

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 14, 2020

This meeting was conducted pursuant to the 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# 865 0671 3534 and the password is 202056 or join the Zoom Meeting @ <https://zoom.us/j/81556027838>. 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 (Zoom)	John Shannon, Town Administrator (Zoom)
	Paul Dargie, Vice Chairman (Zoom)	Andrew Kouropoulos, Videographer
	Laura Dudziak, Member (Zoom)	Tina Philbrick, Executive Assistant (Zoom)
	Chris Labonte, Member (BOS Room)	
	David Freel, Member (BOS Room)	

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 to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked 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: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes, (zoom) no one is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, present in the BOS room, and Chairman Daniels yes, (zoom) no one is present.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. - Municipal Assessment Data Sheets (MADS) - Assessing Director, Marti Noel

In summary: Municipal Assessment Data Sheets contain the real estate transfers that have taken place in Milford between October 1, 2019, and September 30, 2020, this is done annually. This information provides the basis for the Equalization Ratio, a measurement of assessed value to market value. Also provided is a list of the sales used in this year's review and a DRAFT statistical summary sheet. All sales have been reviewed and confirmed. Marti also provided a "cheat" sheet that outlines what the columns mean. Marti reviewed the 2020 Ratio Study Summary Report.

Chairman Daniels asked what the 7.15 was on the supplemental information sheet. Marti said that is the COD and means that the sales are well within the range of acceptability. The 7.15 should be 8.76 and it means that the sales are well within the range of acceptability.

Selectman Freel asked what we were looking at. Marti said these are the sales that she used to develop the ratio study. The sales were verified from October 1, 2019, and September 30, 2020. The study gives us indicators to see where our assessment is to develop the equalization ratio. This report also tells us that residential land is far below what the strata is, indicating so we need to look at land values during the revaluation.

Selectman Labonte said some of the houses sold for more than they were assessed for, does that change the assessment after. Marti said they look for changes to the property and correct the records if necessary. The corrected number plus the sale price gives us the medium ratio.

Selectman Freel said he feels like properties are selling for way more than they are worth. This is inflating all homes, how do you combat that? Marti said we don't combat it, we measure what the market is doing. We don't adjust to what we think might happen two years from now. Selectman Freel asked what a reasonable overage was. Everything should be even. It seems like we are just told that when your assessment goes up, that's sad but that's the end of it. Marti said in 2019

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some properties were over assessed and some were under-assessed and we brought the properties in line where they should be. Concerns can be addressed at the Assessing office; we never say “that is the way it is”. We provide informal hearings and beyond that is the abatement process. Selectman Freel thinks the process should be looked at more closely. Marti said the market is created by buyers and sellers, not real estate agents. It doesn’t matter what a real estate agent tells you it’s worth, it’s what a buyer and seller agrees what it’s worth. There are often bidding wars because someone wants that property. We use the sale price every year and adjust accordingly.

Selectmen Dargie made a motion to accept the MADS Report as presented. 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. The motion passed 5/0.

5:35 p.m. - Land Use Change Tax Map 45 Lot 3-44 (Autumn Oaks Subdivision, Boynton Hill Road) and Map 53 Lot 67-3 (Federal Hill Road) - Assessing Director, Marti Noel

In summary: Both parcels have been disturbed for the construction of a new home. Marti said there was an individual that said they wanted to speak with the Board but they didn’t attend the meeting.

Selectmen Dargie made a motion to accept the Land Use Change Tax for both parcels. 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. The motion passed 5/0.

5:40 p.m. - Eagle Scout Project - Brady Mitchell

In summary: The project consists of a 10'x10' wooden structure built over a picnic table at Osgood Pond to provide shelter from the weather. This will also include a plaque on the history of Osgood Pond. The project will show the commitment to further develop this area for increased recreation after receiving Federal funds to dredge Osgood Pond.

Selectman Labonte asked if Brady has spoken to the DPW Director. Brady said yes, Director Riendeau gave him some good instruction. Selectman Labonte asked if the town would take over the maintenance after it’s built. Brady said yes. His deadline to build will be sometime in the spring when the ground thaws.

Selectman Dargie asked about fundraising activities. Brady said is still brainstorming fundraisers. Selectman Freel asked what he was using for materials. Brady said some pressure treated wood with an aluminum top.

Selectmen Dudziak made a motion to accept the Eagle Scout Project at Osgood Pond. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

5:50 p.m. - Granite Town Rail-Trail Revolving Fund - Conservation Chair, Andy Hughes and Conservation Member, Chris Costantino

In Summary: Conservation would like to include a warrant on the March ballot. This would separate the conservation fund which is based on tax-payers money from the rail trail money which is not from tax-payers but from participants who take part in the race. There is no tax impact on this money that is raised from participants of the race annually.

Selectman Dudziak asked for clarification that there is no tax impact for this warrant article. Selectman Dargie suggests removing the letters (GTRC) from the warrant article. Andy said yes. Selectman Dargie asked if the article was reviewed by an Attorney or the DRA and if Conservation can be in charge of a fund. Chris Costantino said they are using a template that was provided/suggested by the DRA and it wasn’t reviewed by an attorney because the Finance Director said all warrants are reviewed by the DRA. Andy said Conservation is in charge of the land fund. Chris said they are authorized by RSA 36:a to manage funds that have been given to them for management.

Paul Calabria, Finance Director said the warrant articles were sent to the DRA for review and he’s hoping to have something back by the Board meeting on December 28th. Chairman Daniels said they will discuss it further during the warrant article discussion.

WARRANT ARTICLE – GRANITE TOWN RAIL TRAIL REVOLVING FUND

Shall the town vote to establish a Granite Town Rail-Trail Revolving Fund. (GTRC) pursuant to RSA 35-B:2 II. Any monies received for the Granite Town Rail-Trail facilities shall be allowed to accumulate from year to year and shall not be

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considered to be part of the General Fund unassigned fund balance. The Treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Milford Conservation Commission and no further legislative body approval required. These funds may be expended only for trail management purposes as stated in RSA 35-B.

6:00 p.m. - Route 101A/Route 13 Oval Improvement Project - Community Development Director, Lincoln Daley

In summary: Funding for the project originally came in 2006. This is an update to the Route 101A/Route 13 Oval Improvement Project scheduled to begin in 2021. Phase I was completed in 2018. Phase II consists of two projects and the town 20% match is \$412,250.21 to be funded by the previously appropriated matching balance. The project would begin in 2021 with construction to begin in mid/late 2022. Lincoln requested that the Board authorize Administrator Shannon to sign the agreement.

Project 1: Nashua Street/Clinton Street/Tonella Road Improvements - This is to widen Nashua Street to accommodate a turning lane and connect sidewalks to the above streets.

Project 2: Milford Downtown Oval Improvements - This is to enhance pedestrian safety/access and improvement vehicular throughout the Oval area along Nashua Street, Elm Street, and Mont Vernon Street, and South Street and provide parking opportunities.

Selectman Labonte asked if the town has already appropriated the money and where does the land come from. Lincoln said yes about the money and the land will be in the right away of the town. There may be easements that need to be acquired. This will be part of the discussions and outreach project in 2021. Selectman Labonte is concerned about Nashua Street already being narrow and the possibility of losing parking spaces. Lincoln said this will be discussed and worked out during the stakeholder design phase and engineering study. We would work with the town and property owners to maximize as much as possible without causing issues. Lincoln referenced photos in the Board's package.

Selectman Labonte asked for better handouts. Lincoln referenced a 2009 study that he will send to the board. Selectman Freel mentioned street lights. Lincoln said that will be part of the analysis. Selectman Labonte asked if this will come back to the Board before the final plan is chosen. Lincoln said yes. There will also be several public input sessions throughout the process and the final design will incorporate all comments and input. The Planning Board, the Board of Selectmen and stakeholders will be involved in choosing the design.

Chairman Daniels clarified that all the money has been appropriated for this. Lincoln said yes, from all the various warrant articles starting in 2006 and ending in 2011. Chairman Daniels asked what would happen if, in the final analysis, not all the money is spent? Lincoln said he thinks it goes back into the general fund.

Lincoln said of the \$700,000 estimated for this project, the appropriated amount so far is \$672,000 will be utilized as a part of the overall project. There is an estimated \$30,000 leftover. Chairman Daniels asked if this includes the stoplight. Lincoln said that's independent of the \$175,000 allocated by CVS. Chairman Daniels summarized that the town appropriated \$700,000 and we picked up \$175,000 from CVS. Lincoln said yes.

Lincoln asked the Board if they could authorize the Town Administrator to sign the agreement to move forward on the Town's behalf. Selectman Labonte asked if it would be just for the engineering. Lincoln said the entire project, stakeholder involvement, engineering design, and construction.

Selectman Labonte said if it becomes some "monstrosity" at what point can the Board stop it. Lincoln asked Selectman Labonte to define monstrosity. Selectman Labonte said something that the Board doesn't care for. Lincoln repeated several points he made earlier. There were three projects, South Street is already complete. We have \$2,000,000 more to work with for the two remaining projects discussed earlier.

Selectman Freel asked about a deadline to use up the remaining money, does it go away. Lincoln said yes. Selectman Labonte can't see spending tax-payers money even if it was already approved if he doesn't know what the final result will be.

Administrator Shannon said they need permission to do the design and go for public input; the Board is going to see everything put into this. At this point, several Board members don't feel they have enough information to go on. Lincoln will provide them with more detailed information.

Selectman Dudziak called the question.

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Selectmen Dargie made a motion to approve the Route 101A/Route 13 Oval Improvement Project. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 2/3 with Selectman's Labonte, Freel and Daniels opposed.

Selectman Dargie made a motion to table the question. 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. The motion passed 5/0.

6:10 p.m. – 2021=2022 Capital Improvements Plan (CIP) - Community Development Director, Lincoln Daley

In Summary: The Advisory Committee recommends all the following projects be considered for 2021 funding, ranked by their cumulative average evaluation criteria score: Also provided in the Boards packet is an estimated tax rate impact table in the Boards package.

1. Community Development (CD10-03) Nashua Street Sidewalk Improvements \$871,924 (Cash)

CMAQ Program funded project. 20%. Town matches of \$174,385.

2. Community Development (CD11-02) Osgood/Armory/Mason/Melendy Roads \$797,872 (Cash) Sidewalk and Pedestrian/Bicycle

Improvements CMAQ Program funded project. 20% Town match of \$159,574

3. Administration (ADMIN17-01) Milford Emergency Services \$2.4 mill.(20 Year Bond)

Communications Infrastructure

4. Wadleigh Memorial Library (LIBR20-01) Library Capital Reserve Fund \$150,000 (Capital Reserve)

5. Wadleigh Memorial Library (LIBR20-02) Library Maintenance and Repair \$995,000 (20 Year Bond)

6. Fire Department (Fire14-01) Replace Rescue 1 \$700,000 (7 Year Lease/Purchase)

7. Milford School District (SCH20-01) Middle School Boiler Replacement \$250,000 (Cash)

8. Public Work – Highway (DPWH13-03) 8 CY, 36,000 GVW Dump Truck \$175,000 (5 Year Lease/Purchase)

9. Water Utilities (WTR20-01) Wastewater Treatment Facility \$137,000 (Paid by ratepayers)

Nutrient and Metals Upgrade 22 Planning, Design, Bidding, Project Management

10. Public Works–Highway (DPWH19-02) Loader, 2-3 CY Bucket \$160,000 (5 Year Lease/Purchase)

11. Water Utilities (WTR17-01) Wastewater Treatment Facility \$1,750,000 (Paid by ratepayers)

Replacement of Secondary Clarifier

12. Milford School District (SCH20-02) Heron Pond Elementary School \$250,000 (Cash)

Boiler Replacement

Selectman Labonte said pointed out a picture on page 7 and said it wasn't rescue 1. Lincoln said it's a generic picture.

Selectman Dargie said CIP didn't recommendations on the sequencing of the projects this year. He feels it would be better for the committee to prioritize the list. The tax impact table needs to be taken with a large grain of salt. He referenced the School District and said they are doing a study and plan on spending millions in the next six years. Things are not set in stone and the numbers are understated.

Lincoln said there was insufficient information provided to the committee to review some of the items on the CIP list like the Communications Infrastructure and Water Utilities Treatment Facility Upgrades. Administrator Shannon said Water Utilities is scheduled to do a presentation to the Board on December 28th.

Selectman Labonte pointed out a couple of clerical items on the CIP, ie: year of the rescue truck and number of years to bond the Communications Infrastructure. He also questioned the Public Works Loader. Lincoln will look into these items and adjust if needed.

Chairman Daniels asked if the CIP will be posted on the town's web site after it's corrected. Lincoln said yes. Selectman Dargie asked if this needs to be approved by the Board. Lincoln said no, this is a Planning Board document and they had their public hearings. It's presented to this Board for input and recommendations only.

6:30 p.m. - Hunting and Hours in Kaley Park - James Vanetti

In Summary: James wants the park to be closed from dusk to dawn and he doesn't want hunting in that area, on the river, or across the river. He would like signs posted to not hunt in a sub-compact area. The cemetery and park use to be locked at night. One of the previous Town Administrators and a previous Community Development Director said there would be no lighting at the park and they also locked the park up at night. People are in the park late at night doing suspicious things.

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Selectman Freel asked if any of the other parks are locked down at night. Chief Viola, Milford Police said they haven't been locked down in years. Selectman Freel asked about hunting in that area. Chief Viola followed up with NH Fish and Game according to the municipal ordinance Kaley Park is considered a compact area and you shouldn't be shooting a firearm down there. Laws are different when you are on the water. The Conservation officer for this area is currently out so he followed up with their legal department. He also reviewed calls for service over the last two years and there were 408 calls for service. Most of the calls were initiated from the Officers checking out the area. There were twelve suspicious activity calls but ten of them were initiated by officers going into the area. Our ordinance reads that the parks are supposed to be closed from 10:00 pm until 6:00 am, only nine calls were during that time.

Ammy Rice, a Milford resident said that duck season is very short. If hunters are hunting out of season, it should be addressed by Fish and Game. Chief Viola said it's happening in the morning during duck season. There have only been three calls for service about shots being fired over the past two years. No one was located during that time.

James said they are parking in Kaley Park and using the boat launch to get into the river. Captain Frye, Milford Police Department said Riverside Cemetery was never locked. The Kaley Park gate used to be locked but sometimes the guys would forget to unlock it and people wouldn't be able to get into the park for events that were scheduled so we stopped locking it. We can run some ideas with the Conservation Office when he returns like posting a sign about not discharging firearms in this safety zone. They are not discharging firearms from Kaley Park, most of the time they are on the river or the other side of the river bird hunting. He suggests working with Fish and Game during the offseason to get clarification to help Mr. Vanetti.

Mike Thornton, a Milford resident doesn't want anyone discharging a weapon towards his house. He also doesn't want to infringe on the rights of a hunter. He asked if James could get photographic evidence to turn over to the Police Department. He also suggested putting a stake in the ground approximately 300' from the dwelling so that Hunters would know their limits.

Chief Viola said we already have something in place. Kaley Park is a compact area. We don't have control of the water or on the other side of the river. James said he gave the Police Department information about trucks a couple of weeks ago. He didn't see the shooting but believes someone was shooting off the boat launch.

Selectman Freel asked about locking the boat launch. Captain Frye said there isn't a bar and it's a public boat launch. James asked about putting signs up. Captain Frye already made those suggestions which will need to handle by Fish and Game.

Selectman Freel asked James if this happens all year or just during duck season. James said just during duck season. Selectman Labonte asked if there were signs in the park that say "no hunting". Chief Viola said no. Selectman Labonte suggests putting one up. Chief Viola said it's up to the Board if they want to put up a sign, it wouldn't hurt to have one.

Selectman Dudziak asked if there were allegations of people hunting in the park or are they just hunting in the river. Chief Viola said there may have been some in the past but they haven't seen anyone. James said two years ago two juveniles' were caught hunting on the land and boat launch. Chief Viola said we can put up signs and continue to do the extra patrols. We will get Fish and Game involved when the Conservation Officer comes back.

James suggests posting signs along the river on the other side as well. Selectman Freel said it's hard to Police along the river. He agrees with Chief Viola and Captain Frye about their suggestions.

James asked about changing the hours at the park he feels there isn't a need to be in the park after dark. Selectman Dudziak knows several people who walk their dogs at that park when it's dark. James mentioned a dog park in the planning stages.

Arene Berry, Recreation Director said that park is used for team sports. Some parks use portable lights in the fall when it gets dark earlier. Kaley Park hasn't used portable lights but it could happen and she would hate to restrict the park hours as all other parks are open until 10:00 pm. A lot of people walk their dogs at Kaley and even with a dog park, people will still walk at Kaley because not all dogs play well with other dogs.

James repeated that he was promised there would be no lighting at Kaley park and people shouldn't walk their dogs at night. Chairman Daniels said it's a personal choice and two employees of the town can't forever put restrictions out that

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the voters haven't voted on. Selectman Dudziak said we are just talking about portable lights when kids have games and practices, not putting up permanent lighting.

James asked if the gate could be shut and the Water utility people could open it in the morning. Chairman Daniels said he doesn't see a purpose in that when we don't do it at the other parks.

6:40 p.m. – Transfer Station Questions/Answers – Transfer Station Supervisor Tammy Scott

Tammy said they are currently taking aluminum cans, steel cans, and glass, not caps. We are also taking magazines, newspapers, and cardboard. We are not taking plastics because of COVID-19 at this time. We can't operate the recycling center safely at this time. They are not taking cat food cans because the market calls that contamination with aluminum even if washed. If they are cleaned, they can be put with light iron materials. The still-good shed is still closed.

Chairman Daniels asked about the roped-off parking spaces next to the textiles. Tammy said there is still parking there, just not in front of the still good shed. Selectman Dargie asked if there was a separate container for the steel cans. Tammy said yes. Selectman Dargie asked about allowing people to carry trash to the dumpsters. Tammy said it was stopped because of public safety issues. When it gets busy, we now put a thirty-yard dumpster up next to the leaf pile and people can walk there with their trash.

Selectman Dargie asked what prompted stopping people from walking over. Tammy said in 2017 Primex reviewed the area. We made parallel parking and put up additional signs for pedestrian crossing. There are no crosswalk lines yet but her recommendation is to put one in if you chose to walk your trash to the bins. Tammy said Primex was fine with what they did.

Selectman Labonte asked if we have a policy about people walking their trash over to the bins. Rick Riendeau, Public Works Director said it wasn't a decision that he made. This was incurred through a recommendation from Primex in 2017 about people walking. It isn't safe. He expressed his concerns about the safety of people. It's a busy place. Selectman Labonte mentioned a pedestrian walking sign and doesn't feel there is anything that states, you can't walk across.

Mike Thornton likes the 30-yard container and gave some suggestions about what he feels is a better way that people could access the container.

Selectman Dargie said the letter in 2017 didn't call out specifically to ban people from walking around. He's in favor of allowing people to walk their trash to the dumpsters. Allowing pedestrians to bring their trash in will help with cars being backed up on North River Road. Selectman Labonte agrees with Selectman Dargie. Selectman Freel also agrees with Selectman Dargie. You can always put up a sign, "walk at your own risk".

Selectman Labonte asked if we were allowing people to walk their trash or not. Tammy repeated, we put a thirty-yard dumpster up next to the leaf pile and people can walk there with their trash. Chairman Daniels asked how they handle someone who comes in with a pickup truck loaded with bags who tries to use the 30-foot dumpster. Tammy said employees, direct people, to the 30-foot dumpster who only have a few bags.

3. PUBLIC COMMENTS – Selectman Dargie would like to close the Town Hall and not have any outside groups using the rooms. Administrator Shannon said the town hall is closed down. Activities this month were already planned and the Board authorized the Boys Scouts to use the Banquet Hall. He and the Recreation Director discuss the January schedule. We are not taking any unnecessary risks with the staff or the public. It could be well into the second quarter before we open again.

Ammy Rice asked what the plans were for the Deliberative Session. Administrator Shannon said the Town Moderator is scheduled to come in on the 28th to discuss that topic.

Selectman Labonte asked about the street light on Elm Street. Administrator Shannon said they are working on it. Selectman Labonte would like any correspondence related to the street light sent to him.

4. DECISIONS - Chairman Daniels asked to remove item 2 from the consent calendar. Selectman Dargie made a motion to approve items 1 and 3 on the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

a) CONSENT CALENDAR.

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1. Approval of Issuance of Building Permit for Single-Family Residence - Map 9 Lot 2, Mont Vernon Street
2. Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)) - Funding for planning and operationalizing safe and secure election administration to support the work of the Milford Town Clerk from the Center for Technology and Civic Life Grant - \$5,000
3. Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) - Donation of craft supplies for Senior Coffee Connection - \$100

Chairman Daniels asked for more information on the \$5,000 grant for the Town Clerks' office. Paul Calabria said the Town Clerk applied for the grant to help with the extra cost of the election. She has also put in for a couple of other grants and has received one check already from the CARES Act. Selectman Dargie said the Civic Life Grant was mostly to be used for the mailing in the last election.

Selectman Dargie made a motion to approve item 2 on the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectmen 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 -

a. Surplus and Cares Act Money – Finance Director, Paul Calabria

In Summary: The projected **surplus** at 12/31/20 for the Town of Milord will be \$338,000 or 2.16% of the approved budget. Finance suggests encumbering the following items and subsequently removing them from the 2021 budget to reduce the tax impact:

- 1.) \$104,650 (2) Police SUV's
- 2.) \$ 72,000 (1) DPW Truck
- 3.) \$ 41,000 (1) Ambulance response vehicle

If the Board were to make a motion to approve this request, the 2021 budget increase over the 2020 approved budget would be 1.9%. We would still have a cushion in the surplus for anything that comes up at the end of the year.

Selectman Labonte asked what the tax rate would be for 2021 if we applied the \$338,000 to that. He has a hard time buying things not approved by the voters. Paul said there is no difference. A surplus allows us to reduce the impact of the next year's appropriation. Times are tough and if we can tell our voting public that our increase over 2020 is 1.9% instead of 3.2% which is where we are at before the warrant article, he feels it would make it a little easier to get our budget passed.

Selectman Labonte said all this is doing is lowering that number to try and get the budget to pass. He would just like to give it back to the voters. Paul said about \$100,000 will be going back to the voters. If the Board decides that they want to reduce the 2021 budget because we have a surplus is another option.

Selectman Freel made a motion to not expend any surplus monies and keep the remaining money in the general fund. Seconded by Selectman Labonte. Selectman Dargie is not in favor of the motion. He's in favor of going with what the Finance Director proposed. The taxes due next year will be the same in both scenarios. It will affect the default budget for the following year. If the SUV's, trucks and ambulance vehicles are in next year's budget, unless they are considered onetime expenses they would be added into the default budget for the following year. Buying them this year will keep the default budget lower in 2022. Buying them this year keeps the spending level instead of going low this year and high next year.

Mike Thornton agrees with both Selectman Dargie and Selectman Labonte. Selectman Labonte said it will affect the default budget but it's a hit or miss no matter which way it's done. We need to stick to our budgets. We already spend \$33,000 of the surplus.

Chairman Daniels asked Captain Frye how the vehicle is doing that just received a new engine. Captain Frye said no motor issues just suspension problems that were fixed. Chairman Daniels asked if there was any reason we couldn't take one of the SUV's and do a similar thing for that. Captain Frye the two he was going to get rid of are not falling apart yet, it will be up to the Board. How much money do you want to spend? He is way over the budget on maintenance. He also grounded a car until next year due to suspension problems.

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Selectman Dargie mentioned the Cares Act Money and said if we follow the recommendations on that does that physically get added to the surplus. Paul said yes. Selectman Dargie clarified that it would be about \$100,000 on the first section and roughly \$274,000 on the CARES Act section minus the \$75,000 for the ambulance and the payroll taxes. Paul said yes. Selectman Dargie said the surplus will be about \$400,000 if both of these occur. Paul agreed. Selectman Dargie said that is substantial in terms of giving money back to the tax-payers so we can afford to move forward with buying these items.

Selectman Freel asked when the CARES Act money will be in. Paul said we've already received it and depending on the Boards decision, the \$294,000 will become surplus. Selectman Labonte said we can give the CARES Act money to the tax-payers or retain the money for COVID expenses. Things are not getting better. We spent \$33,000 out of the Police and Ambulance budget and maybe we should have spent that money on repairs instead of spending it elsewhere.

Selectman Freel said he agrees with Selectman Labonte that you should always try to stay within your budget. He doesn't get that just because we have a surplus, we should just spend it. It's more transparent to leave it in the budget and funding it back to people.

Paul said the money will be saved for any COVID related expenses because that \$400,000 that is left in surplus, sits in the general fund, piggy bank. In the spring the Board can decide what to put against the tax rate in the fall like we did last year.

Mike Thornton thought expenditures over \$70,000 would go before the town meeting and warrant article process. He believes bring these expenses forward would bypass the approval process. Selectman Labonte would like everything to sit in the savings account.

Chairman Daniels asked what are our options were later this year if we don't use the surplus. Paul said the Board could act on the meeting of the 28th of December.

A roll call vote was taken with Selectman Dargie no, Selectmen Dudziak no, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 3/2 with Selectman's Dargie and Dudziak opposed.

In summary: The Town of Milord has received it's approved CARES Act allotment for \$374,299.

- 1.) \$75,000 entry to the Ambulance Department for fit-up of the new Ambulance. This action has already been approved by the BOS, we just need to make the Grant fund entry.
- 2.) \$5,041.54 entry and allocation to the Benefits Org for the payroll taxes and associated benefits, related to the 1st Responder Stipends paid May & June 2020. The Office of Homeland Security reimbursed the Town of Milford for the Stipend and the CARES Act was responsible for the payroll taxes and associated benefits.
- 3.) \$294,257.46 entry and allocation to the Police, Fire & Ambulance departments based on a percentage of the departmental salaries.
 - a.) \$186,912.34 Police department entry
 - b.) \$44,550.58 Fire department entry
 - c.) \$62,794.54 Ambulance entry

Selectman Labonte asked if number 2 and 3 aren't made, what happens to that money. Paul said we would have an entry that doesn't balance. We would have receipts but not expenses against those receipts. Once the entry is made, that money becomes a surplus for the year. Selectman Labonte asked if this is put into the budget, can it be spent again. Paul said it won't be spent again, it's surplus. Selectman Dargie said the surplus is only item 3. Items 1 and 2 are expenditures.

Selectman Dargie made a motion to direct the Finance Department to make the entries as listed in the memo. Seconded by Selectman Dudziak.

Selectman Freel asked for clarification on item 2. Paul said it's reimbursement to the town for taxes. Selectman Dargie said item 2 does go to surplus.

A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b. Winter Parking Ordinance – Town Administrator, John Shannon

When the Snow Parking Ban is in effect, it is unlawful for any vehicle to be parked on any Town-owned or maintained street or parking lot. It greatly hampers the efforts of the Public Works Department to clear our roads and parking areas and

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pulls MPD Officers from more urgent duties. Anyone who violates this act can be fined and/or have their vehicle towed at their expense. If anyone has any questions or concerns, please contact the Town Administrator's Office.

Selectman Labonte asked how early do they put the blinking light on before a storm. Administrator Shannon said four hours prior. Selectman Labonte asked if it could be done earlier. Administrator Shannon said according to the policy, it has to be put on at least for hours before a storm. Selectman can change the policy. If we get lots of snow, we won't wait until night to turn the light on. People should understand that if it's going to snow, don't park where you are not supposed to park.

6. DISCUSSIONS:

a. Review of DRAFT Warrant Articles – Selectman Dargie asked that zoom information be included on the first page of the warrant articles.

WARRANT ARTICLE 3 - MILFORD EMERGENCY COMMUNICATIONS DISPATCH CENTER, INFRASTRUCTURE AND EQUIPMENT PROJECT - \$2,400,000 BOND

Selectman Labonte suggested 10 years for the bond instead of 15 years. Selectman Dargie recommends using 60% instead of 3/5 in language for some warrant articles that read; "As this is for the issuance of long-term debt, this vote under state law requires a 3/5 affirmative vote to pass".

WARRANT ARTICLE 4 - SEWER WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIERS REPLACEMENT MECHANISMS - \$1,750,000.00 BOND

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

WARRANT ARTICLE 6 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (Annual Payment \$89,920/Total Purchase Price \$689,700) BOND

Selectman Dargie changed the word ladder to rescue in the warrant article. He also suggested using the sentence "This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000" consistently throughout all warrants.

WARRANT ARTICLE 7 - TOWN OPERATING BUDGET - \$ _____

Selectman Dargie removed a sentence from the warrant article. "This operating budget warrant article does not include appropriations contained in ANY other Warrant Article".

WARRANT ARTICLE 8 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,288,406

WARRANT ARTICLE 9 - WATER DEPARTMENT OPERATING BUDGET - \$1,507,452

WARRANT ARTICLE 10 - NASHUA STREET PEDESTRIAN SAFETY and SIDEWALK IMPROVEMENT PROJECT - \$871,924 (State pays \$697,539; Town pays \$174,385)

WARRANT ARTICLE 11 - OSGOOD ROAD, MELENDY ROAD, AND ARMORY ROAD PEDESTRIAN SAFETY SIDEWALK AND BICYCLE LANE PROJECT - \$797,872 (State pays \$638,298; Town pays \$159,574)

WARRANT ARTICLE 12 - RECONSTRUCTION OF TOWN ROADS - \$400,000

Selectman Labonte asked if the Public Works Director could come in to give an update on roads/paving out of the budget and what would be done out of this warrant article for \$400,000. Chairman Daniels asked if this was based on the paving plan that the Director was following? Administrator Shannon said yes and he will have something sent to the Board.

Selectman Dargie would like to remove this warrant article and include an additional \$400,000 in the operating budget for additional paving. We need to spend more on maintaining roads. Chairman Daniels said it would end up in the default budget. Selectman Labonte said that would be an increase to the tax-payer. Selectman Dargie spending \$700,000 yearly on roads is still on the low end. Selectman Freel agrees with Selectman Dargie.

Chairman Daniels said we can load the budget up with lots of things and people will get in the habit of voting no.

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WARRANT ARTICLE 13 - WADLEIGH LIBRARY CAPITAL RESERVE - \$150,000

Selectman Dargie suggested adding the words “Wadleigh Library” to the capital reserve statement in the body of the warrant article. He also isn’t sure of the legalities of “appointing the Board of Selectmen or Library Trustees” as agents to expend from this fund.

Selectman Labonte said it doesn't make sense to withdraw money from a capital reserve account and deposit into that account in the same year. He used article 23 PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE as an example of taking money from a capital reserve account and another warrant article adding money to that same account. Chairman Daniels said not necessarily.

Kathy Parenti, Library Trustee Chairman said the amount is high to start with but once it’s established, they will be more reasonable in their amounts each year. She will look into who should be responsible for that capital reserve account at her next meeting.

WARRANT ARTICLE 14 - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$75,000

Selectman Dargie suggests including the name of the warrant article in the body of the warrant article.

WARRANT ARTICLE 15 - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000

WARRANT ARTICLE 16 - SOCIAL SERVICES - \$40,000

WARRANT ARTICLE 17 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Selectman Dargie suggests including the name of the warrant article in the body of the warrant article.

WARRANT ARTICLE 18 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

WARRANT ARTICLE 19 - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Chief Flaherty asked if they could put in a warrant to expend from this capital reserve account with help from the DRA so we don't get into a situation like an ambulance did last year. Chairman Daniels said it can be worked out with the Finance Director and the Town Administrator.

WARRANT ARTICLE 20 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 21 - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 22 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 23 - PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE - \$22,980 (Annual Lease Payment \$22,980; \$80,000 Paid From Capital Reserves; Total Purchase Price (\$145,000))

WARRANT ARTICLE 24 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$20,000

Selectman Labonte clarified that this can’t be spent on a new facility. Captain Frye said it can only be used for equipment and has nothing to do with the new facility.

WARRANT ARTICLE 25 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

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Selectman Dargie would like to switch the warrant numbers of articles 25 and 26. Article 26 is more in line with the Ambulance Capital Reserve and should follow suit. Chairman Daniels said it makes sense breaks the trend of the cost is lower with each warrant article. Selectman Dargie said financially it's the same but keeping together shows what is happening.

Selectman Freel said he doesn't think it matters and doesn't see the benefit of moving it.

WARRANT ARTICLE 26 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927

WARRANT ARTICLE 27 - ANNUAL LABOR DAY PARADE SUPPORT - \$10,000

Selectman Dargie said RSA 32:7 V relates to special warrant articles. We have several articles that relate to RSA 32. This one is not non-lapsing. In ones that are designated as non-lapsing, you are allowed to encumber the funds for up to one year and spend them in the next year as long as you vote to do that before the end of the year.

32:7V The amount is appropriated under a special warrant article, in which case the local governing body may, at any properly noticed meeting held before the end of the fiscal year for which the appropriation is made, vote to treat that appropriation as encumbered for a maximum of one additional fiscal year.

We have several warrant articles where the money wasn't spent this year. We can encumber that money and use it next year and not have warrant article 27 this coming up year. If you don't do that, the money that didn't get spent goes into the general fund and we have to raise and appropriate money for next year. This could also pertain to articles 30, and 31.

Chairman Daniels asked about article 29, Fireworks. Selectman Dargie said fireworks have not passed every year, he would rather have the tax-payers vote on this one. Chairman Daniels said if we don't do anything before the end of the year, that \$8,500 goes into the general fund. How about a warrant article asking if the voters want to have fireworks at no cost because we already have the money that we are putting into the general fund, back to the tax-payers. Selectman Dargie said you have to vote to encumber the funds.

Selectman Labonte asked if the money has been appropriated yet. Selectman Dargie said the money was appropriated for this year. Paul Calabria said Selectman Dargie is correct. The money would go into a surplus. None of the un-used warrant articles were factored into the surplus. Selectman Labonte is fine with giving it back to the voters and letting them vote on it again.

Mike Thornton agrees with Selectman Labonte. Selectman Dargie said we have warrant articles that pass every year, and he thinks they should be in the regular budget. Fireworks is different because sometimes it doesn't pass. We get complaints about too many warrant articles all the time. Getting rid of two or three would be good.

Selectman Freel agrees with Selectman Labonte about the fireworks appropriations back to the tax-payers. He is concerned that people are not going to vote for the \$10,000 Labor Day warrant article when it didn't happen this year. He agrees with Chairman Daniels about no cost warrant articles because we already have money left over.

Mike Thornton said looking forward at the higher dollar warrant articles, not having the little warrant articles would be helpful as they add up.

WARRANT ARTICLE 28 - SUMMER BAND CONCERTS SUPPORT - \$9,000

WARRANT ARTICLE 29 - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$8,500

WARRANT ARTICLE 30 - PUMPKIN FESTIVAL SUPPORT - \$8,000

WARRANT ARTICLE 31 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$6,500

WARRANT ARTICLE 32 - BLIND EXEMPTION

WARRANT ARTICLE 33 - GRANITE TOWN RAIL TRAIL REVOLVING FUND

Selectman Dargie would like to eliminate the GTRT name in the body of the warrant article.

7. PUBLIC COMMENTS: - Selectman Labonte said there was a MACC Base Board of Governor Meeting tonight. There were other options discussed for improvements to communications.

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

b. OTHER ITEMS (that are not on the agenda). Selectman Labonte has concerns about spending \$21,000 each year on timeclocks. Paul Calabria said he assessed the timeclock and its efficiency. Issues with over-time were mentioned at the joint BOS/BAC meeting by Public Works but no other departments are having issues with over-time. We have a lot of details between all emergency services and two Union Contracts and also non-union departments. It's a very complex time-keeping system that calculates our payroll. Our staff accountant is very happy with our system and has stated that there would have been no way to calculate properly during the pandemic without this system. We are still looking to see if there is anything out there for timekeeping that might be better for the town.

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of November 23, 2020, and November 30, 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.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION. A motion made by Selectman Freel to enter into a non-public session in accordance with (RSA 91-A:3, II(c)) Reputation and (RSA 91-A:3, II(e)) Legal and for approval of non-public minutes in accordance with (RSA 91-A:3, II(e)) Legal – November 23, 2020, seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

13. ADJOURNMENT: Selectman Dargie moved to adjourn at 9:40. Seconded by Selectman Freel. 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