

MINUTES OF BOARD OF SELECTMEN
Monday, 6/10/2024

PRESENT: Tim Finan, Chair Lincoln Daley, Town Administrator
Paul Dargie, Vice Chair Susan Mallett, Executive Assistant (Absent)
David Freel, Member
Chris Labonte, Member
Tina Philbrick, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING
INSTRUCTIONS: Select Chair Finan opened the meeting at 5:30pm.

2. APPOINTMENTS

Recognition Ambulance Department – Karen Artemik

Selectman Finan recognized Karen Artemik's retirement. She has served the Town of Milford's Ambulance Department for 25 years as a paramedic.

Ambulance Department Update – Eric Schelberg, Director

Director Schelberg presented to the Select Board and responded to a set of previously issued questions for department heads to generally respond to.

What are the areas of responsibility for the department? To provide emergency medical care 24 hours, 7 days a week. He proceeded to summarize call volume information for the first 4 months of this year.

Director Schelberg then provided financial status of the Department. He stated that spending through April of 2024 is 28.2% of the budget year or 6.6% below the 34.8% of the entire year.

Vehicle maintenance has been being performed by our DPW Dept which has worked out very well. No cross charges, just charged for supplies. He is still anticipating delivery of replacement ambulance.

Employee update: two full time employees are leaving department (one retiring and a per diem is moving out of state). The one full time retiring position has been filled. Still have two full time positions open. They plan on holding a hiring session in the next few weeks. The two full time positions are 3, 16-hour shifts.

Revenue generation opportunities are still ongoing and public education and outreach are currently being done. Durable equipment funding and looking at ways to fundraise and other avenues of financial support.

Annual wage analysis is still a big concern given the challenges of hiring and retaining employees. However, he knows it is being addressed through the efforts of the Compensation Committee.

Reconsideration of funding replacement ambulance revolving fund.

Legislation: Rep Sheehan Senate Bill 407 did come out of committee and she believes it will be signed. Direct pay is in that bill which is a big thing – commercial insurer must pay provider directly.

The Department received bronze award for recognition of activity for stroke and heart attack

General discussion and questions between the Board and Director Schelberg, re: positions, hours/shifts of employees, revolving fund, etc.

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Finance Department Update – Troy Neff, Interim Finance Director

Director Neff updated the Board. He presented his financial reports. There are 13 accounting periods in the system so the 13th period allows any late year adjustments. He corrected some mathematical errors on Crystal reports so now it is more accurate.

Selectman Labonte asked Director Neff to discuss the auditing process.

Water/Sewer status was discussed. They received their adjusted trial balance for all of their accounts. He has started a bridge building process. State statute requires that town actually has to keep the accounting for water and sewer on their books. This is going to be a double accounting situation for a period of time, he wants to establish a procedure to do this monthly or quarterly and not wait to end of year to do it all.

Director Neff recognized Kathy Townsend for her exemplary work and keeping the accounting department flowing.

Another full-time employee has been hired and is working out well

There was further general discussion regarding the water and sewer accounting process. Selectmen Freel commented that he is concerned with the double accounting for water and sewer and the impact that will have on cost to the Town. Selectman Labonte asked if it has been calculated the difference between what (water/sewer) is owed to the town and what is not. Director Neff said it is still under investigation and explained process of what they are doing to resolve.

Selectman Finan asked Director Neff if he would like to have any comments from Water/Sewer Commission Chair, Dale White or Jim Pouliot, Water/Sewer Director, now or wait until end of his presentation? Director Neff stated they are welcome to comment now if they would like.

Town Administrator Daley stated that he and Director Neff will also be wanting to meet with Jim Pouliot and Dale White of the Water and Sewer Commission to have a constructive meeting and dialogue.

Dale White, Water/Sewer Commission Chair, stated he is very appreciative of what he has heard so far. He agrees wholeheartedly with the separation of the accounts (one water account and one sewer account). He also stated they are wanting to meet and have a positive dialogue.

Director Neff sat down with Kathy Townsend to go over all the duties/responsibilities for everyone in the Finance Dept, including the Finance Director. He found some responsibilities that should be with the Finance Director that were down shifted to her. He pulled those responsibilities back to Finance Director for operational efficiency and internal controls.

Director Neff is looking at better cross-training in the department. For example, running payroll should be able to be done by everyone in the department.

Director Neff had a discussion of financial policies. For example, he needs to reevaluate the purchase order policy for operation efficiency and internal controls.

Director Neff discussed having Cash Liquidity Policy created.

Director Neff discussed some possibly efficiencies, such as paying some things by ACH rather than check to save costs and time.

Director Neff discussed the possibility of scanning purchase orders into MUNIS, so they can be searched in the system, less paper and cost. Selectmen Freel questioned if those are scanned in, would the paper version

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still be kept? Director Neff said paper versions would still be kept for two years (for current year and prior year audit). State statute for electronic states that item just has to be retrievable.

Director Neff discussed that MUNIS allows you to create an Excel journal entry template for all your common entries, so you don't have to keep going into system to rekey everything in. Selectman Labonte asked how would that change how the manifest is done currently? Director Neff said when all the invoices are scanned in, they would be attached to the manifest all in one pdf.

Director Neff discussed in-house payroll vs having payroll done outside.

Selectman Freel asked a question regarding the changes that were discussed and does he think some of these changes will be too fast, too much for employees and the employees feeling like this is a lot more work for them and how does he feel employee morale is? Director Neff said he feels morale is good and there will be a lot of communication back and forth with changes. These changes will also save time, especially scanning in documents. Water/Sewer Director Pouliot spoke and agreed that these changes will save time.

Director Neff discussed how all departments can scan their documents into the system. Selectman Freel asked if he has meetings set up to train departments to do this. Director Neff replied this is one of his efficiency goals. He is identifying all goals/things that can be done and discussing it all to see where everyone wants to go with this.

Selectman Labonte asked what historically has Director Neff seen as far as a typical procedure to keep the Board apprised of where everything stands as far as finances? Director Neff said it is really what the Board wants; this is a partnership. His job is to provide the Select Board with all the information that they need so that Select Board can make decisions in the best interest of the residents. They can discuss with him what will work best. Selectman Labonte asked a follow-up question about getting the information for the accounts. Director Neff said Selectmen are welcome to come in and he can show them various things in accounts and transactions.

Selectman Freel asked about payroll/time system and does he foresee anything in the payroll area that could be done differently. Director Neff discussed his past experience and now his current experience with payroll/time systems. Selectman Finan reminded everyone that this will be discussed in depth at a later time.

Water/Sewer Commission Chairman, Dale White, commented that the efficiencies discussed tonight are great. He also wanted to thank Kathy Townsend and to mention how incredible she has been to work with.

Selectmen Labonte asked about MUNIS capabilities with Director Neff and if are there any other companies out there that would be advantageous for them to use. Town Administrator Daley mentioned that MUNIS is a very expensive system and feels that it is time to revisit that system and discuss with Board going forward.

Selectman Labonte asked if there any objections to any of the Board members going in to look at accounts anytime with Director Neff? Town Administrator Daley stated that would be ok.

2023 Property Abatement Applications, four (4) for Denial – Monica Hurley, Town Assessor

Town Assessor Hurley presented the 4 recommendations for denial due to (any of the applicants) not showing good cause for abatement to be granted.

Motion to approve the denial of abatements for the properties as presented by Selectman Freel, seconded by Selectwoman Philbrick. All were in favor. Motion passes 5/0.

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Fire Department Update – Ken Flaherty, Fire Chief

Chief Flaherty began his presentation by summarizing the areas of responsibilities: Fire, Emergency Management Office and the Health Office

Selectman Dargie asked what is a typical complaint? Chief Flaherty replied mold, mildew, tenant/landlord disputes, hoarding, rodents, bugs. Selectman Finan asked if this includes restaurants? Chief Flaherty replied yes, they are first contact for restaurant or supermarket inspections.

Selectman Freel asked if inspections scheduled once per year for restaurants? Chief Flaherty replied that they don't do inspections for that, the state does them.

Selectman Dargie asked if they were going to be proposing self-inspections. Chief Flaherty replied they will be in the next year. There is revenue there that could come our way rather than the state where the revenue goes now. There will be a bit of an expenditure to get the program off the ground, but once that happens it will be self-funded. Selectman Finan asked if that will need to go before the voters? Chief Flaherty replied it will be a new position so he is not sure how it would be done. Town Administrator Daley asked if one of his current employees would take on that role? Chief Flaherty replied it would have to be a separate, full-time position. There was further discussion about this position regarding cost, allocations vs. revenue.

Financial status: as of 6/4/24 or 42.5 of the year completed is at approximately 30% expended. Currently, there are no line items over budget. The Chief projects they will be over in a few other lines such as contractual vehicle and overtime. There was further discussion on overtime hours between Selectman Labonte and Chief Flaherty.

Employee Update: The Milford Fire Department is one of the larger combination departments in the State. The current roster is at twenty-seven. The roster is made up of eight full-time employees and nineteen paid-on-call positions. Six full-time employees work a 4 day on, 4 day off schedule and consist of 12-hour shifts from 7:00 am to 7:00 pm. The Fire Chief and Deputy Chief work M-F 8:00-4:30. One administrator works 9:00 – 4:30 M-F. The paid-on-call firefighters respond to all emergencies but are the primary responders after 7:00 pm.

Vehicle updates:

Rescue 1 is expected to be delivered in October 2024.

The new engine is expected to be delivered in May 2025.

Car 1 went into service on May 24, 2024. Discussion about what to do with this car, sell on Facebook? Private bid? Donate to DPW for parts? Selectman Labonte suggested maybe trying Municibid (online auction).

Major Projects: Ongoing discussion about staffing, future, and combining services. There will be additional information in the future.

Residents can report issues or concerns via social media, email, telephone, or in person.

The current issue facing the Milford Fire Department is staffing. There was discussion as to what the Fire Department is presently doing to recruit (word of mouth, social media, upcoming summer bash event, etc.)

Katherine Kokko, King Street, asked Chief Flaherty to speak to some of the larger call departments in the state.

3. PUBLIC COMMENT

NONE

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207 **4. DECISIONS**

208 **A. CONSENT CALENDAR**

209 1. Town of Milford – Health Officer Nomination Form

210 **Motion to approve the consent calendar as presented by Selectman Dargie, seconded by Se-**
211 **lectwoman Philbrick. All were in favor. Motion passes 5/0.**

212 **B. OTHER DECISIONS**

213 NONE

214 **5. TOWN STATUS REPORT**

- 215 a. Keyes Memorial Park – Fiber Optic & Security Camera Project was completed on June 6. There will be
216 signage added.
- 217 b. Clean Water State Revolving Fund (CWSRF) Pre-Application - Town of Milford McLane and Goldman
218 Dam Alternatives Feasibility Study Update. Application was submitted by 5/31/24 deadline; anticipate
219 hearing back from the State by the fall. There is some confusion about who owns this. Selectman La-
220 bonte asked if the town pays taxes on this. Town Administrator Daley will look into this.
- 221 c. NRPC Brownfields - Milford Library SSQAPP – On June 12, there will be equipment on the property to
222 drill 5 holes at very shallow depth to look at samples to determine any kind of nasty materials. The more
223 intensive test pit will be later this month or early July.
- 224 d. Milford Community Land (Former Brox Property) – Alteration of Terrain Permit Update
225 There was a question about the gravel operation and the timing of submittal to the state for final. It
226 seems there was some disconnect with USPS and the state didn't receive it. The state was contacted, and
227 it was hand delivered to Fish and Game and also DES.
- 228 e. Bi-Weekly notice for Volunteers
229 Selectman Dargie asked Town Administrator Daley to poll the other boards to make sure the vacancies
230 are up to date. Selectman Finan stated that GTM is down one member.

231 **6. DISCUSSIONS**

- 232 a. Wadleigh Memorial Library & Town of Milford Memorandum of Understanding (MOU)
233 Town Administrator Daley explained that this is the ongoing discussion of maintaining the physical li-
234 brary building itself. The trustees had follow-up discussion and this is the most current version of Mem-
235 orandum of Understanding. Kathy Parenti and Lynn Coakley, Library Trustees, presented the chart that
236 shows breakdown of tasks and services and who is responsible for each.
- 237 Selectman Dargie asked if there are any controversial items or is it pretty straight forward. Library Trus-
238 tee Coakley replied that it is straightforward.
- 239 Selectmen Finan asked why elevator repair and elevator maintenance are separate. Selectman Finan said
240 they should both be under Town. Library Trustee Coakley stated that annual inspection is covered under
241 maintenance and there is a line item for that and that comes out of the library budget. Town Administra-
242 tor Daley recommended that line item be moved over to under the Town.
- 243
- 244 Selectman Freel asked why lighting fixtures aren't part of the Town budget. Library Trustee said they
245 don't want to call DPW to change lightbulbs. Selectmen Freel stated that eventually there will be LED

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renovations, though. Town Administrator Daley said that light fixtures are broad and not just changing light bulbs. Selectman Freel stated anything you would need an electrician for, that should be under facility. Change it to electrical infrastructure.

Selectman Labonte asked about administrative, i.e., AP and AR, does Library pay an amount to the town? Library Trustee Coakley believes that the arrangement (a long time ago) is rather than library hiring a bookkeeper and have to take that out of Library budget, it was given back to town. The Town was already doing it for employees so not much more work for Finance Department.

Selectman Labonte asked about computer and phone system maintenance, why is there computer maintenance? Library Trustee Parenti said that IT has to come over to rewire, etc.

Selectman Labonte asked about utilities and infrastructure repairs. Would that be repairs on CIP and shouldn't that be a shared thing? Selectman Freel feels it is correct because that would be for repairs. If it was an addition or remodel, it would be different. Library Trustee Lynn Coakley said that would be a discussion with the board if it was an addition or remodel.

Selectman Labonte asked about building exterior and signage. Does that mean that signage for parking will be coming down? Library Trustee Coakley replied yes, once parking lot is redone. Selectman Freel stated that signage on parking lot should be the town responsibility, and signage on building itself should be library's responsibility.

Selectman Finan asked that AP and AR be spelled out on the document.

Selectmen Finan asked that 2nd paragraph, end of first sentence be edited from "repairs were paid through the library's portion of the town budget, when the library was considered to be owned by the library" to be "repairs were paid through the library's portion of the town budget". He doesn't believe anyone thought that the library was owned by the library.

Town Administrator Daley asked for a change to Appendix A. When grants or financial opportunities arise it is responsibility of town to sign off for "building related items."

Library Trustee Lynn Coakley said they make the changes and send back to the Board to look at again.

Selectmen Freel asked that all abbreviations to be spelled out. The Select Board continued the discussion to a future meeting after the Library Trustees made the discussed changes.

7. SELECT BOARD'S REPORTS/DISCUSSIONS

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

Selectmen Labonte spoke about Planning Board email communications. The click button on the website to email the Planning Board is no longer there. There is interest in having that put back on the website. Also, if something comes in addressed to someone and it concerns the Planning Board, they would like the information to be sent to all members of Planning Board. The Planning Board also discussed if members should each have a town email address. Selectman Finan mentioned that they need to complete the town email policy. Town Administrator Daley stated there are some limitations in assigning every committee member of every board their own email address.

Town Administrator Daley spoke regarding Impact fees. The town contacted NRC to examine our current impact fees. That analysis has been done, and he anticipates it coming before the Planning Board for a presentation at the August 6th Planning Board work session.

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There was further discussion between Selectman Labonte and Town Administrator Daley regarding impact fees for developments buying into an infrastructure that is already established.

Town Administrator Daley will be looking into that further.

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

8. PUBLIC COMMENTS

Mike Thornton, North River Road, speaking as a Cemetery Trustee. In two weeks, he will be presenting the three Cs: cooperation, columbarium, and cash. Columbarium is a building to house ashes.

There was a discussion about available space and issues such as approximately 200 spaces have stumps and debris buried in the ground. The life of Riverside can be extended through the use of columbarium (due to most are cremations now).

Jeff Marshall, re: Ms. Kokko's comment earlier regarding large call departments in the area. He has statistics in hand of the top 20 in the state by population as of 8/4/23. Milford is #16, Amherst is #26 and Hollis is #38.

9. APPROVAL OF FINAL MINUTES

NONE

10. INFORMATION ITEMS REQUIRING NO DECISIONS

NONE

11. NOTICES ---

– The next Select Board's meeting is June 24, 2024 in the Select Board's meeting room, 1 Union Square, Milford NH at 5:30. This will be a HYBRID meeting, information to access zoom will be posted on the Town's website on or before June 21, 2024.

– 2024 Keyes Summer Bash will be held on June 15, 2024 from 11:00 am to 2:00 pm at the Keyes Memorial Park. Also, June 15th is the opening day for the Keyes Pool.

12. NON-PUBLIC SESSION – This Public Body may go into one or more non-public sessions under NH RSA 91-A:3.

NONE

13. ADJOURNMENT

Motion to adjourn by Selectman Freel, seconded by Selectman Labonte. All were in favor. Motion passed 5/0. The meeting was adjourned at 7:45 pm.

Tim Finan, Chairman

Paul Dargie, Vice-Chairman

Dave Freel, Member

Chris Labonte, Member

Tina Philbrick, Member