

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

September 28, 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# 825 4550 5540 and the password is 462453 or join the Zoom Meeting @ <https://zoom.us/j/86089099619>. 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: Paul Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes, (zoom) no one is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, present in the BOS room, and Chairman Daniels, yes, present in the BOS room

2. APPOINTMENTS: (Approximate times)

5:30 p.m. - 1st. Public Hearing - Performance Stage Roof in Accordance with NH RSA 41:14-a, Acquisition or Sale of Land, Buildings, or Both - Lincoln Daley, Community Development Director.

Lincoln said the purpose of this first public hearing is for the Board to consider the donation of materials, equipment, and personnel use for the construction of a permanent roof for the performance state located at the Keyes Memorial Park East entrance. The estimated cost for the donated materials is approximately \$75,000 and the estimated labor and equipment cost is approximately \$25,000. There will be a second public hearing on September 28, 2020, and the Selectmen will take a final vote on October 12, 2020.

Chairman Daniels opened the public hearing for comments. There were no public comments. Chairman Daniels closed the public hearing. A final vote will take place on Monday, October 12, 2020.

5:35 p.m. - 2020 Ambulance Lease Purchase UPDATE - Ambulance Director, Eric Schelberg

In Summary: Warrant Article 12 – Ambulance and Equipment Lease-Purchase, passed at the 2020 Town Meeting in the amount of \$45,180 by a 64% margin (1830-1039). The original language included a Fiscal Funding Clause (Escape Clause) which required a 3/5 majority. On the morning of the Deliberative Session, Town Council was approached about changing the language to remove the Fiscal Funding Clause (Escape Clause) which then would only require a simple majority to pass. Town Counsel stated that the change would not affect our ability to withdraw monies from the Ambulance Capital Reserve. Our NHDRA auditor advised against that change before publicly posting the Warrant. Michelle Clark, NH DRA representative to the town, informed the town NH DRA will soon formally advise they will disallow the portion of the warrant article to withdraw the requested \$75,000 from the Ambulance Capital Reserve Fund for use toward the purchase of the durable equipment.

Options moving forward are:

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1. Expend, from the 2020 budget, any surplus, or from the fund balance, a minimum of \$19,000 to purchase the stretcher to put the replacement ambulance being delivered in early November, in service, or expend the entire \$75,000 to purchase all of the requested items - cardiac monitor, stair chair, mobile radios, and video laryngoscope and blades plus the stretcher note above;
2. Put forward a Warrant Article at the 2021 Town Meeting a request to expend \$56,000 – if the \$19,000 for the stretcher purchase is exercised, otherwise \$75,000 from the Ambulance Vehicle Replacement Capital Reserve account for the purchase of the remaining items noted in Option 1 to equip the 2020 ambulance;
3. Use COVID-19 CARES Act funds for the purchase of the above-mentioned items.

Chairman Daniels asked how much do we expect from the CARES Act. Administrator Shannon said we received \$64,000 as a town so far. We don't know how much more we will be receiving, we have another submission out that we haven't received yet. We could get another \$311,000. We should know more before the next Board meeting.

Selectman Freel asked what the \$64,000 was reimbursed for. He is confused as to where the \$75,000 for the ambulance equipment will come from. Administrator Shannon said the \$64,000 is what we've received as reimbursement for the town for COVID-19 expenses. We spent the \$64,000 on expenses due to COVID-19 and the state reimbursed us for that.

Administrator Shannon said we might be reimbursed for salary pay for our emergency services but we are not sure yet. We already budgeted for salaries and spent that money. If the state gives us additional monies for those salaries, it's over and above what we already had. Selectman Freel

Selectman Dargie wants to buy the equipment this year. He would like to find the money someplace either from the budget, CARES Act, or remove it from the paving budget. Selectman Labonte has concerns about spending CARES Act money with three months left into this year, with so many unknowns. We can't spend more than what we budgeted for the year so we can't spend the money twice.

There continued to be a huge amount of confusion about what we spent, what we are due back, and what we may receive. Administrator Shannon said we are not going to ask the state to outfit our ambulance with CARES Act money. If we get the full reimbursement that Milford was eligible for, then that money would then come back to the town.

Paul Calabria, Finance Director said the money will hopefully come in for reimbursement for salaries and benefits that were already budgeted for our first responders dealing with COVID-19. This will provide the town with a potential surplus. In November we will figure out what our surplus is expected to be for the year and at that point the Selectmen can decide to spend money out of the anticipated surplus for the ambulance item. You don't get to spend the money twice. If the additional salaries and benefits money comes in for emergency services, we will be reimbursed for the money that we already had in the budget. It's money that has already been spent and we already raised it through taxation.

Selectman Freel clarified that this has nothing to do with the stipend. The state said we are allocated for \$375,000 and some of that can go for COVID-19 expenses however it's going to give us more than what we incurred and we will be getting money back on normal payroll that we already have in the budget. He doesn't feel that Milford should be pulling any additional money from the state if it isn't something that costs us money. We should give the money back to the state and Milford should buy their own ambulance stuff. We shouldn't be stealing from the state to pay for stuff in Milford.

Eric Schelberg said he doesn't need a decision today but added that there is a 6 week lead time on some of the equipment. Selectman Labonte asked Eric how his budget was doing. Eric said they are running tight. Their maintenance budget is under so there is some flexibility there. If we do get the payroll reimbursement from the state, it will be a significant amount. Selectman Labonte asked about taking a cardiac monitor from another ambulance. Eric said we would already do that and the backup wouldn't have the cardiac monitor in it. Currently, all three ambulances have cardiac monitors in them. He is just making the Board aware that if the backup monitor fails, it's done.

Selectman Dargie said if the ambulance is due in 6 weeks we should be ordering the equipment now. Selectman Dargie said if the money from the CARES Act comes in it would be unanticipated revenue which has to be accepted and voted on and to spend it. It then gets added to the budget.

Selectman Labonte would rather wait to see where we are at our next meeting to see where we are at. The ambulance is important and we are fortunate that we currently have three. He would rather hold off to see what we could do as far as maybe some release on some communications for the Police Department as far as on their communications before we go spending all the money.

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5:45 p.m. – Joint Meeting on the Inter-Municipal Agreement (IMA) with Select Boards from Milford, Mont Vernon, and Wilton. Chairman Daniels introduced the Select Boards.

Milford Select Board – Chairman Gary Daniels, Vice Chairman Paul Dargie, Selectman Laura Dudziak, Selectman Chris Labonte, and Selectman Dave Freel.

Mont Vernon Select Board – Chairman Jack Esposito, Selectman Tim Berry, and Selectman Kim Roberge

Wilton Select Board - Selectman Kellie-Sue Boissonnault and Selectman Kermit Williams. Town Administrator Paul Branscombe was also in attendance.

Chairman Daniels said the Milford Board voted to use the 2013 IMA and he provided a side by side IMA for both 2013 and 2018. Chairman Esposito said he would like to know what the differences were; they already signed the 2018 IMA. Chairman Daniels said the side by side was sent out twice. Chairman Esposito said his board only reviewed the 2018 IMA.

1st point: Chairman Daniels said the other towns wanted a 10-year agreement and Milford voted for a three-year agreement with a condition that a language is removed in section 9E. The language said that if a town withdrew from the agreement, they would have returned to that specific town, any money due them via surplus, rebates, refunds or credits, etc.

Selectman Boissonnault, Wilton, said they would negotiate a five-year agreement versus a three-year agreement but are not willing to remove any of the language. Chairman Daniels said a five-year agreement was discussed and it ties into the commitment of whatever agreement we got into the town would be responsible for any encumbered debt. We rejected that and by a 3/2 vote, we went with three years. Selectmen Boissonnault said we will do a five year. All three towns would need to agree to the debt to move forward. Chairman Daniels said that was under the 2018 agreement, under the 2013 agreement we didn't favor letting MACC Base do any borrowing. Selectman Boissonnault said all the towns already agreed with that statement. Chairman Esposito also agreed.

Chairman Esposito, Mont Vernon, said his Board hasn't made a decision but they would prefer a five year versus a three-year agreement. Borrowing is easier to spread out over the five years. Anything discussed tonight at this meeting will be discussed with the Mont Vernon Board later tonight. Selectman Boissonnault agrees with Chairman Esposito. Selectman Williams, Wilton, said they need to have some stability and they need to know where they are going to understand where they are getting their services from for at least a few years.

Chairman Daniels said if a warrant article passes in March, we would be leaving MACC Base within two years. Agreeing to a five-year extension gives a false message. Also, our position is to stay with the current clause on borrowing to not to exceed beyond the end of the fiscal year in which the funds are borrowed. Chairman Esposito said that's always been the hangup, that's why they want the five years for budgeting.

Chairman Daniels clarified that if we go with a five year and we pass something to buy equipment that goes to MACC Base, if Milford was to leave after the second year we would still be responsible for that debt for the next three years. Chairman Esposito said yes. Chairman Daniels said that is what they opposed. He asked Selectman Boissonnault how that would work taking out that language. Selectman Boissonnault said she would need to speak to her board. Chairman Esposito said if Milford leaves and you want to take that language out then Wilton and Mont Vernon is on the hook for Milford's share of the balance.

Selectman Labonte is in favor of a five year, it meets in the middle of a ten year. He feels that the warrant article won't pass next March. If it doesn't pass, are we just going to re-negotiate again? Going into a two or three-year agreement and having the voters not pass it, then waiting another year to try to put it through again, puts our first responders in more turmoil than they are in now by not coming up with a fix. Just because some people feel it's a good fix, the voters might not feel that it's the right one. This Board doesn't have that decision, the voters do. Chairman Daniels said he's aware that this Board makes the recommendation to the voters, but it's up to this Board, or the majority that's in favor, to educate our citizens either way. We shouldn't run on the fear that this won't pass. Selectman Labonte as not being a supporter of this, he will also educate the voters on the alternative side.

Selectman Freel said if we were in a five-year term, how would MACC Base be able to borrow money if we have two votes and the other towns each have one vote if we don't want to spend the money going into it if we are planning to pull out. Chairman Daniels said it would be upon the direction of this Board which could change every year. Selectman Freel asked what MACC Base would be borrowing money for knowing that Milford wants to pull out. He doesn't think our representative will vote yes on that. Chairman Daniels said our representative has to follow the direction of the Board. Selectman

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Freel said it would not be good for us to go to a five-year agreement, allow borrowing, and potentially lose hundreds of thousands of dollars of Milford tax-payers money because we got into a contract with a chance of our warrant article passing.

Dave Boissonnault, EMD Director, Wilton, said he's gone two years without radios because they are trying to figure out what MACC Base is going to do. The five-year agreement would give them the stability to plan out his budget. He doesn't think Milford will pass their warrant article. Chairman Daniels repeated if would leave MACC Base within two years. agreeing to a five-year extension gives a false message. Dave said agreeing to do a five-year agreement shows your emergency services that you are willing to work with the other towns.

Selectman Labonte said if the warrant article doesn't pass, you are out three years, how many years can you keep putting it off. Does that mean there is no improvement for three years? This year there are a lot of strikes against it. Chairman Daniels said Milford will discuss going a five year and the clause.

2nd Point: Chairman Daniels said, after defining "Board" as the Governing Board, "Board" is used in the following contexts: Board, board, Governing Board, Board of Selectmen, Board of Governors and Town's Governing Boards. The use of "Boards" sometimes appears incorrectly relating to something other than the Governing Board.

Chairman Esposito asked if the 2018 IMA went to Town Council. Chairman Daniels said no, only 2013 was agreed upon. Both Mont Vernon and Wilton will take this under discussion when they meet.

3rd point: Removing a non-financial vote, Milford doesn't want the vote removed. Selectman Boissonnault said their Board of Governors suggested that Milford has two people, not one person with two votes. Chairman Daniels asked what their reasoning was for this suggestion. Their Board of Governors is supposed to be following the directive of the Board of Selectman. Selectman Boissonnault said it's another person with another idea and a different point of view than the one person you currently have. Two votes, two people. They go by your direction but they could also add additional conversation and ideas coming forward. Chairman Daniels said that would require more changes in the By-law and the IMA. Our representative should be following the direction of the Board and not fighting against it.

Selectman Labonte two people could bring more ideas to the Board. As a Board, we may give the directive as a majority of the Board but we don't answer a question that is voted on up at MACC Base through our Board of Governor. Chairman Daniels said as a member of the Board of Selectmen, he's opposed to putting people up there that are going to be contrary to each other and cause a stalemate on our decisions. Selectman Boissonnault said now you feel our pain. You have two votes and you stalemate us. We feel two votes, two people. Chairman Daniels said he feels that we would be unanimous in going to one vote if this was split three ways on the cost.

Selectman Dargie is opposed to going to two people. If there is a quorum of the Board and only one Milford person shows up, the other two votes would be the majority of the people of the meeting and the vote may not be for the wishes of Milford. If the two votes are with one person, they are either at that meeting or not at that meeting.

Selectman Labonte said without Milford's representative there, there is no meeting. Chairman Daniels said if one of Milford's representatives wasn't there, there would still be three votes but Milford would not have their 50%. Chairman Daniels said a majority of Milford's Board will most likely maintain their position of one person two votes. They will discuss it later.

Selectman Berry, Mont Vernon, asked how we overcome a problem with a voting deadlock with four votes if we know we need to spend some money to make necessary improvements to the infrastructure. Milford has already told us that they are not interested in anything other than treading water until you can get your voters to okay your \$4,000,000 whatever it is. We don't want to belong to a system that's going to fall apart on us and we can't vote to spend our own money to fix it because it would be two votes against two votes. How would we make this MACC Base system work for even a short period.

Chairman Daniels said our emergency services are part of that. If they came to us and said they can't function and need to fix something now that is something our Board would need to consider. We all realize that the system isn't working as it should be based on our study. The faster that we can get into something that fixes the problem, that will work better for everyone. Other towns could join us and have the full service that we don't have now.

Selectman Dudziak said Selectman Berry incorrectly stated that the cost for a new communications center for Milford was \$4,000,000, that would be the amount to fix MACC Base. Milford's fix will be just over \$2,000,000.

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Selectman Boissonnault asked if Milford has something from the Police Union stating that they want some corrections for the safety of their officers. Chairman Daniels said it was something that said that we need to get the problem fixed. Selectman Boissonnault said that would mean making sure the Police Department was safe and that would be urgent. Chairman Daniels said he believes it was their letter urging Milford to go ahead with a standalone project, which is what they are trying to do.

Selectman Labonte said he recalls a while ago that there have been problems and nothing has been done to fix them.

Chairman Esposito reminded everyone that the funding stops at the end of the year; we may need an interim agreement. We can't have services terminated at the end of the year. Chairman Daniels said that was Milford's proposal, to begin with at a two-year extension of the 2013 IMA. Chairman Esposito said we are now at a five-year extension and Milford is at a three-year extension and we need something done soon.

4th point: Borrowing of Funds, Chairman Daniels said he reads this to be warrant articles being passed by each town, both Wilton and Mont Vernon said yes.

5th point: Notice of withdrawal or non-renewal 24 months versus 12 months. Chairman Daniels a detriment to any town deciding if they go to 24 months is that currently, once you give notice, you can't vote on the next budget. There is a possibility that you won't be able to vote on two budgets which means the other towns set a budget that you have to pay for but have no input on.

Selectman Boissonnault said it was Milford that asked for a 24-month notice. Chairman Daniels said he didn't believe that Milford's current Board did not ask for this. This is a disadvantage to Milford because a budget could be passed in which we have no say or vote yet we are still paying 71% of the bill.

Selectman Labonte asked if it would change the Chairman's opinion if the IMA changed to say that on the last year of your notice you couldn't have input on the budget on what would be the first year that you're not going to be there anymore. Chairman Daniels said if this was put in for Milford's benefit then his Board will need to discuss this item and decide if they want 12 or 24 months. Selectman Labonte said the agreement can be changed because no one should be forced into a situation of a budget that they don't have any say on. Chairman Daniels asked if Milford decided that they wanted to stay with 12 months, would that be a problem. The other towns said they will discuss it. Chairman Esposito thought it was the last year you couldn't vote on the budget. Chairman Daniels said it's the current year. If we have to give a 24-month notice we may not be gone in the next year.

6th point: Cost and encumbered debt. Chairman Daniels said this goes back to whether or not a town wants to authorize multi-year borrowing.

7th point: Proposal for non-voting members. Chairman Daniels said Milford hasn't talked about this much but he doesn't have a problem with it.

Chairman Daniels said he will put this on Milford's agenda for discussion on October 12th. Selectman Boissonnault said she would hope that Milford will take into consideration a negotiation. It can't just be that Wilton and Mont Vernon cave into all of your demands; we are asking that you consider what we have brought forward and also consider negotiating with us instead of standing still and stalemating us with all determinations.

Chairman Daniels said they will look at that but each town needs to look out for its people first and that may differ from town to town. Selectman Williams said he would like to encourage everyone to finish this agreement rather than extending it again. He feels that we are close.

Chairman Esposito said that Mont Vernon and Wilton don't have a problem with the operation of MACC Base today. It's up to Milford to tell us what their positions will be and then we can discuss it. Your Board wants to be independent and have us as customers and that isn't what we want but if we have to do it, we have to do it.

Selectman Boissonnault agrees with Mont Vernon. The plan A that Wilton and Mont Vernon would like to do is stay with MACC Base, a community-based communications center along with Milford and possibly look at other partners and customers coming on. If we are pushed into a corner, we have a plan B that we are looking at, it's just not our favorable answer.

Selectman Freel said if we don't come to an agreement we may need a one or two-year extension to get through this. We are coming down to the wire. We can go for one more warrant article and see what happens. Chairman Daniels said our

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original position was a two-year extension but the other towns didn't want that, they wanted the 2018 proposal. Selectman Freel said we need to keep MACC Base running so how do we do that.

Selectman Roberge, Mont Vernon, said they are hoping to hear from Milford's Board as well besides just on the IMA, as to how to prevent the deadlock on the essential upgrades. Even if we are discussing an extension she would like to hear that Milford would be supportive of upgrades that are needed during that extension period. There haven't been any upgrades. She doesn't feel that joining Milford's system is even on plan D based on how the negotiations have gone and the control situation of the two votes and blocking everything from a financial standpoint. We need to hear what Milford's stand would be whether it is a two-year extension or a five-year new IMA on upgrading the system. Surprisingly, we all received the letter from the Union Representative of the Milford Police and they called out multiple things. Waiting for Milford's March vote isn't in their best interest to make sure that this system gets some improvements on it.

Selectman Labonte hopes we can work out a successful IMA. We already had a two-year extension, it's time to negotiate the IMA.

Selectman Freel said he would like to see another warrant article and give the tax players another chance to decide. If the taxpayers say no, then he would like to hear about MACC Base being renovated if it needs to be done.

Chairman Daniels thanked the members of the other Boards.

3. PUBLIC COMMENTS – Kathy Parenti, Library Chair of Trustees, thanked the Board of Selectmen and Town Administrator for their visible and vocal support of the library's successful nomination for New Hampshire Library of the Year 2020. The Select board's letter of support, citing the library's service and support to the community and their appreciation of the library staff was a highlight of the nomination package. This award is much-appreciated recognition of the many accomplishments of our library team and the outstanding partnership we have with our community and its leadership.

This year has brought unprecedented challenges. Being part of a collaborative town has been very helpful. The communication among the library's and town's leadership and administrations has allowed us to offer valuable services to Milford and neighboring communities with appropriate care and concern for everyone's well-being.

Derek Mossey, Memo Foundation is trying to push forward on the renovations of the skatepark, the timeline is tight. They found a contractor that is willing to work within their budget. The design will be slightly different. Chairman Daniels asked Derek to stay on the call and we will take this up during discussions.

4. DECISIONS – Selectman Labonte asked that 4. a) 1) be removed for discussion. Selectman Dargie made a motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman Dudziak. 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 Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) donation to the Milford Ambulance Department from Homeland Security GRANT – EMS Warm Zone Grant - \$5,590.69.
- 2) Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) – donation to the Milford Ambulance Department - \$1,397.36
 - Donation of 35 - 3D printed face masks from Amherst Market Place - \$350.00
 - Donation of 6 rolls of paper towels from the Artemik family - \$6.49
 - Donation of 10 small bottles of hand sanitizer from Peniel Environmental - \$10.00
 - Donation of 2 N95 masks from the Finan family - \$20.00
 - Donation of 20 cloth masks from the Roggenkamp family - \$30.00
 - Donation of 40 cloth masks from the Trisha Dionne - \$60.00
 - Donation of 12 cloth masks from the Bagley family - \$18.00
 - Donation of 20 cloth masks from the Burns Hill Christian Fellowship Church - \$30.00
 - Donation of 1 large jar of hand sanitizer from Dijin Spirits - \$25.00
 - Donation of 2 boxes of masks from County Stores - \$25.00
 - Donation of 1 case of vinyl gloves from the Riverhouse Café - \$8.00
 - Donation of 506 full face shields from Alene Candles – \$760
 - Donation of 750 thermometer probe covers from the Milton Fire Department - \$54.87

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- Donation of vehicle cleaning from Peniel Environmental - no estimated value
- 3) Request for Approval for New Hampshire American Physical Therapy Association to do a day of Service at Keyes Field on October 17, 2020.
- 4) Request for Acceptance of Investment Policy Review and Re-Adoption, and Treasurer's Delegation

Selectman Labonte asked what the Homeland Security EMS Warm Zone Grant was for, what it covers, and where it goes. Eric said this is a second EMS and the warm zone grant that they were approved for. It's for another set of four ballistic gear helmets and go bags that will include tourniquets and other equipment that will go into the rescue task force. It adds to the six that we have and we will share them with the Fire Department in the event of a rescue operation.

Selectman Labonte made a motion to accept 4. a) 1). Seconded by Selectman Dudziak. 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.

b) OTHER DECISIONS.

2. N/A

5. TOWN STATUS REPORT – John Shannon

a. Town Budget Process - The Town has begun the annual budget process for 2021. The first draft budget has been put together by the Town staff and will be submitted to the Board of Selectmen (BOS) and the Budget Advisory Committee (BAC) this week. The process will continue throughout the fall. Any questions or concerns about the project can be directed to the Town Administrator's Office.

Selectman Labonte asked for an update on the brush operation at the Transfer Station to include the cost. Administrator Shannon said they rented a piece of equipment to mix up the brush and leaves to make it into a useable product for the town and citizens. It's his understanding that this has been done in the past. He will get the cost from the Public Works Director and send it out.

Selectman Labonte asked when the policy at the Transfer Station change as far as commercial haulers bringing in compost and brush. He feels it should have come before the Board to be changed, not a departmental change. Last week they were refusing commercial haulers and he was wondering why. Administrator Shannon will get an answer on that.

6. DISCUSSIONS:

a. Revised RFP Discussion – Selectman Labonte said there were many changes and he didn't understand why. He feels it was strange to do an amendment on an RFP that we already had a pre-bid meeting on. He hasn't received any questions per the attendance sheet he filled out at the meeting.

Captain Frye said the other RFP was designed for the architect and general contractor to bid on it. The architects wanted to have a set of plans first. The new language simplifies the RFP to allow them to get a set of plans to move forward to a smother step process. Two architects have asked for the amended copy. Selectman Labonte repeated that he didn't get any e-mails from those questions. Captain Frye said he's the one who posted it that's why he didn't send the questions to him. Selectman Labonte said all of this should be directed through our Town Administrator. Captain Frye said he knew about it.

Selectman Labonte is confused as to why we can't come up with a number before the Budget and Bond hearing. He is also concerned about moving a memorial that was paid for with private money and it will be smaller. Captain Frye said yes, to the other side of the building. He didn't measure it but there may not be bushes all around it, they may be just on two sides. Selectman Labonte brought up maintenance issues on the memorial. Is the RFP changed to make it easier so that a general contractor can bid on it? Captain Frye said yes.

Selectman Labonte said the original RFP had to do with the whole facility, the second one only has to do with the addition. That changes the scope of work. Captain Frye said yes because if it goes on the right-hand side we don't have to put a roof into the old roof and it will be truly separated with a flat roof.

Captain Frye said if it's voted on today he will have to push the deadline back to the original one of October 13th. It won't change the final date. Selectman Labonte asked if there will be firm prices by the Budget and Bond Hearing. Captain Frye said yes. Selectman Labonte wants to strike the part about amending the warrant article. He isn't in favor of changing numbers at the Deliberative Session.

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Chairman Daniels said this reads that you will have a total project cost estimate for inclusion for a warrant article. It doesn't say that the warrant article will have to be amended at the deliberative session but if someone wanted to amend the warrant article at the deliberative session you would need to have those numbers in place. The numbers have to be available for the public in case someone wanted to amend the warrant article. There was some confusion about when they go to bid.

Selectman Labonte asked where do they get the money to pay for the bid, they are not doing it for free. Do we have to pay architects, or do they do it for free? Captain Frye said their cost gets rolled into the bid when it's awarded as part of the project cost. Selectman Labonte said he's never know an architect that would do stuff for you before you contracted with them. Captain Frye said we should leave the dates in there. The cost estimate is by the 19th of November.

Chairman Daniels clarified that based on what we give them, they are going to give us back a proposal that will allow us to look it over and decide if we want it or not and that proposal will include their cost should they get approved. Captain Frye said yes. This makes sure that we get the number in time.

Selectman Labonte repeated that a lot was cut out from the original RFP and that confuses him. Captain Frye said it's a building design. What was removed was most of the scope stuff which gives the architects a chance to work within the design that they prefer to build. It also gives the Selectman a chance to voice their opinion on if this is what they want or need. Selectman Labonte asked how many renditions do they come back with.

Selectman Freel said typically the architects are going to come back with a plan and budget so that we can come up with a warrant article. If it passes we will go with the low bidder and the architects are going to get their money. If we want to tweak it we can, it may mean additional cost that we can deal with later. The architect is doing this upfront knowing that he is taking a chance. He doesn't see this as a problem because it isn't costing us anything.

Selectman Labonte said he spoke to some of the architects and they said they are just too busy. Captain Frye said Selectman Freel is correct about no cost. Selectman Labonte asked what less are we getting from the new RFP versus the old one. Captain Frye said the only thing that is changing is that the building is going on the other side. It changed for a reason to give flexibility for a suitable design.

Selectman Freel made a motion to accept the revised RFP as written. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 4/1.

Selectman Labonte requested a copy of all e-mails send out throughout this whole process.

At this time, Derek Mossey was moved ahead of the next section. Derek asked what the Board would like to see the Memo Foundation to complete this process. Derek shared a rough graph of the changes. Their original budget was about \$100,000. The reduced scope reduced it to \$60,000 and they may have an opportunity to get more.

Selectman Freel asked if there were permits involved. They need to go through Planning/Zoning. He asked about some of the dimensions and Derek explained what they were. Selectman Freel said he thought we already approved this project. Chairman Daniels said we approved the in-ground design. Selectman Freel said Derek should meet with Community Development on this. Selectman Labonte agreed and also meet with the Public Works Director.

Selectman Freel made a motion to approve the amendment and design of the MEMO plan. Seconded by Selectman Dudziak. 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.

b. Repeaters in Vehicles - Selectman Labonte said they received \$76,000 back from the return from MACC Base and he would like that to be used for repeaters in the police vehicles as long as they are P25 compliant. We need to take a step to solve a current problem as far as safety is concerned.

Cheryl Giggetts, CTA Consultant, said about 15 units in the Police Department would need to have the repeaters. It would cost about \$127,500 to put the repeaters in the vehicles. The mobile radios would need to be programmed at a cost of \$3,750 and portable radios for \$3,100. These would need to be P25 compliant however with your existing radios are with

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Motorola and you would have to go with Futurecom. Futurecom would have to let you know if your current radios are the proper model that they can work with. If not, you would have to purchase new ones. You are talking about \$135,000 to \$140,000 presuming you don't have to replace your mobiles and portables. Another thing to consider is if your warrant article is approved in March, we put out a competitive speck and to be as transparent as possible so that you get the best possible cost, you've now spent this money on the Futurecom or Motorola equipment. You can potentially reuse it in a P25 system but she wouldn't be able to guarantee it because Futurecom tends to put proprietary things into their units. She would have to speak with them and we would have to be careful about how we program them to work with your current system.

Cheryl said another problem is that your current system is aged and the technology isn't current so it will be difficult for them to program the radios to work with your system, not that they can't because they have in some surrounding towns. If they get it to work with the current system, will it work with the new P25 system? I don't want to give you a recommendation and tell you to spend over \$100,000 then turn around next year and then this gets approved and you move forward and that is just going to cost you.

Selectman Freel asked how many different companies would be giving us a proposal if this passes and we go with a standalone system? Cheryl said four manufacturers, but there may be others beyond those four that give you a mix of equipment. Selectman Freel asked out of the four, how many are compatible with Futurecom? Cheryl said at least one, possibly two. Selectman Freel asked if go with the P25 system are we looking at having repeaters no matter what. Cheryl said potentially yes, it depends on if the vendors chose to put another site in. There are many things to factor in. The issue is that we have to get you the portable coverage and the end building coverage. We get that in either the DVR units to extend our coverage or potentially adding another site to give us more saturated coverage. Selectman Freel asked if that would get you inside buildings. Cheryl said yes.

Selectman Freel said if it's going to be \$150,000 for repeaters a new station might be \$300,000 so it might be cheaper to go with the repeaters even though they might not be as good. Or are they just going to go in for the most expensive fix? Cheryl said no they are not because the cost is an extremely big part of this which was in the evaluation criteria. They won't go for the more expensive fix because that would put them outside of the competitive cost.

Chairman Daniels asked at what point would we know what would be their proposal whether it be a new site or repeaters. Cheryl said October 7th or 8th.

Selectman Dargie asked Cheryl's opinion of the change, how effective would it be on improving the system. Cheryl said she thinks it's going to be limited. DVR is going to extend the good coverage that you have. If you don't have good coverage now, it has nothing to extend. If you have areas that you're not getting coverage, this unit isn't going to assist you. If you're in an area where you do have coverage and you want to extend it further to go inside of a building or get a little further away from your car, it will help with that. We've seen that a lot of the issues are portable but it's unclear if those issues are portable alone or if you are actually in an area where you don't have coverage.

Selectman Dargie said then your guess is that there would be some sort of improvement but you are not sure how much. Cheryl said yes. Selectman Labonte said seeing that there is a severe communication problem, would there ever become a point where you would recommend instead of waiting 18 to 24 months to do anything to the communications to make it better, out of the 15 to 18 vehicles that we have, do you find it necessary, if we are trying to meet a goal but conserve money, we have to equip 15 vehicles. How many patrols do we typically have? If you have four cruisers going to a scene, as long as you have one or even two vehicles with repeaters in them, portable radios are still going to pick up off the repeaters in the vehicles next to them.

Cheryl said yes and she appreciates Selectman Labonte's wanting to make sure that they do everything they can to protect our public safety people on the streets today. She would recommend not waiting for 18 months but she would certainly recommend waiting a few more weeks. Once they have the proposals in, we can give much better recommendations moving forward. Yes, there is something we can do in the interim to help you along until we get a full system up and running. Let's get the proposals in and give us another week after to evaluate them from a technical standpoint and let's see what you can do going forward. The reality is we are going to have our evaluation done in the November timeframe which is what we committed to you so that you could have a good solid price going forward. We will recommend a vendor. If you want to put some repeaters in the cars you will then go with that vendor and pull that out of that RFP and do a separate procurement for just those units that serve you not only now but going into the future. What she doesn't want to do is have you invest a lot of money that may or may not help because it's limited by the existing system that you have.

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Selectman Labonte said how do you come up with the coverage maps on new repeaters. Cheryl said they have highly sophisticated software geared exactly around their equipment which gives you a coverage map which is what they are going to guarantee. We do steer away from only relying on a map because a map is pictorial. What we are expecting is an actual percentage coverage guarantee, mobile, portable, and in building and we will test each of those guarantees to make sure that you have received that 95%.

Selectman Labonte asked if we've ever discussed with our current vendor the possibility of putting in repeaters. Captain Frye said he's waiting for a price. It's taking them a while because they are trying to do the RFP as well. They thought they would have it today, but hopefully this week.

Selectman Dudziak said it makes sense to revisit this in a couple of weeks once Cheryl has the information.

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

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

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

9. APPROVAL OF FINAL MINUTES - Selectman Freel moved to approve the minutes of September 14, 2020, as amended. Seconded by Selectman Labonte. 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 Labonte to enter into a non-public session 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(c)) - September 14, 2020, seconded by Chairman Daniels. 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 Labonte moved to adjourn at 8:20. Seconded by Selectman Freel. 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.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member