

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
March 27, 2023

PRESENT:	Paul Dargie, Chairman	Lincoln Daley, Town Administrator
	Tim Finan, Vice Chairman	Tina Philbrick, Executive Assistant
	Gary Daniels, Member	Andy Kouropoulos, Videographer
	Laura Dudziak, Member	
	Dave Freel, Member	

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

Chairman Dargie 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. - Public Hearing for the Acceptance for Expenditure of Unanticipated Property Donated to Towns and Village Districts of \$5,000 or more NH (RSA (31:95) e)) - Donation of Comfort Dog and services to the Milford Police Department \$30,200.

Chairman Dargie opened the public hearing.

Melissa Saari from the Cold Springs Healing Paws Foundation gave an overview and a demonstration of a comfort dog. Included with the donated dog would be 1,000 hours of training, equipment needed for the canine, full veterinary care, and various other items. Most of the dogs retire around 10 years of age. They provide annual recertification and if they find issues they work with the handler and animals. Chief Viola said that he thinks Primex covers insurance on the dogs. The dogs are covered under an insurance program through the foundation until released to their new owners.

Chairman Dargie closed the public hearing.

Selectman Daniels moved to approve the donation of a comfort dog and services to the Milford Police Department. Seconded by Selectmen Dudziak. All were in favor. The motion passed 5/0.

6:00 p.m. - Approval of Land Use Change Tax, Map 2 Lot 28-2 - Assessing Director, Marti Noel

Ms. Noel said residential construction recently started. The total parcel is 11.5 acres. A 1-acre area needs to be removed from current use.

Selectman Daniels moved to approve the Land Use Change Tax recommendation as recommended by the Assessor. Seconded by Selectmen Finan. All were in favor. The motion passed 5/0.

6:10 p.m. - Appointment of David Alcox, (Alternate member) and Paul Liamos (Full member) to the Heritage Commission - Terms Expire in 2026

The Heritage Commission is honored to nominate Dave Alcox and Paul Liamos to their commission.

Mr. Liamos has lived in Milford for over 22 years. He gave a brief overview of his background. He is looking forward to preserving the history/heritage of the town. He would like to see a handicap ramp put in at the Scout House and additional cemetery mapping done in the cemeteries.

Mr. Alcox has lived in Milford for over 30 years. He is a well-known retired teacher. He used to incorporate his lesson plans with history items around town. He wants to work at maintaining the right balance of preserving history/heritage in Milford.

Selectman Daniels made a motion to approve Paul Liamos as a full member of the Heritage Commission with a term ending in 2026. Seconded by Selectmen Freel. All were in favor. The motion passed 5/0.

Selectman Daniels approved Dave Alcox as an alternate member to the Heritage Commission with a term ending in 2026. Seconded by Selectmen Freel. All were in favor. The motion passed 5/0.

6:20 p.m. - Downtown Oval and Nashua Street Improvements Project - Greg Bakos

Mr. Bakos provided a powerpoint presentation of ideas for the Milford Oval, Nashua Road Pedestrian, and Traffic Improvements plan. There is a need to improve pedestrian safety throughout the Oval area due to the high pedestrian and vehicular activity and the proximity of on-street parking to the numerous marked crosswalks.

Chris Labonte, a Milford resident, had suggestions about one island and crosswalks going back to the original configuration from years ago. Administrator Daley feels that some of the suggestions would lead to jaywalking in the downtown area. They are trying to maintain a balance of safety, aesthetics of the downtown area, and vehicle movement. Selectman Finan doesn't think moving the crosswalks is a good idea.

After a lengthy discussion, the consensus of the Board was to go with:

Item 1, Bump outs to shorten crossings	Item 2, Complete sidewalk around the Oval
Item 3, Reconstruct Island to improve truck circulation	Item 4, Bus stop
Item 6, Flush median.	Item 7, Enhancing crossing with RRFB's
Item 10, Truck delivery spaces	

Robert Labonte, a Milford resident, asked where this subject started and if was it explained to the people. Administrator Daley said back in 2006 and 2007. Yes, the project was explained to the people. Conceptual designs were discussed and part of what is being discussed tonight was part of the overall study. We are now doing a more detailed analysis to move forward with the final design. The money was already appropriated with a 20/80 match. This scope has been reduced to accommodate the fixed price.

Selectman Freel asked if the money could be used for water and sewer infrastructure and paving. Administrator Daley said no but we are trying to work with Water Commissioners to do their upgrades around the Oval around the same time. The construction for these projects has to start in 2024 and 2025. The water and sewer cost analysis hasn't been completed yet.

Karen Blow, a Milford resident asked about having a light put up at Station 101 because it's hard to see in that area. Mr. Bakos said they are proposing street lights at that crossing.

The next discussion was changing Middle Street to a one-way.

Lynn Coakley, a Milford resident, asked if they don't do the changes on Middle Street, are they still going to repave and stripe?

Administrator Daley summarized that the Board would like to maintain what is currently on Middle Street as far as two-way traffic and to maximize the parallel parking spots. There was some discussion about the Fire signal, there was one there years ago but it fell. There is an opportunity to add another one but it would cost around \$100,000.

Administrator Daley said there is a potential to allocate a portion of the money to improve the parking at the library. The Library Trustees are onboard with a potentially shared municipal parking lot. It would be about 80+ spots in total. We would need to work with the library to explore it more.

Lynn Coakley, Library Trustee, said there was some discussion about parking. Their concern is making a change if the library does an expansion. Administrator Daley said this would handle the stormwater in that lot at the same time. This could make up for some of the losses of parking spots in the downtown area. The Board agrees with more discussions with the Library Trustees on the potential sharing of their parking lot.

After a lengthy discussion, the consensus of the Board was to go with:

Item 12, Diagonal and parallel parking

Item 13, New sidewalk and diagonal parking
Item 14, School Street parking
Item 16, Potential Library Parking Expansion, still under discussion
Item 17, Fire Department actuated signal although there were questions about cost.

Mr. Bakos reviewed three proposals on Nashua Street and after a lengthy discussion, the Board approved (ALT-1) without the left turn on Tonella Road.

Katherine Kokko, a Milford resident asked if there would be a workshop about this. Administrator Daley said there will be more opportunities to discuss this. Mr. Bako's said there will be more public engagement but they are starting to make some hard decisions along the way. Town decisions need to be documented at this stage.

6:50 p.m. - Outdoor Seating Request - Union Street Grill - Richard Bailey

Mr. Bailey owns the Union Street Grill and is asking to place two tables in front of the restaurant and four tables within the abutting Town Memorial Park property for the summer and fall months. He provided a layout of his request.

The Office of Community Development and the Fire Department have reviewed the application and determined that the proposed seating and layout met local and state regulations. Both departments recommend the Board approve this request.

Selectman Finan asked if we are still doing this for the COVID reason. Administrator Daley said no. Chairman Dargie said having people sit in the park eating is helpful so they are interacting with the park. There was additional discussion on why we originally approved the park. Selectman Freel said he would allow tables in front of the business but not in the park. Selectman Daniels doesn't have a problem with tables in front of the business but he has a problem with tables in Memorial Park.

Chris Labonte asked about the maintenance of the park. Who maintains it? Administrator Daley said it worked well in the past with the previous owner's request and the previous owner maintained it.

Mike Thornton, a Milford resident said a Memorial Park is only effective if people visit. He is in favor of this.

Leo Lessard, DPW Director, said the park wasn't used last year, and he doesn't agree with using the park for this.

Dave Palance, a Milford resident, said this is a sacred place and the town should keep it as such. The property was donated with the constraint that no building be put on this property. The original intent was for a Memorial Park.

Bob Courage, a Milford resident, said he lived through WWII. We welcomed back veterans and we build that war Memorial and it shouldn't be used for anything but that purpose.

Selectman Finan asked if more tables can be set up in the front of the business. Chairman Dargie said if it can be looked at, he's in favor of that.

Selectman Freel moved to deny the use of the Memorial Park for this request. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0

7:00 p.m. - MACC Base Discussion (verbal) - Captain Frye

Captain Frye said at the last Board of Governors meeting they discussed the Mont Vernon Fire Department frequencies and low band issues. The cost of the upgrade is \$1,569.60 to switch over to VHF which is an upgrade to what they have now. Mont Vernon said MACC Base should be fixing this issue, not Mont Vernon. Milford and Wilton were told to fix their problems and they did. Mont Vernon now needs to fix their problem and they have

enough in their surplus to fix this. He would like to vote no on having MACC Base fix Mont Vernon's problem. We should not be fixing other towns' equipment. He's looking for a consensus for the Board and he believes that the town should vote no on this. This fix would patch Mont Vernon's low band into narrow band to allow MACC Base to communicate on narrow band. The equipment is located in Mont Vernon.

Director Anderson explained the frequency that Mont Vernon has and that Mont Vernon is the only Fire Department in NH that has this. The low-band equipment isn't supported anymore and hasn't been supported for years. Mont Vernon has the licensing for a VHS frequency. They also have VHS on their radios and on their equipment.

Selectman Freel asked if there was a recourse on this in the contract if we deny this. Captain Frye said it's up to a vote by the Board of Governors. Selectmen Freel asked about maintaining the equipment. Captain Frye said this isn't about equipment, it's about frequencies. This is functional and being maintained.

David Palance, a Milford resident, said they were presenting to the wrong board. This should be presented to the Board of Governors. Chairman Dargie disagrees, Captain Frye is the Milford Board's representative on the Board of Governors and he's asking his Board for direction about this.

Selectman Daniels moved to authorize Captain Frye as Milford's representative to MACC Base to vote no on the proposal by Mont Vernon to have MACC Base pay for a \$1,569.60 upgrade. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

7:20 p.m. - Personnel Handbook Change - HR Director, Karen Blow

Ms. Blow presented a change to the language in the employee policy that pertains to the Water Utilities Commissioners. She recommends the Commissioners as the designated party who should manage the WUD employees.

Selectman Freel moved to approve the inclusion of language for the Water Utilities Commissioners into the employee handbook. Seconded by Selectmen Daniels. All were in favor. The motion passed 5/0

7:30 p.m. - Library Roof (verbal) - Library Trustee Chairman, Kathryn Parenti

They sent out an RFP for a Feasibility Study consultant for a capital campaign to expand the library. The study will be around \$35,000. The HVAC project is coming along. The projected installation date will be in the Fall of 2023. They have \$430,000 so far plus the additional \$200,000 from the town. It should be a quick process once it starts.

The roof replacement is on hold until they can figure out where the funding is coming from. Three companies inspected the roof but they only received on a vague estimate for \$140,000. They have another company coming in next week to give them another quote. The library is a town building. There was a discussion about how to pay for the repairs and who was responsible for it.

Selectman Finan said maybe they can come to a cost-sharing agreement. Administrator Daley will look into some of the options.

3. PUBLIC COMMENTS (regarding items that are not on the agenda) There were no public comments at this time.

4. DECISIONS

a. CONSENT CALENDAR

1. Approval of Annual Parade Permits

- Memorial Day - May 29, 2023
- Labor Day - September 4, 2023

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 03/27/2023

- Veterans Day - November 11, 2023
- 2. Approval to Re-Appoint David Palance and Chris Thompson to the Heritage Commission - Terms Expire in 2026
- 3. Acceptance and Appropriation of Unanticipated Revenues Under \$10K, NH (RSA (31:95(b)) -
 - Ocean State Job Lot “Close to Our Heart Donation to the Milford Fire Department - \$250 gift card.
 - On-line Credit Card Donations through the Milford Historical Society to support the Bandstand Restoration Project - \$117.19
- 4. Approval of two (2) Taxicab Operator’s Permits and License - Milford Taxi LLC.

Selectman Daniels motion to approve the consent calendar. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

b. OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT – Town Administrator, Lincoln Daley

1. Town vote – March 28, 2023

The Town Vote will occur on March 28th at the Milford High School Gymnasium, 100 West Street. Polls will be open from 6:00 am to 8:00 pm. The Milford Voters Guide and information can be found on the main page of the Town website at www.milford.nh.gov.

2. Town Hall Alternative Hours of Operation – Additional Input Opportunities

Staff continues to evaluate the feasibility of implementing alternative hours of operation/work schedules at the Town Hall and DPW. Town staff will be present at the March 28th vote seeking additional input from the public. This will include an online and paper survey option. The final proposal for the alternative hours will be presented to the Board of Selectmen at the April 10th meeting for review and consideration.

3. New Town Clerk’s Office Hours

Beginning on April 3, 2023, the Town Clerks' Office will be changing the hours of operation and adopting a 4-day work week with extended hours. The new hours will be as follows:

- Monday - 7:30 am to 5:30 pm
- Tuesday - 7:30 am to 6:30 pm.
- Wednesday - 7:30 am to 5:30 pm
- Thursday - 7:30 am to 5:30 pm

4. Welcoming New Businesses to Milford

The Town would like to take to the opportunity to welcome the following new businesses that have chosen Milford as their home over the past year.

Ansanm (Restaurant), 20 South Street - www.ansanmnh.com

Battle Axe, 614 Nashua Street – www.battleaxenh.com

Bullion Bistro, 123 Union Square - www.bouillonbistro.com

Riley’s Place, 29 Mont Vernon Street – www.rileysplacellc.com

Ogie Brewing Company, 12 South Street

Union Square Disc Golf, 25 Union Square

Unitary (Vintage Clothing Store), 99 Union Square

6. DISCUSSIONS

1. Fire Department Rate Increase Clarification

Selectman Freel said he thought we voted on the agreement for the price increases with the removal of the mechanic permit on the generator. Ken Flaherty, Fire Chief, said the last conversation in the video said he would keep it and they would not raise the rate on the mechanic for the generator, and they would get with Community Development and go forward from there.

Selectman Freel thought they were removing the fee in general. He doesn't think it should be a separate permit. Captain Flaherty said it's a moot point because that permit is going away and the two permits are being combined. Just like what was discussed in the past. It will be one permit and the rate will be raised to pick up the two inspections. The permit will be pulled at Community Development, one permit for a generator with an electrical permit and the gas permit is still pulled at the fire station. The new rates will be put on the website soon.

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

Katherine Kokko, a Milford resident, said the issue raised tonight about MACC Base will keep coming up until there is a long-term plan for MACC Base. There was a request that the Boards meet after the IMA was signed and that still needs to happen.

Chris Labonte asked if the town clerk closed for lunch with the new hours. Tina Philbrick, Executive Assistant said the Town Clerk doesn't close for lunch.

8. SELECTMEN'S REPORTS/DISCUSSIONS

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

Selectman Finan said GTM voted to upgrade the Board meeting room with new monitors, speakers, and equipment to include cameras. This is part of the 10-year plan and is coming out of the GTM revolving fund.

Selectman Daniels said at the Joint Loss Management Committee meeting the library informed them they have 1500 covid tests that expire in September, and they are free to the public.

b) OTHER ITEMS (not on the agenda)

9. APPROVAL OF FINAL MINUTES – March 13, 2023 Emergency Meeting (town vote) and March 13, 2023, regular Board Meeting.

Selectman Daniels moved to approve the minutes of March 13, 2023 Emergency Meeting as amended and March 13, 2023, Regular Meeting as presented. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public in accordance with NH (RSA 91-A:3, II (e)) – Legal at 9:35. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

Selectman Finan made a motion to seal the minutes under RSA 91-A:3 III because it would render the proposed action ineffective. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

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

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 03/27/2023

In non-public the Board discussed one topic and took one vote.

13. ADJOURNMENT: Selectman Freel moved to adjourn at 9:55. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

Paul Dargie, Chairman

Laura Dudziak, Member

Tim Finan, Vice-Chairman

Dave Freel, Member

Gary Daniels, Member