

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
May 29, 2018

PRESENT: Kevin Federico, Chairman
Gary Daniels, Vice Chairman
Mike Putnam, Member
Laura Dudziak, Member
Paul Dargie, Member
Mark Bender, Town Administrator
Tina Philbrick, Recording Secretary
Amy Concannon, Videographer

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS: Chairman Federico 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 Federico informed the public that prior to this meeting, the Board was in a non-public meeting for (RSA 91-A:3, II(c)) – Reputation, no decisions were made. Chairman Federico 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. – Interview of Heritage Commission Alternate Candidate – Bill Parker

Chairman Federico thanked Bill for volunteering. Bill was a founding member of the Souhegan Valley Rides Program better known as the “Blue Bus”. Bill actively contributes his hands-on interest in the Milford and Souhegan Valley community. He is an original member of the Recreation Commission and the original DO-IT Oval restoration group and former member of the Conservation Commission. Bill sits on the Board of the Community Facilities Committee, the Vietnam Memorial Committee and the Milford Historical Society. Selectman Daniels said that Bill has been around long enough so he knows that he will do a good job on the Heritage Commission. Selectman Putnam made a motion to approve Bill as an alternate member of the Heritage Commission. Selectman Daniels seconded. All were in favor. The motion passed 5/0. The Board thanked Bill for coming in.

5:35 p.m. – Interview of Heritage Commission Alternate Candidate – Chris Thompson

Chairman Federico thanked Chris for volunteering. He’s known Chris for a while and he has always stepped up to help. Chris introduced MCAA’s fall softball league for Milford and the entire Souhegan Valley league. He earned a Certificate of Outstanding Service to the MCAA in 2007. His service to MCAA lasted 11 years. Chris is currently an officer and trustee of the Milford Historical Society. Selectman Daniels said that the Heritage Commission and the Historical Society are great for Milford and he thinks that Chris would be great on the Heritage Commission. Selectman Putnam made a motion to approve Chris as an alternate member of the Heritage Commission. Selectman Daniels seconded. All were in favor. The motion passed 5/0. The Board thanked Chris for coming in.

5:40 p.m. – Keyes Memorial Park Subcommittee: Capital Reserve Request – Arene Berry and Lincoln Daley.

The Keyes Memorial Park Expansion Subcommittee has been identifying and prioritizing phase I of the Keyes Memorial Park Expansion Committee Report of 2016. They are requesting Boards approval as the spending authority to expend funds from the Keyes Memorial Park Capital Reserve to complete two projects from phase I.

1. Signage at both the East and West entrances not to exceed \$1,000.00. Arene referred the Board to a photo in their packet of a sign from Kaley Park. Their goal is to be consistent among all the parks. The Kaley Park was an endeavor between Recreation, the Town and Milford High School ATC program. A similar sign at Adams Park was an Eagle Scout project, but it has the same layout and colors. There isn’t any signage at 127 Elm Street or at 45 Elm Street, although there are granite pillars there, donated by Milford Rotary. You can’t see it when you are driving by. We would like signs at both entrances. By using the High School, we save money and are able to include the students in our project. Included in your packet is a quote from Milford Lumber for materials, reference signs and two cad drawings from the High School Program. We have a company that has agreed

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING -

to route the sign for us at no cost. The students would paint and install the signs. The Milford lumber quote is for \$676.32. We are requesting \$1,000 for additional materials needed to complete the signs. Chairman Federico asked the Board if they had any questions. Selectman Daniels questioned granite signs at other facilities and asked why we aren't being consistent. Lincoln said that they are being consistent with the parks around our community for size and designs. They will be incorporating granite posts and benches in the parks. The committee has been discussing signage and they are being as consistent as possible. If the Board prefers granite, they will revise their estimates to incorporate granite signs at all the parks. Selectman Dargie said he views the main entrance to Keyes as being different than the other spots because it's the main park in the town. He would be in favor of a granite sign in that area. Arene said they hope to have both entrances be equal. Part of phase I is to have an access road going from one entrance of the park to the other without having to go back out onto Elm Street. Currently, the 127 Elm entrance is busier because of what you can access from that end, and there's more parking available. With the survey plan, the hope is to combine all three lots into one big lot. Lincoln said that they can look into the granite post on both sides.

Administrator Bender asked if they were suggesting moving the granite pillars at the front entrance. Arene said no. He also asked where they would put the sign on the east entrance. Arene said they're still reviewing the area and need to speak to Community Development and DPW so they don't impede on other signs. Selectman Dargie said he would be in favor of authorizing the higher amount. Selectman Putnam asked if they know how much a granite sign cost. Arene said they could look into it, but if they are looking at consistency for the other parks, they would have to look at ways to come up with the funding. Selectman Daniels asked how many parks we have. Arene said Kaley, Keyes, Adams, Shepard and Emerson. Selectman Daniels said he doesn't have a problem keeping parks as one. He would like town buildings to be granite. He asked if there would be a problem finding space to erect a sign on the east entrance? Arene said no, the west entrance has concerns because the lot ends at the pavement. Selectman Putnam said they have to be careful at the east entrance because of the cap to the hazardous waste site. Lincoln said they have a good understanding of where the cap terminates.

Chairman Federico likes the consistency of sticking with what is already there. The signs look good and stand out. He likes the idea of using the High School to help. Selectman Daniels made a motion to authorize using \$1,000 from the Keyes Capital Reserve Account for signage for Keyes Park. Selectman Putnam seconded. All were in favor. The motion passed 5/0.

2. Consolidated Survey Plan of 3 lots on Elm Street (25-133,25-12 and 19-10) not to exceed \$15,000.00.

Three quotes were received, Meridian \$12,000 to \$15,000, Fieldstone \$17,650 to \$22,250, and Sanford \$12,800. They would like to go with Meridian because they feel they would be the best fit for the job. Chairman Federico asked them what they were looking to get out of the survey. Lincoln said the master plan was adopted by the Board in 2016. It included several phases, one of which included creating a pedestrian path, combining the three properties into one, and constructing a vehicle road to connect the east and west parking lots. We need to locate property bounds outside people's property lines. Looking at aerials, there are areas around Keyes that people are using for their own use. We also need to make sure we don't infringe on other people's properties.

Selectman Putnam asked why it wasn't done when we purchased the property. Lincoln said they have past plans but they are inconsistent and outdated. We also need to take into account the Souhegan River to make sure we are set back enough. Lincoln said that Meridian has previously done work in the field locating existing ball fields and other things. Selectman Putnam made a motion to approve \$15,000 for the survey proposed by Meridian from the Keyes Capital Reserve Account. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

3. PUBLIC COMMENTS. (Items not on the agenda). There were no public comments at this time.

4. DECISIONS.

- a) **CONSENT CALENDAR.** Chairman Federico asked if there were any items to be removed from the Consent Calendar for discussion. Selectman Daniels asked to remove 4. a) 1) for discussion. Selectman

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING –

Putnam moved to approve items 4. a) 2 through 5 as presented. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

- 1) Request for Approval for the Milford Jr. Spartans Youth Football and Cheer Organization to conduct outdoor fundraising raffles in 2018, in accordance with RSA 287:7.
- 2) Request for Approval to re-appoint Joe Kasper and Tom Schmidt to the Granite Town Media Advisory Committee.
- 3) Request for Approval of (1) Yield Tax Levy, Map 41 Lot 1.
- 4) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
 - Donation from the American Legion Ricciardi Hartshorn Post No. 23 for the Annual Fishing Derby - \$500.
 - Donation from the Sons of the American Legion, Squadron No. 23 for the Annual Fishing Derby - \$500.
 - Donation from Walmart to the Milford Police Department to upgrade electronic equipment - \$750.
- 5) Approval of 2018 Preliminary Tax Warrant.

Selectman Daniels asked if the raffle was an event that was going to take place somewhere, or will it be ongoing? Chairman Federico said he understands that it will be ongoing to sell in different places for separate things throughout the year. Selectman Dargie said the letter references having a truck activity. Administrator Bender said that ticket sales will be on Community House lawns and surrounding private properties and the raffles will likely be held at Keyes Field. Selectman Putnam moved to approve item 4. a) 1) as presented. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

- 1) N/A

5. TOWN STATUS REPORT –

a) Town Hall Auditorium Rental Agreement and Fees: Administrator Bender and Tina Philbrick

Administrator Bender said that the current agreement and fee schedule was revised in 2013. Tina, Russ and I reviewed the information and suggest a few changes that are noted in red on the document in your packets. We suggest a few changes for your consideration, they include:

- o Non-profit organizations from other communities will be charged rental & custodial fees. Non-profits from Milford would not be charged a hall rental fee as long as they are not charging a fee for their event.
- o Auditorium is not available for weddings, baby showers, etc. This is just documenting an unwritten rule.
- o Simplified fee structure so that the Rental Fee includes setup and take down fees. It's currently based on the amount of people attending and we feel it should be based on the amount of hours the custodians are there.
- o Change custodial fees to \$30/hour for weekdays and \$50/hour for weekends to cover overtime rates and additional cost for having staff here on a weekend event.

In 2017 we generated \$2,380 and in 2016 we generated \$3,710 partly because of presidential campaigns. Selectman Putnam asked if the week day fee cover weeknights. Administrator Bender said yes, we have people here until about 10:00 p.m. Selectman Dudziak asked what the current custodial fees now? Administrator Bender said \$30 and we are introducing a weekend rate.

We will also need the Boards guidance on a few “grandfathered events”:

- o Indoor Farmers Market – We charge a flat \$60 rental. Custodians arrive at 7:30 and leave at 1:30 for a total of 6 hours and clean-up is usually completed during week to keep the overtime cost down. The farmers market charges a booth rental fee to their people.
- o Nashua Chamber Orchestra – We currently charge \$120 for custodial fees and no rental fee for the use of the hall. The Orchestra charges admission to their event.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING -

Selectman Dargie asked what non-profits out of town would end up being charged a hall rental fee. Tina said most are Church non-profit groups. They've never had an issue paying custodial fees. Some have offered to pay for the hall, but we always had the non-profit rule for free. We change the rule in 2013 that non-profits charging a profit should pay something for the hall, but that was basically for Milford groups. She feels that it should apply to out of town groups as well.

Selectman Putnam said he would be okay with charging enough to cover our cost but not turning it into a revenue stream. Selectman Daniels asked about the availability of the hall in trying to find space. Tina said she monitors it carefully. The town groups, Recreation, Boards, Committees and Departments get first dibs. If there's a conflict there other avenues that I can suggest. Sometimes I send them to the Police Station and Ambulance Community rooms as well as the Library. I have contacts for the Community house, VFW and Legion. The Legion charges \$250 for their hall and you get \$50 back if you clean up. The space holds 100 people and they allow liquor which we don't. The VFW charges \$350, you don't get anything back and they also allow liquor. I can usually schedule so that everyone gets ample time. I just want to cover our cost. Custodians have to split shifts on weekends to cover hour and not everyone wants to work every weekend.

Selectman Dargie said in terms of the grandfathering, he's in favor of leaving it alone or changing it, it doesn't matter. Selectman Dudziak asked if we are losing money because of this. Administrator Bender said we are not covering our cost. Selectman Dudziak said we shouldn't be paying for them to be there. Chairman Federico said he agrees. He doesn't feel it should be a revenue stream for the town but he feels that we should be covering our cost. He would be in favor of the adjustment. Selectman Daniels made a motion to approve the changes to cover our services. Selectman Putnam seconded. All were in favor. The motion passed 5/0.

b) Fire Fighter Update: Chief Kelly

Two additional full time firefighters were approved in our 2018 Operating Budget. We have completed the screening process. On April 2nd we posted in house for 2 full-time fire positions, 5 candidates applied. Oral board interviews were held on May 2nd. The Chief's interview was on May 17th and a decision was made on May 21st. Conditional offers were sent to the two best suited candidates, Ryan Hooper and Michael Goldstein. Start date will be June 11, 2018.

Construction on the new fire station is moving along, we will be staying in the schoolhouse, (old cabinet press building) during that time. Construction should start the end of July or beginning of August. The Board thanked Jack for coming in.

c) North East Sand and Gravel Update – Administrator Bender

Excavation activity started slowly the week of March 23rd and is starting to get busy. In your packets is a spreadsheet showing volume by week. So far we have removed about 18,400 cubic yards for \$26,600. NE recently completed some pit reclamation work and worked with NH F&G to construct alternate habitat for the turtles and other species as required by the AoT Permit. Rick is doing a great job verifying all the loads going in and out of the pit. The week of May 19th had the highest amount so far at 6,000 cubic yards.

Chris Labonte asked what we do with the money coming from the Gravel operation. Jack Sheehy, Finance Director said it goes into the general fund into the general revenue stream. It's the same revenue stream that offsets what the tax rate will be. Chris asked if we have ever done the math to see if we are in the black or red as far as what the tax payers have put into the gravel operation. Chairman Federico said they don't have the number available but we would look into it. To summarize, they will look into what the cost are for sweeping Perry Road, Legal Fees, etc.

6. DISCUSSIONS

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING -

a) Board of Selectmen potential site walk, June 11, 2018 prior to the Board Meeting on 127 Elm Street and Hartshorne Road Bridge – Administrator Bender.

Administrator Bender said some of the Board members haven't been to the 127 Elm Street building yet. Committee members talked about plans for roads and things and we have the 2016 report generated by the Keyes Expansion Committee. We should revisit and refresh if we have other ideas. Buildings not in use tend to deteriorate quickly.

The Hartshorne Road Bridge was discussed at the deliberative session. DPW recommends closing one of the two bridges over Hartshorne brook. The bridge they recommend closing is 103-163, it's the one closer to Joslin Road. The bridge was built in 1910, it's a stone slab on dry abutments and the engineers replacement cost is \$500,000. The bridge is lightly used and we should look at it. We could start the site walk at 4:00 or 4:30 and check out the building and bridge.

Selectman Putnam said he doesn't remember the engineer's report, what is wrong with the bridge? He didn't see any cracks, is it because it's old? Administrator Bender said its old and the way it was constructed. There haven't been any issues with it yet. It's like the corrugated metal pipes, we are getting sink holes and they need to be replaced. It's cautionary and preventative, and do we really need the bridge. He will get the engineers report for review. Selectman Putnam said you can't compare the metal culverts to the granite. Selectman Daniels said it could be similar to the stone bridge going into New Boston; it's been there forever and is now red listed.

Chairman Federico asked if there was any opposition to starting at 4:00 before the regular Board meeting Harshorne Road Bridge at 4:00 on June 11th, continue on to the 127 Elm Street Building then return to the Board of Selectmen's Meeting Room for their regular meeting at 5:30.

b) MACC Base Surplus Monies –

Selectman Putnam said that we have a surplus from MACC Base every year. \$20,000 of the surplus monies was held from the 2016 budget into 2017 budget to cover extended warranties on the Microwave systems that we are in the process of installing. This leaves \$72,522, most of which is from two full-time people who were not replaced immediately so the majority is in their insurance. At a meeting of the MACC Base Board of Governors held 14 MAY 2018, 0900 hours, the Board voted unanimously to withhold \$56,000.00 dollars from 2017 surplus (\$92,522.00 dollars) for the following:

\$15,000 dollars for replacement generator at Milford Town Hall

Reason: generator not up to code, exhaust leak into the building, 30 years old plus

\$20,000 dollars for continued funding of Microwave system extended warranties.

Reason: covers complete replacement any hardware issue for 5 years

Each microwave site replacement would be estimated at \$20,000.00 [6 sites]

\$16,000 dollars for replacement of the phone-radio recorder.

Reason: no longer serviced, 5 years old, nearing capacity.

\$5,000 dollars for replacement of dispatch and spots computers.

Reason: Dispatch computers are 5 years old, the SPOTS computer is 7 years old .

Needed updating for CJS [FBI requirements]

Improve capacity, speed to meet security requirements and we need it to be dependable.

The returned surplus is \$36,500 dollars with anticipated breakdown as: Milford \$26,037.92, Mont Vernon \$4,149.89, and Wilton \$6334.19.

Selectman Dargie asked if this was higher or lower than previous years. Selectman Putnam said the \$20,000 from the 2016 budget and the insurance savings is an anomaly. We usually don't have this much left over. Chairman Federico asked if this has been presented to the budget committee. Selectman Putnam said not yet.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING -

Chairman Federico said that the MRI study isn't back yet. He doesn't want to invest a lot off the top until he sees where we are at going forward. He's also been in this room when the generator backed up so he's reserving judgement on what's needed. We have a say in what happens at this point, whether we want to allow MACC Base to withhold the money or not. Selectman Dargie thought we gave them money and they are authorized to use it under their own governance. Chairman Federico said that when surplus money is left over at the end of the year, it reverts back to back to the towns at the appropriate percentages. They can ask to expend it. This is a request of what they would like to do with it. Selectman Putnam said that Board voted on it, but it isn't set in concrete because they haven't met with the budget committee yet. He highly recommends that we do this. It's comes to a point where we need to invest some money and it's already there to use. It needs to be done. It will be two or three years before we are able to do anything with our own dispatch center if we even go that route.

Selectman Daniels asked if there was a point in time where they have to make a decision on this. Selectman Putnam said yes, as soon as possible so we can move on. Administrator Bender said that according to the agreement the decision should be done by June 30th. It also needs to be reviewed by the budget committee and they need to hold a public hearing. He asked Selectman Putnam if any of the above line items were included in the 2018 operating budget. The Microwave system extended warranties in the write up appears as continued funding. Selectman Putnam said it wasn't continued funding, we haven't use the funding held over from 2016 and we are holding them until 2018. Administrator Bender asked when the microwaves purchased. Selectman Putnam said they are in the process of being built, it's part of the new microwave system out of the \$288,000 in grant money. Administrator Bender asked what the warrantee period was. Selectman Putnam said he would ask. Administrator Bender asked if the phone radio recorder was part of the consoles bought 3 years ago under a warrant article. Would that be part of the \$50,000 emergency repair item to purchase them? Selectman Putnam said no. Administrator Bender asked if Selectman Putnam could have Jason send him the 2017 actuals. Selectman Putnam said yes. Selectman Daniels asked if there is any intention of the budget committee getting together. Selectman Putnam said not yet. We intend to do it, we just haven't yet.

Selectman Daniels asked what the actual process was. Chairman Federico said it typically gets approved by the budget committee, which consist of our MACC Base representative and one other member of this board. We each speak as one voice and have one vote that counts as two. It's not a bad thing for them to give us the numbers ahead of time. They have a public hearing approving the expenditures of the public funds. We are not making the decision for MACC Base; we are making a decision for him to carry forward. It tells our representative to say yes or no. He has more of an open communication about what is happening with the funds. Administrator Bender said that the Board of Governors has already voted unanimously. Selectman Putnam said that they had a whole list that was presented to them and they sat down as a Board and made the decision as to what they felt was more important. Chairman Federico said that this is a good thing and we have the opportunity to let them know what we want. Selectman Dudziak asked if we could get Administrator Benders questions answered before making a decision. Chairman Federico said yes. We will table this until June 11th.

Chris Labonte came up to ask a question. Chairman Federico reminded him that it wasn't a public hearing but if he had something to add he could. Chris said he agrees with Selectman Putnam. We still have to give MACC Base a year's notice before we pull out. These are things that have to do with the safety of our citizens. Selectman Putnam corrected Chris that the contract ends this year. We haven't given anyone a notice. Once December 31st passes we will be good faith thing between everyone. Chairman Federico said that in reality, if the Town of Milford decides that we are pulling out of MACC Base and building our own dispatch center it will take time, your point is noted. Chris said he looks at it as a bonus coming back.

7. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Selectman Daniels said the Recycling Committee recently met and most of their discussion was around whether we should make a recommendation to ban plastic bags in town. Selectman Putnam asked what types of plastic bags. Selectman Daniels said it wasn't specified, but he would think any plastic bags used at any business. The discussion was around a citizen's petition as to whether they should be banned in town or not. Finance Director

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING -

Jack Sheehy asked if a municipality has the authority to do that within the State of New Hampshire. Chairman Federico said it would be a question that would have to be answered. Selectman Putnam said it was ridiculous.

Selectman Putnam said that MACC Base is still working on the municipal agreement to reflect Milford's concerns.

Chairman Federico said that he was happy to see additional people at the Granite Town Media meeting and hopes to more interest.

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

8. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of May 14, 2018. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Chairman Federico read the notices.

11. NON-PUBLIC SESSION. Selectman Daniels made a motion to enter into non-public meeting for Approval of non-public minutes (RSA 91-A:3, II(a)) Personnel and (RSA 91-A:3, II(e)) Legal – May 14, 2018. and a continuation of the 4:45 non-public meeting under (RSA 91-A:3, II(c)) – Reputation. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

12. ADJOURNMENT: Selectman Putnam moved to adjourn at 6:45 p.m. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Kevin Federico, Chairman

Gary Daniels, Vice Chairman

Mike Putnam, Member

Laura Dudziak, Member

Paul Dargie, Member