

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
August 28, 2023

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

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. – Appointment of Bill Parker as a Full Member to the Milford Ethics Committee – Term Expires 2026

Mr. Parker feels that his background as a 22-year department head of the Community Development Office and many years as a volunteer provides him with a good understanding of the issues that may be brought to the Ethics Committee. He could impartially review, assess and fairly decide on an ethics complaint.

Selectman Labonte made a motion to appoint Bill Parker as a full member of the Ethics Committee with a term expiring in 2026. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

5:35 p.m. - Appointment of Andrew Ciardelli as a Full Member to the Planning Board – Term Expires 2026

Mr. Ciardelli has attended various Planning Board meetings and has a good understanding of how the process works.

Administrator Daley asked if Mr. Ciardelli saw any conflicts given his family business and involvement in the community, and if something did arise, what would he do. Mr. Ciardelli doesn't see any conflict arising. He will stand down if something arises.

Selectman Freel asked what Mr. Ciardelli's thoughts were on having multiple units in a smaller footprint. Mr. Ciardelli is pro-development and he's in favor of developing as long as it's done the correct way.

Chairman Daniels asked if Mr. Ciardelli had any ideas on how Milford could improve on affordable housing. Mr. Ciardelli said there are opportunities if all the pieces can be put together.

Selectman Labonte made a motion to appoint Andrew Ciardelli as a full member of the Planning Board with a term expiring in 2026. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

5:40 p.m. - Legislative Session Update – Senator Shannon Chandley

Senator Chandley provided an update to the current legislation that has recently passed. The filing period is at the end of September if the Board has anything they are interested in. She outlined the larger parts of the budget that passed.

6:00 p.m. – Approval of MS-1 (Inventory of Value Report) – Assessing Director, Marti Noel

In summary: Ms. Noel explained that the MS-1 is an annual report listing the total property value and covers the total exemptions, credits, and specialty property valuations. The report has two components – the municipality totals, and a break-out of the Fox Run Village District.

The statutory due date for submission of the report to the DRA is September 1 each year.

As of April 1, there are 5,909 up from 5,896 parcels in Milford. This is attributed to subdivisions and new condominiums.

The 2023 net value is \$2,069,135,041 representing an approximate 1.4% decrease over 2022, due mainly to a large appeal resolution, an apartment complex that elected to implement their Low-Income Housing Tax program elective, (qualified under RSA 75:1-a), and the requirement to apply the 77% EQ ratio to utility and Telco values. The 2022 net total value was \$2,071,991,870.

Residential property remains roughly 81% of our property base and Commercial property value represents roughly 17%. Utilities, Current Use Lands, and Tax-Exempt properties would account for the remainder.

Exemption and Credit Report

For 2023 there are a total of 85 Elderly Exemption recipients, down from 88 in 2022. A majority of recipients (46) are receiving the highest category of exemption amount. The total elderly exemption for 2023 is \$11,510,100 representing roughly \$239,295 in taxes (using the 2022 tax rate).

The number of Veteran's Tax Credit recipients for 2022 is 496, up slightly from 481 for 2022.

Solar Exemption has seen a large increase in # of recipients as well, with 30 installs for 2023 representing a roughly 40% increase year over year (103 total vs. 73 in 2022)

Chairman Daniels asked if the MS-1 could be brought to the Board earlier instead of the last meeting of the month before the MS-1 is due to be submitted to the state. Ms. Noel said it's a summation of the value of the town. It could be amended if it were incorrect and we could file for an extension. In signing the report, the Board is stating that they understand that the state will use these numbers to set the tax rate. Assessing is still receiving data for this report as late as July.

Selectman Dargie made a motion to approve the Ms-1 report as amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

6:15 p.m. – Consideration of Historic Marker to Commemorate Governor John McLane – Historical Society President, Mark Genovesi NOTE: Mr. Genovesi did not show up for his appointment.

6:25 p.m. - Abbott/Laurel Schoolhouse LCHIP Grant Presentation – Katherine Kokko

Ms. Kokko presented a powerpoint to the Selectman that included a timeline of items completed and prioritized building assessment recommendations to the Schoolhouse. She explained the LCHIP Grant process. The total cost of the project is \$48,290 and proposed funding sources are the LCHIP Grant, \$24,145, and donations of \$8,500, leaving the Town \$16,645. The LCHIP Grant requires a 50% match.

Contributors so far include:	Keyes Memorial Trust	\$10,000
	American Legion	\$ 2,000
	In Memory of Hub Seward	\$ 1,000
	Town of Milford	\$ 3,500
	Matching Grant from NH	
	Preservation Alliance (NHPA)	\$ 1,951
	Granite steps and associated	
	Labor from Steve Trombly and Clayton Gray	
	Tree maintenance by New England Property Maintenance	

There was additional discussion about some of the work that has been completed and additional work that can be done.

Selectman Freel asked if the LCHIP was available for the Bandstand. Ms. Kokko said they looked into grants for the Bandstand and the LCHIP needs to meet certain requirements that the Bandstand didn't have.

3. PUBLIC COMMENTS –

Joan Dargie, Town Clerk, said the final report was submitted related to the Ballot Commission on the voting machines. That Commission is meeting on Thursday.

Ms. Dargie also gave an overview of her project called Sponsor a Flake. She would like to get large snowflakes to decorate all the light poles coming into the Oval. The Flakes would be \$500 for each pole. They would go up in November and come down in February. The flakes would have the sponsor's name on them and be re-used each year. She also had other ideas for other seasons. She would like the board's approval to proceed before she starts looking for sponsors. The sponsored donations would be approved at a Board meeting. The snowflakes would not interfere with the seasonal banners that currently go on the light poles. The Board did not object to Ms. Dargie's suggestion.

4. DECISIONS

Selectman Labonte requested that 4. a) 2) be removed from the consent calendar for discussion.

Selectman Freel made a motion to approve the consent calendar except for 4. a) 2). Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

a. CONSENT CALENDAR

1. Approval of Timber Tax, Map 8 Lot 1
2. Approval of Amended Board of Selectmen Meeting Minutes from August 12, 2022
3. Acceptance and Appropriations of Unanticipated Revenues Under \$10,000 (31:95(b)) Donations to support the Labor Day Parade:

• Harley Sanford Post 4368 VFW of the United States	\$500.00
• Ricciardi Hartshorn Post 23	\$500.00
• Sons of the American Legion	\$250.00
• Tech Transport, Inc.	\$100.00
• VFW Auxiliary to Harley-Sanford Post 4368	\$250.00

Selectman Labonte asked why Item 4. a) 2) wasn't under section 9, Approval of Final Minutes. Administrator Daley said they have already been approved. These are amended changes. Selectman Dargie said the language of the minutes has already been discussed, to put it under number 9 would allow for further discussion on any amendments.

Selectman Freel made a motion to accept 4. a) 2). on the consent calendar. Seconded by Selectman Dargie. The motion passed 4/0/1 with Selectman Labonte abstaining because he wasn't at the August 12, 2022 meeting.

b. OTHER DECISIONS

1. Approval of Original Loan Agreement for Milford's WWTF Nutrient and Metals Removal Upgrade Project (2023 Approved Warrant Article #3).

Jim Pouliot, Water Utilities Director said this was the loan document so we can start the project for the warrant article that was approved by voters in March. There was some discussion about the terms of the loan. The Board will get an amended term schedule once it's complete.

Selectman Freel made a motion to approve the Original Loan Agreement for Milford's WWTF Nutrient and Metals Removal Upgrade Project for \$23,953,000. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

2. Mason Road Bridge Replacement

Administrator Daley said this is an ongoing project. The Town received \$159,000 in State Aid in 2020. This was used for the Engineering which is now complete. NHDOT approved the use of additional State Bridge Aid FY 2024 for \$1,472,300 with an (80% state and 20% Town match), to construct the Mason Road Bridge in the summer of 2024. The total cost to the Town would be \$294,460 which would be funded through the Bridge Block Grant special purpose account which currently stands at approximately \$341,000. This account is separate from the Bridge Repair/Replacement Capital Reserve account. There is also \$76,000 of unspent 2022 Highway Block Grant funds that we could use.

There was additional discussion about which roads would be closed, and a potential for overnight construction to eliminate road closures.

Selectman Labonte made a motion to go forward with the Mason Road Bridge Replacement. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

5. TOWN STATUS REPORT –

1. Town Hall 4 ½ Day Work Week

The Town modified hours for the Town Hall on May 1, 2023, to respond to the request for services to offer flexible hours to residents and use as a tool to retain/recruit employees. Data was collected through August:

<u>Category</u>	<u>Number</u>
Number of phone calls after 4:30 pm	146
Number of walk-ins after 4:30 pm	85
Number of e-mails after 4:30 pm	329

Based on the information, the Town Hall did not see a significant increase in activity. After discussion with staff and residents, there was no benefit to the 4 ½ day work week. Administrator Daley recommends that the Town hall offices go back to a 5-day work week with the exception of the Town Clerk's office which will be 7:30 to 5:30 Monday, Wednesday, and Thursday and 7:30 to 6:30 on Tuesdays.

2. Wadleigh Memorial Library Roof Replacement

Town Staff and Library Trustees met with C.K. Landmark Corporation to finalize roof construction details. The project will begin in mid-September. Completion of the final phase is dependent on the installation of the facility's HVAC system.

3. Whitten Road Culvert Crossing

The culvert/crossing on Whitten Road located between Lorden Drive and Heron Pond Road needs to be replaced due to roadway structural integrity and a failing culvert. Public Works is evaluating a cost estimate with a proposed construction completion date of Summer 2024. Some of the funding we spoke about earlier in the meeting could be utilized for this project.

Selectman Labonte asked if we would have enough money on hand to do it. Administrator Daley said we may. It's early and we need more information.

4. Town Hall HVAC Project Update

An RFP for the Town Hall HVAC system project was advertised and no one showed up for the required pre-proposal meeting. The project will be re-published with modified deadline dates. More research will be required.

5. Board, Commission, Committee Volunteers

The Town is still seeking volunteers to serve on various boards, commissions, and committees.

Zoning	2 alternate positions	Budget Advisory Committee	TBD
Conservation Commission	2 alternate positions	EDAC	TBD

Granite Town Media 1 full position Recycling Committee 1 full position
Planning Board 2 alternate positions

Selectman Freel asked about the Beaver water issues and what's been done. Administrator Daley said additional maintenance has been done to the culverts. A new beaver flow device was installed. They are looking into solutions to manage the beavers and we are working with NH Fish and Game.

Selectman Labonte asked where we were with the gravel operation. Administrator Daley said we are getting closer to the AoT permit. The plan satisfies the questions from the state. Legal details are being worked out. More work has to be done on the property.

6. DISCUSSIONS

1. Review of MODIFIED DRAFT Budget Transfer Policy

Finance Director, Paul Calabria said he spoke with both the DRA and NHMA about the Budget Transfer Policy. We were told that budget transfers are not allowed to preserve the transparency of the budget process. The first budget is presented at the Budget and Bond Hearing and as required by statute; we provide a line-item budget. It gets finalized and presented at the Deliberative Session, also as a line-item budget. This gets voted on in March. The MS-232 (appropriations as voted) is prepared after the town vote in a line-item feature as required. This gets into the default budget calculation. We have to preserve the original budget in its form and not allowed to make budget transfers. He believes that is why the 2014 discussion on budget transfers was never completed.

There was additional discussion about the process. Overages and negatives need to be documented and ready for any type of review.

Chairman Daniels said in regards to not using wages and salary line items not being reduced to offset over expenditures in non-wage line items, does the Board want to add the benefits associated with those wages and salaries? Selectman Labonte said yes. Selectman Finan said he would rather take that line out completely. He feels that there is no difference between underspent salaries or anything else, it's the same thing. We shouldn't be restricting where the money is going as long as we know where it went, from and to. Selectman Dargie agreed. Selectman Freel said it doesn't matter because we can't do transfers. Selectman Labonte said if there are wages in the position that is supposed to be filled, he doesn't see the problem in saying that it can't be transferred. There was additional discussion about the process.

Ms. Kokko feels that this is a good thing. She clarified that it was per line item if any over-expenditures or under-expenditures in the aggregate of \$5,000 or more in a fiscal year in or out of an individual line-item account shall be documented and shall require the approval of the Finance Director and the Town Administrator. Chairman Daniels said yes.

Chairman Daniels made a motion to approve the Draft Budget Expenditure Policy and remove, Under the section, Intradepartmental, "Wages and Salaries line-items shall not be reduced to offset over-expenditures in non-wage line-items". Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

7. SELECTMEN'S REPORTS/DISCUSSIONS

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

The Energy Advisory Committee recently met and they are going out to bid soon. They will be having two separate community meetings within a month or so. It will go live around December or January. All of the eligible people will receive letters and or postcards so they can opt-out if they don't want to save money. They will have 30 days plus 3 days of mailing to opt-out. People who are under contract won't be eligible until their contracts run out.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 08/28/2023

Selectman Finan said that the Library Director gave her notice and he will be serving on the interview committee going forward.

Selectman Labonte asked about the Master Plan Steering Committee. Administrator Daley said we didn't receive any bids. We did some outreach but the timing is not right and companies are busy. We will advertise again in the Fall.

Selectman Labonte asked about the EDAC Committee. Administrator Daley said we are looking to form a committee by the end of the year. We want to get past the CIP process first.

Chairman Daniels asked the Committees to look at their minutes and make sure they are up to date and posted. Administrator Daley said that we are looking to designate a committee member on each board to be responsible for updating their sections of the website. The Community Media Director will provide training. Chairs of committees should contact him and let him know who will be doing the postings so he can help them. There will be an oversight to the postings.

Selectman Freel was approached by someone about the traffic on Clinton Street. What is the process to review this? Chairman Daniels said a letter is needed so the Board can understand the issue and if we haven't already reviewed the issue, we can follow up

b) OTHER ITEMS (not on the agenda)

Ms. Kokko said the expectation that committees and board chairs will manage their web content is heavy considering that they are volunteers. She said that two postings in the same building don't constitute proper posting. She cited the language of postings. There was additional discussion. Mike Thornton doesn't feel that there is a problem with the chairs maintaining their information on the website. He designed a form that could be easily used for updates and minutes.

8. PUBLIC COMMENTS – There were no public comments at this time.

9. APPROVAL OF FINAL MINUTES – August 14, 2023

Selectman Dargie made a motion to approve the minutes of August 14, 2023. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. Selectmen's Goals and Initiatives

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – Selectman Freel made a motion to go into nonpublic in accordance with (RSA 91-A:3, II(a)) Personnel and approval of non-public minutes from August 14, 2022 at 8:10. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

In non-public the Board made one decision for approval of the August 14, 2023, non-public minutes.

13. ADJOURNMENT: Selectman Finan moved to adjourn at 8:32. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 08/28/2023

307
308
309
310
311
312
313
314
315
316

Gary Daniels, Chairman

Chris Labonte, Vice-Chairman

Paul Dargie, Member

Tim Finan, Member

Dave Freel, Member