

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
October 25, 2021

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.

Chairman Daniels welcomed members of the public accessing this meeting remotely. He intends to continue using zoom at the Board meetings because there is more participation using this tool.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - Public Hearing in accordance with RSA 32:11 Emergency Expenditures and Over expenditures - Reference Communications.

Chairman Daniels opened the public hearing. The Selectman proposed a letter to be submitted to the Department of Revenue (DRA) requesting expenditures of \$264,635 to correct the functionality problems with our communications system. This constitutes a public hearing before submitting the letter.

Peggy Seward, a Milford resident and member of the Budget Advisory and CIP Committee, is concerned because the amount of money being spent on this project hasn't been before the CIP Committee, (requires anything over \$75,000) or the Budget Advisory Committee. She asked if this went out to bid. Chairman Daniels said no, they chose 2- Way Communications as a sole source. Some of this is being financed through the ARPA money that the town received and the remaining through fund balance if this is approved by DRA. Administrator Shannon explained that the one year rental for Crown Castle was included in that money.

Ms. Seward asked what the emergency was to get this money. Chairman Daniels said for two or three years we have told the people that there is an emergency and we need to get this fixed. He explained that the dead spots throughout the town and lack of communication putting our emergency services personnel and residents at risk daily. The fact that we are continually putting this forward not setting it aside shows that we feel that something needs to be done soon.

Ms. Seward asked if the DRA would believe that this was an emergency, we've been working on it for year and it's been put before the voters. We also have a contract for the tower that was signed in July. Chairman Daniels feels that by the Board continually putting this forward, it shows that it is critical and needs to be done. We were willing to take \$700,000 out of the fund balance last year to fix this, but the warrant didn't pass. This is the number one issue facing this town. We can't take the money out of the fund balance without the approval of DRA.

Ms. Seward asked about phase II. Administrator Shannon said Phase II isn't set up yet. It depends on how much coverage we get from Phase I. We are hoping that Phase I fixes the problems so we won't need to do Phase II. We are hoping to get closer to what CTA proposed, which was about 95% coverage. Ms. Seward asked how many radios we would need. Administrator Shannon explained that not all radios would not have to be replaced; we are replacing the antenna, keeping some radios and using the same frequencies.

Captain Frye said they are replacing 9 out of 12 police radios. DPW and Ambulance are getting new radios, and the Fire Department will get some new ones as well. Ms. Seward, on behalf of the BAC, asked if we were planning to do a communications center in Phase II. Administrator Shannon said we are not planning on that. If this fixes our problem, we don't need to go any further. This works in conjunction with MACC Base. It doesn't get rid of them and continues the relationship that we currently have with MACC Base. Our contract runs out with MACC Base at the end of 2022.

Captain Frye read a list of radios being replaced. Selectman Labonte asked if these were the same numbers that were on the original quote. Captain Frye said no, some of them dropped off and they were able to get the price lowered by \$64,000.

Katherine Kokko, a Milford resident, doesn't feel that this is enough of an emergency. She read the RSA 32:11, pointing out that it stipulates that it applies when unusual events arise during the year that make it necessary to expend funds. She doesn't know of any unusual event that has occurred since the town voted against the dispatch warrant article in March ex-

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

cept for the \$28,000 that the town has spent from the Police budget on this project without a long-term plan. She asked what events have arisen that makes this urgent and unable to wait until voters to vote on the Boards revised plan.

Chairman Daniels said the longer the issues go on, the more of an emergency it becomes. This has been ongoing for several years and it is getting worse each year as the equipment gets older. We have several dead spots in town. Something has to be done. The Board has done its best to bring to the voters the best information it has. We feel we can't continually put our emergency personnel and our citizens in harm's way by not having the right equipment to keep them safe.

Ms. Kokko stated that DRA's standard is to have unusual circumstances arise within the period of the year. The voters have not agreed with the Board and she feels that the Board is doing this approach to accomplish what they want to accomplish instead. Ms. Kokko still questions how it meet DRA standards and feels that letter is misleading. Chairman Daniels said it will ultimately be up to the DRA to determine whether they consider it an emergency or not.

Chief Viola, Police Chief said our officers need this to go through. This is an emergency; the radio system is getting worse. The infrastructure isn't working. As the Chief, he doesn't feel we should wait until someone gets hurt before fixing it. It's essential for this decision to be made soon. It's been a long process. We are not talking about leaving MACC Base; we are talking about fixing the system. The longer we wait; the sooner or later someone will get hurt.

Ms. Kokko said there hasn't been any clarity of what the infrastructure problems are or tracking of those issues in her opinion. She feels that Board dropped the ball when it comes to determining what the issues are. there are so many other options to provide changes to the infrastructure. She's said this is an all-encompassing approach that focuses on all agencies including DPW who hasn't had radios for a long time. It's clear that there is an issue with the Police using the radios and struggling but she has not heard the same level of concern from the other agencies and DPW needs don't constitute an emergency in her opinion.

Chairman Daniels said all the departments that are mentioned are part of what we consider our emergency services. Ms. Kokko then asked if because they are part of emergency services, all of their needs are considered an emergency? Chairman Daniels said that isn't a correct statement. There are times when emergencies occur and DPW is instrumental in making sure that fire trucks or ambulances can get through snow or whatever obstacle is in their way. We have long considered DPW to be one of our emergency services which is why it's included in the proposal.

Ms. Kokko doesn't disagree that DPW provides an essential emergency service, but what makes it so that it needs radios now when they have chosen to go without them for many years? Chairman Daniels said we are trying to fix a problem and it's more than just police. This also has to do with any time there is an emergency and people being able to hear. We identified these four emergency services and it isn't out of the ordinary in looking at the whole solution and trying to fix the problems that we have. Ms. Kokko asked if this solution was looking to fix and create a wholistic solution to all of the communication issues and if the specific request to DRA, which states that it is an emergency, was designed to solve all communications issues and not just those considered immediately an emergency from a safety standpoint? Chairman Daniels said we have outlined what we feel are our emergency services and what we need to fix the problems so that the safety of our emergency personnel are not at risk.

Hearing no further questions from the public, Chairman Daniels closed the public hearing.

Selectman Labonte follows Ms. Kokko's thoughts about this being an emergency. We are already using \$349,000 in ARPA funds. According to 2-Ways' quote, that should take care of everything, why haven't we dealt with that already. Administrator Shannon said if that is Selectman Labonte's feeling then he should make a motion to do that. No motions have been made by Selectman Labonte in the past few meetings. He goes on to say that he doesn't make policies for the town; he carries out the will of the Board. Selectman Labonte said he intends to make that motion. He mentioned that the voters didn't approve the warrant article which included the language of an additional \$700,000 from the fund balance. We didn't get the Fire Department Grant so he assumes that it must not have met their criteria of a major emergency.

Ken Flaherty, Fire Chief, then quickly corrected Selectman Labonte's incorrect assumption. He received his answer today from FEMA, we were allotted 45% because our radios were 18 years old and the priority this year was a 25 year and older system. Next year the criteria will change and they may give it to us. We failed for that reason and that reason only. Selectman Labonte replied then why don't we move forward with the fix for the Police Department. Taking from fund balance is taxpayers' money that they didn't approve to spend. He is for this and asked if using the \$349,000 from ARPA fix the needs right now.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Chief Viola wants the Police issues to be fixed because it's been an ongoing thing for years. He said all the departments need to be fixed before someone gets hurt. We work as a team and we are all involved when there is a call. We should do it all at the same time.

Selectman Labonte said he doesn't disagree that the other departments need upgrading but it should be put in front of the voters. As far as DPW, to say that they have zero communication is not correct; they can use their cell phones. Chief Viola said he isn't going to speak for DPW; these problems need to be fixed for all services. The last three years in front of the voters was a whole different request. We are not looking to put in our own place, we are not talking about leaving MACC Base, we are looking to fix the overall problem to allow us to communicate with our officers and other emergency services and also use MACC Base in this process. We are doing what the other towns are doing; everyone is trying to fix their problems like we were told to do.

Selectman Labonte said going forward we could get a much more receptive response from the votes because we are not asking for as much as we were before. Chief Viola wants to make it clear, it isn't just the Police Department that is doing this, and it's all our emergency services.

Chairman Daniels said it's the responsibility of this Board to watch out for the employees of the town and keep them safe. We have been trying to do that by trying to put communications first for the last few years. Just because it hasn't been approved by the town doesn't mean that it should just be set aside. It doesn't take away the liability that still exists. This is a small amount of money. Should one of our employees get caught up in an emergency and someone is killed or something else happens we would pay much more in a suit against the town because we didn't do anything. This is the next step and something we haven't tried before. He recommends that if you care for it, vote to support it. If you don't feel that way, you may vote against it. Selectman Labonte said he won't be voting for this because he feels that we have not met the stipulations of RSA 32:11.

Selectman Dargie moved to approve sending the letter to Commissioner Stepp to use Fund Balance for \$264,635 for Communications. Seconded by Selectman Dudziak.

Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Chairman Daniels yes and Selectman Freel yes. The motion passed 4/1 with Selectman Labonte opposed.

5:45 - Recreation Overview – Director, Arene Berry

2021 Highlights

- Return of programs, events, and trips from many cancellations due to the pandemic. This is done with the flexibility of various last-minute changes that are needed as COVID numbers shift.
- First trips with new Recreation Bus that was delivered in July 2020.
- Successful pool season, swim meets Easter Drive-Thru, July 4th, Pumpkin Festival scarecrows, summer concerts, senior trips, and many programs.

Looking Forward

- Hiring and training of Program Coordinator
- A new approach to maintenance and snow clearing at the ice rink.
- Lights are to be installed at the ice rink, Rick Blasé is heading that.
- Fitness stations to be installed at Keyes Park.
- Rebuild volunteer base.

Budget

Differences from 2021

- \$4,000 – additional to lifeguard wages – 1st increase in 9 years
- \$6,580 – reinstate Park Rangers, they were removed from the budget last year.
- \$250 – NH Pool Certification
- \$800 – Tennis net replacement (four) the old ones be used as backups.
- (\$1,000) – Tents for pool deck
- Fireworks Warrant Article Options - \$8,500
- Keyes Expansion Capital Reserve

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Selectman Labonte asked why the Pool Certification and Tennis net replacement wasn't under DPW. Ms. Berry said they have always been in her budget, she handles the paperwork. As far as tennis nets, DPW handles it if it's something that every facility has they handle it. If it's unique to your facility, it's on that facility.

Ms. Berry explained what items/use come from the revolving fund and what items come from the town budget. Chairman Daniels asked if the tennis nets can come from the revolving fund. Ms. Berry said they could ask, she wasn't in charge of that fund, the Recreation Commission would need to approve that.

Ms. Berry said gave the Board three options for the Fireworks. We will not be able to have fireworks on the 4th of July in the future. Companies take their regular customers first. Atlas said you need a higher budget for them to come out on the 4th. She is presenting three options. The first option is to keep the warrant article the same and she would get it as close to the 4th of July as she could. She currently has July 2nd booked depending on the passing of the warrant article. The current budget is \$8,500. The second option is to increase the budget, she will try to get them for the 4th, Atlas would do it for \$25,000.

Selectman Labonte asked about a previous contract. Ms. Berry explained what it was. There are also not many fireworks companies and very few shooters to set the fireworks off. The third option is to change the wording of the warrant article and move it as a celebration to kick off the summer. Milford will always have Summerfest on the last Saturday in June to kick off the summer. We would do a full day of activities ending fireworks at night and we would do nothing on the 4th of July. This would keep it consistent for the same time every year.

Chairman Daniels asked about JPI Fireworks. Ms. Berry read an e-mail from them where they said they limit the amount of 4th of July events that they take on. Their schedule is pre-booked with the regular customers that they serve. If they have an opening, they will contact Milford. They would be happy to look at other dates during the year.

Selectman Freel asked about doing something on July 3rd. Ms. Berry said you won't get anything for that date; Amherst usually has their fireworks on the 3rd. It's also harder if the date is during the week. There was more discussion about the amount of the warrant article and having the display on the 4th. Ms. Berry said a decision doesn't need to be made tonight.

Selectman Freel asked if the lights at the rink will be used just for the rink or summer things as well and why LED. Ms. Berry said primarily for the rink. The Boys Scouts used them during COVID. Ms. Berry said the old lights have been there for about 12 years. The first bulb blew out last year, it's better to replace them all at the same time. Current lights might not be available in the future and LED's are cost savings. Selectman Freel asked if it was in the budget. Ms. Berry said the money came from the East Milford Society Trust. This trust has funded a lot of the ice rink.

Ms. Berry asked that the Board please consider supporting the Keyes Expansion Capital Reserve Warrant Article this year. They have things they need to do at Keyes Field.

5:40 p.m. – IT Expenditure Approval – Director, Bruce Dickerson

Mr. Dickerson introduced the Board to his new IT assistant, Randy Ippolito.

In Summary: In March the voters approved the Information Technology Infrastructure Capital Reserve Fund. The Board of Selectmen are agents and can vote to take from this fund. New licenses are needed to update the Microsoft Windows Servers from 2012 to 2022. Three quotes were provided. IT recommends going with Connection (formerly PC Connections) for \$18,904.

Chairman Daniels asked why they didn't go with an older one with the next older one with fewer bugs in it. Mr. Dickerson said it would cost the same. Selectman Dargie asked about cloud servers. Mr. Dickerson said they will be starting to move over a little each year. The projects coming up are not small and will take a while.

Selectman Labonte asked if they are looking to take some from the capital reserve each year or will you allow it to build to get to higher-priced items. At what point do you just leave some of the items in your budget. Mr. Dickerson said the capital reserve account is more for one-time projects. Once they get things done, things can go into the budget. Once the one-shot things are done, he won't need a capital reserve account.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Dave Palance, a Milford resident asked about servers/shared drives for Committees/Commissions for their large files. Mr. Dickerson said that wouldn't be subject to a capital reserve fund. They are looking into a one-drive system for everyone to use and that would have to be put in the budget.

Selectman Dudziak moved to approve the IT Expenditure from the IT Capital Reserve Account for \$18,904 to purchase the licenses. Seconded by Selectman Dargie. All were in favor. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 5/0.

6:00 p.m. – Library Overview – Director, Betsy Solon, Katherine Parenti, and Lynn Cockley

Ms. Solon provided the BOS with library statics. They lost five people during the pandemic. They received ARPA funds through the state library.

- YTD = 1,968 service hours
- 6,847 people have library cards at our library
- 6,934 people used the curbside services between January and June
- 15,072 have entered the library to browse or use the computers since June 1st.
- 450 passports have been processed
- 14,074 downloads of e-content contributed to 104,780 checkouts through September
- Received ARPA funds via State Library = \$2,766 which they used for outdoor furniture
- Awaiting another \$11,462 which is in process, this will be used to set up a teen room
-

Ms. Parenti said they received a generous donation and they used it to replace the skylight, it was installed last week. The Trustees are paying \$21,000 to repair the roof and they will be removing mold after the fix. They are seeing if they can submit a claim to Primex for the removal. They will also have the air tested again after it's fixed.

Ms. Coakley said their budget is flat for next year. They will need to add in money for legal services. They will continue to not be open on Sundays and that should save them money. They are planning three warrant articles, \$1.3 million for HVAC and electrical upgrades. Establish a capital reserve fund and add \$25k or more to fund that capital reserve fund. If the funding doesn't pass at least they still have it started.

Selectman Dargie asked them to expand on the NH History Collection being revamped and relocated. Ms. Solon said they are looking at all items, and downsizing and moving them to a room that is better air quality and climate conditions to store the stuff. This allows us to open up another meeting room for more groups.

Chairman Daniels asked about the \$11,462 from State Library ARPA funds for the teen room. Ms. Solon said people didn't use public computers as much during the pandemic. We reduced the computers down to 3 and are rearranging an area with new furniture for a teen room.

Ms. Coakley gave an overview of the HVAC system. They will be asking the town for \$995,000 and the Trustees will cover the rest. They will be meeting with the Trustees of the Trust Funds to see what they can get from the library account. Paul Calabria, Finance Director said to make sure they write the HVAC warrant article for the gross amount and list all the funding sources so they don't have to amend it again like last year.

6:20 p.m. – Police Department Overview – Chief Mike Viola

Staffing:

- The Department has 27 Sworn Officer Positions and 11 Non-Sworn Positions.
- Currently, we are down two Police Officer Positions.
- New Addition: K-9 "Mako". Effective December 31, 2021, K-9 "Barry" will be retiring after 5 years of service.

Grants:

- In 2021, the department was allotted \$10,878.00 in traffic-related grants through the State of New Hampshire. The department received the same amount for 2022. This funding can be used for the following traffic enforcement:
- DUI Enforcement
- Distracted Driving Enforcement
- Join NH Clique Grant – Seatbelt enforcement people under 18 years of age
- U Text, U Drive, U Pay (Cell Phone Enforcement)

Fleet:

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Department currently has 16 vehicles in the fleet.

- 9 Marked Patrol vehicles (**Down 3**)
- 5 unmarked vehicles
- 1 Crime Scene Van
- 1 Motorcycle

Chief Viola recited statistics for this year and explained the types of groups. Selectman Labonte asked about patrolling parks. Chief Viola said they patrol often and are looking into a new camera system for Keyes Field. People report it on Facebook and the Police Department doesn't get the calls. They go down as often as they can. They are working on trying to correct the issues.

Chairman Daniels asked if park rangers can take any action. Chief Viola said the rangers took care of minor things and call the Police Department if it becomes criminal.

Chief Viola explained why the three vehicles were down and what the process was to rearrange their usage. Selectman Freel asked about insurance on the totaled vehicle. Chief Viola said they are working on that. Right now they are giving us \$14,350. There is a difference of \$33,901. That price includes transferring all equipment from one vehicle to another if it all fits. It will take 4 to 6 months to get another vehicle. The vehicle that was totaled was a 2016 and paid for.

The maintenance Budget for 2021 is \$28,000.00. As of 10/15/2021, the fleet maintenance costs are approximately \$27,000.00.

Selectman Freel said if you get a replacement car for the one that was totaled and the other one is repaired, will you still be down or have enough. Chief Viola said they would still be down one. We also have 4 vehicles with over 100,000 miles on them. The unmarked units have high mileage on them as well.

Selectman Labonte assumes that being two officers down, they must have a substantial surplus that they can slide over and not have a deficit. Chief Viola said they will be fine on maintenance. They used some of the surplus for communications. Selectman Labonte asked what determines if consolidated fiber needs a detail. Chief Viola said they have a matrix that they use. It also depends on the road. Companies can also ask for details. All details go through Captain Frye. We don't always get a call. They may also need flaggers at some of the sites. Sometimes they need to kick people off their sites. Captain Frye said most of these companies are not from New England and don't always follow the same OSHA guidelines. We filed a complaint with Consolidated and they said they would do the best that they could but they are out of here next week. They have millions of dollars to compete with Comcast and they are overwhelming any Police Department in any town. They also can't get flaggers. We try to regulate as much as we can but when they are asking for 12 officers a day plus all the other details, we can't do it.

Chief Viola asked the Board if they were interested in a lease program that was brought forward in the past. We would look into it again if the Board wants us to. Selectman Labonte would like to see more details on how it's going to work. Selectman Freel would also like more information. Selectman Dargie is more interested in just buying. He feels leasing is just more of a complication. We need to get on a regular rotation. Chairman Daniels asked Chief Viola to come up with a comparison of lease vs. purchase.

6:45 p.m. – Hutchinson Family Memorial Project Warrant Article - Charlie Annard and Marsha Nelson

They would like to run a warrant article like the Vietnam warrant article set up a couple of years ago. They need to set this up so they can start searching for grants. Selectman Dargie said it's just setting up an account, not asking for money.

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

Katherine Kokko, a Milford resident, said the NH preservation alliance will be doing a zoom meeting tomorrow if anyone is interested in watching. The bandstand is being considered.

She would also like to know why the lease for the crown castle was no longer on the website. Administrator Shannon explained why. Ms. Kokko would like more information added to the website when it comes in.

Selectman Dargie moved to approve the consent calendar. Seconded by Selectman Dudziak. All were in favor. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 5/0.

4. DECISIONS

a) CONSENT CALENDAR

1. Request for Approval for the Lions Club to decorate the Oval for the Winter Holidays from November 27, 2021, until January 9, 2022.
2. Request for Approval for the Lions Club to host Santa on the Oval on December 5, 2021.
3. Request for Acceptance and Appropriation of Gifts of property under \$5,000 (31:95(e)) for upgrades at the Laurel Schoolhouse Project – Total \$556.89 (See attached list)
Request for Acceptance and Appropriation of Gifts of property under \$5,000 (31:95(e)) 24 Pairs of Used Ice Skates to the Milford Recreation Department from Conway Arena, Nashua NH – Total \$600.00
4. Approval of Timber Ridge Road Acceptance and Bond Reduction

b) OTHER DECISIONS

- 1) N/A

5. TOWN STATUS REPORT –

1. High School Video Production Room Air Conditioner – Tim Finan, Chairman of Granite Town Media

Mr. Finan gave an overview of GTM. They have about \$200,000 worth of equipment in the video room at the high school. The air conditioning failed. The school ordered parts and they were going to pay for it. At the September meeting Chris Gentry, Community Media Director said they're more than just parts that needed to be replaced, there was a lot of rot and they couldn't get some of the parts due to the age of the unit. Everything needed to be ripped out. They are replacing the unit with the same type. He put fans in the room to keep the equipment cool. It's complete removal, repair, wiring, and tubing plus fixing the rot.

Mr. Finan said the additional repairs were not in the schools budget so they couldn't do the repairs. A suggestion was made that GTM pay for half and the school could find it in their budget for the other half. An e-mail was sent to the other GTM members, and they agreed. The total cost is \$8,475.

Mr. Finan asked the school to get multiple bids and they did. The bids all were around \$8,000 to \$10,000. The air conditioning unit is strictly for GTM's equipment. The school would not have ac in that room if it wasn't for GTM's equipment. Mr. Finan said he thinks that GTM paid for the original ac out of franchise money 15 years ago.

Selectman Labonte brought it to this board because he's a representative to GTM. He thinks it's weird and asked who maintains GTM's HVAC in the town hall. Mr. Gentry said the school district maintains it. Selectman Labonte

Chairman Daniels asked if the school still ran a video production class. Mr. Finan said yes. Chairman Daniels asked if this equipment is needed for that class. Mr. Finan said no. In a conversation today with the ATV Director, he said that he believes that if we didn't agree to split this with them he would feel obliged to recommend that the head unit get moved from our server room to the classroom since they are paying for it anyway. Mr. Finan said this coming out of GTM's revolving fund, not the general fund.

Selectman Daniels moved to split the cost of the ac unit with the school. Seconded by Selectman Dudziak. All were in favor. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 5/0.

6. DISCUSSIONS

1. Town of Milford Volunteer Policy – Human Resource Director, Karen Blow

Ms. Blow explained the volunteer policy and who it applies. It does not apply to appointed volunteers, Diversion Program overseen by the Police Department, Workfare Program overseen by the Welfare Department, and Milford Ambulance Services. This will be posted on the town's website under HR. Different sheets are depending on the type of volunteering. She used some wording from the ethics policy to help format this.

The policy includes a dress code, volunteer application, liability language, sign-in sheets, weekly time logs, and feedback forms, and many other things. Some volunteers will need orientation and training. Selectman Labonte asked if all volunteers go through background checks. Ms. Blow said no. We can't do that on single-day events. Selectman Labonte questioned a no smoking form. Ms. Blow said in designated areas.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Selectman Dargie asked about election volunteers. Ms. Blow said she thought it would be a good idea to have a roster, sign-in sheet, release of liability for those volunteers.

Selectman Freel asked what could happen that they need a waiver. If someone falls at the town hall, they are insured. Administrator Shannon said if they are doing something that is not in line with policy, they would need to have this in place. Ms. Blow said NH is a minority state that disfavors waivers. She read what the waiver must state. By having them sign the waiver, if it went to court, there is something that said we discussed what the potential danger was. Selectman Freel asked if Primex was pushing us to have this. Ms. Blow said it's a recommendation.

Chairman Daniels asked where to Boys Scouts and other people that do cleanup activities fall under. Ms. Blow will look into it. Chairman Daniels also mentioned highways and when people do street cleanup in the spring. Ms. Blow said if it's run by the town it should at least have a sign-in sheet. Administrator Shannon said this is just a draft, if you have items that you want to be included in it, mail them to either him or Ms. Blow. This is a living document and we can alter it.

Chairman Daniels asked if volunteers will be required to read this. Ms. Blow said it will be made available for them to read. There is a form at the end of the policy that indicates that they have received it electronically and/or a hard copy that they need to sign off on that they received it. She can point people in the direction of where this is; she can't force them to read it. Chairman Daniels said it's acknowledging that you are going to follow the policy. He asked how much time would the Department Heads be expected to put into keeping track of this. Ms. Blow said it's not much more than what they are doing now. They should already have a process in place. Chairman Daniels asked if it would be put online. Ms. Blow said yes.

Selectman Freel doesn't feel he can support this. He isn't for volunteers signing off on their rights to not be protected. Ms. Blow said under property and liability they would be covered up to \$10,000. Volunteers are not covered under workman's comp. Selectman Freel asked what the purpose of this was. Ms. Blow said because we don't have any in place to say, "this is what you do". We had people volunteering in one department for 10 years at 15 hours a week. How is she supposed to defend whether they are truly an employee or a volunteer? This gives us the basis to say, "you recognize that you are a volunteer". Selectman Freel said if they are not on the payroll, they are a volunteer. Ms. Blow said if you have a volunteer doing a job that replaces an employee usually does and they are there routinely, the Department of Labor will say, that isn't a volunteer that is an employee. The forms are self-explanatory, especially single-day events. Selectman Freel feels we may lose volunteers by making them fill out forms.

Ms. Blow said by documenting hours that volunteers work, if the town is fortunate enough to get a grant writer, this would be valuable information for them as far as volunteers that could be inserted into the grant writing process. It's data that isn't being collected right now. No answer is needed tonight. Send her any changes that you would like to see. Selectman Dargie would like to see a sample completed application for an example.

Chris Costantino, a Milford Resident and Conservation member, said this wasn't discussed with Conservation. Are any other towns doing this? Ms. Blow said several towns have these policies in place. The policies range from 3 pages to 46 pages. Ms. Costantino said it will be burdensome. Ms. Blow explained the reason for doing this. We need to have something in place; we are no longer a small town. We are trying to make it as easy as possible. She is open to suggestions. People won't have to read through a document when showing up to volunteer for a function; they would just have to sign a sign-in sheet. Ms. Costantino said the Commission has a database of whose working.

Selectman Freel asked when this started coming up. Ms. Blow said in 2017 when Primex sent out their volunteer policy guide. There have been a lot of pieces that have been brought to light because of this.

Chairman Daniels asked if a member of the Recycling Committee that was appointed by this Board who wanted to volunteer at the Transfer station be covered under this policy. Ms. Blow said they would need to follow the BOS policy made in 2013, Administration of Commission-Committees-Special Boards. Ms. Blow said they could discuss this another time.

Pete Basiliere, a Milford resident, and Town Moderator asked about poll workers. Most of them work about 5 hours or more. Is the intent to include these people in this policy? He would like to give input.

Janet Langdell, a Milford resident referenced the 2013 Administration of Commission-Committees-Special Boards policy and said she can't find it on the website. She asked that it be re-posted. Ms. Blow said her policy has nothing to do with the policy that Ms. Langdell is asking for. Ms. Langdell said it still should be available for everyone.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/25/2021

Selectman Labonte asked for an update to the Ambulance Paramedic Response Vehicle. Ambulance Director Eric Schelberg said they received three quotes for the cost to replace the transmission. All the quotes were around \$4,800, within \$100 of each other. Selectman Labonte asked if he could suggest a place for another quote. Director Schelberg said yes.

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

8. SELECTMEN'S REPORTS/DISCUSSIONS

Chairman Daniels said the Traffic Safety Committee will be meeting tomorrow to take up three items. He reported that Gil Archambault will be stepping down from the Traffic Safety Committee after 16 plus years due to health reasons. Gil has volunteered on numerous committees in Milford.

Administrator Shannon asked Selectman Labonte what objection clause he objected to in the public hearing. Was it under the RSA 91:A? Selectmen Labonte said no, he objected to RSA 32:11.

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

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

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of October 11, 2021, Seconded by Selectman Freel. All were in favor. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

1. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION N/A

13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:20 pm. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Paul Dargie, Member

Chris Labonte, Vice-Chairman

David Freel, Member

Laura Dudziak, Member