

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
January 8, 2024

PRESENT: Gary Daniels, Chairman Lincoln Daley, Town Administrator via Zoom
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
Paul Dargie, Member
Tim Finan, Member
Dave Freel, Member EXCUSED

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - There were no appointments scheduled for this meeting.

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

4. DECISIONS

a. CONSENT CALENDAR

1. Approval of two (2) Polling Notification Forms for the Deliberative Session and Town Vote.
2. Acceptance of Milford Emergency Operations Plan
3. Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e))
 - Flag pole, flag, and installation at the DPW facility from MIT - \$1,964.
4. Approval to re-appoint Chris Costantino and Shirley Wilson as Library Trustee Alternates with Terms expiring in 2025

Selectman Labonte asked to remove 4. a) 3 and Chairman Daniels asked to remove 4. a) 2 from the consent calendar.

Selectman Dargie made a motion to approve the consent calendar except for 4. a) 2 and 4. a) 3. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

Chairman Daniels asked if (MIT) could be spelled out and he referenced that they were no longer operational. Tina Philbrick, Executive Assistant said they have only so long after disbanding to utilize any remaining funds.

Selectman Dargie made a motion to approve 4. a) 3 on the consent calendar. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

There was some discussion about what would happen if something changed in the report and which shelters could be utilized because of kitchens and showers.

Selectman Labonte wants more time to review the Milford Emergency Operations Plan, the Board tabled 4. a) 3 to January 22, 2024 Board of Selectmen's meeting.

b. OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT –

1. Town Department Expenditure Reallocation Request

Administrator Daley submitted a transfer request form from the Police Department exceeding \$10,000 for Board review. The amount is \$12,018.59 transferring from line item 12002-511202 Wages – F/T (Teamsters Union) to 12002-511000 Wages – F/T (non-Union). This was overspent partially due to the Teamsters Union being dissolved and the employees being placed into the Wages F/T non-union line item.

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Chairman Daniels would like the Town Administrator and Finance Director to sign reallocation requests after reviewing them and before presenting them to the Board so they will know that Administration and Finance approved/reviewed them. Selectman Labonte assumes that the money won't be spent before it comes to the Board for review in 2024.

Selectman Labonte made a motion to approve a transfer request from the Police Department for \$12,018.59. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.

2. Utilization of 2023 Budget Surplus for the 2024 Proposed Budget

At the December 27th meeting the Board authorized the Town Administrator to utilize up to \$350,000 of the 2023 estimated surplus to reduce the 2024 proposed budget. The Town Administrator generated a list totaling \$331,515 for Board consideration. All purchase orders have been cut for the items needed.

The items included:

- \$125,000 pre-buy of gasoline and diesel fuel
- \$ 65,000 Fire Department SUV
- \$ 68,503 DPW Vehicle
- \$ 20,000 DPW salt for roads
- \$ 10,000 plowing supplies
- \$ 5,000 Ambulance copier/printer/scanner
- \$ 4,000 DPW copier/printer/scanner
- \$ 6,000 Police Department Training Supplies
- \$ 18,000 Scout House repair
- \$ 4,212 Police Department radio maintenance
- \$ 3,300 Police Department car wash maintenance
- \$ 2,500 Recreation pool furniture

Selectman Dargie made a motion to approve the 2023 budget surplus request for \$331,515. Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.

3. Boards, Commission, Committee Volunteers

The Town is actively seeking volunteers to serve on various boards, commissions, and committees. The following is a list of current vacancies:

Zoning Board of Adjustments	2 alternate positions
Conservation Commission	2 alternate positions
Economic Development Advisory Council	TBD (January 2024)
Recycling Committee	1 full-time position
Planning Board	2 alternate positions

6. SELECTMEN'S REPORTS/DISCUSSIONS

1. N/A

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

b) OTHER ITEMS (not on the agenda)

7. PUBLIC COMMENTS -

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Katherine Kokko, a Milford resident, said public officials should be trained in the National Incident Management System (NIMS) which is called out in the Emergency Management Plan. Chief Flaherty, Fire Department let the board know where they could go to be trained. He will send the link to the Board.

Katherine Parenti, Library Trustee, said the HVAC is almost complete.

8. APPROVAL OF FINAL MINUTES – December 13, 2023 (work session) and December 27, 2023

Selectman Dargie made a motion to approve the final minutes of December 13, 2023, as presented. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

Selectman Dargie made a motion to approve the final minutes of December 27, 2023, as amended. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. Selectmen's Goals and Initiatives

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 5:55 in accordance with (RSA 91-A:3, II(a)) Personnel and (RSA 91-A:3, II(c)) Reputation. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.

In nonpublic the Board discussed a personnel issue and one vote was taken.

At this time, the Board recessed to prepare for the Budget and Bond Hearing at 6:30.

NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 7:09 in accordance with (RSA 91-A:3, II (a)) Personnel and (RSA 91-A:3, II(c)) Reputation. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.

In nonpublic the Board reviewed one issue under personnel and one under reputation and took one vote.

Selectman Labonte made a motion to seal the minutes under Reputation as they would affect adversely the reputation of any person other than a member of this board. Seconded Selectman Dargie. All were in favor. The motion passed 4/0.

13. ADJOURNMENT: Selectman Dargie moved to adjourn at 7:48. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member EXCUSED

Paul Dargie, Member