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APPROVED

MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION

March 21, 2016

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

1. CALL TO ORDER: Chairman Fougere called the work session to order at 5:00 p.m., introduced Board members and led the audience in the Pledge of Allegiance. Chairman Fougere noted that anyone that wishes to speak should use the microphones in order to be heard on the PEG Access live broadcast.

2. DEFAULT BUDGET DISCUSSION: Town Administrator Mark Bender indicated that the town has a default budget for 2016, therefore the Board must identify savings of \$189,000. The suggestions were to decrease the employee salary increases from a possible 3% down to 2%, reduce the DPW paving line item by \$100,000 and reduce the DPW part time hours, delete the off-road vehicle for police/fire and some other smaller items from different departments. Selectman Daniels asked what effect will the paving line item have on the budget and decreasing DPW part time hours have on the budget. Mark Bender explained the part time position at the transfer station would not be filled and a full time position in parks and cemeteries would be delayed or not filled. The preference is to delay the hiring because it would remain in the budget for next year. We can see how it goes. Rick Riendeau said the part time position is 20 hours per week. The cemetery position could be filled with a seasonal employee but it is the busiest part of the year so it would be restructured. Mark Bender asked if the watering system would still be done? Rick Riendeau said that will affect some of the extra work (without the watering system). Selectman Daniels asked if the hours reduction would affect the storm water video. Rick said it will not, that is all contract work. Selectman Daniels asked which option would be best for DPW, to which Rick responded it really does not matter which option. Mark Bender would prefer the option 3b. Selectman Daniels agreed. Selectman Bauer, Selectman Putnam and Vice Chairman Federico also agreed.

Town Administrator Mark Bender said the next items to discuss are the off-road vehicle and paving. Vice Chairman Federico said some information was put together for paving and what the money is used for. If we could cut \$100,000, it would be dropped to \$300,000. Rick Riendeau explained the options to show how the money is used in different ways for roads. The worse the road condition is, the harder to fix. Fire Chief Kelley indicated the off-road vehicle has been a valuable asset for the Fire Department and Police, it has been used; he expects it to be a difficult brush fire season this year. There have been several calls for which this has helped and he would like to see it stay. Selectman Daniels asked how long the town has had this vehicle. Chief Kelley said it has been with the town for a year in April and has been used for seven calls. Before the off road vehicle, we would get out there with more manpower, but it was used for medical calls during the parade and two brush incidents required its use. Mark Bender asked if some volunteers have used their own personal vehicles? Chief Kelley said they have and we have requested the vehicles from other towns. In the past, Vice Chairman Federico said that personal trucks would go out into the brush. Chief Kelley does not like to use personal vehicles because if they break down, we are responsible. Selectman Putnam said that option 2, 3b and 5-11 would cut \$140,000.

Chairman Fougere asked about refurbishing a police cruiser. Police Chief Viola has talked about refurbishing in the past, and he has looked to other departments to see if it is common; it is not common. He found some written reports about that activity. Some problems include when refurbishing, there is an ongoing cost impact. Some departments stay away from doing this because of liability. If a part goes bad, the liability could be tremendous. It is not the smartest way to go. It could cost more in the long run. We have to look at the officers being in the cars for ten hours a day and the cars being used 24 hours a day. The seats do break down. The road terrain that we have must be considered, it is not just the number of miles, 112,000 and 102,000 miles are on the cars being cycled out. If we only get one car, a lot of miles get put on it; about 40,000 per year. \$25,000 is being generated to the town for car details; idle time is part of the detail time. The car is the officer's office, we have to give them good equipment; a refurbished car is not a good path to take. Selectman Daniels asked if we could use those cars primarily for details instead of having them on the road? Chief Viola said the department is using them for details, we are

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1 trying to use the newer cars as the primary vehicles, the older cars get cycled out but the cars are breaking down and
2 it will start costing the town money. We will end up paying more.
3

4 Chief Viola said when we buy a new car, it includes all the computers too. In the past, we kept recycling
5 cars and the equipment got out of date. We should continue on the path we are on, it is all mapped out what cars to
6 get rid of. Chief Viola understands people travel in their cars but police cars go 20-24 hours a day. Most of the in-
7 formation available suggests to trade out the police cars at 75,000-100,000 miles. It is not just travel around town,
8 the wear and tear is more than average. Finance Director Jack Sheehy indicated the town has always had vehicles in
9 the operating budget, if it is taken out, he thinks it is a mistake, the vehicles should stay in so that it remains in the
10 default budget for next year. Mr. Sheehy would highly recommend leaving the vehicles in the operating budget as
11 an operating expense.
12

13 Vice Chairman Federico asked to hear from Bruce Dickerson on his budget. Bruce Dickerson said his plan
14 for 2016 was to upgrade to Windows 10 but he said he can push that off until next year; he would also not be able to
15 purchase a new phone server for \$2,000 and the other item was for the police department server which is working
16 fine for now and he can push that out another year. Bruce also noted that one subscription that he gets he no longer
17 needs, so that can be removed. Selectman Bauer said the equipment for the police department is more important
18 than some of the other cuts, she does not want to cut the cruiser. Vice Chairman Federico's question for Rick
19 Riendeau was if the town does not do \$100,000 worth of work on the road this year, how will the roads degrade fur-
20 ther? Rick responded if we stay at \$300,000, the roads would be at 56 OCI in five years noting police and fire safety
21 is more important than the roads. Mark Bender is looking at \$83,000 instead of the \$100,000, and asked if that
22 could be used for drainage work instead of roads? Rick said we would need to look at how far we could make that
23 go. There are culverts that can be replaced around town and there are all kinds of small things that can be taken care
24 of. Vice Chairman Federico would rather see it kept at \$100,000 for paving and reduce the salary increase to 1%
25 from 2% and know that next year we might be looking at a \$5 million warrant article for road resurfacing.
26

27 Selectman Daniels asked if the list given to the Board of Selectmen is prioritized? Mark Bender said no.
28 Selectman Daniels reiterated that the Board is looking to cut \$189,000 from the budget; what would the priorities be
29 to get it down? Mark Bender said paving reduction, wage increase lowered to 2% instead of 3%, and DPW changes
30 discussed. Chairman Fougere said the paving is the least painful but as the roads degrade, the costs will go up. It is
31 an expense that will end up catching up with us. Selectman Putnam does not like that DPW has to take the hardest
32 hits. 90% is coming out of DPW. Mark Bender said the \$100,000 is an increase to the budget from the prior years,
33 it is not something that has been there. Selectman Putnam said the roads are horrendous and they are getting worse.
34 Selectman Putnam would like to try a refurbished cruiser as a trial. Chief Viola said some of the comments present-
35 ed are from people that have tried it and Primex has also stated it is not the way we should go. Mechanics in town
36 have also said we should not do that; that is from people that do the work. The risk management company has also
37 said it is not a good idea. Mark Bender asked what vehicle would get refurbished? Captain Frye said that A11 has
38 not been used for a week and a half; but if we had to refurbish one it would be A12. All of the studies we have
39 looked at come back to the worst thing that could happen, which is a brake failure. The police drive these cars as a
40 work vehicle, not leisurely drives. The cars are driven harder, as the officers are responding to calls and the car
41 needs to perform. We get the studies and that is what we are bringing, people drive personal cars a lot longer but
42 they are not police cruisers. Chairman Fougere asked if the savings (for refurb) would include brakes? Mark Bend-
43 er said that the refurb was for everything else but not brakes. Vice Chairman Federico spoke with Kent's who has a
44 contract with the police department, and as a business person, he said get the refurbished cruiser, but as a taxpayer
45 he said don't get a refurbished cruiser. The guy doing the maintenance work is saying don't do it.
46

47 Selectman Daniels is frustrated with the process, we don't know it will cost any more. He understands that
48 they might cost more but we do not know that it will cost more. Vice Chairman Federico said safety has to come
49 first. If it was any other vehicle, Vice Chairman Federico would agree but this is the police vehicle that is driven
50 differently. These vehicles are given to other departments for other purposes when they have too many miles for
51 police use. Selectman Putnam has refurbished his business truck which now has 179,000 miles on it. It is nickel
52 and diming him to death. It is 16 years old, but he agrees that public safety is first and we have to give the police as
53 much safety as we can. He does not support the refurbished police vehicle. Chairman Fougere said this is the
54 town's second default budget in two years; a lot of articles failed for both town and school. A message is being sent;
55 next year if we get a default budget, there is nothing left. Next year, we might not get any cruisers.
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57 Selectman Daniels moved to authorize the Town Administrator to come up with the \$189,000 from the
58 accounts he feels is in the best interest of the town using input from the Board of Selectmen regarding the priorities

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1 and what the Board feels is necessary, therefore the Board is deferring the authorization to the TA. Selectman Put-
2 nam seconded. Vice Chairman Federico, Chairman Fougere and Selectman Bauer were opposed, with Selectman
3 Daniels and Selectman Putnam in favor. Motion failed. Selectman Bauer feels that is a cop out. Selectman Putnam
4 responded that the Town Administrator would make the choice. Chairman Fougere suggested that we go with the
5 1% wage increase reduction; option 1B; remove the off road vehicle; and options 6-11 and reduce the roads budget
6 totaling \$188,899. Vice Chairman Federico moved to move forward with the reductions that Chairman Fougere just
7 reviewed. Selectman Putnam seconded. All were in favor. Motion passed 5/0
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9 Chairman Fougere said for next year’s budget we need to listen to the people and think outside the box and
10 have staff do the same. Next year we would lose personnel if we have another default budget. We are trying to save
11 money. As a taxpayer, when Selectman Bauer looks at the reports from departments, the details are provided and
12 they are lean. Chairman Fougere said the budget was very lean during the recession, a lot of things were deferred
13 and the economy has not caught up. We do not have new assessments like some other towns, we are in a tough spot.
14 Selectman Putnam said we have to do something to broaden the tax base.
15

16 **3. BRICKS ON AND AROUND THE OVAL:** Mark Bender explained the low bid for the oval repairs came in at
17 \$47,529 which is all of the bricks around the oval and then putting bricks back in place and replacing the ribbon
18 bricks with a different type and replacing the granite. Chairman Fougere wonders if we should look into poured
19 concrete with a strip of brick. Long term that might be less maintenance. Selectman Putnam said there is no place
20 for the water to go so the bricks will pop out. The water needs to be able to leach out and not accumulate under the
21 bricks and then freeze. The handicapped ramps are starting to deteriorate as well. Mark Bender said that Dube
22 Landscaping was the low bid and we can talk to them about that. Chairman Fougere feels it will just happen again if
23 they are just laid back in the same way. Selectman Bauer asked if we can forget about the bricks and look at the
24 stamped concrete and regular concrete? Selectman Daniels asked how many bricks are displaced? Chairman Foug-
25 ere said we are talking about the plain bricks being displaced, the memorial bricks would be moved out of the rib-
26 bon. Selectman Daniels asked if people could buy memorial bricks. Chairman Fougere said the oval area needs to
27 be done regardless because the lip is pretty raised and people are tripping. If we want to add new bricks, we can sell
28 some more for \$50 each. Selectman Bauer noted the Middle Street bricks have also become raised and are a trip-
29 ping hazard.
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31 **4. BOS 2016 – 2017 GOALS AND OBJECTIVES:** At the next regular meeting, the Board can try to come to a
32 consensus on the Board goals, including but not limited to: DPW equipment repairs; healthcare costs; increase em-
33 ployee share of healthcare; Cadillac Tax issues; cost sharing with other communities; CIP; cutting costs; joint meet-
34 ings (school board, Amherst Board of Selectmen); MACC Base review of healthcare; WWTF shared resources.
35 Also Keyes Expansion Committee; Osgood Pond; Brox work; Industrial property at Brox; Capital Reserve Fund
36 Committee; South Street project. Selectman Putnam noted there is only so much that we can get done over the
37 course of the year. Selectman Daniels said that economic development should be on the list to broaden the tax base.
38 Industrial and Commercial areas in town – we need to focus on making pro-business decisions to attract some busi-
39 nesses. Chairman Fougere added we need to get the Brox property in the hands of a commercial real estate agent to
40 advertise and get it listed. This property has a great location. Vice Chairman Federico added getting the Library
41 Board of Trustees to find out their plan moving forward. A draft of the Town Administrator goals was passed out to
42 members by Town Administrator Mark Bender.
43

44 **5. KEYES EXPANSION.** Comments received from the Planning Board include that it was purchased for Keyes
45 Park and Recreation needs. Chairman Fougere said the building is 35,000 sf which stands empty and would need
46 refurbishment to be usable. The town could possibly rent it out to bring in revenue and having someone in there
47 might be advantageous. Mark Bender asked Rick Riendeau if power and lights are in the building yet, to which
48 Rick said they are. Selectman Daniels said the Recycling Committee is being awarded a \$500 grant for recyclables
49 barrels and lids. Selectman Daniels needs to meet with Jack Sheehy about putting that money into an account for
50 that purpose.
51

52 **6. NON-PUBLIC SESSION:** There being no further business to come before this Meeting, Vice Chairman Federi-
53 co moved to enter into non-public session at 6:30 p.m. for personnel and reputation. Selectman Bauer seconded.
54 All were in favor. Motion passed 5/0.
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