

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

April 27, 2020

This meeting was conducted pursuant to State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 996 1591 9503 or join the Zoom Meeting @ <https://zoom.us/j/99615919503>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT:	Gary Daniels, Chairman	John Shannon, Town Administrator
	Paul Dargie, Vice Chairman	Tina Philbrick, Recording Secretary
	Laura Dudziak, Member	
	Chris Labonte, Member	
	David Freel, Member	

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. He started the meeting by taking roll call attendance. He asked each member to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, no one present. Selectman Dudziak, no one present. Selectman Labonte, no one present. Selectman Freel, no one present. Chairman Daniels, present was Andrew Kouropoulos, videographer.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. - Approval of signatures on Exemption and Credit Applications, Approval of Land Use Change Tax (LUCT) (4) parcels Map 45 Lots 3-34, 3-36, 3-37, and 3-38 and Approval of one (1) Current Use Application, Map 56 Lot 71.

Signatures Required on Exemption and Credit Applications - As standard operating practice in past years, the BOS members have signed the original application forms (PA-29's and PA-42's)) for all exemption and credit applications as well as all new forms required as a result of change in status. For 2020, Marti anticipates approximately 60 PA-29's and 32 PA-42's (for residential property in a commercial/industrial zone). She is asking for the Board's approval to sign the forms while still having the Board sign the grids because of the amount of signatures needed. She would need a motion from the Board.

Chairman Daniels clarified that the Board would be signing the grids but with permission, Marti would be signing the individual forms. Marti said yes. Selectman Labonte asked if it would be just for the paperwork tonight. Chairman Daniels said yes.

Selectman Dargie made a motion to allow Marti to sign the individual documents for Exemption and Credit Applications for this meeting. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of Land Use Change Tax (LUCT) (4) parcels Map 45 Lots 3-34, 3-36, 3-37, and 3-38 – Marti said the

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above referenced parcels are located in the Autumn Oaks sub division. Each parcel was noted to have been designated for construction of new homes. Construction on Current Use land requires the affected areas to be removed for Current Use. The property owner is aware of the action being taken tonight regarding their property.

Selectman Dargie made a motion to approve (4) Land Use Change Tax Applications Map 45 Lots 3-34, 3-36, 3-37, and 3-38. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of one (1) Current Use Application, Map 56 Lot 71. Marti said the applicant wants to place a 29 acre parcel of undeveloped land into current use. She is recommending that the Board approve the application.

Selectman Dargie made a motion to approve (1) Current Use Application, Map 56 Lot 71. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:40 p.m. - Approval of (48) Applications for Elderly Exemption or Tax Credit, (13 new) and Denial of (1) Application. Approval of Solar Exemption Applications (5 Residential, 1 Commercial) and Approval of one (1) Blind Exemption.

Approval of (48) Applications for Elderly Exemption or Tax Credit, (13 new) and Denial of (1) Application. – Marti reviewed all the elderly applications and recommends approval by the Board. There was one applicant that did not qualify for the elderly exemption and a denial is recommended for this application. The applicant has been made aware of this action.

Chairman Daniels asked if there was a requirement that residents be up to date on taxes in order to qualify for exemptions. Marti said no.

Selectman Dargie made a motion to approve (48) Elderly Exemptions or Tax Credit Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

In speaking to the recommendation for denial, Marti said the applicant's income slightly exceeds the \$38,600 limit by \$300. Selectman Dargie asked if this was a result of the change in limit that was approved in March. Marti the increased limit didn't change this, her asset limit changed. Selectman Dargie asked if we allowed overriding Marti's recommendation in the past. Marti said yes if it's a returning applicant, not if it's a new applicant.

Selectman Freel clarified that the applicant is \$300 over the allowable limit. Chairman Daniels said yes. Selectman Labonte asked if the timing for approving these applications has passed. Marti said yes, it was April 15th. She is trying to be a bit flexible this year because of the difficulty of getting the applications into her. Selectman Labonte asked if we would allow others who thought they were over qualified to turn their applications back in now. Marti said she spoke with everyone who was already a recipient, there are a few who will be bringing their paperwork back but she has forewarned them that should they not meet the requirements and the Board denies their applications, they would still be responsible for the entire amount. Selectman Labonte asked if someone didn't file due to the fact that they were \$250 over and are now watching this meeting, would we allow them to refile. Marti said it would be a case by case basis.

Chairman Daniels said if we approve someone who is \$300 dollars more, what happens if someone is \$400 more, should they be allowed to come back. Selectman Freel said it's a fine line. At some point we already set a certain amount. If that amount exceeds what was set; we should keep it the same or amend the amount.

Selectman Labonte said when is "enough, enough". Selectman Dargie said if it's a new application, we should stay hard and fast and if it's a returning application we could be a bit more flexible. Chairman Daniels said if they are working, they could be continually over.

Marti said in this instance, there was a check for back payments for veteran's benefits for 2018 but it showed up in the 2019 income. Selectman Freel said it sounds like a one-time thing which might not happen next year. Marti said she let the applicant know that she was recommending denial for this based on the reasons that are being discussed now.

Chairman Daniels asked if the check had been issued in 2018 would it have taken them over the limit. Marti said she didn't have that information. Selectman Freel clarified that this is someone that has previously received the exemption.

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Marti said yes about 3 or 4 times and always under the requirement. Selectman Freel still feels that there is a limit set for a reason.

Selectman Labonte asked if this has been granted in the past and how close was the amount. Marti said 2 or 3 times within the \$500 requirement and it was accepted. Chairman Daniels asked if Marti knew why the check wasn't received in 2018. Marti said it was an increase in benefits and it just took a while to process.

Selectman Labonte asked how much would this applicant have to pay if this was denied. Marti said an additional \$3,200 for taxes. Selectman Freel repeated that a limit is a limit. Change the limit or stick to what it is. Selectman Labonte said if we are going to approve this, we have to open it up for everyone. Chairman Daniels said even if it's changed, someone will come in with something higher and want the exemption.

Selectman Dargie asked if there was someone who received the exemption in the past who didn't file this year because they were over. Marti repeated, she speaks to people when they are slightly over she speaks with them and they have the opportunity to withdraw or continue. People have withdrawn because of this for this year. Three or four have withdrawn either because they were over in assets or significantly over on income. Selectman Freel asked what was the cap on the income. Marti said for an individual, \$38,600, for a married couple its \$46,000.

Selectman Dargie made a motion to approve the exemption for file # 3170. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel no, and Chairman Daniels no. The motion passed 3/2 with Selectmen Freel and Selectman Daniels opposed.

Approval of Solar Exemption Applications (5 Residential, 1 Commercial) – Marti reviewed all applications for Solar Exemption and recommends approval by the Board. The commercial property has a large solar array of just under 100 kw. They are using this for their own properties, not extended for commercial use for other properties. The Board has allowed this in the past.

Selectman Dargie made a motion to approve (5) Residential and (1) Commercial Solar Exemption Application. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of one (1) Blind Exemption – Marti reviewed the application for Blind Exemption and recommends approval by the Board. This exemption is \$15,000.

Selectman Dargie made a motion to approve the Blind Exemption Application. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:50 p.m. - Approval of Veterans Tax Credit (21), Approval of All Veterans Tax Credit (8), and Approval of Service Connected Total Disability Tax Credit (2)

Approval of Veterans Tax Credit (21) – Marti reviewed the applications and recommends approval by the Board. This is a \$400 credit voted on in March.

Selectman Dargie noted a comment that one was being held for additional paperwork. Marti said that was an explanation of why it was delayed in 2019, it's fine now.

Selectman Dargie made a motion to approve (21) Veterans Tax Credit Application. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of All Veterans Tax Credit (8) – Marti reviewed the applications and recommends approval by the Board. The All Veterans Tax Credit RSA 72:28-b was approved by the voters in 2017, ballot question 27.

Selectman Dargie made a motion to approve (8) All Veterans Tax Credit Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

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Approval of Service Connected Total Disability Tax Credit (2) – Marti reviewed the applications and recommends approval by the Board. These are veterans who receive total and permanent disability rating from the Veteran's administration.

Selectman Dargie made a motion to approve (2) Service Connected Total Disability Tax Credit Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:55 p.m. - Approval of Veterans Change in Status (10), Veterans Tax Credit after death of Veteran (4) and Veterans Tax Credit and Change for Service Connected Total Disability (1).

Approval of Veterans Change in Status (10) – Marti reviewed the applications and recommends approval by the Board. These are Veterans (or Spouses) who have placed their property into a trust.

Selectman Dargie asked which one was the all Veterans Credit. Marti said she didn't separate it out because it's all the same amount of money.

Selectman Dargie made a motion to approve (9) Change in Status Tax Credit Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

There is 1 Change in status application where the Veteran changed residence in Milford and has requested to move the Veteran's Credit from the old residence to the new residence, this is allowed.

Selectman Dargie made a motion to approve (1) Change in Resident Tax Credit Application. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Veterans Tax Credit after death of Veteran (4) – Marti reviewed these applications and recommends approval by the Board. Per RSA 72:28 the spouse of a deceased veteran may continue to receive his tax credit.

Selectman Dargie made a motion to approve (4) for the Spouse of Deceased Veterans Tax Credit Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Veterans Tax Credit and Change for Service Connected Total Disability (1) – Marti reviewed the applications and recommends approval by the Board. RSA 72:3 III. (a) Any person applying for the standard or optional tax credit under this section shall furnish to the assessors or selectmen certification from the United States Department of Veterans' Affairs that the applicant is rated totally and permanently disabled from service connection.

Selectman Dargie made a motion to approve (1) Change for Veterans Tax Credit for Service Connected Total Disability. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

6:05 p.m. – Approval of 2019 Property Abatement Applications (4) and Residences in Industrial or commercial Zones (33)

2019 Property Abatement Applications (4) – Marti said if a property owner feels their assessment is incorrect or inequitable, an abatement application may be submitted to the assessing office. One request for abatement is for a manufactured home which was abandoned by the previous owners who owed the taxes. The new owner purchased it in order to demolish and remove it. Two requests are for hardship abatements filed by elderly exemption recipients. The last is a property that was adjusted to reflect a reduction in the assessed value of the property. Marti is recommending that the Board approve the applications.

Selectman Dargie asked if there were other people that fall into this category of elderly exemptions where they were getting this last year and their assessments went up? Marti said no one else applied for this. She did let people know when they call.

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Selectman Dargie made a motion to approve (4) Property Abatement Applications. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Residences in Industrial or commercial Zones (33)- Marti reviewed the applications and recommends that the Board of Selectman approve the attached list of applicants for (33) Residences in Industrial or Commercial Zone for the tax year 2019.

Selectman Dargie made a motion to approve (33) Residences in Industrial or Commercial Zones. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

6:15 p.m. - MEMO Foundation Skate Park Update – Arene Berry

Arene said that the MEMO foundation approached her on some repairs that they would like to do to the skate park. She introduced Derick Mossy of the MEMO foundation to discuss the repairs.

Derick said they raised \$50,000 towards their project. They have a contractor that is working with them but they were quoted \$125,000 to do everything. They are hoping for in kind donations. Derick is asking for permission to fix the rail on the two foot long ramp. The weld on the top of the ramp broke. They have a machinist who can fix it. He was told that time, labor and materials would have to be approved by the Board.

Selectman Freel asked if this would need to be inspected for safety purposes. Arene said yes, she and Rick, the DPW Director will make sure it's safe. Selectman Labonte asked who usually does skate park maintenance. Arene said DPW. Selectman Labonte asked if DPW was aware this needed to be fixed. Arene said she just found out when Derick approached her, she doesn't know if it was brought to DPW's attention. The MEMO foundation has really taken a strong interest in the skate park and they have already done a lot of work down there, this is their purpose and their cause.

Chairman Daniels asked Administrator Shannon if this was discussed with him and Rick prior to tonight. Administrator Shannon said he knew it was on for discussion for today and he and Rick spoke about it briefly. This will need to be coordinated with Rick and Arene before they even get into the park.

Selectman Freel asked if this was something that DPW didn't hear about for the last couple of months, or did they already know about it. Obviously the park has been closed due to COVID 19. This seems like something the town could do. Derick said most of the stuff at the skate park is probably stuff the town could do. This is concrete mixed with metal and it comes down to expertise.

Chairman Daniels asked how much DPW time will be taken up with this project. At some time we should look at how much discretionary time and money goes into the budget for these things in DPW's budget in addition to their normal projects. He asked Derick what the urgency on getting this repaired. Derick said it's been broken for a while so its not urgent.

Selectman Freel said it would be a good idea to get it fixed while the park is closed. He just wants to make sure all bases are covered. Administrator Shannon said that they will make sure that everything is covered.

Selectman Dargie made a motion to approve the repair of the rail at the skate park. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

3. PUBLIC COMMENTS – There were no public comments at this time.

4. DECISIONS –

a) CONSENT CALENDAR.

Chairman Daniels asked that 4 a) 2) be removed for discussion.

Selectman Dargie made a motion to approve the consent calendar except for 4. a) 2. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

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1. Request for Approval of Appropriations Actually Voted MS-232
2. Request for Approval for Reappointment of Deputy Forest Fire Wardens for the Milford Fire Department.
3. Request for Approval of Excavation Tax Warrant – Map 42 Lot 1
4. Request for Approval of Intent to Excavate – Map 42 Lot 1
5. Request for Approval of Excavation Tax Warrant – Map 50 Lot 4-4
6. Request for Approval of Intent to Excavate – Map 50 Lot 4-4
7. Request for Approval of Excavation Tax Warrants – Map 58 Lot 1 and Map 58 Lot 2
8. Request for Approval of Intent to Excavate – Map 58 Lot 1 and Map 58 Lot 2
9. Request for Approval of Yield Tax Levy – Map 23 Lots 2-4 thru 2-7
10. Request for Approval of Library Trustees Recommendation to Appoint John Yule as a Full Member to the Library Trustees – Term Ends 2021

Pertaining to 4. a) 2, Chairman Daniels asked why they needed 11 deputy fire wardens. Chief Ken Flaherty said every officer in the Milford Fire Department is required to write burn permits and are required to be Deputy Fire Wardens in order to write those permits.

Selectman Dargie made a motion to approve 4. a) 2 on the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

1. N/A

5. TOWN STATUS REPORT – John Shannon

a) **Revenue and Expenditures** - Due to the COVID-19 pandemic, Milford has experienced unanticipated expenses in terms of personnel, equipment, etc. Pandemic related expenses are currently reimbursed at 75% by the Federal government. There is a strong possibility that they soon will be 100% reimbursable. The first table below outlines the expenses. The second table depicts anticipated revenue shortfalls. The state is still determining how Federal financial aid will be distributed to municipal governments to assist with lost revenue. Any questions or concerns about this can be directed to the Town Administrator's Office.

NHMA COVID-19 Financial Impact - Expenses (as of 4/16/2020)			
Category	Expenses to date	Expenses Anticipated	Explanation
Fire	\$15,240	\$65,457	Wages and Expenses
Emergency/Rescue	\$8,074	\$5,665	Expenses
Health Officers	\$5,080	\$21,819	Wages and Expenses
Police	\$2,839	\$33,460	Wages and Expenses
Welfare	\$2,000	\$150,000	Anticipated demand when eviction protects removed
Technology	\$1,511	\$55,000	Needs for videoconferencing and Emergency Broadcast
Elections	\$0	\$7,800	Two elections remaining this year with unknown special requirements
Misc (Town Clerk)	\$0	\$5,475	Renewal registration envelopes and postage
Borrowing Costs	\$0	\$15,000	Anticipated due to possible loss of revenue from the state
Unemployment related expenses	\$0	\$50,000	
Legal Fees	\$0	\$10,000	
Facilities Maintenance	\$0	\$0	
Communications	\$0	\$0	
Utilities/Telephone	\$0	\$0	
Assessing Expenses	\$0	\$0	
Total Expenses	\$34,744	\$419,676	

NHMA COVID-19 Financial Impact - Predicted Revenue Shortfall for Remainder of 2020 (as of 4/16/2020)			
Category	Fee Delinquency	Expected Shortfall	Explanation
Motor Vehicle Fees	Yes	\$113,000	registrations, new tags, etc.
Utility Fees	TBD	\$100,000	loss of income by users
Other Fees and Taxes	Yes	\$452,000	
	Total Anticipated Shortfall	\$665,000	

Selectman Dargie asked what the Other Fees and Taxes were. Finance Director Paul Calabria said it's made up of Water and Sewer usage fees, property tax fees, interest income, miscellaneous Town Clerk fees, Ambulance revenues and Recreation revenues,

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Selectman Dargie asked what were the most significant shortfalls. Paul said it's tough to put a number on it. Departments looking at shortfalls are, Ambulance at around \$125,000, Recreation at \$115,000, Water and Sewage at \$100,000 in user fees, Property Tax fees at about \$25,000 and about \$30,000 in interest income.

Chairman Daniels asked when the projections are made, to what date are they made. Paul said the Department Heads were asked to calculate through the second and third quarter through September 30th.

Chairman Daniels commented that Milford is on the 20+ category for Covid 19 outbreaks and asked Administrator Shannon to speak to this. Administrator Shannon said there were 14 positive COVID 19 cases for residents at the Crestwood nursing home and 4 positive cases of healthcare workers who also work there. It was just confirmed today. Chairman Daniels asked Fire Chief Ken Flaherty about the number of cases of COVID in Milford versus those who have recovered.

Ken said the numbers being reported online is a cumulative number. Once someone is cleared and can go back to work they are still kept on the list. The number will always be high and it doesn't go back to zero. Chairman Daniels asked if they ever get a number of those restored to health. Ken said once they are put on a list, they remain on it for 21 days through the Department of Health and after 21 days they expire off the list. That list is given to MACC Base only because it's through the MOU with the State Health Department.

Selectman Freel asked if they know how many active cases there are in Milford. Ken said they get notified of an active case and through deduction; 21 days later take that number away. Today Crosby Street reported more cases which will make their numbers go higher. We can't tell you how many there are without breaking HIPAA violations.

Chairman Daniels said other places show the number of cases, the number of people who recovered and the number of deaths. He is just trying to take away the fear that we just keep adding to the numbers here but there are no number dropping off. Ken said the biggest number is coming from the nursing home right now. The residents are tested daily and those numbers will be inflated. The staff members are also being tested which will also make the number go up.

Selectman Labonte asked what would be some examples of things that the Fire Department would need to be reimbursed for as far as COVID 19 expenses. Paul said that Ken and his staff are doing work each week towards COVID 19 activities. This is the number of dedicated hours that he and his staff are expending. Administrator Shannon said we are able to seek reimbursed for any work or expenses that are directly related to COVID-19 instead of doing our regular job duties in the normal course of a regular business day.

Selectman Labonte clarified that those numbers won't necessarily put us over budget, they will just let us be reimbursed at a higher level. Paul said yes.

Selectman Dudziak asked if we are providing any support to Crestwood. Ken said he checks in weekly. The Governor has committed over 1,000,000 masks to New Hampshire nursing home facilities. As of now no one needs anything. Most of them had parent companies that had big supplies.

Selectman Labonte said that now that we have some ideas as far as anticipated shortfalls and expenses, do we have a plan on how we are going to handle it. Paul said there is a position in the budget that the DPW Director is going to hold off on hiring because we don't know what is going to happen going forward. He's looking at all of his operations since DPW has the biggest budget and he already knows that the town will be looking at ways to reduce spending this year.

Selectman Labonte said that Manchester and the State of New Hampshire are looking back on their projects to see what can be removed in the event of a shortfall.

Administrator Shannon repeated that he already reached out to department heads several weeks ago and they have been looking at what may need to be cut. Our budget has been approved and some things may not be able to be moved around. We are looking at NHMA as far as what type of flexibility we can have as far as holding back Capital improvement projects. For example, if we are putting \$50,000 in an account just to build it up, would there be any way that the Board could pull it back out if they had too. We are looking at what we can or can't cut. We still don't know what the Federal government is going to do as far as helping out Municipalities. We are planning for the worse and hopefully there won't be a problem. We will be prepared to present options to the Board when needed.

b) Transfer Station – Recycling - For the protection of town employees and citizens, it was necessary for the town to limit everyone's possible exposure to COVID-19 by transitioning the Transfer Station to accepting only limited recyclable materials. The Town is exploring its options of returning to our normal recycling program in May or early June.

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We will do everything in the safest way possible. We will make sure the Board has notice prior to the changes. We will do so when it is appropriate and in accordance with the Governor's Emergency Orders. Any questions or concerns about the project can be directed to the Town Administrator's Office.

c) Osgood Pond Dredging - Phase II of the Osgood Pond Dredging Project is set to begin during the Month of May. The necessary drawdown of the lake will be the first step in the process. The actual dredging will begin shortly thereafter. The Town will continue to work with the appropriate state partners to ensure the work is done in accordance with all appropriate state regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.

6. DISCUSSIONS:

a. Traffic Safety Concern – 472 Federal Hill Road - A resident is requesting the possibility of posting speed limit and slow children signs between 472 Federal Hill Road and 446 Federal Hill Road on both sides of the road. Chief Viola said they put out directed patrols in that area for about 3.5 hours. Over the 3.5 hours they observed 4 vehicles going about 30 to 35 mph. We had a total of 51 vehicles and everyone else was going the speed limit which is 30 mph. We will continue with directed patrols for a couple more weeks. We will report back to the Board and don't recommend going to the Traffic Safety Committee as of now.

Selectman Dargie asked if that road is on the schedule to be paved. Chief Viola said he didn't know, but he agrees that it needs some work. Selectman Freel asked how many speed limit signs are on Federal Hill Road from the Emerson intersection to the stop sign.

Captain Frye said ½ of Federal Hill Road is 35 mph and when you get up to Foster Road, it turns to 30 mph because the road is narrow and curvy and goes all the way to the town line. If you turn around to come back, it's 30 mph. There are some yellow signs that were put up there years ago for caution children. The area is well posted, it's just the design of the road which is curvy and narrow. Chairman Daniels said coming from Hollis it's 30 mph unless otherwise posted. Selectman Freel said that entire length is only about 1 mile.

Administrator Shannon said that Federal Hill Road isn't on this year's plan to be paved. There is work at the top of Federal Hill Road that is higher up on the scale to be fixed before that piece.

b. Orientation

- **Board of Selectmen Rules of Procedure** – Chairman Daniels gave an overview of policies and procedures for incoming Selectmen. One of the primary documents is the Board of Selectmen Rules of Procedures.

Board of Selectmen Meeting, Location - Postings need to be in at least 2 places.

Board of Selectmen Meeting, Time - Meetings start at 5:30 unless otherwise noted. The Board meets the 2nd and 4th Monday of the month with 5th Monday forums on months that have 5 Mondays.

Board of Selectmen Meeting, Open to Public - All meetings are open to the public unless it's a non-public meeting.

Responsibilities of Members of the Board - Board members need to attend meetings.

Election of Officers - This is done at the first meeting after the election.

Presiding Officer— This is the Chair or Vice Chair in the absence of the Chair. They assure that meetings run smoothly and properly.

Quorum - Three Selectmen shall constitute a quorum for the conduct of town business.

Board of Selectmen's Meeting Agenda – Standard format. The consent calendar has items that don't need to be discussed although any member can remove an item for discussion. If any Selectman wants to add something to the agenda, go to Tina and asked for it to be added. The Chair reviews the agenda prior to the meeting to make sure things run smoothly. Tina has a deadline that needs to be met which is Thursday afternoon for the Board and 4:00 Wednesday for members of the public. We need to add another area for public comments after Selectmen's Reports/Discussions. Notices are read at the end of the meeting. He encourages people to use NIXLE. The Board can go into non-public at the end of the meeting as needed but it needs to be a specific reason.

Town Administrator - Attends all meetings of the Board of Selectmen, unless excused by the Presiding Officer of the Board of Selectmen. Is responsible for taking minutes unless he/she delegates this to someone else.

Meetings of the Board of Selectmen –

- **Organizational Meeting** - Where we chose our Chair/Vice Chair and assigned Selectmen to various committees.
- **Regular Meeting** - Doing regular meetings of the town as is necessary.
- **Workshop Meeting** - Specifically for one item so we can concentrate on that issue alone.
- **Non-Public Sessions** - Held in accordance with the provisions of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance at that specific session.

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- **Emergency Meetings** - May be called by the Chair in accordance with NH RSA 91-A: 2, II; by two (2) members of the Board; or at the request of the Town Administrator. This needs an advance notice of 24 hours.
- **Site Walk** - May be held by the Board if a walk or inspection of a specific property or properties is required in order for the Board to have a full and complete understanding of a pending issue in order to render a decision. Such a session is for information gathering purposes only.
- **5th Monday Forum** - Meetings occur in a month that has 5 Mondays. The informal meeting allows the public to come in to speak to the Board of Selectmen without an appointment. We may cancel a forum especially around holidays.

Placement of Selectmen's Recommendations on Warrants - The Board shall place a "Recommended" or a "not recommended" notation on each warrant article submitted. We have been putting supported or not supported. We should either change the document or change the way that we are doing it.

Ethics Policy and Conflict of Interest - If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities; the Board Member should speak up and refrain from voting on said matter. The Chair needs to be notified prior to voting.

Procedures for a public Hearing - If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing must be published in two locations, one of which may be the town web site. Items under \$10,000 may be included on the consent calendar. At the public hearing, each speaker, for or against the matter speaker shall be limited to five (5) minutes. The public can speak a second time once everyone else has spoken. Once everyone has spoken, the public hearing will be closed and the Board will offer their input and take a vote.

Voting – Is done by voice vote, we are currently doing it by roll call vote due to COVID-19 guidelines. Any member can request a roll call vote on any issue.

Enacted Ordinances, Resolutions and Motions - Policies can be discussed at a Board meeting and be voted on the same night. An ordinance requires two public hearings before a vote can be taken and there are time requirements between hearings.

Public Complaints and Suggestions to Board – Public complaints can be brought to any member of the Board or Town Administrator. Complaints about Board members can be brought to the Chairman; complaints about the Chairman can be brought to the Vice Chairman.

Conduct with other Board Members and Staff - The Board of Selectmen shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Board of Selectmen expects to be treated the same.

Amendment Procedures - An amendment to these Rules of Procedure may be moved and voted at a regularly scheduled Board meeting.

• **Board of Selectmen Parliamentary Procedure**

Motion - A member rises or raises a hand to signal the chairperson

Second - Another member seconds the motion.

Restate motion – The chairperson restates the motion.

Debate - The members debate the motion.

Vote - The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.

Announce the vote - The chairperson announces the result of the vote and any instructions.

Incidental Motions - If there are two parts to a motion and a member feels that they support one part but not the other, they could go up to the incidental motion and then two votes would need to be taken, one for each part.

Point of Order Motions - enables you to stop what you are doing to bring up something and address it.

Subsidiary Motions – Things like, "I want to take this and lay it on the table", and this overrides a main motion. Move the question means you want to stop the debate and vote on it. You will not be allowed to move the question if you have already spoken.

Privileged Motions - Have to do with fixing the time of day, recess, adjourn, etc.

Chairman Daniels mentioned "Robert's Rules of Order" which is a parliamentary procedure developed to ensure that meetings are fair, efficient, democratic and orderly. Roll calls are needed to enter into non-public.

• **Right to Know – RSA 91-A:3**

There are 5 reasons to go into non-public:

1. Employee performance
2. For the hiring of any person as a public employee
3. Reputation of any person other than a member of the Board unless a Board member requests an open meeting.
4. Acquisition, sale or lease of real or personal property

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5. Legal

If they are in negotiations of things like “collective bargaining” it is considered a “non-meeting”.

• **Social Media**

Everyone should be aware that what you put out there is out there forever. Town Employees and the Board need to be careful about what we say. New Hampshire is still a work at will state, you can be fired for any or no reason. Use common sense. Permission is needed to post things on a town media site.

• **Ethics Policy –**

In the event of an alleged ethics complaint, it will be addressed in one of the three scenarios:

1. If the individual being accused is a town employee (excluding the Town Administrator), the complaint will be turned over to the Town Administrator to be addressed according to established town procedures.
2. If the individual being accused is a member of the Board of Selectmen, a town official who has been appointed by the Board of Selectmen, or if the person being accused is the Town Administrator, the complaint will be heard by the Ethics Committee.
3. If the individual being accused is a member of the Ethics Committee itself, the complaint shall be heard by the Board of Selectmen, according to the procedures described herein.

Chairman Daniels said the ethics document will be revisited as it hasn't been reviewed since 2011.

c. Status of Large Events Planned for 2020 – Selectman Dargie asked to have this put on the agenda because of the COVID-19 situation. It's his opinion that we not have any large events until there are vaccines or medications to help with COVID-19 issues. If we anticipate 50+ people we most likely shouldn't have the event. The limit is currently 10 people. We don't have to decide on all of them today, but we should discuss Memorial Day.

• **Memorial Day Parade, May 25th - Selectman Dargie**

Administrator Shannon said he agrees that we should cancel the Memorial Day Parade but the 4th of July may be questionable. He doesn't want to make decisions in late April for something that might happen in July or later. We would like to get more information before making decisions. The Pumpkin Festival and Rotary Swim meets are not Town events although they use Town property.

Selectman Dargie said he would like to identify a go, no go date for each event. The pumpkin festival needs more lead time but other events may need less lead time. Administrator Shannon said we will need to reach out to the people who are in charge of these events for go, no go dates. If there are going to be no groups of 100+ through the end of the year, it will be a moot point anyway.

Selectman Labonte is in favor of waiting to see what the Governor decides. Arene said her name is attached to some of the events and some of these organizations. Currently Recreation hasn't run any events since March 15, 2020. The Rotary Swim Meet isn't just Rotary, it's GSSA as well and they are having their meeting on May 9th to determine if summer leagues are occurring. We are supposed to host the State Champion Swim Meet in August. She has been in communication with everyone who uses our fields, some have already cancelled and others are being placed in a “tentative” status. Everyone is aware that they may not be able to hold their activities. She is on top of this and nothing is being cancelled at the last minute.

Doug Whitney, Milford resident feels that we should speak to the American Legion as they may want to do something else if the Memorial Day parade doesn't happen.

Selectman Freel agrees that we should be cautious but also agrees that we shouldn't cancel everything too quickly, except maybe for the Memorial Day parade. He would like to see the community be able to enjoy something throughout the year as long as it's done safely. We don't know where we will be three months from now or even a month from now. We shouldn't take any votes now; we should take things meeting by meeting. The larger events could come to us if they need to know if they should do their activity or not.

Administrator Shannon said Arene has been on top of this and the departments meet weekly to keep up with what is going on. We have to follow the lead of the Governor. Currently it's 10 or less in a gathering through May 4th.

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Arene said the large soccer tournament that usually happens Memorial Day weekend has also been cancelled this year. Tina Philbrick said the Legion meets tomorrow evening at 7:00, she suggests that one of the Selectman go to that meeting and talk to them about the Memorial Day Parade.

Selectman Dargie suggest that they cancel the Memorial Day Parade but allow the Legion proposed alternative actions that are safer. Administrator Shannon said the next scheduled Board meeting is May 11th. Selectman Freel asked if the Legion could throw something together that fast if we said no on the 11th. Administrator Shannon said the Legion should have an answer tomorrow night. If they want to bring it to the Board, they can do so on the 11th. Chairman Daniels said at least the message that the Board would prefer not to have the Memorial Day Parade could be taken to the Legion tomorrow night. We would still have the 11th to say it isn't going to happen if they still want to do the parade.

Selectman Dargie said the high school band won't be participating in the parade. Selectman Labonte feels that we should leave it up to the Legion and let them use their discretion; they are the ones that are the organizers of the parade. That parade isn't a huge event and we usually don't have the volume that we do like the other parades, but it's an important parade to a lot of people.

Administrator Shannon repeated, if the Governors orders are still in place, it's a moot point. Selectman Freel said he would volunteer to attend the Legion meeting to discuss the parade. Selectman Labonte said he would also attend.

Chairman Daniels would like to hear from those who host the larger events as far as participation. Wade Scott Campbell, Granite Town Festivities Committee said they have been discussing the Pumpkin Festival for a couple of weeks. They still need to talk to other players. They can put the festival together in a short time as long as they have their vendors in place. They only had one vendor cancel and there are still many inquiries to if it's still going to happen. They still plan on moving forward if this is lifted. June 1st will be their drop dead date. It all depends on what the Governor has to say and they don't want to put the town at risk.

Selectman Labonte asked Arene where we were on band concerts for the summer. Arene said contracts were signed in February. One band already cancelled, but they are four older gentlemen and they cancelled their entire summer of concerts. She is in communications with the bands. We may need to cancel the first couple and run the end ones, or maybe extend the season into September. She opened summer registrations last week with the understanding that things may not run, and she had \$1,600 for registrations in the first eight hours. People are looking to go things if we can do it.

Chairman Daniels asked if it was Recreation or Rotary that organize the swim meet. Arene said it's the Rotary Swim Meet, but it's a joint effort between the two. Conversations have taken place between them. Janet Langdell, President, Rotary Swim Meet, said the meet is a partnership between the Town, Rotary and the GSSA. They are all set to go depending on the Governors orders. This isn't something we can move to August. It has to be done prior to the state championship. We may be able to move it to the last weekend in July.

Chairman Daniels said we will track the drop dead dates on whether it's a go or no go. Brendon Philbrick, Chairman for the Labor Day Parade and Wilton resident, said it's good to have safe guards and the Labor Day parade is 125 days away. We should move forward with it. He referenced a warrant article that appropriates money for the three parades. We need something positive. People can wear masks and distance as the parade spreads out over a mile. The parade will be pending band participation; some may drop out to make it a smaller parade. He's trying not to cave in the level of fear. Town officials, Lawyers and Judges like to do that to protect themselves from liability.

Administrator Shannon said he doesn't think planning for different contingencies is giving into fear. It's just being cautious and seeing what our options are. Arene said the 5k race goes over 3.1 miles and is considered one gathering. It doesn't matter how far out it's spread, that scheduled gathering would not be able to be more than 10 people.

Chairman Daniels said this can be revisited this again at the next meeting. Selectman Dargie said he wants those who are hosting the activity functions to give him a specific date as far as go or no go and when do we need to make a decision from their prospective.

Administrator Shannon said they will stay on top of it and report back to the Board under Town Status at each meeting. Wade said their tentative date is June 1st. We will have to wait until the end of May to figure out what we are doing. Brendon said they will communicate with the Bands monthly for the Labor Day Parade, he would know by the July 13th Board meeting.

7. PUBLIC COMMENTS: There were no public comments at this time.

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8. SELECTMEN'S REPORTS/DISCUSSIONS.

Selectman Dudziak said the library is continuing to do curbside pickup for those who want to check out books or books on tape. They are one of the few libraries' in the state that are doing this.

Selectman Labonte said that the MACC Base Board of Governors has a meeting tomorrow. He assumes their question is going to be, "what's going on with Milford". Chairman Daniels asked Captain Frye to go over the agenda from MACC Base and asked him if he needs anything from this Board for the meeting tomorrow. Captain Frye said one of the new business items is the future of MACC Base without Milford, and they also want to talk about the future IMA. Administrator Shannon said we can add the outcome of this meeting in the Town Status section of the next Board meeting.

Chairman Daniels asked Captain Frye if he knew of any expectation on the part of the Board of Governors that he would have regarding an IMA and our decision as to how long to extend it. Captain Frye said the Chairperson mentioned a while back that he would like a two year extension. With us putting the RFP out, and hopefully putting another warrant article in 2021, he feels that we should ask for a two year extension.

Chairman Daniels asked how early is the agenda for MACC Base usually sent out. Captain Frye said he just received it. Chairman Daniels asked if it could be put out earlier like we do our Board meetings and post it so we can know what is going on and when the meetings happen. Captain Frye said yes.

Selectman Labonte asked if there are any discussions that should be had with MACC Base on whether any of the communications are able to be solved or dealt with currently. Chairman Daniels said those questions haven't been given to the Board yet. Each town has their own issues they need to resolve. Selectman Labonte said he is only referring to our issues. Should our issues be posed? Captain Frye said they've been posed since 2017. He feels that we are doing the best we can. As far as Milford is concerned, we are trying to put together the best plan of action at what we believe to be a reasonable cost. Selectman Labonte is referring to now, not the future. There are communication issues and he assumes that they would be able to be dealt with by us and our own equipment side of our property. At some point there has to be an equipment issue at MACC Base, is the problem actually coming from the 4th floor, or where is the problem coming from and are there tweaks that we can do to improve the service in less than two years.

Captain Frye said CTA did a study and brought up all the issues concerning all parties involved. We followed that recommendation. The warrant article did pass but it didn't reach 60% but he believes that it will pass next year. Until then we keep going. He doesn't see us putting up \$2,000,000 now without a town vote. Any unused money given back by MACC Base should be put back into the general fund with things being uncertain now and possible short falls that town may have. All towns are going to suffer with short falls if the federal government isn't able to give us any money due to COVID-19.

Selectman Labonte said warrant article 4 needed a 3/5 vote in order to pass so technically it did fail, it got less than the 60% vote needed. He's not set on taking just one option to the voters. Ultimately the majority of the voters didn't vote for it. Numerous people voted for article 5 and they voted to make a statement that they supported MACC Base and that option should still be out there.

Recycling committee met last week and were talking about putting together a mission statement. The draft version is "The purpose of the Town of Milford Recycling and Solid Waste Committee shall be to encourage the reduction of the waste through education, activism and policy proposals of the 5 R's; Refuse, Reduce, Reuse, Repurpose and Recycle. We seek to develop a system to encourage the public to help in the cleanup of our environment and do our part to reduce the effects of climate change for our future generations". He expressed to the committee that the mission statement that they are coming up with is outside of the charge given to them by the Selectmen which had to do with recycling and solid waste. The 1989 ordinance was passed and the committee was formed in order to get recycling going in Milford. Climate change is such a politicalized issue and may turn some people away from the recycling that we are trying to encourage.

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.

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

9. APPROVAL OF FINAL MINUTES. Selectman Dargie moved to approve the minutes of April 13, 2020 as amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

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10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION. Selectman Dargie made a motion to go into non-public in accordance with (RSA 91-A:3,II (c)) Reputation and Approval of non-public minutes in accordance with (RSA 91-A:3,II (c)) Reputation February 10, 2020 (6:30) and (RSA 91-A:3,II (e)) Legal February 24, 2020. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

13. ADJOURNMENT: Selectman Dargie moved to adjourn at 8:35. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member