation. Selectman Bauer seconded. All were in favor. Motion passed 4/0.

**5:40 p.m. – Investment Policy Review and Re-adoption; Treasurer’s Delegation.** Jack Sheehy, Director of Financial Operations, explained this Investment Policy has been in effect for two years and is required to be re-adopted every year; there have been no changes and the Board just needs to re-adopt as presented unless there are any questions. Mr. Sheehy also indicated the Town must delegate the Treasurer every year. Selectman Putnam moved to adopt the investment policy and assign Brian Sanborn as the Treasurer delegation. Selectman Bauer seconded. Selectman Daniels indicated the investment policy has not changed, but asked if any of the RSA’s within the policy have changed? Jack Sheehy was unaware but will look into that and get back to the Board. All were in favor. Motion passed 4/0.

**5:50 p.m. – Finance Department Update.** Jack Sheehy, Director of Financial Operations, provided an update for the Finance Department, noting that the tax collection ratio continues to improve and is currently at 96.1%. At a recent financial conference, Mr. Sheehy went to a workshop for a program that the town can follow and form a committee to track energy use. The EPA has a program that Milford can follow and Mr. Sheehy found that a number of communities have active energy committees. In 2009, in New Hampshire, an RSA was enacted that allows an energy commission to be appointed in communities. Mr. Sheehy discovered that in September 2009, the town had a presentation by a Milford Energy organization and he is not aware of anything coming out of that. Mr. Sheehy was wondering if the Board might be interested in establishing a local energy commission to be environmentally conscious and to possibly save the town money. Selectman Putnam indicated the lighting in town hall was re-done to save money and energy and several motors were changed out to more energy efficient models at the Water/Wastewater Treatment Facility since the existing motors were found to be inefficient; they also talked about the HVAC system at DPW, which might have been dealt with and that was all as a result of that committee, but once the report was done, the committee disbanded. Mr. Sheehy was thinking of something that would be ongoing and get the school involved as well. The school has some large buildings that should be looked at for savings. Selectman Putnam would like to think the Department Heads have a good handle on that.

Town Administrator Mark Bender asked when that report was delivered. Mr. Sheehy responded it was in 2009 and the lights were done in about 2007 before Mr. Sheehy was at town hall. Selectman Putnam said there was also a committee that looked at the purchasing procedure. Yes, Mr. Sheehy said that was the Joint Services Committee. Selectman Putnam remembers looking at inefficiencies and how we could not find any; he does not know if

1 we want to put together a committee to look at it again. Mr. Sheehy does not live in Milford, but he thinks it should  
2 be a citizen-driven committee. Mark Bender agreed there have been advances since 2009, for example LED light-  
3 ing; he feels it would be worth re-visiting. Selectman Bauer asked if the Board should think about forming a new  
4 committee. Selectman Putnam said we could think about it, but not act on it; we want people that know about this  
5 stuff to be on a committee like that. Selectman Bauer asked Selectman Putnam to think about who might be inter-  
6 ested in being on such a committee, since he is in that business. Vice Chairman Federico would like to find the re-  
7 port that was done. Mr. Sheehy will take a look around for the report. Vice Chairman Federico agrees we should  
8 take a look at that report. The technology keeps changing, but he wants to see that report to see what was discussed  
9 at that time. Selectman Daniels said we should look into it and maybe form a committee to have them work for a  
10 year to determine what we have and make some recommendations on things that might be replaced by more effec-  
11 tive technology. The statute allows the town to provide funds for that work so this might not be the year to do it, but  
12 we could have them do the research and get a record of that in order to move forward to next year's budget. It may  
13 not be every year, but maybe every five years. Vice Chairman Federico feels the timing is right for it but he wants  
14 to see what the 2009 report says. Mr. Sheehy noted that the committee can be established at the Board of Selectmen  
15 level and does not require town meeting.

16  
17 **3. PUBLIC COMMENTS.** There were no public comments this evening.

18  
19 **4. DECISIONS.**

20 a) **CONSENT CALENDAR.** Vice Chairman Federico asked if there were any items to be removed from  
21 the Consent Calendar for discussion. There were no items removed for discussion. Vice Chairman Federico read  
22 the Consent Calendar items for the benefit of those watching the PEG Access live broadcast. Selectman Putnam  
23 moved to approve the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. Motion  
24 passed 4/0. Selectman Bauer thanked both Chuck and Erna for continuing on with the Heritage Commission.

25 **1) Request for Approval of Special Appraisals of Properties in Residential and/or Commercial**  
26 **Zones.** The request for approval of special appraisals of properties in residential and/or commercial zones  
27 was approved as identified on the attachment that is a permanent part of these minutes.

28 **2) Request for Approval of Timber Tax Levy Map 40 Lot 17.** The request for approval of timber tax  
29 levy, map 40, lot 17 in the amount of \$743.77 was approved.

30 **3) Request for Approval of Gravel Tax Levy Map 8 Lot 31.** The request for approval of gravel tax levy,  
31 map 8, lot 31 in the amount of \$112.00 was approved.

32 **4) Request for Approval of Gravel Tax Levy Map 58 Lot 3.** The request for approval of gravel tax levy,  
33 map 58, lot 3 in the amount of \$788.08 was approved.

34 **5) Request for Re-appointment of Heritage Commission Members Charles Worcester and Erna**  
35 **Johnson.** The requests for reappointment of Heritage Commission members Charles Worcester and Erna  
36 Johnson (Full) were approved through March 2018.

37 **6) Request to Approve (1) Taxicab License.** The request for approval of (1) Taxicab License was ap-  
38 proved for the year 2015 for Milford Taxi.

39 **7) Request to Approve (2) Taxicab Operator Permit Applications.** The requests for Taxicab Operator  
40 Permits for William LaBelle and Edward LaBelle were approved.

41 **8) Acceptance of 31:95(b) Unanticipated Funds under \$10,000.** The request for acceptance of unantici-  
42 pated funds under \$10,000 were approved as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Milford Recreation Commission	\$ 50.00	Brick fundraiser monies to be used for the Keyes Pavilion Special Purpose Fund.
State of NH Dept of Safety Div. of Fire Standards, Training & EMS	\$923.57	Police Specialized Training Grant monies to be used for Sgt Stone to attend the Officer Involved Shootings for Field Supervisors Training.

43  
44  
45  
46  
47  
48  
49  
50  
51 **b) OTHER DECISIONS.**

52  
53 **5. TOWN STATUS REPORT**

54 **1) Human Resources Status Update.** Town Administrator Mark Bender explained there were thirteen re-  
55 sumes received for the Human Resources Director position; interviews have begun today and will run  
56 through Thursday after which second interviews will be determined and the top three candidates will be  
57 brought to the Board of Selectmen for an interview.

1           **2) Fletcher Paint Site Update.** An update from GE has been brought forward, the work is progressing and  
2 it has gone out to bid. It is anticipated that a contractor will be selected sometime in April. The utility  
3 wires should be re-routed sometime in May. It is moving forward. Selectman Putnam noted they are set-  
4 ting poles on Elm Street and Mill Street. Selectman Putnam asked if South Street is starting soon. Town  
5 Administrator Mark Bender responded that it will start soon and the Armory Road/Emerson Road intersec-  
6 tion has also started.

7           **3) Tennessee Gas Pipeline Survey Permission Review.** Town Administrator Mark Bender indicated the  
8 pipeline people have requested if they can survey the town properties. The Board had previously recom-  
9 mended denying the requests; another perspective is why should the town even consider allowing the sur-  
10 vey? Mark Bender needs to let them know whether or not the town will allow it, as there could be benefit  
11 to the town for allowing the survey, since those results would be made available to the town. Selectman  
12 Bauer moved to allow them to survey town properties. Selectman Daniels seconded. Selectman Daniels  
13 heard that there might be statutes that would allow them to go on land for survey even if they were told not  
14 to. Selectman Daniels thinks if you let them on the property, they are obliged to let the town know the in-  
15 formation collected. If they came on their own, there is no obligation to share the information with the  
16 town. Selectman Putnam agreed the town may as well let them on if it will benefit the town. Vice Chair-  
17 man Federico was told from Massachusetts people that Federal regulations do have loopholes to get on the  
18 property without the land owner's permission. Vice Chairman Federico does not like it, but we have to  
19 take into consideration all of the taxpayers in the community and let them look at the properties. Vice  
20 Chairman Federico still does not want the pipeline in Milford. Selectman Daniels said giving permission  
21 does not in any way give support or opposition to the pipeline and that should be noted in the response let-  
22 ter. Vice Chairman Federico asked how far along is the committee? Mark Bender responded that they  
23 have been meeting weekly and making good progress. All were in favor of allowing access to public prop-  
24 erties. Motion passed 4/0.

25  
26 **6. DISCUSSIONS**

27  
28 **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

29           **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Putnam  
30 indicated the old consoles at MACC Base are ready to cut over to the new ones tomorrow. Selectman Putnam's  
31 recommendation is to talk to Bruce Dickerson, IT Director, about selling the old equipment for parts. Vice Chair-  
32 man Federico agreed, stating there might be a dispatch center out there that needs replacement parts on the older  
33 equipment. Mark Bender will talk with Bruce about this.

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

35  
36 **8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of March 23, 2015 as  
37 presented. Selectman Daniels seconded. All were in favor. Motion passed 4/0.

38  
39 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

40  
41 **10. NOTICES.** Notices were read by Vice Chairman Federico.

42  
43 **11. NON-PUBLIC SESSION.** Selectman Daniels moved to enter into non-public session at 6:03 p.m. under  
44 RSA 91-A:3II, (a) and (d) Personnel and Land Acquisition. Selectman Bauer seconded. All were in favor. Motion  
45 passed 4/0. After discussion, Selectman Putnam moved to seal the minutes of this session. Selectman Daniels se-  
46 ceded. All were in favor. Motion passed 4/0. In public session, Vice Chairman Federico announced the Board  
47 had a discussion on land acquisition and personnel and the minutes of the discussion were sealed.

48  
49 **12. ADJOURNMENT:** There being no further business to come before this meeting, Selectman Putnam moved to  
50 adjourn at 6:15 p.m. Selectman Daniels seconded. All were in favor. Motion passed 4/0.

51  
52  
53  
54 \_\_\_\_\_  
55 Mark Fougere, Chairman

56 \_\_\_\_\_  
57 Kevin Federico, Vice Chairman

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 4/13/2015**

1 \_\_\_\_\_  
2 Gary Daniels, Member

\_\_\_\_\_

Katherine Bauer, Member

3  
4  
5  
6 \_\_\_\_\_  
7 Mike Putnam, Member