

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
February 22, 2016

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

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

INSTRUCTIONS: Chairman Fougere called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Fougere 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. – Request for Appointment of Melissa Sherman to the Recreation Commission. Melissa Sherman was invited up to the table for this discussion. Chairman Fougere indicated Ms. Sherman is applying to be a full time member of the Recreation Commission. Ms. Sherman indicated that she has lived in Milford for ten years and has been using the town facilities since she was a child and would like to help out. Selectman Bauer stated it is wonderful when people volunteer in the town. Ms. Sherman has volunteered for the mother’s group for a while and she is looking forward to volunteering for the town again. Selectman Daniels asked what Ms. Sherman sees that would make the Recreation Facilities better. Ms. Sherman worked in the afterschool programs and said she has some ideas and she has the enthusiasm to volunteer. Selectman Putnam asked if she has any ideas about the new recreation building formerly known as Permatach at 127 Elm Street. Ms. Sherman is just learning about that facility. Selectman Fougere stated there are so many committees in town that are run by volunteers; if Milford did not have volunteers we could not run a lot of them; he thanked Ms. Sherman for joining the Recreation Commission. Selectman Daniels moved to approve Melissa Sherman as a full time member of the Recreation Commission. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

6:00 p.m. – Public Hearing NH RSA 31:95(b) Appropriation of Funds over \$10,000 - Chairman Fougere opened the public hearing at 6:00 p.m. for RSA 31:95(b) appropriation of funds over \$10,000 reading as follows:

<u>Amount</u>	<u>Purpose</u>
\$10,000.00	Keyes Park Expansion Project Special Purpose Fund; Second installment of a 5-year \$50,000 grant from the Kaley Foundation, Bank of America, NA, Trustee for the benefit of the Keyes Expansion Project to purchase land to add to recreation fields and future community center.
\$10,000.00	Keyes Park Expansion Project Special Purpose Fund; Donation from the Milford Recreation Commission for the purchase of 127 Elm Street

There were no comments or questions. Chairman Fougere closed the public hearing at 6:02 p.m. Selectman Putnam moved to accept the appropriation of funds over \$10,000 as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

3. PUBLIC COMMENTS. (items not on the agenda). Suzanne Fournier asked about the voter’s guide and the Board of Selectmen majority report on the Brox article, asking where the evidence is that sand and gravel information was ever presented to voters in 2000? Ms. Fournier will present that it was not presented to voters in 2000. Ms. Fournier provided a handout to members and pointed out her facts. After the property was purchased, it was mentioned that it could be excavated and mined; she has not found any evidence of that. Selectman Putnam said it is obvious, there is a lot of gravel, that we have to dig out. Ms. Fournier said there are photos of the exposed sand and gravel, this is exposed material, not the stuff you are talking about mining. Selectman Daniels asked if Ms. Fournier was at that meeting in 2000? Ms. Fournier does not remember and is relying on the reports. Selectman Daniels said he was at that meeting in 2000 and he voted to support it because Mr. Courage stated that it was to be

1 excavated. To pick out the pieces and not have the whole story is deficient on your part. Ms. Fournier said the doc-
2 ument is from Mr. Parker and Mr. Courage, in the Cabinet article it does state the material that was there and for
3 sale. Ms. Fournier said you have not given any evidence of excavation, of mining and the Board should not be re-
4 writing history. There was that \$1 million of materials on the site and there has been no accounting of it, Ms. Four-
5 nier has asked for records of it. Where that material went, we do not know. Ms. Fournier asked if DPW took that
6 material? Let's look where the Brox material went. Abutters saw those piles of material and she would like to see
7 the accounting of it; everything that is coming out should be accounted for.

8 Chairman Fougere thanked the town emergency services personnel for assisting in the untimely death of a
9 young man that was found in the Souhegan River last week. It was difficult and we thank all the abutting towns for
10 the assistance as well.

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12 **4. DECISIONS.**

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14 a) **CONSENT CALENDAR.** Chairman Fougere asked if any member wished to remove any items from
15 the Consent Calendar for discussion. There were no items removed. Selectman Putnam moved to approve
16 the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.
17 1) **Request for Approval of Petition and Pole License (104/C-1) Mason Road.** The request to approve
18 the petition and pole license for one new pole (104C/1) on Mason Road was approved.
19 2) **Request for Approval of Timber Tax Levy Map & Lot 32-23-2.** The Timber Tax Levy for Birdland
20 Properties LLC in the amount of \$322.18 was approved.
21 3) **Request for Conditional Approval of Hiring a New Milford Police Officer.** Conditional approval
22 to hire a new police officer, Kris Thibault, was approved.
23 4) **Request for Re-appointment of Recreation Commission Member.** Scott Hembrow was re-
24 appointed as a full member of the Recreation Commission.
25 5) **Request for Re-appointment of Recycling/Solid Waste Committee Member.** Gil Archambault was
26 re-appointed as a full member of the Recycling/Solid Waste Committee.
27 6) **Request for Re-appointment of Traffic Safety Committee Member.** Gil Archambault was re-
28 appointed as a full member of the Traffic Safety Committee.
29 7) **Request for Acceptance of Donations NH RSA 31:95(b) Recreation Commission Fund Toward**
30 **the Osgood Pond Dredging Project.** The request from the Recreation Commission to accept a
31 \$5,000 donation towards the Osgood Pond Dredging project was approved.
32 8) **Request to Approve Taxicab License (1).** One taxicab license for Milford Taxi LLC was approved.
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34 b) **OTHER DECISIONS.**

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36 **5. TOWN STATUS REPORT.**

37 1) **Keyes Memorial Park Expansion Committee Charge (Draft).** Town Administrator Mark Bender
38 indicated the two new committees being formed are the Keyes Memorial Park Expansion Committee and the
39 Exploratory Committee for Capital Reserve Funding. Membership would be approved by the Board of Select-
40 men. Site plans for the Keyes Memorial Park Expansion are available for the committee and building plans for
41 the facility as it now exists are also available. The building was constructed in three phases (1964, 1984 and
42 1989). Power will be brought into the building next week so we will have lights and power to be able to look
43 around. A conceptual plan is also available in Mark Bender's office for use by the committee. Chairman Fou-
44 gere said the Board is looking for input from the community; there has been a lot of chatter about it and what is
45 going to happen. There are uses for DPW being discussed, the Board of Selectmen has never talked about that,
46 and there is no pre-conceived notion of any kind. It has been a long road. The Recreation Commission did a lot
47 of fundraising in order to purchase this property. In 2014 the original planned purchase from the seller was tak-
48 ing a long time, finally, the town has received a clean bill of condition from the DES. The property closed in
49 late 2015 and has been a group effort, but does the Board of Selectmen have any input on the Keyes Memorial
50 Park Expansion Committee charge? Selectman Daniels would like a target date added, as of right now it is
51 open ended. Maybe something should be added for the committee to report back to the Board of Selectmen
52 with their findings. Chairman Fougere asked if six months would seem appropriate? Selectman Putnam asked
53 if four months would be good because it is not a huge piece of property. Selectman Daniels indicated we could
54 have a discussion with the members once the committee is formed to see how long it will take. Selectman Put-
55 nam will be the Selectman Representative to this committee. Chairman Fougere agreed to let them get orga-
56 nized and then meet with the Board of Selectmen and talk about how long it might take. Vice Chairman Fed-
57 erico wants to make sure the sign off from Planning and Recreation is on the plan. As soon as the draft charge

1 is done, we should get it get this finalized. The Board went to Recreation and the Planning Board for input and
 2 when they get it back to the Board of Selectmen, we can get going.

3 **2) Exploratory Committee Charge (Draft) for Capital Reserve Funding.** Town Administrator Mark
 4 Bender indicated the other new committee is an Exploratory Committee for Capital Reserve Funding. During
 5 the Budget Advisory Committee meetings, the Board discussed the capital reserve funding and it has worked
 6 well for the bridge replacements. This committee could look at equipment, buildings, and other expensive pro-
 7 jects and could spread out the funds over five years. There are a lot of ways we could save up money to make it
 8 easier for the residents when purchasing capital items. There are a lot of resources for this group and it would
 9 be advantageous for the town. Selectman Daniels asked if NRPC could also get involved. Mark Bender said
 10 that is a possibility. Selectman Daniels asked that target dates also be included and that they report back to the
 11 Board of Selectmen. Mark Bender stated if this committee is formed over the next few months, it could then
 12 participate in the CIP process; we should be able to get deadlines before budget season. Selectman Bauer vol-
 13 unteered to serve as the Board representative on this committee.

14 **3) WEX Fuel Update.** Mr. Bender stated the town is fairly early in this process and the town is getting
 15 more use in February than in January. Captain Frye and Finance Director Jack Sheehy are heading this up.
 16 Captain Frye looked at this program to find ways to save money for 2016. After talking with the State, it was
 17 found we were paying more for fuel than we should. It was found that we could opt out and we looked into the
 18 WEX program from the sea coast. We have gotten all of the fleet information and employee numbers. Fuel had
 19 been costing \$2.67/gallon through the State, now it is \$1.50 through WEX with no taxes. It is an easy system to
 20 use and a credit card is used at the pump. On the positive side, we can go to 24 hour gas stations and we are
 21 recognizing considerable savings. There are 71 vehicles needing fuel so it is going to save the town and in the
 22 long run it is a great program. There are other towns in the WEX programs. Other towns will also be changing
 23 from the State fuel and going through a private vendor that is cheaper. Each Department Head has access to the
 24 credit card for fuel. We can design a program on their software to fit the needs of each department. Mr. Sheehy
 25 said in January we only had seven days on the first bill and we saved \$500 from the State costs. In February,
 26 we are really seeing the difference. They have reports that we can design for how fuel is used. They are very
 27 good to work with and they are out of Maine. The town is tax exempt on the gas for town vehicles.

28 Chairman Fougere asked if the bill itemizes how to track the vehicles and departments? Mr. Sheehy said it
 29 does, the cards were set up that way. Captain Frye said the detail provided is better than what the State provid-
 30 ed. Mr. Sheehy said the town defines the reports the way it needs them. The large gas stations are accepting
 31 this, so it is convenient. Selectman Daniels asked if diesel is also covered. Captain Frye said it is. Vice Chair-
 32 man Federico commented that Jack Sheehy is smiling but at first was not in favor of this. Mr. Sheehy respon-
 33 ded this program gives the town everything it needs. Vice Chairman Federico thanked Jack and Craig for their
 34 efforts on getting this program set up. Mark Bender said he is pleased with how well this came together.

35 **4) Fletcher Site Update.** Town Administrator Mark Bender met with the EPA and DES about the Fletcher
 36 clean up; they discussed expanding the OU1 to include dredging into the Souhegan River. There is a 30-day
 37 public comment period. This was not originally part of the ruling. The comment period has started. A public
 38 hearing will be held March 15, 6:00 p.m. at the Ambulance Facility. Mark Bender indicated the effort is going
 39 on down by the Fletcher site and that is where the sediment has ponded in the Souhegan.

40 **5) South Street Bid Update.** Bids for South Street are due and will be opened on February 24 at 2:00 p.m.

41 **6) Ambulance Transport – Fee Schedule Increase.** Mark Bender indicated that Ambulance Director Eric
 42 Schelberg is requesting permission to increase the fee schedule for ambulance transports based on surveys of
 43 surrounding communities. Mr. Schelberg explained that Milford is significantly lower by comparison. Mr.
 44 Schelberg is looking at approving a 20% increase in transports of BLS and ALS. The survey is based on sur-
 45 rounding communities and data received from Comstar, the billing agency that was adopted by the town in
 46 2015. In looking at Milford’s fee structure, it is felt we need to make adjustments. It is felt that it is time to ad-
 47 just the rates. 4% of uninsured would be affected by this increase. Medicare has a cap rate, even though we
 48 might charge a fee, they will only pay their cap rate. The impact will be on the user to reduce the burden on the
 49 taxpayer. Mr. Schelberg asked for questions.

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 51 Selectman Putnam asked when was the last rate increase. Mr. Schelberg indicated in 2014 it went up 2%.
 52 Mark Bender explained that Milford has fallen behind because there has not been an increase in such a long
 53 time. Selectman Daniels indicated that according to the memo, 57 people will see an increase, but 20% more
 54 for insurance will be seen, but will that be based on residents being billed through their insurance? This is a na-
 55 tionwide issue, not just a local issue. Other departments are also increasing the rates. Mr. Schelberg said the
 56 increase will affect users that are paying. Selectman Daniels said the justification is that other towns have
 57 raised their rates and Milford has not. Mr. Schelberg said that is part of it but we are far behind because we do
 58 not increase the rates every year. We are trying to shift the burden on to the users, not the taxpayers. Selectman

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Daniels asked how we can justify a 3% increase in mileage. Mr. Schelberg said that is for the wear and tear on the vehicle, but it pays for the full day of use. Vice Chairman Federico said the overall rate schedule shows the fees under the current rates. Selectman Putnam moved to approve the increase. Vice Chairman Federico seconded. Selectman Putnam, Vice Chairman Federico, Selectman Bauer and Chairman Fougere were in favor, with Selectman Daniels opposed. Motion passed 4/1.

6. DISCUSSIONS

7. SELECTMEN’S REPORTS/DISCUSSIONS.

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES – Selectman Daniels indicated the Recycling Committee continues to work with the schools and based on the dumpsters for solid waste and recyclables, it is felt more can be gained by encouraging recycling and the committee is working toward that effort.

b) OTHER ITEMS (that are not on the agenda) – The Town Report is available in the Lobby and on the town website and the Voter’s Guide has been mailed to all residents, it is on the website and there are extra copies at Town Hall in the lobby.

8. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of January 11 (regular Board meeting), January 11 (Budget and Bond Meeting), and February 12, 2016 meetings as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to approve the minutes of February 8, 2016 as presented. Selectman Daniels seconded. Selectman Putnam, Selectman Daniels, Vice Chairman Federico and Chairman Fougere were in favor, with Selectman Bauer abstaining. Motion passed 4/0/1.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Fougere.

11. NON-PUBLIC SESSION. Selectman Putnam moved to enter into non-public session at 6:25 p.m. for RSA 91-A:3II(c) Reputation. Selectman Daniels seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to come out of non-public session at 6:45 p.m. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

After discussion, Selectman Putnam moved to seal the non-public minutes of this session. Selectman Daniels seconded. All were in favor. Motion passed 5/0. Chairman Fougere announced that in non-public session a reputation issue was discussed and one set of non-public minutes was approved from February 8, 2016 (legal). No decisions were made, no votes were taken, other than the approval of non-public minutes.

12. ADJOURNMENT: Vice Chairman Federico moved to adjourn at 6:46 p.m. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Katherine Bauer, Member

Mike Putnam, Member