

5:30 BROX Community Land Conservation Easement - Conservation Chair, Andy Hughes and Conservation Member, Chris Costantino.

Town Hall
1 Union Square
Milford, NH 03055-4240
Tel: (603) 249-0628
www.milford.nh.gov
conservation@milford.nh.gov

Town of Milford
CONSERVATION COMMISSION



December 22, 2020

RE: Brox Community Land Conservation Easement - paying for the Conservation Easement Stewardship Fund

Dear Selectmen,

An Alteration of Terrain Updated Permit (dated 10/26/20) was submitted by the Town for the sand and gravel operation on the property referred to as the Brox Community Land. One of the conditions of this permit is that the Town of Milford (Town) will put 75 +/- acres into a conservation easement (Plan sheet 1 of 9 note #11).

The Board of Selectmen (BoS), at their October 14, 2019 meeting, accepted the Milford Conservation Commission's (MCC) offer to facilitate this easement process. Below is a recap of our progress to date:

- The New Hampshire Fish and Game (NHFG) Department agreed to hold the easement.
- As with all such easements, there is an associated cost, known as a Stewardship Fund, payable to the easement holder on its execution. This is a one-time payment to the holder to cover the future yearly monitoring visits and management decisions in perpetuity. For this easement, that cost will be \$30K.
- In 2018 the MCC applied for and received an Aquatic Resources Mitigation (ARM) grant for \$20K to help cover the costs of this easement.
- \$5K of work was done toward the required boundary survey – more below.

The following are several steps required for both a) the ARM grant payment to be secured as it is set to expire in June 2021 and b) for the conservation easement to be finalized.

1. The Town must have an exterior and interior boundary survey completed and signed with boundary markers provided by the State. The MCC contracted for this work with Meridian Land Services, who began the work in October 2019 for an agreed total cost of \$20K. The work was halted when the AoT permit was rescinded in late 2019. Meridian had, at that point, performed \$5K value in services and the MCC has paid that invoice.
2. A Baseline Survey must be completed. This work will be done by the Commission and there is no extra cost associated with this activity.
3. The Town and the State will collaborate on the conservation easement language which will detail the activities allowed in this section of the parcel.
4. The easement must be filed and recorded by June 30, 2021 to receive the ARM grant of \$20K.

Through the ARM grant, the MCC has raised \$20K towards the \$50K cost (i.e. \$20K for boundary survey plus \$30K for Stewardship Fund) associated with this required conservation easement. Therefore, the MCC suggests that the BOS put the remaining cost of \$30K into their 2021 budget.

Very Respectfully,

Andrew Hughes, Chair, Milford Conservation Commission

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 12/28/2020

121
122 Project 1: Nashua Street/Clinton Street/Tonella Road Improvements - This is to widen Nashua Street to accommodate a
123 turning lane and connect sidewalks to the above streets.
124
125 Project 2: Milford Downtown Oval Improvements - This is to enhance pedestrian safety/access and improvement vehicular
126 throughout the Oval area along Nashua Street, Elm Street, and Mont Vernon Street, and South Street and provide parking
127 opportunities.
128
129 Chairman Daniels asked if it will come back to the Board for review before proceeding. Lincoln said yes. The final sign off
130 will include the Board. Selectman Labonte asked about a traffic light next to CVS. Lincoln said originally they didn't meet
131 the criteria to include a light. CVS contributed \$175,000 for a light and those funds will terminate in 2022. It's still TBD
132 for the design.
133
134 Selectman Labonte asked for more information in the second project. Lincoln said the second project would focus on the
135 Oval area along Middle Street, School Street, and Union Street. Selectman Labonte asked how we can get out of the
136 agreement if we don't like it. Lincoln said we already have the 20% match for these two projects. This is relying on stake-
137 holder involvement and he would be surprised if it doesn't go forward.
138
139 Selectman Labonte said if the Board doesn't feel it's a fit for Milford, they have no way to stop this. Lincoln said the de-
140 sign should meet the needs of the town and the Board. Selectman Freel is against a traffic light. Selectman Freel said the
141 \$400,000 could be used for something else; there are other priorities for the town. Lincoln said the money has already been
142 appropriated, we are not asking for additional funding. The community has desired this for many years.
143
144 Chairman Daniels asked about the light at CVS. Lincoln said the light may not be warranted at that intersection. We have
145 funds if needed but we won't know until we evaluate it further. Chairman Daniels asked about public hearings during the
146 evaluation phase. Lincoln said yes, it will be a year-long process. Chairman Daniels asked if we were going to deal with
147 the same construction company that engineered the Oval changes. Lincoln said no.
148
149 Chairman Daniels asked if Lincoln was looking for approval to start the engineering phase. Lincoln said he needs the ap-
150 proval to start the overall process, phases 1 through 3. Selectman Freel said if this was to be approved, we can't get the
151 \$400,000 back. Lincoln said the warrant articles were specifically for this project. Chairman Daniels said unused money
152 will go back to where ever it came from and this remaining money would go back to the tax-payers.
153
154 Selectman Labonte clarified that this doesn't authorize the construction. Lincoln said this is to use the \$2,000,000 in all
155 four phases. The Board has to sign off on the final design. This covers authorizing construction.
156
157 **Selectmen Dargie made a motion to move forward as proposed by the Community Development Director with the**
158 **understanding that this will come before the Board before the construction stage. Seconded by Chairman Daniels.**
159
160 Pete Basiliere said all the warrant articles for this project were approved by voters. Some of these funds will be helping
161 local workers and contractors that will be participating in the project. Selectman Labonte still has concerns about it being
162 an acceptable plan for the Board.
163
164 **A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman**
165 **Daniels yes. All were in favor. The motion passed 4/0.**
166
167 **Selectmen Dargie made a motion to authorize Town Administrator Shannon to sign the documents. Seconded by**
168 **Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes,**
169 **and Chairman Daniels yes. All were in favor. The motion passed 4/0.**
170
171 **6:05 p.m. - BROX Community Land Conservation Easement - Conservation Chair, Andy Hughes and Conservation**
172 **Member, Chris Costantino**
173 In summary: An Alteration of Terrain Updated Permit (dated 10/26/20) was submitted by the Town for the sand and gravel
174 operation on the property referred to as the Brox Community Land. One of the conditions of this permit is that the Town of
175 Milford (Town) will put 75 +/- acres into a conservation easement (Plan sheet 1 of 9 note #11). The Board of Selectmen, at
176 their October 14, 2019 meeting, accepted the Milford Conservation Commission's (MCC) offer to facilitate this easement

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 12/28/2020

177 process. The BOS tabled this until the second meeting in January. The Conservation Commission is suggesting that the
178 Board include the remaining cost of \$30,000 in their 2021 budget.

179
180 Selectman Labonte asked if it was appropriate for the town to come up with \$30,000 seeing that this is a condition of the
181 AoT permit in regards to the Gravel Operation that was at no cost to the tax-payers. If there was no gravel operation there
182 would be no reason to have this. Andy Hughes said what was written was an assurance from the town that one way or an-
183 other either out of the budget or through payment from the gravel operation, that the \$30,000 would be paid for by the town
184 to the Fish and Game for the Stewardship fund.

185
186 Selectman Labonte repeated, it was put in front of the voters at no cost and that doesn't mean it should be taken out of the
187 profits. The Town of Milford doesn't pay for the permit. Lincoln said the contractor is paying for the AoT permit.

188
189 Chairman Daniels asked how much was in the Conservation fund and how come we can't take the \$30,000 from that fund.
190 Andy said the town went forward to do the Gravel Extraction Project. This is a State-imposed condition as part of doing
191 this project. We have about \$95,000 in the Conservation Land Fund and we don't believe the land fund balance should be
192 used for this project.

193
194 Selectman Dargie asked what the status was of the AoT permit. Administrator Shannon said the state has it and they are
195 going through their process right now. They have not given us any indication of which way they were leaning. Selectman
196 Labonte repeated that the warrant article wasn't going to cost the tax-payers any money, that's his concern. We are losing a
197 third of the year's income just to pay for this. He agrees that this shouldn't fall on Conservation.

198
199 Chris Costantino, Conservation member, asked about a line item that carries expenses for the gravel operation, how does
200 that get funded. Paul Calabria, Finance Director said a token amount was left in the line item in case something came up.
201 There is only \$100 in there. Anything in the operating budget is funded through the tax-payers. Chris asked how that mon-
202 ey gets tracked. Paul said when the gravel operation was in process we had a line item for the revenue. No revenue went
203 in this year.

204
205 Selectman Freel clarified that when the Gravel operation is in full swing, the town is making over \$100,000. Does the
206 easement have to be in place before we get the AoT permit and start pulling gravel out again? Andy said no. For the
207 \$20,000 grant to come in from the state, the easement has to be in place by June 30th. Selectman Freel asked why we can't
208 add it to the contract of who's hauling out the gravel. Chris said that is why we are here, to figure out how to pay for this.

209
210 Selectman Labonte said there was a line in the contract that said the contractor was to pay all expenses that came up. Lin-
211 coln said that was an understanding of the cost of the permit associated with the contract. The easement was unforeseen as
212 part of the overall process. Selectmen Freel said we should add this into the budget and add a little more per yard when the
213 gravel operation starts back up.

214
215 **Selectman Freel made a motion to add \$30,000 to the operating budget to cover the stewardship easement for next**
216 **year. Seconded by Selectman Dargie.**

217
218 Selectman Dargie said this is the cost of doing business. If it isn't done and the operation doesn't start up again then we
219 would not be selling gravel. Selectman Freel agrees. Selectman Labonte said we should hold off until Town Council re-
220 views this. Chairman Daniels said there is already a contract in place and this would change the terms of the contract in the
221 middle of it.

222
223 Selectman Labonte read some of the contract and said this cost is a result of the permit. He repeated that he thinks the
224 Board should hold off until we are advised by Town Counsel. He asked Andy when he needed an answer on this? Andy
225 said it can be put off but lawyers take a long time so it can't be held off until the last minute.

226
227 **Selectman Freel removed his motion. Selectman Dargie made a motion to table this until the second meeting in Janu-**
228 **ary. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes,**
229 **Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/0.**

230
231 **6:15 p.m. - Deliberative Session and March Election - Town Moderator, Pete Basiliere**
232 In Summary: Pete Basiliere gave an overview of what to expect to host the Deliberative Session and Town Vote.

**5:40 - Deliberative Session Update – Town
Moderator, Pete Basiliere VERBAL**

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form

RECEIVED

JAN 06 2021

TOWN OF MILFORD

4. a) 1) Request for approval of Wood or Timber Cut - Map 51 Lot 23

OPERATION # 20-303-05 T

For Tax Year April 1, 2020 to March 31, 2021

Mailing Address:

DH HARDWICK & SONS INC
DONALD H HARDWICK
PO BOX 430
ANTRIM NH 03440-

1. City/Town of: MILFORD

2. Tax Map/Lot # or USFS sale name/unit #: MAP 51 LOT 23

3. Exact Acreage of Cut: 7 acres

4. Is the cutting complete? Yes No

5. If yes, date cutting was completed? oct. 2020

6. Names of ALL purchasers that the forest products were sold to:

Madison Lumber
 NAME

Colby Lumber
 NAME

Cousineau Forest products
 NAME

GreenCraw/Greatwoods
 NAME

NAME

7. I hereby report the wood or timber cut under penalty of perjury.
 (If a corporation, an officer must sign)

[Signature] V.P. 12/15/20
 SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

Kenneth Lehtonen Jr V.P. 12/15/20
 CORPORATE OFFICER NAME AND TITLE DATE

TEG Holdings LLC,
 PRINT OWNER(S) NAME - (Attach a signature page for additional owners).

586 Turnpike Road
 MAILING ADDRESS

New Ipswich NH 03071
 CITY / TOWN STATE ZIP CODE

TELE NO.: 603 966 6769

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT	
	USE INTERNATIONAL 1/4	RULE LOG SCALE
	MBF = (THOUSAND BOARD FEET)	
White Pine	45.0	15
Hemlock	.1	35
Red Pine	.	.
Spruce & Fir	.	.
Hard Maple	.	.
White Birch	.	.
Yellow Birch	.	.
Oak	4.1	30
Ash	.	.
Soft Maple	.	.
Beech/ Pallet/ Tie Logs	9.0	00
Others (Specify)	1.6	0
<u>White OAK</u>		
PULPWOOD	TONS	
Spruce & Fir	.	.
Hardwood & Aspen	.	.
Pine	81.2	25
Hemlock	.	.
Biomass Chips	88.9	0
MISCELLANEOUS:		
High Grade Spruce/Fir =TONS	.	.
Cordwood & Fuelwood =CORDS	.	24

9. Species and Amount of Wood or Timber for Personal Use or Exempt. See exemptions on back of form.

Species:	Amount

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that all information in Sections 6, 8, & 9 are true and correct.

[Signature]
 SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 12-9-2020

PENALTY: Pursuant to RSA 21-J:39, a person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration, in accordance with RSA 79:11, may be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess doamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on doamage.

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2020 to March 31, 2021

TOWN / CITY OF: Milford
COUNTY OF: Hillsborough
CERTIFICATION DATE: January 25, 2021

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487

Gary Daniels - Chair

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
TEG Holdings, LLC OWNER 586 Turnpike Rd New Ipswich, NH 03071	WHITE PINE	45.015			\$141.00	\$6,347.12	\$634.71	
	HEMLOCK	0.014			\$39.80	\$0.54	\$0.05	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$0.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 51/23	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	COL. # 9)
	OAK	4.130			\$307.50	\$1,269.98	\$127.00	
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$0.00	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	9.000			\$39.80	\$358.20	\$35.82	
	OTHERS :	0.160			\$159.20	\$25.47	\$2.55	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$838.71
# 3 <u>OPERATION NUMBER</u> 20-303-05	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		81.25		\$ 0.66	\$53.63	\$5.36	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		88.90		\$ 0.33	\$29.34	\$2.93	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			24.00		\$ 12.62	\$302.88	\$30.29
						\$8,387.16	\$838.71	

TOWN: Milford
 COUNTY: Hillsborough
 OWNER: TEG Holdings, LLC
 OWNER: OWNER
 ADDRESS: 586 Turnpike Rd
 ADDRESS: New Ipswich, NH 03071

INTENT FILED DURING TAX YEAR: April 1, 2020 to March 31, 2021

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 51/23
 OPERATION #: 20-303-05
 DATE OF BILLING: January 25, 2021

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$75.00	\$175.00			\$100.00	0.66	\$ 141.00	45.015			
HEMLOCK	\$20.00	\$50.00			\$30.00	0.66	\$ 39.80	0.014			
RED PINE	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
HARD MAPLE	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
OAK	\$225.00	\$350.00			\$125.00	0.66	\$ 307.50	4.130			
ASH	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
SOFT MAPLE	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
BEECH/PALLET/TIE LOGS	\$20.00	\$50.00			\$30.00	0.66	\$ 39.80	9.000			
White Oak	\$80.00	\$200.00			\$120.00	0.66	\$ 159.20	0.160			
OTHERS:	\$0.00	\$0.00			\$0.00	0.66	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.66	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.66	\$ -		0.000	
PINE	\$0.00	\$1.00			\$1.00		0.66	\$ 0.66		81.250	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.66	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$0.50			\$0.50		0.66	\$ 0.33		88.900	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.66	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$15.00		\$7.00	0.66		\$ 12.62		24.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

TOWN OF SOMEWHERE

YOUR ROAD NAME & NUMBER

P.O. BOX 000

SOMEWHERE, NH 03200

(603) 555-1212

TEG Holdings, LLC
OWNER
586 Turnpike Rd
New Ipswich, NH 03071

YIELD TAX ON TIMBER CUT

TAX ACCOUNT & SERIAL I.D. NUMBER: 1
TAX MAP & LOT NUMBER: 51/23
YIELD TAX OPERATION NUMBER: 20-303-05
DATE OF YIELD TAX BILL: 1/25/2021
AMOUNT COMMITTED TO ME
FOR COLLECTION PER RSA 79: **\$838.71**

***** 18% APR INTEREST WILL BE CHARGED AFTER 2/24/2021 ON UNPAID TAXES *****

APPEAL: an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX OFFICE HOURS: MONDAY 9-12 & 7-8:30, WEDS & FRIDAY 9-4, THURSDAY 9-12
THURSDAY EVENING: 7-8:30

Sincerely,

COLLECTORS NAME
Tax Collector

TOWN OF MILFORD

RECREATION DEPARTMENT

4. a) 2) Request for approval to re-appoint as full members to the Recreation Commission - John Murphy, Lena LaBour and Patricia Nickerson with terms expiring March 2024.



To: Board of Selectman
CC: John Shannon, Town Administrator
From: Arene Berry, Recreation Director
Date: January 13, 2021
Subject: Milford Parks & Recreation Commission Board appointment

On behalf of the Milford Parks & Recreation Commission Board, I am requesting the Board of Selectman consider the following re-appointments.

John Murphy as a full member, with a term expiring March 2024.

Lena LaBour as a full member, with a term expiring March 2024.

Patricia Nickerson as a full member, with a term expiring March 2024.

Thank you for your consideration.

Board of Selectmen
Agenda Date: 1/25/21

Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))

Source	Amount	Purpose
MAA O'Connor Trust Fund	\$ 5,000.00	Fourth of 5 payments towards the land purchase for the Keyes Expansion Project. See memo from the Recreation Director.

Acceptance of Gifts of Property Under \$5,000 (31:95(e))

None at this time.

4. a) 3) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000

MEMORANDUM

TO: KATHY TOWNSEND, FINANCE
FROM: ARENE BERRY, RECREATION DIRECTOR
SUBJECT: FUNDS ACCEPTANCE
DATE: 1/7/2021
NOTE: KEYES PARK EXPANSION PROJECT



The O'Connor Trust donated \$25,000 towards the land purchase of the Keyes Park Expansion Project. Attached is the fourth of 5 payments of \$5,000 each. Please deposit this amount into the Keyes Park Expansion Project account #48401.

Thank you,

Arene Berry
Recreation Director
Town of Milford
1 Union Square
Milford, NH 03055-4240
603/249-0625 phone
603/673-2273 fax
aberry@milford.nh.gov

4. a) 4) Acceptance of Donation from Faye Riche to the (Conservation) Granite Town Rail Trail - \$500.

Town of Milford

CONSERVATION COMMISSION

Town Hall

1 Union Square

Milford, NH 03055-4240

(603) 249-0628

www.milford.nh.gov

conservation@milford.nh.gov



Board of Selectmen
January 15, 2021

Re: Acceptance of Donation from Faye Richey

The Conservation Commission requests the Board of Selectmen to accept a \$500.00 donation to the Granite Town Rail Trail from Faye Richey.

Thank you for your continued support of the Conservation Commission.

Respectfully,

Chris Costantino,
Milford Conservation Commission

Town of Milford Warrant & Financials DRAFT

January 11, 2021

To the inhabitants of the Town of Milford in the County of Hillsborough, in the State of New Hampshire, qualified to vote in Town affairs:

You are hereby notified that the Budget & Bond Hearing Meeting of the Town of Milford will be held, in accordance with "Senate Bill 2" (RSA 40:13), in said Milford, on Monday, the eleventh (11th) day of January 2021, as a ZOOM meeting at six-thirty o'clock (6:30 p.m.) in the evening to discuss bond and budget hearing Articles to be presented at the Deliberative Session.

DRAFT

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - FIRST RESPONDERS COMMUNICATIONS NETWORK - \$2,400,000 BOND

Shall the Town vote to raise and appropriate, an amount not to exceed \$2,400,000 for upgrades and replacement of the emergency services dispatch center and related infrastructure/equipment? This article adopts the recommendation of the consultant engaged to study dispatch operations as approved by voters in March 2019. The project establishes a First Responder Communications Network replacing MACC Base and allows connectivity by neighboring towns if they choose to participate and borrowing not more than \$2,400,000 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act (RSA 33), the article further authorizes the Selectmen to issue and negotiate bonds or notes with a term not to exceed 15 years and to determine the rate of interest and other conditions in their judgment. This is a non-lapsing warrant article. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Selectmen recommends this article (4-1). The Budget Advisory Committee recommends this article (8-0). The article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$12.38 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 4 - SEWER WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIERS REPLACEMENT MECHANISMS - \$1,750,000.00 BOND

Shall the Town vote to raise and appropriate the sum of \$1,750,000.00 for the replacement of WWTF Secondary Clarifier mechanisms, in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes to determine the rate of interest and other conditions in their judgement? The mechanisms will replace aging equipment to ensure uninterrupted essential operations at the WWTF. This is a Special Warrant Article in accordance with RSA 32 and is paid for by the wastewater user fees. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Commissioners recommends this Article (3-0). The Budget Advisory Committee recommends this Article (8-0).**

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

Shall the Town vote to raise and appropriate the sum of \$995,000 for the purchase of a New Wadleigh Library HVAC Replacement in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Library Trustees to issue and negotiate such bonds or notes, to determine the rate of interest and other conditions in their judgment? Work includes replacement of HVAC chiller, new controls, heat recovery, and new fan coil units. Most of the existing system is over 20 years old and does not heat/cool effectively. The new system should address existing issues and provide significant energy savings. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty percent (60%) affirmative vote to pass. The Board of Library Trustees recommends this Article (0-0). **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$7.11 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 6 - TOWN OPERATING BUDGET - \$15,828,635

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget for the purposes set forth herein, totaling \$15,828,635. Should this Article be defeated, the default budget shall be **\$15,507,826** which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (3-2). The Budget Advisory Committee recommends this Article (7-0-1). This article has an estimated tax impact of \$0.057 over the 2020 Budget or (\$5.73 on an assessed valuation of \$100,000).**

WARRANT ARTICLE 7 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,288,406

Shall the Town vote to raise and appropriate the sum of \$2,288,406 to operate and maintain the Wastewater Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be \$2,218,206 which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends this Article (3-0). The Budget Advisory Committee recommends this Article (8-0).**

WARRANT ARTICLE 8 - WATER DEPARTMENT OPERATING BUDGET - \$1,589,652

Shall the Town vote to raise and appropriate the sum of \$1,589,652 to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be \$1,548,984, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners recommends this Article (3-0). The Budget Advisory Committee recommends this Article (8-0).**

WARRANT ARTICLE 9 - RECONSTRUCTION OF TOWN ROADS - \$400,000

Shall the Town vote to raise and appropriate the sum of \$400,000 to reconstruct roads as detailed using Cartegraph Data by the Department of Public Works. This will be a non-lapsing appropriation per RSA 32:7, VI. **The Board of Selectmen recommend this Article (4-1). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$23.81 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 10 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (Annual Lease Payment \$86,214; \$100,000 Paid from Fire Apparatus Replacement Capital Reserve the Total Purchase Price (\$689,700)

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-year lease/purchase agreement in the amount of \$689,700 for the lease-purchasing of a fire rescue truck with appropriate equipment for Fire Department operation (it will replace the current 1987 E ONE Rescue Truck) and to raise and appropriate \$100,000 from the Fire Apparatus Replacement Capital Reserve Fund as a down payment to reduce the lease/purchase price. Furthermore, to raise and appropriate \$86,214 for the first years payment for this purpose. With the passage of this article, future payments will be included in the operating budget. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This article has an estimated tax impact of \$5.31 on an assessed valuation of \$100,000.

WARRANT ARTICLE 10 – FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (1ST Year Lease Payment \$115,977);

To see if the town will vote to authorize the selectmen to enter into a 7 YEAR lease agreement in the amount of \$689,000 for the purpose of leasing a fire rescue truck with appropriate equipment for Fire Department operation (it will replace the current 1987 E ONE Rescue Truck), and to raise and appropriate the sum of \$115,977 for the first year's payment for that purpose. This lease agreement contains an escape clause. (Majority vote required) The Board of Selectman recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$6.90 on an assessed valuation of \$100,000.

WARRANT ARTICLE 11 - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE - \$50,000

Shall the Town vote to establish a Library Maintenance and Upkeep Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of future library building repairs, renovations, improvements for the benefit of the Town, and to raise and appropriate the sum of \$50,000 to be placed in this fund, and to appoint the Library Trustees as agents to expend from this fund?. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee does not recommend this Article (4-4). This Article has an estimated tax impact of \$2.98 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 12 - PUBLIC WORKS SNOW PLOW UNIT 5 YEAR LEASE-PURCHASE - \$45,060 (Annual Lease Payment \$45,060; Total Purchase Price (\$200,000)

1/22/2021 9:06 AM These are DRAFT only and will change up until January 25th.

Shall the town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement, subject to a fiscal funding clause that will protect the Town in the event of non-appropriation, for the purpose of lease/purchasing a snowplow unit/dump truck with the appropriate equipment for Highway Department operation (it will replace the 2002 International plow/dump unit), and to raise and appropriate the sum of \$45,060 for the first year's payment for this purpose? The total purchase price of this vehicle is \$200,000. If this article passes, future years' payments will be included in the operating budget. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (3-2). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$2.68 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 12 – PUBLIC WORKS SNOW PLOW UNIT 5 YEAR LEASE-PURCHASE - Total Purchase Price (\$200,000) (1st Year Lease Payment \$45,060);

To see if the town will vote to authorize the Board of Selectmen to enter into a 5 YEAR lease agreement in the amount of \$200,000 for the purpose of leasing a snow plow unit/dump truck with the appropriate equipment for Highway Department operation (it will replace the 2002 International plow/dump unit), and to raise and appropriate the sum of \$45,060 for the first year's payment for that purpose. This lease agreement contains an escape clause. (Majority vote required)**The Board of Selectman recommends this Article (3-2). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$2.68 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

Shall the Town vote to raise and appropriate the sum of \$40,000 for the purpose of providing funding to Social Service agencies for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$2.38 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 31:1 for the purpose of improvements to the towns Information Systems, and to raise and appropriate the sum of \$40,000 to be placed in this fund, and to appoint the Board of Selectmen as agents to expend from this fund. **The Board of Selectmen recommends this Article (4-1). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$2.38 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Shall the Town vote to raise and appropriate the sum of \$32,000 for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.90 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - PUBLIC WORKS WHEEL BUCKET LOADER PURCHASE – (\$146,118) \$120,000 Paid from Capital Reserves, Net Purchase price \$26,117;

Shall the Town vote to purchase a Hitachi wheel bucket loader for the sum of \$146,118, authorizing the Board of Selectman for approval of this warrant article will authorize the expenditure of \$120,000 from the DPW Vehicles & Heavy Equipment Capital Reserve Fund; apply \$19,000 winter 2020-2021 rental reimbursement applied to arrive at a net \$7,118 balance to be paid from the 2021 budget. Majority vote required. **The Board of Selectman recommends this Article (4-1). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.55 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen does not recommend this Article (2-3). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.49 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016, and as amended). The Board of Selectmen has authority to expend from this fund. The \$25,000 adds to the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. **The Board of Selectmen does not recommend this Article (2-3). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.49 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927

Shall the Town vote to raise and appropriate \$13,927 to replace Portable Radios for the Ambulance Department with \$13,927 to come from the Public Safety Communication Equipment Replacement Capital Reserve to replace Portable Radios for the Ambulance Department. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article does not have a tax impact.**

WARRANT ARTICLE - SUMMER BAND CONCERTS SUPPORT - \$9,000

Shall the Town vote to raise and appropriate the sum of \$9,000 for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a non lapsing article until 12/31/22. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$.54 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$6,500

Shall the Town vote to raise and appropriate the sum of \$6,500 for the purpose of town support relative to the observance of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs incurred by Public Works, Police Department, and other Town departments, and to purchase flags to be placed on the graves of veterans on Memorial Day. Departmental support costs and materials associated with the provision of these services will be charged against this appropriation. This is a Special Warrant Article in accordance with RSA 32. This is a non lapsing article until 12/31/22. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$.40 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - BLIND EXEMPTION

Shall the town, pursuant to RSA 72:27-a, vote to increase the Exemption for the Blind (RSA 72:37) amount from \$15,000 to \$30,000. The minimum exemption amount of \$15,000 was established by statute in 2003. The town of Milford has never increased this exemption amount, despite the increase in property taxes since that time and the diminishing effect this exemption has had over time in assisting the Blind. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$7.14 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - GRANITE TOWN RAIL TRAIL REVOLVING FUND

1/22/2021 9:06 AM These are DRAFT only and will change up until January 25th.

Shall the town vote to establish a Granite Town Rail-Trail Revolving Fund pursuant to RSA 35-B:2 II. Any monies received for Granite Town Rail-Trail facilities shall be allowed to accumulate from year to year and shall not be considered to be part of the General Fund unassigned fund balance. The Treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Milford Conservation Commission and no further legislative body approval required. These funds may be expended only for trail management purposes as stated in RSA 35-B. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This article has no tax impact.**

WARRANT ARTICLE - NASHUA STREET PEDESTRIAN SAFETY and SIDEWALK IMPROVEMENT PROJECT - \$871,924 (State pays \$697,539; Town pays \$174,385) By Petition

Shall the Town vote to raise and appropriate the sum of \$871,924 with \$174,385 to be raised by general taxation and \$697,539 from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for the engineering, potential right-of-way acquisition, and construction of approximately 3,500 linear feet of new five-foot (5') wide sidewalk, to include, but not limited to, vertical granite curbing, associated drainage improvements, crosswalk markings, and repaving, along the southerly and northerly sides of Nashua Street beginning from 486 Nashua Street (Near Cahill Place, Map 32, Lot 4-C) to 586 Nashua Street (Near Lorden Plaza, Map 44, Lot 6) and to the existing sidewalk network at the corner of Capron Road and Nashua Street? This reimbursement program provides an 80% federal funding/20% local matching funds opportunity. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen do not recommend this Article (2-3). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$10.38 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - OSGOOD ROAD, MELENDY ROAD, AND ARMORY ROAD PEDESTRIAN SAFETY SIDEWALK AND BICYCLE LANE PROJECT - \$797,872 (State pays \$638,298; Town pays \$159,574) By Petition

Shall the Town vote to raise and appropriate the sum of \$797,872, with \$159,574 to be raised by general taxation and \$638,298 from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for the engineering of, potential right-of-way acquisition of, and construction of approximately 4,000 linear feet a new five-foot (5') wide sidewalk with vertical granite curbing, a dedicated striped bicycle lane, and pedestrian walkway, to include, but not limited to associated drainage improvements, crosswalk markings, and repaving, along Osgood Road, Mason Road, Melendy Road, and Armory Road, with pedestrian improvement project beginning at the intersection of West Street and Osgood Road and continuing southwest along Osgood Road past Adams Field, Osgood Pond, and Mason Road to the intersection of Osgood Road, Melendy Road and Armory Road, and continuing eastward along Armory Road to the intersection with the Granite Town Rail Trail? This reimbursement program provides an 80% federal funding/20% local matching funds opportunity. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen do not recommend this Article (2-3) The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$9.50 on an assessed valuation of \$100,000.**

Potential changes reviewed and approved by from M. Clark at the DRA:

Slight change to the now Recommended purple-\$146,118 Wheel Bucket Loader

**WARRANT ARTICLE 20 - PUBLIC WORKS WHEEL BUCKET LOADER PURCHASE – (\$146,118)
\$120,000 Paid From Capital Reserves, net purchase price \$26,118;**

Shall the Town vote to purchase a Hitachi wheel bucket loader for the sum of \$146,118, with \$120,000 to come from the DPW Vehicles & Heavy Equipment Capital Reserve Fund; with the remaining \$26,118 to come from general taxation. Majority Vote Required. **Board of Selectman recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.55 on an assessed valuation of \$100,000.**

Default Budget change-Town Budget

WARRANT ARTICLE 6 - TOWN OPERATING BUDGET - \$15,828,635

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget for the purposes set forth herein, totaling \$15,828,635. Should this Article be defeated, the default budget shall be \$15,507,826 which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (3-2). The Budget Advisory Committee recommends this Article (7-0-1). This Article has an estimated tax impact of \$5.73 on an assessed valuation of \$100,000.**

Proposed withdrawal of \$700,000 from Fund Balance-1st Responders Communications Network

WARRANT ARTICLE 3 - FIRST RESPONDERS COMMUNICATIONS NETWORK - \$2,400,000 BOND

Shall the town vote to raise and appropriate, an amount not to exceed \$2,400,000 for upgrades and replacement of the emergency services dispatch center and related infrastructure/equipment and to authorize the issuance of not more than \$1,700,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; with \$700,000 to come from the unassigned fund balance? This article adopts the recommendation of the consultant engaged to study dispatch operations as approved by voters in March 2019. The project establishes a Milford Emergency Communications Dispatch Center replacing MACC Base and allows connectivity by neighboring towns if they choose to participate and borrowing not more than \$2,400,000 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act (RSA 33), the article further authorizes the Selectmen to issue and negotiate bonds or notes with a term not to exceed 15 years and to determine the rate of interest and other conditions in their judgment. This is a non-lapsing warrant article. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Selectmen recommends this article (4-1). The Budget Advisory Committee recommends this article (5-0-3). The article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$12.38 on an assessed valuation of \$100,000.**

6. a) Fund Balance Discussion

Town of Milford
Fund Balance analysis
Prepared: January 21, 2021

*****Minimum Level of Unassigned Fund Balance as a percentage of Net Town, County & School Appropriations:**

Per T. of Milford Finance Policy	5% to 15%
Per NHDRA recommendation	5% to 10%
Per NHGFOA recommendation	8% to 17%

Fund Balance:

	Actual	
12/31/2018	3,901,344	<i>*Actual</i>
12/31/2019	4,320,234	<i>*Actual</i>
12/31/2020	4,969,234	<i>*Unaudited</i>

Net Appropriations (Town, County & School):

FY 2020	48,416,756	
8.9%	4,325,234	<i>*Unaudited</i>
5%	2,420,838	
10%	4,841,676	
15%	7,262,513	

****This includes the \$644,000 the BOS voted to allocate to reduce the Tax Rate in fall 2021. This \$644,000 may be changed up or down, until the Tax Rate is finalized.***

Fund Balance used to reduce the tax rate:

<u>FB Used</u>	<u>Remaining Fund Balance</u>	<u>% of Gross Appropriations</u>
250,000	4,075,234	8.42%
500,000	3,825,234	7.90%
750,000	3,575,234	7.38%
1,000,000	3,325,234	6.87%

(Town Appropriation + County Assessment + Local School Tax Effort + State School Tax Effort) – Enterprise Funds/CY Bonds

**ON
ELECTRONIC AND TELEPHONE COMMUNICATION**

PURPOSE

To describe the Town of Milford's policy on the use and monitoring of its electronic and telephonic communications systems, including E-mail, voice mail, and social media sites.

POLICY

All electronic and telephonic communication systems and all communications and stored information transmitted, received, or contained in the Town's information system are the property of the Town of Milford. The use of any software and business equipment for private purposes that could result in personal gain or profit, without prior permission from your Department Head, the Town Administrator, or the Board of Selectmen, is strictly prohibited. Town of Milford business equipment includes, but is not limited to, facsimiles, telecopiers, telephones, computers, copy machines, etc. It is the opinion that, at the time of this writing, no such activities are ongoing. Such equipment also may not be used to solicit other individuals for any purpose or to transmit sexually or other offensive messages. All passwords and pass codes are the property of the Town of Milford and no employee may use passwords or pass codes that are unknown to the Town.

Violations of this policy are subject to the progressive disciplinary process as outlined in the current Town of Milford Employee Handbook of Personnel Rules and/or any applicable Collective Bargaining Agreement. To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the Town's interests, the Town – or its authorized representative(s) – may, from time to time, monitor the use of such equipment and may print out and read all E-mails entering, leaving, or stored in these systems.

PROCEDURE

Current employees will acknowledge receipt of this policy and its intent in a meeting with their Department Head. Said policy is hereby incorporated by reference into the current Town of Milford Employee Handbook of Personnel Rules and/or any applicable Collective Bargaining Agreement.

New employees will be required to sign for a copy of the Town of Milford Employee Handbook of Personnel Rules or applicable Collective Bargaining Agreement upon acceptance of employment with the Town of Milford.

SOCIAL MEDIA GUIDELINES

1. PURPOSE

The Town of Milford endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its employees. These guidelines establish the Town's position on the use and management of social media and provide guidance on the management, administration, and oversight of social media. These guidelines are not meant to address any one particular form of social media but to apply to all forms of social media including emerging technologies.

2. SCOPE

These guidelines shall apply to all employees and department volunteers of the Town of Milford.

3. PHILOSOPHY

Social media provides a valuable means of assisting the Town in providing community education, community information, emergency preparedness, and other related community objectives. It also provides citizens with a valuable tool for communicating with the Town. The Town also recognizes the role that social media tools may play in the personal lives of its employees. However, employees and volunteers must be aware that their use of social media, even in their personal lives, can have an effect on the performance of their duties and could negatively impact the Town. These guidelines provide specific restrictions and prohibitions on the use of social media when acting as a representative of the Town of Milford as well as guidance of a precautionary nature as to the use of social media by Town personnel in both their personal and professional lives.

4. DEFINITIONS

- Blog:** A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
- Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- Profile:** Information that a user provides about himself or herself on a social networking site.
- Social Media:** A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, MySpace, Twitter, YouTube, Wikipedia, blogs, and other sites.
- Social Networks:** Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- Town Personnel:** Refers to employees and department volunteers of the Town of Milford.

5. PROCEDURES

- A. Prior to creating a social media site, departments should consider the need and value of a department or program dedicated site versus relying on the Town website to disperse department or program information. Department staff should calculate the time and effort it will take to maintain a site such that the information posted will remain current and that visitors will continue to find the site useful over time.
- B. Department Heads must obtain approval from the Town Administrator and the Director of Community Media prior to creating a social media account.
- C. Department Heads must approve the creation of social media accounts within their departments and appoint specific staff members to maintain the sites. Department Heads are responsible for ensuring that their staff follows the procedures set forth in these guidelines and monitoring the sites for appropriate use by their employees.
- D. All approved uses of social media must be reported to the Town's Director of Community Media. The Director of Community Media will maintain a list of all active Town social media sites, *including login and password information*. Passwords must not be changed without first informing the Director of Community Media of the change. The Director of Community Media must be informed if the department intends to stop operating its social media site.

- E. Department staff is responsible for monitoring comments, immediately removing any prohibited content, and saving content as required by the NH Right-To-Know law (RSA 91-A). In addition, when staff removes content that they deem to be inappropriate, they need to include their name, the date and time the content was removed, and a brief explanation as to why the content was removed.

6. CONTENT

Town Posted Information

- A. The most appropriate uses of Town social media sites are:
- Time-sensitive and emergency information such as road closures and weather emergencies.
 - As a communications/marketing tool which increases the Town's ability to broadcast its messages to the widest possible audience. Specifically this would include such things as advertising upcoming Recreation Department events, or upcoming meetings of the various Town committees, boards or commissions.
- B. Information posted to the Town's social media sites is subject to the New Hampshire Right-To-Know law (RSA 91-A).
- C. Wherever possible and reasonable, content posted to the Town's social media sites will also be available on the Town's main website.
- D. Social media sites shall clearly indicate that they are maintained by the official department and shall have the department logo and contact information prominently displayed.
- E. Each social media site shall include an introductory statement that clearly specifies the purpose and scope of the Town's presence on the site.
- F. Social media sites should contain links directing users back to the Town's website for in-depth information, forms, documents, or online services necessary to conduct business with the Town of Milford.
- G. Social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- H. Information posted on social media sites must be related to official Town business.
- I. Town employees shall be professional in all social media outlets, especially when responding to criticism or negative posts.
- J. Town Employees are expressly forbidden to misuse any social media access privileges in any way that may include, but are not limited to:
- a. Using social media accounts for unlawful activities, including violations of copyright law, or for activities that are malicious or have the effect of harassing other users
 - b. Violating the terms of service policies of any network to which they are utilizing. For example, when maintaining a Town Facebook page, Facebook's published Terms of Service must be adhered to.

- c. Misrepresenting the Town's programs or policies in their communications.
- d. Conducting political activities or private business.

Information Posted by Outside Individuals

For all Town social media sites that allow posts and/or comments, those sites are limited public forums that are moderated by Town staff to ensure content posted by outsiders is appropriate.

1. Posted content (including comments, photos and links) must be related to the topic posted by the Town to be considered appropriate.
2. Information posted to the Town's social media sites is subject to the New Hampshire Right-To-Know law (RSA 91-A).
3. Inappropriate and prohibited content is subject to immediate removal from the site. This includes, but is not limited to, content that:
 - Is not topically related to the particular article being commented upon.
 - Promotes or advertises commercial services, entities or products.
 - Supports or opposes political candidates or ballot propositions.
 - Is obscene
 - Discusses or encourages illegal activity.
 - Promotes, fosters, or perpetuates discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - Provides information that may tend to compromise the safety or security of the public or public systems.
 - Violates a legal ownership, including, but not limited to, copyright law.
 - Spam

7. PERSONAL USE

The following section provides guidance of a precautionary basis on the use of social media by Town personnel in both their personal and professional lives.

- A. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of their duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
- B. As public employees, department personnel are cautioned that their speech either on or off duty, and in the course of their official duties on matters of public concern, may not necessarily be protected speech under the First Amendment.
 - a. This speech may form the basis for discipline if deemed detrimental to the Town or department and the speech is not protected by the First Amendment.
 - b. Employees should assume that their speech and related activity on social media sites will reflect upon their position within the Town.
- C. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the appropriate Board or Commission or their designee.

- D. Employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Town without expressed authorization.
- E. Employees shall, at all times, exercise diligence to avoid holding themselves out as spokespersons for their department except when duly authorized to do so. For this reason, the use of titles, department logos, Town-owned images, or identification as an employee of the department when using social media sites is prohibited.
- F. Employees and volunteers engaged in patient care are prohibited – while on or off duty – from posting federal HIPAA-defined, patient-identifiable information or information that can reasonably be used to identify a patient in any form that relates to the past, present or future physical or mental health of an individual. Additionally, employees and volunteers are prohibited from releasing scene or patient photographs or from discussing patient care, transport and activities on personal social media sites or the department's social media site without the expressed written permission of the department Privacy Officer.

8. DISCIPLINARY ACTION

Any disciplinary action for violations of these guidelines will follow, and be consistent with, the Town of Milford Employee Handbook, the Town of Milford Ethics Policy and/or any applicable collective bargaining agreements.

1 will all take a couple of weeks. Selectman Finan thought the roads were actually pretty good now that they are
2 ground down. Selectman Bauer is glad to hear there will be temporary pedestrian crosswalks for safety. Selectman
3 Putnam asked about the yellow plastic markers and if they could be used in the oval area, since people unfamiliar
4 with the oval, coming into the oval on Route 13, are unsure where to go. Guy Scaife noted that and said something
5 will be done with that by tomorrow for safety.

6 Guy Scaife explained the Retirement System has some legal issues and it will take about three months to re-
7 calculate the figures. Funding support for Group 2 will have 2012 as the transitional year. How that will be allocat-
8 ed needs to be figured out, Guy Scaife will keep the Board up to date as best he can.

9
10 **6. DISCUSSIONS.**

- 11
12 a) **2011 Town Administrator and Board of Selectman Goals.** Chairman Carmen said this Board has been
13 remiss in coming up with a list of goals for 2011. It was started, but it was never narrowed down to specifi-
14 c goals. It is this Board's job to decide and prioritize the goals for the Town Administrator and then the
15 Board of Selectman. Vice Chairman Daniels asked if the draft list of goals were in any particular order of
16 prioritization. Guy Scaife is working on all of his items on an ongoing basis. Selectman Bauer does not
17 see a need to prioritize the Town Administrator's goals, since he is actively working on them all. Select-
18 man Bauer wants to see Board goals. Chairman Carmen suggested seeing the Town Administrator goals is
19 a start on the Board of Selectman goals. Vice Chairman Daniels stated if the Town Administrator has goals
20 that the Board of Selectman does not feel he should focus on, we should let him know. Selectman Putnam
21 stated the Recycling Committee is coming back so the Town Administrator will be able to focus his atten-
22 tion elsewhere.

23
24 Vice Chairman Daniels understands that the Town Administrator has to watch over all of these items but
25 the ambulance facility should be a top priority. If we can somehow reduce the budget for some of that, it
26 makes sense. If we make efforts to save money, it is a critical item and the Town Administrator may need
27 to be more specific with the budget. Selectman Bauer feels the goals are pretty self evident for the Town
28 Administrator. Vice Chairman Daniels suggested the top priorities of the Town Administrator should in-
29 clude: ambulance facility, economic development and budget. Selectman Putnam indicated the Fund Bal-
30 ance will not be tapped this year, it is where it should be and the town did not need to take out any Tax Ad-
31 vance Notes as was anticipated. Chairman Carmen asked if the Board could have interim reports so it will
32 know what is going on. Guy Scaife indicated any items on his list of goals that the Board does not feel he
33 should work on or should put more emphasis on he would like feedback on. All of the items are important
34 and are worked on concurrently. Budget decision early in the year are real; we have identified \$150,000 in
35 savings already to make up for the default budget; another \$130,000 in savings have been identified. We
36 know roughly what the State is cutting back. It is easy to throw out "let's just cut" but the impact is the
37 services to the taxpayers. Welfare is up 16% from last year, DHHS got the biggest cut, about 7%, which
38 flows down to the town and that is an obligation we cannot ignore. Increases in rates for electricity, fuel,
39 postage, etc. have all gone up. New positions have not been added, so we know we have additional costs
40 coming this way, but what services do we think the taxpayers want the Board to lessen? Selectman Putnam
41 said that does not need to be discussed tonight. The Recycling thing was the focus and a lot of time has
42 been put into Recycling and the committee can now focus on recycling so Guy Scaife can focus on other
43 primary things. MACC Base is due for renewal in 2012 and needs to be looked at for example. Chairman
44 Carmen does not think this is anything negative, just thinks it is good to go through and identify the high
45 focus items. The money that has been set aside for Osgood Pond dredging, for example, the town needs to
46 decide if that is going to be done.

47
48 Selectman Finan said there are some items that may not be the most important items but still need to be ad-
49 dressed, such as a Communications Plan, Policies and Codes on line, and the room reservations policy. All
50 these things have been on the goals for years but are not done because they are not a high priority. Risk
51 Management is another one and internal controls, which both still need to be done. Social Media, and how
52 the town addresses that, emergency contacts, changing weather patterns and how to deal with an emergency
53 all need to be addressed, but are a lower priority. Chairman Carmen suggested when the Board identifies a
54 need, this Board must convey that to the Town Administrator. Guy Scaife indicated that the June numbers
55 are in and the best estimate for the shortfall from the State is being processed. Selectman Finan offered to
56 take on the communications plan and identify some specifics. Selectman Bauer would like to see these
57 items on the agenda each meeting.
58

1 let idea up and there is a write up that can be requested, but in speaking with them, it seems it was a
2 misunderstanding, it would not affect the silt at all. It would kill the vegetation but then the vegetation
3 will grow back. It is not a permanent fix. Water flow would not deal with the silt either. It does not
4 solve what the original purpose of the project was. Guy Scaife does not want there to be a misconcep-
5 tion. If we used the tablet, Selectman Bauer said the depth of the water would still be no more than
6 three feet. If we took out the vegetation and had to do it every year, does it make a better recreation
7 area? Guy Scaife would say (the difference) would be miniscule. Chairman Carmen does not think
8 there it would be a lot of fish in three feet of water. The original intent was the dredging, but it is 12
9 acres of open water, where do we want to go with this? The voters wanted to dredge it years ago but
10 do they still want to do that with the money set aside? We should ask the question about what the vot-
11 ers want the town to do with that money and does the public still want to dredge the pond at all?
12

13 Selectman Bauer does not think asking the public about moving forward is even feasible. If it gets
14 turned down, then the town cannot take that money out to put in the General Fund. If the public turns
15 it down, what is the alternative of what to do with the money? Chairman Carmen wants to ask if vot-
16 ers want to keep the money in the fund to move toward dredging. Selectman Finan does not like that
17 type of question. Guy Scaife suggested that money could go into Fund Balance. The General Fund
18 could go to Fund Balance. It will go into the calculation but it won't get spent. Selectman Finan sug-
19 gested asking what the voters want to do with that money. If the answer is no, he thinks we should roll
20 that \$95,000 into a capital reserve fund for emergency management. Vice Chairman Daniels suggested
21 we need to know what we can legally do with that money. There may be a legal path we must follow.
22 He would like a legal opinion as to what the options are. As a voter, Selectman Bauer might not want
23 it in a fund that is specific. If we put that back in the General Fund, Selectman Finan said people will
24 not know what that means.
25

26 Guy Scaife suggested getting a legal opinion from counsel on the options. If it is returned to the Gen-
27 eral Fund it is still not appropriated. The ability to spend is altered. You can move funds from one de-
28 partment to another but you can only spend what is approved by the voters. On a warrant article, the
29 Town cannot spend any more than what was in the warrant article. When the tax rate is set, it can be
30 used to reduce the tax rate. Selectman Bauer said it should be put in the warrant article with wording
31 that people can understand and state why we do not want to put it on a separate warrant article. Vice
32 Chairman Daniels said it was a directive of the people to say "go and do it." We tried it at that point,
33 now 17 years later, Vice Chairman Daniels does not know if that directive still holds true. We could
34 break tradition and put out a warrant article that the Board of Selectman does not support. Just that
35 gives the voters the knowledge that we do not think it is a feasible project. Selectman Finan wants to
36 find out what the original warrant article stated – how much the total was. Vice Chairman Daniels be-
37 lieves it was just the \$75,000. Chairman Carmen stated we will check with town counsel about the
38 money, which is a good start. We have to keep it simple, we need to be careful on what we put up on
39 the warrant. Selectman Bauer said the BAC sees all the warrant articles and the more clear, the better.
40 Chairman Carmen said it will be good to meet with the BAC on items like this. In two weeks, this will
41 be back on the agenda. Guy Scaife will find the original vote on Osgood Pond. If the \$95,000 was
42 moved into the General Fund, Selectman Finan asked if that amount is appropriated. Guy Scaife said
43 that it would be returned to the General Fund. Vice Chairman Daniels indicated he had paperwork
44 showing the following: in 1997, \$25,000 was approved; in 1998, \$25,000 was approved; in 1999,
45 \$25,000 was NOT approved and in 2000, \$25,000 was approved, totaling \$75,000 on the Osgood Pond
46 project.
47

- 48 **b) Proposed Social Media Policy.** Chairman Carmen explained this item is back on the agenda because
49 there are areas that might be difficult to swallow or more difficult to get a handle on or areas that
50 should be in the employee handbook instead of a policy. Do we need to break it apart or put it in the
51 employee handbook? We have people that can currently go online and make inappropriate statements.
52 To move forward on this, Selectman Bauer asked what do we have to do. Are we trying to control the
53 media use? In the past two weeks, Chairman Carmen asked what conclusions have we drawn? What
54 have we found? Two weeks ago, Selectman Bauer said this document is well put together, but was
55 there a particular action? Selectman Finan said there was not, it was just for the Board to digest and
56 bring back any questions or concerns. Vice Chairman Daniels asked if there are any other groups that
57 are talking about social media and collecting information? Selectman Finan has been contacted by
58 three towns that knew Milford was working on this and they were asking for input on what we are do-

1 ing. Vice Chairman Daniels stated most people do not know where to start. If we do anything, Chair-
 2 man Carmen said we would want to ease into it and start with just an amendment to the employee
 3 handbook. There are a lot of questions. The basic information is with the employees and controlling
 4 in the most basic fashion what they should and should not say or do in a social media site.

5
 6 Selectman Bauer asked if the Board should have Guy Scaife address this with the employees. Select-
 7 man Finan said there are points that we need to review to have certain things occur. Selectman Bauer
 8 would like to hear some input from the employees which will give us more information. Chairman
 9 Carmen agreed that feedback from the employees and having Guy Scaife look at that is a good idea.
 10 Selectman Bauer believes this might be more pressing than the Ethics Procedure since it will be bigger
 11 and it is not going away. Selectman Finan wants to figure out where this belongs and what we think is
 12 right. Chairman Carmen feels getting feedback is key and the rest will follow. The policies are needed
 13 for that behavior. Vice Chairman Daniels suggested it could also be split into different parts. Social
 14 media comments could affect employment. How much it will cost us is another facet. Vice Chairman
 15 Daniels feels we can move forward in educating on social media and labor laws, but before spending
 16 more time on the various departments, we should talk about the financial part of it. Selectman Finan
 17 cannot see this costing money except for having to back it up.

18
 19 Guy Scaife said there is no mandate to save all e-mails so why would it be necessary to archive Face-
 20 Book? Mandatory recordkeeping just seems to defy logic. Selectman Bauer asked if the Board agrees
 21 that the extra labor is a new cost, then what do we need to know? Guy Scaife said there could be soft-
 22 ware available to maintain it but there is a cost there. Guy Scaife has already asked Mike McInerney
 23 to look into automatic storage capabilities, so that is a start. What types of information would we need
 24 to retain? Chairman Carmen feels the employee policy should focus on employee usage to start. Se-
 25 lectman Bauer asked if it is that important to know where to put the policy? She would like to know if
 26 it is legitimate that we would have to save all this social media information. Selectman Finan suggest-
 27 ed we check with LGC first. Selectman Finan said he will contact LGC and find out. Guy Scaife feels
 28 there are different pieces; he will be looking at the employee manual; the employees are already using
 29 social media. Some warnings and guidelines for personnel might be enough. Selectman Finan will
 30 contact LGC and will ask about e-mail as well. Selectman Finan suggested if an e-mail has a person-
 31 nel review, does that make the document different, in that it cannot be deleted? There must be a line as
 32 to what can and cannot be deleted in e-mail. More information to follow.

- 33
 34 c) **Board Communications Outside Public Meetings.** Chairman Carmen explained this memo from
 35 Dawn Griska is just a reminder for the Board of what is and what is not a public record. Guy Scaife in-
 36 dicated it is just a friendly reminder of the guidelines. Selectman Finan suggested that we not discuss
 37 this at this time, he does not see a problem. If there is a problem, he would like to know about it. Se-
 38 lectman Bauer feels that it sounds as though there was a problem and she agrees if there is something
 39 else going on, she would like to know about it. Selectman Bauer reiterated if there are three people on
 40 the Board that get involved in a discussion, there is a problem because it becomes a quorum.
 41
 42 d) **Request for "Frequency of Use" Waiver for Town Hall Auditorium – Winter Farmer's Market**
 43 **Additional Dates.** Chairman Carmen indicated a few weeks ago there was a request that the town hall
 44 be used more than once per month for the winter farmer's market. Tracy Hutchins, DO-IT Director,
 45 has now brought forward a request for five additional dates in addition to the original request. Chair-
 46 man Carmen noted that last year this event worked great and it brings people to Milford's downtown.
 47 The additional dates requested are to allow the market to run twice per month instead of once per
 48 month. Selectman Bauer moved to approve the request from DO-IT for the five additional dates for
 49 the winter farmer's market. Selectman Finan seconded. All were in favor. Motion passed 4/0.

50
 51 **7. SELECTMEN'S REPORTS / DISCUSSIONS**

- 52 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Chairman Carmen
 53 explained that a letter about a meeting being held in Bedford on October 19, 2011 was received regarding the Route
 54 101/Route 114 plan by DOT. Milford has been invited to attend. Guy Scaife indicated this is regarding the ten year
 55 plan for widening Route 101. Many Milford residents travel this route daily. Route 101 heading west should be a
 56 part of this project; it is in our interest to support this and it is nice to see communities working together. Chairman
 57 Carmen said it would be nice if Milford would have representation at this meeting. Guy Scaife said he could speak
 58 to those items important to Milford, but if a Board representative could also be in attendance it would be a good

- That the said festival is hereby authorized to proceed to be held in the Town of Milford during the period of time from Friday, October 7, to Sunday, October 9, 2011 inclusive; and
- That the persons or groups which have agreed to participate in the conduct of said festival are hereby authorized to make use of the Town premises including Town Hall and other venues within the Town for the purposes of carrying out the planned activities encompassing said festival; and
- That all department heads of the various departments are hereby authorized and directed to cooperate with such persons or organizations as they may be called upon in the conduct of said festival in order to assist in the implementation thereof.

The foregoing having been proposed by formal motion, duly made and seconded, this same has been Resolved by virtue of the favorable vote on said motion this 12th day of September, 2011.

4) Request to Officially Name an Undesignated Roadway as "Currier Lane" It was requested that the 100 foot long State roadway running between Route 13 South and Old Brookline Road be accepted as "Currier Lane." This is due to the E-911 process of naming all town roads.

5) Request to Allow Vending at Keyes Field and Request to Temporarily Alter Times Vending Activities are Allowed - 2011 Coed Softball Tournament. This request is to allow a Coed Softball Tournament Fundraiser to be held at Keyes Memorial Park on Saturday October 1, 2011 and Sunday October 2, 2011. All proceeds will benefit the Kaley Park Development Fund.

b) OTHER DECISIONS

1) Proposed Social Media Policy (Draft Policy). Chairman Carmen asked if everyone had a chance to look at the draft. Selectman Bauer went through it and trusts Selectman Finan. Selectman Finan said the Board should look at it. It is marginally important now, but could be very important in the future. Selectman Bauer asked if he sees job conflicts? Selectman Finan responded yes. As context, it started a couple of years ago. It was called a communications policy at one time. This year he volunteered to come up with policies for social media and spent a lot of time. He said he e-mailed the Board about it. There was a study done at the University of Alabama that came up with guidelines. There are 8 critical points that need to be in any social media policy. He said he took those 8 points and got policies from other towns and compared them. There was further discussion about the policy and how it could be implemented and for whom. It was decided that the members would review the policy further and bring back any comments for the next Board meeting. Selectman Bauer asked whether Mike McNerney has seen this policy. Selectman Finan said that he has.

2) Request for Property Tax Interest Waiver. Selectman Putnam made a motion to approve the property tax interest waiver for Platinum Holdings LLC. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0.

(3) Request to Change Membership Representation for Traffic Safety Committee. Chairman Carmen read a memo from Rick Riendeau, DPW Director, which states that the original membership of the Traffic Safety Committee was to include one representative from Zoning and one from Planning. Since that time, due to a resignation and the departmental reorganization in 2008 that put Zoning, Planning & Building all under the umbrella of the Community Development Department, there are currently two members of the Traffic Safety Committee from Community Development. Currently, Bill Parker (Community Development Director) and Dana McAllister (Zoning Administrator) are both on the TSC. This request is to broaden the departmental representation by amending the TSC composition by replacing one of the two Community Development spots to an alternating Emergency Services position (Ambulance Service one term alternating with the Fire Department one term). Selectman Putnam made a motion to approve. Vice Chairman Daniels seconded. Selectman Bauer had question. The memo mentions "terms" and she asked what the terms are. Vice Chairman Daniels said that is missing, something was put together by the Board that this would be the makeup of the TSC. It would seem reasonable that is what the Board should be amending, rather than just replacing people on the memo. If the Board wants to add another emergency service person it

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 11/14/11

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6. DISCUSSIONS.

- a) **Johnson Street Drainage Issues.** Selectman Putnam called before the last BOS meeting and felt the Board should fix the driveway back to what it was. Guy Scaife said he is confused and thought it was all set. Ricky Riendeau was not aware of anything that was complete. Guy Scaife wants to focus on the MacDonald's property. Selectman Putnam had called Ricky Riendeau who told him there is a bunch of stuff not done.
- b) **Proposed Social Media Policy.** This item was postponed until the next meeting.
- c) **Consideration of Amendment to "Terms and Conditions For Use of Town Hall Auditorium, Banquet Hall & Kitchen" Guidelines.** This item was postponed until the next meeting.

7. SELECTMEN'S REPORTS / DISCUSSIONS

- a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.
- b) OTHER ITEMS (that are not on the agenda).

8. APPROVAL OF FINAL MINUTES – September 12, 2011 and October 24, 2011. Selectman Putnam moved to approve the minutes of September 12 and October 24, 2011. Vice Chairman Daniels seconded. Selectman Bauer asked if an amendment could be made to page 5 of the September 12, 2011 minutes. All were in favor of the amendment. Motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Carmen.

11. NON-PUBLIC SESSION. Selectman Putnam moved to enter into Non-public session at 9:31 p.m. in accordance with RSA 91:A3 for a reputation discussion. Vice Chairman Daniels seconded. All were in favor. Motion passed 5/0. After discussion, during which Selectman Putnam was excused, Vice Chairman Daniels moved to seal the NPS minutes of this session. Selectman Finan seconded. All were in favor. Motion passed 4/0. Vice Chairman Daniels moved to come out of non-public session at 10:15 p.m. Selectman Bauer seconded. All were in favor. Motion passed 4/0. Chairman Carmen announced that in non-public session, the Board discussed a reputation matter with no decision being made.

12. ADJOURNMENT: There being no further business to come before this Meeting, Selectman Finan moved to adjourn at 10:17 p.m. Vice Chairman Daniels seconded. All were in favor. Motion passed 4/0.

Nate Carmen, Chairman

Gary L. Daniels, Vice Chairman

Katherine Bauer, Member

Mike Putnam, Member

Tim Finan, Member

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3) Request for Conditional Endorsement of Jason T. Goode as a Full Time Police Officer Candidate.
Police Captain Chris Nervik requested conditional endorsement of Jason T. Goode as a Full Time Police Officer. This request was approved.

b) OTHER DECISIONS.

5. TOWN ADMINISTRATOR REPORT:

a) Jennison Road/Bridge Closure Update. Guy Scaife explained the Board of Selectmen held a work session November 18 and the decision was made to go with a temporary solution that is in process of being engineered. It will be beams with metal plates on top of it with asphalt over that, which we hope to have installed prior to Christmas. Once that is complete, we will move to have the permanent solution engineered. It is probable that the permanent solution will not be complete until 2013, but the engineering for that permanent solution will be completed early 2012. Once the engineering for the temporary solution is complete, the town will identify if there are any weight restrictions required. Guy Scaife would recommend that the BOS have a public hearing so that the residents affected by the closure can have their concerns voiced, particularly regarding the through truck traffic that is using that road as a shortcut. Mr. Scaife has had communications with residents regarding the weight limit and through truck traffic and if there will be opportunity for public input. Mr. Scaife asked for any questions on the temporary solution. Vice Chairman Daniels asked if the weight limit is on the temporary solution or permanent. Mr. Scaife said the engineers that are doing the temporary solution will define whether or not there is a weight limit. The permanent solution would not have a weight limit, it would be whether or not this Board chose to limit that traffic.

b) Budget Update. Mr. Scaife explained they are making good progress on the budget, with a first pass, but are waiting on the close of November, which will be available to the Board before the next regular meeting.

c) Miscellaneous. Guy Scaife explained he is looking to get a time to start the Phase I assessment on the 21 Cottage Street property, which is tentatively scheduled for sometime next week, just need to coordinate schedules. Also, Mr. Scaife is in negotiations with the two unions. Today and tomorrow he is in negotiations with the two unions and it is progressing.

6. DISCUSSIONS.

a) Proposed Social Media Policy. Selectman Finan explained the update was sent out and meanwhile, Guy Scaife and HR went through and boiled down the policy to what they felt should be in the employee manual. Does the Board typically approve employee manual updates, or is that an administrative function? Guy Scaife said it is internal for this type of guideline. So one option, said Selectman Finan, is to just stay with what Town Administrator Scaife has done, for employees only and not have it apply to other town officials. Once that is flushed out, another policy could be drafted to address elected officials and boards, etc. and how they interact with social media. Another issue came up this week from the Facilities Committee regarding whether or not they could do marketing of the ambulance facility using social media. At this time no policy has been approved, but at some point that is something that we have to address. If the town is going to allow marketing on social media to get voters to vote for it, the town also has to accept that there might be opposition as well. Selectman Finan does not think we are ready to regulate ballot items. Another example would have been the Budget Committee last year that had some differing opinions from the BOS.

Selectman Bauer asked if the Board can just say no to the Facilities Committee regarding the ambulance facility because of the unintended consequences that can come out of a "free for all" on social media. Selectman Finan said we can say no to using the town websites, but not on their own personal sites. Chairman Carmen suggested it sounds similar to the Ethics Committee. Selectman Finan said it is very similar to the Ethics. The Board does have control over the employees, so at least by getting it into the employee manual, that is a start, but it's one of those things that's going to take some time. Selectman Finan indicated he spoke with LGC about this as well and they provided additional questions, since they do not know how this should be handled either. Selectman Bauer brought up the unintended consequences and how will it be tracked and how much labor is involved in keeping track of such information, how long does it have to be retained, etc. Selectman Bauer said if social media is not used to promote the ambulance facility that does not mean they cannot promote it since there are

1 other ways to promote other than social media. Chairman Carmen does not think the town is ready for
2 it, it may end up being a committee that looks at all these things. Selectman Finan told the CFC that as
3 of right now there are no restrictions whatsoever and he believes they are going ahead with it. Vice
4 Chairman Daniels would just want to be sure that the position of the Board is clear and people are not
5 putting out their own position. Selectman Finan said that is the issue. Selectman Bauer asked how can
6 that be avoided? Guy Scaife said it would be no different than an editorial to the newspaper.
7

8 Guy Scaife said that Selectman Finan did a phenomenal amount of work on this and 98% was adopted,
9 with retention being the portion that was not adopted. **It is a guideline; it does not promote or deter the**
10 **use of it.** Nationwide, most municipalities are moving slowly on this and experimenting. Selectman
11 Bauer asked if the town sites should be open to the various boards and committees. Selectman Finan
12 responded that right now we do not have any policy on the town-sponsored websites or social media.
13 He told the CFC that right now there is no policy that prohibits them from putting anything on the so-
14 cial websites. Vice Chairman Daniels suggested that the Board should put something regarding its po-
15 sition on the website to preclude another position being put on. Selectman Finan thinks this would be
16 a good test with the ambulance facility to see what might happen. Selectman Bauer agrees with Vice
17 Chairman Daniels with putting up the Board's position on the facility. So what do we do now, asked
18 Selectman Bauer. Chairman Carmen thinks it is a bad idea to put in place a policy. We have no policy
19 right now, so until then, we see what happens. Selectman Finan indicated we have the employee poli-
20 cy in place, so employees are accountable to that.
21

22 Chairman Carmen also agrees that the Board should put its position on the ambulance facility on line.
23 Selectman Bauer thinks the Board could suggest that boards and committees not put the information on
24 the social media websites until there is a policy in place. Selectman Bauer suggested that because
25 there is no policy in place, that implies that they can go ahead and put their input on the websites. Se-
26 lectman Putnam disagreed, stating that it is up to the interpretation of whoever you are talking to.
27 Chairman Carmen interprets it that the committees can do whatever they want. Selectman Bauer feels
28 that because we are putting off the decision on the social media policy again, we could end up with un-
29 anticipated consequences and she wants to move things along. Selectman Finan feels the current elec-
30 tion is going to be a very good test because it's going to be heavily used and we'll be able to see if
31 there are any points that we need to address. Selectman Putnam said this will test the waters. Select-
32 man Finan said there are no restrictions and there have never been any restrictions. Selectman Bauer
33 commented that as Selectman Finan said, a lot of towns, states, countries are struggling with this and
34 she just doesn't want a big issue (such as the ambulance facility) to become ugly because people are
35 misinformed.
36

- 37 **b) Consideration of Amendment to "Terms and Conditions For Use of Town Hall Auditorium,**
38 **Banquet Hall & Kitchen" Guidelines.** Selectman Finan reviewed his editorial comments in the poli-
39 cy. There were other comments that were made by Dawn Griska that are administrative in nature, that
40 Selectman Finan agrees with and he feels should be implemented. As far as the sponsorship, Select-
41 man Finan indicated that he understood that the Nashua Chamber concerts were not being sponsored
42 by Recreation for whatever reason and they went around to have some town department sponsor them
43 so they could have their concerts here for free; he doesn't agree with that and if Recreation is not spon-
44 soring them, then it should not happen, but they should not go around to find a department that will
45 sponsor them. Guy Scaife agreed and said that should be handled as part of his responsibility as it is a
46 day-to-day operations function and it should be kept out of the Board's lap. Selectman Finan asked if
47 that should be pulled out of this policy and put in its own policy. Guy Scaife believes it should be in
48 the employee manual for the departmental use of the facility. Selectman Finan agreed. Chairman
49 Carmen asked for a motion. Selectman Finan moved to adopt the changes as proposed and the one
50 change for the section to be moved to the employee manual. Selectman Putnam seconded. All were in
51 favor. Motion passed 5/0.
52

53 7. SELECTMEN'S REPORTS / DISCUSSIONS

- 54 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Guy Scaife asked if
55 there is anything new on the walkway light at the Middle School that was previously discussed. Chairman Carmen
56 said there is nothing new. Selectman Bauer asked if there is anything new on Johnson Street. Selectman Putnam
57 said there was work done up there, he took a drive through, and Mr. Wilde had his driveway paved and there was a
58 patch of pavement between his paving and ours so the town had been up there. Now we have to address Mr. McDo-

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 02/11/13

1 hosted DOT Commissioner Clement, who explained, just like Milford is struggling with repairing bridges,
2 so is the State. The presentation was very informative; there is a funding deficit. More roads and bridges
3 are becoming red-listed. The longer we wait the bigger it gets. The NRPC presentation explained that 500
4 miles of roads are to be repaved each year and we are falling behind because of funding. DPW has talked
5 about this; we want to catch the roads before they deteriorate further. Selectman Putnam asked if the
6 bridges are failing because they are actually failing or because the criteria is getting more difficult to meet?
7 Guy Scaife believes it is because they are failing. Selectman Putnam commented that the Milford roads are
8 getting worse and worse every year and we are falling behind at the town level. Chairman Daniels asked
9 why a bridge built in 1970 is deemed satisfactory and another bridge built in 1982 is deemed fair. Guy
10 Scaife does not know the answer; it could be that different materials were used. Guy Scaife will continue
11 to follow this and provide updates to the Board.

12 **b) Miscellaneous.** Guy Scaife indicated the Recreation Department hosted the Daddy/Daughter Dance this
13 past weekend which was very successful with about 350 in attendance. The weather was tough but the
14 snow on the walkways got cleared and safe for walkers. The Town of Milford is once again the recipient of
15 a grant from the Centrix Bank outreach program, we have some projects that the community would like as-
16 sistance on, and this year we were presented with two AED units; one for the Town Hall and one for the
17 new ambulance facility. A special thanks to Heather Leach for getting this coordinated. During budget
18 season, we typically look at the capital reserve funds. The Finance Director has prepared a document for
19 members to review, which shows there are some old funds but they are for specific projects and are active.
20 When Capital Reserve Funds are established, it must be done through a Warrant Article first to establish
21 the fund and then another vote to put money into the fund. They cannot both be done in the same year; the
22 Board of Selectmen would have to authorize the withdrawal of funds. If there are any questions, please
23 send them to Guy Scaife to get answers. Steve Rougeau and Rick Riendeau will work on updating the pav-
24 ing list in Milford. Vice Chairman Finan noted that DPW did a good job of knocking down the snow banks
25 after the storm.

26
27 **6. DISCUSSIONS.**

28 **a) Johnson Street Paving Proposal.** Chairman Daniels said the previous design for Johnson Street had been
29 passed around; he will forward that to the owner with a letter to get approval from him. Selectman Putnam said
30 he will hand deliver the letter. Chairman Daniels indicated the Board will be looking for that approval in writ-
31 ing.

32 **b) Administration of General Towing Company Standards.** This was discussed at the last Board meeting.
33 Guy Scaife suggested the policy be given to the Police to review and administer. Police Chief Viola is here to-
34 night and they have begun a revised policy, and will provide it to members for review and approval. The new
35 policy will be fully administered by the Police and there will be verification of the requirements in the policy
36 and a flat rate charged for towing, without extra charges. Before Chief Viola submits the final policy for Board
37 review, he will meet with each towing company to see how much room they have for storage. This is a joint ef-
38 fort and Chief Viola hopes to have it done next week to present to the Town Administrator.

39 **c) 2012-2013 BOS Goals/Tasks Review and Board of Selectmen's 2013-2014 Goals/Tasks Development.**
40 In going through some of the goals from the last year that did not get done, Chairman Daniels added them onto
41 the goals for 2013. Selectman Putnam asked about the meeting minutes, pointing out that he thought each de-
42 partment was posting their own minutes. Chairman Daniels responded that departments do their own minutes,
43 but committees will usually forward the minutes to Dawn to be posted. Vice Chairman Finan thinks that it
44 should be in writing, a policy so that everyone knows what is expected and where it should go. Chairman Dani-
45 els commented that the videos were going directly to Mike McInerney and the minutes were going to Dawn.
46 Selectman Putnam asked if that is covered in the Social Media Policy. Chairman Daniels said is it not. If a
47 committee has its own website, Selectman Bauer asked if they post their own minutes. In most cases, Chairman
48 Daniels said meeting minutes are part of a department. Selectman Bauer just wants it to be consistent. There
49 are lists for each department or committee with the minutes. Guy Scaife noted there are different categories of
50 organization. Chairman Daniels agrees that having something on paper will help.

51
52 **7. SELECTMEN'S REPORTS / DISCUSSIONS.**

53
54 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Fougere
55 indicated that last Friday all quotes were received from subcontractors for the ambulance building.
56 Eckman is currently reviewing the bids and at the next meeting the bids will be reviewed. Selectman
57 Fougere will report to the Board of Selectmen at the next meeting.
58



Granite Town Media
Advisory Committee
Meeting Minutes
27 March 2014

Present: Kevin Drew, Kevin Federico, Tim Finan, Andrew Jeffery, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Rosie Deloge,

Guests: David Boucher & Jessica Hardwick Water Utility and Jeff Marshall Fire Department

Call to Order:

Meeting called to order 6:05 PM

Minutes

Minutes approved with corrections.

Old business

Live Streaming of Gov and Edu channels is still down. New computers are in house however video compression cards do not fit low profile slot. Mike will check with EZ stream to see which cards they recommend.

New Business

Annual meeting to elect officers: Andrew Chairman, Joe Vice Chairman, Tom Secretary. Andrew moved, Tom seconded, all in favor.

David and Jessica attended to discuss using social media to provide more visibility for the Water Department.

- Tim wrote a draft social medial policy document when he was on the BoS. A scaled down version providing guidance to town employees was adopted however the town does not have policy about department specific presence. Kevin Federico agreed to be the point man creating a town social media policy. Question came up as to what policy is in place at the state level for Senators and Representatives.
- Water Department plan is to post information of interest to water and sewer users and provide a comment/question section.
- Tom mentioned possibly need to archive citizen posts and need to have someone actively moderating comments.
- Jeff mentioned the key to successful social media is frequent updates 2 to 3 updates per week.
- Post videos

Work session scheduled for either April 10 or 17 at Ambulance Facility meeting room to revise the Mission Statement and add public section to the Policy and Procedure manual. Meeting date is contingent on Andrew's availability.

Upcoming Meeting:

24 April 2014 6 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:18 PM

Respectfully submitted: Tom Schmidt

1
2 APPROVED
3 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
4 April 28, 2014

5 **PRESENT:** Gary Daniels, Chairman
6 Mark Fougere, Vice Chairman
7 Katherine Bauer, Member
8 Kevin Federico, Member
9 Guy Scaife, Town Administrator
10 Darlene J. Bouffard, Recording Secretary
11 Dave Bosquet, Videographer

12
13 **EXCUSED:** Mike Putnam, Member
14

15 **1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING**

16 **INSTRUCTIONS:** Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members
17 noting that Selectman Putnam is excused from tonight's meeting and then led the audience in the Pledge of Alle-
18 giance. Chairman Daniels introduced members of the Board. Chairman Daniels indicated that those people in the
19 audience who want to speak or add to the discussion should please use a microphone in order to be heard on the
20 PEG Access live broadcast.
21

22 **2. APPOINTMENTS:**
23

24 **5:30 p.m. – Departmental Update – Community Media.** Community Media Director Mike McInerney indicated
25 that on March 10, 2014, the computer failed just prior to the start of the meeting. It was found to be the video card
26 that failed. Mr. McInerney commended Niko Giokas for handling the situation professionally. Mr. McInerney be-
27 gan the department review by reviewing the equipment, followed by the website. Currently, he is working on a .pdf
28 document viewer to review a document without downloading the entire file. The frequency of visits to the town
29 website was discussed and it was noted that the most frequent visits are to the Police Department, Recreation and
30 Human Resources areas. A lot of new visitors have been visiting the website every month. Google Chrome is now
31 the number one browser being used by visitors, followed by Internet Explorer. The data that is collected shows
32 where people are going on the website and where they are connecting from. The town is not storing the IP addresses
33 of visitors, but is using the information collected just for analysis to improve the website and see what people are
34 looking at. Google is using the IP addresses to provide the data to the town, but we do not have access to it. Mr.
35 McInerney is making sure the content on the website is accurate. **Guidelines for Social Media Use is one of two**
36 **policies being developed for review in August.** This year marks the tenth anniversary of Granite Town Media; the
37 first Board of Selectmen meeting was recorded for broadcast in March 2006. It has come a long way with what we
38 have done in the past. Selectman Bauer asked if school Budget Advisory Committee meetings were being broad-
39 cast? Mr. McInerney said "yes," however there were a couple of meetings where there were conflicts and were not
40 broadcast.
41

42 The Rail Trail marathon runners were mostly from other areas, not Milford, and that was an interesting event to
43 film. Selectman Bauer asked how many people are running cameras for the Rail Trail road race. Mr. McInerney
44 said he and another videographer covered that event. Chairman Daniels asked if all committee meetings are broad-
45 cast. Mr. McInerney answered that Granite Town Media has not discussed that yet. Chairman Daniels noted that
46 some meetings, such as the Heritage Commission, are not broadcast. There were no further questions or comments,
47 Board members thanked Mr. McInerney for his presentation.
48

49 **5:45 p.m. WWII Memorial Presentation.** Wendy Hunt, Milford Improvement Team (MIT) Director, indicated
50 that the WWII Memorial Restoration Committee has given a presentation to the Kaley Foundation, seeking funds for
51 assistance for this restoration. Ms. Hunt explained that the thirteen arborvitaes were planted in honor of the thirteen
52 soldiers from Milford who never came home from the war. It is being proposed to remove the existing thirteen ar-
53 borvitaes, plant new arborvitaes and have a rededication ceremony on September 7, 2014. Currently the committee
54 is trying to track down family members of those soldiers. The committee sought \$3,900 from the Kaley Foundation,
55 which was granted. The committee has also applied for funds through the Keyes Trust. The whole cost will be
56 about \$10,000 but the main thing is to do the restoration of the park. Guy Scaife noted there can be discussion about
57 what can be done with the land behind the memorial as well. Mike McInerney, Restoration Committee member,
58 said details of the event are being discussed and planned, and it is estimated there may be about 75-300 people to

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/27/2017

1 7. SELECTMEN'S REPORTS/DISCUSSIONS.

2 a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.

3 Selectman Federico (GTA BOS Rep.) told board that the bata website will be available for staff to test over the next
4 couple of weeks and hopefully we will have it up and running around the third week of December and go live by the
5 beginning of the New Year.

6 Selectman Daniels (Recycling Committee BOS Rep.) said that they would be focusing on educational information. De-
7 cember they will focus on electronics and recycling Christmas trees. In the future they will look at metals and different
8 types of paper. It would be an educational thing for the public if they could tune into the town channel. We have a cou-
9 ple more people interested in joining the committee, and can always use the help. They are also looking into "pay as you
10 throw" information report to give to the Board before the end of the year. Chairman Fougere read an article on the re-
11 cycling market where China may be getting out, it could alter the way we do things. Selectman Daniels said it is num-
12 bers 3 through 7 where there isn't really a market for them so we have been shipping them overseas.

13
14 b) OTHER ITEMS (that are not on the agenda).

15 Selectman Daniels asked if the dock that is at Osgood Pond stays in for the winter or is it removed. Administrator
16 Bender said that the recommendation is to let it stay in so that it floats and isn't attached to the shore.

17 Selectman Daniels would also like to thank the Lions Club for the holiday decorations on the Oval.

18 Chairman Fougere brought up communication with the public and how can we improve it. He asked Selectman Federi-
19 co to look into GTA for better communications. Selectman Putnam said that we already have Nixle which sends infor-
20 mation out to anyone out who signs up. Chairman Fougere said people need to be better educated on it. Selectman
21 Federico said that you have to consider the source of information, not everyone cares about computers or technology.

22 There are many ways to communicate. There is also common knowledge for the town. He monitors social media and
23 people e-mail him information. We dropped the ball and didn't post that the Transfer Station was closed on Friday after
24 Thanksgiving, although it's always been closed after Thanksgiving. We have to do a better job on releasing and clarify-
25 ing the information that we put out. Nixle is great for emergency alerts, closings etc., but people don't necessarily want
26 text messages. We need to be consistent on how we let people know what's going on and where the information will be

27 located. Social media is good, but we need more. If you want a constant source, it needs to go up on the web page and/
28 or in community e-mails. Moving to the new web platform will help with this. It will require a lot of staff involvement.

29 Feedback and people telling us what they want will help. Chairman Fougere said he would appreciate the committee's
30 thoughts on it. You can't post everything, but keeping the public informed on an on-going basis would be good. We
31 have an A-Frame at the transfer station, we need to use it. Selectman Federico said it was up there. Chairman Federico

32 said that announcements are also made at the Selectman's meetings, but things change. Selectman Putnam asked if it
33 was the Boards responsibility or staff. Chairman Fougere said it's everyone's responsibility. Selectman Putnam said
34 that it's been addressed over the years, he assumes that staff knows what's going on and is making the correct notifica-

35 tions. Administrator Bender said that web site was noted that town offices were closed Thursday and Friday and there
36 was a sign at the Town Hall. We didn't explicitly single out the Transfer Station and maybe we should have. Going

37 forward we will try to remember and we will also put out an A-frame ahead of time notifying people that we will be
38 closed Thursday and Friday of Thanksgiving week, just like most people have that holiday. Tina Philbrick came up to
39 clarify that the closings were posted on all social media sites, at the town hall and on the web site. She assumed that

40 when she said "Town offices" are closed, it meant all of them to include the Transfer Station, apparently she was wrong.
41 She will in the future list all town offices that are closed. The A-frame signs have already been made to put on the Oval

42 for the next closing. It doesn't matter where you post, people are going to complain. We are also working on Nixle to
43 get more information out pertaining to individual departments. Chairman Fougere said he's been thinking about this

44 for a while now and not everyone reads the paper, or looks on the web site. We just need to look into more ways to
45 keep people informed.

46
47 8. APPROVAL OF FINAL MINUTES. The minutes of November 13, 2017 were presented for review and approv-
48 al. A motion was made by Selectman Putnam and seconded by Selectman Daniels. All were in favor. The motion
49 passed 5/0

50
51 9. INFORMATION ITEMS REQUIRING NO DECISIONS.

52
53 10. NOTICES. Notices were read by Chairman Fougere.

54
55 11. NON-PUBLIC SESSION. Selectman Putnam moved to enter into a non-public session at 6:50 p.m. for approval of
56 non-public minutes (RSA 91-A:3,II(c)) Reputation and (RSA 91-A:3,II(d)) Land – October 30, 2017. Selectman Dan-
57 iels Seconded. All were in favor. The motion passed 5/0.

58 12. ADJOURNMENT: Chairman Fougere moved to adjourn at 6:52 p.m. Selectmen Daniels seconded. All were in
59 favor. The motion passed 5/0.

60

TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted January 22, 2018

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Section I General Provisions

BOARD OF SELECTMEN MEETING – LOCATION

Rule 1. Board of Selectmen Meeting – Location and Posting

All meetings of the Town of Milford Board of Selectmen shall be held at the Milford Town Hall, 1 Union Square unless the Board of Selectmen adjourns to another location or the meeting is scheduled for another location and is properly noticed. In general, meetings of the Board must have at least 24-hour notice (not counting Saturdays and Holidays) prior to the meeting (RSA 91-A:2) Notice must be either published in a newspaper or posted in two prominent public places. Other statutes may require longer periods for and/or different types of notice, such as public hearings, depending on the action being considered.

Rule 2. Board of Selectmen Meeting – Day/Time

Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date. Occasionally, meetings will be held at other times of the day as may be required. All Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th Monday forums are meetings held on months with a 5th Monday, starting at 7:00 p.m., and are open to anyone who wishes to attend. Selectmen meetings must be noticed in compliance with RSA 91-A:2 II which states in part: Except in an emergency, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate un-delayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.

Rule 3. Board of Selectmen Meetings – Open to the Public

All meetings of the Town of Milford Board of Selectmen and Committees shall be open to the public, except as provided for by RSA 91-A, and/or for discussions with Town Counsel.

Rule 4. Responsibilities of Members of the Board

- (a) All members shall make every effort to attend each scheduled meeting of the Board.
- (b) Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to a decision of the Board.

Rule 5. Election of Officers

Procedures for electing officers are as follows:

- (a) Annually, at the first meeting of the new Board of Selectmen, the members thereof shall choose, from among their number, a Chair and a Vice Chair. In addition to the powers conferred upon the Chair and Vice Chair, he/she shall continue to have all the rights, privileges, and immunities of a member of the Board of Selectmen.
- (b) The above election shall be by a majority vote of the Board of Selectmen present at the first meeting after the Town Election.

Rule 6. Presiding Officer

- (a) The Chair of the Board of Selectmen shall preside at all meetings of the Board of Selectmen, and be recognized as the head of the Town for all ceremonial purposes. The Chair of the Board of Selectmen has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence. In case of the absence or temporary disability of both the Chair and the Vice Chair, an acting Vice Chair of the Board of Selectmen selected by members of the Board of Selectmen shall act as the Chair during the continuance of the absences or disabilities. The Chair of the Board of Selectmen or the Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.
- (b) The Presiding Officer shall preserve order and decorum, may participate in the discussion of any issue before the Board of Selectmen, may submit reports and legislation to the Board of Selectmen for its consideration, which shall require both motion and second by other members of the Board of Selectmen, may speak to points of order in preference to other members of the Board of Selectmen, and shall decide all questions of order or procedure, subject to appeal to the full Board of Selectmen. The Presiding Officer is allowed to vote on any matter before the Board with the exception of a vote concerning the Officer's ethical conduct. No Selectmen shall be interrupted while speaking except for a point of order or correction of a mistake of fact.

Rule 7. Quorum

Three Selectmen shall constitute a quorum for the conduct of town business.

In accordance with RSA 91-A:2, III, Selectmen may participate in all aspects of a meeting of the Board of Selectmen, including voting, by telephone conference call, provided that a quorum of Selectmen is present at the location of the meeting, and that any Selectmen participating by conference call can hear all other selectmen and can be heard by persons attending the meeting. The person calling in must identify other persons also present at his/her location and state why attendance at the meeting is not reasonably practical. The reason must be recorded in the minutes of the meeting. All votes taken with a telephonic participant must be a roll call vote.

Any exception to the quorum “present at the location of the meeting” requirement is permitted under the emergency conditions specified by RSA 91-A:2, III, (b).

Minutes must be kept for any meeting with a Board of Selectmen quorum and must be made available to the public.

Rule 8. Board of Selectmen’s Meeting Agenda

Any Selectmen, the Town Administrator or the Executive Assistant may place a matter upon the agenda. The Town Administrator shall arrange a list of such matters according to the order of business and prepare an agenda for review by the Chair of the Board of Selectmen. Upon approval, a copy of the agenda and supporting materials shall be prepared for the Selectmen. These materials shall be available at the Selectmen’s Office on the Friday preceding a scheduled meeting of the Board of Selectmen.

Matters submitted by members of the public or any Town department head or official requesting an appointment with the Selectmen by the agenda deadline shall be included on the agenda and must be received at the Selectmen’s office by 4:30 pm on the Wednesday prior to a scheduled meeting in order to be considered for placement on the agenda. Due to scheduling and time constraints, an item submitted by the public is not guaranteed to be placed on the next meeting’s agenda.

Rule 9. Order of Business

The business of all meetings of the Board of Selectmen shall be transacted as follows; provided, however that the Presiding Officer may during a Board of Selectmen’s meeting, rearrange items on the agenda to conduct the business before the Board of Selectmen more expeditiously.

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments (regarding items that are not on the agenda)**
 - a. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, **generally five (5) minutes**. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may

change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner's, vested interests, etc.

- c. Any ruling by the Presiding Officer relative to the proceeding two subsections may be overruled by a vote of a majority of members present.

4. Decisions

- a. **Consent Calendar** - The Town Administrator shall place matters on the Consent Calendar which have been: (a) previously discussed by the Board of Selectmen, or (b) are based on the information previously delivered to the Selectmen that can be reviewed by a Selectman without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) as directed by the Town Board of Selectmen or Committee thereof. The motion on the Consent Calendar is as follows: "I move for adoption of the Consent Calendar". This motion shall be non-debatable and will have the effect of moving to adopt the recommendation of all items on the Consent Calendar. Since adoption of any item on the Consent calendar implies unanimous consent, any Selectman shall have the right to remove any item from the Consent calendar. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Selectman wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.
- b. **Other Decisions** – The Selectmen may include the final vote of an item discussed at a previous meeting. Some public hearing require two meetings prior to a decision being made.

5. Town Status Report

- a. Town Administrator updates the Board of Selectmen with ongoing projects.

6. Discussions

- a. Board of Selectmen use this time to talk about **requests** that they have received, ie: ordinances, traffic safety concerns, town budgets, warrants, schedules, etc.

7. Public Comments

8. Selectmen's Reports/Discussions

- a. **From Projects, Specials Boards, Commissions & Committees**
- b. **Other items (that are not on the agenda)**

9. Approval of Final Minutes – Selectmen approve Final minutes for previous meetings.

10. Information Items Requiring No Decisions

- a. Treasurer's Report and/or other updates from Finance

11. Notices – Future Board of Selectmen meetings, Town Wide Notices and/or Closings

12. Non-Public Session – Approval of non-public minutes and/or non-public sessions.

13. Adjournment

Rule 10. Town Administrator

The Town Administrator, as the chief executive officer, shall attend all meetings of the Board of Selectmen, unless excused by the Presiding Officer of the Board of Selectmen. The Town Administrator may take part in all Board of Selectmen's discussions on all matters on the agenda, and otherwise concerning the welfare of the Town. In the event that the Town Administrator is unable to attend a Board of Selectmen's meeting, the Town Administrator

may appoint another qualified staff member to attend the meeting on behalf of the Town Administrator.

Rule 11. Clerk of the Board of Selectmen

The Town Administrator shall be the Clerk of the Board of Selectmen and shall keep the minutes and perform such other and further duties in the meeting as may be required. The Town Administrator may delegate any of these functions to a member of his/her staff.

Rule 12. Meetings of the Board of Selectmen

- (a) Organizational Meeting – An organizational meeting to elect officers shall be held in accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuing year at this meeting, and shall designate the Selectmen ex-officio board and committee members. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule of meetings for the upcoming year at its Organizational Meeting.
- (b) Regular Meeting – A more formal meeting of the Board generally conducted in accordance with the order of the "Agenda" contained in Rule 8.
- (c) Workshop Meetings – A less formalized meeting of the Board generally conducted for the purpose of providing Board members a more detailed understanding of a limited number of issues or to permit discussions of issues that require significant depth of discussion.
- (d) Non-Public Sessions – A meeting of the Board held in accordance with the provisions of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance at that specific session. The Board may also have in attendance for all or part of the non-public session, those individuals the Board deems necessary to fulfill the purpose of the non-public session. This may include, but is not limited to: the Boards Secretary or Assistant, the Town Administrator, Town Counsel, and/or an employee whose actions are the subject of the non-public session, or for whom a personnel decision is before the Board. The decision to include or exclude an individual from a non-public session is entirely within the discretion of the Board. Minutes of non-public must include attendees and decisions.
- (e) Emergency Meetings – May be called by the Chair in accordance with NH RSA 91-A: 2, II; upon demand of two (2) members of the Board; or at the request of the Town Administrator. The Town Administrator, or his/her designee, shall ensure Emergency Meetings are properly noticed in accordance with RSA 91-A: 2, II.
- (f) Site Walk – May be held by the Board if a walk or inspection of a specific property or properties is required in order for the Board to have a full and complete understanding of a pending issue in order to render a decision. A site walk is considered to be a meeting of the Board, which shall be noticed in accordance with RSA 91-A: 2, II and a record or minutes of the site walk will be maintained. The Board will not engage in any deliberation or decision making as part of a site walk. Such a session is for information gathering purposes only. Any deliberations or decision will be made at a Regular or Emergency Meeting of the Board.
- (g) 5th Monday Forum – Meetings occur in a month that has 5 Mondays. The informal meeting allows the public to come in to speak to the Board of Selectmen without an appointment.

Rule 13. Appointment to Boards and Commissions

- (a) In making the appointment of Selectmen Representatives to various town Boards as noted in Rule 12, the terms of these ex-officio members of the Board on all Boards, Committees and Commissions shall be for one (1) year, or until the next Organizational Meeting of the Board following a Town Election, or until the appointed Board Member's term expires or the Member resigns.
- (b) As soon after the Board's Organizational Meeting as possible, the Board will consider the appointment or re-appointment of individuals to the various Town boards, committees and commissions whose terms of office are expiring. All appointments of these positions shall be for three year terms of offices, unless a vacancy exists due to a resignation or other such means. In those situations, the Board may make an appointment to fill the remaining time on the original term of office of the person who left the position.

Rule 14. Procedure for Nominating and Appointing citizens to Town Boards, Commissions and Committees.

- (a) Single nomination. Whenever only one person is nominated to a particular position, the nomination shall be made by a Selectman, and then seconded. Once seconded, a vote is taken. Should the person so nominated receive the majority of votes from those Selectmen present and voting, the nomination is confirmed. If the majority of those Selectmen present and voting do not approve the nomination, the nomination shall be considered rejected and the name removed from further consideration at this meeting.
- (b) Multiple nominations. Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirements for a second, although a nomination may receive a second if a Board member wishes to do so. When all nominations are closed, each Selectman shall have an opportunity to speak regarding the qualifications of nominees, and then each Selectman shall cast a vote for no more than one name. The name receiving a majority of those Selectman present and voting shall be deemed confirmed. If the majority of those Selectmen present do not vote to approve a nomination, the nomination shall be considered rejected and the name(s) removed from further consideration at this meeting.

Rule 15. Placement of Selectmen Recommendations on Warrant

The Board shall place a "Recommended" or a "not Recommended" notation on each warrant article submitted directly to the Board or submitted through petition to any Town Meeting as may be required by RSA 32:5 V(a) or RSA 40:13, V-a. The Board may choose to place such notation on any warrant article, regardless of whether such action is required, unless the Town has voted to prohibit such voluntary notations. The Board shall place their recommendations regarding each warrant article on the ballot for all articles that were placed on the ballot by the Board or by petition. Their position regarding each article shall be placed on the ballot substantially in this format: The Board of Selectmen recommends this article (x-x) (yes-no), or The Board of Selectmen does not recommend this article (x-x) (yes-no).

SECTION II

DUTIES AND PRIVILEGES OF MEMBERS

Rule 16. Forms of Address

The Chair of the Board of Selectmen shall be addressed as “Mr./Madame Chair or as “Chairman (surname).” The Vice Chair of the Board of Selectmen, when acting for the Chair, shall be addressed in the same manner. Members of the Board of Selectmen shall be addressed as “Selectman (surname).” This is an optional Rule that may be adopted at the annual organizational meeting.

Rule 17. Conflict of Interest/Ethics Policy and Its Application

- (a) Prior to any vote, each Board of Selectmen member should give consideration whether a conflict of interest or a potential violation of the Town Ethics Policy exists (See Appendix A). If the Board of Selectmen member believes a potential violation may exist, no matter how remote, the Board of Selectmen member should disclose such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities, the Board Member should speak up and refrain from voting on said matter.
- (b) Whenever a Board of Selectmen member discloses there is a potential violation of the Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall vote in this instance. The Presiding Officer’s ruling shall be binding unless overruled by a vote of the majority of the Board of Selectmen.
- (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate the decision. The party seeking to disqualify the Board of Selectmen member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall participate and/or vote in this instance. The Presiding Officer’s ruling shall be binding unless overruled by a vote of the majority of the board of Selectmen.
- (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Board of Selectmen whether the Board of Selectmen member’s participation would/would not violate the Town’s Ethics Policy.
- (e) After receiving the Town Attorney’s opinion that a violation of the Ethics Policy exists, the Presiding Officer shall rule that the Selectman shall not participate and/or vote in the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may override the Presiding Officer’s ruling and the Selectman shall be permitted to participate and vote in the matter before the Board of Selectmen.

Rule 18. Rules of Order

The Presiding Officer shall resolve all issues of procedure for the Board of Selectmen meetings. By a majority vote, the Selectmen may overrule any procedural decision of the Presiding Officer.

Rule 19. Motions

In making decisions or determining a course of action, the Board shall generally operate under a process of one Board member making a motion and another Selectman offering a second, followed by a vote.

The Presiding Officer shall not allow more than one main motion and second, and one amending motion and second on the floor at a time.

Rule 20. Suspension of Rules

A motion to suspend these rules shall be in order at any time during a meeting of the Board of Selectman or a public hearing, except during discussion of a pending motion. A motion to suspend shall require a two-thirds vote of those present and voting.

Rule 21. Dissents and Protests

Any Selectman shall have the right to express dissent from or protest against any ordinance, resolution or action of the Board of Selectmen and have the reason therefore recorded in the minutes.

Rule 22. Procedures for a Public Hearing

- (a) Presiding Officer opens the public hearing at set time.
- (b) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Board of Selectmen.
- (c) If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing must be published in two locations, one of which may be the town web site.
- (d) The Presiding Officer may call upon the Town Administrator or other appropriate person to describe the matter under consideration.
- (e) Each speaker, for or against the matter before the Board of Selectmen for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to **five (5) minutes**. When everyone wanting to speak has had one opportunity to speak, the Presiding Officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen. Once all Town residents wanting to speak for a second time have spoken, the Presiding Officers shall call for any non-residents wanting to speak. These speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen.
- (f) During the hearing any Selectman shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Board of Selectmen for

Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.

- (g) The Presiding Officer closes the public hearing.
- (h) The Presiding Officer shall then inquire if there is a motion by any of the Selectman. Following the motion and its second, discussion occurs among Selectman. The Presiding Officer may call on an individual Selectman in the discussion.

Rule 23. Voting

The votes during all meetings of the Board of Selectmen shall be transacted as follows:

- (a) The Presiding Officer may require any questions to be submitted in writing before the vote, and shall state each question before the vote.
- (b) Unless otherwise provided for by statute, ordinance, or resolution, such as RSA 91-A2, III, all votes shall be taken by voice, except that at the request of any Selectman, a roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically, when the question is called shall vote on the question before the Board of Selectmen. Selectmen may, for good cause, recuse from a vote should they feel that to vote would constitute a conflict of interest or other similar disqualifying circumstances. Such Selectman shall at the beginning of the debate on any such motion announce the intention to recuse himself/herself and shall take no part in the debate and the vote of the issue.

Rule 24. Committees

The Board of Selectmen may establish committees of the Board with responsibility to review specific matters and report to the Board as a whole. All appointments to these committees shall be by majority vote of the Board of Selectmen.

- (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of Selectmen for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Board of Selectmen meeting. Board of Selectmen study committees may consist of a specific number of individuals and no more than two Selectmen, if any Selectman is to be included on the Committee. Special Board of Selectmen committees shall disband at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Board of Selectmen thereafter for a specified time period.
- (b) Special Ad Hoc Advisory or Study Committees shall:
 - 1) Be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
 - 2) Make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Board of Selectmen. The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Board of Selectmen.

- 3) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a Special Ad Hoc Advisory or Study Committee unless specifically designated to do so by the Board of Selectmen.
- 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

Rule 25. Enacted Ordinances/Rules, Resolutions and Motions – Defined

- (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Board of Selectmen action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- (b) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Board of Selectmen action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

Rule 26. Resolutions and Policies

Each resolution and policy may be voted and approved on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire resolution or certain of its sections be read, such requests shall be granted.

Rule 27. Procedures for Ordinances

- (a) An ordinance shall be discussed, considered and approved at a public hearing, but shall not be voted and approved on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
- (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford Purchasing Policy.
- (c) A Selectman may, in open session, request of the Presiding Officer that the Board of Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion, the Board of Selectmen may assign the proposed ordinance to a specific department head or official, committee or the committee of the whole for the study and consideration. The department head, official or committee shall report its findings to the Board of Selectmen.

- (d) Action on all ordinances and resolutions shall be governed by the following rules:
- 1) The Selectmen shall have the authority to establish, and amend town ordinances and codes after they hold 2 public hearings at least 10 but not more than 25 days apart on the establishment or amendment of the ordinance or code.
 - 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance or resolution may seek a motion to introduce the ordinance or resolution by title only and to waive a reading of the entire ordinance or resolution. If there is a second, and after discussion, the Presiding Officer shall call for the question and the Board of Selectmen shall vote whether to read the ordinance or resolution by title only. Lacking such a motion or should this motion fail, the ordinance or resolution shall be read in its entirety.
 - 3) If an ordinance or resolution is referred to committee, the committee shall report the item to the Board of Selectmen in due course and the item shall then be in order for further action. The reporting of an ordinance or resolution shall not require a motion or other Board of Selectmen action. The Board of Selectmen may, upon a motion made and seconded, call the ordinance or resolution out of committee. The item shall then be in order for further action before the Board of Selectmen.
 - 4) At such time as further action is in order, any Selectmen may move that the ordinance or resolution be scheduled first for 2 public hearings at least 10 but not more than 25 days apart.
 - 5) The selectmen's vote shall take place no sooner than 10 days nor later than 25 days after the second public hearing is held. The provisions of this section shall not apply to the establishment and amendment of a zoning ordinance, historic district ordinance, or building code under the provisions of RSA 675.

Rule 28. Public Complaints and Suggestions to Board of Selectmen

When citizen complaints or suggestions are brought before the Board of Selectmen, other than for items already on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If legislative in nature and complaint pertains to legislative acts or suggestions for changes to such acts, and if the Board of Selectmen finds such complaint or suggestion warrants a change to an ordinance or resolution of the town, then the Board of Selectmen may refer the matter to a committee or to a Town Administrator for study and recommendation.
- (b) If administrative in nature, and it is a complaint regarding administrative staff performance, administrative execution, or interpretation of legislative policy, or administrative policy within the authority of the Town Administrator, then the Presiding Officer should refer the complaint directly to the Town Administrator for review and response to the citizen. The Board of Selectmen may direct that the Town Administrator brief or report to the Board of Selectmen when his/her response is made.

Rule 29. Conduct with other Board of Selectmen Members and Staff

The Board of Selectmen shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Board of Selectmen expects to be treated the same.

- (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2) Treat all staff and other elected officials as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A or at the Board level, usually in non-public session.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- (b) The individual members of the Board of Selectmen in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board of Selectmen or the Town.
 - 2) No member, including the chairperson or vice-chairperson, shall act on behalf of the Board outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session.
 - 4) Refrain from communicating the position of the town or the Board of Selectmen with other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement.
 - 5) Treat with respect the rights of all members of the Board despite differences of opinion.
- (c) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
- (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
- (e) Punishment for any violation of this code of conduct shall include but not be limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

Rule 30. Amendment Procedure

An amendment to these Rules of Procedure may be moved and voted at a regularly scheduled Board meeting. A copy of any amendment shall be submitted at one meeting and discussed by the Board. The amendment shall not be voted upon until the next Board meeting, to ensure adequate time for the Board members to consider the proposal.

Rule 31. Effective Date

These Rules of Procedure shall take effect immediately following a majority rule of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

APPENDIX A POLICY: ETHICAL CONDUCT

The ethical Town official and employee accept the responsibility that his or her mission is that of servant and steward to the public.

Accordingly, it shall be the policy of the Town of Milford that public officials shall:

- ✓ Properly administer the affairs of Town government.
- ✓ Promote decisions that only benefit the public interest.
- ✓ Actively promote public confidence in government.
- ✓ Keep safe all funds and other properties of the Town
- ✓ Conduct and perform the duties of the office diligently and promptly dispose of the business of the town.
- ✓ Maintain a positive image to pass constant public scrutiny.
- ✓ Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- ✓ Inject the prestige of the office into everyday dealings with the public employees and associates.
- ✓ Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- ✓ Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- ✓ Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Officials shall not:

- ✓ Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- ✓ Improperly influence or attempt to influence other officials to act in his or her own benefit.
- ✓ Accept anything of value from any source that is offered to influence his or her action as a public official.

**Town of Milford
New Hampshire**

Board of Selectmen Rules of Procedure

The above Rules of Procedure were adopted by a majority vote of the Milford New Hampshire Board of Selectmen on _____.

Chairman

Vice-Chairman

Selectman

Selectman

Selectman

Received and recorded this _____ day of _____, 2020.

Tina M. Philbrick, Executive Assistant Town Administration and Board of Selectmen

9. Approval of DRAFT minutes January 11, 2021

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

January 11, 2021

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 826 3571 4048 and the password is 496614 or join the Zoom Meeting @ <https://zoom.us/j/82635714048>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT: Gary Daniels, Chairman (Zoom) John Shannon, Town Administrator (Zoom)
Paul Dargie, Vice Chairman (Zoom) Tina Philbrick, Executive Assistant (Zoom)
Laura Dudziak, Member (Zoom)
Chris Labonte, Member (Zoom)
David Freel, Member (Zoom)

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes (zoom) Daughter Molly is in and out. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, no one is present, and Chairman Daniels yes, (zoom) no one is present.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Board of Selectmen’s Package and Agenda – Tina Philbrick

In summary: At the last meeting, Selectman Labonte expressed a concern that he didn't have time to review the Board package and ask questions, if any, in the 3 ½ days allotted for review. Tina explained the process for putting the Board package together and getting it to the Board. As a compromise, to provide additional review time for the Board, she will try to get the package out by 10:00 am on Fridays instead of the current deadline of late afternoons on Friday. If a large document is included in the Board package she will try to forward the document either by e-mail or hard copy before the regular package being sent out. She expressed concerns about getting information on time in the event of a public hearing as they have to be noticed at least 7 to 10 days before a meeting. Items for those meetings MUST be in on time. There will be no exceptions. It will hinder her ability to do her job properly if she has to go earlier than Friday morning.

Selectman Freel said he and Selectman Labonte still want to change the policy so that by Monday, the public has to have their information in for the meeting and Tuesday for all Department Heads. This would get the package to us by Thursday. He feels that this is enough time. Selectman Labonte agrees. He doesn't get the e-mail until he gets home at night on Friday. He has a job. He doesn't feel it's right to get information from Department Heads on the weekend unless it's an emergency.

Selectman Dargie doesn't support the change. He's still okay with late on Friday. He would like to see any large documents e-mailed out as soon as they are available. They take time to read. There is value in getting the latest information in the packet and finalizing it on Friday morning helps.

Selectman Dudziak agrees with Selectman Dargie, three days is sufficient to review the material especially if we are getting it earlier on Fridays. She would rather have the latest information.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 1/11/2021

63 Chairman Daniels said for the 18 years that he’s been doing this, the schedule has worked. He finds it most difficult with
64 the large documents, but the rest goes fast. Finding the right process is important because although it may give the Board
65 more time to review the package you are also cutting the time that the Department Heads have to get things in. We want to
66 have their work done on time. The compromise that Tina brought forward is a good one.
67

68 Selectman Labonte said historically Board members in the past haven't had full-time jobs so they can review everything on
69 time. Pulling it back still allows time to put last-minute things in if needed.
70

71 Tina said historically quite a few of the now-retired Board members have had full-time jobs. She feels her compromise is
72 good. She suggests trying it for a few months and revisiting it later.
73

74 Selectman Freel said he doesn’t get e-mails until after 6:00 at night which is why he is pushing this. If he sat at a desk it
75 would be different. He likes the compromise and as much notice as possible is good. He comes in on the weekend to get
76 his packet. Selectman Labonte agrees, he just may have questions on Mondays.
77

78 **6:30 p.m. – Budget and Bond Hearing**

79
80 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time.
81

82 **4. DECISIONS – Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Dargie.**
83 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**
84 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

85 **a) CONSENT CALENDAR.**

- 86 1. Approval of Intent to Cut Wood or Timber, Map 44-011 Lot 001
- 87 2. Approval of two (2) Polling Notification Forms for the Deliberative Session and Town Vote.

88
89 **b) OTHER DECISIONS – N/A**

90
91 **5. TOWN STATUS REPORT -**

92 a. Encumbrances – Finance Director, Paul Calabria
93

94 At the last meeting, there was a request to encumber an item for the Assessing Department. Paul provided additional infor-
95 mation for this item. Out of the unspent 2020 budget Assessing is looking to have the remaining \$6,700 not spent for doc-
96 ument scanning services/preservation added to the 2021 budget under that line item. There was \$10,000 in the budget and
97 she only spent \$3,300 on it. Marti Noel, Assessing Director asked the Board to reconsider this request. We have a license to
98 digitize the information and we should use it. Digitization frees up space. We are currently halfway through this project.
99

100 Selectman Freel verified \$10,000 was budgeted in 2020 and \$6,700 wasn’t used because of COVID. Marti said because of
101 COVID and technical delays with the servers. Marti expects Assessing to have documentation done in three years, but oth-
102 er departments will want to utilize this as well. Selectman Freel said why not just add another \$5,000 to the budget and
103 give the \$6,700 back to the taxpayers. Marti said that would be another delay in getting the project finished, it doesn’t
104 solve anything. Selectman Freel still is confused. Selectman Freel asked if it was pay as you go. Marti said yes.
105

106 **Chairman Daniels moved to reconsider the original vote to not encumber in the 2020 surplus. Seconded by Select-**
107 **man Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no,**
108 **Selectman Freel no, and Chairman Daniels yes. The motion passed 3/2 with Selectman Labonte and Selectman**
109 **Freel opposed.**

110
111 **Selectman Dargie made a motion to encumber \$6,700 for the scanning service purpose in Assessing. Seconded by**
112 **Selectman Dudziak.**

113
114 Selectman Labonte asked how this can be done when according to RSA 32:7 said all appropriation should last by Decem-
115 ber 31, 2020. Paul Calabria, Finance Director spoke with the DRA auditor and the auditing firm and as long as we have a
116 contract or a quote/purchase and sale item in place before December 31st, we can encumber funds. Marti Noel said a con-
117 tract was signed in March of 2020.
118

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 1/11/2021

119 Selectman Freel asked Chairman Daniels why he was for this. Chairman Daniels said Assessing’s argument on needing
120 space is important. It’s being done in other departments.

121
122 Michael Thornton, Milford resident, asked if that would be including last year's \$6,700 and the amount of money you had
123 budgeted for this current year. Marti said it will be less than \$6,700 because there was another billing in the time that she
124 requested the encumbrance and that is 2020’s amount. She does have another \$5,000 for 2021.

125
126 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman**
127 **Freel no, and Chairman Daniels yes. The motion passed 3/2 with Selectman Labonte and Selectman Freel opposed.**

128
129 In summary: We have received our 2019 preliminary audit. Our Undesignated Fund Balance at 12/31/19 is \$4,320,234.
130 This represents an increase of \$418,889 over the 12/31/18 Undesignated Fund Balance. I have estimated that the projected
131 surplus at 12/31/20 for the Town of Milford will be \$355,000 or 2.26% of the approved budget. Coupled with the BOS ac-
132 tion on 12/14/20, this will result in a projected Surplus in 2020 for \$644,000. The projected 12/31/20 Undesignated Fund
133 Balance is \$4,969,234. Please see Fund Balance analysis.

134 Paul would like the BOS to discuss encumbering the following items. He requested that the BOS remove items #1 & #2
135 from the 2021 budget:

- 136 1.) \$104,650 (2) Police SUV’s
137 2.) \$52,983 (1) Ambulance response vehicle
138 3.) \$68,503 (1) DPW Truck

139
140 If the BOS were to make a motion to approve this request, the 2021 budget increase over the 2020 approved budget would
141 be 2.6%. This would be down from the 3.7% increase we currently are showing. Paul said a quote from a business is the
142 same as a contract and this is why we can do this.

143
144 **Chairman Daniels moved to reconsider Police SUV's, Ambulance Vehicle, and DPW Truck. Seconded by Selectman**
145 **Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Se-**
146 **lectman Freel no, and Chairman Daniels yes. The motion passed 3/2 with Selectman Labonte and Freel opposed.**

147
148 Selectman Labonte wanted to know how many times this has to go before the Board. Chairman Daniels said as many times
149 as people want to. Selectman Labonte said this just a way to add spending. These purchases are above the \$25,000 amount
150 to be approved by the Board and he wants to see the contracts.

151
152 Selectman Freel said he wants to table this until they get more information from legal counsel. There isn’t any reason this
153 can’t be on the budget next year. Let the spending happen next year. Selectman Labonte said he doesn't think the Board
154 members are saying no to purchases in the budget, just encumbering money. This could make someone not support the
155 budget. He would like something from legal counsel, not DRA who he feels just give their opinions.

156
157 Mike Thornton asked if the town exercised the contract during the fiscal year. Paul said the quotes were procured before
158 December 31st. Selectman Labonte asked how come these contracts were not brought before the Board. Chairman Daniels
159 said he isn’t sure it wasn’t. These are in the budget and we are aware of the budget. We are not ignorant of it.

160
161 Selectman Labonte said we don't go into a budget season with quotes, or sales and purchase agreements. Chairman Daniels
162 said yes we do if it's going on a warrant article or in the budget. They don’t just randomly throw something in there.

163
164 Mike Thornton asked if the town legally committed to purchase the vehicles before the end of 2020. Paul said no. Select-
165 man Freel asked if these vehicles in each independent budget when we spoke at the joint BAC/BOS meeting? Chairman
166 Daniels said yes. Selectman Freel said they should stay in next year’s budget. Selectman Labonte said if it’s encumbered it
167 may cause him to not support the operating budget. Chairman Daniels said a 4% increase in the budget is also an incentive
168 for people to not support the budget as well. Selectman Labonte asked if he could see the vehicle quotes. Chairman Daniels
169 asked the Department heads to send the quotes.

170
171 b. Non-Union Staff Raises – Finance Director, Paul Calabria

172
173 Chairman Daniels suggested that this be discussed in non-public.

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Selectman Dargie made a motion to use \$644,000 of unassigned fund balance to reduce taxes. Seconded by Selectman Dudziak. Selectman Dargie said this would leave the fund balance the same as last year at around 9%. Chairman Daniels asked where our budget would be in comparison to the default budget. Paul said he would have to calculate that information and get back to the Board.

Selectman Labonte suggests deciding on this after they receive that information. Chairman Daniels said they could adopt this now and later make a motion to reduce the amount if needed. Selectman Dargie said it doesn't affect the expense line, it's revenue. The tax rate at the end will be less.

Selectman Freel asked what the consequences were if this motion fails. Chairman Daniels said the money would remain in the fund balance. There was some discussion about what the fund balance is and what it will be with this motion. Selectman Labonte asked about using more of the fund balance to reduce the tax rate. Paul Calabria said he would be comfortable with the fund balance being between 8% and 11%. Selectman Labonte asked what the total surplus was. Paul said it includes revenues over expectations and expenses under expectations and the CARES Act money.

Selectman Labonte asked if Selectman Dargie would consider amending this motion to a higher number to give back to the tax-payers. Selectman Dargie said he feels that \$644,000 is a good number. He would prefer to keep the fund balance in the 9% range. Selectman Labonte asked what amount was taken from the fund balance last year. Chairman Daniels said he thought they took out \$500,000.

Selectman Freel asked if this was taking the \$644,000 and applying it to lower the 2021 budget. Selectman Dargie said it's being applied to taxes; it's a revenue, not an expense. Paul said we have the operating budget that will be voted on in March along with any warrant articles that pass. This brings us to a number that we have to raise and appropriate. We then apply our estimated revenues against it to come to a net taxable amount to the taxpayers. Whatever that net number is, Selectman Dargie is trying to take another \$644,000 and apply it to further reduce the tax burden for the tax-payers.

Chairman Daniels said he would prefer to keep it at \$644,000 and add more later if needed. Tina Philbrick said last year the Selectmen voted to remove \$750,000 from the fund balance.

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.

6. DISCUSSIONS:

a. Designations of Majority and Minority Report Authors 2021

WARRANT ARTICLE 3 - FIRST RESPONDERS COMMUNICATIONS NETWORK - \$2,400,000 BOND

Chairman Daniels moved to recommend article 3. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1.

Selectman Labonte wants the bond set at 10 years. He said that would be the life of the equipment. He asked where the "First Responders Communications Network" came from and when did it change. Chairman Daniels said it changed after the last time the Board met. It also needs to be changed in the body of the warrant article on the third line down. Selectman Labonte recommends changing it back to what it was originally. In his opinion it isn't for a replacement of a dispatch, it for a replacement of a new one. He feels is misleading.

Chairman Daniels made a motion to change the wording in the body of the warrant from Milford Emergency Communications Dispatch Center to First Responders Communications Network. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

Chairman Daniels said while this is established in Milford, it wants it to be known that any town can be a part of it.

Selectman Labonte made a motion to change the bond term from 15 years to 10 years. Motion failed for lack of a second. Selectman Labonte said he has a hard time bonding for something longer than the life of the equipment. Chairman Daniels said Cheryl Giggetts, CTA Consultant said the life of the equipment is 15 to 20 years.

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Selectman Dargie said the warrant article should include language to be non-lapsing. Paul said he would check with the DRA to get clarification.

Selectman Dargie made a motion to include non-lapsing language in the warrant article contingent on DRA approval. Chairman Daniels seconded. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

Selectman Freel asked if they should lower the warrant article to \$2,250,000 based on Cheryl's comment that the \$2,400,000 may come in lower. Chairman Daniels said it might be lowered but if the \$2,400,000 is acceptable then something less would also be acceptable. Selectman Dargie said they should have a firm number by the Deliberative Session.

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

Selectman Dargie moved to recommend article 5. Seconded by Selectman Dudziak. 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.

WARRANT ARTICLE 6 - TOWN OPERATING BUDGET - \$15,776,568

Selectman Dargie made a motion to add \$68,503 to the operating budget for the second DPW truck. Seconded by Selectman Dudziak.

Selectman Labonte asked Selectman Dargie why he picked that number. Paul Calabria said Director Riendeau indicated that the second truck would be around \$74,000, there are only two trucks, one-ton and a half-ton and both are less money. Rick Riendeau, said for clarification, there were three vehicles, one-ton, and a half-ton. He was looking to replace the one-ton this year. He wasn't replacing the half-ton and he has another one ton that won't pass inspection next year.

Selectman Dargie asked what number was needed. Rick said \$68,503 would be for the lighter spec vehicle, the one in the budget for next years is a heavier spec vehicle at around \$74,000. It was determined that the number for next year's truck in the budget was incorrect.

Selectman Labonte wanted more information on the vehicles. Chairman Daniels would also like to have a list of deficiencies that would not allow the truck to pass inspection. Rick verbally stated what was wrong with the truck. Selectman Labonte asked if the \$74,000 would be replacing another F350. Rick said yes. There was more discussion on what size the vehicle to be replaced would be.

Selectman Dargie amended his motion to add \$74,000 to the operating budget. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels. The motion failed 2/3 with Selectman Daniels, Selectman Labonte and Selectman Freel opposed.

Chairman Daniels made a motion to change the \$68,503 number currently in the budget to \$74,000. Seconded by Selectman Dargie.

Selectman Labonte said why would we raise this amount to replace a truck still in service when we have a truck out of service. Rick repeated, it would be replacing a truck that won't pass inspection next year. He also explained again, what type of trucks he needed. Selectman Labonte said we shouldn't be worrying about a truck that can still be driven until September or October. Rick said he's trying to plan for the future so that when it comes time for plowing, they end up not having a truck that won't pass inspection. **Chairman Daniels withdrew his motion for the \$74,000.**

Mike Thornton, Milford resident, asked if the one truck is down now, how can we get by without it while we replace the other one that can be used. Rick said he does what has to be done to make it work.

Selectman Labonte made a motion to reduce the operating budget by \$150,000. Seconded by Selectman Freel.

Selectman Labonte said we had a surplus plus COVID money and he feels that historically we have money left over at the end of the year so the budget could be reduced more. The Finance Director and Town Administrator asked if there were specific places that Selectman Labonte wanted to see cut. Selectman Labonte said he would leave it up to them.

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288 Paul said they don't plan for a surplus at the end of each year. Chairman Daniels said he is voting against the motion he
289 would rather see what may change after the Deliberative session.
290

291 **A roll call vote was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes, Selectman Freel**
292 **yes, and Chairman Daniels no. The motion failed 2/3 with Selectman Daniels, Selectman Dargie and Selectman**
293 **Dudziak opposed.**
294

295 Selectman Labonte would still like the town Administrator to look at the budget to see what could be reasonably cut. Ad-
296 ministrator Shannon said he would and that he prefers not to hit a random number but find actual reductions that might be
297 made. Chairman Daniels asked for a historical sheet buy department for the last three years of surplus. Selectman Freel
298 asked for five years. Administrator Shannon said 2020 would be an outlier due to COVID.
299

300 At this time Paul made a dollar amount to the operating budget so that it's now, \$15,828,065.
301

302 **Selectman Dargie made a motion to recommend warrant article 6. Seconded by Selectman Dudziak. A roll call vote**
303 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and**
304 **Chairman Daniels yes. The motion passed 3/2 with Selectman Labonte and Freel opposed.**
305

306 **WARRANT ARTICLE 9 - RECONSTRUCTION OF TOWN ROADS - \$400,000**
307

308 Selectman Dargie made a motion to recommend article 9. Seconded by Selectman Dudziak.
309

310 Chairman Daniels said he wouldn't be supporting this. In his opinion, there is only one road in town that needs to be fixed
311 and he doesn't think there are any plans to do anything with it this year. Selectman Labonte asked for a list of what will be
312 done. Chairman Daniels said it would be based on Cartograph data. Selectman Labonte asked if Rick if he could choose,
313 what road he would like to fix. Chairman Daniels said that's misleading because if Rick gave the name of a road, your ex-
314 pectation would be that's where he's going to spend the money. In the end, it may not match up to what Cartograph said, or
315 an emergency that may happen.
316

317 Selectman Labonte asked if they could add specific roads to be fixed in the warrant article. Chairman Daniels yes but it's
318 not his responsibility to do. This is delegated to the DPW Director. Administrator Shannon said the town hires experts in
319 their field to determine what needs to be done. Delegating to them how to do their job is a mistake. Selectman Labonte
320 supports this article and feels the town needs to get out of disrepair
321

322 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**
323 **Freel yes, and Chairman Daniels no. The motion passed 4/1 with Selectman Daniels opposed.**
324

325 **WARRANT ARTICLE 10 - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE -**
326 **\$50,000**

327 **Selectman Freel made a motion to reduce this article to \$50,000. Seconded by Selectman Dudziak. A roll call vote**
328 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**
329 **Chairman Daniels yes. The motion passed 5/0.**
330

331 **WARRANT ARTICLE 11 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE -**
332 **\$689,700 (Annual Lease Payment \$86,214: \$100,000 Paid from Fire Apparatus Replacement Capital Reserve the**
333 **Total Purchase Price (\$689,700)**

334 **Selectman Dargie made a motion to recommend article 11. Seconded by Selectman Freel. A roll call vote was taken**
335 **with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman**
336 **Daniels yes. The motion passed 5/0.**
337

338 Selectman Dargie has concerns about using capital reserve that requires a 60% vote. He would be in favor of using lan-
339 guage that would only require 50% to pass. Chairman Daniels said that language is required when using the capital reserve
340 accounts to offset the cost. Selectman Dargie said if we didn't use capital reserve we could put in a non-appropriation
341 clause and bring it down to 50%. They would have to look further into what the capital reserve fund could be used for.
342 Captain Flaherty said he doesn't want to run into the same problem that the Ambulance did last year and have to come back
343 to the Board for more money. He needs more clarification. The total purchase price is \$689,700. Using \$100,000 from the
344 capital reserve account would have reduced the amount to \$589,700. Selectman Dargie wants to drop the capital reserve in

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345 the article this year and next year think about ways to spend that money. By taking out the capital reserve the annual lease
346 payment will go up about \$15,000.

347
348 Selectman Labonte said we are using capital reserve accounts as they were intended. If we take the capital reserve account
349 away, he won't support the fire truck or the capital reserve funds anymore. He suggests dropping article 3 and you may get
350 everything else passed. Chairman Daniels asked what is wrong with the current 1987 truck. Captain Flaherty proved a
351 verbal list of everyone thing wrong with the 24-year-old truck. Captain Flaherty also spoke of a better ISO rating with a
352 newer truck. The current truck is not a fire fighting vehicle, it's a support vehicle.

353
354 Selectman Dargie recommends leaving the warrant article alone for now. He is in favor of using this article but having
355 another one ready to use at the Deliberative Session reflecting different language if needed. We want to get DRA's approv-
356 al of everything as well. If we take out the \$100,000 the town operating budget will increase by \$15,000 and increase the
357 tax rate slightly.

358
359 Selectman Freel asked why they didn't just do a separate warrant article for a pump and hoses with the capital reserve mon-
360 ey. Captain Flaherty said the pump is integrated into the truck.

361
362 **WARRANT ARTICLE 12 - PUBLIC WORKS SNOW PLOW UNIT 5 YEAR LEASE-PURCHASE - \$42,530 (An-**
363 **annual Lease Payment \$42,530; Total Purchase Price (\$200,000)**

364 **Selectman Labonte made a motion to change the description to a snowplow truck, 35K GVW, 8 Cubic yards,**
365 **w/plow, sander, wet system.** He would also like to bring the cost down to \$180,000. Chairman Daniels said we don't
366 know what we are voting on if we don't have a price. Selectman Labonte said we could leave it at \$200,000. He believes
367 we should already have a price on this.

368
369 Rick Riendeau asked that he not be limited with verbiage to a specific truck. It limits options that may be available to him.
370 He's trying to make all options to the town and make the best decisions. Selectman Labonte said he would go with Rick's
371 request but would like it to be a 6 wheel dump truck. Rick said it has always been a 6 wheel dump truck, never a 10 wheel
372 dump truck, He said Selectman Labonte recommended that he get a 10 wheel dump truck a couple of years ago but he
373 couldn't justify buying one in his department. Selectman Labonte said a 10 wheel truck was discussed at CIP and he would
374 rather have a 6 wheel dump truck.

375
376 Chairman Daniels asked if Rick would have any issues with them saying it's a 6 wheel snowplow unit/dump truck. Rick
377 said no. Administrator Shannon asked that they not limit Rick to what he can buy. Mike Thornton, asked if this was the
378 integrated sander that is not useful otherwise as a dump truck or is it a different unit. Rick said it was an integrated body
379 system for a sander.

380
381 **Selectman Labonte made a motion to change the language to a 6 Wheel Snow Plow Truck, 8 Cubic Yard with Plow,**
382 **Sander, and Wet System Lease/Purchase. Seconded by Selectman Freel. A roll call vote was taken with Selectman**
383 **Dargie no, Selectman Dudziak no, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels no. The mo-**
384 **tion failed 2/3 with Selectman Daniels, Selectman Dargie and Selectman Dudziak opposed.**

385
386 Selectman Labonte asked if he could change his motion to a 6 wheel dump truck and asked if that was broad enough.
387 Chairman Daniels said no. Selectman Labonte said if it's too broad, we don't know what it will be. In the past we bought
388 graders to plow sidewalks, he just wanted a better description. Chairman Daniels said at that time, the motion before them
389 was to buy a grader.

390
391 Selectman Labonte said he wanted to make it so he could support the article. Chairman Daniels said with the description
392 that you want, 90% of the public won't know what it is. Selectman Labonte said he could educate the public.

393
394 **Selectman Dargie made a motion to recommend article 12. Seconded by Selectman Dudziak. A roll call vote was**
395 **taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman**
396 **Daniels yes. The motion passed 3/2 with Selectman Labonte and Selectman Freel opposed.**

397
398 **WARRANT ARTICLE 13 - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000**
399 **Chairman Daniels made a motion to recommend warrant article 13. Seconded by Selectman Dudziak.**

400
401 Selectman Labonte said if we are going to try to remove capital reserve from the loader later that will affect his vote.

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A roll call vote was taken with Selectman Dargie no, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 1/4 with Selectman Daniels, Selectman Dargie, Selectman Labonte and Selectman Freel opposed.

WARRANT ARTICLE 14 - SOCIAL SERVICES - \$40,000

Selectman Labonte made a motion to recommend warrant article 14. Seconded by Selectman Dargie. 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.

WARRANT ARTICLE 15 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Selectman Freel made a motion to recommend warrant article 15. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie no, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Dargie opposed.

WARRANT ARTICLE 16 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Selectman Dargie made a motion to recommend warrant article 16. Seconded by Selectman Dudziak. 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.

WARRANT ARTICLE 17 - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Selectman Freel made a motion to recommend warrant article 17. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels no. The motion failed 2/3 with Selectman Daniels, Selectman Dargie and Selectman Dudziak opposed.

WARRANT ARTICLE 18 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000

Selectman Dargie made a motion to recommend warrant article 18. Seconded by Selectman Dudziak. Selectman Freel asked how much was in this account. Chairman Daniels said \$100,000. It requires a vote at the town meeting. Selectman Labonte asked how soon will we be doing the HVAC system and when will we need money from this account. Rick didn't have this information at this time.

A roll call vote was taken with Selectman Dargie no, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 1/4 with Selectman Daniels, Selectman Dargie and Selectman Labonte and Selectman Freel opposed.

WARRANT ARTICLE 19 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Selectman Dargie made a motion to recommend warrant article 19. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak no, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 1/4 with Selectman Daniels, Selectman Dudziak and Selectman Labonte and Selectman Freel opposed.

WARRANT ARTICLE 20 - PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE - \$22,980 (Annual Lease Payment \$22,980; \$80,000 Paid From Capital Reserves; Total Purchase Price (\$145,000))

Selectman Dargie made a motion to recommend warrant article 20. Seconded by Chairman Daniels. 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.

The public works Director will work on language changes. Selectman Dargie wants to treat this warrant article like the fire ladder truck article in case we can remove the 60% language.

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458 Rick said for the price of the loader minus the \$19,000 for the rental credit that we would get, you are looking at \$127,119.
459 There is \$120,000 in capital reserve. This is one of those times when you could just buy it outright. Chairman Daniels
460 said any article that has language changes needs to get to the Board ASAP.

461
462 **WARRANT ARTICLE 21 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000**
463 **Selectman Dargie made a motion to recommend warrant article 21. Seconded by Selectman Dudziak.**
464

465 Chairman Daniels understood that Assessing has \$15,000 in the budget. Paul said Assessing has \$35,000 in the budget.
466 Chairman Daniels said if we are collecting \$15,000 every year to get to the \$75,000 and every 5th year they are asking for
467 \$30,000, \$15,000 in capital reserve, and \$15,000 in the budget. Selectman Dargie suggested doing \$20,000 for four years
468 and the fifth year do zero. Chairman Daniels said Assessing already has enough in her budget to do this now. Selectman
469 Freel asked if we can change the article to zero. There was some confusion as to if they could remove the warrant article
470 or not. Finance will get that answer.

471
472 **Selectman Freel made a motion to change warrant article 21 to zero dollars. Seconded by Selectman Dudziak. A**
473 **roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel**
474 **yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**
475

476 **Selectman Dargie made a motion to have Administration find out if they can delete this warrant article from the**
477 **warrant. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak**
478 **yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed**
479 **5/0.**
480

481 **WARRANT ARTICLE 22 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE**
482 **PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927**
483 **Selectman Dargie made a motion to recommend warrant article 22. Seconded by Selectman Dudziak.**
484

485 Selectman Labonte clarified that if warrant article 3 were to pass, this would not get expended. Chairman Daniels said yes.
486 Chairman Daniels said he isn't sure he wants them to spend this money if article 3 fails. Director Schelberg said if warrant
487 article 3 passes, he would not spend this money. Selectman Labonte asked if we should put that in the warrant. Chairman
488 Daniels said they can put it in the voter's guide.

489
490 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**
491 **Freel yes, and Chair-man Daniels yes. All were in favor. The motion passed 5/0.**
492

493 **WARRANT ARTICLE 23 - SUMMER BAND CONCERTS SUPPORT - \$9,000**
494 **Selectman Labonte made a motion to recommend warrant article 23. Seconded by Selectman Freel. A roll call vote**
495 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**
496 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**
497

498 **WARRANT ARTICLE 24 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION**
499 **SUPPORT - \$6,500**

500 **Selectman Dargie made a motion to recommend warrant article 24. Seconded by Selectman Freel. A roll call vote**
501 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**
502 **Chair-man Daniels yes. All were in favor. The motion passed 5/0.**
503

504 **WARRANT ARTICLE 25 - BLIND EXEMPTION**
505 **Selectman Dargie made a motion to recommend warrant article 25. Seconded by Selectman Dudziak. A roll call**
506 **vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**
507 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**
508

509 **WARRANT ARTICLE 26 - GRANITE TOWN RAIL TRAIL REVOLVING FUND**
510 **Selectman Dargie made a motion to recommend warrant article 26. Seconded by Selectman Dudziak.**
511

512 Chairman Daniels asked if there are other funds not controlled by the Selectman. Selectman Dargie said Recreation.
513

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 1/11/2021

514 A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman
515 Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

516 b. Selectman Rules of Procedures

517
518 Selectman Dudziak moved to table this until the next meeting on January 25th. Seconded by Selectman Freel. 5/0.

519 A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman
520 Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

521
522 7. PUBLIC COMMENTS: - There were no public comments at this time

523
524 8. SELECTMEN'S REPORTS/DISCUSSIONS.

525 a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.

526
527 b. OTHER ITEMS (that are not on the agenda).

528
529 9. APPROVAL OF FINAL MINUTES - Selectman Daniels moved to approve the minutes of December 28, 2020, as
530 amended. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak
531 yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed
532 5/0.

533
534 10. INFORMATION ITEMS REQUIRING NO DECISIONS.

535 a. N/A

536 11. NOTICES. Notices were read.

537
538 12. NON-PUBLIC SESSION. A motion made by Selectman Dargie to enter into a non-public session in accordance
539 with (RSA 91:A:3,II (a)) Personnel and for approval of non-public minutes (RSA 91:A:3,II (c)) Reputation and
540 (RSA 91:A:3,II (e)) Legal - December 14, 2020, and (RSA 91:A:3,II (e)) Legal December 28, 2020. Seconded by Se-
541 lectmen Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte
542 yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

543
544 13. ADJOURNMENT: Selectman Dargie moved to adjourn at 11:15 pm. Seconded by Selectman Freel. A roll call
545 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and
546 Chairman Daniels yes. All were in favor. The motion passed 5/0.

547

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Gary Daniels, Chairman

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Paul Dargie, Vice Chairman

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560 _____
Laura Dudziak, Member

Chris Labonte, Member

David Freel, Member

9. Approval of DRAFT Minutes January 11, 2021 Budget and Bond Hearing.

DRAFT

MINUTES OF THE BUDGET & BOND PUBLIC HEARING

January 11, 2021

PRESENT: Gary Daniels, Chairman John Shannon, Town Administrator
Paul Dargie, Vice Chairman Tina Philbrick - Assistant
Laura Dudziak, Member Department Heads
Chris Labonte, Member Members of the Public
Dave Freel, Member

BUDGET ADVISORY COMMITTEE MEMBERS – Not all were present

Chris Pank Claudia Lemaire
Karen Mitchell Vanessa Sheehan
Peggy Seward George Skuse
Paul Bartolomucci

WATER COMMISSIONERS PRESENT – Not all were present

Robert Courage
Mike Putnam
Dale White

Chairman Daniels opened the public hearing at 6:30 p.m. thanking everyone in attendance. Chairman Daniels introduced members of the Board of Selectmen. Chairman Daniels then introduced, Water Commissioners Bob Courage, Mike Putnam and Dale White Chairman Daniels thanked members of the Budget Advisory Committee and the Town Moderator Pete Basiliere.

Chairman Daniels indicated that tonight's hearing is for the Town Budget and Bond Hearing, but the warrant articles will also be reviewed in order for the public to voice their opinion on all items. Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law. Chairman Daniels opened up the Bond Hearing.

Please note this meeting was not recorded during the first half-hour of the Bond hearing due to technical issues. Minutes were transcribed to the best of my ability. Tina Philbrick

Bond Hearings

WARRANT ARTICLE 3 - FIRST RESPONDERS COMMUNICATIONS NETWORK - \$2,400,000 BOND

Shall the Town vote to raise and appropriate, an amount not to exceed \$2,400,000 for upgrades and replacement of the emergency services dispatch center and related infrastructure/equipment? This article adopts the recommendation of the consultant engaged to study dispatch operations as approved by voters in March 2019. The project establishes a Milford Emergency Communications Dispatch Center replacing MACC Base and allows connectivity by neighboring towns if they choose to participate and borrowing not more than \$2,400,000 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act (RSA 33), the article further authorizes the Selectmen to issue and negotiate bonds or notes with a term not to exceed 15 years and to determine the rate of interest and other conditions in their judgment. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Selectmen recommends this article (0-0). The Budget Advisory Committee recommends this article (0-0). The article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$12.38 on an assessed valuation of \$100,000.**

Captain Frye gave a summary of the history of this warrant article. Cheryl Giggetts, CTA Consultant said all surrounding towns were interviewed to make sure the needs were met for all first responders.

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

Selectman Labonte said voters approved \$85,000 and we've spent an additional \$33,000. Cheryl Giggetts said the additional \$33,000 did not go to CTA. Selectman Labonte asked if they had an operating budget yet. Cheryl said around \$529,000. Selectman Labonte asked if it included benefits. Cheryl said yes. Operating expenses would be about \$66,500 so the total cost would be about \$596,000.

Selectman Labonte asked when the title was changed for this warrant article. Chairman Daniels said after the last meeting. Selectman Labonte wants it changed back to what it was, he feels it's misleading. Chairman Daniels said it reflects what the warrant article is actually for.

Chairman Daniels made a motion to change the description in the body of the warrant article from "Milford Emergency Communications Dispatch Center" to First Responders Communications Network. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

WARRANT ARTICLE 4 - SEWER WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIERS REPLACEMENT MECHANISMS - \$1,750,000.00 BOND

Shall the Town vote to raise and appropriate the sum of \$1,750,000.00 for the replacement of WWTF Secondary Clarifier mechanisms, in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes to determine the rate of interest and other conditions in their judgement? The mechanisms will replace aging equipment to ensure uninterrupted essential operations at the WWTF. This is a Special Warrant Article in accordance with RSA 32 and is paid for by the wastewater user fees. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Commissioners recommends this Article (3-0). The Budget Advisory Committee recommends this Article (0-0).**

Bob Courage, Water Commissioner said this project will replace aging Secondary Clarifier mechanisms to avoid failure of equipment to ensure uninterrupted essential operations at the Waste Water Treatment Facility. This will replace 40 years old equipment that has been in place since the treatment plant was built. There will be 2 large units about 42' in diameter which will be an integral part of the treatment process. This separates the sledge for the dewatering unit. The \$1,750,000 is a placeholder and bids are due back on the 29th of January. We can amend the warrant article at the Deliberative Session.

Kevin Stetson, Water Utility Director gave a brief presentation on this warrant article. The Wastewater Facility (WWTF) two Secondary Clarifiers provide the wastewater treatment that separates the biological mass (Secondary Sludge) from the wastewater to "clarify" the water that goes into the disinfection phase of treatment. The Clarifier mechanisms are large rotating "plows" that move the sludge to storage for de-watering and disposal. The mechanisms have been in service with the original plant since 1980 and have begun to show severe wear and failure. The replacement mechanisms for both clarifiers will ensure essential operations are not interrupted.

Please note the recording for this meeting started here.

Selectman Freel said he knows this warrant is paid for by user fees and asked if they should put the words "this has no tax impact" on the bottom of the warrant for the people who are voting on it. Chairman Daniels said he isn't sure you can say that because that message is going out to everyone.

Peggy Seward, Budget Advisory Committee, asked for an updated copy of the warrants. Chairman Daniels said it's online as part of the Boards' package. Tina said she would send Peggy a copy via e-mail now.

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

Shall the Town vote to raise and appropriate the sum of \$995,000 for the purchase of a New Wadleigh Library HVAC Replacement in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Library Trustees to issue and negotiate such bonds or notes, to determine the rate of interest and other conditions in their judgment? Work includes replacement of HVAC chiller, new controls, heat recovery, and new fan coil units. Most of the existing system is over 20 years old and does not heat/cool effectively. The new system should address existing issues and provide significant energy savings. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty percent (60%) affirmative vote to pass. **The Board**

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$7.11 on an assessed valuation of \$100,000.

Kathy Parenti, Chair of the Library Trustees, gave a brief overview of the warrant article: These items have been failing over the last few years. In the last four years, they spent over \$24,000 in maintenance and repairs. There will also be a rebate for some of the new things implemented.

Selectman Freel asked how much was estimated for the HVAC and electrical. Kathy said the HVAC was around \$700,000 and the electrical was around \$295,000. It will be a little more than the \$995,000 and the Trustees are prepared to spend a bit more to make sure these things are done. Selectman Freel agrees that the service needs to be updated but if you are going to upgrade to LED's your electrical usage will drop dramatically. Selectman Freel asked who the contractor was. Kathy said Daniels Electric LLC and MileStone Construction LLC.

Selectman Dargie said they may be increasing the wattage if they are planning to do an expansion of the building.

Lynne Coakley, Library Trustee, said they were told that the current amperage is inadequate. Some of this is just getting us back up to where it should have been. Claudia Lamaire, Milford resident, said musical events and additional lights take fair amounts of amperage.

At this time Chairman Daniels closed the Bond Hearing and Opened up the Budget Hearing.

Town Budget Hearing

Chairman Daniels opened the Budget Hearing and turned the hearing over to Town Administrator John Shannon.

WARRANT ARTICLE 6 - TOWN OPERATING BUDGET - \$15,776,568 (the number was changed after I put the BOS package together.)

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget for the purposes set forth herein, totaling \$15,776,568. Should this Article be defeated, the default budget shall be \$15,756,541 which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has an estimated tax impact of \$0.057 over the 2020 Budget or (\$5.73 on an assessed valuation of \$100,000).**

Administrator Shannon gave a brief presentation of the Town Operating Budget: The 2021 Operating Budget is \$15,828,635. The 2021 Default Budget is \$15,782,928. This is an increase of \$566,940 or 3.7% from 2020. The 2021 Operating Budget is \$20,027 more than Default Budget.

The Significant Increases from the prior year are:

- NHRS \$91,404
- Wage Increases \$87,570
 - AFSCME 2.5% or \$33,188
 - Teamsters 2.0% or \$17,330
 - Other town employees 1.5% or \$37,052
- Solid Waste Disposal \$85,027
- Health Insurance \$54,346
- Assessing \$37,000

Selectman Labonte asked if this would be the time to amend the budget. Chairman Daniels said no, it would have to be after the hearing was closed. Selectman Dargie said at the last meeting, we were told that DPW needed two trucks. In the proposed encumbrances a second truck was added. If we don't do the encumbrances, what happens to the second truck?

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

179 Administrator Shannon said one truck went down unexpectedly this year. If you encumber that one, the one cur-
180 rently in the budget would stay in the budget. Selectman Dargie said if it isn't encumbered, do we need the truck,
181 and should it be added to the budget? Rick Riendeau, DPW Director, said they need the second truck.
182

183 Chairman Daniels closed the Town Operating Budget Public Hearing.
184

Water/Wastewater Budget Hearing

185
186 Chairman Daniels turned the hearing over to Kevin Stetson, Water Utilities Director.
187
188

WARRANT ARTICLE 7 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,288,406

189
190 Shall the Town vote to raise and appropriate the sum of \$2,288,406 to operate and maintain the Wastewater
191 Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received
192 from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the
193 default budget shall be \$2,218,206 which is the same as last year, with certain adjustments required by previous
194 actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA
195 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the
196 wastewater user fees. **The Board of Commissioners recommends this Article (3-0). The Budget Advisory
197 Committee recommends this Article (0-0).**
198
199

200 Kevin Stetson, Water Utility Director gave a brief presentation on this warrant article: The proposed Sewer De-
201 partment Operating Budget reflects an increase of 14.4% to the 2020 Operating Budget. The Sewer Department
202 has over 2,900 customers, maintains approximately 40 miles of sewer main, 1,200 manholes, and oversees 5.5
203 miles of sewer interceptor between the Wilton town line and the wastewater treatment facility in East Milford.
204 This is funded by user fees.
205

206 Selectman Dargie asked if there was a big item that caused an increase of 14.4%. Kevin said it's made up of
207 several items; chemical costs, electric cost, water usage, salary increases, and roof replacement for several
208 buildings. The cost will be shared between the Wastewater and Water Department operating budget.
209

210 Selectman Freel asked if any increases affected by some of the money needed to spend on updating the system
211 due to the EPA requirements. Kevin said not in these operating budgets.
212

WARRANT ARTICLE 8 - WATER DEPARTMENT OPERATING BUDGET - \$1,589,652

213
214 Shall the Town vote to raise and appropriate the sum of \$1,589,652 to operate and maintain the Water Depart-
215 ment, said appropriation to be offset by income received from the water user charges, or take any other action
216 relative thereto? Should this article be defeated, the default budget shall be \$1,548,984, which is the same as
217 last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body
218 may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised oper-
219 ating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners rec-
220 ommends this Article (3-0). The Budget Advisory Committee recommends this Article (0-0).**
221
222

223 Kevin Stetson, Water Utility Director gave a brief presentation on this warrant article: The Proposed Water De-
224 partment Operating Budget reflects an increase of 2.6% to the 2020 Operating Budget. The Water Department
225 oversees the town wells, 57 miles of water pipe, over 3,400 customers, 503 hydrants as well as numerous ser-
226 vice calls. This is funded by user fees.
227

228 Chairman Daniels closed Water and Sewer operating budget hearing. Chairman Daniels said that is all that is
229 required to address in these public hearings but traditionally we cover all warrant articles.
230

Appropriation Warrant Articles

231
232 Chairman Daniels read the warrant articles as follows:
233
234

WARRANT ARTICLE 9 - RECONSTRUCTION OF TOWN ROADS - \$400,000

235
236 Shall the Town vote to raise and appropriate the sum of \$400,000 to reconstruct roads as detailed using Carte-
237 graph Data by the Department of Public Works. This will be a non-lapsing appropriation per RSA 32:7, VI. **The**

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$23.81 on an assessed valuation of \$100,000.

There were no comments at this time.

WARRANT ARTICLE 10 - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE - \$150,000

Shall the Town vote to establish a Library Maintenance and Upkeep Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of future library building repairs, renovations, improvements for the benefit of the Town, and to raise and appropriate the sum of \$150,000 to be placed in this fund, and to appoint the Library Trustees as agents to expend from this fund?. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$8.93 on an assessed valuation of \$100,000.**

Kathy Parenti Parentis, Chair of the Library Trustees said they decided on the larger amount because all other capital reserve accounts have already started. This is to prevent the current situation from happening again.

Selectman Freel is all for maintenance but feels that this isn't the year to go for two warrant articles given that the Library Bond article is almost \$1,000,000. He suggested lowering this one to \$25,000. Kathy said they will discuss lowering it at the next Trustee meeting.

WARRANT ARTICLE 11 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (Annual Lease Payment \$86,214: \$100,000 Paid from Fire Apparatus Replacement Capital Reserve the Total Purchase Price (\$689,700)

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-year lease/purchase agreement in the amount of \$689,700 for the lease-purchasing of a fire rescue truck with appropriate equipment for Fire Department operation (it will replace the current 1987 E ONE Rescue Truck) and to raise and appropriate \$100,000 from the Fire Apparatus Replacement Capital Reserve Fund as a down payment to reduce the lease/purchase price. Furthermore, to raise and appropriate \$86,214 for the first year's payment for this purpose. With the passage of this article, future payments will be included in the operating budget. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has an estimated tax impact of \$5.31 on an assessed valuation of \$100,000.**

Chief Flaherty said they are trying to replace a single purpose vehicle with a dual-purpose vehicle. This will eliminate needing two vehicles at a motor vehicle accident. We may see a couple of points added to our ISO rating which will help with insurance. He doesn't know what the trade-in value would be of the older truck, it will be negotiable after they have a contract.

Mike Thornton, Milford resident, asked what the end of lease equipment buyout cost was. Chief Flaherty said it's a lease purchase; at the end of seven years we own it there is no additional cost. The total cost with interest will be \$729,440. The interest will be approximately \$39,740.

Peggy Seward, BAC member questioned the 60% for long-term debt and asked at what point do we call it a long-term debt when we didn't do this before on leases. Paul Calabria, Finance Director, said if there is an escape clause you can do it as a simple majority. This doesn't have an escape clause. We are leasing this for the full seven years which requires a 60% vote.

Selectman Dargie asked why we don't have a non-appropriation clause in this warrant. Paul said because we are using money from the capital reserve account to buy down the price. Selectman Dargie asked what the percent was for previous warrant articles that had non-appropriation clauses. He's concerned about this failing because of that issue. It might be better to not use the capital reserve money and only requiring 50% of the vote.

Paul said the Ambulance warrant article received 62% of the vote last year. Selectman Dargie said we should look into it more; he wants to make sure it passes.

Selectman Labonte commented on only rolling one vehicle to an accident instead of two, at what point would it be beneficial to lower the initial cost and get rid of two trucks for one and utilize two vehicles for trade-in. Chief

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

298 Flaherty said the other truck we would have to trade in would be the 1993 Engine 4. He doesn't believe it has a
299 lot of value. The most they have received for any one vehicle is \$12,000. It's better to keep it as a spare. Part of
300 the ISO rating is to have a spare piece in service.

301
302 Selectman Labonte asked what the trade-in value on the rescue would be. Chief Flaherty said around \$1,500.
303 Selectman Labonte asked if it should be put out to auction. Chief Flaherty said definitely; he would never sell it
304 for \$1,500. They have other options.

305
306 Selectman Freel agreed with Selectman Dargie about getting rid of the \$100,000 capital reserve and going for
307 the 50% vote. He asked if equipment would be needed for the truck and could they use the capital reserve for
308 that purchase. Chief Flaherty said he could but they wanted to lower the tax impact on the amount since we al-
309 ready have this money. He can look into it.

310
311 Selectman Labonte asked how much more are we spending on this truck versus replacing the rescue with like-
312 kind without a pump and tank. Chief Flaherty said close to \$80,000. The added value to the apparatus to have
313 one vehicle on the scene is well worth that. Engine one was around \$500,000 and the Ladder truck was over
314 \$780,000. Other communities are going with pumpers over \$600,000 just for the pump. Saving the extra space
315 would be the pump, tank and all the fittings so rough numbers are \$75,000 to \$80,000.

316
317 Selectman Labonte said you're still talking \$700,000. What would it cost if you were to replace the 1987 GMC
318 with 2020 of the same kind? Chief Flaherty said it's a commercial cab, not a custom cab and they put a firebox
319 on the back of it, he would have to research it. We looked at planning for the future.

320
321 **WARRANT ARTICLE 12 - PUBLIC WORKS SNOW PLOW UNIT 5 YEAR LEASE-PURCHASE - \$42,530 (An-**
322 **annual Lease Payment \$42,530; Total Purchase Price (\$200,000)**

323
324 Shall the town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement, sub-
325 ject to a fiscal funding clause that will protect the Town in the event of non-appropriation, for the purpose of
326 lease/purchasing a snowplow unit/dump truck with the appropriate equipment for Highway Department operation
327 (it will replace the 2002 International plow/dump unit), and to raise and appropriate the sum of \$42,530 for the
328 first year's payment for this purpose? The total purchase price of this vehicle is \$200,000 Dollars. If this article
329 passes, future years' payments will be included in the operating budget. This is a Special Warrant Article in ac-
330 cordance with RSA 32. **Board of Selectmen recommends this Article (0-0). The Budget Advisory Commit-**
331 **tee recommends this Article (0-0). This Article has an estimated tax impact of \$2.52 on an assessed val-**
332 **uation of \$100,000.**

333
334 Rick Riendeau said this is to replace the 2002 truck. We've spent approximately \$67,185 on maintenance.
335 Based on the national standards and rating system used by the American Public Works Association, we look at
336 age, mileage, service and liability, and maintenance based off the original cost and the condition it's in. This ve-
337 hicle rates in at 42 points and according to the standards 31 or more point needs consideration for replacement.
338 The new truck will come complete with the plow and sander unit.

339
340 Selectman Labonte said in 2019 the warrant article was to replace a 2002 international plow truck, and this war-
341 rant article is to also replace a 2002 international plow truck. Rick said the last truck he replaced was a 2001 so
342 the year may have been incorrect in the last warrant. Selectman Labonte assumes this will be the same type of
343 vehicle it's replacing. Rick said it's very similar; he's trying not to lock himself to a certain GBW if there is a
344 chance he can get a deal on a different GBW. Selectman Labonte asked if it was safe to say it wasn't going to
345 be a 10 wheel dump truck, it will be a 6 wheel dump truck. Rick said that's his intention. Selectman Labonte
346 asked if they can change the description to a 6 wheel dump truck. Chairman Daniels said yes.

347
348 Selectman Freel asked if we could use the plow and sander from the truck that this is replacing. Rick said no,
349 the sander unit is integral to the body of the truck. The plow is not good after 18 years. Sometimes we can sal-
350 vage some of the parts.

351
352 Selectman Freel asked if we take whatever is usable off the truck and junk it. Rick said take what is usable and
353 trade the rest of the truck in. Selectman Freel asked if it would be better to use a sander that slides into the back
354 of a truck so it can be used from truck to truck. Rick said the integral sanders work better for them, they don't
355 have the storage to pull the unit out and hang it for the summer. It's also easier for them to switch back in forth
356 in the winter.

357

DRAFT MINUTES OF BUDGET & BOND PUBLIC HEARING – 01/11/21

358 Selectman Labonte asked what the total cost with interest is and what they can expect for a trade-in. Rick said
359 they won't give him an actual trade-in cost; most of the trade-ins have been \$3,000 to \$5,000. He will try to get
360 the information. Selectman Labonte asked if it would be traded in or would they use another avenue for this truck
361 like auction or seal bid. Rick said they usually trade it in and the cost of the trade-in goes into the new truck.
362

363 Paul Calabria, Finance Director, said total payments with interest would be about \$212,650. Chairman Daniels
364 asked if the \$67,000 in repairs was recent. Rick said over the life of the vehicle.
365

WARRANT ARTICLE 13 - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000

366
367
368 Shall the Town vote to raise and appropriate the sum of \$40,000 to be placed in the DPW Vehicles and Heavy
369 Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The
370 \$40,000 adds to the DPW Vehicles and Heavy Equipment Capital Reserve approved by voters in 2018. **The**
371 **Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this**
372 **Article (0-0). This Article has an estimated tax impact of \$2.38 on an assessed valuation of \$100,000.**
373

374 Rick said this capital reserve fund has \$120,000 in it. It's up to the Board if they want to apply it to a truck or
375 loader. It's important for the long term replacement of our vehicles. We have at least six vehicles falling into the
376 17 to 18-year replacement trade-in category over the next several years.
377

WARRANT ARTICLE 14 - SOCIAL SERVICES - \$40,000

378
379
380 Shall the Town vote to raise and appropriate the sum of \$40,000 to provide funding to Social Service agencies
381 for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen?
382 This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Arti-**
383 **cle (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated**
384 **tax impact of \$2.38 on an assessed valuation of \$100,000.**
385

386 Tina Philbrick, Social Services Committee Member, said the Committee began meeting in September to evalu-
387 ate and refine the application process and then to review completed applications. This year 14 applications were
388 received and the Committee recommends funding 12 requests. Priority is given to those agencies who are
389 based in Milford, and/or who work to provide housing and housing services, support for risk youth or the elderly,
390 or address mental health and substance use disorder needs.
391

WARRANT ARTICLE 15 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

392
393
394
395 Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 31:1 for the purpose of
396 improvements to the towns Information Systems, and to raise and appropriate the sum of \$40,000 to be placed
397 in this fund, and to appoint the Board of Selectmen as agents to expend from this fund. **The Board of Select-**
398 **men recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This**
399 **Article has an estimated tax impact of \$2.38 on an assessed valuation of \$100,000.**
400

401 Administrator Shannon we originally asked for two separate warrant articles at \$25,000 each but decided to
402 combine hardware and software and decrease the request by \$10,000. This would allow the Board to use the
403 capital reserve for anything related to Information Systems upgrades.
404

WARRANT ARTICLE 16 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

405
406
407 Shall the Town vote to raise and appropriate the sum of \$32,000 for the purpose of providing the Town's share of
408 funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional,
409 non-emergency, wheelchair-accessible transportation service providing rides within the designated service area
410 to seniors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with
411 RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee rec-**
412 **ommends this Article (0-0). This Article has an estimated tax impact of \$1.90 on an assessed valuation**
413 **of \$100,000.**
414

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415 Janet Langdell, Coordinator of Souhegan Valley Transportation Collaborative, said they have continued with this
416 service throughout COVID 19. This has allowed our customers to get to all forms of medical appointments. Six
417 towns utilize these services.
418

419 Selectman Labonte asked if one of the towns doesn't support it, does it stop or continue. Janet said it would de-
420 pend on the town. If it were a small town, they could get around it. If it were Milford, which uses 60% to 70% of
421 the service, they would have a problem.
422

WARRANT ARTICLE 17 - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

423
424
425 Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement
426 Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to
427 the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen rec-**
428 **ommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article**
429 **has an estimated tax impact of \$1.49 on an assessed valuation of \$100,000.**
430

431 Chief Flaherty said this adds to the current capital reserve fund which has a balance of \$100,000.
432

**WARRANT ARTICLE 18 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT
CAPITAL RESERVE - \$25,000**

433
434
435
436 Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation
437 and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the
438 town meeting. The \$25,000 adds to the Town Facilities Renovation and Major Repair Replacement Capital Re-
439 serve approved by voters in 2017. **The Board of Selectmen recommends this Article (0-0). The Budget Ad-**
440 **visory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$1.49 on an**
441 **assessed valuation of \$100,000.**
442

443 Administrator Shannon said this adds to the current capital reserve fund for any problems that may arise for
444 buildings. Chairman Daniels said this balance is currently at \$100,000.
445

**WARRANT ARTICLE 19 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE -
\$25,000**

446
447
448
449 Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion
450 Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development, and con-
451 struction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Commit-
452 tee Report, (December 20, 2016, and as amended). The Board of Selectmen has authority to expend from this
453 fund. The \$25,000 adds to the Keyes Park Expansion Committee Project Capital Reserve approved by voters in
454 2017. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recom-**
455 **mends this Article (0-0). This Article has an estimated tax impact of \$1.49 on an assessed valuation of**
456 **\$100,000.**
457

458 Arene Berry, Recreation Director, this didn't pass last year so hopefully, it will pass this year so we can continue
459 to make improvements at Keyes Memorial Park.
460

**WARRANT ARTICLE 20 - PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE - \$22,980 (An-
annual Lease Payment \$22,980; \$80,000 Paid From Capital Reserves; Total Purchase Price (\$145,000)**

461
462
463
464 Shall the Town vote to authorize the Board of Selectmen to enter into a 3-year lease/purchase agreement in the
465 amount of \$145,000 for lease-purchasing one Caterpillar (or similar) Wheel Bucket Loader and to raise and ap-
466 propriate \$80,000 from the DPW Vehicles & Heavy Equipment Capital Reserve Fund as a down payment to re-
467 duce the lease/purchase price. Furthermore, to raise and appropriate \$22,980 for the first year's payment for
468 this purpose. With the passage of this article, future payments will be included in the operating budget. **Board**
469 **of Selectman recommends this Article (0-0). The Budget Advisory Committee recommends this Article**
470 **(0-0). This Article has an estimated tax impact of \$1.37 on an assessed valuation of \$100,000.**
471

472 Paul Calabria, Finance Director said this warrant article will have the same issues as the fire truck warrant article
473 because we are expending from the capital reserve account. The language doesn't reflect it, but this will require

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474 a 60% vote to pass. We will need more clarification from DRA. Chairman Daniels said if we are committed to
475 doing this for three years, then its fine. Paul said yes.

476
477 Rick Riendeau, DPW Director, said this was to replace the 1996 loader that went out of service in 2016. In 1996
478 DPW had three loaders when Wastewater was part of DPW. DPW has maintained two loaders since the split of
479 those departments. In 2017-2018 we spent \$18,000 each year on a rental for the winter months. 2018-2019
480 and 2020 it went up to \$19,000 and for 2021 it will go up from \$3,200 per month to \$3,800 per month. He took
481 the numbers based on \$3,200 per month and what we were spending on the \$19,000 and multiplied it by 15
482 years and we got a total cost of \$288,000. He needs to correct the warrant article to \$146,118. Based on that
483 price, if you multiplied the cost of the maintenance for both loaders, we had an average cost of \$24,000 a year.
484 Combining that we get a cost of \$186,483 which compared to the rental is a savings of \$101,517 over 15 years.
485 This doesn't include the rental cost increase that will happen this year or in future years.

486
487 Peggy Seward asked if Rick had a summary sheet for the other truck warrant article that the BAC could use for a
488 positive explanation to vote. Rick said he will provide one to the BAC.

489
490 Ammy Rice, Milford Resident asked Rick where he got the quote for the Cat loader. She can't imagine buying a
491 one for that price. Rick said didn't say it was a Cat loader. Ammy said that is what is in the warrant article. Rick
492 said the words in the warrant article are "one Caterpillar (or similar)". Ammy suggests taking the word caterpillar
493 out of the warrant article. Rick said this is the reason to limit the verbiage because it's limiting as to what we can
494 buy. He's all for not classifying what make or model.

495
496 Selectman Labonte doesn't have an issue with not putting in the brands but he thinks the size and model of the
497 equipment is a good thing. Selectman Labonte said if we were to buy the current lease of \$3,800 per month,
498 100% would be able to be used for the purchase of a loader.

499
500 Rick said with the negotiations taking place right now if we buy the present loader that we are renting we can
501 apply the full \$19,000 of the rental of the winter months towards the purchase price. That would come off the top.
502 Selectman Labonte said if you choose to do that it would be like you never appropriated the whole \$146,000.
503 Rick said the balance would be \$125,118.

504
505 Selectman Labonte asked how this would affect our Procurement policy as far as bidding. Rick said we have
506 competitive bids for the loader. This vendor told us that if we were to buy the loader that we are currently renting,
507 he would apply the full \$19,000 to the purchase price.

508
509 Selectman Freel asked what the total monthly rental was. Rick said \$3,800 a month for five to six months of the
510 year. Selectman Freel asked what brand and model was that loader. If this were to pass, you probably know
511 that this would be the one you want to buy because it's a good deal. Rick said yes. Next year's model would be
512 more money for a smaller size. The loader brand is a ZW180 Hitachi.

513
514 Selectman Labonte asked what the advantage was to have a loader versus a John Deere backhoe. Rick said
515 the loader is utilized with snow pickup more. We pull snow off the sidewalks and do several other things with it.
516 The loader that sits at the pile loads the trucks when the other loader is out taking care of the snow downtown.
517 Selectman Labonte asked if the backhoe that's compatible about to do the loading at DPW. Rick said the back-
518 hoe isn't the same as a loader.

519
520 Peggy Seward asked about the capital expenditures and who was authorized to use them. Each of them should
521 say who is authorized to use them. Chairman Daniels said it depends on if an emergency came up in April, do
522 you want to wait another year to get approval from the voters to spend the money to get something back on the
523 road.

524
525 **WARRANT ARTICLE 21 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000**

526
527 Shall the Town vote to raise and appropriate the sum of \$15,000 to be placed in the Assessing Revaluation Capi-
528 tal Reserve Fund? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Commit-**
529 **tee recommends this Article (0-0). This Article has an estimated tax impact of \$.89 on an assessed valu-**
530 **ation of \$100,000.**

531
532 Marti Noel, Assessing Director, said this is to even out the cost of the evaluations. We know we have to do them
533 every five years.

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534 Chairman Daniels asked if the assessments are still running \$75,000. Marti said this year it will be \$80,000. Se-
535 lectman Dargie asked if there will be a warrant article to take money out for this. Marti said it's in the budget.
536 The Selectmen manage this capital reserve account.
537

538 Chairman Daniels said if we put \$15,000 in each year on year five why would we ask for \$15,000 more when you
539 are taking \$75,000 out. Marti said it's a matter of keeping the rotation going so there is always reserve building
540 up for the next revaluation.
541

542 Selectman Labonte asked if the Board takes a vote to transfer the money from the capital reserve into the gen-
543 eral fund. Selectman Dargie said that vote was taken during the summer, he forgot about that. It's all set. Se-
544 lectman Labonte is confused on why it isn't a warrant article. Marti said it if isn't set aside each year, you have a
545 big expense at year five. Selectman Labonte asked how much is in the budget for the 2021 revaluation.
546

547 Paul Calabria said \$15,000 goes in each year and when the invoice comes in it then goes to the Trustees of the
548 Trust funds and they make the payment from the capital reserve accounts. We may pay in advance from the
549 operating budget and the trustees reimburse us. It is not in a line item in the Assessing budget. There is current-
550 ly \$45,000 in the capital reserve and Marti has \$35,000 in her budget. Paul explained how it all worked.
551

**WARRANT ARTICLE 22 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE
552 PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927**
553

554 Shall the Town vote to raise and appropriate \$13,927 to replace Portable Radios for the Ambulance Department
555 with \$13,927 to come from the Public Safety Communication Equipment Replacement Capital Reserve to re-
556 place Portable Radios for the Ambulance Department. **The Board of Selectmen recommends this Article (0-
557 0). The Budget Advisory Committee recommends this Article (0-0). This article does not have a tax im-
558 pact.**
559

560 Peggy Seward asked how many radios isthis for and what do you do with the old ones. Eric Schelberg, Ambu-
561 lance Director, said nine replacement radios and the old radios are not worth anything. Selectman Labonte
562 asked who has the authority to remove money from this fund. Eric said this requires a town vote.
563

564 Selectman Labonte asked if you were able to buy your nine portable radios would we be able to reduce warrant
565 article 3 by \$13,927. Eric said the radios in this warrant article are not Motorola, they are a different brand. When
566 warrant article 3 passes he wouldn't request the Board spend this money, it would go back into the radio capital
567 reserve fund. The radios he's looking to purchase will be compatible with whatever is in place.
568

WARRANT ARTICLE 23 - SUMMER BAND CONCERTS SUPPORT - \$9,000
569

570 Shall the Town vote to raise and appropriate the sum of \$9,000 for the purpose of holding the annual summer
571 evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance
572 with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee
573 recommends this Article (0-0). This Article has an estimated tax impact of \$.54 on an assessed valuation
574 of \$100,000.**
575

576 Selectman Labonte said we did a couple of concerts last year so the remainder of the money goes back to the
577 tax-payers, we didn't spend the money elsewhere. Chairman Daniels said correct.
578

**WARRANT ARTICLE 24 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION
581 SUPPORT - \$6,500**
582

583 Shall the Town vote to raise and appropriate the sum of \$6,500 for the purpose of town support relative to the
584 observance of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs
585 incurred by Public Works, Police Department, and other Town departments, and to purchase flags to be placed
586 on the graves of veterans on Memorial Day. Departmental support costs and materials associated with the provi-
587 sion of these services will be charged against this appropriation. This is a Special Warrant Article in accordance
588 with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee
589 recommends this Article (0-0). This Article has an estimated tax impact of \$.40 on an assessed valuation
590 of \$100,000.**
591
592

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593 Selectman Labonte asked how much of this money was used last year. Paul said about \$1,500. Tina Philbrick
594 said some of the money was spent on memorial wreaths and the rest on flags. Even though the parades were
595 canceled, they still laid down wreaths for the veterans.

596
597 **WARRANT ARTICLE 25 - BLIND EXEMPTION**

598
599 Shall the town, pursuant to RSA 72:27-a, vote to increase the Exemption for the Blind (RSA 72:37) amount from
600 \$15,000 to \$30,000. The minimum exemption amount of \$15,000 was established by statute in 2003. The town
601 of Milford has never increased this exemption amount, despite the increase in property taxes since that time and
602 the diminishing effect this exemption has had over time in assisting the Blind. **The Board of Selectmen rec-**
603 **ommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article**
604 **has an estimated tax impact of \$ on an assessed valuation of \$100,000.**

605
606 Marti Noel, Assessing Director, said there are less than 10 recipients so the exemption is a total of \$300,000.

607
608 **WARRANT ARTICLE 26 - GRANITE TOWN RAIL TRAIL REVOLVING FUND**

609
610 Shall the town vote to establish a Granite Town Rail-Trail Revolving Fund pursuant to RSA 35-B:2 II. Any monies
611 received for Granite Town Rail-Trail facilities shall be allowed to accumulate from year to year and shall not be
612 considered to be part of the General Fund unassigned fund balance. The Treasurer shall have custody of all
613 monies in the fund and shall pay out the same only upon order of the Milford Conservation Commission and no
614 further legislative body approval required. These funds may be expended only for trail management purposes as
615 stated in RSA 35-B. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Commit-**
616 **tee recommends this Article (0-0). This article has no tax impact.**

617
618 Selectman Dargie asked if this needs to state that the funds that are currently in the general fund for this will be
619 transferred. Chris Costantino, Conservation Commission Member said the money isn't in the general fund. At
620 this moment once the two checks that she wrote are cashed, the account is in the negative \$24,000 balance.
621 The DRA provided the warrant wording to Conservation.

622
623 There were no other comments. Chairman Daniels closed the Budget and Bond Public Hearing.

624
625 The Deliberative Session is on Saturday, January 30th at 9:00 am at the Milford High School on 100 West Street.
626 Town Vote will be on Tuesday, March 9th from 6:00 am until 8:00 pm, also at the Milford High School on 100
627 West Street.

628
629 Selectman Dargie made a motion to adjourn. Seconded by Chairman Daniels. A roll call vote was taken with Se-
630 lectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Dan-
631 iels yes. All were in favor. The motion passed 5/0.

632
633
634 _____
635 Chairman, Gary Daniels

632
633
634 _____
635 Member, Chris Labonte

636
637
638
639 _____
640 Vice-Chairman, Paul Dargie

636
637
638
639 _____
640 Member, Dave Freel

641
642
643
644 _____
645 Member, Laura Dudziak