

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 23, 2020

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 815 5602 7838 and the password is 372573 or join the Zoom Meeting @ <https://zoom.us/j/81556027838>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT:	Gary Daniels, Chairman	John Shannon, Town Administrator (Zoom)
	Paul Dargie, Vice Chairman	Andrew Kouropoulos, Videographer
	Laura Dudziak, Member (Zoom)	Tina Philbrick, Executive Assistant (Zoom)
	Chris Labonte, Member (Zoom)	
	David Freel, Member	

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted with a quorum of this body physically present in the same location, and two members participating via Zoom. Information for accessing this meeting can be found on the Town web site in the red banner.

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

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Selectman Dargie, yes, (zoom) no one is present at this time. Selectman Dudziak, yes, (zoom) daughter Molly is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, (zoom) no one is present, and Chairman Daniels yes, present in the BOS room.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – CMAQ Sidewalk Project – Community Development Director, Lincoln Daley

In summary, applications for both pedestrian improvement projects were submitted in 2019 to the NH Dept. of Transportation CMAQ Program. This provides 80% federal funding with a 20% local matching requirement. Both projects were awarded the CMAQ funding but didn't pass the necessary votes in March to move forward. NH DOT extended the program conditional upon a successful Town vote in 2021. The Town would have to appropriate the total amount of each project on warrant articles and upon completion of the projects, the town would be reimbursed.

Project 1: Osgood Road, Melendy Road, Mason Road, and Armory Road. Total Estimated Cost - \$797,872. 20% local match - \$159,574. This project will begin at the intersection of West Street and Osgood Road; continue along Osgood Road past Adams Field, Osgood Pond, and Hazel Adams Burns Park, the intersection of Mason Road to the intersection of Osgood Road, Melendy Road, and Armory Road.

Lincoln reviewed the map with the Board to provide further detail to include raised curbing/sidewalks and stripes on the road. The process will involve the right of ways or temporary easements on properties. Selectman Labonte was concerned about reduced parking on the north side of the road by the sidewalk. He asked if many people have approached him about putting this back on the warrants. Lincoln said yes, from the school system. This is also part of a long term plan.

Selectman Freel asked how the vote went on this at the March election. **Warrant Article 38** - Osgood Road, Melendy Road, and Armory Road Pedestrian Safety Sidewalk and Bicycle Lane Project - \$763,000 (State pays \$610,400; Town pays \$152,600) 1243 yes, 1628 no – failed. This Article has an estimated tax impact of \$9.53 on an assessed valuation of \$100,000.

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Selectman Freel asked why this was extended. Lincoln said CMAQ is offered every two years and he was able to get the program extended. Selectman Freel asked what needs to be put on the warrant article. Lincoln said it's an 80/20 split but the town has to gross appropriate the entire amount of \$797,872 on the warrant article. We will get 80% back within three years. Selectman Freel said some of the tax-payers might not like that and we may lose something that we need.

Michael Thornton, a Milford resident, asked how many people will be directly served by these two projects. Lincoln said they haven't done a pedestrian count. The location of both projects is located in a dense residential area. Michael asked what if anything beyond pedestrian safety would be accomplished and how? Lincoln said connectivity. This is to reduce the overall necessary need for vehicle trips and use. Paul Calabria, Finance Director said the Municipal Finance Act mandates that towns raise and appropriate the gross amount of the project. What the State pays shows up on an offsetting revenue side.

Selectman Freel asked if the long term plan was to connect a sidewalk to Heron Pond. Lincoln said yes and also part of several capital improvement requests. Selectman Dargie said the warrant article lists the tax impact on just the town's portion, not the whole project. Selectman Freel said the whole amount just adds to the confusion.

Selectman Freel asked what the impact would be for maintenance in the winter and summer if this were to pass. Rick Riendeau said he didn't have the numbers with him; he would get back to the Board tomorrow. Chairman Daniels asked why we wouldn't go with the strategy of allowing developers in that area to build the sidewalks in that area. Lincoln said they do that with other projects within the community line the new development on Amherst Street. Chairman Daniels said rather than tax-payers spend the money to do this, why don't we, just as a strategy, wait until that area gets developed and then have impact fees pay for that. Lincoln said that is an option for consideration. We can try to accomplish that going forward. The cost and benefit to the community are that it's being partially done by federal money. It can wait for future development but we don't know when that will occur.

Chairman Daniels asked how much of this \$800,000 will be used to rebuild the bridge on Armory Road; there isn't room for a sidewalk. Lincoln said that would be part of the engineering on the project which hasn't been designed yet. It may or may not include improvements.

Selectman Labonte asked if the project could be adjusted to just do a sidewalk on Osgood Road to Adams Field for now. Lincoln said he would find out if adjusting would limit the funding.

Project 2: Nashua Street. Total estimated cost of \$871,924. 20% local match of \$174,385. This project would start on the northerly sides of Nashua Street (NH Route 101A) in an easterly direction from 486 Nashua Street (near Cahill Place, Map 32, Lot 4-C) to 586 Nashua Street (near Lorden Plaza, Map 44, Lot 6) and the existing sidewalk network at the corner of Capron Road and Nashua Street.

Lincoln reviewed the map with the Board to provide further detail. The purpose of the project is to improve the pedestrian connectivity to the existing Town sidewalk networks and relieve traffic congestion within the high-traffic / high-density Nashua Street corridor.

Selectman Labonte said this project would require additional snow removal. He asked the Public Works Director to provide budget impact to the additional work. Rick Riendeau will provide information for the next meeting. Chairman Daniels would also like additional information on the life expectancy of a sidewalk plow and how many additional miles would this new work cause.

Selectman Freel asked how the vote went on this at the March election. **Warrant Article 37 - Nashua Street Pedestrian Safety and Sidewalk Improvement Project - \$750,000 (State pays \$600,400; Town pays \$150,100)** 1297 yes, 1568 no – failed. This Article has an estimated tax impact of \$9.38 on an assessed valuation of \$100,000.

Michael Thornton, a Milford resident, repeated his earlier question about how many people will be directly served by these two projects. And if built, how many people would use it as part of a trail system. Lincoln said many people walk in these areas and struggle due to the lack of sidewalks. This will connect two existing networks.

Selectman Labonte asked if there would be a light at the crossing in project #2. Lincoln said lights have been discussed in the past and are still part of the on-going discussion but this project doesn't include a light. Selectman Dargie said the cost

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being proposed is for one year only, not an on-going cost. The medium assessed value of a house in Milford is around \$250,000. Chairman Daniels said there is an on-going cost of maintenance both in the summer and winter.

Selectman Freel asked about doing a paved area instead of a granite curbed sidewalk in project #1. Lincoln said the idea is to separate bike activity and pedestrian activity and not have any conflicts. Selectman Freel said a paved sidewalk would cost less.

Lincoln said he would like to know how the Board feels about both of the projects going forward. Warrant articles were submitted last year as petitions. Chairman Daniels said the outstanding questions should be answered before the Board makes any decisions.

5:50 p.m. – Employee Health and Dental Review and Approval – Human Resource Director, Karen Blow

In summary: The Town's current insurance, (Health Trust) increased by 4.4% The town pays 85/15 of the AB15/40 and 100% of the ABSOS plan. The bid was received on 10/7/2020. They received bids with School Care Health Insurance, the bid was received on 11/9/2020, and NH Interlocal Trust, the bid was received on 10/6/2020. For dental insurance, Delta Dental had no additional increase. They suggest that the town remains with their current insurances.

Selectman Labonte asked if it would be cheaper to stay with the current plans. Karen Blow said they were not the cheapest but the others pushed the cost of their plans more onto the employees. It can be reviewed again next year.

Karen reviewed the 2021 Health Insurance that was handed out at the BAC/BOS joint meeting on November 14, 2020. She also asked the Board to keep in mind that Health Trust was returning \$67,000 for their surplus soon. They also had concerns about changing insurances mid-pandemic. Cigna, long-term/short-term was originally going to hold their rates but ending up coming down substantially because they wanted to keep our business. Paul Calabria, Finance Director said that Delta Dental is letting the Town of Milford roll over their unused maximum into 2021 because of the pandemic.

Selectman Freel asked what the 4.4% Health Trust increase would be in dollars. Paul Calabria said it would be about \$52,000 which would be offset by the Health Trust surplus that we are getting back.

Selectman Freel asked what the savings were for School Care. Karen Blow gave a more indebt description of School Care. Overall, it was putting an additional 20% of co-pay, up to the maximum out of pocket, placing a heavier burden on the employee. With Health Trust, we have two plans that employees can choose from. The 15/40 is 85% paid by the Town and the Sight of Service is 100% paid for by the Town. The 85/15 comes out to be \$765.14 for the Towns portion but its \$612 for the other plan so the Town benefits when the employee goes with the Sight of Service Plan. 25% of the employees are using the Sight of Service plan and we are trying to boost those numbers up.

Selectman Labonte referenced a plan from last year being cheaper for the Town if the Town were to pay the employee's deductible. Karen said that was something they were looking at given the 18% insurance increase. She is looking at being cautious during the pandemic and doesn't want a lot of issues with people having to change providers. At this point, we would have only 30 days to get everyone transitioned to the School Care plan and she doesn't have hard and fast numbers. School Care was impressed with what we are providing to our employees now. She can look more into it next year. School Care was late getting their quote to us. A one month implantation is difficult.

Selectman Freel asked about the insurance companies giving other options. Karen Blow said they provide multiple options for all the plans. We look at which ones would benefit both the Town and the employees. We look at all aspects of insurances. Selectman Freel asked if we ever just tell the employees that, this is what we are offering, the other one is gone, sorry. Karen Blow said morale would be low at that point. Selectman Freel said if you keep offering the option you will always get the split.

Selectman Labonte asked for a comparative breakdown between the two plans and vote on this at the next meeting. Karen Blow said it would be difficult; we need to get this moving for open enrollment. Paul Calabria said to review what School Care gave to us at the 12th hour would be an overwhelming task.

Administrator Shannon said we could save some money changing plans but it's more than just saving money. A good benefits plan will also affect hiring. This is good insurance and it's easy to use. We figured a 3% increase in the budget and it's 4% but some years it goes up and some years it goes down. We didn't get the School Care quote until 5 or 6 weeks later than the other quotes.

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Chairman Daniels clarified that the \$52,000 increase in Health Trust will be offset by the \$67,000 being returned in surplus. Paul Calabria said yes. Chairman Daniels said if we put this out to bid, we shouldn't have to wait until November to receive our quote.

Selectman Dudziak made a motion to approve the recommendations to continue the coverage of Health Trust, Cigna, and Delta Dental. Chairman Daniels seconded for discussion. Selectman Freel agrees with Chairman Daniels about the long wait time for quotes. He doesn't understand why we wait until the last hour and then have to rush. Karen Blow said Health Trust was early this year and the hold up with School Care was their Board and the setting of the rates.

Bobby Jones, AFSME Representative, said he deals with Health Trust and Cigna with most of his contracts throughout New Hampshire verified that the towns he deals with received Health Trust quote earlier this year and School Care was late. It's difficult to make decisions when you are not getting the information on time. Under ACA, employees are required to be given a 60-day notice so at this point you would not be able to do that. Chairman Daniels said they should go with the recommendations and start earlier next year on getting the quotes.

A roll call vote was taken with Selectman Dargie abstained from the vote, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/0/1 with Selectman Dargie abstaining.

6:05 p.m. – Social Services Warrant Article – Committee Member, Tina Philbrick

In summary; The Committee began meeting in September to evaluate and refine the application process, and then to review completed applications. This year 14 applications were received and the Committee recommends funding 12 requests. Priority is given to those agencies who are based in Milford, and/or who work to provide housing and housing services, support for risk youth or the elderly, or address mental health and substance use disorder needs. The American Red Cross and Lamprey were not funded this year because they didn't provide enough information for the committee to base their evaluation on. Tina Philbrick was unable to answer questions due to technical difficulties with her computer.

Selectman Labonte asked for a copy of last year's awards to see if anything changed from this year. Chairman Daniels asked if any of these are things that the court requires that have benefited us to be part of these organizations so that 100% is not incurred by the town. He also heard that the Boys and Girls Club went up on their prices, and is it true, and how much did they increase. Administrator Shannon will get the answers to these questions.

3. PUBLIC COMMENTS – Suzanne Fournier, Milford resident, is concerned about expenses that, in her opinion, the voters have not appropriated. Voters gave the Board authority over the BROX property in 2016 but appropriated zero dollars. Over the past two year costs to the Town have been about \$50,000 in expenses detailed on the Town's website. In her opinion, she feels that the warrant article leads to unlawfulness and should be considered illegal. She said that taxpayers can sue a town if money isn't appropriated for the correct purpose. She gave examples and proceeded to tell the Selectmen what they should and shouldn't be doing about spending money.

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

a) CONSENT CALENDAR.

1. Request for Approval of 2020 Property Tax Warrant.
2. Request for Approval to change Karin Lagro from an alternate member to a full member of the Zoning Board of Adjustments. Karin's Term will remain the same - 2023
3. Request for Approval to change Wade Scott Campbell from a full member to an alternate member of the Zoning Board of Adjustments. The term will remain the same - 2023

b) OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT -

a. 2020 Operating Budget, Questions, Concerns or Changes – Finance Director, Paul Calabria

Paul said we are addressing all the questions from the BAC/BOS joint meeting including the three-year burn rate by department. He will have the questions answered soon.

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233 **b. Town Hall Response to COVID-19 Increase** – Starting tomorrow, November 24th the town hall will be closed for
234 walk-ins. Due to the COVID-19 Pandemic and in accordance with the Emergency Orders from Governor Sununu, the
235 Town will alter the way it normally conducts business on Tuesday, November 24, 2020. All Town services are still cur-
236 rently available. However, due to the resurgence of COVID-19, the Town Hall will be going back to its earlier restrictions
237 on people being allowed in the building. Townspeople are encouraged to do business by phone, email, or online whenever
238 possible. The drop boxes for car registrations, vital records, Tax collections, building plans, etc. will continue to be utilized
239 to the fullest extent possible. The Town's website will continue to be updated with the latest information. If anyone has
240 any questions or concerns, please contact the Town Administrator's Office.

241 Selectman Dargie asked about the town's policy for out of state travel for employees. Karen Blow said they are following
242 the CDC and Governor's orders. Fourteen days quarantine if you travel out of New England. There are exceptions for
243 EMS. Selectman Dargie asked specifically if an employee is traveling to Florida. Karen Blow said if it's an essential em-
244 ployee they will be required to stay home for a certain length of time and required to get a covid-19 test.

245 Administrator Shannon said the length of time will depend on the employee, their job, and whether or not they have cover-
246 age, and if they can work from home. Many factors are taken into consideration. Administration, Human Resources,
247 Emergency Management, and Department Heads review each case individually and we have been as safe as we possibly
248 can on our decisions and in the best interest of the town. Rules change if there is a positive test. All precautions have been
249 taken throughout this pandemic.

250 Selectman Dargie asks that you be strict when you decide someone is essential. Administrator Shannon said there are very
251 few people that meet the criteria of essential that would actually, physically need to come in. Our IT Director has set us up
252 so that many can work from home if needed.

253 At this time, Selectman Labonte asked to go back to the Operating Budget to ask another question. He referenced an e-mail
254 received today about the purchase of a DPW vehicle. He referenced the thresholds for the different levels before it has to
255 come to the Board for approval. He asked if whether you are paying cash, check or trade-in, it's all considered currency.

256 Chairman Daniels said he would have to review how the procedure reads. Selectman Labonte believes its actual expenses
257 and a tangible object is a trade-in and a form of payment. The Town Administrator said the DPW vehicle was only a
258 \$24,000 purchase and Selectman Labonte said it was a \$27,700 purchase. He is requesting to put the purchasing policy on
259 the agenda for review and to address the invoice. He feels that it was bought out of order of the purchase policy.

260 Paul Calabria said the policy doesn't refer to trade in's if the Board wishes to review the policy and make that change, it's up
261 to them. Selectman Labonte said it doesn't reference cash on hand either, they both need to be addressed.

262 **c. Transfer Station Update** – Administrator Shannon said the Transfer station is currently taking aluminum, steel, and tin
263 cans, glass bottles and jars only, cardboard, newspapers, and magazines. They are still reviewing plastics. The still-good
264 shed is still closed. Residents can put items in the hoppers outside to separate cans and bottles.

265 Selectman Dargie asked for confirmation that the Transfer Station is taking cans and steel? A week ago, they were only
266 taking aluminum cans and glass. Administrator Shannon said the information he provided was sent to him in an e-mail
267 from the Transfer Station supervisor. He will double-check again.

268 Selectman Dargie said when people separate their cans and glass; an employee goes through the bins to make sure people
269 put them in the right spot. He feels it would be better to put them on the shelf in the window like they did before and have
270 the workers sort them. You can't have mixed contamination and things should be clean. Administrator Shannon said they
271 would happy to review processes.

272 Selectman Labonte clarified that there is no policy as far as people can't get out of their vehicles and walk their trash to the
273 bins. Administrator Shannon said, not that he is aware of but he will check. Chairman Daniels asked if people can still
274 drop off clothing since that area is currently roped off. Selectman Dargie said he put dropped off stuff last week. Adminis-
275 trator Shannon said he will check.

276 **6. DISCUSSIONS:**

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a. AoT Permit – Suzanne Fournier, Milford resident referenced information she provided for the Boards packet. One letter gives the Selectmen two choices, restoring the BROX site, or resubmitting an application. She feels that the Board should discuss this; it's not up to the staff. She also has concerns about North East Sand and Gravel paying \$13,000 for the Towns application fee. It seems to her that North East would give that \$13,000 to the town and the town should hold a hearing to accept the money, then the town can pay for the AoT permit.

Selectman Freel asked if the town filed for any DES approval. Administrator Shannon said he would defer the question to Lincoln Daley. As far as Suzanne's concerns about the \$13,000 not being accepted by the town; the contract with North East states that they are responsible for all permit costs. Lincoln said they were in the process of filing that application. We worked with DES and NH Fish and Game to clarify the rule changes and recently submitted a new permit to reflect the changes. Nothing can be done until we receive a new permit.

Selectman Labonte asked how the town was able to haul winter sand from the pit if we received this letter in January of 2020. Administrator Shannon said the sand had already been screened and processed and it was his understanding that since it wasn't alternating the terrain we could use it. They worked the sand for about six hours. A citizen already called DES with that same concern and after clarification, with DES attorneys we were told to stop so we did. It was our mistake but we rectified it with DES. Selectman Labonte asked about facing repercussions. Administrator Shannon said no repercussions were indicated by DES.

Chairman Daniels asked if the original AoT application submitted to DES have Board approval or was it just submitted by Community Development. Lincoln Daley said it was submitted by the old Town Administrator, Mark Bender. Chairman Daniels asked if the Board needs to approve these applications. Administrator Shannon said they can be brought to the Board if they want, but he understood that his processor could approve them. The Town Administrator does have the authority to sign some contracts and agreements.

Suzanne Fournier said the Board of Selectmen gave the old Town Administrator authority to sign the permit after they discussed it and approved it. Selectman Freel asked where does the \$13,000 come from in the budget. Administrator Shannon repeated that North East paid for that, it's in their contract. The Town didn't pay for it.

Despite the verbiage being spelled out in North East's contract, Suzanne Fournier is still questioning that the town should still be accepting the money. Lincoln said they followed the same process as last time and this is in the contract. Selectman Dargie said it's his opinion that this is legal but we should run it by Town Council. Administrator Shannon said North East isn't donating money to the town; they are contractually obligated to pay for the permit per their contract.

Selectman Freel said it doesn't make sense to go to Town Council and pay money when we could just have North East give the town the money and the town accepts it if what Suzanne Fournier is saying is correct. Administrator Shannon pointed out that Suzanne Fournier isn't an attorney, and this is only her opinion. We budget for attorney fees to answer these types of questions. This wasn't found illegal in 2018 and we have a legally binding contract that allows this. Town Council approved the contract and he wouldn't allow anything illegal to fall through.

b. Milford Dispatch Administrative Location - Chairman Daniels said this is to determine that if Milford Dispatch had its own location, would it fall under the Milford Police Department or have its own Department.

Selectman Dargie asked if we would have to add a position if it goes one way or another or is the personnel the same. Administrator Shannon said not necessarily, currently, they have a Director and the workers. We would have to figure out the manpower needs for a Milford only dispatch center.

Selectman Labonte feels it should be under Town Administration so it will always be a clear number on what is going to dispatch. You won't have to deal with conflicting power control throughout our emergency services should anyone feel they are not getting adequately serviced over another one. Selectman Dargie would like to go with what costs the least amount. The other towns have animosity against our Police Department and feel that it shouldn't be under our Police Department. They may join us going forward if we had it "stand-alone" not under our Police Department. He doesn't think the cost will be much different.

Chief Viola, Milford Police Department, said he's spoken to our emergency services and other Police Departments and a Board of all Emergency Services should be who oversees Milford Dispatch. If it's located at the Police Station, it should fall under the chain of command at the Police Department about everyday operations. Even now at MACC Base, most

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people think it falls under the Police Department. It would be more effective and efficient if it was at the PD. He has faith in all Department Heads and our Emergency services that they would make sure it runs properly and efficiently. Our Police Department and the people in this department are top-notch and professional and make sure that everyone is taken care of. The budget would be its own line item just like we have ours now.

Selectman Freel agrees with Chief Viola and also agrees on a separate line item for that department especially if other towns join in. Selectman Labonte agrees more with Selectman Dargie especially if we have any chance of bringing other towns in. He feels it's more transparent to have a dispatch department. He isn't opposed to the emergency services being on a committee but it should be a department of its own.

Selectman Freel said if we can use existing management, there wouldn't be additional cost going to the tax-payers. Administrator Shannon said there are positives on both sides. We could model it like the Transfer Station that is under DPW. We don't want to add another layer if we don't need to. This would fit under support in the Police Department would be under Captain Pelletier if it were done today. The structure would have to be approved by the Board.

Doug Whitney, a Milford resident feels having dispatch at the PD would be the right way to go. We need to get this passed by the tax-payers. Selectman Labonte said he doesn't know of a budget more scrutinized than MACC Base. We should keep that the same going forward. At what point will we see the operational cost. He thinks we need to see two sets, one for its own department and one under the PD. Administrator Shannon said that will be covered under non-public later tonight.

Selectman Freel asked why that would be in non-public. Administrator Shannon said it's still part of the competitive bid process. Selectman Freel doesn't understand why a budgetary number for running a new dispatch has anything to do with a contractual agreement. Administrator Shannon said it doesn't, he misunderstood the question. The personnel cost would not be under non-public, he thought you meant the operational cost include in the two bids.

Selectman Labonte asked when the Board will get an operational budget. He repeated that we should have at least two operational budgets to determine who can run it more effectively. Selectman Freel said before we vote on the warrant article it would be good to know what the operation cost would be. Chairman Daniels said you need to determine the structure that is going to be in place before you can determine the operational cost. If it were under the Police Department and they were going to share duties during the day, that may make a difference as opposed to the Town Administrator and not doing that.

Selectman Dargie said the operational cost should vary only a small amount. The dispatchers would be the main cost. There is a rough estimate in the CTA report as to what it would cost which is similar to running MACC Base today. Selectman Labonte repeated for the third time when the Board will get an operational budget.

Administrator Shannon said once we know the equipment set, how many people are needed and other factors then we will get you that information. There is also FTE versus part-time considerations to be made. We will have the information before the Deliberative Session.

Selectman Labonte said that model was already presented by CTA. He feels it should be easy to come up with a number. We only pay 71% now, if this passes, we will be stuck with 100% of the bill. Administrator Shannon said only if it's staffed the exact way that MACC Base is staffed now. We may set it up with a different structure so it would be different. We would be paying 100% of the cost but some things would change that could make it lower. You can't say it would be apples to apple comparison and that 100% has yet to be determined. We will get you that number as soon as we can.

Selectman Freel said in a past conversation with Chief Viola and he said would be able to do this for the same cost or maybe a little less. That must mean that you guys already have an idea of how you would structure that department. Can't we just get a number on how you think we would run that so we will have an idea?

Selectman Labonte said there is a number in CTA's report already and he doesn't understand why it's so hard to solidify that. Chief Viola has stated before that he feels we can be pretty close to what we are paying now. We can give you personnel costs but other costs need to be looked at like antennas sites and things. If you are looking just for personnel cost, we can get that information and yes, it would be right around the same as what was stated in the report. We can stay around the ballpark plus/minus at where we are now at 71%.

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Selectman Labonte would still like the tax-payers to have time to digest this to see where we are going. He thinks everyone already knows what we need for staffing. Captain Frye said in the CTA report, their educated guess is around \$550,000 so we are all right around the same numbers. Selectman Labonte asked if this was before our surplus that we get back. Captain Frye said there is no guarantee that we get surplus back on anything. Selectman Labonte said we usually do. Captain Frye said historically speaking yes, and the MACC Base's budget should be scrutinized more.

Selectman Freel said we should be looking at a capital reserve account to upgrade equipment depending on the life of the equipment. Administrator Shannon said he will get an operational cost as soon as he can. There is a 15-year operation and maintenance plan built into the RFP. Selectman Labonte asked again if the budget would be run at the PD or under the Town Administrator. Administrator Shannon said it's still for the Board to decide.

Chief Viola said if it's under the Police Department, the person managing communications would come up with the budget so you would still have a separate part of that which would also go to the Board and up to the Town Administrator.

7. PUBLIC COMMENTS: - Selectman Labonte said he was listening to the scanner the other day and there was an accident on Elm Street. He couldn't hear the Milford unit using their portable. Wilton was involved, what is the difference between Wilton's portables versus Milford's portables. Captain Frye said right now there is no difference. After that, they said they couldn't understand the Wilton officer so it could have been a matter of them switching antennas to the Wilton firehouse to get that. Selectman Labonte didn't know if Wilton had repeaters but he didn't understand why you could have to radios and only one worked. Captain Frye said Wilton doesn't have repeaters. He will review it. My guy was close to the Oval and the portable wasn't working, he doesn't know how much closer he can get to the antenna to have them work. There is also a dead spot next to Gurneys.

Chief Viola clarified that Wilton has the same portables that Milford does.

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Administrator Shannon said the Budget Advisory Committee cancelled their meeting for the 24th.

Captain Frye said Wilton signed the extension and we are just waiting on Mont Vernon. Selectman Dargie said we should wait until after the March vote to discuss future extensions.

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

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of November 9, 2020, and November 12, 2020, as amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION. A motion made by Selectman Dargie to enter into a non-public session in accordance with (RSA 91-A:3, II(e)) Legal and for approval of non-public minutes in accordance with (RSA 91-A:3, II(e)) Legal – November 9, 2020, seconded by Selectmen Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

13. ADJOURNMENT: Selectman Dargie moved to adjourn at 10:05. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/23/2020

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Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member