

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
July 10, 2023

**PRESENT:** Gary Daniels, Chairman Lincoln Daley, Town Administrator  
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant  
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 Mark Genovesi to the Milford Ethics Committee – Terms Expire 2026.**

Mr. Genovesi has served on multiple other committees throughout the town. He understands the importance of keeping public trust.

**Selectman Labonte made a motion to approve Mark Genovesi to the Milford Ethics Committee – Term Expire 2026. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.**

**5:40 p.m. – Appointment of Chris Masucci and Tracy Gomes to the Milford Ethics Committee – Terms Expire 2025**

Mr. Masucci said he is aware of confidentiality restrictions. Ms. Gomes wants to be involved in the town and this is a start.

**Selectman Labonte made a motion to approve Chris Masucci and Tracy Gomes to the Milford Ethics Committee – Terms Expire 2025. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

**5:50 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95b)) –**

- **\$20,141.50 Highway Safety Grant for the Milford Police Department**
- **\$40,000 from NHDES Drinking Water and Ground Water Trust Funds for Water Utilities**

Chairman Daniels opened the public hearing.

Chairman Daniels closed the public hearing.

Selection Labonte asked if the Highway Grant could be used to pay for the speed signs previously talked about. Chief Viola said yes. Selectman Freel asked if we do checkpoints for DUI. Captain Pelletier said no. The grant money covers the officer's overtime from October to the end of September times during the year. Captain Pelletier also explained the match form process.

Chairman Daniels asked why the Water Utilities grant needs to be approved by the Selectmen and not the Commissioners. Water Utilities Director Pouliot said only the Board of Selectmen can accept the grant, it requires town authorization.

Selectman Finan said the minimum grant is \$50,000, how come they are only getting \$40,000? Director Pouliot said they received a \$100,000 grant last year for asset management and any town that received that \$100,000 was bumped down to \$40,000 for this grant.

**Selectman Dargie made a motion to approve the \$20,141.50 Highway Safety Grant for the Milford Police Department and the \$40,000 from NHDES Drinking Water and Ground Water Trust Funds Grant for Water Utilities. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

**6:00 p.m. - Information Technology Departmental Update – IT Director, Bruce Dickerson**

The IT Department is responsible for the Applications; Computers; Phones; Data Storage and Networking of all Milford Town facilities. This includes the Town Hall; Police Dept; Fire Dept; Ambulance Dept; Public Works; Water Utilities; Wadleigh Library; Transfer Station; Keyes Field & the Welfare Office at the Share building. We manage our own Exchange eMail server and do our best to protect our data and networks with extensive backup systems and a heavy-duty firewall/security system.

There were multiple major department accomplishments/ Upgrades completed last year. As of 7/3/2023, we've spent 48.9% of our 2023 allotment. We've focused on our network infrastructure this year and have spent nearly 80% of that line item.

Director Dickerson said he will be retiring next year and the current plan is for Randy Ippolito to replace him and we will look to hire an IT Assistant to replace Mr. Ippolito. Director Dickerson is willing to continue in a part-time capacity to help with projects/training/etc as needed.

#### **Major Goals for the Upcoming Year**

- Fiber to Keyes Pool House (ARPA funded)

Public Works has finished running conduit trenches. We're waiting on Howard Communications to run the fiber.

- Develop a Cloud accessible file share for town use including building SDS sheets

Creating a budget-friendly file-sharing platform for interdepartmental sharing as well as a way to share files larger than email allows. Currently in the development/testing phase with a Synology NAS.

- Security System at Keyes (ARPA funded)

Place security cameras at strategic locations throughout Keyes field to curb vandalism

- Disaster Recovery System at the PD

Our VMWare cluster has 16 virtual servers that run on 3 physical host servers with the data stored on our SAN (2022) at Town Hall. We can currently lose 2 of the 3 host servers without any downtime. One host server will be moved to the PD and our current SAN will synchronize with our older SAN (2017).

- Department Application Upgrades/Migrations

- ✓ Munis (Financial App used by all departments): Major version upgrade (August)

- ✓ PermitEyes: New CommDev online permitting system to replace ineffective Muni's ver (OCT).

- ✓ Muni-Link: New Water Utility Billing system to replace Munis water billing system.

- ✓ Update the NEC phone system to the latest version

- CyberSecurity

Continue utilizing the ARPA and State Water/Sewer grants to upgrade and add to our cybersecurity protections.

There was additional discussion about running fiber around Keyes Field and the 127 Elm Street area.

Director Dickerson asked the Board to approve a withdrawal from the IT capital reserve account for Fiber Link replacement and repair for a line that was damaged which affected the Fire Department and Library. The cost is \$9,277. There was an insurance claim that was put in and Primex will cover all but \$1,000 of this request but we have to put the money in upfront because he doesn't know when we will receive the insurance money and he needs to order the materials because it will take some time to come in. There was additional discussion about if we could use the capital reserve account for the deductible. Selectman Labonte said he has no problem reestablishing the connection but he would feel better knowing that we are getting the insurance money.

**Selectman Dargie made a motion to approve a withdrawal from the IT capital reserve account for \$9,277 to order materials for Fiber Link replacement and repair. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

Selectman Finan asked about the departments moving from MUNIS to other software systems. Director Dickerson said if it makes their jobs run smoothly, it's a good thing. Administrator Daley said it will be a little more work getting things set up but it will provide better streamlining going forward. Selectman Labonte asked if there

were other options. Director Dickerson said yes, but it's expensive to switch our financial package. Administrator Daley agreed. Director Dickerson said as departments move off MUNIS the cost goes down. Chairman Daniels asked if MUNIS had a system that can be used at the Transfer Station. Director Dickerson said he will look into it.

Chairman Daniels mentioned e-mail issues and asked if someone is checking links. Director Dickerson said he will look into it as well as a couple of other suggestions from Selectman Labonte.

**6:20 p.m. - Ambulance Bid Review and Approval – Ambulance Director, Eric Schelberg**

Director Schelberg is requesting permission from the Board to purchase one PL Custom ambulance supplied by Sugarloaf Ambulance/Rescue Vehicles for \$357,831.

Five bids were solicited and 2 were received. The warrant article was for \$409,000. The remaining balance of the approved Warrant Article will be used for mobile radio uninstall and installation and the purchase of durable equipment for delivery and payment in 2025 as directed by the Board.

Selectman Labonte thought we were going to put all RFPs on the website. Administrator Daley said this predated that process. Director Schelberg said this was put on the Ambulance Department web page, it was removed after the bids were complete. There was a discussion about the equipment that will be bought with the remaining warrant article funds.

Chairman Daniels asked why they are recommending Sugarloaf versus Autotronics. Director Schelberg said the biggest reason AC and heating system in the Sugarloaf vehicle functions much better and it's located on top of the vehicle instead of running off the motor which is the case in the Autotronics vehicle.

Chairman Daniels asked if this was the same type of ambulance that we are currently having issues with. Director Schelberg said no. Selectman Labonte asked about the warranty on the vehicle and if we could get an extended warranty. Director Schelberg said there are various types for different areas of the vehicle and he will check to see if we can get an extended warranty. They do offer a \$1,000 discount on the chassis if we buy it in advance.

Selectman Labonte asked how we will be disposing of the old vehicle. Director Schelberg said we are using it as a trade-in and we can get \$3,500 for it. Selectman Labonte asked about seal bids instead of trading in the ambulance. Director Schelberg doesn't have any problem with that if it's what the Board wishes. Administrator Daley said he will discuss the option offline with Director Schelberg.

**Selectman Dargie made a motion to authorize the expenditure of up to \$357,831 for the Sugarloaf Ambulance/Rescue Vehicle without the trade-in amount. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

**6:40 p.m. - Police Departmental Update – Chief of Police, Mike Viola**

The Milford Police Department is responsible for the overall protection of life and property through the enforcement of laws and regulations. Our Officers are responsible for maintaining public order and safety, enforcing laws, and preventing, detecting, and investigating criminal activity.

**Daily responsibilities include:**

- Officers proactively patrol areas within the Town of Milford
  - Officers responding to calls for service
  - Officers conducting preliminary and follow-up criminal and traffic investigations
- Our department is also committed to building a good working relationship with the businesses, residents, and visitors of the Town of Milford.

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As of July 3rd, 50.1% of the year has been completed and the Police Department, as of July 3rd, has expended approximately 43% of its approved budget. Several line items are over-expended due to overtime. The new officers will help to eliminate some of the overtime.

The Milford Police Department has 27 Sworn Police Officer positions and 11 non-sworn positions. Currently, the department is down 5 sworn officer positions. Administrator Daley asked if the five positions are necessary. Chief Viola said yes. The town is just growing and we need to stay at the 27 officers at a minimum. They would take a lot of pressure off the already overworked officers. Captain Frye agreed, he said it gets tiring for the officers to be forced to work extra hours on their days off. Schedules have been changed to make sure we have accurate coverage. Everyone is pitching in and it's keeping morale up.

Chairman Daniels said a \$20,000 grant was just approved and because the Police Department is down 5 officers, how are you going to use it if you don't have enough help? Captain Pelletier said he can set it up for specific times and months, they have some specific times that are required but they are flexible for the most part.

On June 16, 2023, we had two Officers that graduated from the academy. Both Officers are currently in the department's FTO program. We currently have two Officers in the Academy which started on June 12, 2023. Additional testing will take place in August or September and hopefully, we have someone qualified to attend the academy in January. They are looking at a couple of training options. The department hired a part-time administrative assistant in June.

Chairman Daniels questioned the problems with vehicle transmissions. There was additional discussion about transmissions and wear and tear on the vehicles. It's a nationwide problem.

The department is currently waiting on two marked vehicles from MHQ, which were ordered after the town vote. • 3 vehicles are down for transmission replacements. (All under warranty) There was a discussion about why transmissions are failing. The 2008 Ford Fusion is down due to a failed inspection. The approximate costs of repairs were \$2,300.00 but it was upgraded today to \$3,286. The first estimate was verbal second was a written quote that was received today. Captain Frye read a list of things that were wrong with the Ford Fusion.

The Police Department is seeking Board of Selectmen approval to purchase a 2015 Nissan Rogue with 34,662 miles for \$15,800. The vehicle would be purchased using unexpended salary associated with vacant positions within the Police Department Budget. The Rogue only had one owner and is in great condition.

The Nissan Rogue would replace an aging 2008 Ford Fusion that currently has approximately 141,000 miles. The Ford Fusion is currently assigned to the Detective Division and has not been used since April due to a failed inspection. The department has spent \$13,224.94 in maintenance on the Ford Fusion which was purchased in 2007.

Selectman Freel asked how much the Ford Fusion was worth. Captain Frye said a private sale on the Fusion would be \$2,800 and a trade-in is \$1,100. Selectman Freel said it isn't worth fixing. Selectman Labonte said it isn't a matter of putting money into it, it's a matter of "Do you replace it right now". Is the vehicle needed?

Chief Viola said the Rogue would provide a reliable vehicle for the Town's Detectives, the Town Prosecutor, and other personnel at a reasonable cost. Our Prosecutor is currently using her vehicle for travel and we are paying for gas. He doesn't want the Prosecutor driving a marked vehicle, she isn't an officer.

Administrator Daley said it isn't a budgeted item but it's an option for the board to consider. The vehicle would last about 7 years and provide a safe vehicle for multiple people to use.

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Selectman Labonte doesn't agree with using money from an unfilled position. The money should go back to the taxpayers because the position wasn't filled. Chief Viola said there isn't as much money left over as Selectman Labonte thinks due to the overtime costs.

Administrator Daley asked what the alternative would be if we didn't buy the newer vehicle. There was additional discussion about whether or not other vehicles could be used. Overall it's a waste of money to fix the Fusion.

Selectmen Freel asked what the value was of the Rogue. Captain Frye said the blue book value is \$14,400 to \$16,700. Chief Viola said if the Board is interested, they can quote a price of what they think the vehicle is worth. He can take that number back and see what happens.

Selectman Finan doesn't have a problem giving the Police Department the direction to make this purchase. This is a logical use of surplus money. They need a vehicle, it's not just something they just want for the heck of it. Selectman Labonte said we've been without this vehicle since April and it's now July. Selectman Finan said we have also lived without much-needed employees and that doesn't mean that we shouldn't have them.

Chairman Daniels asked if consideration was given for buying the Rogue and not asking for two vehicles in the budget next year. Chief Viola said he would rather have two marked vehicles for patrols. They were going to replace the Fusion in the next couple of years.

Selectman Finan asked if it made more sense to wait and get a new vehicle a year from now. Selectman Labonte said he would be more in favor of a new vehicle versus an 8-year-old vehicle. Chief Viola said he's good either way.

Selectman Dargie is in favor of purchasing the Rogue. The mileage is low and it's in good condition. A new vehicle would be around \$36,000. The use of the vehicle would be low. The average miles driven on the Fusion is 10,000, so getting an additional 7 years out of the Rogue is reasonable. He would rather spend \$15,000 rather than \$35,000 next year. Selectman Freel said if you can get it for less, that would be better.

Selectman Labonte repeated that he still has issues taking this out of the wage money. We are not following the policy and we should only use this if there are no other options. Administrator Daley said the policy offers an opportunity for Board consideration and this is one of those times. Selectman Labonte said we are not at a last resort.

Chairman Daniels said after reading the words, he doesn't necessarily get that interpretation. Exceptions can be for any number of reasons.

Selectman Finan said the reason you have exceptions is not because you are against the wall, it's to give discretion to the body that is deliberating the question. If we just stick by policies A, B, C, there is no need for us to sit down and discuss things. We are discussing discretionary money and what is the logical, rational way to spend the money. No one is against the wall or violating the policy.

Chairman Daniels asked the Chief, Town Administrator, and Finance Director if they were all in favor of the motion, and they all said yes.

**Selectman Dargie made a motion for the Police Department to approve the purchase of the 2015 Nissan Rogue not to exceed \$15,800. Seconded by Selectman Finan. The motion passed 4/1 with Selectman Labonte opposed.**

**Major Projects in the next three Months:**



- The department is currently in the process of transitioning from 40 caliber firearms to 9mm firearms, which was approved earlier this year. All officers have been qualified for the new firearms.
- The department is currently in the process of setting up a multi-department training session, which will involve police, fire, ambulance, and MACC Base. They are still waiting on the comfort dog and the next litter is due in August. They are also looking into speed signs.

**Does the change to a 4.5-day workweek result in any changes? N/A**

Citizens can report issues by contacting MACC Base by telephone or the Milford Police Department by telephone or in person. They can also contact the police department via social media and email. Social media and email are not always checked daily so I would advise people that need assistance to contact the Police Department by phone or in person. The Milford Police Department also has a Crime Tip Line where a person can report information that can be followed up on. This line should be used for informational purposes and not for the use of reporting an issue that needs immediate assistance.

If a person has a complaint against a person employed by the Milford Police Department they can file their complaint in person, by telephone, or through the Town of Milford Police Department page. There is a form that they can access on the site.

The Police department is experiencing a lack of interest in becoming a law enforcement officer. This is happening all over the place. This is an ongoing process and we will continue in our efforts to bring our department back to full staff.

The Police Department is looking forward to working with the Town Administration and the Board of Selectmen to ensure that our department is maintaining or exceeding the level of service that our community expects and deserves.

**7:15 p.m. - Water Spigot System at Riverside Cemetery – Cemetery Trustee, Mike Thornton**

Mr. Thornton explained that the water system at this cemetery has had leaking issues since 2011. The Trustees reviewed multiple options. We are proposing a 50-spigot water system irrigation plan. Mr. Duffy gave a background overview of the current system. This money is coming out of the Right to Inter Fund and not taxpayers' monies. The Public Works Department will be releasing an RFP for this project. The RFP will be advertised in the paper and on the website and in other areas. Mr. Duffy explained the different trust funds that the Cemetery Trustees oversee and which funds can and cannot be used.

Selectman Freel suggested lowering the insurance binder from \$2,000,000 to \$1,000,000. Administrator Daley will look into it.

**7:25 p.m. – 127 Elm Street Final Report – HL Turner**

Dan Hall and Bill Hickey with HL Turner presented their final report to the Selectmen. The report can be found on the Town's website at [www.milford.nh.gov](http://www.milford.nh.gov). The final recommendation is that a community center can serve Milford. They recommend demolishing the existing building and a new building be located in the park itself. Also recommended were an accessible walking path, additional playing fields, and additional parking. They highlighted the benefits of having a new building. They recommend the project be done in multiple phases over 10 years and cost approximately \$17,016,702. It should be about \$580,000 to demolish the building.

Selectman Dargie has concerns about parking. Selectman Dargie asked if the demo number was accurate. Mr. Hall said yes.

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Selectman Freel doesn't think it would be a 10-year project. How many years you would bond the entire project if you went for the entire amount? How much it would cost per month for the town? Is there any potential revenue? He doesn't think this is what Milford needs. He doesn't understand how we will fund this project.

There was a lengthy discussion about the cost, needs, and wants of this project.

Janet Langdell, a Milford resident asked where the all-inclusive playground would be. Mr. Hall explained where the playground would be located. Ms. Langdell referenced a mistake on page 3 acknowledgments, under the Town of Milford, Keyes Memorial Park Trustees Milford should be The Arthur L. Keyes Memorial Trust Trustees. They don't own the park nor are they trustees of this park.

Zach Williamson, Recreation Commission Chairman, referenced a memo that was in the packet. He said the Recreation Commission will review this study and make improvements that are feasible and cost-effective from both the Turnstone Report and the Keyes Memorial Park Expansion Committee Report. This is another tool for us to select from. They strongly support demolishing the building due to it being a hazard.

Selectman Freel and Selectman Labonte feel that the building can be renovated for a low cost. Selectman Finan asked Selectman Labonte if he would support \$1,000,000 to renovate the building for office spaces and move the Recreation Department over there. Selectman Labonte said the possibility of getting \$1,000,000 to pass versus \$17,000,000 is better.

Chairman Daniels said whether you see this as good or bad, it comes down to priorities and we have many other things that need to be done in town. Selectman Finan likes the report as it presents as a long-term vision and he likes that it's phased out. He just wants us to do nothing and it's still an eyesore 15 years from now. There was more discussion about what people thought could be done with the building.

Chairman Daniels said we can accept the report. We asked for this information and the work has been completed and a plan has been presented to us. Accepting the report doesn't mean that we agree with the findings. We can speak with Recreation and others to see where we want to go from here.

Administrator Daley said he hopes the Board can decide on whether or not to demolish the building as recommended by the Recreation Commission.

Selectman Dargie made a motion to accept the 127 Feasibility Study and thank the presenters for their time. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Paul Bartolomucci, a Milford resident, was on the original committee in 2015, he requests that the Board go back and review it. It was less expensive and less costly but it achieved the same thing. The first goal was a walking trail which we started. We have exercise equipment along that trail that was done with a grant written by the Director of Recreation. We raised a lot of money to put into that project and Recreation donated \$25,000. This Board just spent \$60,000 of taxpayers' money to get an answer you don't like. This Board should at least consider this report. This building is not only an eye sore but it's a danger.

Chairman Daniels said there were also hundreds of thousands of taxpayers' dollars that were forgiven in taxes to buy this building, so the town has also contributed. Mr. Bartolomucci said it's a shame that the town will not continue to make a contribution to improve that area. We continue to take property that just sits and we do nothing with it. He challenges the Board to make some improvements in this community. This town doesn't have a spending problem, it has a revenue problem. Improve the revenue and the spending will follow.

Selectman Labonte said that in 2019 it was the Recreation Department and Community Development Department that came to the Selectmen and requested that the Board approve the withdrawal of the \$60,000 from the capital reserve to pay for this study. The Board didn't go out looking for this.

**3. PUBLIC COMMENTS** There were no comments at this time.

**4. DECISIONS**

Selectman Labonte asked that 4. a) 1) **Approval of Warrant for Unlicensed Dogs – Issuance of Civil Forfeitures be removed for discussion.**

Selectman Dargie made a motion to accept the consent calendar except for 4. a) 1). Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

**a. CONSENT CALENDAR**

1. Approval of Warrant for Unlicensed Dogs – Issuance of Civil Forfeitures

2. Approval to allow Addiction Recovery Coalition of NH, (ARCNH) to use the Oval on July 25th and July 27th from 11:00 am until 1:00 pm.

Selectman Labonte questioned the wording on RSA 466:14 and asked if the Police Department could take possession of the dogs. Joan Dargie, the Town Clerk, what the process was for this civil forfeiture? Ms. Dargie, the Police can take the dogs but that never happens. She explained the process that follows the statute. She doesn't know of any towns that take the animals. The statute requires that the Selectmen are notified and that they approve the civil forfeiture list on the warrant. She has a call into the AG's office to ask what would happen if the Selectmen voted against this. Amherst has an animal control officer who goes door to door per the RSA. Milford doesn't have an animal control officer.

Selectman Labonte asked if the Town Clerk could change the wording as to what she is going to do. Ms. Dargie said she would have to call the AG's office. Selectman Dargie said the second line reads "any unlicensed dog may be seized", it doesn't say "will be seized". Ms. Dargie said this was signed last year and she has been working to get the list down.

Selectman Freel asked if we knew if these dogs are alive. Ms. Dargie said she receives a letter from the Vet if a dog has died. If someone gets a letter about the fine and their dog has passed, they can come in to let us know and they won't get a fine. It also works if they have moved out of town. Before the civil forfeiture letters go out, everyone is notified either by another letter or e-mail.

Selectman Dargie made a motion to accept 4. a) 2) **Issuance of Civil Forfeitures warrant on the consent calendar. Seconded by Selectman Finan. The motion passed 3/2 with Selectman Labonte and Freel opposed.**

**b. OTHER DECISIONS**

**a. n/a**

**5. TOWN STATUS REPORT –**

**1. Tree Maintenance on the Oval - Public Works Director, Leo Lessard**

Director Lessard met with an arborist to prune and maintain the existing trees on the oval last fall. The arborist recommends replacing a dead Elm Tree with a Gingko Tree. The work should be done in the Fall. Money was originally included in the DPW budget but was removed to lower the budget per the previous Town Administrator. If by the end of the season, funding is available, Director Lessard would like to complete the work, the cost would be \$5,775. He has a citizen who is willing to donate another Elm tree to the town. The arborist said to stay away from elm trees but we have others that are doing fine. The donation would have to be accepted by the Board.



Selectman Dargie said Elm trees are risky. Selectman Freel asked if the \$5,775 include the tree that the arborist suggest. Director Lessard said no. The quote from the arborist is just for pruning the oval. This citizen willing to donate the Elm tree has donated other trees to the town.

Administrator Daley said this work can be done with the oval improvements and it's replacing 3 trees. Selectman Labonte said that some of the work that the arborist put in his quote needs to come out because it will be done with the Milford improvements. Administrator Daley will work with Public Works on this.

## **2. Road Surface Management System - Public Works Director, Leo Lessard and Town Engineer, Nicole Crawford.**

The Town Engineer, Nicole Crawford recently met with the Nashua Regional Planning Commission regarding their Road Surface Management System, (RSMS). RSMS is a defined methodology for sampling the current pavement conditions of a road network and forecasting its future pavement condition, incorporating estimated costs of future repairs. The program is a partnership involving the NH Regional Planning Commissions, UNH Technology Transfer Center, NHDOT, and NH Statewide Asset Data Exchange System. This program is offered by the NRPC as part of the Town's annual dues of \$11,000. The Town currently uses Cartegraph and using the RSMS system would save the Town tens of thousands of dollars.

Selectman Dargie asked if they drive around in a vehicle and assess the roads and feed the information into the system. Ms. Crawford said it's not computerized, it's a person looking at the roads. There was some discussion about Cartegraph versus RSMS and how it assesses the roads. Director Lessard said that, for the money, the RSMS system is a better asset. Amherst, Nashua, and other towns use RSMS. NRPC does the visuals. It's all data collected for historical use. All information is entered into a database.

Chairman Daniels asked if we own the Cartegraph software. Director Lessard said yes but we pay additional fees to utilize it, which include licensing fees and maintenance. Chairman Daniels asked if we could sell it to another town. Director Lessard said no. We currently have cartegraph for one more year. It fits in, we will keep it for the asset management of it. Ms. Crawford explained the details of the process once it was input into GIS.

Administrator Daley asked what the deliverable was on the RSMS system. Director Lessard said it's something that can be input into GIS. If we continue to use cartegraph, there will be some standard costs.

Chairman Daniels has concerns about if a company letting us put someone else's data into our system. Director Lessard has an email into cartegraph asking them if he has information from RSMS and will they use it. Selectman Dargie would like more detailed information on what cartegraph does versus what RSMS does.

Selectman Freel asked how long would it take to get Milford's roads up to date. Director Lessard said this program will tell us that. Selectman Freel wants to know what we are going to set for a budget and when are we getting the roads fixed. There was additional discussion about including sidewalks in the data. Administrator Daley said we should also be working with the Water Department to coordinate our information to include fixing and replacements of water lines.

**Selectman Finan made a motion to use the RSMS program offered by NRPC. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.**

## **3. Budget Transfer Policy - Finance Director, Paul Calabria**

The Board of Selectmen has requested that the Town Administrator implement a budget transfer process to reflect and account for the change in a department's planned or unanticipated expenditures throughout the budgetary cycle. It was discovered that the Town had previously adopted a Departmental budget transfer policy in the early 2000s. This policy was subsequently superseded in 2014 with the adoption of the Budget Expenditure and Transfer Policy. In addition to establishing the process for when a transfer within a department and between departments

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could occur, the adopted policy establishes maximum thresholds/tiers for budget transfers requiring the Department Manager, Town Administrator, and the Board of Selectmen approval. It would appear this policy has been subjectively implemented since 2014.

Finance Director Paul Calabria recommends removing the reference to Wages, both on the Policy page and the Approval Levels page, and the base level at \$5,000 that may be approved by the Town Administrator, with amounts over \$10,000 remaining as the BOS approval amount. This is changing not allowing transfers out of wages.

Chairman Daniels suggested including the word aggregate over the year in the statement. He would also like to see a list of everything that was transferred when they start to look at the budget.

Selectman Labonte asked why Finance feels that budget transfers should be allowed out of wages. Director Calabria said typically our surplus is from unfilled positions. Selectman Labonte feels wages should be left alone.

There was additional discussion about wages, open positions, and what is usually done or can be done with the monies. Administrator Daley said last year's budget was cut by \$166,000 per the Board's direction and unfortunately monies had to come out of items that we are now finding we needed. He asked if the Board wanted Department Heads to look at level funding for those items that were cut back in past years. Selectman Labonte said that isn't the topic of discussion right now. Administrator Daley said it's related. We are looking at transfers and costs associated with that and we are trying to maximize available funding for items that weren't budgeted that we have to account for going forward, like maintenance issues and a Park Ranger. Salaries are something that the Board can consider. The policy gives opportunities to the Board, and Town Administrator to waive it. Selectman Labonte said since the option is already there, why would we remove it? Director Calabria said it was just a recommendation.

Chairman Daniels asked if a line item could be created due to a transfer. Director Calabria said no. Chairman Daniels said because of the clause at the end, he isn't sure that the budget transfer can be removed. "Exceptions to this policy are allowed only with the concurrence of the Department Head(s), Finance Director, Town Administrator, and Board of Selectmen." It can be taken on a case-by-case basis. Administrator Daley asked if it applied to the \$5,000 as well. Selectman Labonte said you don't take it out of wages period.

There was a discussion about the second recommendation. Selectman Freel said he partly agrees with Selectman Labonte about the wages not being used without the Board knowing about it. It should be on the Department Heads to keep their numbers as tight as they can.

Selectman Labonte gave some suggestions and said he doesn't want to tie anyone's hands completely. Ken Flaherty, Fire Chief said their hands are being tied. If he goes over a line item in January, and he's over already, and he needs to do a transfer up to \$5,000 and he's already \$5,000 over, every time he needs to spend money he's going to have to come before the Board because he's already at the \$5,000 threshold. It doesn't reset every month so it's every expenditure after the \$5,000 mark. Administrator Daley clarified that up to \$5,000 go to him and up to \$10,000 they go to the Board. So, the first time up to \$5,000 will be approved by the Town Administrator, and the next \$5,000 he would bring to the Board. Chief Flaherty asked the Board to consider that last year the Department Heads gave back lots of money so this year will be a correction year to help get us back to where we were so that we can stop spending the money in our payroll. If we had a vacant position, we were using that to offset other things. We had to give back \$40,000 to \$50,000 last year in line items in total. We are watching our budgets very closely, like we always do and we are already at zero.

Selectman Labonte said at that point you come back to the Board, nothing is saying that the transfer can't happen, as long as everyone agrees that the exception can be made. Chief Flaherty said you should be trusting your

department heads and not trying to put the town in a situation where it isn't favorable for the town. Most of us pay taxes here and we do look out for the best interest of the community.

Selectman Labonte said he doesn't think anyone is trying to imply that we don't trust our department heads. Tina Philbrick, Executive Assistant disagreed. She feels it's constantly implied that the Department Heads are not doing a good job and that is wrong, they are doing a good job. More than half of the Department Heads live in Milford, they pay taxes and are doing the best that they can for the citizens of Milford. This Board, not all of you, but this Board is making it difficult for them to do their jobs. Selectman Labonte said it's the Board of Selectmen's budget and he's sorry she feels that way but as the Selectman they have a duty to the taxpayers to do this. It's our job. Our job isn't to get elected and say, "We don't have to do anything" because our department heads can do it. Ms. Philbrick said that isn't what they are asking, they are asking to be allowed to do their job. She said she wasn't going argue with Selectman Labonte. Selectman Labonte said people at this table didn't understand where some of the cuts came from this will educate us.

Chief Flaherty said that's why he said that when they come to the Board this year, there will be some increases that we lost so that we are not always dipping into those funds. Selectman Labonte said Milford has policies for a reason and we need to follow them.

Chairman Daniels said this process was brought forward not to make it hard on Department Heads but to help the Board and to help Department Heads. He knows that at budget time you will put in what you need to do your job. We are trying to look two or three years down the road because we have big things coming. We can understand this by knowing where the transfers are coming from.

Chief Flaherty said he's never had to do a transfer in his five years here because he's always been lean. Coming forward this year we are going to need more money because we are already lean from last year from the cuts that were made. Selectman Labonte said he feels that what he wants is going to help the Department Heads.

Lynn Coakley, Library Trustees Treasurer, said the budget is going to look inflated if we are building in wages for positions that we are having trouble filling. She wants clarity about the procedure.

Mike Thornton, a Milford resident, agrees with Ms. Coakley. He understands all the arguments, we should build an accurate budget and be able to track each dollar through the budget.

Administrator Daley said each year the Department Heads look at a three-year average to figure out what is needed to maintain their operations and they do a good job looking at this. To insinuate that they are inflating their budgets is incorrect. We are looking at the bottom-line budget and it is accurate. It's been challenging over the last few years.

Selectman Labonte made a couple of suggestions for budget policy. After additional discussion, Chairman Daniels said they would revisit it at the next meeting.

#### **4. Police Department Vehicle Purchase - Chief of Police, Mike Viola**

This topic was discussed during the Police Department Update earlier in the meeting.

#### **5. Departmental Budget Review/Discussion (Verbal) - Town Administrator, Lincoln Daley**

Administrator Daley said the 6-month review of the Town Department budgets is currently underway. On July 3<sup>rd</sup> the Finance Department circulated the budget bum rate reports to each Department. We are scheduled to meet with each Department Head this month to assess his/her respective budget, discuss unanticipated expenditures, and forecast remaining expenses and planned projects for the 2nd half of the year. Hopefully, he will present a financial report to the Board at the next meeting.

**6. Town Munis Update (Verbal) - Finance Director, Paul Calabria**

The Finance Director, Paul Calabria provided a summary of the planned update of the Town's financial software system, MUNIS in late Summer of this year.

**6. DISCUSSIONS**

a) N/A

**7. SELECTMEN'S REPORTS/DISCUSSIONS**

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

**b) OTHER ITEMS (not on the agenda)** There were no comments at this time.

**8. PUBLIC COMMENTS** There were no comments at this time.

**9. APPROVAL OF FINAL MINUTES – June 26, 2023**

Selectman Dargie made a motion to approve the minutes of June 26, 2023, as amended. 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

b. Treasurer's Report – May 2023

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

The Board decided to cancel the Selectman's meeting on July 24<sup>th</sup> and make the 5<sup>th</sup> Monday Forum Meeting on July 31<sup>st</sup> a full Board meeting starting at 5:30.

**12. NON-PUBLIC SESSION – Selectman Dargie made a motion to go into non-public at 10:30 under RSA 91-A:3, II(e)) Legal. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

Selectman Finan made a motion to come out of non-public. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

Chairman Daniels said in non-public the Board discussed a legal issue and made no decisions.

**13. ADJOURNMENT: Selectman Freel moved to adjourn at 11:00. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.**

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Gary Daniels, Chairman

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Tim Finan, Member

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Chris Labonte, Vice-Chairman

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Dave Freel, Member

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Paul Dargie, Member