

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**  
**June 12, 2023**

<b>PRESENT:</b>	Gary Daniels, Chairman	Lincoln Daley, Town Administrator
	Chris Labonte, Vice Chairman	Tina Philbrick, Executive Assistant
	Paul Dargie, Member	Nate Addonizio Videographer
	Tim Finan, Member	
	Dave Freel, Member	

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

Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

**2. APPOINTMENTS – (Approximate times)**

**5:30 p.m. – Fire Horn – Claire Brewer**

At the Town Vote in March, the voters of the Town of Milford voted to direct the Board of Selectmen to appropriately memorialize Milford's historic Fire Horn. To additionally direct the Board of Selectmen, Town Administrator, or any other municipal department, at their discretion, to operate the Fire Horn as they deem appropriate. Voting results were 1794 yes and 955 no.

Ms. Brewer would like the Board to reinstate the fire horn to be blown at 11:45 daily to honor the quarry workers' heritage as well as a tribute to the decades of volunteer call firemen.

Ben Fowler, a Milford resident said it was his family who originally brought this horn issue to the Board. They struggled with their autistic son for over two years before seeking help, understanding, and compassion for their situation. The Board voted 5/0 to stop the horn twice. The Board also supported stopping the horn at the deliberative session. In the year since the horn has been removed, his son's life and his family's life have been changed. His family will start back at square one with debilitating anxiety and panic attacks that his son can't control if the Board changes their vote to let the horn blow. His son is doing better at school. His communication is good and he's able to go out into the community. He asked the Board to stand by their original decision.

Tom Von Shultz, a Milford resident asked who would be paying for the horn to be reinstated. Our emergency services personnel said the horn is beyond repair and will cost money to fix it.

Lynn Coakley, a Milford resident said she has lived with debilitating anxiety and panic attacks and if there was a simple solution for her at that time, it would have been life-changing for her. She has compassion for this family. She supports not bringing the fire horn back.

Selectman Dargie doesn't support turning the horn back on. He would support a poster or display describing it. It was removed from the systems at MACC Base and it would be difficult to add it back in.

Jeff Marshall, Fire Department, said if there is an interest in memorializing the fire whistle, it's part of the fire alarm system, and pieces and parts of that system are located at the fire station and town hall. This should be located at the Historical Society.

Selectman Finan said the proposal isn't new, it was talked about previously. We have learned that according to state statute RSA 154:5 (the fire chief of any city or town who is appointed rather than elected, shall have authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment). That said, the responsibility of the fire horn belongs solely to the Fire Chief, not the Board. The Fire Chief has previously stated that he is not in favor of the horn. The horn was inspected and was found to have multiple functional deficiencies and safety issues. The horn will cost money to reinstate and maintain. He doesn't feel it's this Board's responsibility to handle his.

Suzanne Fournier, a Milford resident said people who want the horn blown once a day are not cruel. There are offering solutions and they want the people to be happy and children to be safe.

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 06/12/2023

Ms. Brewer said this isn't about family. This is about what the voters wanted. There were 1,000 signatures on the petition. The Director of MACC Base said it could be easily programmed back into the consoles. The DPW director said it wouldn't cost much to get the horn back up and blowing.

Ray Anderson, MACC Base Director, said there are several concerns since this all started and the horn was inspected. We have a radio console system that is end of life and if it fails, we will be in trouble. We are looking at the cost to replace that equipment. To add something back into that equipment that isn't technically "up to par" with current standards would be a mistake. The Fire Chief said we don't need it. There is no reason to put it back into the emergency communications technology that we have upstairs. He never said it would be easily programmed back in, he said it was removed from the console when it was decided that we will no longer use it.

Selectman Freel said blowing it once a day wouldn't have anything to do with the fire department. It wouldn't have to be at MACC Base. It could be programmed to go off at the same time every day. He would love to have a cost of what is wrong with the horn and what it would cost to fix it.

Selectman Labonte asked who owns the fire horn. Ken Flaherty, Fire Chief said the fire department has maintained and fixed it for years and the Town owns it. At one point, money was raised to fix the horn. The Fire Chief said he brought the Electrical Inspector up to look at the horn and there is high and low voltage in the same cabinet wired from the 1960s. The wiring is all different colors. Things change and technology evolves. He doesn't know how much it will cost to put the horn back on. Tanks and other things have to be inspected as well. Someone will have to be hired to figure this out if you want the horn back. It will have to be removed from MACC Bases closet and rewired somewhere else.

Pete Basiliere, a Milford resident, said not all the people who signed the petition were Milford residents. There was good attendance at the Deliberative Session and we changed the order of the warrants so that the horn could go first. The voters changed the wording. Voters voted 2 to 1 in favor of memorializing the horn, not putting it back on. He disagrees with putting the horn back on.

Tom Von Shultz said he offered to build something to memorialize the horn. He said if Selectman Freel would like to volunteer his electrical services to fix the horn, maybe we can blow it once a year. He spoke of autism and how it destroys families.

Chairman Daniels said suggested a QR code in town where people can learn about the horn. He also suggests an app that replicates the horn's sound. The horn is a historical thing, not a traditional thing. He suggests putting something at the Bicentennial Park as part of the history of Milford.

Selectman Labonte said the voters voted yes to direct the Board of Selectmen to appropriately memorialize Milford's historic Fire Horn and to additionally direct the Board of Selectmen, Town Administrator, or any other municipal department, at their discretion, to operate the Fire Horn as they deem appropriate. He would like a dollar amount of what it would cost to fix it. He feels bad for the child, but having it go off at a specific time each day would be minimal. He suggests getting a cost to fix the horn so they can make a decision.

Ms. Brewer said registered voters signed the petition. She said QR codes won't cut it, we are not tourists. She doesn't feel the horn is disruptive.

Selectman Dargie said it isn't interested in the cost to fix the horn. He's against this even if it was free. Selectman Labonte said everyone he spoke to wants the horn back and thought blowing it at 11:45 was fair. Selectman Finan agrees with Selectman Dargie.

Selectman Labonte made a motion to authorize someone to get a cost as to what it would take to reinstate the horn. Seconded by Selectman Freel. The motion failed 2/3. The majority of the Board stands with not reinstating the fire horn.

**5:45 p.m. – Use of the Oval on July 4<sup>th</sup> for a Reading of the Declaration of Independence – Micheal Facques**

Mr. Facques requested the use of the Oval for a reading of the Declaration of Independence on July 4<sup>th</sup> from 9:00 am until 10:00 am. He is also requesting that Granite Town Media provide a microphone and film the event.

Selectman Finan asked if my Facques spoke with the Community Media Director about videotaping the event. Mr. Facques just sent out an e-mail yesterday. Selectman Finan said Mr. Facques could record it with his phone and GTM would put it on the air.

Chris Gentry, Community Media Director said his office will be out of town for the holiday weekend but he sent out an e-mail to see if someone will be available to video the activity. He also offered one of his cameras to Mr. Facques.

Mike Thornton said he would videotape the reading. Selectman Dargie thanked Mr. Facques for doing this. Selectman Freel asked about police details. Chief Viola, they are not usually needed but he will reach out when it gets closer to the activity. They will have extra officers in the area for that day.

**Selectman Dargie made a motion to allow the use of the Oval and bandstand on the 4<sup>th</sup> of July for the Reading of the Declaration of Independence. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

**6:00 p.m. - Appointment of Rich Elliot as an Alternate Member of the Zoning Board of Adjustments – Term Expires 2025**

Mr. Elliot would like to be more involved with the town and joining a committee or two will help him become part of that process. He feels his background will help him understand the Town's zoning laws.

Selectman Freel asked if Mr. Elliot would recuse himself from voting if anything from Conservation came up under the ZBA because he's on the Conservation Commission. Mr. Elliot said yes.

**Selectman Freel made a motion to appoint Rich Elliot as an Alternate Member of the Zoning Board of Adjustments. Selectman Finan seconded. All were in favor. The motion passed 5/0.**

**6:10 p.m. - Ambulance Department Departmental Update – Director, Eric Schelberg**

Director Schelberg provided a summary of his department. He provided statistics as of May 2023. The department's spending through May 2023 is 44.1% or 2.7% above the % of the year to complete. He discussed turnover and open positions. The 4 ½ day workweek does not apply to his department. His department's goals are being met however an annual wage analysis should be maintained and addressed as needed.

Vehicular update: Three-week period ending June 9th - 3A ambulance: transmission failure after 38 months and 70,000 miles (warranted for 24 months or 24,000 miles) This is the third transmission in this vehicle and it's only 9 years old.

Selectman Freel asked what the problem is with the transmission. Director Schelberg said the engine and transmission were not appropriate for the weight of the vehicle. It's a Ford. It's an E450. They run for about two hours every time they are turned on. The transmissions are rebuilt. There was additional discussion about used versus new transmissions. This vehicle has over 200,000 miles on the chassis.

There was additional discussion about employees and schedules. They are reviewing bids for a new ambulance and will bring them to the Board at a later date.

Request for an ambulance should be called to 911, not the department telephone number as staff may be out of the building on a call.

Director Schelberg suggests a future Board discussion of alternative financing of future replacement ambulances. Maybe consideration of eliminating the capital reserve account and replacing it with a revolving fund and using a portion of annual ambulance revenue. 2028 ambulance may cost \$550,000 with an additional \$137,000 for durable equipment up fitting for a total cost of \$687,000.

Selectman Dargie said the plan is to have 5-year rotations on the ambulances with the new ones. Maintaining a revolving fund avoids the higher cost of interest rates. Selectman Labonte said taking money from ambulance revenue will cause us to have to fill a void with money from somewhere else. Paul Calabria, Finance Director, said they would save a lot on finance costs with a revolving fund. There was a discussion about financing and savings through a revolving fund.

They are also working on several activities that will benefit ambulance employees through training.

**6:45 p.m. - Finance Department Departmental Update – Director, Paul Calabria**

Director Calabria provided a summary of his department. They collect Town, School & County Appropriations, process payroll for all Town, Library & Water Department employees, and process accounts payable for all Town Departments as well as for the Library & the Water Department. Other areas of responsibility include Budgeting, Annual Audit, Property & Liability management including claims filings, Cash Flow, Bonding/Leasing financial packages, NHDRA portal uploads during Budget & Bond through Town Meetings, State Reporting, Tax Rate Calculation, and Grant management.

They are on a budget at this time and do not have any staffing vacancies. They have several major projects coming up in the next three months. A time card review and adjustment through the New Hampshire Retirement system will take about a couple of years to complete, they have to go back through the time cards individually starting in 2016. Director Calabria explained the audit process for the time card review.

Selectman Labonte asked if they thought about outsourcing payroll. Director Calabria said recording time and what NHRS wants are two separate things. Every town and city in New Hampshire has to do this. Selectman Freel suggests hiring a high school student to help or using someone who has to come back to work after a worker's compensation claim and needs light duty. There was additional discussion about insurance claims that are in process and the budget transfer process.

The 4 ½ day work week is working well in his department. Annual goals could be helped by supporting a part-time position that would both assist the Finance Department and Human Resources.

Selectman Freel asked about current insurance claims. Director Calabria gave a brief overview of a couple of ongoing claims. There was additional discussion about the possibility of getting a part-time person to help with support both Finance and HR.

Selectman Labonte asked if Finance had any services that they could outsource that would be beneficial to the town. Director Calabria said not that he can think of, he will give it more thought. Administrator Daley said Finance is looking at staff internally to utilize staff more efficiently and to cross-train current staff. Director Calabria said there is plenty to do in Finance to keep current staff and or a new part-time person busy.

Director Calabria said the field audit is scheduled for July and hopefully, it will be finalized by November 1<sup>st</sup>.

3. **PUBLIC COMMENTS** There were no comments at this time.

4. **DECISIONS**

Selectman Dargie made a motion to accept the consent calendar. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

a. **CONSENT CALENDAR**

1. Approval of Annual Duck Race Permit – Milford Volunteer Ambulance Association

b. **OTHER DECISIONS**

a. n/a

5. **TOWN STATUS REPORT –**

1. **Water Utilities and Public Works Combined Pipe Crew Update**

The combined Water Utilities and Public Works Department Pipe Crew completed their first series of projects over the past two weeks. The projects included replacing two fire hydrants and approximately 140 linear feet of newly laid water pipe on David Drive. The combined staff worked exceptionally well together and streamlined operations and the construction process. They anticipated having a busy schedule over the Summer and Fall.

2. **Current Oval Line Striping**

The Public Works Department recently completed the line, crosswalk, and parking space striping in the downtown Oval area. The work was completed in-house by department staff and during the daytime hours to reduce overall costs. He thanked the public for their courtesy and patience during this process.

3. **Master Plan RFP**

The Master Plan Comprehensive Update Request for Proposal was submitted on May 25th with a deadline for submittal on June 22, 2023. The Request for Proposal seeks a qualified Consultant to lead and prepare a comprehensive Master Plan update for 2025 which addresses the many challenges that impact the Town's municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources. The update to the Master Plan will be theme-based and informed by results from public engagements conducted in 2022-2023 and additional community engagement anticipated as part of the update process. This process will take about 18 months.

4. **Public Works Line Striping Results and Recommendation**

Public Works Director, Leo Lessard advertised invitations to bid on a roadway striping project. The project will be completed by August 2023 and will impact: Amherst St., Armory Rd., Elm St., Mont Vernon St., Osgood Rd., South St., Union St., and West St.

The Town received 2 responses and Director Lessard is recommending the Board approve K5 Corporation for \$41,982.80.

Selectman Labonte asked if the line striping was only for half of the town. Administrator Daley said yes, only what was submitted in the bid process.

The bid from Markings Inc., was \$45,643.24 and not \$29,206.26 as stated in their quote. They bid at .09 cents and it should have been .18 cents.

Selectman Labonte asked that all bids be put on the town's website. Director Daley said it was done in the past and he will create another section.



Selectman Dargie made a motion to approve K5 Corporation for line stripping as recommended for \$41,982.80 and authorize the Town Administrator to sign the final contract. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

#### 5. Fletcher Site Repairs/Maintenance

During inspections, General Electric (responsible party) identified erosion and the displacement of topsoil and riprap and exposure of the geotextile in certain locations along the top of the riverbank and stormwater retention basin within the former superfund site now the location of the east entrance to the Keyes Memorial Park and performance stage/pocket park. Temporary drainage was installed. A plan to fix the erosion of the topsoil and displacement of the riprap and geotextile material is now being reviewed/approved by the Environmental Protection Agency and NHDES with work anticipated to begin in July or August. Repairs will be coordinated with Recreation to avoid/minimize conflicts with planned events at the performance stage.

#### 6. 127 Elm Street Feasibility Study

The HL Turner Group along with Ironwood Design Associates was retained by the Town of Milford to conduct and prepare a needs assessment and feasibility study to develop options for a possible Community and Senior Center through the reuse/renovation of an existing 30,000 square foot commercial/industrial building located at 127 Elm Street or the construction of a new facility on the subject property and Keyes Memorial Park property.

The scope included evaluating the current/future recreational and social programming within the Town and collaboration/ partnerships with non-profit, private organizations, and community groups within the Community to determine the footprint and spatial requirements of the Center and facilities.

This study builds off a previous study completed by the Keyes Memorial Park Expansion Committee in December 2016, which detailed information about the Committee's findings, process, and recommendations focusing on the integration of the parcels, public awareness, public safety, traffic improvements, asset management, and long-term planning. This report should be viewed as a continuation of that 2016 effort. The Community Center Feasibility Report was commissioned and funded by the Milford Recreation Commission in 2020 after the Board of Selectmen determined that more information was required to assess the viability and reuse of the 127 Elm Street property for Town use and recreational programming. The recommendation is to tear the building down. The purpose of this update is to provide a summary of the draft report to the Board of Selectmen and receive initial comments and recommendations.

Selectman Dargie said we should consider a warrant article to tear the building down next year. There was additional discussion about the cost of the demo and additional work around the building. There was also a discussion about the total cost of the project, phases of the study, and how to pay for the cost. Selectman Labonte isn't happy about sharing the building with other towns. Selectman Dargie said it's additional revenue that would come into the town, it's no different than allowing people outside of Milford to use the pool.

Selectman Finan said this is a long-range plan. We don't know what is going to happen 10 years from now. Things will change by then. This is a blueprint. He has always felt that the Library should be some kind of community center. There was discussion about what happens in some of the phases. He feels a walking path around the park, which is called out in phase II, should come before moving the tennis and basketball courts.

Selectman Labonte isn't in favor of removing the building because there are parts of the building that are still usable. Selectman Finan said the problem is that the building is in the middle of the park and having that building there could tie out hands at putting other things out there. Selectman Freel won't support this or the razing of the building, but he will support a walking path around the park. He said we should fix what we have before taking on additional projects.

Selectman Labonte questioned some items in the report and asked for additional information to be provided.

**7) Board, Commission, Committee Volunteers**

The Town is actively seeking volunteers to serve on the following committees:

- Board of Adjustment 2 alternate positions
- Budget Advisory Committee TBD
- Capital Improvement Advisory Committee 7 full-time positions
- Conservation Commission 2 alternate positions
- Economic Development Advisory Council TBD
- Granite Town Media 1 full-time position
- Planning Board 2 alternate positions

Chairman Daniels said Recycling Committee could use a couple more volunteers. Selectman Dargie said the Milford Energy Advisory Committee needs two alternate volunteers.

Volunteer applications can be found on the Town's website at [www.milford.nh.gov](http://www.milford.nh.gov).

Chairman Daniels said that at the County Commissioners meeting and Milford was approved for \$1,071,000 for the Water Utilities pumping station. It will go to final approval on June 20<sup>th</sup>.

**6. DISCUSSIONS**

**a) Review of the Town of Milford's Right-to-Know Policy**

Chairman Daniels reviewed the changes to the Right to Know Policy and asked if there were any questions. Some minor changes were suggested. A discussion followed about who gets training and how to enforce the policy.

Katherine Kokko, a Milford resident said the policy looks good. It would be helpful to have the request form in a fillable pdf on the website.

Selectman Freel made a motion to accept the Town of Milford's Right to Know Policy. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

**b) Board of Selectmen's Goals**

Chairman Daniels will continue updating the goals as things get accomplished.

**7. SELECTMEN'S REPORTS/DISCUSSIONS**

**a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

Selectman Labonte went to the Steering Committee meeting and discussed the guideline document for the master planning process.

Selectman Finan said the plumbing issues at the Pool have been fixed. The pool opens on June 17<sup>th</sup>.

**b) OTHER ITEMS (not on the agenda)** There were no comments at this time.

**8. PUBLIC COMMENTS** There were no comments at this time.

**9. APPROVAL OF FINAL MINUTES – May 22, 2023, and May 30, 2023 (5<sup>th</sup> Monday Forum)**

Selectman Freel made a motion to approve the minutes of May 22, 2023, as amended. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Selectman Dargie made a motion to approve the minutes of May 30, 2023. Seconded by Selectman Freel. 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** – Selectman Finan made a motion to go into non-public at 8:15 under RSA 91-A:3, II(l) Consideration of legal advice provided by legal counsel and approval of non-public minutes from May 30, 2023. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

Selectman Freel made a motion to come out of non-public. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

In non-public the Board discussed two items. The Board approved the non-public unsealed minutes of May 30, 2023.

Selectman Finan made a motion to seal the non-public minutes of June 12, 2023 because it would render a proposed action ineffective. Seconded by Selectman Freel. The motion passed 4/1 with Selectman Labonte opposed.

**13. ADJOURNMENT:** Selectman Labonte moved to adjourn at 9:00 pm. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

\_\_\_\_\_  
Gary Daniels, Chairman

\_\_\_\_\_  
Tim Finan, Member

\_\_\_\_\_  
Chris Labonte, Vice-Chairman

\_\_\_\_\_  
Dave Freel, Member

\_\_\_\_\_  
Paul Dargie, Member