

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

October 28, 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. – Public Hearing for The Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95) b)) – 2019 State Municipal Aid - \$182,960.44**

The Town of Milford received \$182,960.44 in State Municipal Aid. The Town will also be receiving approximately the same amount in October 2020. The municipal aid for 2019 is unrestricted, meaning that it may be (1) used to reduce property taxes, (2) expended for any purpose for which a municipality may legally spend money, or (3) used for a combination of both. The money for 2019 is non-lapsing. If used to reduce the tax rate, the Board needs to vote on the specific amount it wishes to use to reduce the 2019 property tax rate and communicate that to the Department of Revenue Administration, (DRA).

The Town will also be receiving approximately the same amount in October 2020 which is considered anticipated revenue. Towns should appropriate that money as part of next year's budget, or it may be used to reduce the 2020 property tax rate. Chairman Daniels opened the public hearing.

Selectman Putnam made a motion to accept State Municipal Aid funds. Seconded by Selectman Dudziak.

Rodny Richey, Milford resident asked what non-lapsing meant. Chairman Daniels said it doesn't have to be spent this year. Next year we will receive a similar amount which is considered anticipated revenue and it will have to be used by the end of 2020. Rodny was concerned about the amount of time allotted to make a good decision on the additional funds. Rodny suggested using the fund to re-do the Board room design to make it easier to for the people who attend and those who watch from home, lighting, sound, etc. He suggests getting volunteer local interior designer to help. His second suggestion was to use the money on trails easements, like the one at the Post Office.

Susan Wilson, Milford citizen suggested using the money to reduce the tax rate or to help offset the increase the employees will have to pay towards a large increase in their insurance benefits which is coming up next year. Tina Philbrick, Milford citizen suggested the money be used to reduce the tax rate to help offset the re-valuation that took place earlier this year. Wade Campbell, Milford citizen suggested waiting to see what we come up with for warrants in 2020.

Chairman Daniels said one of the reasons we have to make a decision this evening if we are using it for taxes is because the department of Revenue needs the information to set our tax rate. Paul Calabria, Finance Director agreed, if we are using it for taxes we need to finish our last form, the estimated revenue form, so the DRA can set our tax rate. If using the money for something else, it doesn't have to be decided tonight.

Selectman Dargie suggests we use it to reduce the 2019 tax rate. Selectman Dudziak and Selectman Labonte agreed. Selectman Putnam asked if there were projects in town that can be paid for by cash that would decrease interest rates and save us money. Paul said we've had some unforeseen expenditures earlier in the year that will keep our interest income below what we were expecting to receive. Based on the financials at this point, he feels that it should be used to reduce the tax rate. Selectman Putnam agreed to use the money to reduce the tax rate. Chairman Daniels said his main thing was that it not be used for on-going operational costs because it's one-time money.

Selectman Putnam asked about the money that is being taking from the fund balance. Administrator Bender said the Board authorized using \$200,000 of fund balance and apply towards taxes on January 7, 2019. The Board can always use the fund balance for specific warrant articles as well.

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

Selectman Putnam made a motion to accept the State Municipal Aid funds money and to use the money to reduce the 2019 tax rate. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

Rodny asked how much would go towards the tax rate. Paul said it would be hard to determine at this point due to the re-val. Selectman Dargie said it would be roughly \$13.00 per \$100,000.

### **5:45 p.m. – Pre-Disaster Mitigation Grant – Chief Ken Flaherty**

Chief Flaherty said the Federal Emergency Management Agency (FEMA) has approved the application for the EMB-2019-PC-0004 - Local Hazard Mitigation Plan Updates. We have to do this every 5 years. The project cost is 75% Federal Funds and 25% Applicant Share. The total amount of the Grant is \$13,330.25. The amount of the Federal portion of this grant is \$9,999.75 and the Towns share is \$3,333.25, which is covered in the Fire Departments budget.

Selectman Putnam made a motion to accept the grant. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0. Chairman Daniels, Vice Chairman Dargie and Selectman Putnam will sign the grant.

“The Select Board, in a majority vote, accepted the terms of the Pre-Disaster Mitigation Grant Program as presented in the amount of \$9,999.75 to update the Town of Milford’s Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$13,333.00, in which the town will be responsible for 25% match \$3,333.25.

### **5:50 p.m. – Hutchinson Family Singers Memorial – Charlotte Annand and Mackenzie O'Connor**

Charlotte gave a brief summary: The Milford Historical Society is beginning to investigate the possibility of having a memorial erected to pay tribute to a Milford family that was of utmost importance in the cause of abolitionism during the mid-1800s. The Hutchinson Family Singers were known throughout the country and in the UK as the most influential singing group of their time. Historians credit them with bringing the message of abolitionism to more people in the US than any other single factor. But sadly, right here in their own home town of Milford they have been largely forgotten. We feel the need to correct that and create a memorial to them, but it is too large a task for the MHS to take on singly.

We are asking for the BOS’s support so we can begin a discussion in 2020 with the many interested citizens who attended our explanatory meeting on 10/16. We would then request a return visit to share a more detailed plan with the Board of Selectmen.

Mackenzie, Milford resident and High School Student said that not one of the high school students that went to the explanatory meeting knew anything about the Hutchinson Family Singers. During Social Study lessons we learn about the Liberty Bell and Eagle Hall, but they forget to mention the Hutchinson Family Singers even though they originated from here and were a big part of abolitionist. Charlotte read the history of the Hutchinson Family Singers. There are also 7 students from the High School that have signed on to help.

The Board is in agreement for the Historical Society to continue.

### **6:00p.m. – Vietnam Memorial – Jerry Guthrie, John Weidman and Lincoln Daley**

In summary, they are trying to put a Vietnam memorial together. This has been presented to the Recreation Department and the Historical Society/Heritage Commission, and they have looked favorably on this.

The latest on-line survey in September received 91 responses.

- 78% of the responses supported a location proposed at 2 Union Street behind the existing WWII Memorial.
- 87% of respondents would be willing to donate to the project.

They are looking at Union Street for a location next to Rail Road Pond. The Vietnam Veterans were happy with the site. Jerry presented maps and diagrams for visuals and described what would take place. The memorial will encompass all branches of the Military. They need help with the names of those lost to make sure they have everyone. They are still in the process of raising money for this. They are also looking to get a cost estimate.

Selectman Putnam asked if the property they want use is private property. Jerry said no, its town owned. Selectman Dargie didn’t like the site because it’s hidden behind the WWII memorial. He feels it will be forgotten. He feels it should be visible as you walk by during the Memorial and Veterans Day Parade. Jerry repeated that the Vietnam Veterans were happy with the site; they liked it because it was quiet and private. The Veterans he spoke to were from the VFW.

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

Administrator Bender said he likes the site picked because it is quiet and peaceful. He agrees with Selectman Dargie that people will walk right by it. Chairman Daniels said he's supportive of recognizing the service of the men for Vietnam. In memorializing the service that they have given, he also feels that we are recognizing the conflict and he isn't comfortable with that. He asked if the Veterans had any comments on that. Jerry said for the most part, they thought it was okay. The country was divided in half. We are trying to say it was hard for people to come back. War is difficult and we want people to know that there is something to be learned from it.

Chairman Daniels asked if Jerry feels that this memorial would change the feelings of those who came back. Would they feel that their country would accept them more than they did back then? Jerry said it tells the history of what went on. It's important to show what happened and a lot to be learned from it. They have been working with the VFW and Legion and they support this.

Selectman Dudziak said she likes the location and the design. Through the three surveys, people seem to be in favor of the design. Jerry said it's about 6 feet tall and each panel would be about 8 feet wide. Chairman Daniels asked if they have an estimated cost on this. Jerry said not yet. They hope to get the money to build the first part and sell bricks to pay for more of it. They will also be relying on volunteerism.

### **6:15 p.m. – Open Space Conservation Easement BROX – Audrey Fraizer, Betsy McNaughten and Kim Rimalover (tabled from 10/14/19)**

In summary: The Aot-1313 permit dated September 18, 2017 for the sand and gravel operation on the BROX community lands requires the Town to put 75+/- acres into a conservation easement. The Board accepted the Milford Conservation Commission's offer to facilitate this process.

Administrator Bender said he received information from Betsy on Friday and sent it to Attorney Drescher. He just heard back from him late this afternoon. He can give them his comments. Betsy asked if they were completely different. Administrator Bender said they were on the right track. He wasn't sure of a couple of things. Audrey also sent an e-mail out late this afternoon that contained additional information about the survey. Audrey said that was a different topic, they want to talk about item number 1, the commitment agreement so they don't lose the \$20,000 grant. Betsy said there is a risk of losing that because of the Governor and Councils schedule. She thinks there are only 2 meetings left and they require the information at least 2 weeks prior to the meeting.

Administrator Bender said under item 4, language was removed that Attorney Drescher included regarding RSA 41:14a. Betsy said she didn't do this, she sent it to Attorney General Chris Aslins office. Administrator Bender said the Board needs to follow RSA 41:14-a in setting up a conservation easement on this property. This requires two public hearings and a vote. The meetings could be over the next two Board meetings. Betsy asked if the 2 public meetings need to occur before the Board signs the agreement. Administrator Bender said that was Attorney Dreschers opinion. Betsy suggest that Attorney Drescher and Attorney Aslin talk. Administrator Bender said RSA 41:14-a doesn't exempt the State as a holder of the easement for a waiver from that statute. Betsy agreed.

Administrator Bender talked about the survey and ARM grant. He said if we are going to use the ARM grant for the survey in full, it's something they can work around. He asked how they came up with \$30,000 for the Stewardship endowment. Betsy said this is one of their most complicated easements. They contract their easements through the Office of Strategic Planning. We asked them for an estimate of what it would cost because they don't know until they look at the terms of the easement. She understood that the \$30,000 was not a surprise to the town. Administrator Bender clarified that the commitment on the town is a minimum of \$30,000. He asked if we've ever had an easement anywhere close to that amount. Audrey said she didn't know. Many land organizations saw this as very difficult and that is why we turned to the State.

Administrator Bender said it's up to the Board on how they want to handle the minimum \$30,000 and if we could strike the word minimum, at least we would know what the amount was. Right now, the Board is not authorized to expense that. We can put it in the budget next year and we can put language in the document so that if the budget is not approved, the option would be to use Conservation funds to guarantee that easement can be done. He can give them the language tomorrow and they can talk about it. He said he just received the information around 4:30 today.

Audrey suggests that they ask the State if this could be done in payments. Betsy said she could ask it would have to be formally proposed to them. For clarification, language would be put in the document for a three year payment of \$10,000 to the State for the endowment, and it would be in the town budget. Administrator Bender said the word "base minimum" needs to be settled. Betsy said they don't know the amount until they know what the boundaries look like. Administrator Bender said if the boundaries are as identified like in this plan, is it \$30,000. Betsy said that plan just got

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

confirmed, if this is what we are going to settle on, she will need to go back to the Conservation Land Stewards and talk to them about very specific numbers. The ground is still changing, you are still excavating out there, and it may change five years from now.

Selectman Labonte clarified that until the gravel operation is done it will need to keep being updated on maps. Betsy said the south side is the area of concern, it's ever changing. It will need to be re-looked at. Selectman Labonte said if we have a plan on what the area will look like when it's done. Audrey referred to the plan that she has, but she doesn't know if it actually occurred because they ran into ledge. Administrator Bender said its close.

Chairman Daniels said the way it's written it seems it will be on-going. Betsy said no, endowments are a one-time thing and we won't come back years later for more money. Chairman Daniels said we need to find out what the price is and if we can do installments. Betsy said the most she's seen for an endowment was \$45,000 but it was a large parcel; she doesn't anticipate this being that much.

Betsy said the public hearings could be part of the conditions precedence for the town because if this doesn't get signed the town loses the \$20,000 they won't have that money to continue this process. She asked if the town has \$20,000 to continue with the process? Selectman Dudziak said they want to avoid losing the \$20,000. Betsy said by having a commitment prior to the public hearing, it allows us to move forward. Time is running out for Governor and Council to get this approved. The more conditions put into this commitment, the less likely it will get finalized.

Audrey said Attorney Dresher's e-mail said there are no serious concern. Administrator Bender asked what Audrey was talking about. Audrey referred to an e-mail received on October 23<sup>rd</sup>. Selectman Labonte asked for a copy as they have not received anything on this. Chairman Daniels said they have the agreement from the last time they met, but haven't seen the changes yet. Betsy said she asked for the agreement to be sent to the Board in an email she sent out on Friday. Administrator Bender said he would do that after Attorney Dreschers comments were read.

Betsy isn't opposed of coming here outside a Board meeting for signatures. The project isn't easy for anyone. She will try to get the endowment answer. Administrator Bender said he will talk to the Attorneys and Chris tomorrow. Administrator Bender said they would still need two public hearings. They can be done on November 12<sup>th</sup> and November 25<sup>th</sup> with a decision to be made on either December 2<sup>nd</sup> or December 9<sup>th</sup>. Betsy repeated that Attorney Aslin said it was unnecessary.

Audrey spoke about the survey and referred to a map she had. They started straightening the maps to make it easier for the survey. The Board needs to approve the interior boundaries before moving forward with the survey. Chairman Daniels asked how much more land would this take. Audrey said it doesn't take any more, it may take slightly less. There was some discussion about the gravel area. Area 2 was removed. Now there are clear boundaries so they can put pins in and monitor it better. There are GPS coordinates to help monitor this even when doing the gravel operation next year. It was suggested to put something like a fence post as a marker to make sure it was visible.

Laura clarified what was needed for tonight, an agreement of the interior area. Audrey said yes. Administrator Bender said the gravel plan has a grading plan that would show you the slopes. Betsy asked if it was part of the original set that was given to Mike. Audrey said yes. Administrator Bender asked how many land outfits did we talk to about this easement. Audrey said five and they all turned it down for various reasons which is why they went to the State.

Selectman Labonte said he assumes the boundary map won't be complete until the gravel operation is done. Betsy said the survey can be done before the gravel is done, the boundaries will be done after. The contract will stay open until the gravel operation is done. Audrey said there are some areas that could be completed now.

Selectman Dudziak and Selectman Putnam are fine with the interior. Selectman Labonte said he was fine with it but asked what the negatives were on this by going straight line. Betsy said it makes it cleaner for future generations to take care of it. Audrey said it's 75 +/- . The state took off 3.4 acres so drawing the line straight would offset that. Selectman Dargie asked why easement area I was not included. Audrey said that piece never showed up on any of the plans. The turtles won't live in that area because it's too wet.

The Board gave their consensus for the interior boundaries. Audrey asked if the Board had any objection to using Meridian for the survey. They sent out bid requests and received 2 bids. Meridian wasn't the lowest but they were the most thorough. The difference between bids was about \$2,000 to \$3,000. Meridian gave a not to exceed quote of \$20,000.

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

Selectman Putnam made a motion to approve Meridian. Selectman Dudzak seconded. All were in favor. The motion passed 5/0.

### 3. PUBLIC COMMENTS.

Rodny Richie, asked why a special meeting regarding Osgood Pond dredging was held last week. He wanted to know the rational for having the special meeting and the results. Chairman Daniels said the rational was time sensitive in trying to select someone to do the dredging and laying out silt fence this year so we could make the deadline on the permit. The vote was 2/2 resulting in a tie. The motion failed. The issue is now tabled and we can't do anything this year. We will take it up at the November meeting since it's no longer time sensitive. We will look to still choose a vendor to complete the project prior to the permit ending in September 2020.

Rodny expressed concerned about the dredging of another 5 acres. Chairman Daniels said the plan was for dredging Phase II, someone came up with 5.5 acres and the warrant didn't speak about 5.5 acres. The Board will have to decide if we go forward doing as much as we can or other options.

Paul Bartolomucci, Milford resident asked if the Board made the voters aware of the process they will use in choosing another Town Administrator. He feels the public should have a say in the selection and the Board should be transparent. Chairman Daniels said the process being used is what we've always used. The Town Administrator reports to the Board and there has never been public input in the selection of any Town Administrators in the past. We have our set of expectations and are still collecting resumes through November 1<sup>st</sup>.

Paul asked if there is a written process that people can look at. Chairman Daniels said no, the process isn't any different than choosing a department head, just in the people making the selection. Paul asked if all the Board members be involved in reading the applications and will the final candidates be interviewed in public. Chairman Daniels said all Selectman will be able to read all of the applications. We will not be holding it in public primarily for the applicants whose employment may be in jeopardy if their place of employment knows they are looking elsewhere. Paul asked when it comes down to the last three or four candidates, will that be public. Chairman Daniels said no, for the same reasons he just said.

Karen Blow, HR Director said the process used is gathering applicants and separating them by individuals that are not qualified, the ones to move forward for discussion will be those who have completed their application packet. There are 55 applicants and only 14 have completed the entire applicant packet. The Board can look at all the applicants and it's their decision on who goes into the next phase of selection. Paul asked what the timeline would be in selecting the new Town Administrator. Karen said they would like to extend an offer in late December and have the new person over-lap for a few weeks before the current Administrator leaves on February 20, 2020.

### 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 Putnam made a motion to accept the consent calendar. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.**

- 1) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))
  - Milford Pumpkin Festival Fund raiser for the Labor Day Parade - \$827.50

There was one item missing from the Agenda. The Board voted separately on this item.

- Funding through the NH Dept. of Safety for two Police Officers to attend the ALERT Active Shooter Level 1 Training Class - \$2,046.28.

**Selectmen Putnam made a motion to accept the other part of the consent calendar. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.**

### b) OTHER DECISIONS.

- 1) N/A

### 5. TOWN STATUS REPORT – Administrator Bender

- 1) 2020 Operating Budget



## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

Staff is completing the proposed 2020 Operating Budget. Our objective is to distribute the first draft to the Selectmen at the next meeting on November 12<sup>th</sup> and to the BAC at their November 13<sup>th</sup> meeting. This will allow a few days for review prior to our scheduled Saturday session on November 16<sup>th</sup>.

Selectman Labonte asked if it were done earlier, could they have it earlier. Administrator Bender said yes.

### 2) DRAFT Warrant Articles

Included in the board packet is a preliminary listing of potential warrant articles. This is just a bullet point list for board consideration and does not include the warrant article language.

- WARRANT ARTICLE - LIBRARY BUILDING PROJECT – \$0 BOND
- WARRANT ARTICLE - MILFORD DISPATCH EQUIPMENT - \$0 BOND
- WARRANT ARTICLE – RECONSTRUCTION OF TOWN ROADS - \$0 BOND
- WARRANT ARTICLE - TOWN OPERATING BUDGET - \$0
- WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$0
- WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$0
- WARRANT ARTICLE - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$0
- WARRANT ARTICLE - ASSESSING REVALUATION CAPITAL RESERVE - \$0
- WARRANT ARTICLE - SOCIAL SERVICES - \$0
- WARRANT ARTICLE - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$0
- WARRANT ARTICLE - PUMPKIN FESTIVAL SUPPORT - \$
- WARRANT ARTICLE - CONSERVATION FUND - \$
- WARRANT ARTICLE - FUNDING OF THE ANNUAL LABOR DAY PARADE – \$10,000
- WARRANT ARTICLE - SUMMER BAND CONCERTS - \$0
- WARRANT ARTICLE - FIREWORKS - \$0
- WARRANT ARTICLE - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION - TOWN SUPPORT - \$0
- WARRANT ARTICLE - VETERAN’S TAX CREDIT AND ALL VETERAN’S TAX CREDIT
- WARRANT ARTICLE - TAX CREDIT FOR SURVIVING SPOUSE OF VETERAN
- WARRANT ARTICLE – TAX CREDIT FOR SERVICE CONNECTED TOTAL DISABILITY
- WARRANT ARTICLE - ADJUSTMENT TO EXEMPTION AMOUNT FOR ELDERLY EXEMPTION - \$0
- WARRANT ARTICLE – DISCONTINUANCE OF Tax Incremental Finance District (TIF) - \$0
- WARRANT ARTICLE - ADDITIONAL AUTO REGISTRATION FEE - \$0

Selectman Dargie proposed that a Body Cam be included in the warrant articles. Administrator Bender said he asked Chief Viola to review and update his information from a few years ago so we would have accurate data to discuss.

### 3) Transfer Station Rate Schedule

At a prior board meeting, the selectmen authorized charging \$0.07 per pound of demo. During implementation of this rate we discovered that our scale weighs in 20 pound increments. To facilitate processing at the transfer station we have developed a rate schedule based on these incremental weights using the \$0.07 per pound and rounding to the nearest dollar. A copy of the schedule was included in the board packet. We are requesting Selectmen approval of this schedule so we can complete the programming and implement by December 1, 2019.

Selectman Labonte asked how it was getting billed now. Paul said they are still using a rate schedule and they are rounding to the nearest .25 increment to make it easier for the people. With the approval tonight it will make it all in dollars to eliminate pennies, nickels and dimes. Selectman Labonte asked if credit cards have been looked into. Paul said they are looking into credit cards but they want to get the software updated first. It should take three to four weeks to complete.

Selectman Dargie asked about the highlighted areas in the chart. Paul said Rick had done that incrementally for 250 lbs. It all works except for one. Selectman Labonte asked if we’ve rounded to the nearest dollar in any of the other departments. Administrator Bender said no, but most other fee schedules other than tax collection or auto registration are al-

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

ready rounded to dollars, like building permits and electrical permits. Paul said the ease of transactions is much better at the Office of Community Development than at the Transfer Station when there are three or four people lined up waiting to get on the scale. Selectman Labonte said all the other places he goes to are by the pound.

Selectman Dargie made a motion to approve October 2019 transfer station demo rate sheet. Seconded by Selectman Dudziak. The motion passed 4/1 with Selectman Labonte opposed.

### 6. DISCUSSIONS:

**a) Reconstruction Analysis for Phillips Way.** Administrator Bender said a request was made look at what it would cost to make Phillips Way two ways. Rick did a detailed cost analysis and the cost is around \$45,375. Administrator Bender said he would get copies for everyone. Selectman Putnam asked if Traffic Safety would also look into the parking on either side of the road. Chairman Daniels said they will look at it.

Selectman Putnam made a motion to give this to Traffic Safety while the Board Reviews it. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

Selectman Labonte asked when Union Street will be striped. Administrator Bender said the painting will be weather dependent. Selectman Labonte asked if Elm Street will be re-done. Administrator Bender said Rick will do some work this week to improve the bumps.

**7. PUBLIC COMMENTS:** There were no public comments at this time.

### 8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Selectman Putnam said the Parking Committee will be meeting on Tuesday and the 127 Elm Street Committee will be meeting next week.

Chairman Daniels said Recycling Committee will be re-visiting the Recycling Committee ordinance to see what need to be updated. .

Selectman Dargie said that the Recreation Committee is looking for volunteers on Saturday November 16<sup>th</sup> from 8 – 12 help to setup the rinks and they are also looking for volunteers to help maintain the rinks through the season.

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

**9. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of October 14, 2019. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

### 10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a) Treasurers Report April 2019 and May 2019

**11. NOTICES.** Notices were read.

**12. NON-PUBLIC SESSION.** Selectman Dudziak made a motion to enter into a non-public meeting in accordance with (RSA 91-A:3,II (c)) Reputation and for approval of non-public minutes in accordance with (RSA 91-A:3,II (a)) Personnel and (RSA 91-A:3,II (c)) Reputation – October 14, 2019. Seconded by Selectman Dargie. All were in favor. The motion passed by roll call vote 4/0.

**13. ADJOURNMENT:** Selectman Putnam moved to adjourn at 8:10. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/28/2019

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Gary Daniels, Chairman

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Laura Dudziak, Member

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Paul Dargie, Vice Chairman

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Chris Labonte, Member

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Mike Putnam, Member