

1 APPROVED
2 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
3 February 12, 2024
4

5 **PRESENT:** Gary Daniels, Chairman Lincoln Daley, Town Administrator
6 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
7 Paul Dargie, Member
8 Tim Finan, Member
9 Dave Freel, Member
10

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

13 Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience
14 in the Pledge of Allegiance.
15

16 **2. APPOINTMENTS – (Approximate times)**

17 **5:30 p.m. - Approval of George Scollin as an alternate member to the Ethics Committee – Term Expires**
18 **2027**

19 The Ethics Committee would like to submit the name of George Scollin to serve as alternate member. Mr. Scollin
20 provided a brief bio to the Selectmen.
21

22 **Selectman Freel made a motion to appoint Mr. Scollin as an alternate on the Ethics Committee. Seconded**
23 **by Selectman Finan. All were in favor. The motion passed 5/0.**
24

25 **5:35 p.m. - Milford Emergency Operations Plan – Fire Chief, Ken Flaherty**

26 Captain Flaherty submitted the Milford Emergency Operations Plan for the Boards review several weeks ago.
27 Tonight’s meeting was to answer any additional questions and finalize the submittal.
28

29 Chief Flaherty was on a fire call. After some discussion, this appointment was tabled for the next BOS meeting
30 on February 26, 2024. Board members were asked to make an effort to complete the 3-hour training before the
31 next meeting.
32

33 **6:00 p.m. - Cost Savings Recommendation for Roads – Public Works Director, Leo Lessard and Neil**
34 **Beauregard, Highway Foreman**

35 Director Lessard would like to start using a calcium system to treat roads. They already have one 3,000-gallon
36 tank available. Trucks have been updated, installed and maintained to comply with the system. He explained the
37 ProMelt Mag system which improves melting on roads surface and results in long lasting performance.
38

39 Pricing is based on the town entering a 3-year equipment agreement with Innovative. Innovative will provide
40 1x3000 gallon storage tank in this program. A prewet tank that goes on the back of a truck is not needed at this
41 time because they already have one that was recently upgraded with new lines.
42

43 Director Lessard believes that with this system we will use less salt even with the cost of the Mag22 added to it.
44 This pre treatment system is DES and DOT approved and will be mandatory to use in the next few years. This
45 can also be used on sidewalks.
46

47 Selectman Dargie asked if anyone on our Public Works Department have been through the certification for this
48 product. Director Lessard said he is hoping to have employees go through the training by next summer once the
49 state updates the certification manual to include municipalities. The Public Works Department does have a couple
50 employees were certified prior to working for Milford.
51

52 Administrator Daley asked how the additional tank will be paid for. Director Lessard said if you buy the MAG22
53 product, they will give you the tank to use. Administrator Daley said the reduction of our use of sand also helps
54 with our MS4 requirements, and part of that is street sweeping. The less materials that go into our water is bene-
55 ficial.
56

57 The ultimate goal is a 30% reduction in salt and about 100% reduction in sand. There was additional discussion
58 about the cost of salt and sand. It will take a while to get accurate numbers on savings. This material can also be
59 used on sidewalks.
60

61 **3. PUBLIC COMMENTS (items not on the agenda) –** There were no comments at this time.
62

63 **4. DECISIONS**

64 **a. CONSENT CALENDAR**

- 65 1. Request to re-appoint Andy Hughes and Chris Costantino to the Conservation Commission with Terms expiring
66 in 2027
67 2. Request to re-appoint and change Marie Nickerson from a full-member to an alternate member to the Conser-
68 vation Commission with a Term expiring in 2027
69 3. Request to change Rich Elliot from an alternate member to a full-member to the Conservation Commission
70 with a term expiring in 2026
71

72 **Selectman Freel made a motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman**
73 **Finan. All were in favor. The motion passed 5/0.**
74

75 Selectman Labonte asked what role Chris Costantino had to the Conservation Commission. Administrator Daley
76 said she works for the Town as the Conservation Commission coordinator and she is also an alternate member to
77 the Commission.
78

79 **Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Labonte. All**
80 **were in favor. The motion passed 5/0.**
81

82 **b. OTHER DECISIONS**

- 83 1. N/A
84

85 **5. TOWN STATUS REPORT –**

86 **1. Deliberative Session Review**

87 The Town’s Deliberative Session went well and Administrator Daley thank the Board of Selectmen, Budget Ad-
88 visory Committee, and staff for their continued efforts in the development of a balanced and fiscally responsible
89 municipal budget that will continue to provide the Town with high level of service and meet the needs of the
90 community. The updated 2024 Town Warrant and Financials can be found on the main page of the Town Website
91 at www.milford.nh.gov. The Town Vote will occur on March 12th at the Milford High School, 100 West Street
92 from 6am to 8pm.
93

94 **2. Milford Community Power / Standard Power Program**

95 Milford Community Power is launching this spring after being approved by Milford voters in March 2023. The
96 program provides stable rates for 20 months, from March 2024 to November 2025, and three options with more
97 renewable energy for electricity customers up to 100%. There is no cost to the municipality for running the pro-
98 gram, no individual customer contracts, and customers can leave, change products or rejoin the program with no
99 fees or penalties effective on their next meter read date.
100

101 On Wednesday, January 31st, the Town held an informational meeting to present and discuss the program.
102 Based on the attendance and continued number of questions from residents, Town staff and Standard Power
103 will conduct a second public information session in the Town Hall over the next two weeks (TBD). Please
104 visit www.MilfordCommunityPower.com for more information on the program. There will be an additional meet-
105 ing to held in the town hall on February 21, 2024 at 4:30 to answer any other questions people may have.
106

107 **3. Requests for Proposals**

108 Town Administration will be issuing a Request for Proposal in March seeking proposals from qualified firms of
109 independent certified public accountants to audit the Town’s financial statements for the fiscal year ending De-
110 cember 31, 2024, with the option of auditing the organization’s financial statements for potential future years.

111
112 Town Administration and the Public Works Department will be issuing a second Request for Proposal next month
113 seeking proposals from qualified firms to establish price agreements (labor, fixtures, and materials inclusive) for
114 the replacement and/or retrofit of all existing light fixtures with LED smart- technology (or similar) with all mu-
115 nicipal buildings.

116
117 There was some discussion about what is wanted for the lighting RFP. Administrator Daley would like Selectman
118 Freel to be involved with the lighting RFP due to the nature of his business.

119
120 There was some discussion about our current auditors and how long they have worked for Milford. The consensus
121 is to go out to bid.

122
123 **4. 2024 Town Administrator and Staff Goals & Objectives**

124 Administrator Daley submitted the 2024 goals and objectives for the Board to review and discuss at the February
125 26th meeting.

126
127 **5. Boards, Commission, Committee Volunteers**

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

130

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

136
137 Volunteer applications can be found on the town’s website.

138
139 **6. SELECTMEN’S REPORTS/DISCUSSIONS**

140 **1. Policy Review**

141 **Policy 2000-08 – Grant Application Procedure.**

142 Selectman Freel said this Board never sees the grants before Department Heads apply for them. Administrator
143 Daley said the Board votes to accept the money. Selectman Freel said no one should be applying for a grant
144 unless the Board says yes or no. Administrator Daley said sometimes the timing is quick and we discover grants
145 that need to be applied for quickly. Larger grants especially ones that require a match should go before the Board
146 but smaller ones should not have to. He can appraise the Board of the smaller grants.

147
148 Selectman Freel said he feels that the policy is in place for a reason and maybe the Board may not want the
149 Department Heads to go for some grants. This also takes time from the Department Heads to do their regular
150 jobs.

151
152 Selectman Labonte said Manchester has this policy in place. He gave an example of a grant that may pay for
153 some employees for a certain amount of time but then force a town to eventually have to hire those people.

154
155 Selectman Dargie said we should get rid of this policy. People should be allowed to apply for grants and if one
156 needs a match or controversial, they should come to the Board ahead of time.

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Selectman Finan doesn't have a problem having this policy but you don't want to tie the hands for the smaller grants. We should know about the grants that departments are going for but we shouldn't have to approve everything. There is clear ground for a compromise.

Katherine Kokko, a Milford resident, said maybe the Board is made aware of grants that are coming in a timely manner. Anything that requires a match should come before the Board. The policy is written for Department Heads but Committees and Commissions also apply for grants. Ms. Kokko said they were able to bring in a grant for the Bandstand and if they had to wait to bring it before the Board, they may have missed getting it in on time.

Chairman Daniels agrees with Selectman Finan. Department Heads should go after grants if it's one-time and doesn't require a match. If it requires a match, it should come before the Board.

Selectman Labonte doesn't have a problem with smaller grants as long as the Board is informed at a meeting. He is concerned about the time being put in a grant that the Board may not want depending on what it is.

Chairman Daniels said the Board can be notified of grants through the Town Administrators status report. The Town Administrator can make the determination of whether or not it needs to come before the Board.

Chief Viola, Chief of Police, said some of his grants are on-going every year, would they have to still go to the Board before applying for them? He agrees that some grants should go to the Board. He explained some of his yearly grants that they applied for. He also talked about in-kind grants. He also explained the vest grant process which is more like a rebate.

Dave Palance, Heritage Commission Chair, said he would support Selectman's Dargie' proposal and remove this policy. The Board representatives to each Committee and Commission should already know what is coming forward for grants and should be appraising the other Board members at their meetings.

Chairman Daniels said they should be using the Town Administrator as a gateway as opposed to just waiting. The consensus is that the Board should at least be notified if someone is going for a grant, especially if it requires a match.

Administrator Daley will try re-wording Policy 2000-08 Grant Application Procedure and bring it back to the Board at their next meeting.

Policy 2001-02 Policy re Employee Performance Reviews

Selectman Labonte asked how reviews were currently done. Administrator Daley explained the process. Raises are done off cost of living not performance. In the past pay raises were explored on performance. There is a mixed concerns about merit based and cost of living. Selectman Labonte supports merit-based raises.

Self-evaluations were discussed but the policy states that the employee's self-evaluation will not be used as a consideration in the review. There was additional discussion about cost of living versus merit raises. Chief Voila said if you do merit based, not everyone will get close to a cost-of-living raise. Selectman Labonte said not everywhere in the private sector do you get a cost-of-living raise. Chief Viola said we also have union contracts involved. Employees also get a six month check to make sure expiations are being met.

Selectman Finan said there are three categories of pay raises: COLA, (goes to everyone), merit and market adjustment. It's up to the Board if they get funded. Selectman Freel agrees with Selectman Finan.

Mike Thornton, a Milford resident, in the Federal Executive Service they kept the COLA and did away with time and grade. They kept merit because if you did extra, it adds to your value.

208 Administrator Daley suggest this be a good discussion for a work session. Paul Calabria, Finance Director said
209 we typically use the Northeast CIP. It includes some major areas and a lot of small towns.

210
211 Selectman Finan brough up employee self-evaluations again and asked why they wouldn't be used.

212
213 Ms. Kokko clarified that a member of staff can do their self-evaluation but it's not a structured part of the process.
214 She is surprised because all her jobs have had a structured process in place for the self-evaluation process. Select-
215 man Freel read paragraph 2 again for additional better clarification. Some members of the Board have heard of
216 employees doing self-evaluations and some have not. In Milford self-evaluations are encouraged but optional.
217 Chief Viola said most of his employees don't like doing self-evaluations.

218
219 **Selectman Dargie made a motion to add the word solely after the word not in paragraph 2, and delete the**
220 **words “pay raise” in paragraph 3. Seconded by Selectman Labonte. All were in favor. The motion passed**
221 **5/0.**

222
223 **Policy 2004-01 House of Regarding matters before the NH house of Representatives or Senate**

224 After minor discussion, the Board decided to make no changes to policy 2004-01

225

226 **Policy 2003-02 Policy Regarding Employee Identification Badges**

227 There was some discussion about when badges should be worn, which departments should be wearing them and
228 where, as well as how much information should be on the badge. Departments have guest badges which are used
229 if someone comes in to work on something in the town hall. Some badges are issued through HR and some are
230 issued through the Fire Department.

231

232 Dave Palance, Heritage Commission, suggest Human Resources and the Town Administrator work out the details
233 of who should or should not be wearing badges all the time, or as needed.

234

235 Chairman Daniels said the Town Administrator should set the policy by department as far as who wears their
236 badge all the time.

237

238 **Chairman Daniels made a motion to remove the words “department phone number and department su-**
239 **ervisor” from paragraph 2. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

240

241 **Selectman Labonte made a motion to change the word may to shall in paragraph 4. Seconded by Selectman**
242 **Freel. All were in favor. The motion passed 5/0.**

243

244 **Selectman Labonte made a motion to accept Policy 2003-02 Policy Regarding Employee Identification**
245 **Badges as amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

246

247 **Policy 2006-01 Policy on Email**

248 The Board will determine if this fits into the Right to Know policy and take this policy up at a later work session.

249

250 Ms. Kokko said a lot of this policy is covered in the Right to know law and some of this language is outdated or
251 wasn't accurate at the time this policy was made. She agrees with doing a work session to review this policy.
252 There should be a policy around e-mail retention and accessing it when there is a request.

253

254 **Policy 2004-02 Policy on Exit Interviews**

255

256 Chairman Daniels suggested adding the word “asked” before the word “complete” in item 4 under Procedure.

257

258 Chairman Daniels suggested adding “or designee” after Human Resource Director in the event that the Human
259 Resource Director is unavailable.

260

261 **Selectman Labonte made a motion to accept Policy 2004-02 Policy on Exit Interviews as amended. Se-**
262 **conded by Selectman Dargie. All were in favor. The motion passed 5/0.**

263

264 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

265 Selectman Freel presented a map of the proposed parking lot changes at the library. There are concerns about the
266 Blue Bus not being able to turn around in the parking lot. Changes were suggested for EV charging stations.
267 Administrator Daley said there will be many opportunities for Board input on the conceptual drawings. The charg-
268 ing stations are a good opportunity for the town to consider. It doesn’t mean that an EV station will actually go
269 there, it’s to provide the opportunity for conduits should the town go in that direction. It’s a good Economic
270 Development tool to provide opportunities for changing communities and the region. It isn’t set in stone.

271

272 Selectman Freel has concerns about the EV stations. He also feels that we are dragging our feet and thinks we
273 should be further along then we are. Administrator Daley explained the process and said we are actually on
274 schedule for everything that needs to be accomplished prior to construction. There was additional discussion about
275 issues discussed at the Planning Board meeting.

276

277 Janet Langdell thanked Selectman Freel for voicing the concerns brought up at the Planning Board meeting. There
278 are other bus’s that would not be able to access the library with the current setup. Administrator Daley would like
279 to have a work session to review the revised plans. The Town needs to be okay with the conceptual plan before
280 moving forward.

281

282 Selectman Dargie said the 2024 Granite Town Rail Trail race sold out in about 1 hour. This race raises more
283 than \$50,000 and the money is split between Milford and Brookline. Administrator Daley said these types of
284 things help fund Conservation activities/upgrades.

285

286 Chairman Daniels mentioned Unwined, a new business opening on the Oval above the old Boston Shoe Store.

287

288 **b) OTHER ITEMS (not on the agenda)**

289

290 **7. PUBLIC COMMENTS –**

291 Mr. Thornton, Milford Energy Advisory Committee, has been fielding questions from concerned residents of
292 Milford. Mr. Thornton offered his own phone number is there are any questions @ 603-249-6666

293

294 Katherine Kokko, a Milford resident, said there has been discussion at the state level about expenditures of tax
295 payers’ dollars in relation to lobbying. She mentioned NHMA and suggests the Board discuss this in more detail
296 before anyone is designated for NHMA.

297

298 **8. APPROVAL OF FINAL MINUTES –**

299

300 **Selectman Dargie made a motion to approve the final minutes of January 22, 2024 and January 29, 2024**
301 **(5th Monday Forum), as amended. Seconded by Selectman Finan. All were in favor. The motion passed**
302 **5/0.**

303

304 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

305

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

307

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/12/2024

308 12. NON-PUBLIC SESSION – N/A

309

310 13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:30. Seconded by Selectman Labonte. All
311 were in favor. The motion passed 5/0.

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Gary Daniels, Chairman

Tim Finan, Member

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Chris Labonte, Vice-Chairman

Dave Freel, Member

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Paul Dargie, Member