

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 16, 2019

PRESENT: Gary Daniels, Chairman Mark Bender, Town Administrator
Paul Dargie, Vice Chairman Tina Philbrick, Recording Secretary
Mike Putnam, Member - EXCUSED Tyler Berry, Videographer
Laura Dudziak, Member
Chris Labonte, Member

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

INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – CTA Final Report - Dispatch

Mark Cady and Cheryl Giggetts gave a presentation on the 911 Communications Dispatch Center and Radio Needs Assessment. They met with all agencies in all the towns, did an analysis on all the equipment and provided alternatives conceptual designs to provide the best recommendation possible.

Issues are: lack of coverage, inability to hear or be heard by dispatch, lack of capacity, lack of interoperability and aging equipment. Interoperability is critical between agencies within towns and outside towns.

The basis of their alternatives were:

- Best fit alternatives
- Viable technologies
- Engineering analysis
- Interoperability evaluation
- Problems & needs identified
- Surveys & infrastructure review
- Interviews & documentation review

Alternatives – Capacity: Milford Standalone system would need 4 channels. Regional system would need 4 channels and simulcast technology would be required.

Alternatives Ranking – Results

• Rated 1 Milford VHF System	average score	474	ROM Cost	\$2,152,800
• Rated 2 Regional VHF System	average score	468	ROM Cost	\$4,714,200
• Rated 3 Milford 700/800 System	average score	458	ROM Cost	\$2,146,700
• Rated 4 Regional 700/800 System	average score	474	ROM Cost	\$2,152,800
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It is CTA's opinion that a VHF P25 Phase 1 Conventional Radio System is the **BEST FIT** for Milford, as it provides the needed:

- Coverage
- Capacity
- Interoperability
- Cost Savings (can be lower if the AT&T new tower construction is approved)

If the Towns of Wilton, Mont Vernon, and Lyndeborough upgrade their radio systems, CTA recommends a Regional VHF Simulcast P25 Phase 1 Conventional Radio System as the **BEST FIT**.

Current Dispatch Operations: MACC Base dispatches 9-1-1 calls for:

- Ambulance: Milford and Wilton
- Fire: Milford, Wilton, and Mont Vernon
- Law Enforcement: Milford, Wilton, Mont Vernon, and Lyndeborough.
- They have 5 full-time positions and 6 part-time positions
- They have 2 dispatchers 16 hours per day/1 dispatcher 8 hours per day.

Alternatives – Considerations

Location:

MACC Base or MPD

Operations:

Town or Regional

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Space	Operations Committee
Security	Policies & Procedures
NFPA 1221	Operations Standards
Backhaul	Training
Redundancy	Financial Advisory Committee
Consoles	Legal/Human Resources
Technology	Operating Budget
	Capital Budget

Alternatives Ranking – Results

• Rated 1 PD Location & TOM Only	average score	143	ROM Cost	\$1,300,000
• Rated 2 PD Location & TOM Regional	average score	142	ROM Cost	\$1,400,000
• Rated 3 PD Location & TOM Regional (all towns)	average score	135	ROM Cost	\$1,400,000
• Rated 4 MACC Base Location (all towns)	average score	93	ROM Cost	\$1,660,000
• Rated 5 MACC Base Location	average score	99	ROM Cost	\$1,660,000

It is CTA's opinion that a Milford Police Department Location and Town of Milford-only Operations is the **BEST FIT** for the Town of Milford.

If the Towns of Wilton, Mont Vernon, and Lyndeborough desire to upgrade their operational environment, we recommend a Milford Police Department Location and Town of Milford Regional Operations as the **BEST FIT**.

For Milford:

Dispatch Technology:

- IP Consoles
- CAD software
- Logging Recorder

Dispatch Staffing:

- 24/7/365
- 2 shifts (20 hours) 2 dispatchers
- 1 shift (4 hours) 1 dispatcher

CTA Recommendations: Radio System

- The Town of Milford procure and install a single site, 4-channel, P25 Phase 1, conventional radio system.
- The new configuration will operate in the VHF public safety band and take full advantage of existing licensed frequencies.
- The planned AT&T tower at the Milford Police Department will provide adequate radio coverage for the Town of Milford.

CTA Recommendations: Dispatch Center

- New dispatch center at Milford Police Department
- Dispatch center that can accommodate the Town of Milford as well as the towns of Wilton, Mont Vernon, and Lyndeborough
- Operations under the control of the Town of Milford
- Establish a Governance Committee
 - Operations Sub-Committee
 - Finance Sub-Committee

Selectman Dargie ask for a brief description of the difference between phase 1 and phase 2. Cheryl said the P25 phase 1 is the technology where every channel holds one conversation. P25 phase 2 allows two conversations on each channel. She doesn't feel we will need two channels. Any phase 1 will be able to be upgraded to phase 2 easily.

Selectman Dargie asked if the regional system can be split up into individual town and how does that impact everything. Cheryl said it would impact the cost, some would come down a bit due to the connectivity but generally looking at the cost for the individual towns would give you a good idea of what it would cost for two towns versus four.

Selectman Labonte asked if all vehicle radios and portable radios were included in the cost. Cheryl said yes as well as the DVS, digital vehicular repeater system. Selectman Labonte asked if there were any advantages with going with repeaters versus not. Cheryl said this was discussed with the users and previously they may not have been setup the way

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they should have been. We set them up in projects where you don't have to manually engage them. We can configure the best use for each user agency. They've been used very effectively throughout the country.

Selectman Labonte said if we chose to go this way, will there be things that we can reuse or will everything be new. Cheryl said they believe that they can reuse some of the subscribers; we are not sure about paging which is why we included that in the cost. We are trying to be conservative at a higher end to we don't have to add a bunch of cost later. Most of what you have will be replaced.

Selectman Labonte asked if the numbers that they had for MACC Base were ones they received after the reconciliation check came back, or were they what was initially proposed in their budget. Cheryl said they were the last numbers that she saw that was being proposed for 2020.

Selectman Dargie asked Cheryl about time-lines, how long would it take to be under a Milford only and Regional scenario. Cheryl said a one site system could easily be done in 12 months but in being more conservative, 18 months because of the dispatch side. A regional system could go as much as 2 years depending on how many towns participate.

Chairman Daniels referenced slide 6, Alternatives -interoperability, there were notations of N, bolded X and small x, he asked what they meant. Cheryl a large means X means that they have that interoperability today and it's used frequently. A small x means that they do have some interoperability today but they use it infrequently. An N means they do not have the interoperability but they need it for the future.

Chairman Daniels asked if the microwave system was necessary only if they were going regional. Cheryl said yes. Chairman Daniels asked if there was a reason why a regional system could not be run on the 4th floor. What is it about the current MACC Base location that would drive things down? Is it that the proposed AT&T antenna gives better coverage than the antenna on Town hall? Cheryl said the AT&T antenna does give better coverage on the radio side. As far as upstairs, you would have to do quite a bite of retrofitting to make this a public safety grade communications center. Things like grounding and security. It actually cost more than building a new center. We find this many times with communication centers around the country. When you are trying to renovate an existing facility it tends to cost more and take longer than building a new facility.

Selectman Labonte said in regards to the AT&T tower, this is the first he's heard of it, if that proposed tower couldn't or didn't happen, what would you use then, where would the tower go. Cheryl said we could build a tower there which is why they show the two cost. It's a very good location right at the dispatch center, so it would eliminate the issue of microwave connectivity. The issue with AT&T is that they would be paying for the build of the tower which is a cost benefit to Milford. If for whatever reason that does not come to pass, that higher number that they included for not using the AT&T tower would be the number that you would expect. Selectman Labonte asked if Cheryl knew how high the proposed tower would be. Cheryl said between 170' to 175' and if we add an antenna it will stay below the requirements for lighting. We try to avoid that requirement in any project moving forward, people generally don't like lights blinking on a tower.

Rodny Richie, Milford resident thanked CTA for their detailed report and presentation. He referenced a section in the detailed report that references this could be built within the next year and asked if this has been reviewed with the Planning Board. Cheryl said she can't speak to that. They are saying that a tower can be placed there and can be built by the Town of Milford and give you the coverage you need. If it goes through that the AT&T tower can be built there, you save significant dollars. Rodny asked what the comparison to the 170 foot tower and the one on the Town hall? Mark it would be about a 70 foot variation. Rodny asked if this was a straight steel tower concept. Mark said it would be an open truss free standing tower. AT&T has looked at what their load would be as well as the Town of Milford to provide the proper ballast for a foundation.

Rodny referenced a table in the summary report on page 18 you are showing the projected cost for MACC Base as \$761,900, with your recommendation it would go to \$650,000 per year, where are you seeing those savings. Cheryl said we looked at this from the prospective of the personnel that we would need, being able to utilize or re-utilize resources that are already in place within The Town of Milford like HR and Legal. There will be many things that they can take advantage of. Rodny clarified that the current inefficiencies of the current operation are what you're saying could potentially be saved. Cheryl said correct. Rodney mentioned the 12 to 18 months of building the facility and asked if they would be seeing the equipment that will go into the facility prior to the completion so that as the facility is completed and immediately as things are installed, or is this follow-on. Cheryl said they would make sure the timing is appropriate. When they do these types of projects we have everything mapped out and everything vendor coordinated

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because we would not want to put technology in until we know that the construction is complete with certificates of occupancy.

Ted Bartlett, Milford resident clarified that the current antenna is at a hundred watts ERP. Cheryl said yes. Ted said then the new system proposed will be at fifty watts ERP. Cheryl said they did their provocation at 75 watts and have re-licensed a number of projects and have taken VHF from a grandfathered system into a new system and we feel like that is a reasonable power that we can get licensed or re-licensed. If that isn't the case, we have looked at other models where it's showing if we do have to go down slightly lower than that we will not lose much of the coverage and having the repeaters will help mitigate that.

Ted said they are still looking at a 25% reduction of power. Cheryl said not 25%, that's 25% of the power that does not necessarily aggregate to one to one on the propagation results. Ted said they have an existing infrastructure at 100 watts that already has a repeater system in place, its old equipment that needs to be upgraded. If you are going to go to a system that's going to put in lower power it's going to mean more repeaters and more area to cover the RF footprint. It will be more cost to build that and to operate and maintain it then what we currently have. The money is too much. A tower at the Police Station will need a base spread of between 15' and 20'. You also don't have the fall space if the tower ices up and falls. There is no guarantee that you will get an AT&T tower and it will increase the cost by a minimum \$300,000 if we don't get it. If we put repeaters on the Crown Castle Tower on top of Dram Cup Hill, there is a cost involved with every month and that's if Crown Castle doesn't tell us that we need to pay for the engineering modifications to mount on their tower. The cost for the new system isn't tight at all. He feels we should rebuild what we have, it's a lesser cost and we can do a better job with the system we have. We will be adding town employees and town benefits as well and it hurts the other towns, they will have to spend more money than what they do now.

Cheryl thanked Ted for his comments. CTA has been doing this for thirty years and have done just under 300 projects. Their cost estimation typically comes within 4% to 5% of actual cost. We do a good job in writing the functional specifications which is what we will be doing next. We evaluate the multiple vendors and do a very thorough job of negotiating and a solid contract with guarantees so the functional specification coverage will be guaranteed. If the vendor does not meet that coverage, it will not be at the Town of Milford's expense. The vendor will have to do whatever it takes to add another tower, or repeater somewhere to give you the coverage. We do not write a specification where you are on the hook for additional cost moving forward. As far as the coverage, we have a chief engineer who has a PHD in propagation which he does for a living and has done for 50 years. He is very confident that regardless of the reduced power we need at the Milford Police Departments site. We gave you two costs and one was a little higher if you had to build the tower. If you choose to build a tower with AT&T, you could save a substantial amount of money. A one site system will cost you less moving forward. You will have everything on a single site and you won't have multiple sites that you will have to maintain and replacing equipment on for Milford only. If you tried to replace everything today, we feel you would be putting equipment at sites that are not giving you the value that you need, when you move to the P25 technology. We have a lot of efficiencies that will allow us to get better coverage. We are very confident in this one site to be able to service the Town of Milford moving forward.

Ted said your repeater networks will still need to require service and maintenance. You will need more repeaters for your system. You will have higher infrastructure and maintenance cost going forward which won't be a savings. P25 is a homeland security requirement so everyone has to conform to it; it's nothing special to Milford. Last he heard only Motorola and Harris were approved P25 providers.

Cheryl said there are at least four vendors that are approved P25 vendors and at least a couple of others that could provide a small system like this as well. P25 is not required by homeland security, it was something that they pushed to give us interoperability. P25 is a standard that all the vendors are supposed to now be designing to such that if someone in Town A had one infrastructure and someone in Town B had a different vendor infrastructure; they could still have interoperability together. That is one of the things that that technology is doing for us moving forward versus us having to a lot of patching and not being able to talk to each other. It is really to ease and elevate the ability for us to interoperate with each other regardless of the vendor so everyone in the region doesn't have to have the same system.

Ted said that's true. He used an example a number of years ago where they had someone being chased between three states and the three states couldn't talk to each other except through cell phones. That is what the interoperability is for. He repeated the last he heard only Motorola and Harris were approved P25 providers.

Cheryl repeated that there are more vendors that are approved P25 providers. CTA estimates conservatively which is why they are confident in their pricing. If you were to open this procurement up to having multiple vendors bid on your subscriber unit you can bring the cost down significantly. Some of the major vendors simply charge more than some of

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the non-major vendors. They have still worked well in multiple projects and have been very successful and have saved our clients' money. Ted said his vote is to enhance the current system and update it.

Kermit Williams, Wilton Select Board Chairman thanked CTA for presenting this. He said that AT&T is building out FirstNet in New Hampshire including the potential of a tower in the middle of Milford. At some point that will be the preferred emergency communications mechanism and the state of New Hampshire would prefer that sooner rather than later. What do you think of FirstNet becoming the dominant Communications technology for dispatch and how much of this technology investment that you are talking about tonight would be sunk cost if we switched to a FirstNet mechanism.

Cheryl said none of this will be sunk cost. FirstNet was intended to provide an interoperable system nation-wide and it's primarily used for data. We are finding that a lot of our systems were using more and more data than we ever did before. We have terminals in our vehicles which are a great benefit to us but it's overwhelming our land Mobil radio system. FirstNet gives us that data, not voice. It's not intended to replace the voice system. Kermit said there is a mechanism for voice. Cheryl said yes, and if everyone decides to use it, it will be overwhelmed.

Peter Basiliere, Milford resident referenced one slide where there were three columns, in looking at the negotiated extension, the slide is broken up into dispatch center, radio infrastructure cost and dispatch center facility and also dispatch operations. It comes to a total of \$2,983,000. Are radio infrastructure and dispatch center capital cost, and is the dispatch operations an operational cost.

Cheryl said that is what they recommend. We have to think about this centers and radio systems as capital infrastructure. They encourage their clients to think of it like you would when trying to finance a school or water treatment plant. It needs to be considered a capital outlay. Peter said it doesn't paint an accurate picture down the road. The first year cost will be the bond cost of the infrastructure and the facility which shouldn't be bonded for any more than ten to fifteen years. The first year cost to the town of Milford will be a portion of the bond as well as the operating cost. Cheryl said correct. Peter said the way to present this is, as the capital investment cost, as well as the operating cost. He referenced a different slide where they were discounting the current operating cost to get the actual net increase. Does that happen with this scenario was well where you have a dispatch operations of \$550,000, should that cost be offset by the current cost of the MACC Base.

Cheryl said when they looked at that they recognized that a Milford only situation with Milford paying the entirety of the operational cost. That is why that cost is higher. When looking at a regional, you need to think about additional cost because you are adding more people to it. It turned out to be lower for Milford because they would be allowing other towns to be able to pay a part of that cost. As far as your point of a true first years cost, we were not asked to look into financing and cost although we are capable of doing that, like bonds and some major vendors will finance radio systems. We could work with you to figure out what the yearly cost would be to include operating costs.

Peter said as far as the \$550,000, that is the total, it isn't an incremental \$550,000. We are paying some kind of operating cost now for MACC Base and it's a number less than \$550,000. Cheryl said Milford is currently paying \$527,546 so it would be about \$25,000 for a Milford only dispatch. A regional setting would be less, understanding that these are projections. Peter said that the incremental operational cost is \$23,000 over what Milford is now paying. Cheryl said yes.

Peggy Seward, Milford resident, asked if the yearly cost include all of the benefits. Cheryl said yes, those cost are estimated in the projection. Peggy asked if the building maintenance cost would change. Cheryl said some. Peggy asked if it would be part of the Police. Cheryl said the majority would be the technology and that would be included in where we talked about maintenance on the radio line. It could be rolled into that. Peggy asked if the employees working dispatch become unionized as part of the Police Department. Chief Viola said they will be his employees but he doesn't know if they will be or not. Peggy asked if this also included added antennas, towers and licenses that may be needed. Cheryl said yes but licensing and the towers will be on the radio side. Peggy said they would like a more itemized list of the kinds of expenses and in what areas are they compared to what we have now.

Selectman Labonte referenced page 21 on the 2020 proposed budget, he believes there was anticipation on Milford's side that they would end up getting about \$60,000 back so in truth that \$527,000 would drop by \$60,000. Cheryl said potentially, we know there are some vacancies that need to be filled and try to be as conservative as possible.

Selectman Dargie said there would be a discount off the other number as well. That money coming back is anticipated to be repairs that aren't performed. Selectman Labonte said in the first year of a Milford only, we wouldn't have a lot of

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repairs. Cheryl said if you go with MACC Base you would still have to do upgrades and repairs hence having that cost in there.

Jason Johnson, MACC Base Director clarified that when Selectman Labonte was asking about labor cost, he assumes that was primarily personnel and not dealing with things like electric and contracts and so forth. Cheryl said they tried to include everything they thought would be required. Jason said for their 2020 approved budget we have \$461,000 in salaries, \$40,000 in state retirement, \$35,000 in FICA and Medicare, etc. and \$107,000 in benefits so we are right around \$600,000 on the people side of things. Selectman Labonte said Jason's numbers for MACC Base is with all the towns, he would just be looking for a Milford only, which is \$527,000. Jason said Milford's numbers were about \$529,000.

Kellie-Sue Boissonnault, Wilton Selectwoman referenced one slide showing deficiencies on equipment upgrades that were in MACC Base. She feels that had Milford not stopped the upgrades from happening we wouldn't be in this situation. By not allowing those upgrades this is being manipulated where Milford being a standalone is forcing us into be in a customer situation. She doesn't feel that as a representative of her town she can bring these numbers to her people and say to them, your taxes are going to increase because our neighboring town does not want to be a neighbor to us. She is challenging the Milford Board to be more neighborly. We need to be looking at MACC Base to keep it as is to help all of our towns, keep the taxes down as we don't need our taxes to continually go higher. She feels that we need to be more regional in a lot of our departments. This is not fair to our people.

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

4. DECISIONS.

a) CONSENT CALENDAR. Chairman Daniels asked if there were any items to be removed from the consent calendar. There were no items to be removed. **Selectmen Dudziak made a motion to accept the consent calendar as presented. Selectman Dargie seconded. All were in favor. The motion passed 4/0.**

1) 1) Request for Acceptance of donations to the Conservation Commissions Rail Trail Fund: - Trail Animals Running Club (TARC) - \$13,777.93

b) OTHER DECISIONS. N/A

5. TOWN STATUS REPORT –

a. 2020 Budget Board Requested Reduction – Town Administrator said we were asked at the last meeting to identify reductions:

	Proposed	Default	
2020 Budget as of December 9, 2019	\$15,465,695	\$15,287,249	
Potential Reductions			
Vehicles MPD & Com Dev	140,500		Encumber 2019
Con Com Stewardship Endowment	30,000		
Ambulance Billing Service	10,000		Revenue impact
Assessing Cyclical Review	10,000		Encumber 2019
Administration - Reduce TA Transition	5,000	5,000	
Administration - Other Contracted Services	5,000		
Administration - Eliminate TA 2% increase	2,500	2,500	
Police - Reduce OT various accounts	4,000	4,000	
DPW - Capital Vehicles	3,000		
Voter Registration - Wages	3,000	3,000	
Voter Registration - Supplies	1,000	1,000	
Total Reductions	214,000	15,500	

Revised 2020 Budget as of December 16, 2019 \$15,251,695 \$15,271,749
2019 Operating Budget is \$14,764,173. The difference to 2019 is \$487,522 or 3.3%

Selectman Dargie asked what the assessing cyclical review cost was. Administrator Bender said they are cyclical reviews that we do on an ongoing basis. We would encumber that amount in 2019.

Selectman Labonte said he appreciates the effort but he wasn't envisioning the encumbering to be included in that. The money is still being spent. He was looking for a reduction, if you want to encumber, that's fine, but you basically re-

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duced to \$63.5. Administrator Bender said Selectman Labonte should have been more specific last week because he mentioned the \$140,000 last week. If you have other ideas of where we should take the \$200,000 from he's all ears but this is what staff and I recommended.

Chairman Daniels asked that there be a date put on the requested changes. Administrator Bender said he would like a vote on the Board if they want to adopt these changes or where are we going. We do need to finalize the budget and then he will re-do the bridge and we will put all of these changes into the budget.

Chairman Daniels asked if there were any other proposed alterations to the budget. Selectman Labonte said his intention was to come up with more but he wanted to hear what staff came up with. He isn't in favor of spending \$30,000 on a Community Development Vehicle when Lincoln saying he wasn't so much as looking for one. You can buy a new car for \$14,000. If DPW needed a vehicle so bad, why wasn't it budgeted? He feels like every opportunity that's come around whether it be the Police Cruisers providing a vehicle for DPW or Community Development vehicle providing a vehicle for DPW, if they need a vehicle so bad, why was it not budgeted through DPW.

Administrator Bender said we were very clear at the Saturday meeting on how we were shifting vehicles around and why we were doing that. He doesn't feel the need to regurgitate it again. We are not hiding it. We've said very succinctly that we were repurposing the vehicle for DPW the same way we moved a vehicle from Ambulance over there. DPW repaired it and restored it themselves and we got good use out of that. It would be good to extend the life of the Community Development vehicle and we would get some space between the 2006 and 2007 that exist now. That's the plan and whole rationale for this.

Selectman Labonte said he feels that ultimately we could reconsider the difference in vehicles. Depending on what we need, for \$30,000 we can buy two new vehicles.

Selectman Dargie asked if Administrator Bender what the pain was associated with the reductions and if he was okay with them. Administrator Bender said in reviewing with the 2019 financials the Finance Director and I feel confident that we can encumber the \$150,000. The next biggest item is the steward endowment and that is completely up in the air right now. He isn't sure if it will end up in 2020 or 2021. The Ambulance Director would like to go with the new billing service which has some upside but I challenged him to look at his budget and he came back with this item. It's a tight budget for all of the departments. He's ok with the admin things. Sometimes we charge things to contracted service. In 2018 we had \$18,000 in expenses and in 2019 it's been much lower. As far as Police overtime, the Chief would prefer to leave it in the budget but he's willing to play ball. There is pain in this

Chairman Daniels asked if we have an amount on the revenue impact on the billings for Ambulance. Eric said he's projecting a \$40,000 increase in revenue based on the call volume as well as the Board approving another rate increase going forward. He's trying to be more optimistic with the revenue collection which feeds into going to another agency that he feels percentage wise; we could do a better job on collection. We estimate 57% collection on what we bill out now. He feels we could get up another 2 to 3 percent which would help to bring in about \$840,000 in revenue. The more revenue we bring the more it cost us in that line item, but we will bring in more revenue than we are spending.

Chairman Daniels would like to take the Ambulance billing off the reduction list in light of the potential revenue it could bring in and propose that we accept the reductions at \$204,000. Chairman Daniels made a motion that we accept the reductions at \$204,000 to include the 2019 encumbrances of \$150,500. Seconded by Selectman Dargie. Selectman Labonte still feels there are more places we can look at and when the number comes down as far as what's getting encumbered and what's getting taken away. Chairman Daniels said the vote tonight is not the last discussion; you will have another chance on the 23rd. The motion passed 3/1 with Selectman Labonte opposed.

b. 2020 Draft Warrant Articles – Administrator Bender said there have been some changes in the language in the warrant articles. It's the same group of warrant articles. We need to make a decision about dispatch on December 23rd as well as all of the Bond items.

c.

WARRANT ARTICLE – WADLEIGH LIBRARY RENOVATION AND EXPANSION PROJECT – \$3,400,000 (\$2,800,000 BOND and \$600,000 DONATIONS)

Selectman Dargie questioned the change in the warrant article header. Tina said that Peter Basillere suggested some changes provide more clarification of the article. Mark said it now reflects exactly what the project is. Paul said they will be sent to DRA for review prior to posting.

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Chairman Daniels said the Library Trustees are working hard on this warrant article but he has concerns of two multi-million dollar warrant articles being on the warrants this year. This article could jeopardize the Communications warrant article. Selectman Dudziak agrees. She likes the plan and agrees the Trustees have done a great job. The Communications issue is her primary concern. Chairman Daniels said because this warrant article is under the Library Trustees, it will not be removed from the warrants. Our vote will be on there whether we support it or not.

Vote to support the article 2/2 with Selectmen's Dargie and Dudziak in support and Chairman Daniels and Selectman Labonte opposed.

WARRANT ARTICLE - MILFORD EMERGENCY COMMUNICATIONS DISPATCH CENTER EQUIPMENT and INFRASTRUCTURE UPGRADES - \$2,500,000 BOND or MILFORD AREA EMERGENCY COMMUNICATIONS DISPATCH CENTER EQUIPMENT and INFRASTRUCTURE UPGRADES.

The Board will vote on this next week.

WARRANT ARTICLE – RECONSTRUCTION OF APPROXIMATELY 11 MILES OF TOWN ROADS - \$2,000,000 BOND

Selectman Dargie made a motion to change this warrant article to a \$400,000 appropriation warrant article for road repair. Seconded by Selectman Dudziak. Selectman Labonte asked if they were able to get a plan from Rick on what the paving will be. Administrator Bender said they will be discussing that in more detail at the December 23rd meeting. Administrator Bender asked Selectman Dargie if he was suggesting that the \$400,000 warrant article be done outside the budget. Selectman Dargie said yes. The point is to let the towns people decide if they just want to stick with the \$320,000 that we've been doing or add additional money to the paving budget to do more.

Selectman Dudziak said they previously spoke about taking a year off so that DPW could formulate a plan, she isn't in favor of doing that. Selectman Dargie isn't in favor of taking a year off either. Administrator Bender said what we will do for next week is show you what we will do with the \$320,000 already in the budget, what we would do with \$400,000 which would be your appropriation amount and what we would do with \$600,000 which is closer to what we would do in the road bond.

Selectman Labonte clarified that you will have \$320,000 then add \$400,000. Administrator Bender said we will have the \$320,000 as phase one and then separately we will do \$400,000 and separately \$600,000. Selectman Labonte asked if they could get what would be done with \$320,000, then \$720,000 and then \$920,000. Priorities may change in each phase. Administrator Bender said they would put it together. Selectman Dargie said he wouldn't be in favor of a bond. Chairman Daniels said he isn't either but he doesn't think he's in favor of another \$400,000 either.

Selectman Labonte asked Paul if he could get numbers next week on what it would the tax impact be to the budget if we added \$400,000 and \$600,000 to it. Paul said yes.

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$15,465,695

The Board will discuss and vote on this next week.

WARRANT ARTICLE – NASHUA STREET PEDISTRIAN SAFETY and SIDEWALK IMPROVEMENT PROJECT - \$750,500 (State pays \$600,000; Town pays \$150,100)

There was discussion on as to whether or not this is a bond or an appropriation. Paul will call DRA for clarification. Selectman Labonte thought it doesn't have to be done for three years. Administrator Bender said it needs to be a warrant article for 2020.

Rodny Richey, Milford resident recommended adding a word in the body of the warrant article for better clarification. Administrator Bender said they can add the word "with" after the total amount of the warrant article. Selectman Labonte asked if they could get the average annual cost to maintain 7,500 feet of sidewalk maintenance from DPW. Administrator Bender said yes, it's mostly plowing until we get to repairing and replacing.

Chairman Daniels said these are projects that we've been able to live without and he has to put communications first. He will not be voting for this article and would rather see them removed.

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Vote to support the article 2/1/1 with Selectmen's Dargie and Dudziak in support, Chairman Daniels opposed and Selectman Labonte abstaining for additional information.

WARRANT ARTICLE – OSGOOD ROAD, MELENDY ROAD, AND ARMORY ROAD PEDESTRIAN SAFETY SIDEWALK AND BICYCLE LANE PROJECT - \$763,000 (State pays \$610,400; Town pays \$152,600)

There was discussion on as to whether or not this is a bond or an appropriation. Paul will call DRA for clarification.

Vote to support the article 2/1/1 with Selectmen's Dargie and Dudziak in support, Chairman Daniels opposed and Selectman Labonte abstaining for additional information.

WARRANT ARTICLE – AMBULANCE AND EQUIPMENT LEASE-PURCHASE - \$45,180 (Annual Lease Payment \$45,180; \$75,000 Paid From Capital Reserves; Total Purchase Price \$296,400)

Selectman Labonte asked if we are going to add in the trade-in price or how we are disposing of the old ambulance, or shifting around. Eric said the plan is to trade in the 2001 ambulance, put the 3B ambulance into the backup roll, and keep the 3A in front line. Administrator Bender asked what the trade-in value of the 2001 ambulance? Eric said he doesn't have a definite number yet but it would be between \$1,500 and \$3,500. Administrator Bender said it isn't big money and that is the reason we didn't include it.

Vote to support the article 3/1 with Chairman Daniels, Selectmen's Dargie and Dudziak in support and Selectman Labonte opposed.

WARRANT ARTICLE – 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)

Selectman Labonte asked that wording be put in the warrant article saying that it's going to replace the caterpillar loader that we currently have and dispose of that loader, and estimated trade-in value. Chairman Daniels asked if that was the plan. Administrator Bender said yes.

Vote to support the article 3/1 with Chairman Daniels, Selectmen's Dargie and Dudziak in support and Selectman Labonte opposed.

WARRANT ARTICLE - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$150,000

Administrator Bender said he will have a listing of bridges for the December 23rd meeting. We currently have a balance of \$607,000. 2019 activity included the warrant article for \$75,000 and interest of just under \$3,300. We paid slightly over \$20,000 in engineering cost for the Hartshorn road culvert and also had about \$78,000 in cost associated with the Mason Road culvert that was completed at the end of 2018. With all that activity, it still leaves us with \$607,000. 2020 activity is to complete the Hartshorn culvert. We are out to bid on this and working with the engineer. We expect bids in this week. It could be around \$100,000. We include in any projection, an emergency repair so we figure \$90,000 for that and engineering on Mason Road over Greatbrook. We are working with the state on this and will plan \$50,000 in engineering cost. We are about two or three years down the road before doing any replacement on that. All said, we have about \$240,000 and if we add nothing to the capital reserve we still have about \$368,000. It's up to the Board if they want to add \$75,000 or do nothing for a year.

Chairman Daniels asked if there was an estimate on the cost of Mason Road. Administrator Bender said the engineers estimate was \$685,000 total including engineering. We are hoping the Towns share is 20% of that at \$137,000.

Chairman Daniels said he may even want to bring the warrant article down to \$50,000. Administrator Bender said he will bring his spread sheet to the next meeting, they are looking out two years.

Selectman Dargie made a motion to do \$75,000 on the Bridge Capital Reserve warrant article. Selectman Dudziak seconded. The motion passed 4/0.

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

Vote to support the article 4/0

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

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Selectman Labonte is the rescue vehicle is planned for 2021. Administrator Bender said he wasn't sure of the vehicle but something is scheduled for 2021. Selectman Labonte asked what was in the capital reserve account. Administrator Bender said about \$75,000.

Vote to support the article 4/0

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

Vote to support the article 4/0

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

Vote to support the article 4/0

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

Selectman Labonte asked where we were with this. Administrator Bender said we are trying to get a group together for a feasibility study to provide ideas for repurposing that building as opposed to tearing it down and building new just to give the Board an option on it. We got some rough prices and they were much higher than projected. We are thinking of going back to the group with a number we think is acceptable and see what their plan is to accomplish the study. We thought \$75,000 was too much for a feasibility study. Selectman Dargie said the study will be to determine what we need to do. You want to have a good analysis done. Administrator Bender said we may find that our lower number doesn't get us what we want so we may need to regroup and come to the Board with a higher number.

Chairman Daniels asked if the analysis included looking at a regional concept. Administrator Bender said he thinks it could. Selectman Dargie said there are certain activities that cost a lot of money to get to that level. A regional thing wouldn't change that. Chairman Daniels said it could lower the cost and accelerate the development of it. Paul said there is just under \$60,000 in this capital reserve account. Some money was spent for a survey.

Vote to support the article 4/0

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

Selectman Labonte said if we are going for the whole dispatch thing, why do we need this. Should we not fund this? Paul said we have \$80,000 there and are taking out \$22,800. Selectman Dargie said he would be in favor of dropping it this year. Selectman Labonte said if we appropriated another \$20,000 we can use it towards that bond because it didn't exist at the time. He's in favor of holding off.

Selectman Dargie made a motion to remove this from the warrants this year. Seconded by Selectman Dudziak. Selectman Labonte asked if were better off to keep it in-case dispatch didn't pass. Selectman Dargie asked if there were any radios that need to be replaced in the next year or two? Selectman Labonte asked if any of this money could be used towards a communications center.

Administrator Bender said this warrant article wasn't written to replace dispatch equipment. It was to replace portable radios, pagers and other disposable things. Selectman Labonte said if you go with the presentation that was given tonight, it will include everything new. We could take a couple of years off from that. Administrator said Cheryl said that most of the radio equipment will be new but there are some things that we have now that can be used in the system. The \$22,800 that we hopefully are buying in the next warrant article could certainly be used in the new system.

Selectman Labonte changed his mind and is in favor of keeping this. Chairman Daniels agreed. Selectman Dargie withdrew his motion.

Vote to support the article 4/0

WARRANT ARTICLE – POLICE AND FIRE DEPARTMENT PORTABLE RADIO REPLACEMENTS from THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$22,800

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Chairman Daniels asked if this equipment will be compatible with whatever we decide to go with for communications. Captain Frye said it's compatible. Administrator Bender reminded the Board that this was pulled out of the operating budget to utilize the capital reserve.

Vote to support the article 4/0

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

Paul said the balance on this capital reserve account is just over \$45,000. Chairman Daniels clarified that the \$15,000 is for the full 5-year re-assessment. Administrator Bender said yes.

Vote to support the article 4/0

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

Vote to support the article 4/0

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

Vote to support the article 4/0

WARRANT ARTICLE - PUMPKIN FESTIVAL SUPPORT - \$23,000

Wait until next week

WARRANT ARTICLE - CONSERVATION FUND - \$20,000

Chairman Daniels clarified that the amount in this fund is \$120,000. Administrator Bender said yes. Chairman Daniels made a motion to remove this from the warrant. Seconded by Selectman Labonte. Chairman Daniels said their proposal as to go to \$150,000 on a recommendation that it would be a good amount to have. The currently have \$120,000 and he doesn't feel missing a year is critical. Selectman Labonte said he's in support of the Conservation Fund. With valuation going up if you have an opportunity to buy land, you're not going to buy it cheap. Chairman Daniels said every piece of land that we put into conservation is land that we are not getting taxes on.

Administrator Bender said since we pulled the \$30,000 in stewardship endowment, if that contract were to come about in 2020 the conservation fund may be the only place to secure that funding. Chairman Daniels withdrew his motion.

Vote to support the article 3/1 with Chairman Daniels opposed.

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

Chairman Daniels said they have a balance of \$12,000 he would be in favor of bringing it down to \$5,000. No one else was in favor.

Vote to support the article 3/1 with Chairman Daniels opposed.

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

Vote to support the article 4/0

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

Vote to support the article 3/1 with Chairman Daniels opposed.

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

Vote to support the article 4/0

WARRANT ARTICLE - VETERAN'S TAX CREDIT AND ALL VETERAN'S TAX CREDIT

Vote to support the article 3/0/1 with Chairman Daniels recused himself.

WARRANT ARTICLE - TAX CREDIT FOR SURVIVING SPOUSE OF VETERAN

Vote to support the article 4/0

WARRANT ARTICLE – TAX CREDIT FOR SERVICE CONNECTED TOTAL DISABILITY

Vote to support the article 4/0

WARRANT ARTICLE – INCREASE THE PROPERTY TAX EXEMPTION FOR ELDERLY - \$0

Vote to support the article 4/0

WARRANT ARTICLE – WEST MILFORD TAX INCREMENT FINANCING DISTRICT REVOCATION - \$0

Selectman Labonte will we be able to use the land left over from what the Solar Farm is going to use. Administrator Bender said yes. Selectman Labonte doesn't understand why we can't keep this. Administrator Bender said the TIFF District and the group that originally organized this is inactive. For this to really work, the tax-payers would have to set aside funding to do the infrastructure and prepare the land for commercial development. At the last vote on this, the tax-payers didn't want to do that infrastructure.

Chairman Daniels said at the time we were trying to use the land, give them a tax break and to use the extra money to build the infrastructure that needed to go out there.

Vote to support the article 4/0

WARRANT ARTICLE – BROX PROPERTIES PUBLIC INFRASTRUCTURE IMPROVEMENT FUND REVOCATION - \$0

Administrator Bender asked if there was a balance in this fund. Paul said no. Selectman Labonte asked if the money from the old police station supposed to go into this fund at one time, where did it end up going. Chairman Daniels said at one point that was the intent. Administrator Bender said it went into the general fund.

Vote to support the article 4/0

WARRANT ARTICLE – NEW MUNICIPAL AND TRANSPORTATION CAPITAL RESERVE FUND PAID BY AN ADDITIONAL AUTO REGISTRATION FEE - \$0

Selectman Labonte made a motion to remove this warrant article. Second by Chairman Daniels. Chairman Daniels supports taking it off because it's just another tax and takes an issue that is currently being covered by taxation by all people who use it and brings it down to a subset of those who use it. It's unfair to those who would end up paying the \$5.

Selectman Dudziak said she isn't sure about this yet. If she was going to support it, it would have to be narrower in scope as to what the funds could be used for. Certainly not electric vehicle charging stations. Roads and Bridges she would be fine with. Selectman Dargie asked, what about the Blue Bus. Selectman Dudziak said no because it isn't something that everyone who's registering a vehicle is going to use. She would want to make sure that people paying the \$5 to register were actually having that money go to the bridges and roads that they drive over.

Chairman Daniels said if you are going to do that, why not just increase the bridge fund. Selectman Labonte said if we are going to raise an appropriate the funds here, where are we going to take it away from somewhere else. Selectman Dargie said it doesn't raise and appropriate money. Selectman Labonte said it raises money. Selectman Dargie said it sets up a fee associated with auto registrations; it isn't raised by property taxes. Selectman Labonte said it's raised by tax payers. Selectman Dargie said its people registering cars. Selectman Labonte said it's just another way to gain money. Selectman Dargie said there are lots of people who register cars that don't pay taxes. Selectman Labonte replied,

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how? Selectman Dargie said someone who rents. Selectman Labonte said when you rent, you pay taxes. Selectman Dargie said indirectly, their landlord pays taxes.

Motion failed 2/2 with Selectman's Dargie and Dudziak opposed (to the removal).

6. DISCUSSIONS: N/A

7. PUBLIC COMMENTS:

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Selectman Labonte said GTA is looking to get on the agenda. They voted on setting up cameras in the Auditorium so meetings could be recorded all the time and not off a standing camera. The money would come out of their revolving fund, not the town budget.

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

9. APPROVAL OF FINAL MINUTES. Selectman Dargie moved to approve the minutes of December 2, 2019 as presented. Seconded by Selectman Dudziak. All were in favor. The motion passed 4/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION.

13. ADJOURNMENT: Selectman Dudziak moved to adjourn at **8:45**. Selectman Dargie seconded. All were in favor. The motion passed 4/0.

Gary Daniels, Chairman

Laura Dudziak, Member

Paul Dargie, Vice Chairman

Chris Labonte, Member

Mike Putnam, Member