

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
March 14, 2022

**PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator  
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant  
Laura Dudziak, Member Andy Kouropoulos, Videographer  
Paul Dargie, Member  
David Freel, Member

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone to be heard on the PEG Access live broadcast.

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

**5:30 p.m. – Election of New Chair and Vice Chair Positions**

Election of New Chair and Vice Chair Positions will be postponed until March 28, 2022 because the town will be doing a voting re-count on the Selectmen's candidates on Wednesday, March 16, 2022 in the Banquet Hall, 1 Union Square.

**3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

There were no comments at this time.

**4. DECISIONS**

**a) CONSENT CALENDAR**

1. Request to re-appoint Douglas Knott, Susan Robinson and Pete Basiliere to the Planning Board – Terms expire 2025
2. Request to re-appoint John Yule and Andrew Seale to the Conservation Commission – Terms expire 2025
3. Approval of Annual Parade Permits
  - Memorial Day – Monday, May 31, 2022
  - Labor Day – Monday, September 5, 2022
  - Veterans Day – Friday, November 11, 2022
4. Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))
  - Donation to the Milford Ambulance Department Special Purpose Fund
    1. Katherine Bauer \$25.00
    2. Arthur & Dale Faint \$50.00
    3. Dina Weber \$50.00

Chairman Daniels asked to remove 4. a. 1) from the consent calendar.

**Selectman Labonte made motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman Dargie. Chairman Daniels yes, Selectman Labonte yes. Selectman Dargie yes. Selectman Dudziak yes, and Selectman Freel yes. All were in favor. The motion passed 5/0.**

Chairman Daniels invited the members for re-appointment to the Planning Board to sit at the Board's table. Chairman Daniels asked the Planning Board members their thoughts about affordable housing and Milford's two acre zoning requirements.

Doug Knott, current Planning Board member said there hasn't been much discussion in the past but with what's going on with the state, they will be looking into it further as a Board.

Selectmen Freel asked when it went from a one acre requirement to a two acre requirement. Pete Basiliere, Planning Board member, said there are different areas in town with different zoning requirements. There are a lot of variances that go into determining what affordable housing means. The larger lots were voted on by the people in certain parts of town. He feels that we should get a better sense on what we need by surveying business and homeowners.

Selectman Freel asked about Accessory Dwelling Unit, (ADU)'s. There are so many regulations that don't allow these. There are too many rules and regulations that don't allow people to build ADU's and rent them out.

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Lincoln Daley told the BOS that provisions are already in place to allow for ADU's. You don't have to be a member of the family to make one of these into an apartment. It can BE attached or detached. The limit is 750 square feet, per the state. You can put an apartment above a garage as well.

Selectman Dargie said the Planning Board is looking to re-do their master plan. This would be a topic to take up in the new master plan.

Chairman Daniels said housing is a challenge and he just wanted to know if they were open to looking further into this if he were going to support their reappointment. Pete Basiliere said you also have to look at the impact that other services will have on additional housing. The master plan can help us with this.

Selectman Dargie described the difference between low income and workforce housing. Mr. Daley said we all qualify for workforce housing. The recent house bills are trying to focus on maximizing housing opportunities serviced by municipal water and sewer. We would have to find resources to support that level of housing.

Chairman Daniels said affordable housing plays a part into trying to attract people to live in New Hampshire.

Susan Robinson said she would be willing to re-consider affordable housing in her position on the Planning Board.

**Chairman Daniels moved to approve to re-appoint Pete Basiliere, Doug Knott and Susan to the Planning Board, terms expiring in 2025. Seconded by Selectman Freel. Selectmen Labonte yes, Selectman Dudziak yes, Selectman Dargie yes, Chairman Daniels yes and Selectman Freel yes. All were in favor. The motion passed 5/0.**

### **b) OTHER DECISIONS**

1. Request for Input & Approval of 2022 – 2023 Board of Selectmen's Meeting Schedule (Draft listing)

**Selectman Dargie made motion to approve the 2022 – 2023 Board of Selectmen's Meeting Schedule as presented. Seconded by Selectman Dudziak. Chairman Daniels yes, Selectman Labonte yes. Selectman Dargie yes. Selectman Dudziak yes, and Selectman Freel yes. All were in favor. The motion passed 5/0.**

2. Request for Update to the Board of Selectmen's Representatives Listing 2022 – 2023 Boards, Commissions, etc. (Draft Listing) This will be tabled until March 28, 2022.

### **5. TOWN STATUS REPORT –**

#### **1. Voting Review Process – Tina Philbrick**

Ms. Philbrick gave an overview of the process used to complete the town report and the voters' guide. Department Heads were notified in early January as to when they needed to submit their information for both documents. In most years, the voters' guide is published about one week or so prior to voting. The state RSAs govern when candidates that are running for office can file, and we wait for the sign-up period to end before we contact them to notify them that they can submit a bio for the voters' guide. An email is sent to all candidates with a listing of what is needed for the voters' guide and a follow-up call is made to those candidates that don't reply to the email. Candidate bios are optional and candidates are not required to submit one, and they are not required to submit a picture.

The deliberative session was held on February 5th this year, which is one week later than usual. It was January 30th last year. The date of the deliberative session is dictated by state RSAs. Both the town report and the voters' guide go to the printer after the deliberative session is completed and any changes are incorporated in the documents. The town report went to the print on February 10th. The town's section of the voters' guide was completed within four working days of the deliberative session including deliberative session changes and candidate bios. The school district deliberative session was held on February 10th, and the school's portion of the voters' guide including deliberative session changes and candidate bios was received on February 14th. The guide was properly formatted and delivered to the printer on the 15th. The printing company returned a proof on the 18th where a problem with the cover was noticed. The printer was notified, and an approved version was available on the 21st. The print run of 7,000 copies was then processed in the printer's queue of jobs.

The voters' guide was posted on the town website on February 22nd. This was posted to social media so people could start looking at the information. Additionally, many people came to the Town Administrator's office asking about the guide and they were notified as to how to find the guide.

To speed things up due to the lateness of the availability of the guides, the printing company went to Manchester and paid for the postage using their bulk rate which saved Milford about \$300. They then hand-delivered the guides to the Milford post office early on Friday, March 4th. The Milford post office started delivery of the guides that day, and continued on Saturday and Monday, with perhaps some not being delivered until voting day on Tuesday. This is the first time that the voters' guide was made available so late.

The voters' guide is a courtesy provided by the town. The town is not obligated or required to provide this to anyone. It is not governed by any rules and regulations from the state. It is an internal document that is helpful for voting purposes.

Chairman Daniels thanked everyone who put their time and effort into the voters' guide. The town has been providing guides since 1995. Many people talked about the value of the information in the guide and some believe that Milford's guide is superior to the guides provided by other towns.

Ms. Philbrick said that one issue that was identified too late was the fact was that the voters' guides were not delivered to PO Boxes. Ms. Philbrick asked Selectman Labonte to bring them to the post office to put on the table there, but they do not allow that to happen.

Selectman Labonte asked if the schools paid for one-half of the guides. Ms. Philbrick said not, they only paid \$2,000 which is about what they paid last year. Prior to three years ago, the town did not pay for the guides since the Nashua Telegraph would print them at no cost if they could sell ads in them. Selectman Freel asked about emailing the guides like the Town Clerk does for vehicle registrations. Administrator Shannon said that he would look into the process.

## **2. Town Operating Budget – Town Administrator, John Shannon**

Administrator Shannon said the emergency vehicles are in process of being purchased. The ambulance that was down should be back up this week.

Selectman Freel asked if we had any vehicles that we are getting rid of. Ambulance Director Eric Schelberg said that their plan is to trade in the paramedic rescue vehicle which is worth \$1,800 as a trade-in. Selectman Freel asked what would it cost to replace the transmission. Director Schelberg said \$3,200. Selectman Freel suggested asking if there was another department that needed or wanted another vehicle that would be willing to put a little bit of money into this one. Director Schelberg said that this is a decision for the board and putting money into it is not in the budget. Administrator Shannon will reach out to the other departments to see if there is any interest.

Chairman Daniels asked if Director Schelberg has looked at the difference between what we get on a trade-in or selling the vehicle at the surplus auction. Director Schelberg said no, but he can look into it. Selectman Labonte said we could put the vehicle to bid in an on-line auction. Administrator Shannon said they can look into those options.

## **6. DISCUSSIONS**

**1. BOS Goals and Objectives** – Selectman Dargie submitted a list of some objectives for consideration. The Board will be reviewing the list and adding to it over the next few weeks. Chairman Daniels also asked Administrator Shannon to put together a list.

Selectman Labonte asked when we can have the holes fixed in the 127 Elm Street building seeing that the demo warrant article didn't pass; it will at least preserve what we have. Selectman Freel said we could consider renovating parts of the building to help with some needs. Selectman Freel would like to see a plan on what it would cost to renovate part of that building for a senior center. Selectman Dudziak said that has already be done. Selectman Freel has never been in the building. He doesn't feel it would take much to renovate some of the building.

Mike Thornton, a Milford resident, said there are portions of the building that could be renovated easily and some parts that would take more work. He thinks that people would pay to use the facility and it could be self-supporting. It will deteriorate without fixing the roof.

## **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)**

## **8. SELECTMEN'S REPORTS/DISCUSSIONS**

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

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

176 9. APPROVAL OF FINAL MINUTES – Selectman Dargie moved to approve the minutes of February 28, 2022. Se-  
177 conded by Selectman Dudziak. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman  
178 Daniels yes and Selectman Freel yes. All were in favor. The motion passed 5/0.

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180 10. INFORMATION ITEMS REQUIRING NO DECISIONS.

181 1. N/A

182 11. NOTICES. Notices were read.

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184 12. NON-PUBLIC SESSION – N/A

185 13. ADJOURNMENT: Selectman Labonte moved to adjourn at 6:20 pm. Seconded by Selectman Freel. A roll call  
186 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and  
187 Chairman Daniels yes. All were in favor. The motion passed 5/0.

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Paul Dargie, Chairman

\_\_\_\_\_ Gary Daniels, Member

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195 Tim Finan, Vice-Chairman

\_\_\_\_\_ David Freel, Member

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198 Laura Dudziak, Member