

**5:30 Moose Plate Grant Permission - Conservation Commission**

**New Hampshire State Conservation Committee  
Conservation License Plate Grant Program  
Landowner Acknowledgment and Consent**

As the owner of the property identified in the New Hampshire State Conservation Committee Conservation License Plate application submitted by Milford Conservation Commission (Applicant), I consent to the project as described and the submission of this application.

**Landowner Acknowledgment**

Signature \_\_\_\_\_

Print/Type Name

Date \_\_\_\_\_

Address

*OR*

**Governing Body Acknowledgment**

Governing Body Milford Board of Selectmen

Municipality (if appropriate) Milford NH

Signature \_\_\_\_\_

Duly Authorized Representative

Print/Type Name Gary Daniels

Date July 26, 2021 \_\_\_\_\_

Address 1 Union Square Town Hall

Milford NH 03055



# POLE LOCATION PLAN

EVERSOURCE and

DATE 04/27/2021

LICENSE NO. 21-1570

MUNICIPALITY: Milford

STATE HWY. DIV. NO. 5

STREET / ROAD: ARMORY RD

STATE LICENSE NO. \_\_\_\_\_

PSNH OFFICE: Nashua  
 PSNH ENGINEER: Ian Karkheck

WORK REQUEST# 3498041  
 WORK FINANCIAL # 9N032165

TELCO ENGINEER: \_\_\_\_\_

TELCO PROJECT # \_\_\_\_\_

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL			REMOVE			REF	100% LTS	AO	100% TEL	Span	Dist. from EOP	Remarks	Doc REQ
LTS	TEL			POLE	PE	⊕	⊖	⊕	⊖								
84 19	103 20	45-3											180'	5'	Reference Only	M	
84 20	103 21	45-2											260'	5'	Set 45-2	M	
84 20	103 21	45													Remove 45'	M	
84 21	103 22	40-3											3'		Reference Only		

4. a) 2) Approval of Intent to Cut Wood or Timber, Map 53 Lot 67-3 Federal Hill Road

FORM

PA-7

(Assigned by Municipality)

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO CUT WOOD OR TIMBER

RECEIVED

For Tax Year April 1, 21 to March 31, 22

YR  - TOWN  - OP#  - T

JUL 19 2022

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

- Town/City of: Milford
- Tax Map/Block/Lot of USFS Sale Name & Unit No.: 53/67/3
- Intent Type: Original  Supplemental  (Original Intent Number)
- Name of Access Road: Federal Hill Rd
- 5a. Acreage of Lot: 6.5 Acreage of Cut: 1
- 5b. Anticipated Start Date: Sept
- Type of ownership (check only one):
  - Owner of Land and Stumpage (Sole Owner)
  - Owner of Land and Stumpage (Joint Tenants)
  - Owner of Land and Stumpage (Tenants in Common)
  - Previous owner retaining deeded timber rights
  - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

TOWN OF MILFORD

Species	Estimated Amount To Be Cut	
White Pine	1	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	9	MBF
Ash		MBF
Soft Maple		MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	3	MBF
Other (Specify)		MBF
<b>Pulpwood</b>	<b>Tons</b>	
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Biomass Chips	100	
<b>Miscellaneous</b>		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	20	Cords

**REPORT OF CUT / CERTIFICATE TO BE SENT TO:**  
 OWNER  OR **LOGGER / FORESTER**   
 BY MAIL  OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S): Vita Cooper DATE SIGNED: 7/19/21

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S): Vita Cooper

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S): Vita Cooper

MAILING ADDRESS: 148 Colburn Rd

CITY OR TOWN: Milford STATE: NH ZIP CODE: 03055

E-MAIL ADDRESS: Utopia.vita@gmail.com

HOME PHONE (Enter number without dashes): 603-672-8482 CELL PHONE (Enter number without dashes): 603-582-3444

**FOR MUNICIPAL ASSESSING OFFICIALS ONLY**

The Selectmen/Municipal Assessing Officials hereby certify that:  
 1. All owners of record have signed the Intent;  
 2. The land is not under the Current Use Unproductive category;  
 3. The form is complete and accurate; and

- Any timber tax bond required has been received.  
\$ \_\_\_\_\_ Date: \_\_\_\_\_
- The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
- This form to be forwarded to DRA within 30 days.

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

Species	Amount:

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT: Deane Chappell DATE: 7-19-21

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT: Deane Chappell

MAILING ADDRESS: 166 Osyoo Rd

CITY OR TOWN: Milford STATE: NH ZIP CODE: 03055

PHONE NUMBER: 603-582-3444 E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

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4. a) 3) NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000

Board of Selectmen  
Agenda Date: 7/26/21

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

Source	Amount	Purpose
None at this time.		
<b>Acceptance of Gifts of Property Under \$5,000 (31:95(e))</b>		
Kent's Towing		Donation of 40 bags of oil dry (Speedy Dry) with an estimated value of \$720. See attached memo from the Milford Fire Dept.
Lowes		Donation of cleaning supplies with a total estimated value of \$1,496. See attached memo from the Milford Fire Dept. 50 Masks - \$999 96 Hand Sanitizer - \$106 7 Cleaner - \$26 72 Wipes - \$215 60 Hand Gel - \$150



## Fire Department MEMORANDUM

**TO:** Finance, BOS

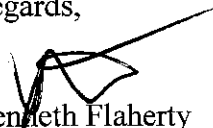
**FROM:** Milford Fire Department

**DATE:** 7/15/2021

**SUBJECT:** Donation

The Milford Fire Department received a donation from Kent's Towing- 40 bags of oil dry ( Speedy Dry). Value of product is  $\$18 \times 40 = \$720.00$   
We ask that this donation is accepted on behalf of the Fire Department.

Regards,

  
Kenneth Flaherty  
Chief of Department



## Fire Department MEMORANDUM

**TO:** Finance, BOS

**FROM:** Milford Fire Department

**DATE:** 7/15/2021

**SUBJECT:** Donation

The Milford Fire Department received a donation of cleaning supplies from Lowes –

(50)Masks- \$999

(96)Hand Sanitizer - \$106

(7)Cleaner - \$26

(72)Wipes - \$215

(60)Hand Gel - \$150

Total donation value from Lowes = \$1496.00

We ask that this donation is accepted on behalf of the Fire Department.

Regards,

A handwritten signature in black ink, appearing to read "K. Flaherty", is written over a horizontal line.

Kenneth Flaherty  
Chief of Department

4. a) 4) Re-approval of Final Minutes for January 24, 2021, February 8, 2021, March 22, 2021, April 12, 2021, April 26, 2021, May 10, 2021, May 24, 2021, June 14, 2021 and June 28, 2021.

APPROVED

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

January 25, 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# 858 3608 0860 and the password is 680611 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. – BROX Community Land Conservation Easement – Conservation Chair, Andy Hughes and Conservation Member, Chris Costantino.**

In summary: In summary: 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, at their October 14, 2019 meeting, accepted the Milford Conservation Commission's (MCC) offer to facilitate this easement process. The Conservation Commission is suggesting that the Board include the remaining cost of \$30,000 in their 2021 budget.

Chairman Daniels asked about a time-table on this. Chris said the grant expires June 1, 2021. Chairman Daniels asked where we were on the AoT permit. Lincoln Daley, Community Development Director, said the permit has been submitted to the state for review. It's between DES and Fish and Game and they are hoping for some resolution by next month.

Rick Riendeau, Director of Public Works, said the permit date was extended by 30 days because the wildlife portion of Fish and Game didn't get back to DES with their recommendations. Chairman Daniels asked if surveying was seasonal. Chris said it's year-round. We haven't talked to Meridian because we don't have any direction in which to move forward.

Selectman Dargie asked for a recap on the grant. Chris said the Commission received a grant for \$20,000 which will cover the survey cost, and there is a one-time \$30,000 cost to cover the stewardship easement fund which will be held by NH Fish and Game to do their annual monitoring. Lincoln said there is some flexibility but the easement is part of the AoT permit and there may need to be some negotiation and time allocated to the survey work. It would be good for the Board to act on it soon.



**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

63 Chris said they can go ahead with the survey operating under the assumption that the boundaries won't change. Selectman  
64 Dargie asked if we could work a deal with North East Sand and Gravel to get them to pay the \$30,000 and they can recoup  
65 their money with some of the sand they are digging out.

66  
67 Selectman Labonte said there is not supposed to be any cost to the tax-payers. Taking the money from revenue is still tak-  
68 ing money from the tax-payers. Administrator Shannon said the language didn't cover easements. Selectman Labonte said  
69 the easement is a condition of the permit; you can't get the permit without the easement. Lincoln said there was an appeal  
70 of the permitting process which caused legal fees. The point being, there are unknown costs that arose during the permit  
71 process. The suggestion of using some of the revenues to help assist the town is paying for some of the processes that were  
72 unknown at the time of the permit would be beneficial.

73  
74 Selectman Dargie asked again about working a deal. Lincoln said they can reach out to the contractor. Selectman Labonte  
75 asked where we were in revenue expectations that we expect to get from the pit and how much we are down compared to  
76 what we were originally told we would get. Lincoln said he would get that information to him.

77  
78 Chairman Daniels said we will get some answers and revisit this at the next meeting.

79  
80 **5:40 p.m. – Deliberative Session Update – Pete Basiliere, Town Moderator**

81 Pete said the Deliberative Session will be in person at Milford High School on Saturday, January 30<sup>th</sup> at 9:00 in the café.  
82 Masks are required for the meeting. Those who will not or can't wear a mask will be housed in Windows on West Street,  
83 this will be an enclosed space with a monitor to watch the proceeding. Voters can use a microphone to speak and an assis-  
84 tant moderator will check them in.

85  
86 Those wearing a mask will be set up in the café and spaced 6' apart. If needed, we will use an adjacent classroom. This  
87 will also have a microphone to use. Everything will be broadcasted. Zoom access will be provided for employees of the  
88 district as well as nonresident experts that may need to participate in the meeting. Residents of Milford will not have access  
89 to zoom. We can't check in registered voters on zoom or allow them to vote.

90  
91 Chairman Daniels asked if requested, how secret ballot voting is handled. Pete said he has a locked ballot box, row by row  
92 participants will receive a slip and they can put them into the box. The same will be done in Window's on West Street for  
93 the people who choose not to wear masks.

94  
95 Selectman Dargie asked about food. Pete said people will have time to go get lunch or have someone bring them lunch and  
96 they will have to eat it outside of the building. Tina Philbrick, Town Assistant said she will provide brown bag lunches to  
97 the Board, BAC, BOS, and Department Heads that are attending.

98  
99 Selectman Labonte asked how non-resident speakers get on the list. Pete said to contact Tina Philbrick.

100  
101 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

102  
103 **4. DECISIONS – Selectman Dargie made a motion to approve the consent calendar. Seconded by Selectman**  
104 **Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Se-**  
105 **lectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

106 **a) CONSENT CALENDAR.**

- 107 1. Approval of Intent to Cut Wood or Timber, Map 51 Lot 23  
108 2. Request for Approval to Re-appoint as Full Members to the Recreation Commission – John Murphy, Lena LaBour, and  
109 Patricia Nickerson with terms expiring March 2024.  
110 3. Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)) – Fourth of 5 pay-  
111 ments for the land purchase for the Keyes Expansion Project from the O'Connor Trust Fund - \$5,000.  
112 4. Acceptance of Donation from Faye Riche to the (Conservation) Granit Town Rail Trail - \$500.

113  
114 **b) OTHER DECISIONS – Draft Warrant Articles**

115  
116 **Warrant Article 6 – TOWN OPERATING BUDGET**

117 Paul Calabria, Finance Director said we are updating the DRA portal while we are working on these warrants tonight. The  
118 default budget number is now \$15,507,826. We previously included the four vehicles that the staff had asked to be encum-  
119 bered. They are now removed as they should not have been in the default budget. The number before the change was

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 1/25/2021

120 \$15,756,541. Selectman Freel asked if those vehicles were included in the regular operating budget for 2021. Paul said  
121 yes.

122  
123 **Selectman Dargie moved to approve the language regarding the default budget to \$15,507,826 as presented in the**  
124 **Town Operating Budget warrant article. Seconded by Selectman Dudziak. A roll call vote was taken with Select-**  
125 **man Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes.**  
126 **All were in favor. The motion passed 5/0.**

127  
128 Selectman Labonte asked if the difference between the budget and default are just the vehicles. Paul said the difference  
129 isn't just the vehicles, the default budget is last year's budget plus or minus retired debt, retirement cost, health insurance  
130 increases, etc. Selectman Labonte said that usually our default budget isn't that far off from the actual budget and we've  
131 had years when the default budget is more than the operating budget. Paul said he looked back over the last six years and  
132 there were two years where the default budget was a little higher but one year it was \$145,000 less, another was \$188,000  
133 less and one year it was \$121,000 less.

134  
135 Selectman Freel said previously Selectman Labonte wanted the Administration to lower the budget by \$150,000, he asked  
136 if this was reflected in the current 2021 operating budget. Chairman Daniels said a list was submitted that identified  
137 \$161,127 that could be removed from the budget which now includes another \$3,000 from the Town Clerk's budget which  
138 brings the total to \$164,127.

139  
140 **Selectman Freel made a motion to reduce the operating budget to \$15,664,508. Seconded by Selectman Labonte. A**  
141 **roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel**  
142 **yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

143  
144 Selectman Labonte asked if the Town was okay with doing these reductions. Administrator Shannon said yes. Selectman  
145 Dargie said he would not be in favor of making these changes, these things were in the budget for a reason but he will vote  
146 in favor of it. Selectman Freel asked if removing a police vehicle will hurt the Police Department. Chief Viola said we  
147 need the vehicle and would like to have it but we would rather keep personnel. The maintenance budget went up which is  
148 the cost of having older vehicles. We will make due like we've done in the past.

149  
150 Pete Basiliere asked if the values for the operating budget and the default budget different than what was posted in the war-  
151 rant for the meeting. Administrator Shannon said yes. We have been updating numbers constantly since the package was  
152 posted last Friday. Pete said he thought the warrant was already posted and you would have to make an amendment at the  
153 Deliberative session to change these numbers. Tina said the warrants have not been posted yet, according to the RSA they  
154 have to be posted tonight. Wade Scott Campbell asked what the cuts were to make up the \$164,127. Chairman Daniels  
155 read the list:

156  
157

Item	Amount of Decrease
Ambulance Response Vehicle	\$58,427
Police SUV	\$49,170
Fire Wages-pt & temp-call	\$12,500
DPW Parks	\$10,000
DPW Cemetery	\$10,000
Recreation Park Rangers	\$6,580
Comm Dev Pro Services	\$4,000
Ambulance Uniforms	\$3,500
Town Clerks Office	\$3,000
Comm Dev GIS Support	\$2,000
MPD Uniforms	\$1,600
Assessor Part-Time and Temp	\$1,000
MPD Training	\$1,000
Admin Envir. Consultants	\$1,000
Assessor Tax Map Updates	\$250
Assessor books and periodicals	\$100
<b>Total</b>	<b>\$164,127</b>

174  
175

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

176 Paul Calabria said we started with the budget in July and reviewed it with the Board and BAC in October, it was already  
177 lean. When we are tasked with removing more, we have to go after some big items. Selectman Labonte said since we run a  
178 bottom-line budget can expenses be removed from areas that we may not need to expend money out of and used for other  
179 things that may be needed. Paul said yes.

180  
181 Selectman Freel thought it would be done differently. For the last few years there has been a surplus of over \$150,000, if  
182 we need the vehicle, is there a way to take it from a different spot that had a surplus. Paul said they look at run rates and  
183 make their determinations from that data and prior year budgets. If you need to access the fund balance during the year  
184 because you have a budget shortfall, it will require an emergency meeting which is a big deal. It's common to be spending  
185 97% and 98% of the budget and it's reasonable. He and Tina will be here tonight until everything is complete, uploaded  
186 into the DRA portal, and posted at the High School and Town Hall.

187  
188 Chairman Daniels said with this reduction the budget will go from 3.7% over the 2020 budget to 2.6% over the 2020 budg-  
189 et. Administrator Shannon wanted to clarify for Selectman Freel that some of the surpluses from last year was because of  
190 COVID and us not hiring in certain positions.

191  
192 **Warrant Article - PUBLIC WORKS WHEEL BUCKET LOADER PURCHASE – (\$146,118) \$120,000 Paid From**  
193 **Capital Reserves, net purchase price \$26,118;**  
194

195 The language was simplified as follows: Shall the Town vote to purchase a Hitachi wheel bucket loader for the sum of  
196 \$146,118, with \$120,000 to come from the DPW Vehicles & Heavy Equipment Capital Reserve Fund; with the remaining  
197 \$26,118 to come from general taxation. Majority Vote Required.

198  
199 Paul said this doesn't need 60% because it's a purchase, not a lease. Selectman Labonte questions the language of \$26,118  
200 coming from general taxation. He asked how much this would raise the budget. Administrator Shannon said per the last  
201 discussion we had on this at our Thursday meeting, \$19,000 was going to be a credit and DPW was going to take \$7,118  
202 from their budget. The budget that was just approved would not be going up.

203  
204 Selectman Dargie said he understands that the intent is not to spend that money, but this creates the authorization to do it.  
205 Paul said yes. At this point, there was additional discussion on the clarification of the language. Paul said this was the  
206 cleanest way to put the language in.

207  
208 Chris Anton, DPW Highway Manager, said that of the \$19,000, two payments have already been paid from the 2020 fiscal  
209 year. Three payments came out of the 2021 fiscal year. He already made two payments this year and the third payment will  
210 be made next week. The only thing we need to show on this purchase is the \$7,118 coming out of our DPW budget.

211  
212 Chairman Daniels said everything needs to be accounted for. This is the way that DRA said it needs to be worded. The  
213 \$26,118 is coming from general taxation, some of it already came up and some more will come from the budget. That to-  
214 gether with the \$120,000 in capital reserve will equal the total of \$146,118.

215  
216 Selectman Labonte is confused because the tax impact for this is \$1.55 per \$100,000 but on the operating budget it's \$5.73,  
217 why are they so close when the operating budget is over \$15,000,000. Paul said the \$5.73 is over last year's budget as stat-  
218 ed at the bottom of the warrant article.

219  
220 Chris Anton said you have a tax impact when you pass the budget so why are we having an additional tax on the wheel  
221 loader on the \$26,118 when the \$19,000 and the \$7,118 are both coming out of the budget. Does this mean it's being taxed  
222 twice? Paul said no. Selectman Freel asked how we can make it less confusing. Tina suggests that a simplified explana-  
223 tion be put in the voter's guide so that everyone could understand what we are trying to do.

224  
225 Administrator Shannon said we will do our best to make sure explanations are in plain English so everyone understands the  
226 warrant articles. The DRA goes by the laws as they are written.

227  
228 Rick Riendeau, DPW Director said it's simple, the total purchase price is \$165,000, the municipal discounts and the Chap-  
229 pell family discounts and other special discounts that come with it were \$37,882. Minus the capital reserve amount of  
230 \$120,000 which leaves a balance of \$7,118 which I will find in my DPW budget.  
231

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

232 Selectman Freel asked why we don't just do a warrant to spend the capital reserve and spend the money the way it needs to  
233 be done. Rick agreed. Selectman Dargie said the DRA requires that we do these warrants the way they are written which is  
234 showing the gross appropriation. This warrant article meets all the DRA requirements.  
235

236 **Selectman Dargie made a motion to approve the language as shown. Seconded by Selectman Dudziak. A roll call**  
237 **vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
238 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
239

240 **Selectman Dargie moved to recommend the public Seconded by Selectman Dudziak. A roll call vote was taken with**  
241 **Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels**  
242 **yes. All were in favor. The motion passed 5/0.**  
243

244 **Warrant Article - PUBLIC WORKS SNOW PLOW UNIT 5 YEAR LEASE-PURCHASE**  
245

246 Selectman Dargie said over the past few years there were 18 different DPW warrant articles presented. Of the 18, three  
247 passed with more than 60% votes, three passed with 50% to 60%, and eight failed. DPW is supported much less than Fire  
248 or Ambulance. He feels we risk failing at this warrant article if we leave it at 60%. Especially if it isn't supported 5/0 by  
249 the Selectmen. He would like to use the language that doesn't use the capital reserve, includes a non-appropriation clause,  
250 and uses a 50% vote.  
251

252 **Selectman Dargie moved to recommend the language requiring only the 50% majority vote on the Public Works**  
253 **Snow Plow Unit. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman**  
254 **Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 2/3 with Se-**  
255 **lectman Daniels, Selectman Labonte and Selectman Freel opposed.**  
256

257 Selectman Labonte said it isn't in what passed or failed, it's what the voters wanted to spread out for money. He doesn't  
258 want to do this without capital reserve. We don't know why the previous DPW warrant articles failed. He feels that his  
259 warrant article is overpriced. If you want it to pass, you should lower the price.  
260

261 Mike Thornton, Milford resident, said we should capital reserve because that is why we set it up. He doesn't think we  
262 should use the language that requires only a 50% vote. Rick said if you are using \$120,000 in capital reserve for the loader,  
263 there isn't any left to use on this snowplow unit.  
264

265 Selectman Freel agrees with Selectman Labonte. We should save up more capital reserve to use for this type of vehicle in a  
266 couple of years. Selectman Dargie said he was on the original capital reserve committee and this issue of capital reserve  
267 causing a 60% vote never came up. This is new this year. We may not have setup up these accounts if we knew this was  
268 coming down the road. He would be in favor of canceling capital reserves for DPW equipment.  
269

270 Selectman Dudziak asked if Selectman's Labonte and Freel would be in favor of this warrant article if we did propose using  
271 capital reserve and there was a 60% vote. Selectman Freel said he would be in favor. Selectman Labonte isn't in favor ei-  
272 ther way. He thinks we should use the capital reserve. He has a problem with the price of this warrant article and the fact  
273 that it doesn't identify what type of truck.  
274

275 Eric Schelberg, Ambulance Director, said he also worked on the capital reserve committee and the idea behind setting these  
276 up was that they were to be built up so that you could purchase vehicles outright after so many years. Rick repeated that  
277 there was \$120,000 in the DPW capital reserve account and we already applied it to the loader, there isn't any money left.  
278 This warrant article wasn't written to use the capital reserve. He has no problem putting the words "6 wheel snowplow  
279 unit" in the warrant article.  
280

281 Selectman Freel asked at what point we say, "it's too much"? Go for what is most important this year and not the stuff that  
282 isn't 100% necessary.  
283

284 **Selectman Dudziak called the question. Seconded by Selectman Dargie. A roll call vote was taken with Selectman**  
285 **Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All**  
286 **were in favor. The motion passed 5/0.**  
287

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

288 **A roll call vote on the motion was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no,**  
289 **Selectman Freel no, and Chairman Daniels no. The motion failed 2/3 with Selectman Daniels, Selectman Labonte**  
290 **and Selectman Freel opposed.**

291  
292 **Selectman Labonte made a motion to add in the words “6 wheel” in the warrant article. Seconded by Selectman**  
293 **Freel. A roll call vote was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes, Select-**  
294 **man Freel yes, and Chairman Daniels yes. The motion passed 3/2 with Selectman Dargie and Selectman Dudziak**  
295 **opposed.**

296  
297 **Selectman Labonte made a motion to lower the warrant article amount from \$200,000 to \$180,000. Seconded by**  
298 **Selectman Freel.**

299  
300 Selectman Freel asked if DPW could purchase a vehicle for \$180,000 and get what they need. Rick said it's a tough market  
301 right now. Sometimes they can buy one off the lot and get close to what they are looking for. He's in the neighborhood of  
302 the \$180,000 but didn't want to limit himself. If it's \$183,000, what does he do? Just because the warrant article is  
303 \$200,000, doesn't mean he will spend that entire amount. He always goes a little higher to give them some extra room. We  
304 have never overspent on any of our equipment. Trucks take a long time to order and we can't order until we have the  
305 money. Selectman Labonte said there are ways around everything.

306  
307 Mike Thornton asked if this was a 6 wheel, plow/sander unit that is integrated and cannot be used as a dump truck. Rick  
308 said it's the integrated unit but it can be used as a dump truck. All our trucks are versatile.

309  
310 **Selectman Freel called the question. Seconded by Selectman Dudzkak. A roll call vote was taken with Selectman**  
311 **Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All**  
312 **were in favor. The motion passed 5/0.**

313  
314 **A roll call vote on the motion was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes,**  
315 **Selectman Freel yes, and Chairman Daniels yes. The motion passed 3/2 with Selectman Dargie and Selectman**  
316 **Dudziak opposed.**

317  
318 **Selectman Dargie moved to approve the language associated with the red language vote in the Public Works Snow**  
319 **Plow Unit warrant article. Seconded by Selectman Dudziak.**

320  
321 Selectman Dargie read the warrant article. He said that the original one had capital reserve in it. Tina said this warrant  
322 never had capital reserve in it. There were only two warrant articles referencing capital reserve and they were the Fire  
323 Truck and the DPW Loader. She doesn't know why this was re-written but it never had capital reserve included in it. We  
324 only had \$120,000 in capital reserve and this was in the Loader warrant article only.

325  
326 **A roll call vote on the motion was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes,**  
327 **Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

328  
329 **Selectman Dargie moved to recommend the Public Works Snow Plow Unit warrant article as amended. Seconded**  
330 **by Selectman Dudziak. A roll call vote on the motion was taken with Selectman Dargie yes, Selectman Dudziak yes,**  
331 **Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

332  
333 **Warrant Article - FIRE RESCUE TRUCK #1 REPLACEMENT**

334  
335 Chairman Daniels said this is for the language that requires a 60% vote. Selectman Dargie said in the past, there have been  
336 four fire department and ambulance warrant articles in the last eight years. They all passed with more than 60% of the vote  
337 and they were all supported 5/0.

338  
339 **Warrant Article - FIRST RESPONDERS COMMUNICATIONS NETWORK**

340  
341 **Chairman Daniels made a motion to use \$700,000 from the fund balance to reduce the price of the First Responders**  
342 **Communications Network. Seconded by Selectman Dudziak.**

343

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

344 Chairman Daniels said we are now at 8.9% in the fund balance and this will reduce it to 7.5% which is still within the limits  
345 that the DRA recommends. Communications has been a priority for the past two years and we can use these funds for  
346 emergency purposes and he feels that this is an emergency.

347  
348 Selectman Freel asked if this will be put in the warrant article so that people can see what is being done. Chairman Daniels  
349 said yes. Chairman Daniels read the proposed change:

350  
351 Shall the Town vote to raise and appropriate, an amount not to exceed \$2,400,000 for upgrades and replacement of the  
352 emergency services dispatch center and related infrastructure/equipment and to authorize the issuance of not more than  
353 \$1,700,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the  
354 municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; with \$700,000 to  
355 come from the unassigned fund balance? This article adopts the recommendation of the consultant engaged to study dis-  
356 patch operations as approved by voters in March 2019. The project establishes a First Responders Communications Net-  
357 work replacing MACC Base and allows connectivity by neighboring towns if they choose to participate and borrowing not  
358 more than \$2,400,000 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act  
359 (RSA 33), the article further authorizes the Selectmen to issue and negotiate bonds or notes with a term not to exceed 15  
360 years and to determine the rate of interest and other conditions in their judgment. This is a non-lapsing warrant article. This  
361 is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under  
362 state law requires a 60% affirmative vote to pass.

363  
364 Selectman Labonte said he feels this is a tactic to try to get the voters to approve that warrant article. He would rather give  
365 the voters back the \$700,000 on top of the \$644,000 already approved. This is conditional, if it doesn't pass, you don't get  
366 it. He feels it's deceitful.

367  
368 Selectman Dargie referenced a fund balance analysis and asked Paul what his opinion was about going below the  
369 NHGFOA recommendation of 8% to 17%. Paul said he's okay with 7.5%. If anything catastrophic happened, for either  
370 the town or school, it would be covered by FEMA, state money, or the town's insurance.

371  
372 Keven Federico, Milford resident, said he disagrees with Selectman Labonte, this isn't deceitful. By taking \$700,000 out of  
373 fund balance it's this Board's statement of how serious they are taking the communications warrant article year and how  
374 much they are supporting it and they want it to pass. This is a 15-year issue and it will continue to be an issue. He appreci-  
375 ates the motion made to take a step forward to show the tax-payers of Milford how serious that the Board takes this article.

376  
377 Selectman Freel said he doesn't think it's deceitful. One could make an argument of why we can take \$700,000 out of fund  
378 balance for this and not to just buy a fire truck outright. Removing money from this fund should only be done when neces-  
379 sary. He thinks this would help offset the cost and it's a good idea. He asked if we've received any additional numbers on  
380 what the actual cost will be for Communications. Captain Frye said the architect said he would have a number by Saturday.

381  
382 Selectman Labonte believes that numbers are still missing. He doesn't see a difference; if you give the \$700,000 back to the  
383 voters it will offset the same amount of money. If this doesn't pass do we just wait until the next Selectmen's meeting and  
384 give \$700,000 back to the tax-payers then?

385  
386 Chairman Daniels said if the motion fails, the \$700,000 will remain in the fund balance. He made the motion because he  
387 believes the vast majority of the Board feels that this is the highest priority item and we've been working on it for two  
388 years. This is a way to get it resolved so we can go on with life.

389  
390 Selectman Labonte said at the end of the day, you are still pushing for \$2,400,000. The tax-payers will see that they are  
391 going to get \$700,000 back or not if they don't vote for it. Captain Frye said the only number missing from this is the  
392 building. Everything else was sent to the Board last week. Selectman Labonte asked that it be resent, he hasn't seen any-  
393 thing. Chairman Daniels said those numbers were sent out to all the Board. Captain Frye said that was part of their release.  
394 Chairman Daniels agreed. Selectman Labonte said the videos from the meetings are not released either. Administrator  
395 Shannon said he will speak to Community Media about them.

396  
397 **Selectman Dudziak called the question. Seconded by Selectman Freel. A roll call vote on the motion was taken with**  
398 **Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels**  
399 **yes. All were in favor. The motion passed 5/0.**

400

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

401 **A roll call vote was taken on the motion with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no,**  
402 **Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.**  
403

404 Selectman Labonte referenced an e-mail from Jeff Marshall and asked if he can get the answers before Saturday. Chair-  
405 man Daniels said the staff was working on it.  
406

407 **Selectman Dargie moved to recommend warrant article 3 as amended. Seconded by Selectman Dudziak. A roll call**  
408 **vote was taken on the motion with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman**  
409 **Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.**  
410

411 Selectman Dudziak would like to change her vote to yes on the warrant article for - **KEYES PARK EXPANSION**  
412 **COMMITTEE PROJECT CAPITAL RESERVE.** The vote will now be 3/2 in favor. Chairman Daniels said he would  
413 write the minority report.  
414

415 **5. TOWN STATUS REPORT - N/A**  
416

417 **6. DISCUSSIONS:**

418 **a. Fund Balance Discussion** - Paul Calabria, Finance Director said this is no longer necessary with the Board's action on  
419 the First Responders Communications Network warrant article.  
420

421 **b. Town of Milford Policy on Electronic and Telephone Communication (Social Media)**  
422

423 Selectman Labonte referenced section J. c) conducting a political activity or private business. If something is posted on a  
424 town Facebook page saying vote yes on a warrant article, is it considered a political activity? Chairman Daniels said we  
425 use social media to inform the town's people of what is going on including using the voters guide to profile candidates for  
426 Town elections. If you were going to change the definition it would to not endorse or work against candidates.  
427

428 Selectman Labonte said last year a flyer was put out with private funds and in his opinion, it had misleading and inaccurate  
429 information on it. It's still on the town's website today. He referenced another flyer put out recently and asked if it was put  
430 out by a private entity.  
431

432 Selectman Dudziak said she reviewed the policy and the flyer and it isn't in violation of the policy, it isn't political. It's  
433 governed by section 6, town posted information. There hasn't been an issue in the past when other departments have posted  
434 this type of information. You are not taking a position on a candidate to vote for. It doesn't make sense that a warrant arti-  
435 cle supported by most of this Board and all of the Budget Advisory Committee can't be promoted on a town social media  
436 page.  
437

438 Tim Finan, Milford resident, was the original writer of that policy ten years ago. What is appropriate or not appropriate on  
439 social media changes daily. He reviewed the old minutes and based on what was said by Selectman Dudziak and Select-  
440 man Labonte, the general discussion was to make sure candidates running for Selectmen were not advocated by any de-  
441 partments in general. Promoting warrant articles is a different story because once an article is voted on; it is the position of  
442 the town. Advocating for a warrant article that the majority of the Board supported is no different than supporting any pos-  
443 iting the town takes, like closing town hall due to COVID. It's the position of the town and not political. If an article  
444 wasn't supported by the Board and some department went forward to support it, that would go against the stated position of  
445 the town.  
446

447 Selectman Freel said this is a fine line. He's not sure we should be setting a precedence of allowing departments to do this.  
448 Selectman Labonte said he doesn't have a problem if all this information is put up on facebook pages as long as it's factual,  
449 take the opinion out of it. He said he brought this up last year and it didn't go anywhere. He asked who put the flyer up to  
450 vote yes on warrant article 3.  
451

452 Chief Viola said someone from the PD, but it's his decision what goes up. He doesn't understand what the issue is because  
453 this has been done in the past. It was done last year. He thinks the Fire Department had a flyer when they were putting to-  
454 gether the building addition.  
455

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021

456 Selectman Labonte asked who made the flyers. Captain Frye said CTA did. Selectman Labonte said a private company  
457 trying to get our work going forward is advertising on our website and is trying to get us to vote yes so they can gain mon-  
458 ey.

459  
460 Captain Frye said a design company designed the flyers and paid for them, it wasn't paid for by CTA, they just gave them  
461 to us. It was done for public safety. Selectman Labonte repeated that there were things put out last year. Selectman  
462 Dudziak asked if Selectman Labonte is suggesting that the flyer being put out this year is not factual? Selectman Labonte  
463 said he didn't know, there hasn't been enough number released for him to answer that question. He said the information  
464 from last year in his opinion wasn't correct.

465  
466 Selectman Dudziak said he was insinuating that the flyer isn't factual and he indicated that he didn't have a problem with  
467 anything put out there as long as it was factual information. To her, you are suggesting that this flyer is not based on facts.  
468 Selectman Labonte said he's referring to the "vote yes on 3" that is inappropriate. Further in the policy, it discusses the use  
469 of titles and town images is prohibited. If CTA got the flyer, it wasn't the town so that is someone else using our logo, cor-  
470 rect. Chairman Daniels said he wouldn't say it was correct, that they would just it without our permission to do that. Se-  
471 lectman Dudziak agreed.

472  
473 Kevin Federico, Milford resident, said whether it's factual or not factual is just the opinion of people throwing their opin-  
474 ions around. Since the social media policy came out 10 years ago in the history of the last 7 to 10 years has been that when  
475 the Fire Department supports a new fire truck, they put it on facebook. When the ambulance service supports a new ambu-  
476 lance, they put it on facebook. When the library supports a \$5,000,000 renovation, they put it on facebook with all of the  
477 designs and supporting documentation that the supporting companies have given to them. You are not setting a precedent,  
478 what you would be doing by changing anything at this point is going against the precedent that has already been set. De-  
479 partments don't support people but if it has a majority vote of the Board, the Board supports it, the town supports it, and  
480 there is a majority and minority for everything and both should be able to be posted.

481  
482 Mike Thornton, said he understands that a private contractor is posting information that lets them draw profit. Administra-  
483 tor Shannon said he keeps hearing about information not being posted, if you go on the town's web site under deliberative,  
484 there are three documents all related to the numbers on this flyer. Minutes have also been released with all the numbers  
485 associated with these flyers. Selectman Labonte asked about videos. Administrator Shannon said he would get hat infor-  
486 mation from Chris Gentry.

487  
488 Chief Viola said the flyers were approved by us. We didn't pay for anything. It was meant to bring the facts out for the  
489 voters to see. Selectman Freel said he would want to know if his departments support this article before going into the vot-  
490 ing booth. People should know if the departments are or are not in favor of something. He just wants to make sure that we  
491 are following the law. Maybe they don't say "vote yes" but we support this, it all means the same thing.

492  
493 Selectman Labonte repeated that he has no problem putting the information up, he just didn't want a repeat of in his opin-  
494 ion, what happened last year. He has a problem of saying "vote yes".

495  
496  
497 **Selectman Dudziak made a motion that the flyer posted on the social media page for warrant article 3 indicating**  
498 **vote yes, does not violate the town's policy on Electronic and Telephone Communication. Seconded by Selectman**  
499 **Dargie.**

500  
501 Captain Frye said the information on the flyers is nothing new than what we've been saying all along. CTA didn't pay for  
502 these flyers to be made. They were around when the previous flyers were made and they took it upon themselves to ask if  
503 we wanted help with the flyers. The designer donated their time and donated their print materials.

504  
505 Selectman Freel asked if there was a way to reword this so it can be just okayed by us? He questions the legality of it.  
506 Chairman Daniels said the question is, do you feel that it's inappropriate that the flyer has been posted. Selectman Labonte  
507 said it's also about employees using themselves as spokespersons for the department. Administrator Shannon said it's not a  
508 question of legality, this is a town policy and the Board doesn't even sign off on it.

509  
510 **Selectman Dudziak called the question. Seconded by Selectman Dargie. A roll call vote was taken with Selectman**  
511 **Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All**  
512 **were in favor. The motion passed 5/0.**



**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

513 Selectman Labonte asked if the brochures/flyers say who they were created by on them since they were not created by the  
514 Town of Milford. Chairman Daniels said it would be up to the Board to decide.

515  
516 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman**  
517 **Freel yes, and Chairman Daniels yes. The motion passed 4/1.**  
518

519 **Selectman Labonte made a motion that any information put out by the Town of Milford states who it was used by.**  
520 Tina Philbrick, Milford resident, said she didn't think it would be fair to tell a private entity that is giving us flyers for free,  
521 what they can and can't put on their flyers. If they don't want to put their name on them, they shouldn't have to. We already  
522 have these flyers so in her opinion, they are grandfathered. Selectman Labonte said if this was the company that has  
523 a bid in with the Town of Milford that has a chance to proffer from its passage, he doesn't feel it's appropriate. Tina said it  
524 wasn't that company that made those flyers, someone made them for them. There was no second on Selectman Labonte's  
525 motion so it failed.  
526

527 c. Selectman Rules of Procedures – Tabled from January 11, 2021  
528 Administrator Shannon referenced rule 15 which reads that the Board recommends or not recommend it doesn't say any-  
529 thing about doing vote totals which we do. Does anyone want to make that adjustment? Selectman Dargie noted that Ad-  
530 ministrator Shannon has an outdated copy. This was already changed. The last sentence reads "The Board of Selectmen  
531 does not recommend this article (x-x) (yes-no)" and the yes or no should be added to all the articles.  
532

533 Administrator Shannon referenced rule 29 deals with how you call out town staff in public forums, like criticism of their  
534 performance; it should be in a non-public session and not in public. He just wanted to mention that this happens some-  
535 times. Part of his job is to advocate for his staff and pass on their concerns. He wants to make sure this is done in the prop-  
536 er place. Chairman Daniels said it's also statutory language.  
537

538 Chairman Daniels thought we should add virtual meetings under meetings of the Selectmen. We are currently operating  
539 under emergency orders and there are bills that would allow Boards to choose whether to continue doing virtual meetings  
540 going forward.  
541

542 Selectman Labonte said he understands where Administrator Shannon is coming from, but it works both ways and the he  
543 expects to be treated the same under the same rule 29.  
544

545 Selectman Dargie said in regards to virtual meetings after the Governor's emergency orders are done, you will have to fol-  
546 low the laws on having regular meetings. Chairman Daniels said there is a bill going through legislator that would allow  
547 governing Boards to continue virtual or hybrid meetings after the state of emergency is removed. We usually have fewer  
548 people at regular Board meetings and we have about 40 at this zoom meeting. Selectman Dargie feels we should wait on  
549 this until we know what RSA's are enacted.  
550

551 **7. PUBLIC COMMENTS:** - Jennifer Segrest, Milford resident, wants to know why there are so many warrant articles and  
552 what's required during this economic downturn we are experiencing right now. There are struggling families in town with  
553 people either unemployed or underemployed. She's asked the Selectman to consider these people when they make their  
554 decisions.  
555

556 She is also concerned that the Selectmen haven't discussed the emergency executive order that allows towns and school  
557 districts to postpone their Deliberative sessions. She also questioned item 1 on the consent calendar, Approval of Intent to  
558 Cut Wood or Timber, Map 51 Lot 23, she didn't understand the heading on the fourth page.  
559

560 Marti Noel, Assessing Director said that is for the Board to allow the tax collector to send a warrant, it's not "the warrant".  
561 Administrator Shannon said what Jennifer was referring to was the top of the page where the letterhead will go once this is  
562 approved. It's an example that will be replaced with town letterhead. Tina said it's a boilerplate form that gets changed with  
563 its complete. Marti said page 4 will be replaced by the final version from the tax collector when she submits the final war-  
564 rant. Tina said the Board doesn't sign that page, it's a reference page, they sign two pages before that. Jennifer was still  
565 confused. She asked if the Selectman usually have any issues with the town employees changing things that they've al-  
566 ready approved. Marti said page four will not be changed. The three pages before that are used for the tax collector to cre-  
567 ate a tax warrant. The last page was submitted as an addendum and it won't make any difference.  
568

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/25/2021**

569 David Wilson, a Milford resident, mirrored Jennifer’s concerns about postponing the Deliberative session. Other towns  
570 like Amherst have changed their dates. He feels it would be better for Milford to postpone when it’s warmer to get a better  
571 turn-out.

572  
573 Selectman Freel is not in favor of changing the dates for Deliberative and voting. Paul Calabria said all departments would  
574 be held accountable to hold their spending and they would have to hold off on any bigger purchases. Chairman Daniels  
575 said currently under our fiscal year, the town must go a quarter without a budget. Extending out to May would cause them  
576 to go five months without a budget. Not everyone will be happy with whatever we chose to do. The Town Moderator does  
577 everything he can to keep the safety of the townspeople first and foremost.

578  
579 Captain Frye said the Town Moderator has a good grip on how to keep people safe and the voting in November went very  
580 well. Arene Berry, Recreation Director said that the town of Amherst has not made the decision yet to change their voting  
581 date, it’s being discussed and voted on tomorrow night.

582  
583 Pete Basilier, Town Moderator, said Mont Vernon and Amherst will be postponing.

584  
585 **8. SELECTMEN’S REPORTS/DISCUSSIONS.**

586 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

587  
588 State Representative Maria Periz asked if there was any way we can make accommodations for people who don’t feel com-  
589 fortable going to the elections in March, like a drive-thru or something. Chairman Daniels said they are working closely  
590 with the Town and School Moderator and they will do something similar to the elections last November which worked out  
591 well.

592  
593 **b. OTHER ITEMS (that are not on the agenda).** Chairman Daniels wanted to discuss the purchasing policy ie: purchas-  
594 ing without specific authority. For example, if you had a \$30,000 vehicle that requires the Boards approval to purchase that  
595 but you could get \$7,000 as a trade-in, which now brings it below the \$25,000 requirement, do you still need Board approv-  
596 al. Should you be looking at the \$30,000 or the \$23,000.

597  
598 Selectman Labonte said you are always going to have a purchase price using discounts and or trade in’s. and there is a dol-  
599 lar amount already in there but it needs clarification. Selectman Freel would support language for the “gross” amount of  
600 the purchase with a \$25,000 cap.

601  
602 Administrator Shannon referenced section 8. (c). Disposal of Surplus Property: The Department Head must present any  
603 property (non-real estate), which is considered to be surplus and valued at over \$500, to the Town Administrator with a  
604 recommended method of disposition for approval. Various possible disposition means are the sealed bid or auction process,  
605 State surplus auction, trade-in usage, retained for usage as parts, or transfer to another Town Department. Selectman Freels  
606 suggestion would solve the problem that we are discussing. Chairman Daniels agreed.

607  
608 Selectman Labonte said over the years the purchase, what the check was cut for was under one level but what the trade-in,  
609 (gross price) was still above that. Chairman Daniels asked Selectmen Freel if he wanted to make a motion about the gross  
610 amount. We can make the recommendation this time and vote on final approval next time so people will have time to re-  
611 view the policy.

612  
613 **Selectman Freel made a motion support language for the “gross” amount of the purchase with a \$25,000 cap. Se-**  
614 **cinded by Selectman Labonte.**

615  
616 Selectman Freel said he would hope we would try to get the best trade-in or value amount as possible. Chairman Daniels  
617 said he feels that the department heads are working in the best interest of the town.

618  
619 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**  
620 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

621  
622 Selectman Freel said there is a guard rail that was damaged on Mountain View Court and asked if it will be replaced soon.  
623 Rick said he would take care of it.

624

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 1/25/2021

625 9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of January 11, 2021, and  
626 January 11, 2021, Budget and Bond Hearing. Seconded by Selectman Dudziak. A roll call vote was taken with Se-  
627 lectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes.  
628 All were in favor. The motion passed 5/0.

629 10. INFORMATION ITEMS REQUIRING NO DECISIONS.

630 a. N/A

631 11. NOTICES. Notices were read.

632

633 12. NON-PUBLIC SESSION. A motion made by Selectman Dudziak to enter into a non-public session at 8:50, in  
634 accordance with (RSA 91:A:3,II (a)) Personnel and (RSA 91:A:3,II (b)) Personnel. Seconded by Selectmen Dargie. A  
635 roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel  
636 yes, and Chairman Daniels yes. The motion passed 5/0.

637

638 **In non-public the Board made two decisions. The non-public minutes were not sealed.**

639

640 13. ADJOURNMENT: Selectman Dargie moved to adjourn at 9:00 pm. Seconded by Selectman Dudziak. A roll call  
641 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and  
642 Chairman Daniels yes. All were in favor. The motion passed 5/0.

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Gary Daniels, Chairman

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Chris Labonte, Member

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Paul Dargie, Vice Chairman

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David Freel, Member

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Laura Dudziak, Member

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APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
February 8, 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# 885 2406 5826 and the password is 394988 or join the Zoom Meeting @ <https://zoom.us/j/88524065826>. 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, was not present yet, and Chairman Daniels yes, (zoom) no one is present.**

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

**5:30 p.m. – Appointment of Josh Breault to the Granite Town Media Advisory Committee – Term Expires 2024**  
Josh is a lifelong resident of Milford NH who cares deeply about this town and providing easier access to vital information to everyone. During this pandemic, GTM has provided critical coverage to town and school meetings that have allowed residents to remain engaged with the discussions and decisions being made that impact their daily lives. He feels that his voice and skills will help GTM meet the needs of the town.

**Selectman Labonte made a motion to appoint Josh Breault as a Full Member of the Granite Town Media Advisory Committee. 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.**

**5:35 p.m. – Melendy Land Purchase Approval, Map 52 Lot 4-1 – Chris Costantino, Conservation Commission and Andy Hughes, Conservation Chair.**  
The Milford Conservation Commission (MCC) has the opportunity and the funding to purchase Map 52 Lot 4-1, which is a 2½ acre parcel abutting the Granite Town Rail Trail. The Milford Conservation Commission voted to use Conservation Land Funds to purchase this property in February 2019. There has been no change to this decision while we awaited the finalization of the contract by the sellers.

Selectman Freel asked how much money was in the Land fund and how much will they be paying for the 2.5 acres. Chris said they have around \$99,000 in the land fund. Andy said the land value is \$13,000. Selectman Freel asked how the money is acquired in the land fund. Andy said it comes from warrant articles on town vote. We didn't ask for a warrant article this year.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/08/2021**

63 **Selectman Dargie made a motion to authorize the Conservation Commission to purchase Map 52 Lot 4-1. Seconded**  
64 **by Selectman Dudziak.**

65  
66 Chairman Daniels asked how much land in the town is currently in conservation. Andy said about 1,100 acres and the town  
67 is around 15,000 acres, around 7 % to 8%. Chairman Daniels asked if there was a cap on how much of the town should be  
68 conservation land. Andy said it varies but he doesn't know. Chris said she thinks it's around 30% that should be protected.  
69 Some of the land that is in conservation is protected in one form or another like an easement. Some are owned by the land-  
70 owner not the town and they pay taxes on it because it's still in current use.

71  
72 **A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**  
73 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

74  
75 **5:50 p.m. – BROX Community Land Conservation Easement – Conservation Chair, Andy Hughes and Conserva-**  
76 **tion Member, Chris Costantino.**

77  
78 **Selectman Dudziak made a motion to take the BROX Community Land Conservation Easement off the table. Se-**  
79 **conded by Selectman Dargie. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Select-**  
80 **man Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

81  
82 In summary: In summary: An Alteration of Terrain Updated Permit (dated 10/26/20) was submitted by the Town for the  
83 sand and gravel operation on the property referred to as the Brox Community Land. One of the conditions of this permit is  
84 that the Town of Milford (Town) will put 75 +/-acres into a conservation easement (Plan sheet 1 of 9 note #11). The Board  
85 of Selectmen, at their October 14, 2019 meeting, accepted the Milford Conservation Commission's (MCC) offer to facilitate  
86 this easement process. The Conservation Commission is suggesting that the Board include the remaining cost of \$30,000 in  
87 their 2021 budget.

88  
89 Andy said NH Fish and Game is waiting for the permit to be reissued. Chairman Daniels asked the Town Administrator if  
90 he had an update. Administrator Shannon said the easement isn't in the contract. Administrator Shannon said we are meet-  
91 ing with NH Fish and Game next week to get more information. Our 30-day extension is up on February 19<sup>th</sup>. DES is  
92 waiting on Fish and Game.

93  
94 Selectman Labonte asked if this becomes a cost of the permit, it wasn't supposed to cost anything. The easement is a condi-  
95 tion of the permit; you can't get the permit without the easement. Administrator Shannon said the language in the contract  
96 didn't cover easements.

97  
98 Selectman Dargie suggested working out a trade with the contractor where they would pay for the easement in return for  
99 materials from the gravel operation. Administrator Shannon said they haven't brought that up to the contractor yet.

100  
101 Selectman Labonte read some of the contract, and he feels that easements would be part of the contractor's responsibility.  
102 Administrator Shannon said the contractor paid for the permit for \$18,000 but he repeated, the contract doesn't mention  
103 easements.

104  
105 Selectman Labonte repeated, you can't get the easement without the permit. Chris Costantino said the old permit was is-  
106 sued before the easement was completed; it has to be done at some point. Chairman Daniels asked if the AoT is approved  
107 do we do the easement right after. Administrator Shannon said that is his understanding.

108  
109 Lincoln Daley, Community Development Director said the easement was negotiated as part of the initial permit. There will  
110 be new discussions as part of the new permit.

111  
112 Selectman Freel said he is for just getting this done, pay for it, and be done. We are not selling anything unless we get this  
113 done.

114  
115 **Selectman Freel made a motion to spend the \$30,000 for the easement conditional upon approval of the AoT permit.**  
116 **Seconded by Selectman Dargie.**

117

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/08/2021

118 Selectman Labonte asked where the \$30,000 would come from. Selectman Freel said from the sale of the gravel. Select-  
119 man Labonte asked for it to be reviewed by the town Counsel to see if the expense falls under the contractor. There was  
120 some conversation as to if the contract was still active, and it was determined that it is.

121  
122 Selectman Dargie asked if the revenue from selling the gravel be unanticipated, which we can spend, or anticipated reve-  
123 nue, which we can't spend so the \$30,000 would have to come out of the budget. Paul Calabria, Finance Director said we  
124 put \$10 in as a placeholder for revenue for the gravel operation so it would be anticipated revenue.

125  
126 Selectman Dargie asked Paul if he thought they could find \$30,000 in the budget for this. Paul said he is uncertain at this  
127 time. Administrator Shannon mentioned two positions that are not filled yet, maybe some of the money can come from  
128 those. Paul said he doesn't want to commit to anything at this point.

129  
130 Selectman Freel said if we get the AoT permit and easement we will make \$30,000 back within this current year. He would  
131 like to add an amendment to his motion to make sure that the contractor doesn't have to pay for the easement and then we  
132 can move forward.

133  
134 Selectman Labonte wants to table this and check with legal counsel first. Selectman Freel said we keep talking about the  
135 same thing over and over, it would be nice to move on. Selectman Labonte said it's the state that is holding this up, not us.  
136 Chairman Daniels asked if the \$30,000 had to be paid all at once or could it be done in payments. Chris said Fish and  
137 Game didn't give them that answer. It was her job to let the Board know that this expense was coming.

138  
139 Chairman Daniels asked if money could be taken out of the fund balance. Paul said no. If money comes in, it would go  
140 into the general account under the gravel account. There is currently \$10 in that account as a place holder. It lapses each  
141 year. We received \$135,128, we budgeted \$150,000 that year. We received nothing in 2020. Selectman Labonte said we  
142 paid for sand in October. Administrator Shannon said we got about ½ a days' worth of sand from the pit and then someone  
143 called DES about the sand that had already been screened to prepare for winter and they told us we could not take anymore  
144 because the AoT permit wasn't good.

145  
146 Chairman Daniels asked how long before we can get this going again. Administrator Shannon said we should know by the  
147 19<sup>th</sup> if we are approved or not. He doesn't know how long it will take Northeast Sand and Gravel to get up and running.  
148 The surveying will still need to be done before everything is finalized.

149  
150 Selectman Labonte said in 2019 we made \$135,000 and budgeted for \$150,000. The purpose for the money coming in was  
151 to be a revenue source to offset taxes. This is still pulling \$30,000 out of revenue and costing the tax-payers something.  
152 Selectman Freel said from what he knows, the easement will not be paid by the contractor. It has to be done by the people  
153 who own the land. Their contract covers permits, that's it.

154  
155 Lincoln said unfortunately there were unanticipated costs that arose as part of the warrant article that was approved by the  
156 town, one being the easement and two being the legal cost to defend the AoT permit to the state. Selectman Labonte  
157 asked at what point do we keep sinking money into this when we are not getting much gain out of it. Lincoln said because  
158 of the wording of the permit and the delays caused by the state, this caused delays in the overall project. Had there not been  
159 delays, the town would have seen more revenue. The 75 acres of the easement was part of the on-going discussions with  
160 NH Fish and Game and DES as part of the initial AoT permit. This was unanticipated to us, it was offered as part of offsite  
161 mitigation for the overall project. Unfortunately, there is a cost associated with it which we were not initially aware of. Had  
162 the permit not been delayed or voided, the town would have been in a bigger and better position. The town has since re-  
163 submitted the application to the state and the goal is to capture the revenue like was initially approved.

164  
165 Selectman Labonte said he met with the contractor previously and he was told that because they hit hard till it would cut  
166 them back quite a bit on expected yardage. He asked if anyone had the projected loss from that. Lincoln said he hadn't veri-  
167 fied that discussion or the possible loss. He will follow-up with the contractor. Administrator Shannon said nothing was  
168 mentioned to him about this.

169  
170 Selectman Freel asked how long the permits were good for. Lincoln said initially it was a three to five-year time frame.  
171 This new permit should cover the same amount of time. Selectman Freel asked if the permit needs to be renewed each  
172 year. Lincoln said no, it's not an annual fee; the permit covers the time frame for the permit. Selectman Freel said after eve-  
173 rything is done, you are talking over \$375,000 to \$500,000 in revenue, he feels that \$30,000 is worth it.

174

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/08/2021**

175 Chairman Daniels said if we go forward with the motion, where does the \$30,000 come from. We can't take it out of the  
176 fund balance and we have nothing in the gravel account. Selectman Freel asked if we could take it from a larger section of  
177 the budget and then pay it back when the money comes in. Selectman Labonte said if we end up with a default budget,  
178 where would the money come from then. There was more discussion about where the money could come from, when the  
179 operation will start up again, etc.

180  
181 Selectman Dargie said because there is ten dollars in that account, the money coming in is anticipated and you can't just  
182 add it to the budget. Selectman Labonte said no one expected a year delay in this. Selectman Dargie said he would be okay  
183 paying the \$30,000; his only concern is if we get a default budget. He's in favor of moving ahead.

184  
185 Paul asked if the \$30,000 could be paid for out of Conservation knowing that they would receive the funds back. Andy said  
186 the Commission would have to discuss, it's not a cast-iron guaranty that it's coming back. Selectman Freel said we should  
187 have thought of this when we were talking about the money returned from the CARES act. Selectman Freel asked if Ad-  
188 ministrator Shannon could ask NorthEast Sand and Gravel how long it would take to receive \$30,000 in revenue just in  
189 case Conservation decided to help out. Selectman Dargie said he doesn't think they will be allowed to use the money from  
190 this to reimburse Conservation.

191  
192 Selectman Freel asked if it was possible to build up another account after the gravel is sold to use for things like this. Paul  
193 said they could set up a capital reserve fund. They would have to pick an amount each year to put in a non-lapsing fund  
194 and it would have to be done through a warrant.

195  
196 **Seconded by Selectman Dargie. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Se-**  
197 **lectman Labonte no, Selectman Freel yes and Chairman Daniels yes. The motion passed 4/1 with Selectman La-**  
198 **bonte opposed.**

199  
200 **2. PUBLIC COMMENTS (regarding items that are not on the agenda)** Chairman Daniels said the BSA Scout Troop  
201 4 has been permitted to meet again. We previously permitted them to use the banquet hall for meetings and then we  
202 closed the town hall down. Meetings are critical as there is only so much time to finish an Eagle Scout project. Ad-  
203 ministrator Shannon said it was already approved previously so it doesn't need Board approval again. The meetings are  
204 from 7pm to 9pm twice a month and we feel it can be done as long as they follow the COVID protocols.

205  
206 Selectman Dargie asked if anyone else besides the scouts could meet. Administrator Shannon said the Board only  
207 permitted the scouts. Recreation is looking to start some small programs back up sometime in February. Chairman  
208 Daniels is fine with the Town Administrator working with his staff to do what is necessary to keep things safe.

209  
210 **4. DECISIONS – Selectman Dargie made a motion to approve the consent calendar except for 4. a) 1). Seconded**  
211 **by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman**  
212 **Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

213  
214 **Selectman Dargie recused himself from voting on 4. a) 1) as it pertains to a family member.**

215  
216 **Selectman Dudziak made a motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman**  
217 **Freel. A roll call vote was taken with Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
218 **Chairman Daniels yes. All were in favor. The motion passed 4-0-1 with Selectman Dargie recusing.**

219  
220 **a) CONSENT CALENDAR.**  
221 1. Request to re-appoint Joan Dargie and Michael Thornton as Members of the Zoning Board of Adjustments – Terms  
222 Expire 2024.  
223 2. Request approval of Annual Parade Permits, Memorial Day, Labor Day and Veterans Day.

224  
225 **b) OTHER DECISIONS –**  
226 **1. Approval of revised Purchasing and Procurement Policy NO. 2007-01**  
227 Selectman Labonte asked where the change was that was made. Administrator Shannon said in section VII, those amounts  
228 are now "gross" amounts. Tina read the SECTION VII: PROCUREMENT PROCESS – "The process for procurement of  
229 goods and services shall be as outlined below with each amount designated to be a gross amount".

230

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/08/2021**

231 Selectman Labonte made a motion to amend the Purchasing and Procurement Policy as amended with the verbiage read by  
232 Tina. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes,  
233 Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.  
234

235 **5. TOWN STATUS REPORT -**

236 **1. Town Report and Voters Guide Update – Tina Philbrick (VERBAL)**

237 Tina said that the town report is complete and was sent to the printers on Friday, February 5<sup>TH</sup>. There was a minor issue  
238 that was pointed out after it was sent, and that was corrected today. She will review the proof tomorrow and authorize it to  
239 go to print. The town’s portion of the voter’s guide is complete and she is just waiting for the school’s section. The whole  
240 guide will be sent to the printers this week.  
241

242 Chairman Daniels asked if it will be sent out by household. Tina said yes, one copy to each household. Selectman Labonte  
243 asked if there will be extra copies available at the town hall. Tina said yes. Selectman Dargie asked if it was every house-  
244 hold or every registered voter. Tina said every household; to separate it would be too much.  
245

246 **2. Recycling Update – Town Administrator, John Shannon**

247 The transfer station is currently taking aluminum, steel, and tin cans, glass bottles, and glass jars only (no caps or covers  
248 please), corrugated cardboard, and clean mixed paper and magazines. We will begin taking plastics again in February. We  
249 have hoppers outside the recycling center where residents can separate cans and bottles with plastics to be added. Addi-  
250 tional information will be posted on the Town website when it becomes available.  
251

252 Chairman Daniels asked if the process in the Transfer Station will change from what it previously was. Administrator  
253 Shannon said just a little. Selectman Dargie asked what the recommendation from the Transfer Station supervisor as to  
254 when you should start doing this. Administrator Shannon said April, but we are changing the process to get it done safely  
255 and earlier. Selectman Dargie presumes there will be sorting, plastic is different because the pieces go into different con-  
256 tainers. From a safety perspective, it’s worse than the other recyclables.  
257

258 **6. DISCUSSIONS:**

259 **a. N/A**  
260

261 **7. PUBLIC COMMENTS:** - There were no public comments at this time.  
262

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

264 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

265 **b. OTHER ITEMS (that are not on the agenda).**

266 Selectman Labonte asked if the town of Milford decided in regards to the letter requesting a meeting with all towns about  
267 the dispatch from the Town of Wilton received on January 4<sup>th</sup>. Chairman Daniels said there have been discussions about  
268 waiting until after the March vote to see what is going to happen. Selectman Labonte asked if it would be better to meet  
269 with them to discuss either the IMA or first responder’s network. Chairman Daniels said we haven’t figured everything out  
270 yet. Selectman Labonte asked that we at least respond to their request. Chairman Daniels said yes.  
271  
272

273 Administrator Shannon said he spoke to the Town Administrator in Wilton and he knows where we stand. There have been  
274 discussions at his level. Chairman Daniels asked the Board if they would rather wait until after the election before respondi-  
275 ing to the other towns. Selectman Dargie and Selectman Dudziak said yes. Selectman Freel said he could go either way.  
276 Selectman Labonte said CTA already gave a presentation to the BOG of MACC Base. Chairman Daniels said that isn't the  
277 only consideration. Chairman Daniels repeated as in the past, one of the major benefits to anyone coming on as a customer  
278 would be that each of their emergency services will have a representative on the operations and the finance committee. We  
279 haven't talked about how those will be structured. There is a lot of work to be done before we go out and have a random  
280 talk.  
281

282 Selectman Labonte said if this is being presented to the tax-payers that this is going to be a benefit, he feels it should be  
283 ironed out before voting. Administrator Shannon said all the towns are aware that this is a warrant and what we are doing.  
284 No one is unclear about what is going on. It's better to wait to see what course we are taking. There is no value-added with  
285 all the Boards getting together now when we don't have a final plan. Selectman Labonte just wanted to see if the other  
286 town had any interest in joining us. Chairman Daniels said it can wait until after the vote.  
287



APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 2/08/2021

288 Selectman Freel asked about going back to a hybrid meeting. Chairman Daniels said it’s a possibility. If you have a major-  
289 ity of the Board at the town hall location, the doors have to be open to the public.  
290

291 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of January 25, 2021, and**  
292 **January 30, 2021, (Deliberative Session Re-votes). Seconded by Selectman Dudziak. A roll call vote was taken with**  
293 **Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels**  
294 **yes. All were in favor. The motion passed 5/0.**  
295

296 Selectman Dargie let the public know that the BOS met after the deliberative session; several Board members changed their  
297 votes on several warrant articles from being in favor of some warrant articles to being opposed to them and the default  
298 budget was reduced by \$100,000.  
299

300 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

301 a. N/A

302 **11. NOTICES.** Notices were read.  
303

304 **12. NON-PUBLIC SESSION. A motion made by Selectman Freel to enter into a non-public session at 6:45 in ac-**  
305 **cordance with RSA 91-A:3, II (a) – Personnel and approval of non-public minutes (RSA 91-A:3, II(a)) – Personnel**  
306 **– January 11, 2021, (RSA 91-A:3, II(a)) – Personnel – January 25, 2021, and (RSA 91-A:3, II(b)) – Personnel – Jan-**  
307 **uary 25, 2021, Seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman**  
308 **Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**  
309

310 **In non-public, the Board approved minutes of January 11, 2021 and January 25, 2021 and made one decision. Se-**  
311 **lectman Dargie made a motion to seal the minutes of February 8, 2021. Seconded by Selectman Dudziak, because it**  
312 **is determined that divulgence of this information likely would affect adversely the reputation of any person other**  
313 **than a member of this board. A roll call vote was taken, Selectman Dargie yes, Selectman Dudziak yes, Selectman**  
314 **Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
315

316 **13. ADJOURNMENT: Selectman Dudziak moved to adjourn at 7:32 pm. Seconded by Selectman Dargie. A roll call**  
317 **vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
318 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
319

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322 Gary Daniels, Chairman

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322 Chris Labonte, Member

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327 Paul Dargie, Vice Chairman

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327 David Freel, Member

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332 Laura Dudziak, Member

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APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
March 22, 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 can participate remotely, call in on your phone at 1-646-558-8656 and enter the meeting ID# 847 9976 1404. The password is 519784. You may also join the Zoom Meeting at <https://us02web.zoom.us/j/84799761404?pwd=amRHMEFRV3ZMTzFTQ2hPZkhqUVVmZz09>.

Please log in five minutes before the meeting's scheduled start time in case there are any technical difficulties. This meeting will be a HYBRID meeting. People may attend in person at Town Hall or by Zoom. **All appropriate mask and social distancing rules will be in place for in person attendees.**

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**PRESENT:** Gary Daniels, Chairman  
Paul Dargie, Vice Chairman (Zoom)  
Laura Dudziak, Member (Zoom)  
Chris Labonte, Member  
David Freel, Member

John Shannon, Town Administrator (Zoom)  
Tina Philbrick, Executive Assistant (Zoom)

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**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
Town Administrator John Shannon called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance. Administrator Shannon indicated this is the one time every year that he will open the Board of Selectmen meeting for the selection of Chairman and Vice-Chairman. Administrator Shannon indicated that those people in the audience who want to speak or add to the discussion should please use a microphone to be heard on the PEG Access live broadcast.

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

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**5:30 p.m. - Election of New Board of Selectmen, Chairman and Vice-Chair** Administrator Shannon 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 with some members participating via Zoom and some members attending in person. Information for accessing this meeting can be found on the Town website in the red banner. Selectman 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.

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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.

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

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Administrator John Shannon asked for nominations for the position of Chairman of the Board of Selectmen. **Selectman Freel nominated Selectmen Daniels for the position of Chairman. Seconded by Selectman Labonte. A Roll Call vote was taken with Selectman Daniels yes, Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes and Selectman Freel yes. All were in favor. The motion passed 5/0.**

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Administrator Shannon handed the meeting over to Chairman Daniels. Chairman Daniels then asked for nominations for the position of Vice Chairman of the Board of Selectmen. Selectman Freel nominated Selectmen Labonte as Vice Chairman. Seconded by Selectman Daniels. A roll call vote was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes, Selectman Freel yes and Chairman Daniels yes. The motion passed 3/2. This concluded the selection of the Board of Selectmen Chairman and Vice-Chairman.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021**

64 **5:40 p.m. – Approval of Four (4) Land Use Change Tax Warrants – Assessing Director, Marti Noel**  
65 In Summary: The first 4 parcels have been disturbed for the construction of a new home. Construction on land in Current  
66 Use requires the affected areas to be removed from Current Use and a Land Use Change Tax Warrant be issued. All of the  
67 property owners are aware of the action being taken tonight regarding their property.  
68

69 **Selectman Dargie made a motion to approve the four Land Use Change Tax Warrants as presented for Map 45 Lot**  
70 **3-33, Map 51 Lot 23-1, Map 51 Lot 23-3, and Map 53 Lot 31. Seconded by Selectman Labonte. A roll call vote was**  
71 **taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chair-**  
72 **man Daniels yes. All were in favor. The motion passed 5/0.**  
73

74 **5:45 p.m. – Approval of One (1) Land Use Change Tax Warrant and One (1) Intent to Excavate (2020/2021 tax year)**  
75 **– Assessing Director, Marti Noel**

76 In Summary: The excavation on site has not received the required 155:E permit to operate a gravel/earth materials opera-  
77 tion. There has been gravel removed. The 155:E request was presented to the Planning Board at their March 16th meeting,  
78 but no decision was reached and the 155:E application has not been approved. Unfortunately, the property owner acted  
79 without approvals in place. As a result, some of the land has been disturbed, removal of gravel/earth materials having been  
80 started. They have been issued a cease and desist order until all necessary approvals and permits are issued. Also, there is  
81 an area of land which is being disturbed by a large greenhouse on the property. This is catching up to what has been done  
82 already.  
83

84 All the disturbed areas must be removed from Current Use as required by statute. At this time, the area is estimated to be 1  
85 acre for the building and curtilage, and 1 acre for the disturbed gravel/earth materials operation.  
86

87 Selectman Dargie asked what the date is that will be used for the evaluation of the property. Marti said they will be using  
88 the date that the excavation started which was in either November or December. Selectman Labonte asked what constitutes  
89 the start of a gravel operation. Marti said the landowner expressed intent and filed the start of the paperwork for a commer-  
90 cial operation. Selectman Labonte asked if the landowner could go back through the abatement process if he didn't like  
91 this. Marti said yes.  
92

93 **Selectman Dargie made a motion to approve the Land Use Change Tax Warrant, Map 3 Lot 12 as presented. Se-**  
94 **conded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Se-**  
95 **lectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
96

97 **INTENT TO EXCAVATE:** The property owners have submitted an Intent to Excavate for the materials already removed  
98 from the site. This is for the tax year of April 1, 2020, through March 31, 2021. This is to account for materials that have  
99 already been removed and is not to be interpreted as overriding the 155:E application and process. As noted previously, a  
100 cease and desist order has been placed on any further removal of earth materials until all approvals have been processed and  
101 granted. Although typically the intent to excavate is addressed on the consent calendar, this particular application required  
102 an explanation that would remain a part of the record.  
103

104 **Selectman Dargie made a motion to approve the Intent to Excavate, Map 3 Lot 12 as presented. Seconded by Se-**  
105 **lectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte**  
106 **yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
107

108 **5:50 p.m. – Abatements, Approval of Five (5) and Denial of One (1) – Assessing Director, Marti Noel**

109 In Summary: FOR APPROVAL: Of the Abatements presented tonight 5 are submitted for approval. Abatement # 2002  
110 involves multiple (4) years of back-taxes. The property is a manufactured home in a manufactured home park where the  
111 owner has passed away, leaving several years of taxes unpaid. The park owners have obtained ownership of the manufac-  
112 tured home in 2020 and have requested the back taxes in the name of the previous owner be forgiven. The park owner has  
113 begun to pay taxes on the mobile home since it has been in their name.  
114

115 Abatement #2004 had a structure removed before April 1, and as such, the structure should not have been taxed for the  
116 2020 tax year. The property owners did correctly comply with a demolition permit; it simply was missed by this office.  
117 This abatement is to rectify the billing error. Selectman Labonte asked to divide the question and vote on #2002 separately.  
118

119 Selectman Freel needed more clarification on the four (4) years of back taxes for #2002. Marti explained the process in  
120 detail where the park owners are not responsible for the back taxes on someone else's property and have been up to date on

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021**

121 taxes since acquiring the property. You can't attach back taxes to a property owner who didn't own the property when the  
122 taxes were due. There is no one else available to pay the back taxes of the deceased owner and no money in his estate. The  
123 back taxes are \$5,602.66. Taxes on that property are about \$1,600 per year. There is no land involved, just the trailer. The  
124 manufactured home is valued at around \$30,000.

125  
126 **Selectman Dargie made a motion to approve the #2002 abatements as presented. Seconded by Selectman Dudziak.**  
127 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**  
128 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

129  
130 **Selectman Dargie made a motion to approve the #2004 abatements as presented. Seconded by Selectman Dudziak.**  
131 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte abstained, Select-**  
132 **man Freel yes, and Chairman Daniels yes. The motion passed 4/0/1 with Selectman Labonte abstaining.**

133  
134 **FOR DENIAL:** Abatement #2003 was a request for hardship abatement. Instructions for the hardship abatement require  
135 the property owner to demonstrate why there is no other recourse for the payment of taxes other than abatement. In this  
136 instance, the owner claimed a lack of resources to pay property taxes for 2020 on a home with 14 acres of land and over  
137 400 feet of road frontage. In review, it was noted that this parcel has adequate acreage and frontage to explore subdivision  
138 to create additional building lot(s) from their excess land. Also, the property owner had failed to disclose that they own a  
139 second, separate parcel of land, 1 acre in size (a pre-existing grandfathered lot adjacent to the first parcel) which could be  
140 sold to raise the monies to pay taxes. Finally, all but the 1.04 acres home site is in Current Use, categorized as For-  
141 est/White Pine. A timber cut could be conducted to raise the monies for taxes. In short, the property owner has resources  
142 and assets available at hand to raise tax money without requiring their tax burden to fall on all other taxpayers. I recom-  
143 mend the Board deny this request.

144  
145 The owners of the property whose abatements are being considered tonight were notified of my recommendations and rea-  
146 soning and were informed the BOS would be considering their requests tonight. They have been offered the opportunity to  
147 address the Board directly.

148  
149 **Selectman Dargie made a motion to deny abatement #2003 for denial as presented. Seconded by Selectman La-**  
150 **bonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Se-**  
151 **lectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

152  
153 **5:55 p.m. – Discharge of Off-Site Engineering Study & Construction Cost Improvement – Community Development**  
154 **Director, Lincoln Daley and Attorney Patrick C. McHugh, Esq.**

155  
156 Attorney McHugh gave a brief history. His client is St. Mary's Bank which was subdivided and approved by the Planning  
157 Board. Community Development is in full agreement with this process. He feels that all obligations have been met.

158  
159 Mark Fougere, Milford resident, was the town planner when the project was approved. There was great concern about the  
160 impact of the sewer plant, which was one of the reasons the plan was produced. He doesn't see any issues.

161  
162 **BOARD OF SELECTMEN RESOLUTION**

163  
164 WHEREAS, the Board of Selectmen of the Town of Milford (the "Town") has considered the request of St. Mary's  
165 Bank and B33 Lordens Plaza LLC {the "parties")} to agree to the discharge of that certain Off-Site Engineering Study  
166 and Construction Costs Improvement Agreement between the Town of Milford and Frank P. Crivello dated Novem-  
167 ber 9, 1987 (the "Agreement"), recorded in the Hillsborough County Registry of Deeds at book 4538, page 0119; and

168  
169 WHEREAS, the parties have represented that the Agreement, as recorded with the Registry of Deeds, has caused a con-  
170 tinuing title defect against the property in the Town now known as Lorden's Plaza, the address of which is 586  
171 Nashua Street, Milford, New Hampshire 03055 {the "Property"}; and

172  
173 WHEREAS, the parties-have represented that-First American Title Insurance Company has requested that the Board  
174 of Selectmen execute a discharge of the Agreement for filing with the Registry of Deeds to clear said title defect; and  
175

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021**

176 WHEREAS, the Board believes that in all likelihood the conditions and requirements set forth in the Agreement have  
177 been satisfied considering the state of development of the Property and the underlying compliance with applicable  
178 Town ordinances and approvals related to the Property; and  
179 NOW, THEREFORE, be it resolved that:

- 180  
181 1. The Board agrees it is in the best interests of the Town to discharge the lien against the Property caused by the  
182 Agreement; and
- 183  
184 2. The Board approves of the form of the Discharge of the Agreement provided by the parties; and
- 185  
186 3. The Board hereby authorizes its members to execute the Discharge and allow the parties to file said Dis-  
187 charge with the Hillsborough County Registry of Deeds.

188  
189 Selectman Labonte asked Lincoln if he was okay with this. Lincoln said yes.

190  
191 **Selectman Dargie made a motion to approve the Discharge of Agreement Off-Site Engineering Study. Seconded by**  
192 **Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman La-**  
193 **bonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

194  
195 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments at this time.

196  
197 **4. DECISIONS – Selectman Freel removed item 4. a) 4) from the consent calendar. Selectman Freel made a motion**  
198 **to approve the consent calendar except for 4.a) 4). Seconded by Selectman Labonte. A roll call vote was taken with**  
199 **Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels**  
200 **yes. All were in favor. The motion passed 5/0.**

201  
202 **a) CONSENT CALENDAR.**

- 203 1. Approval to re-appoint Nick Darchick and Wade Scott Campbell as Full Members of the Traffic Safety Committee –  
204 Terms expire 2023
- 205 2. Approval to re-appoint Dave Wheeler and Jason Plourde as Full Members of the Traffic Safety Committee – Terms expire  
206 2024
- 207 3. Approval to re-appoint George Hoyt and Kathy Fay-Chancy as Full Members of the Recycling/Solid Waste Committee –  
208 Terms expire 2024.
- 209 4. Approval for Issuance of Building Permit to Construct a Single Family Resident, Map 53 Lot 31, 369 Ponemah Hill  
210 Road.
- 211 5. Approval for Issuance of Building Permit to Construct a Commercial Building, Map 4ap 44 Lot 11-1, 577 Nashua  
212 Street.

213  
214 Selectman Freel had concerns that this is blocking Map 53 Lot 31 from getting the necessary road frontage. He is question-  
215 ing only 10 feet of road frontage. Lincoln said the applicant applied for a variance last year and received it. They had 10  
216 feet of frontage on Ponemah Hill Road which is the minimum requirement. The Zoning Board felt that it was warranted.  
217 They are working with the abutting property owner of a possible wetland adjustment or sharing situation that would benefit  
218 both property owners. The Planning Board also offered their support.

219  
220 Selectman Freel still has concerns about the landowner not being able to trim trees on either side of his driveway so he can  
221 see someone coming down the road. Lincoln said they have a traffic engineer as a member of the Zoning Board and safety  
222 is part of the process. Both he and Public Works were involved in the process to issue a driveway permit. There is suffi-  
223 cient sight distance to allow this.

224  
225 Selectman Dargie said there was extensive discussion about the driveway permit. The neighbor and this owner will end up  
226 with one shared driveway, they are working together to improve the site.

227  
228 **Selectman Labonte made a motion to approve 4.a) 4). Seconded by Selectman Freel. A roll call vote was taken with**  
229 **Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels**  
230 **yes. All were in favor. The motion passed 5/0.**

231  
232 **b) OTHER DECISIONS.**

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021**

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1. Request for Input & Approval of 2021 – 2022 Board of Selectmen’s Meeting Schedule (draft calendar)

**Selectman Labonte made a motion to the 2021 – 2022 Board of Selectmen’s Meeting Schedule as amended. Seconded by Selectman Freel. 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.**

2. Request for Update to the Board of Selectmen’s Representatives Listing 2021 – 2022 Boards, Commissions, etc. (Draft Listing)

Tina Philbrick volunteered to be a representative on the Heritage Committee. The only change for Board members is Planning Board, Selectman Freel will be the BOS representative and Selectman Dudziak will be the alternate. Their meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Tina Philbrick will put together a document that lists what the committees do for new members that come on.

**5. TOWN STATUS REPORT - N/A**

**6. DISCUSSIONS:**

1. Dispatch Discussion – Chairman Daniels wants to get all the Boards together from all the towns including Lyndeborough if they would like to be included in the membership. We should be working on the IMA which makes things regional. We need to know what the show stoppers are for us agreeing on the IMA. There was also talk about getting a group of citizens together and reviewing various reports on what needs to be fixed.

Selectman Dargie is not in favor of a long term IMA. He still supports CTA's report and to have Milford go on its own long term. He would be in favor of hiring CTA to develop a plan over a long period for a Milford-owned/run facility. Maybe having several phases, the first focusing on solving the immediate problems with the Police system, making sure it works properly and that public safety is done. Multiple phases will cost more. CTA’s original contract is already complete so this would be a new contract. The end result would be a public safety grade system owned by Milford. We would spend the money doing the upgrades so that when we get out of the IMA, we can take the upgrades with us.

Selectman Dudziak agrees with a lot of what Selectman Dargie says but doesn't think it makes sense to piecemeal the upgrades. CTA has offered to develop RFP’s for the other towns to determine what their needs are as far as upgrades. She suggests reaching out to the other towns to see if that is something that they would be willing to do, at their own cost.

Selectman Dudziak asked if a Select board member from another town threaten to report the Town of Milford for electioneering to the Attorney General’s Office? Chairman Daniels said he received a call from a Selectman from another town about this because they had been notified by someone from Milford that there was advertising on Facebook that they considered electioneering. They wanted to see if anything was done about it before they called the AG’s office. Chairman Daniels review various sites and found a couple of instances where it mentioned voting yes on Article 3. He asked the Town Administrator to have those removed. He didn't find any other problems even with the interviews with various department heads and others. There are four RSA’s that govern electioneering, not using things like computers to advertise things. The Town uses its website to advertise the voter's guides and the other towns do that as well. The Secretary of State said the statute needs to be updated.

Selectman Dudziak said her point is that it’s difficult to work with a town that threatens us. Chairman Daniels said he understands that the person who called him isn’t the same one who reported the town to the AG’s office. Selectman Labonte asked if we received anything from the AG’s office about this. Chairman Daniels said they talked to some people. Administrator Shannon said they interviewed people but we haven’t received any letters. Our Attorney feels we may receive a letter of reprimand. We will train the staff on what they can or can’t do.

Chairman Daniels said that it doesn’t make since if we are put into a position that we can't talk to people to let them know what is going on the warrants. He will be looking into making some changes in the future at the statehouse.

Selectman Labonte asked if we should be calling the other towns or giving direction to Captain Frye to go forward with this. Chairman Daniels said there isn’t a directive that we can give him yet. Everyone is aware of the vote. He can just let them know that we will reach out to the other Boards.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021**

288 Selectman Freel asked if we reached out to CTA about doing an RFP, would it be at their expense or no charge for that.  
289 Selectman Dudziak said they wouldn't be doing it for nothing. CTA has gone over and above for Milford. If the goal is to  
290 stay regional, they would be willing to do RFP's for the other towns and that should be looked into.  
291

292 Selectman Freel asked about the Police Station Architect structure and asked if we received anything yet. Can we see if the  
293 company has any money left over? Paul Calabria, Finance Director said the entire check was cut, there isn't anything left  
294 over. Chairman Daniels said the information has been collected and we now own it. Administrator Shannon will look into  
295 it.  
296

297 2. Board Quorums - Chairman Daniels gave a reminder that there are policies that talk about quorums, it's anytime a ma-  
298 jority of the board is sharing information to include phone calls and e-mails. We should not be getting into business discus-  
299 sions that are perceived to be a meeting when it hasn't been noticed. Informational things don't count.  
300

301 **7. PUBLIC COMMENTS:** - There were no public comments at this time.  
302

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

304 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**  
305

306 Recycling Committee met and is working on updating signage and ordinance. They can also use more members if anyone  
307 is interested. Selectman Labonte asked if the new sorting of recyclables will be permanent. Chairman Daniels said no deci-  
308 sion has been made yet.  
309

310 Chairman Daniels would like to have committees start to come in to update the Board on things that they are doing since  
311 they are advisory to this Board.  
312

313 Selectman Dargie said the Zoning Board of Adjustments is also looking for three additional alternate members.  
314

315 **b. OTHER ITEMS (that are not on the agenda).**  
316

317 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of March 8, 2021, as**  
318 **AMENDED. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman**  
319 **Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion**  
320 **passed 5/0.**  
321

322 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

323 1. Treasurer's Report – July 2020 (revised) and December 2020  
324

325 **11. NOTICES.** Notices were read.  
326

327 **12. NON-PUBLIC SESSION a motion made by Selectman Labonte to enter into a non-public session at 6:55 in ac-**  
328 **cordance with RSA 91-A:3, II (c) – Reputation and approval of non-public minutes (RSA 91-A:3, II(c)) – Reputation**  
329 **– March 8, 2021. Seconded by Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Selectman**  
330 **Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**  
331

332 **In non-public, the Board approved the minutes of March 8, 2021 made one decision. Selectman Dargie made a mo-**  
333 **tion to seal the minutes. Seconded by Selectman Labonte, because it is determined that divulgence of this infor-**  
334 **mation likely would affect adversely the reputation of any person other than a member of this board A roll call**  
335 **vote was taken, Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All**  
336 **were in favor. The motion passed 4/0. Selectman Dudziak left the meeting prior to the vote.**  
337

338 **13. ADJOURNMENT:** Selectman Labonte moved to adjourn at 7:30 pm. Seconded by Selectman Freel. A roll call  
339 vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes.  
340 All were in favor. The motion passed 4/0.  
341

342 \_\_\_\_\_  
343 Gary Daniels, Chairman  
344

\_\_\_\_\_   
Paul Dargie, Member

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 3/22/2021

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Chris Labonte, Vice-Chairman

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David Freel, Member

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Laura Dudziak, Member



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APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

April 12, 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 can participate remotely, call in on your phone at 1-646-558-8656 and enter the meeting ID# 849 5874 6041. The password is 014262. You may also join the Zoom Meeting at

<https://us02web.zoom.us/j/84958746041?pwd=amRHMEFRV3ZMTzFTQ2hPZkhqUVVmZz09>.

Please log in five minutes before the meeting's scheduled start time in case there are any technical difficulties. This meeting will be a HYBRID meeting. People may attend in person at Town Hall or by Zoom. **All appropriate mask and social distancing rules will be in place for in person attendees.**

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

**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 with some members participating via Zoom and some members attending in person. Information for accessing this meeting can be found on the Town website 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) no one is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, present in the BOS room, and Chairman Daniels yes, present in the BOS room.**

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

**6:00 p.m. – Public Hearing - Keyes Memorial Park, East Entrance - Performance Stage. Donation of equipment, personnel/labor, and materials to the Town pursuant to RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both for the assembly/construction of the performance stage.**

Chairman Daniels opened the public hearing. Lincoln Daley, Community Development Director gave a brief overview. In Summary: the Demontigny family had previously donated granite stone material from a 30' x 60' stone structure building on their property. The material was used to construct the performance stage. Through the collective efforts and coordination of eighteen (18) local companies, they disassembled/removed the material from Demontigny property and then reassembled the material at the Keyes Memorial Park – East Entrance to create the 30' x 30' (approx.) performance stage.

The construction of the performance stage was included as an important element of the 2016 Keyes Memorial Park East Entrance Master Plan. The granite stone material, equipment, and services used to relocate the material and the construction of the project was donated by the referenced individuals/companies at no expense to the Town. The total approximated cost of the donated equipment, materials, and labor is approximately \$100,000.

The purpose of this public hearing is for the Board to determine whether to accept the donation of equipment, personnel/labor, and materials used for the assembly and construction of the performance stage located at the Keyes Memorial Park – East Entrance (former Fletcher Paint Superfund site). Although the stage has been constructed, to formally accept

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021

63 said donation (categorized as property), the Board of Selectmen is required to hold two public hearings in accordance with  
64 NH RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both. The first of two public hearings is scheduled for April  
65 12th followed by a second hearing on April 26th. The Selectmen's final vote would take place at the May 10th meeting.

66  
67 Selectman Dargie asked if this included a roof on the structure. Lincoln said that will come in the next phase. Selectman  
68 Freel asked when it can be used. Lincoln said it's available for use now.

69  
70 Chairman Daniels closed the public hearing. The 2<sup>nd</sup> public hearing will be on Monday, April 26, 2021, at 6:10.

### 71 72 **6:05 p.m. – Future Replacement of Mason Road Bridge Discussion – Public Works Director, Rick Riendeau** 73 **Existing Bridge Details**

74 Tom Levins, an Engineer, gave a presentation of the Mason Road Bridge update. They are looking at getting some of the  
75 funding, about 80% paid for. This is a preliminary meeting. There will be additional meetings over the next year.

76  
77 The bridge was constructed in 1982; approximately 3,500 vehicles travel over the bridge per day, 4% being trucks, it was  
78 added to Red List in 2018. It will not last much longer. The culvert Invert is deteriorating and it is in condition state 4  
79 (poor). They also want to expand the hydraulic opening for better flow.

### 80 81 **Bridge Replacement**

- 82 • Proposed bridge to be a single span (25-foot clear opening).

83 **Bridge alternatives include:** Longitudinal glulam timber deck superstructure supported on concrete abutments and spread  
84 footings and Precast Concrete Rigid Frame supported on concrete pedestal walls and spread footings

### 85 86 **Maintenance of Traffic** 87 **Alternatives:**

- 88 • Accelerated Bridge Construction (ABC) with bridge closure. Detour traffic using NH Rt. 101 and local roads. Approximate closure duration of Mason Road = 1 month. Anticipated construction duration = 2 months
- 89 • Offline temporary bridge. Additional impacts to wetlands. 50-foot span for the temporary bridge. Anticipated construction duration = 1 full construction season (3 to 4 months). Additional \$90,000 to \$100,000.

### 92 93 **Cultural Resources: Section 106 Review**

- 94 • Request for Project Review was submitted to DHR. The bridge is not considered historic. The project area is considered  
95 archaeologically sensitive. The survey may be necessary depending on project design & impacts.

### 96 97 **Natural Resources**

- 98 • Great Brook & adjacent wetlands
- 99 – Tier 3 stream crossing
- 100 – Impacts require permits from NHDES & USACE
- 101 • T&E Species / Wildlife
- 102 – Blanding's turtle, Eastern hognose snake, spotted turtle so further coordination with NHF&G is required.
- 103 – Northern long-eared bat – no tree clearing anticipated, so no impacts expected.
- 104 – Beaver impoundments – NHF&G recommended that they remain in place.

### 105 106 **Your Input is needed**

- 107 • Preferred Closure Time (Spring, Summer, or Fall) for ABC
- 108 • Emergency Response Routes
- 109 • School Bus Routes
- 110 • Historic Concerns
- 111 • Past Flooding Concerns
- 112 • Bicycle and Pedestrian Concerns
- 113 • Other Concerns

114  
115 Selectman Freel is for keeping the road open, not closing it, and for a temporary bridge. Rick said this is just the first pass  
116 at informing the public and the Board. Selectman Dargie said he's in favor of having the bypass bridge build. He has concerns  
117 about response time if there is an emergency. There was more discussion about the amount of travel on the road.

118

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021

119 Selectman Labonte asked if the emergency services have given their input yet. Rick repeated this is the first meeting; it's in  
120 the early stage. They have time for input. Selectman Freel thought they could just repair the bridge instead of replacing it.  
121 Rick said the support is bad and that is what is holding the bridge up. There are a lot of things they need to follow when  
122 designing bridges. Tom said the hydraulic opening isn't adequate and needs to be replaced. Selectman Labonte asked about  
123 weight restrictions. Tom said there will not be any.

124  
125 Bob Labonte, Milford resident, said there are rumors about doing the bypass this year, it could affect that. Chairman Dan-  
126 iels said this won't be done until next year. Selectman Freel asked how bad this bridge is. Rick said it's already level 4 and  
127 red-listed and it could go quick. Jennison road was the same and it went quick, everything is different. Tom said metal  
128 structures can go fast. One in Hancock went fast and we didn't think it was that bad.

129  
130 Chairman Daniels asked Rick to get some additional estimates. Tom said they are still in the engineering stage. Selectman  
131 Labonte asked how long this bridge was on the red list. Tom said since 2018. Chairman Daniels asked when they would  
132 do the next update. Tom said the next step is to develop and evaluate alternatives based on the Town's input. Then they  
133 have to submit an Engineering Study Report summarizing the alternatives and selection of preferred alternative.

134  
135 **6:20 p.m. – Outdoor Seating, Union Street Grill – Kevin Stephens**

136 In summary: Kevin would like to set up tables in Memorial Park where he set up last summer during the pandemic. Kevin  
137 provided a seating chart for the Board to review.

138  
139 Selectman Labonte asked Rick how he felt about this. Rick said he is good with it.

140  
141 **Selectman Freel made a motion to approve the proposed seating arrangement for the Union Street Grill for the 2021**  
142 **season. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak**  
143 **yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed**  
144 **5/0.**

145  
146 **6:30 p.m. – Request for Waiver of Ordinance 7.16.070 – Fred Kemmerer**

147 In summary: The Nashua Area Radio Society has requested the use of the Keyes Pavilion starting on Friday, June 25, 2021,  
148 through Sunday, June 27, 2021, for their Amateur Radio Emergency Communications Drill (ARRL Field Day). They have  
149 previously held this event in 2019 and 2020 with the waiver of the ordinance. They would need to have a limited number of  
150 people operating at the site overnight on Friday and Saturday to ensure safety and security.

151  
152 **Selectman Freel made a motion to approve The Nashua Area Radio Society's request to Keyes field. Seconded by**  
153 **Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman La-**  
154 **bonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

155  
156 **6:40 p.m. - Abandonment Request Driveway, 4 Fernwood Drive Map 48 Lot 55 – Duane Myers**

157 In summary: Duane bought the property in June of 2020 and would like to build a 2 or 2.5 car garage. The town owns 1/3  
158 of the driveway and uses it as a turnaround because Fernwood is a dead end. He is requesting the town abandon this sec-  
159 tion of his driveway which would allow him to build a garage without requesting a variance to remain 15 feet from his  
160 driveway. He would like to pave or improve the dirt driveway. If the town maintains ownership he is requesting that they  
161 pave/improve their section. He would still allow the town to continue to use the end of the driveway as a turnaround. If  
162 denied, he will move forward with a variance request.

163  
164 Lincoln explained that this would be a special exception, not a variance. They would need a maintenance easement to al-  
165 low the town to continue using the property. Rick said there are two options, the abandonment from the turnaround which  
166 will leave them with a dead end with no turn around or if the easement is granted, we would be working in an easement  
167 area. It's tough either way.

168  
169 Selectman Dargie asked if the garage was built would it be on town's own land. Duane said it would be built on his land.  
170 Selectman Dargie said the special exemption is straight forward and he doesn't see why you wouldn't go that route.

171  
172 Selectman Dargie asked if Lincoln had a recommendation on this. Lincoln said they provided options to Duane. He  
173 doesn't have an opinion either way. Selectman Labonte asked if Rick had a preference. Rick said no, he just hates to give  
174 up portions of the road. With an easement, we may end up damaging the property but if we didn't have the easement we  
175 would have to back up which is a safety problem.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021**

176 Selectman Labonte asked if Duane has an objection to going for a special exception instead. Duane said no. Chairman  
177 Daniels said he could try that first and then if he needs to, he can come back. Lincoln said he would work with Duane to  
178 create the application.

179  
180 **6:50 p.m. – Scout House Windows – Claudia Lemaire**

181 In summary: The scouts use the scout house and there is no ventilation because the windows won't open and need to be  
182 replaced. There are six windows and a front door. They sent a letter to the American Legion asking to make the repairs.  
183 They also need permission from the Board of Selectman. They are looking for monies to help with the repairs from both the  
184 Town and Legion. There is concern about structural work and there maybe rot issues as well.

185  
186 According to the Scout House lease, The Town of Milford shall be responsible for the upkeep and maintenance of the exte-  
187 rior of the building (inclusive of doors/frames, and the one (1) externally entranced lavatory facility).

188  
189 Claudia has a quote and a contractor that will do the work for \$3,355. Selectman Freel asked if there was money to pay for  
190 this. Administrator Shannon said yes, but according to the procurement policy, you need three bids although there is a stip-  
191 ulation for sole source. If you want to go with the sole source, it requires a Board vote. There was some talk about getting  
192 additional bids.

193  
194 Selectman Dudziak asked if it was a historical building. Claudia said no, she called the historical society. Captain Frye  
195 asked if they asked for donations to put towards this. Claudia said it isn't a ton of money and they need it done quickly and  
196 have someone to do it for a cheap price.

197  
198 **Selectman Freel made a motion to approve the work to be done up to \$3,400 with the town getting additional bids.**

199 **Seconded by Selectman Labonte.**

200  
201 Selectman Labonte is in favor but feels we should follow the policy and get other bids. Selectman Dargie is in favor of sup-  
202 porting a sole source and doing it as quickly as possible.

203  
204 Janet Langdell, Milford resident, asked if Claudia checked with the Heritage Commission on this building. Claudia said no.  
205 She can also get it in writing. Janet said being on the historical registry is different than being a historical building in Mil-  
206 ford. She suggests verifying with the Heritage Commission. Tina Philbrick, Milford resident, said the Heritage Commis-  
207 sion is meeting at 7:00 pm on Wednesday. Janet said that the building is one of the original school buildings in Milford.

208  
209 Selectman Dargie asked to amend the motion to being a sole source instead of getting three quotes per policy. Selectman  
210 Freel asked to include the types of windows per the opinion of the Heritage Commission. There was a discussion of add-  
211 ing additional monies to cover more expensive windows. Selectman Dargie said he changes his motion to include a change  
212 in the price. Selectman Freel said to change it to \$4,900.

213  
214 Chairman Daniels is hesitant on increasing it. He would rather get the information from the Heritage Commission. Se-  
215 lectman Dargie said the main thing is the look. Chairman Daniels suggests approving as a sole source at \$3,500, have  
216 Claudia check with the Heritage Commission and if it doesn't fit, he will call a special meeting. Selectman Labonte said  
217 he's for the project, just not as a sole source, we have policies for a reason. Chairman Daniels said those policies can be  
218 waived.

219  
220 **Selectman Dargie made a motion to approve the project at a not to exceed \$3,500 if the cost exceeds that then Clau-**  
221 **dia will contact the Board. Selectman Freel seconded. A roll call vote was taken with Selectman Dargie yes, Select-**  
222 **man Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1**  
223 **with Selectman Labonte opposed.**

224  
225 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time

226  
227 **4. DECISIONS** – Selectman Labonte asked to remove 4. a) 1 and Selectman Freel asked to remove 4. a) 2 from the con-  
228 sent calendar. Selectman Labonte made a motion to approve the consent calendar except for 4. a) 1 and 4. a) 2. Seconded  
229 by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte  
230 yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

231 **a) CONSENT CALENDAR**

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021**

- 1) Request for Report of Excavated Material Map 38 Lot 58 (**PRIOR YEAR** April 1, 2019, to March 31, 2020.)
- 2) Request for Approval to use Town Owned Lot – International Police Mountain Bike Association (IPMBA) May 24<sup>th</sup> until May 28<sup>th</sup>.
- 3) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) – Donation of 1 container of 200 tablets Protexus PROTABS from the NH Division of Fire Standards and Training & EMS Bureau - \$200.
- 4) Approval to re-appoint Chris Costantino as an NRPC Commissioner – Term expires 2023.
- 5) Approval to re-appoint Janet Langdell as an NRPC Commissioner – Term Expires 2024.
- 6) Approval to appoint John Shannon as an NRPC Commissioner – Term Expires 2025.

Selectman Labonte asked for more detail on 4. a) 1) Request for Report of Excavated Material Map 38 Lot 58 (PRIOR YEAR April 1, 2019, to March 31, 2020.), why wasn't it filed on time. Marti Noel said it slipped through the cracks. She didn't pursue it because she thought there was a stop order. There was excavation done before the stop order.

Selectman Labonte said the material was hauled from the pit in October of 2020 and there should be something on file, it was bought from North East Sand and Gravel by the Town of Milford. Marti will look into it; she doesn't have an intent to excavate for this. Administrator Shannon said Selectman Labonte is referring to the sand that was already processed and we thought we were able to use. We were in the pit for less than a day. They were not excavating anything. Selectman Labonte said it doesn't matter when the sand was processed, it's when it left the property.

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

Selectman Freel asked if there has ever been a problem with people trying to park or get their kids across the street during the Mountain Biking courses. Captain Frye said no. Selectman Freel asked if there was a reason they don't wait until school is out in a month or so. Captain Frye said they want to get the bike units out before school ends, it's not just for Milford.

**Selectman Freel made a motion to approve 4. a) 2). Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

**b) OTHER DECISIONS**

- 1) N/A

**5. TOWN STATUS REPORT**

**1) Keyes Field Merry-go-round Maintenance**

The Board received a letter from 10-year-old Elli Moore expressing interest in painting the merry-go-round at Keyes Field. They are willing to supply the paint and brushes. We will let her help. Rick is aware.

**Selectman Labonte made a motion to approve the request to paint the merry-go-round. 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.**

**2) Execution of Warrant Article #12 – Pubic Works 6-Wheel Snow Plow Unit \$180,000.**

Rick Riendeau, Public Works Director submitted three quotes that identically spec'd for equal comparison.

\*\*The International HV507 SFA is a stock-ordered vehicle that meets our spec'd needs, which includes the motor, transmission, suspension, torque, and braking upgrades. This unit has a secured build date of July 2021 and will be up to fit complete before the winter season. Rick recommends this as the best value for the town's needs.

The Freightliner 1085D is a buildable unit with an unknown production date. Is currently over budget, unknown warranty cost, and is not a chassis of choice for our needs.

The Western Star 4700SF is a buildable unit with an unknown production date. Is currently over budget, unknown warranty cost, and is not a chassis of choice for our needs.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021

288 Rick was able to secure/ schedule up fit installation with Viking Cives for Fall 2021 to be completed by the upcoming win-  
289 ter season. P&S has been completed for the chassis and body up-fit authorizations have been completed.

290  
291 Selectman Labonte asked why they didn't price this locally. Rick said they didn't price locally because of past issues. Se-  
292 lectman Labonte asked how they move forward if we only have \$186,802 when they only have \$180,000. Rick said they  
293 have a trade in value to work in the deals. Selectman Labonte said the purchase policy states gross appropriation  
294

295 Chairman Daniels said the policy was that if the gross amount was over \$25,000 it would come to the Board for approval.  
296 There was an additional conversation about the purchasing policy; Selectman Labonte interprets it differently than the other  
297 Selectmen.

298  
299 Selectman Freel said we are allowing Rick to spend up to \$180,000 and we have an asset to trade in which has a cash value.  
300 Paul Calabria, Finance Director said the policy was to approve an amount over \$25,000 if the gross was higher. In this  
301 case, we have a warrant article for \$180,000 but should the DPW Director not have a trade-in to get him under the \$180,000  
302 he could pull the additional money from his operating budget. Selectman Labonte said it was still referred to as gross ap-  
303 propriation on any level.

304  
305 Selectman Dargie asked if the \$10,779 warranty something that we want to do or can we not do it. Rick said we usually do  
306 the warrantees, it's a good investment. It is not included in the gross vehicle cost. Administrator Shannon said read  
307 SECTION VII: of the procurement process on page 2.

308  
309 Selectman Labonte asked if they had a trade-in value on the old vehicle yet. Rick said no, not yet. Selectman Labonte  
310 wants to wait until we get a trade-in before going forward on this. Chairman Daniels said we can approve it insuring that  
311 the cost doesn't exceed \$180,000. Selectman Dargie is in favor of buying the truck for \$186,777 plus buying the warran-  
312 tee, getting a trade-in value, and taking any amount over the \$180,000 out of the regular budget. Rick said he's good with  
313 that because trade-in values have been strong on used equipment.

314  
315 Selectman Labonte asked if we have a breakdown of what type of body the vehicle has yet, there are ways we can save  
316 money. Rick said yes because we have a quote on it. The truck isn't built yet but it's in the queue. Selectman Labonte  
317 asked about color, he would like the town to go back to orange like they use to have. Selectman Freel said he's not in favor  
318 of extended warrantees, he asked if we do that on all town vehicles. Rick said he doesn't know about Police and Fire but  
319 he's done it on several vehicles and it's saved them a lot of money. The standard warranty is only one year.

320  
321 **Selectman Dargie made a motion to approve the purchase of the warranty and the 6-wheel snowplow unit that was**  
322 **approved by town vote and any amount that is over \$180,000 comes from the DPW budget. Seconded by Selectman**  
323 **Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Se-**  
324 **lectman Freel yes, and Chairman Daniels yes. The motion passed 4/1.**

325  
326 **3) Compost Purchase – Steve Trombly**

327 Steve Trombly would like to purchase the ground compost located at the transfer station, it was mentioned at a previous  
328 Selectmen meeting, that DPW was looking at ways to market this product for sale

329  
330 Steve inspected the large material pile located in the rear of the transfer Station property that was ground this previous fall  
331 and would be willing to purchase the entire pile for the lump sum of \$10,000. He would be responsible for all the loading  
332 and trucking of this material and no cost whatsoever would be incurred to the town. This removal would be completed on  
333 time and at times that do not inhibit any current operational activities. He will pay by check the entire amount. Steve has  
334 donated his services to the Town for many years when his equipment has been needed to manage the turning of the leaf  
335 piles at no expense to the town.

336  
337 Selectman Labonte asked how many yards in this compost. Rick said he estimates between 2500 to 3000 yards. Selectman  
338 Labonte asked if Rick knew that market value was for it. Rick said it's in between compost and mulch, it can't be matched  
339 to anything, and it's a waste reduction product. Selectman Labonte said in the retail market it goes for about \$40 per yard.  
340 He thinks that what is being offered is low and we should put it out to bid instead of just taking a sole source offer. Other  
341 vendors may be willing to pay more than that. He thinks that we paid between \$14,000 and \$16,000 to process this. Rick  
342 said it cost \$9,300 to process it.

343

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021**

344 Selectman Labonte made a motion to go out to bid on the compost. The motion failed for lack of a second. Administrator  
345 Shannon said sole source only has to do with procurement this isn't procurement.

346  
347 Selectman Freel asked who came up with the \$10,000 number. Administrator Shannon said Mr. Trombly offered the mon-  
348 ey. Rick said he didn't know about this until he was shown the letter by Administrator Shannon. Selectman Labonte still  
349 believes that other people are interested in buying some compost. Chairman Daniels said if people were interested they  
350 would have come to the town and asked about it.

351  
352 Selectman Freel said Mr. Trombly is a taxpayer and has been around this town forever. If he's using it on the farm, it gets it  
353 out of the way and we get some money for it. Selectman Labonte said this isn't about Mr. Trombly, it's about maximizing  
354 the amount of money we can get. Selectman Freel said it isn't like the town paid \$20,000 for it and we are losing money on  
355 it. Selectman Freel asked if this seems like a reasonable amount of money for this material. Rick said yes, we are not in  
356 the retail market to try to sell for top dollar and we still have plenty for our use and other residents to use.

357  
358 **Selectman Dargie made a motion to approve Steve Trombly's request to purchase ground compost for \$10,000.**  
359 **Seconded by Selectman Dudziak.**

360  
361 Ammy Rice, Milford resident, said she's disappointed. If the Trombly's are coming to us with a \$10,000 offer we are leav-  
362 ing money on the table. She's disappointed that the Board won't listen to what Selectman Labonte is trying to tell you.  
363 She wishes the Board would reconsider.

364  
365 Selectman Labonte said if no one knows it's for sale, you won't get anyone to buy it. He feels we can get more for it. We  
366 have dredgings that are not good unless we add organic material to it, which is compost at the transfer station. We will  
367 have to plan for a cemetery within the next five to ten years, we have other options and opportunities and shouldn't jump at  
368 the first one. Chairman Daniels said a few years ago we were begging people to take this away.

369  
370 Tina Philbrick, a Milford resident said we have an offer for \$10,000 and if we decide to not go for that offer and wait for  
371 however long for someone else to asked for it, and if no one else comes forward, we have lost \$10,000. This is the only  
372 offer we have for this material and we still have compost remaining for others to buy if needed. This compost is not going  
373 to just sit to be used in ten or fifteen years for a cemetery. We have an opportunity to make \$10,000, we should take it. Mr.  
374 Trombly does a lot for the town, it's a no-brainer.

375  
376 Bob Labonte, Milford resident said table this for a month to see what happens.

377  
378 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman**  
379 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 4/1.**

380  
381 **6. DISCUSSIONS**

382 **1) Crosby Street – Request for Deaf Child Signs**

383 Betty Rodimon is requesting that Deaf child signs be placed around 66 Crosby Street to accommodate her grandson. She  
384 recently lost her husband to Covid in December and her oldest son and his family moved in with her to help supplement her  
385 income. One of the grandchildren was diagnosed with Auditory Neuropathy 2 years ago. This is a hearing loss that is diffi-  
386 cult to explain. For him, a car horn and a dog barking could sound the same. Her son's family is moving from a home that  
387 is set far from the road where they don't have to worry about him running toward a road. Moving to Crosby Street is a con-  
388 cern for them since so many people fly down the road and he would not hear a car coming or even honking at him. She is  
389 hoping that people seeing these signs will bring a little more awareness when driving in our neighborhood. We can repur-  
390 pose signs in other neighborhoods that are no longer needed.

391  
392 Selectman Dargie asked if this needs to go to Traffic Safety. Administrator Shannon said no.

393  
394 **Selectman Freel made a motion to approve posting deaf child signs on Crosby Street. Seconded by Selectman Dar-**  
395 **gie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**  
396 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

397  
398 **7. PUBLIC COMMENTS – (regarding items that are not on the agenda)**

399 Selectman Freel referenced a letter about a Granite mailbox post that was taken out by a snowplow unit. The owner bought  
400 a new post and wants to be reimbursed. They were told the town would only replace it with a wooden post. Administrator

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/12/2021

401 Shannon said policy reads “The municipality is not responsible for damage to private property that is located within the  
402 public right of way (RSA 231:92-a). The right of way (ROW) is often 50'wide, but varies based on the original layout, and  
403 is often confused by property owners as their property. Mailboxes that are located within the highway limits, ROW (town  
404 right of way), are the responsibility of the property owner. Replacement of mailboxes shall be limited to furnishing and  
405 delivering a minimum standard U.S. Post Office approved mailbox and standard 4"x4" treated wood post. Special decora-  
406 tive mailboxes and/or posts will not be provided. This was voted on by the Selectmen.  
407

408 Selectman Freel said that needs to change. The Town should replace what they hit even if it's a cap of \$300 or something.  
409 Chairman Daniels said a granite post was replaced on Crestwood Drive. Selectman Labonte asked if the mailbox was hit  
410 by the plow. Selectman Freel said the plow truck backed into the mailbox. Selectman Labonte said it's an accident not a  
411 snow plowing problem. There was more discussion about the interpretation of the policy. The discussion was tabled until  
412 April 26<sup>th</sup> pending more information.  
413

414 **8. SELECTMEN’S REPORTS/DISCUSSIONS**

415 **1. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

416 **2. OTHER ITEMS (that are not on the agenda)**

417 **9. APPROVAL OF FINAL MINUTES - Selectman Freel moved to approve the minutes of March 22, 2021, and**  
418 **March 29, 2021, (5<sup>th</sup> Monday Forum). Seconded by Selectman Labonte. A roll call vote was taken with Selectman**  
419 **Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All**  
420 **were in favor. The motion passed 5/0.**  
421

422 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

423 1. Treasurer’s Report – January 2021 and February 2021.  
424

425 **11. NOTICES.** Notices were read.  
426

427 **12. NON-PUBLIC SESSION a motion made by Selectman Freel to enter into a non-public session for approval of**  
428 **Minutes (RSA 91-A:3, II(c)) – Reputation – March 22, 2021. Seconded by Selectmen Labonte. A roll call vote was**  
429 **taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chair-**  
430 **man Daniels yes. The motion passed 5/0.**  
431

432 **In non-public, the Board approved the minutes for March 22, 2021 and, and made one decision. A motion was made**  
433 **by Selectman Dargie to seal the minutes. Seconded by Selectman Dudziak, because it is determined that the divul-**  
434 **gence of this information likely would affect adversely the reputation of any person other than a member of this**  
435 **board. A roll call vote was taken, Selectman Dargie yes, Selectman Dudziak, Selectman Labonte yes, Selectman**  
436 **Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
437

438 **13. ADJOURNMENT: Selectman Labonte moved to adjourn at 8:20 pm. Seconded by Selectman Freel. A roll call**  
439 **vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
440 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
441

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443 \_\_\_\_\_  
444 Gary Daniels, Chairman

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444 Paul Dargie, Member

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448 \_\_\_\_\_  
449 Chris Labonte, Vice-Chairman

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448 \_\_\_\_\_  
449 David Freel, Member

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452  
453 \_\_\_\_\_  
454 Laura Dudziak, Member



1  
2  
3 APPROVED  
4 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
5 April 26, 2021

6 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order  
7 2020-04. As such, the meeting was conducted online and in person.  
8

9  
10 **PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator (Zoom)  
11 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant EXCUSED  
12 Laura Dudziak, Member EXCUSED Nate Addonizio, Videographer  
13 Paul Dargie, Member (Zoom)  
14 David Freel, Member EXCUSED  
15

16 **1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
17 Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal,  
18 state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in  
19 its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this  
20 meeting is imperative to the continued operation of Town government and services, which are vital to public safety and  
21 confidence during this emergency. As such, this meeting will be conducted with some members participating via Zoom and  
22 some members attending in person. Information for accessing this meeting can be found on the Town website in the red  
23 banner.  
24

25 Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being  
26 conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public com-  
27 ments will be limited to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the  
28 disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.  
29

30 All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked  
31 to state their name and state whether there was anyone in the room with them during this meeting, which is required under  
32 the Right-to-Know law.  
33

34 **Roll call attendance: Selectman Dargie, yes, (zoom) no one is present. Selectman Labonte yes, present in the Auditor-**  
35 **ium room, and Chairman Daniels yes, present in the Auditorium**  
36

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

38 **6:00 p.m. – Joint Discussion of Dispatch Options – Selectmen from the Town of Milford NH, Mont Vernon NH, and**  
39 **Wilton New Hampshire.**  
40

41 **Milford Selectman present: Chairman Daniels, Selectman Labonte and Selectman Dargie (zoom). Wilton Selectman**  
42 **Present: Chairman Kellie-Sue Boissonnault, Selectman Kermit R. Williams and Selectman Matt Fish (zoom). Mont**  
43 **Vernon Selectman present: Chairman John M. Esposito (zoom), Selectman Tim Berry and Selectman Kim Roberge**  
44 **(zoom).**  
45

46 Chairman Daniels said tonight's meeting was being held to discuss the IMA and ideas going forward, for what we can agree  
47 on and what we will have to work on.  
48

49 Chairman Boissonnault feels they are not at a point to discuss the IMA. She feels that the Board of Governors, (BOG)  
50 should come up with an agreement and bring it before all the Select boards. She feels that an IMA doesn't work for the  
51 towns at this point. She suggests turning the IMA over to the BOG with instructions that they start looking at avenues that  
52 will benefit all of the communities as partners and also look at a mutual aid district. She encourages the Select Boards to  
53 form a sub-committee of people who are involved with MACC Base to come up with a plan that will be successful for all  
54 the communities. NOTE: This is something that Chairman Daniels previously suggested. She asked Chairman Daniels to  
55 explain Milford's issues with MACC Base.  
56

57 Chairman Daniels said the main problem is that the equipment is not acceptable for the coverage that we need in town.  
58 This started a discussion on Milford not adding upgrades to MACC Base by Chairman Boissonnault. Chairman Daniels  
59 proceeded to talk about Milford paying 71% to fix the other town's problems. Milford spent \$85,000 to find out what they  
60 needed for coverage and the other towns have not done that. Mont Vernon has stated that they are all set, but Wilton has  
61 dead spots and other issues.  
62

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021

63 Chairman Boissonnault said that is why this should be handed over to the BOG so that they can determine those things.  
64 Wilton is aware of their dead spots but it isn't a huge problem and they know they are not going to get 100% coverage no  
65 matter what is put out there.

66  
67 Selectman Fish said it should be addressed at a higher level. He would like to see a commitment to MACC Base from Mil-  
68 ford. He brought up the two failed warrant articles from Milford. He thinks we can come to a mutual agreement and there  
69 are no hurdles we can't overcome. There is no reason to talk about this if Milford is not going to go with MACC Base.

70  
71 Selectman Esposito agrees with Wilton, he doesn't want to start over from 10 years ago. Mont Vernon is only interested in  
72 being a partner with MACC Base, re-writing the IMA for a period of 5 to 7 years, and changing the present wording of  
73 payback extensive equipment that they have to buy. They can't afford a large payment for a 1-year term. He would like  
74 things resolved this year and start with a new agreement.

75  
76 Selectman Fish asked what some of the tough issues are. Chairman Boissonnault repeated that this should be handed over  
77 to the BOG. She believes that Milford is still stonewalling and not moving forward.

78  
79 Chairman Daniels said they give direction to their BOG, he can't speak for the other towns. We are getting together be-  
80 cause it was the other towns that asked for this meeting. He isn't ready as a Board member to tell the BOG to go off and do  
81 what they want. Chairman Boissonnault said we try to give leeway to our BOG so his hands are not tied and he can work  
82 with MACC Base.

83  
84 Selectman Berry agrees, the members of the BOG represent the town's interest and they should work out the details of our  
85 dispatch service. We already discussed these goals. He gives Milford credit for finding out what they need and Mont  
86 Vernon hasn't done that. We are having this meeting because the chances of Milford moving off on their own are less than  
87 they were last year. He agrees that the BOG should setup something up and come up with some ideas. He heard today that  
88 MACC Base has an idea to completely change the structure of the dispatch service and Lyndeborough would-be partners  
89 and there would be 4 partners and 5 votes.

90  
91 Selectman Roberge asked if there has been a discussion on this with the Milford Board since the March vote. Is Milford  
92 looking to engage in an IMA that extends this to a 5 to 7 year time or is Milford open to the BOG, if they were tasked with  
93 changing something with a regional mutual district? Other than that, this is wasting her time and her town's time. If Milford  
94 isn't looking at something long-term, then they are wasting our time.

95  
96 Chairman Daniels said his Board has not discussed the IMA since the March vote. He finds it hard to believe that the other  
97 Boards would send a representative to MACC Base, tell him to work out the deal, and not know what the elements are  
98 without guidance.

99  
100 Selectman Berry said they are not going to fly blind and that they will get some type of guidance. They will give their Se-  
101 lect Boards feedback. The people who we ask to be representatives for MACC Base are responsible for MACC Base; they  
102 are the ones that utilize the service. Selectman Roberge interrupted Selectman Berry and asked if Chairman Daniels could  
103 answer her question. If Milford isn't interested in the long term, she doesn't know why they are here tonight. She brought up  
104 towers, which no one previously brought up, and said it's workable unless Milford isn't looking for a long-term agreement.  
105 If Milford isn't interested then Selectman Berry can return to Wilton because we have work to do.

106  
107 Chairman Daniels said if that's her attitude, he can adjourn the meeting now and Selectman Roberge can attend to her busi-  
108 ness. Milford hasn't talked about this. We wanted to get the Boards together; obviously, some people feel we shouldn't  
109 have done that. Chairman Boissonnault said the IMA isn't working and Milford isn't willing to work with the other towns  
110 to try and fix it and that they are tying their representative's hands by not allowing him to visit other avenues. They are the  
111 experts, we are not. The BOG will come back for our approval; they know they don't have the authority to go forward  
112 without our approval.

113  
114 Selectman Labonte said he doesn't have a problem negotiating a long-term agreement or having the BOG try to facilitate  
115 the negotiations. The Select Board wouldn't lose control by letting the BOG do this. Selectman Dargie supports the CTA  
116 report; it was comprehensive and looked at the total picture. He supports a public safety grade system which we don't cur-  
117 rently have. Moving dispatch to the Police Station ensures that you have a public safety grade system; it can't be done  
118 where it is now. He isn't in favor of continuing with a new IMA, the old one doesn't work very well, it's complicated and  
119 we need something simpler. He's open to discussing a mutual aid system.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021

120 Selectman Esposito said Mont Vernon and Wilton want a long-term IMA and want to be partners, not tenants. Milford  
121 wants to go on their own and we won't be tenants to them.

122  
123 Jeff Marshall, Milford resident, said neither RSA 53:A (IMA) or RSA 154:30 NH Fire Mutual Aid specifies any contractual  
124 language. When the towns get together to construct contractual language they get that language from either the Attorney  
125 General's office or the Fire Marshalls office to make sure it doesn't violate laws. It doesn't matter what RSA it's written  
126 under other than if it goes under RSA 154:30, the Fire Chiefs are in charge. The agreement can be polished to fit under  
127 either RSA. He feels that one of the problems with the agreement is that it doesn't have any language at all of what MACC  
128 Base is supposed to do. In 1984 it wasn't responsible for infrastructure at all, just dispatch services. It changed in 1987. In  
129 1992 Brookline left because their infrastructure needs were not being met. The agreement said they would fix Brookline's  
130 radio issues and it was never done. It was an animosity-based exit. In 2004 Lyndeborough and Amherst had the same  
131 problems. Is the agreement responsible for infrastructure or is it a dispatch service/call center? In the IMA, they don't have  
132 to provide any service at all. Let's fix the agreement by understanding how the towns are going to work together and what  
133 the purpose of the agreement is. Without that statement, these Boards won't get anywhere. What Milford has is infrastruc-  
134 ture problems. All emergency services should have the responsibility to tell you what they need. In his opinion, MACC  
135 Base should be out of the infrastructure business

136  
137 Selectman Fish said we are stronger together and staying together is the right solution. He would still like big picture dis-  
138 cussions. He thanked Milford for inviting them. Chairman Daniels said he's open to letting each town do what they want  
139 with their BOG representative. The BOG needs to decide what MACC Base is going to be.

140  
141 Selectman Williams said there are a lot of details to determine what we want to end up with. Getting all these Boards to-  
142 gether isn't an efficient way of doing it. Starting with something proposed from the BOG's would help start that discus-  
143 sion. Chairman Daniels agreed.

144  
145 Selectman Berry liked what Jeff Marshall said. We need people like him to come up, with our input to come up with what  
146 we need. Selectman Roberge agreed. She still has questions about the length of time; Mont Vernon needs a longer-term to  
147 spread out the cost.

148  
149 Selectman Labonte asked if we can put forth some direction to what is our next step instead of leaving like we accom-  
150 plished nothing. Chairman Daniels said we have determined that we will work through our BOG. Selectman Esposito re-  
151 peated that they didn't want MACC Base dissolved, they want to remain a partner. Our problems can be solved. Mont  
152 Vernon can't afford a big hit on an annual basis. Selectman Roberge asked about a time frame to follow for our BOGs as to  
153 when we expect something back.

154  
155 Chairman Daniels said he doesn't think we will resolve the time frame tonight. It's something we need to get started on  
156 how to move things forward.

157  
158 Chairman Boissonnault made a motion to adorn. Seconded by Selectman Labonte. All towns were in favor. 9/0.

159  
160 **6:40 p.m. – 2<sup>nd</sup> Public Hearing - Keyes Memorial Park, East Entrance - Performance Stage. Donation of equipment,**  
161 **personnel/labor, and materials to the Town pursuant to RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both**  
162 **for the assembly/construction of the performance stage.**

163  
164 Chairman Daniels opened the public hearing. Lincoln Daley, Community Development Director gave a brief overview.  
165 In Summary: the Demontigny family had previously donated granite stone material from a 30' x 60' stone structure build-  
166 ing on their property. The material was used to construct the performance stage. Through the collective efforts and coordi-  
167 nation of eighteen (18) local companies, they disassembled/removed the material from Demontigny property and then reas-  
168 sembled the material at the Keyes Memorial Park – East Entrance to create the 30' x 30' (approx.) performance stage.

169  
170 The construction of the performance stage was included as an important element of the 2016 Keyes Memorial Park East  
171 Entrance Master Plan. The granite stone material, equipment, and services used to relocate the material and the construction  
172 of the project was donated by the referenced individuals/companies at no expense to the Town. The total approximated cost  
173 of the donated equipment, materials, and labor is approximately \$100,000.

174  
175 The purpose of this public hearing is for the Board to determine whether to accept the donation of equipment, person-  
176 nel/labor, and materials used for the assembly and construction of the performance stage located at the Keyes Memorial

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021**

177 Park – East Entrance (former Fletcher Paint Superfund site). Although the stage has been constructed, to formally accept  
178 said donation (categorized as property), the Board of Selectmen is required to hold two public hearings in accordance with  
179 NH RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both. The first of two public hearings is scheduled for April  
180 12th followed by a second hearing on April 26th. The Selectmen's final vote would take place at the May 10th meeting.  
181

182 Chairman Daniels closed the public hearing. A decision will be made on at the next Board of Selectmen's meeting on May  
183 10, 2021.  
184

185 Selectman Labonte asked if it was common to accept stuff after it was done. Lincoln said it's a technicality, the Board al-  
186 ready accepted the material but not the labor and equipment used to assemble the stage for the project. This is for account-  
187 ing purposes. Chairman Daniels asked if this covers everything. Lincoln said no. We are working with the parties on the  
188 final design elements and cost for the roof. He will be coming back before the Board when that is complete.  
189

190 **6:45 p.m. – Approval of Land Use Change Tax (LUCT) Map 3, Lot 12, Veterans Tax Credit (Housekeeping), Stand-  
191 ard Veterans Credits (13), All Veteran's Tax Credits (4), Veterans Service Connected Disability Tax Credits and  
192 Veterans Change of Status Tax Credit, Exempt Properties (34), Exempt Properties (1) Little Arrows Child Care  
193 Services and Solar Exemption and Abatement Map 3 Lot 12 – Assessing Director, Marti Noel**  
194

195 **Approval of Land Use Change Tax (LUCT) Map 3, Lot 12** - This parcel has been disturbed for construction of a new  
196 home. The property owner is aware of the action being taken tonight regarding their property. The parcel includes 13.5  
197 acres, and 1.5 acres are being removed as the area needed to support the home and curtilage.  
198

199 **Selectman Dargie made a motion to accept the recommended LUCT for Map 3 Lot 12. Seconded by Selectman La-  
200 bonte. All were in favor. The motion passed 3/0.**  
201

202 **Veterans Tax Credit (Housekeeping)** - During a recently conducted audit of Veteran's Tax Credit Applications, it was  
203 discovered that 12 forms PA-29 (Permanent Applications) had erroneously been left unsigned. I have reviewed the applica-  
204 tions and have presented these PA-29 forms to be signed this evening.  
205

206 **Selectman Dargie made a motion to accept the recommended 12 PA29 forms. Seconded by Selectman Labonte. All  
207 were in favor. The motion passed 3/0.**  
208

209 **Standard Veterans Credits (13), All Veteran's Tax Credits (4), Veterans Service Connected Disability Tax Credits** –  
210 Marti presented a list of property owners who have applied for the various Veteran's Property Tax Credits as indicated on  
211 the spreadsheet attached.  
212

213 **Selectman Dargie made a motion to accept the recommended 29 Various Veteran's Tax Credits. Seconded by Se-  
214 lectman Labonte. All were in favor. The motion passed 3/0.**  
215

216 **Exempt Properties (34), Exempt Properties** – Marti presented a list of properties to be exempt from taxation.  
217

218 **Selectman Dargie made a motion to accept the recommended 34 Exempt Properties. Seconded by Selectman La-  
219 bonte. All were in favor. The motion passed 3/0.**  
220

221 **Exempt Properties (1) Little Arrows Child Care Services** - This property listed below is separated from the majority of  
222 exempt properties as Chairman Daniels is on its Board of Directors and has historically recused himself from the vote on  
223 this property. Marti recommends the Board approves the following applications for the 2021 tax year.  
224

225 **Selectman Dargie made a motion to accept the recommended Exempt Property (1) Little Arrows Child Care Ser-  
226 vices. Seconded by Selectman Labonte. The motion passed 2/0/1 with Chairman Daniels abstaining.**  
227

228 **Solar Exemptions** – Marti presented a list of properties that qualify for Solar Exemptions.  
229

230 **Selectman Dargie made a motion to accept the recommended 9 Solar Exemptions. Seconded by Selectman Labonte.  
231 All were in favor. The motion passed 3/0.**

232 **Abatement Map 3 Lot 12** - A Land Use Change Tax Warrant was signed by the BOS on March 22, 2021. Although the  
233 owners had received notice this action was taking place, they did not contact me until after the warrant was issued. This

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021**

234 Abatement is to cancel the warrant until a few details can be worked out with the property owners who are finalizing pa-  
235 perwork for an Excavation permit with the Planning Board. A new LUCT warrant will be issued after the 155E and AoT  
236 permit is in place.  
237

238 **Selectman Dargie made a motion to rescind the previous LUCT warrant for Map 3 Lot 12. Seconded by Selectman**  
239 **Labonte. All were in favor. The motion passed 3/0.**  
240

241 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time  
242

243 **4. DECISIONS** – Selectman Dargie asked that 4. a) 8) be removed from the consent calendar. Selectman Labonte asked  
244 that 4. a) 1) be removed from the consent calendar. Administrator Shannon asked that 4. a) 4) be removed from the consent  
245 calendar. Selectman Labonte made a motion to approve the remaining items on the consent calendar. Seconded by Se-  
246 lectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes.  
247 All were in favor. The motion passed 3/0.

248 **a) CONSENT CALENDAR**

249 **1) Request for Approval of Appropriations Voted MS-232**

250 **2) Request for Acceptance of Investment Policy Review and Re-Adoption, and Treasurer’s Delegation**

251 **3) Approval of Report of Wood or Timber Cut, Map 56-52 Lot 1**

252 **4) Approval of Intent to Cut Wood or Timber, Map 3 Lot 6, and Map 3-5 Lot 21 through 29**

253 **5) Approval of Intent to Excavate Map 58 Lot 1**

254 **6) Approval of Reports of Excavation Map 58 Lot 1 and Map 58 Lot 2**

255 **7) Request to use the Oval for a 9/11 Memorial Service**

256 **8) Approval of Teamsters Request for Temporary Change in position status from Union to non-Union.**

257 **9) NH RSA (3:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 –**

258 • Donation to Milford Fire Department Special Purpose fund from "Three Wonder Children", Lola Van Germert,  
259 Cooper Pare, and Emily Vance-Blais - \$69.10.

260 • Donation of a tree to the Milford Cemetery Department from Allen and Lisa Durant - \$275.00.

261 • Donation of Goods and Services for the Town of Milford from Eversource, Lucus Tree, and Asplundh - \$3,490  
262

263 In regards to item 4. a) 1), Selectman Labonte asked if this was due 20 days after the annual meeting. Paul Calabria, Fi-  
264 nance Director said yes but some leeway is given depending on what goes on at the town meetings and making sure there is  
265 proper documentation and ballot count verification.  
266

267 **Selectman Labonte made a motion to approve 4. a) 1) consent calendar. Seconded by Selectman Dargie. A roll call**  
268 **vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. All were in favor.**  
269 **The motion passed 3/0.**  
270

271 In regards to item 4. a) 4, Administrator Shannon said the intent for M 3-5-21 through 3-5-29 has some late discovered is-  
272 sues and the Assessor asked that the Board not vote on that section. Map 3 Lot 6 was fine and the Board could vote on that  
273 section.  
274

275 **Selectman Dargie made a motion to approve 4. a) 4) consent calendar for the Intent to Cut Timber on Map 3 Lot 6**  
276 **only. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte**  
277 **yes, and Chairman Daniels yes. All were in favor. The motion passed 3/0.**  
278

279 In regards to item 4. a) 8, Selectman Dargie asked for more clarification on who was making this request. Karen Blow, HR  
280 Director said it should read, “Approval of request for temporary changing union position, “teamster” to a non-union posi-  
281 tion. It’s a request by the Water Utilities Department.  
282

283 **Selectman Dargie made a motion to approve 4. a) 8) consent calendar to temporarily change the union position to a**  
284 **non-union position. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Select-**  
285 **man Labonte yes, and Chairman Daniels yes. All were in favor. The motion passed 3/0.**  
286

287 **b) OTHER DECISIONS**

288 **1) N/A**

289 **5. TOWN STATUS REPORT**

290 **1) Town Hall Re-opening** - Town Hall will be re-opening on May 17, 2021. The Town has determined that all mask  
and social distancing requirements will stay in effect for the time being. These requirements will be continuously re-

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021**

viewed and will be relaxed at the appropriate time. All other options for obtaining services (i.e. drop boxes, online, appointments, by phone) are available at all times.

**2) American Rescue Plan Funds** - The American Rescue Plan Act of 2021 created new Coronavirus State and Local Fiscal Recovery Funds to keep first responders, frontline health workers, and other providers of vital services safely on the job as states, local governments, Tribes, and territories to fight to rebuild Main Street economies. The rules are still being developed by the US Department of the Treasury and are due out by May 10th. Once the rules are promulgated and the Town receives the funding, the BOS will work to identify the most effective way to utilize these monies. Milford's share will be about \$1.6 million.

**6. DISCUSSIONS**

**1) Mail Box Policy Discussion – Tabled from April 12, 2021, reference e-mail** – Chairman Daniels said we need to make some changes to this policy. The situation needs to be taken on an individual basis. He would like to discuss this when all the Board is together. Selectman Labonte and Selectman Dargie agreed. This discussion is tabled until the May 10<sup>th</sup> Board of Selectmen's meeting.

Rick Riendeau would also like to table it. There are liability issues that he would like the Board to be aware of as well.

**Selectman Dargie made a motion to table the Mail Box Policy Discussion until May 10th. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. All were in favor. The motion passed 3/0.**

**3) Communications** - Chairman Daniels said this is in line with the earlier IMA discussions.

**Chairman Daniels made a motion to have Captain Frye continue as our Board of Governors Representative for Milford. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte no, and Chairman Daniels yes. The motion passed 2/1 with Selectman Labonte opposed.**

Chairman Daniels said he will set up a meeting with Captain Frye to go over some of the ground rules. He doesn't like the idea of sending out our representative to decide how we are going to spend \$500,000 to \$700,000 a year without some direction from the Board. Selectman Labonte asked if he means having the BOG representative have too much authority. Chairman Daniels said no. It isn't fair for our representative to go into a meeting without knowing what this Board wants.

Selectman Labonte said he agrees we should let our representative know how we feel but as long as we set parameters it's still going to come back to the Board for final approval. Chairman Daniels said the more guidance we can give, the better it is, and this is going to take time.

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

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

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

Selectman Labonte said Granite Town Media had a meeting and they are still cleaning up the website.

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

**9. APPROVAL OF FINAL MINUTES** - Selectman Dargie moved to approve the minutes of April 12, 2021. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. All were in favor. The motion passed 3/0.

**10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

1. Treasurers Report March 2021

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

**12. NON-PUBLIC SESSION** a motion made by Selectman Labonte to enter into a non-public session in accordance with (RSA 91-A:3, II(b)) Personnel, (RSA 91-A:3, II(c)) – Reputation and approval of non-public minutes RSA 91-A:3, II (a) Personnel – April 12, 2021. Seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. The motion passed 3/0.

**In non-public, the Board approved the minutes of April 12, 2021 and addressed one thing. A motion was made by Selectman Dargie to seal the minutes. Seconded by Selectman Labonte, because it is determined that the divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. A**

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 4/26/2021

347 roll call vote was taken, Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. All were in fa-  
348 vor. The motion passed 3/0.

349  
350 13. ADJOURNMENT: Selectman Labonte moved to adjourn at 7:47 pm. Seconded by Selectman Dargie. A roll call  
351 vote was taken with Selectman Dargie yes, Selectman Labonte yes, and Chairman Daniels yes. All were in favor.  
352 The motion passed 3/0.

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354  
355 \_\_\_\_\_  
356 Gary Daniels, Chairman Paul Dargie, Member

357  
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359 \_\_\_\_\_  
360 Chris Labonte, Vice-Chairman David Freel, Member EXCUSED

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363 \_\_\_\_\_  
364 Laura Dudziak, Member EXCUSED

1  
2 APPROVED  
3 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
4 May 10, 2021  
5

6 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order  
7 2020-04. As such, the meeting was conducted online and in person.  
8

9 **PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator (Zoom)  
10 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant (Zoom)  
11 Laura Dudziak, Member (Zoom) Nate Addonizio, Videographer  
12 Paul Dargie, Member (Zoom)  
13 David Freel, Member  
14

15 **1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
16 Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal,  
17 state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in  
18 its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this  
19 meeting is imperative to the continued operation of Town government and services, which are vital to public safety and  
20 confidence during this emergency. As such, this meeting will be conducted with some members participating via Zoom and  
21 some members attending in person. Information for accessing this meeting can be found on the Town website in the red  
22 banner.  
23

24 Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being  
25 conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public com-  
26 ments will be limited to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the  
27 disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.  
28

29 All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked  
30 to state their name and state whether there was anyone in the room with them during this meeting, which is required under  
31 the Right-to-Know law.  
32

33 **Roll call attendance: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes, (zoom) no one is pre-**  
34 **sent. Selectman Labonte yes, present in the BOS room, Selectman Freel yes, present in the BOS room, and Chair-**  
35 **man Daniels yes, present in the BOS room**  
36

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

38 **5:30 p.m. – Application for Approval of Exemption or Tax Credit (37), Application for Approval of Elderly Exemp-**  
39 **tion Late filed (1) and Exceeds Income Limit (1), Application for Approval of Residences in Industrial or Commer-**  
40 **cial Zone (39) and Application for Denial of Exempt Property (1) - Director, Marti Noel**  
41

42 **Application for Approval of Exemption or Tax Credit (37)** - Marti presented a list of properties for Exemption or Tax  
43 Credit.  
44

45 **Selectman Labonte made a motion to accept the recommended 37 Exempt Properties. Seconded by Selectman Dar-**  
46 **gie. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Select-**  
47 **man Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
48

49 **Application for Approval of Elderly Exemption Late filed (1)** - The 2021 paperwork indicates the applicant does qualify  
50 under age, income, and asset criteria. The late-filed application was due to medical and personal issues preventing a timely  
51 filing. Marti recommends approval of this application.  
52

53 **Selectman Dargie made a motion to accept the late Elderly Exemption. Seconded by Selectman Labonte. A roll call**  
54 **vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Selectman Freel yes,**  
55 **and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
56  
57

58 **Exceeds Income Limit (1)** - The applicants qualify under age and assets criteria but exceed the income limits by \$534.14.  
59 The Board approved the use of the stimulus check as income earlier this year with the stipulation that any applicant whose  
60 income exceeds the limitation because of the stimulus check would be reviewed on a case by case basis. The applicants  
61 have indicated they cannot attend this evening because of ongoing issues with poor health and discomfort with using the  
62 Zoom attendance feature. For the applicant, health issues have been debilitating on many levels: physically, financially,



**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021**

63 and emotionally. They ask that the Board consider their circumstances and make an exception in this instance. Marti rec-  
64 ommends approval of this application.

65  
66 **Selectman Dargie made a motion to accept one (1) exceeds limit application. Seconded by Selectman Labonte. A roll**  
67 **call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Selectman Freel**  
68 **yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
69

70 **Application for Approval of Residences in Industrial or Commercial Zone (39)** – Marti reviewed the applications and  
71 recommends that the Board of Selectman approve the attached list of applicants for Residences in an Industrial or Commer-  
72 cial Zone for the tax year 2021.

73  
74 Chairman Daniels asked if these people get notified each year. Marti said yes. Chairman Daniels said questioned a couple  
75 on the third page not having a received date. Marti said the applications were in on time are the paperwork is in the Board’s  
76 folder.

77  
78 **Selectman Dargie made a motion to accept the 39 Applications for Residences in Industrial or Commercial Zone.**  
79 **Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes,**  
80 **Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
81

82 **Application for Denial of Exempt Property (1)** - Marti reviewed the application, including the charter, by-laws, and/or  
83 articles of incorporation do not demonstrate compliance to the statutory definition for approval for property tax exemption.  
84 They don't have the requirements in their paperwork. They are looking to revise their by-laws. Marti recommends the  
85 Board deny the following application for the 2021 tax year. She discussed her recommendation with the applicant who may  
86 seek remedy to their charter and re-submit next year.

87  
88 Selectman Dargie said pre COVID this group had charitable work going on with the building, specifically with the cub  
89 scouts. He feels we should approve them for this year and notify them to have their documentation for next year. Marti  
90 said they do good work but most of what they've done has been for their group. They allow certain groups to rent their hall  
91 but their charter doesn't require them to do good work which is needed per statute.

92  
93 Selectman Labonte asked if the request is denied, what recourse they have to go back. Marti said they can appeal. Select-  
94 man Dargie asked how much is the exemption dollar value. Marti said she didn't have it right now. It wouldn't be a full  
95 exemption because they lease out a portion of their building for a communications tower which would not be eligible. Se-  
96 lectman Dargie asked if they have applied before. Marti said no, this is the first time applying.

97  
98 **Selectman Labonte made a motion to accept the recommendation of the Assessor to deny the exempt property. Se-**  
99 **conded by Selectman Freel. A roll call vote was taken with Selectman Dargie, no, Selectman Dudziak, yes, Selectman**  
100 **Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Dargie op-**  
101 **posed.**  
102

103 **5:40 p.m. – EMS Week Proclamation** –Chairman Daniels read the EMS Week Proclamation to Designate the week of  
104 May 16 thru 22 as Emergency Medical Services Week–

- 105  
106 WHEREAS, Emergency medical services is a vital public service; and  
107 WHEREAS, The members of emergency medical services teams are ready to provide lifesaving care to those in need  
108 24 hours a day, seven days a week; and  
109 WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who expe-  
110 rience sudden illness or injury; and  
111 WHEREAS, Emergency medical services has grown to fill a gap by providing important, out of hospital care, includ-  
112 ing preventative medicine, follow-up care, and access to telemedicine; and  
113 WHEREAS, Emergency medical services teams consist of first responders, emergency medical technicians, paramed-  
114 ics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital  
115 nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital  
116 medical care providers; and  
117 WHEREAS, The members of emergency medical services teams, whether career or volunteer, engage in thousands of  
118 hours of specialized training and continuing education to enhance their lifesaving skills; and

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021

119 WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers  
120 by designating Emergency Medical Services Week; now  
121

122 NOW, THEREFORE, We, the Milford Board of Selectmen, in recognition of this event do hereby proclaim the week of  
123 May 16 THRU 22, 2021 as EMERGENCY SERVICES WEEK

124 With the EMS Strong theme, THIS IS EMS: Caring for Our Communities, we encourage the community to observe this  
125 week with appropriate programs, ceremonies, and activities. GIVEN under our hands and seal this 10th day of May, in the  
126 year Two Thousand and Twenty-One.  
127

128 **Selectman Dargie made a motion to declare May 16 thru May 22 Emergency Services Week. Seconded by Select-**  
129 **man Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte**  
130 **yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
131

132 **5:45 p.m. – Approval of Application for Special Event – Skate park Fundraiser Art and Music Festival – Mona Kluz**  
133 **Mona Kluz requested approval for a fundraiser to benefit the skate park on August 21<sup>st</sup> at Keyes Field.**  
134

135 Chairman Daniels asked how many people they would be expecting. Mona said she doesn't have that number yet. Select-  
136 man Labonte asked if the park would be closed to the public that day. Mona said no, many areas of the park would still be  
137 open. Selectman Freel asked if the police would be needed. Mona said yes. Arene Berry, Recreation Director said she is in  
138 favor of this but would like DPW's approval of the layout.  
139

140 **Selectman Freel made a motion to approve the application for a skate park fundraiser. Seconded by Selectman La-**  
141 **bonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Se-**  
142 **lectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
143

144 **5:55 p.m. – Ambulance Transport Fee Schedule Increase – Director, Eric Schelberg.** Eric is proposing the Board adopt  
145 a 10% increase as follows, the last time an increase was proposed was in March 2019.  
146

	PROPOSED	CURRENT
147		
148 <b>Basic Life Support (BLS) – Emergency:</b>	<b>\$ 710.00</b>	<b>\$ 645.00</b>
149 <b>Advanced Life Support (ALS1) – Emergency:</b>	<b>\$1,020.00</b>	<b>\$ 920.00</b>
150 <b>Advanced Life Support (ALS2) – Emergency:</b>	<b>\$1,600.00</b>	<b>\$1,459.00</b>
151 <b>Advanced Life Support (ALS1) – SCT:</b>	<b>\$1,875.00</b>	<b>\$1,784.00</b>
152 <b>Mileage:</b>	<b>\$ 15.75</b>	<b>\$ 14.25</b>

153  
154 Selectman Dargie asked what the net loss for the department last year, what was collected versus expenses. Eric said about  
155 \$90,000 to \$100,000 but he would have to check.  
156

157 Selectman Freel asked what the reason for the increase was. Eric said they were one of the lowest charges in the area. Be-  
158 fore the 2019 increase, they had not raised their rates since 2016. The cost of employment, supplies, and fuel are increas-  
159 ing.  
160

161 Selectman Labonte asked if Eric's numbers include benefits. Eric said no. Selectman Freel asks what happens if someone  
162 doesn't have insurance and can't pay for the services. Eric said they have an abatement process that individuals can apply  
163 for. Selectman Freel asked if there was a maximum cap that insurance companies pay. Eric explained the four major pay-  
164 ers; Medicare, Medicaid, Commercial Insured, and Uninsured. The first two cap what they pay up. Medicare pays 80% and  
165 the patient pays for the remaining 20%. Medicaid only pays a certain amount, usually \$185.00 and we have to write off the  
166 rest. Commercial Insured usually pays the full amount depending on the insurer. The uninsured have to pay out of pocket.  
167

168 Selectman Dargie asked how they were doing on collections. Eric said they had a 56% collection rate from Comstar and  
169 they just changed to another collection agency in April and are hoping to increase that.  
170

171 Chairman Daniels asked historically what is the percentage of residents that pay a bill. Eric said it depends on the individ-  
172 ual. The uninsured usually don't pay. We brought in just under \$800,000 last year and we billed out about \$1,200,000.  
173

174 There was more discussion about payments and the Board requested a breakdown of each item and tabled this for the next  
175 meeting.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021**

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**3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time  
**4. DECISIONS** – Selectman Labonte made a motion to approve the consent calendar. 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.

**a) CONSENT CALENDAR**

1. NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 –
  - Donation from HealthTrust to the Town of Milford Wellness Campaign - \$200.00.
  - Donation from Cirtronics Corporation to the Milford Fire Department for Fire/Life Safety Education - \$450.00.
  - Donation from the towns of Goffstown, New Boston, Hollis, Merrimack and the City of Lebanon to cover the cost of the IPMBA Mountain Bike training that is being hosted by the Milford Police Department - \$2,100.00.
2. Approval of Intent to Cut Wood or Timber Map 51 Lot 1 - Woodhawk Drive.
3. Approval of Intent to Cut Wood or Timber various lots Map 3-5 Lot 23 thru 34
4. Approval of Annual Request for LGBTQ Pride Display on June 25-27, 2021

**b) OTHER DECISIONS**

- 1) Decision - Keyes Memorial Park, East Entrance - Performance Stage. Donation of equipment, personnel/labor, and materials to the Town pursuant to RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both for the assembly/construction of the performance stage.

**Selectman Freel made a motion to approve the Keyes Memorial Park, East Entrance - Performance Stage. Donation of equipment, personnel/labor, and materials. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

**5. TOWN STATUS REPORT – Town Administrator, John Shannon**

**1) American Rescue Plans Funds** - The American Rescue Plan Act of 2021 created new Coronavirus State and Local Fiscal Recovery Funds to keep first responders, frontline health workers, and other providers of vital services safely on the job as states, local governments, Tribes, and territories to fight to rebuild Main Street economies. The rules are still being developed by the US Department of the Treasury and are due out by May 10th. Once the rules are promulgated and the Town receives the funding, the BOS will work to identify the most effective way to utilize these monies. Milford’s share will be about \$1.6 million. The guidelines just came out today and we need to review it. We will be prepared to go over it by the next meeting.

**2) Fireworks Update - Recreation Director, Arene Berry** - The Town has scheduled the annual fireworks show for Friday, July 2nd, 2021. As the event grows closer, more details will be released to the public.

**3) Town Hall Re-opening** - Town Hall will be re-opening on May 17, 2021. The Town has decided that all mask and social distancing requirements will stay in effect for the time being. These requirements will be continuously reviewed and will be relaxed at the appropriate time. All other options for obtaining services (i.e. drop boxes, online, appointments, by phone) are available at all times.

Selectman Labonte asked if the Town Clerk will be open. Administrator Shannon said yes.

**6. DISCUSSIONS**

**1) Mail Box Policy Discussion – Tabled from April 26, 2021, reference e-mail** – Town Administrator John Shannon said that Rick Riendeau, Public Works Director could not be at the meeting tonight. Rick asked John to let the Board know the implications of fixing a structure (i.e.: mailbox) with a granite post, we the town assume responsibility if someone hits it and gets hurt. All across the US, almost all of the states only allow the US postal service standard 4x4 wooden post, 2" metal post or some form of a breakaway post such as sign that is required to have per MUTCD. That is the only thing most Department of transportation allows. His recommendation is to continue to follow our signed policy. DPW will replace the granite post with the 4x4 wooden standard that is recommended by the USPS. If it is changed, he is afraid that other things such as fences, walls, sprinkler heads, etc. might start a trend that is not appropriate and could lead to significant costs to the town.

Selectman Freel said we should put a cap on the mailbox post to at least cover most of the cost. Selectman Labonte said the plow backed into the mailbox while snow plowing and he feels we should fix the mailbox. Chairman Daniels asked how

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021

232 many mailboxes usually get hit in the winter. Administrator Shannon said he would get that number. This is the only one  
233 brought to his attention this year.

234  
235 Selectman Freel said hitting one to three mailboxes a year is a cost of doing business and these people are paying taxes. He  
236 questioned the cost of a granite post. Selectman Labonte said the cost is \$611 including delivery and installation. There  
237 was more discussion about price and who's at fault. Chairman Daniels said if there is damage done on someone's property;  
238 the liability should be on the town. People should follow any space requirements. This should be done on a case-by-case  
239 basis. Selectman Freel said it should be capped at \$600 and dealt with on a case-by-case basis. People should also be clear-  
240 ing around their mailboxes.

241  
242 Selectman Dudziak agrees that this should be looked at on a case by case basis but for the town to be liable there has to be  
243 some type of negligence. The plow truck sliding in the road into someone's mailbox is an accident. She doesn't agree that  
244 the town should pick up every mailbox that is hit, it depends on the circumstances she also feels that \$600 is high. If you  
245 are driving 10 mph and acting reasonably in light of the conditions, insurance companies don't always find you liable.  
246 Chairman Daniels said it is still the insurance company that pays to fix the mailbox. Selectman Dudziak said she still feels  
247 that the town shouldn't be held liable. There was more discussion on what is or isn't an accident and who's liable.

248  
249 Paul Calabria, Finance Director said that the town is covered by Primex for negligence and liability. If we were to have an  
250 incidence where a mailbox was damaged by no negligence, we could put in a claim. Selectman Freel asked what the town's  
251 deductible is. Paul said we don't have one; it goes against our rate experience. Chairman Daniels asked for clarification of  
252 "no negligence". Paul said there could be damage but not at the fault of the drive because of road conditions. Selectman  
253 Freel asked if Primex could cancel us for multiple claims. Paul said no it goes against our experience rate and could drive  
254 up our rates.

255  
256 Selectman Labonte asked if we should compensate this person out of pocket rather than putting it through our insurance.  
257 Paul said it depends on the amount and what the Board chooses to cap it at. Administrator Shannon said he would rather  
258 pay out of pocket and not mess with the insurance, we can find \$600 out of a \$15,000,000 budget.

259  
260 Chairman Daniels said they should determine if the Board is in favor of reimbursing the person and waiving the policy.

261  
262 **Selectman Freel made a motion to reimburse the individual for \$611 to pay for her mailbox. Seconded by Selectman**  
263 **Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, no, Selectman Labonte yes,**  
264 **Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Dudziak opposed.**

265  
266 Chairman Daniels asked if we want to change the policy or just treat this on an individual basis. Selectman Labonte sug-  
267 gests waiting to change the policy until Rick can be part of the conversation. It was decided that they would work on lan-  
268 guage and bring it back to the Board.

269  
270 **2) Emergency Communications** - Chairman Daniels wants to give direction to Milford's representative on what we will  
271 accept or not accept on the IMA per our previous meeting with the Boards from the other Towns.

272  
273 Selectman Dargie is in favor of continuing to support the report that we paid from CTA to have Milford run their dispatch  
274 and have the other towns as customers. He isn't in favor of a long-term IMA agreement for about two or three years. He's  
275 not in favor of a 10 or 15-year agreement. We need to move forward with what's in the best interest of Milford. Selectman  
276 Dudziak is also not in favor of a long-term IMA agreement, she would prefer two or three years.

277  
278 Captain Frye said plan B was for each town to take care of its infrastructure. There isn't any reason to sign a long-term  
279 IMA. We started to break down the IMA current in place to determine if we are a call center then the only thing we are go-  
280 ing to fix is what's up in the Town Hall which is shared property but not anything out in the field.

281  
282 Selectman Dargie said we should work towards becoming a public safety grade system which isn't possible by renovating  
283 Town Hall. We need to move out of Town Hall. He isn't in favor of spending a lot of money to renovate where they are  
284 now. Captain Frye said they are not talking about renovating Town Hall.

285  
286 Chairman Daniels asked if all MACC Base's documents are current and up to date. Captain Frye said the by-laws haven't  
287 been touched since 2009 when Amherst left. Chairman Daniels said there was never a definition of if MACC Base was a  
288 system or a service. Captain Frye said correct. The only thing that would make sense to go to a long-term IMA would be

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021

289 to have MACC Base go to an infrastructure business where we could bond out something for 10 years or longer. If each  
290 town does its own infrastructure, then each town can bond out whatever they need for repairs. We are working at the begin-  
291 ning stages of this. We need to see what kind of IMA agreement that the other two towns, as far as the BOG are looking at  
292 to write up and determine if we are just a call center. Chairman Daniels asked if Captain Frye has agreement among the  
293 BOG for that definition. Captain Frye said no, he just brought it up at the last meeting.

294  
295 Selectman Labonte said establishing what MACC Base is the first step and determining who owns what now. Chairman  
296 Daniels said we've asked for an appendix of that in the past. There isn't much owned jointly. Captain Frye said we need a  
297 clean break, everything in each town will be owned by the individual towns, we will share the MACC Base and call center.  
298 Selectman Freel asked what the consensus of the BOG about that. Captain Frye said they didn't argue against it. We have  
299 stuff up at MACC Base and if it breaks, it's Milford that pays for it because we own it. We have consoles that are shared  
300 by all towns which is a shared cost. We have things that need to be worked out.

301  
302 Chairman Daniels said once they determine if MACC Base is a service or system, they can set their documents to accom-  
303 modate what service needs to be provided. Selectman Labonte said how would it be worked out if something broke at mid-  
304 night and you were responsible for Milford, who would they call if they can't get ahold of whoever is responsible to ap-  
305 prove the fix not knowing if Milford was willing to foot the bill. Captain Frye said they would continue to do what they are  
306 currently doing. They go to a run sheet and figure out who they go to. We do have Primex. You don't have much discre-  
307 tion to say "don't fix it". Each town will have its person they contracted to fix their equipment. That is where you get into  
308 the call center. There was more discussion about different scenarios that could happen.

309  
310 Selectman Dargie is in favor of implementing the P25 system recommended by CTA. If we change our infrastructure to  
311 match up with CTA's recommendation, what does that mean to the other towns? What they have might not be interopera-  
312 ble to ours. Chief Flaherty, Milford Fire Chief, said as far as cost-sharing, the Milford Fire Department owns their repeaters  
313 as well as their antenna sites, when breaks we fix it.

314  
315 Chairman Daniels said if we are renting out an antenna site and something goes wrong, it would be part of the rental  
316 agreement to decide that the person who owns the tower is going to fix it or because it's our equipment, we would fix it. It's  
317 clear-cut. Chairman Daniels asked Captain Frye if he could anticipate any of the questions that he might be asked. Captain  
318 Frye said they are still looking into things and breaking apart the IMA. The two big towns are looking in the same direction  
319 to have their infrastructure.

320  
321 Selectman Labonte said Mont Vernon was okay with what they have now. He is for a longer IMA agreement. He doesn't  
322 feel we should put this in front of the voters again. Selectman Freel said it isn't going to get any better. He isn't for Milford  
323 paying for 71% of any equipment. It should be even across the board. We should try to keep the towns together. The other  
324 towns could stay on to our system if we go to a P25 system. If something is in Milford, we fix it, we own it. He's fine with  
325 the cost of 71% to run it, but the equipment should be even cost. He thinks an IMA for two or three years is a waste of  
326 time, it should be 10 years at the max. Selectman Labonte said things discussed over the past few years can be put into the  
327 IMA. If we are not happy with the service we can add an escape clause.

328  
329 Captain Frye the biggest thing in the 2018 IMA was how to bond. The length of the IMA should be 2 to 3 years, maybe 5  
330 years max. It has nothing to do with bonding or infrastructure anymore. You take the bonding and infrastructure out and  
331 MACC Base is just a call center and they won't be responsible for what's outside. We have to define what MACC Base is.  
332 If you want MACC Base to be a regional system and have them in the infrastructure business then you should sign a 10 to  
333 20-year agreement, let them bond out everything and we just continue to pay our 71%. By taking care of our infrastructure  
334 for each town, we won't need these agreements and if a town is unhappy once they have their entire infrastructure, they can  
335 just leave. Most IMA's around this area is like that. We would all be customers to MACC Base. You have more independ-  
336 ence owning your infrastructure.

337  
338 Selectman Freel asked what is the biggest problem with the 2 to 1 vote, is it for spending the money or running it in gen-  
339 eral. Captain Frye said in the past they said Milford doesn't like to spend money, we are about to spend \$53,000 this year  
340 on infrastructure. He hasn't said no that much, as far as needed improvements to MACC Base. If it's 2/2 it just stays the  
341 same. We are moving in the right direction where the 3 BOG's are looking at fixing their infrastructure. If they can't af-  
342 ford to fix it, it only affects their town. We are looking at P25 and we are not going backward. The next BOG meeting is  
343 on May 19<sup>th</sup>. The current IMA is good until December of 2022.

344

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/10/2021**

345 Selectman Labonte said there is an upgrade that is going to cost money and there was talk about people wanting to know  
346 about a new IMA by July or August. Captain Frye said Chairman Wilson said we may have an idea on what direction we  
347 are going in by then but a hard copy for each town wouldn't be ready to go until spring. Selectman Labonte said there will  
348 be a warrant article next year for some type of communications. Chairman Daniels said we will keep this on each agenda so  
349 we can get updates.

351 Selectman Labonte asked about the process when a radio complaint comes in. Captain Frye, we put warrant articles out. He  
352 doesn't know what they want him to do when reception isn't working. They are trying to get on Crown Castle for antennas.  
353 Selectman Labonte made a spreadsheet of all the radio complaints by officer and location. He asked if they try to deter-  
354 mine what the problem is. Captain Frye said the radios have been diagnosed, so it isn't our radios. In reality, you are only  
355 getting 1/3 of all the radio complaints. It's an everyday issue where someone has a problem where they can't hear.

357 Chairman Daniels asked if the problems they are having with the hearing are brought to the BOG to discuss. Captain Frye  
358 said everyone realizes that the infrastructure needs to be updated, it is failing. When a dispatcher says, "can you go to a  
359 window and hold your radio to a window or step out of a building so someone can hear you", that is a problem. Selectman  
360 Labonte said out of the complaints that he has, there were 18 complaints from one officer. His first thought is, buy that  
361 officer a radio. Captain Frye said his radio was sent out and it came back with no problems. It's a problem and we are try-  
362 ing to do the best we can to get something passed through the voters.

364 Officer LaCure, Milford Police Officer, said it's so common that the radios are not picking up that they just assume they are  
365 not going to work. If it's an arrest or serious incident, you have that time to while processing paperwork to remember that  
366 you have to send Captain Frye an e-mail about a non-working radio. This is a common occurrence, but some may not send  
367 out a report because they are moving on to the next thing. Some guys are better than others about sending out radio com-  
368 plaints that may be why you got 18 complaints from one officer. They know that in some areas, their radios are just never  
369 going to work. You just bring in your phone because you know what will happen. Sometimes MACC Base says, "When  
370 you get to your cruiser, give us a phone call". He might be wrestling with someone and doesn't have time to do that.

372 Selectman Labonte said he isn't questioning if it's the police officers, he is questioning the process on how to fix them.  
373 Officer LaCure said the town and the department has done that and the CTA study has told us, here is why it isn't working,  
374 here's where it doesn't work, here's where it's okay and it still wasn't good enough. We know why it isn't working, why we  
375 just discounting the CTA study, he just doesn't understand.

377 Chairman Daniels said the emergency services are an important part of the solution. You need to mark it down when it  
378 doesn't work because you know the problem areas. Selectman Labonte said CTA never put a cause in their report, he would  
379 love to know where it is in there. They didn't do any technical studies.

381 **7. PUBLIC COMMENTS. (regarding items that are not on the agenda)** There were no public comments at this time  
382 Selectman Labonte said that Jay Duffy would like to invite the Board to a Milford Day of Remembrance at Riverside  
383 Cemetery on May 22, 2021, at 8:45 am.

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

386 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

387 **b. OTHER ITEMS (that are not on the agenda)**

388 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of April 26, 2021, as**  
389 **amended. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak**  
390 **yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed**  
391 **5/0.**

392 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

393 1. N/A

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

395 **12. NON-PUBLIC SESSION a motion made by Selectman Freel to enter into a non-public session in accordance**  
396 **with (RSA 91-A:3, II(e)) Legal, (RSA 91-A:3, II(c)) – Reputation and approval of non-public minutes RSA 91-A:3, II**  
397 **(c) Reputation – April 26, 2021. Seconded by Selectmen Labonte. A roll call vote was taken with Selectman Dargie**  
398 **yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion**  
399 **passed 5/0.**

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APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
May 24, 2021

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04. As such, the meeting was conducted online and in person.

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

**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 with some members participating via Zoom and some members attending in person. Information for accessing this meeting can be found on the Town website 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) no one is present. Selectman Labonte yes, present in the BOS room, and Chairman Daniels yes, present in the BOS room. Selectmen Freel was not in attendance at this time. Selectman Freel joined the meeting at 5:35, he was present in the BOS room.**

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

**5:30 p.m. – Ambulance Transport Fee Increase (tabled from May 10, 2021) – Director, Eric Schelberg**

Eric is proposing the Board adopt a 10% increase as follows, the last time an increase was proposed was in March 2019. This was tabled from May 10<sup>th</sup> so that Eric could respond to previous questions. Additional information included Write-off by the payer for 2019 and 2020 requested by Selectman Freel and revenue stream from 2019 requested by Selectman Dargie.

Selectman Labonte questioned that his numbers from Finance were slightly higher than what Eric gave. Eric gave a brief explanation of why they could be different and said if the numbers were higher, that's even better.

Chairman Daniels asked if insurance gets more expensive which makes the rates go higher. Eric said yes, EMS represents about not even 1/10 of the billings and revenue in the entire health care system.

Selectman Labonte asked what we gain by raising the rates, the only ones it will affect are uninsured. Eric said Medicare has a set rate and they pay 80% of the maximum rate of which 20% goes back to the patient. Medicaid also has a set flat rate and they write off the rest. Both will slowly move up. The commercial insured and uninsured will take the brunt of this. Insurance carriers tend to pay a little bit more however, they are also raising deductibles. The uninsured will take the brunt of any increase that is there but hardly any of the uninsured pay.

Selectman Labonte said Brookline doesn't charge for their ambulance services, it's something that is covered in the town budget. The ambulance is just seen as a revenue stream for the town. Eric said yes, out of the town's emergency services, the Ambulance department has a revenue stream that is available to it to charge for. They brought in over \$800,000 which represents about 12% of untaxable revenue for the town which is \$800,000 less on the tax roll. Selectman Labonte said he isn't in favor of an increase. He would be in favor of finding a more positive way for collection rates.



APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021

63 Selectman Freel isn't in favor of an increase. He doesn't understand why we are trying to make money. If we need money  
64 in the town, we should go up on our taxes. It's like you are trying to make money on people who are injured and need help.  
65 It would be different if the Ambulance was taking a loss. The town has its revenue, he repeated, we need more money, we  
66 raise the tax rate. Eric said the department has been charging since the 1980s, it's a discussion for the Board to decide if we  
67 should continue to charge or not.  
68

69 Paul Calabria said some year-end adjustments and accruals that don't always get reflected in the final financials. He can't  
70 speak to the difference because Munis is having connectivity issues. Selectman Freel asked Eric what his reasoning was for  
71 the increase of 10%, it's going to bring in another \$80,000 to \$90,000. Do you know the amount of money that we don't  
72 collect every year due to nonpayment? Eric said if we increase to 10% we will not be bringing in \$80,000 to \$90,000 be-  
73 cause we have Medicare and Medicaid patients and they have a fixed flat rate that we have to write off so much. There will  
74 also be a significant amount written off because of the uninsured. Our revenue will be far lower than the amount you are  
75 suggesting. Selectman Freel still doesn't understand. Eric said what they have billed out has been consistently the same.  
76 He feels that we are only going to see an increase on the collections side of the insured which is roughly 300 billable trans-  
77 ports. We should go up because the cost of living is going up, as well as the cost of fuel, supplies, raises, etc. We are try-  
78 ing to keep up with that if we are trying to offset our cost to the community. Selectman Freel still doesn't get it. Eric said  
79 there is a revenue stream out there that is available to the town and for over 30 years we've tried to recoup our cost to offset  
80 our cost to the community.  
81

82 Selectman Labonte asked Eric if he breaks down the calls by the providers that are going to pay for it. Eric said yes he will  
83 base his numbers on 2019 data because 2020 was an off-year. For 2019 we billed out 924 kinds of transport for Medicare,  
84 139 were from Medicaid, 378 through insured, and uninsured was 54. There was some discussion of what they can't bill for  
85 Medicare and Medicaid. Selectman Labonte said this puts a burden on the uninsured and those that have to make their de-  
86 ductible through private insurance.  
87

88 Chairman Daniels said the North East CPI population growth comes nowhere close to 10%. Eric agreed but they have not  
89 raised their rates since 2019 so if you look at this from year over year, this would be a 5%. We have been down low for a  
90 long time and have been trying to slowly increase it.  
91

92 **Selectman Dargie made a motion approve the Ambulance Transport Fee Increase by 10%. Seconded by Selectman**  
93 **Dudziak. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte no,**  
94 **Selectman Freel no, and Chairman Daniels yes. The motion passed 3/2 with Selectman Labonte and Selectman Freel**  
95 **opposed.**  
96

97 **5:40 p.m. – Scout House Discussion – Chairman David Palance, Heritage Commission**

98 The Heritage Commission looked at the windows at the Scout House per the request of the Board on behalf of the Scouts.  
99 They found that the building is in need of repair. He gave a brief presentation. They plan to get the Scouts back into the  
100 building in about a month and they have a maintenance plan to fix the building of the much-needed repairs. They deter-  
101 mined that:  
102

- 103 • Maintenance of the existing windows is preferable to replacement
  - 104 • Vinyl has a shorter life span than wood and will need to be replaced more often
  - 105 • Removing and replacing the existing windows has the potential to result in the need for additional work
  - 106 • The exterior shows visible signs of deterioration
- 107

108 They would like to the restoration in phases to include a workshop for the community on restoring old houses. They will  
109 be using volunteers in the community to help. The Selectman voted to allow \$3,500 for repairs and we can get well into the  
110 plan for the money allotted.  
111

112 Proposed Plan:

- 113 I. Perform Mechanical Maintenance on Windows (2): June 2021 \$ 750
- 114 • Removing the sash
- 115 • Scraping & priming excess paint from edges & meeting rails
- 116 • Spot priming
- 117 • Replacing a broken pane
- 118 • Add weather stripping
- 119 • Re-roping & hanging sash

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021

- 120 • Final check for smooth operation
- 121 II. Workshop I&II: Restore Remaining Windows (4): October 2021 \$ 1,400
- 122 III. Replace main entry door & steps November 2021 \$ TBD
- 123 IV. Purchase & attach historically appropriate storm windows: November 2021 \$ TBD
- 124 V. Assess & develop a plan for shell/exterior maintenance: November 2021 \$ TBD
- 125 • Window jambs should be rebuilt/repaired
- 126 • Window sills & casings should be evaluated for rot & repaired
- 127 • Exterior clapboards require lead mitigation, repainting & replacement of rotted clapboards & sills

129 Chairman Daniels questioned wood versus vinyl. David explained the difference between the thin vinyl versus wood and  
130 said wood holds up better. Vinyl has a shorter life span than wood and would need to be replaced more often. Baseballs  
131 can crack vinyl and you would have to replace the whole thing.

132  
133 Selectman Dargie asked for clarification on the volunteers doing the work. David said a professional will do the two big  
134 windows. We have other people who would like to attend the workshops and volunteer their help while learning something  
135 in the process. Selectman Dargie commented on corroded wood in some of the pictures. David said they need to assess the  
136 sills. He believes it can be repaired. The building has not been maintained very much in the last few years. There are also  
137 signs of lead paint on the building. One of the phases includes storm windows.

138  
139 Selectman Dargie asked if the windows were original to 1850 or have they been replaced over the years. David said some  
140 have been Selectman Freel said when we originally met, it was to get replacement windows. You are now at \$2,150 and  
141 some line items that are TBD. Do you have any idea what the TBD's are going to cost doing it your way versus our way?  
142 He's in favor of vinyl windows, it's a better product. He gets the history and trying to preserve but he's in construction and  
143 he thinks we are doing things better than we were in the 1800s. He thinks we should go with the original plan, get some  
144 windows and throw them in. He would like the cost of the TBD's.

145  
146 David said they want to have a quote instead of just shooting out a number. He believes they can get the job done without a  
147 problem. As far as our way versus your way, we brought Claudia and her husband in and they provided pictures and at-  
148 tended the walk-through, both parties were pleased. It isn't us versus them he looks at how many parties we can get to  
149 "we". It's a win if we can preserve this. It's a one-room schoolhouse in operation.

150  
151 Selectman Freel said it isn't a schoolhouse, it's not like it's in the downtown oval. He asked Chairman Daniels if we were  
152 locked down using the suggestions from the Heritage Commission. Chairman Daniels said they would have to vote on what  
153 is being presented. He asked if the building was on the Historical Register. David said no, however, it's in the Heritage  
154 District and this building is included in that district.

155  
156 Katherine Kokko, Milford resident, said the objective is to get the Scouts back into the building which was the original re-  
157 quest. The Heritage Commission is pointing out that there isn't a need for a full rip out and replace. The windows can be  
158 done with mechanical maintenance. The building is of great interest to people in town. Residents are interested in donating  
159 towards the restoration of the building. She would not take lightly the Heritage value of this building. The right people are  
160 looking at the building to see what it needs. This is a well-thought-out approach that comes in under budget to meet the  
161 needs that the scouts have identified which is to have functional windows. There are additional needs to the building and  
162 there is interest in doing that. This isn't a building that you want to put vinyl windows in. Vinyl windows are not a preser-  
163 vation product and are not intended to be used in this type of scenario. It's been evaluated for what it needs for what it is,  
164 not for if you intended to build it today.

165  
166 Selectman Freel asked who else is using the building. Claudia Lemiere, Milford resident, said some of it is used for storage  
167 by MCAA and the electrical for the warming hut and fields is stored in the basement. Mostly the building is used for cub  
168 scouts and troop 4 boy scouts. The Legion leases it from the town for \$1 and lets the scouts use it. The town is responsible  
169 for the exterior only. Selectman Freel is not for preserving this building to what it was in the 1800s. He is for getting it  
170 ready for the kids to use.

171  
172 Bob Parker, Milford resident, has been involved with scouts for 19 years. The town nailed the windows shut due to vandal-  
173 ism. Fixing the two main windows will not allow them to use the scout house. All the windows have to be accessible.  
174 There is also a room in the back that needs windows to be opened. They also need screens on the buildings because of the  
175 bugs. Not being able to use the building this past year has cut down on low attendance and scout turnover. We need to  
176 work in the building with the scouts on training and apply it outside the building. We also store equipment at the scout

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021

177 house and it's convenient to get to it while using the upstairs rooms. The scouts painted the interior and re-did the floor  
178 about 15 years ago. The steps also need to be replaced and it needs a railing. We would like to get back in there as quickly  
179 as possible.

180  
181 Claudia said there is a mix of windows in the building. They need storms and screens. Selectman Freel asked if they were  
182 able to find replacement windows. Claudia said yes. She appreciates the time that the Heritage Commission has put into  
183 this. She has concerns about a public workshop and the time involved in that. All the windows have to be replaced and  
184 soon. There was more discussion of the types of windows.

185  
186 David clarified that they were not trying to go "back in time". They are trying to preserve what they have and stop the de-  
187 cay and careless restoration and put it on a plan the get it locked at this point. Removing and replacing existing windows  
188 has the potential to result in the need for additional work, there are too many unknowns in an old house. We can get all the  
189 windows replaced plus a workshop, plus a plan to keep this building in good condition for the money allotted.

190  
191 Mike Thornton, Milford resident, said his family has expressed interest in taking the preservation class and making a con-  
192 tribution. Put the vinyl windows in and make sure they are working, preserve the historical windows, and teach residents  
193 how to maintain their historical windows. Both ways offer a win.

194  
195 Selectman Labonte asked if they could get a price from the guy that looked at the windows to get all the windows up and  
196 functional and in what time frame. David said the \$750 was for two windows next month. The rest of the windows would  
197 be covered in a couple of months for an additional \$1,400, for a total of \$2,150 which is under what the Board approved.

198  
199 Selectman Labonte said he walked through the building with the Heritage Commission. There could be more maintenance  
200 done to the building. He believes that there is money that can be donated from the public due to the interest in the building.

201  
202 Katherine Kokko clarified that the Heritage workshop approach is something that has been carried out by other entities that  
203 are looking to do preservation on old buildings in their towns. The Preservation Alliance sometimes gets people to take on  
204 these types of projects. As far as the timing, the Heritage Commission was working under the impression and agreement  
205 that having two windows functioning would meet the ventilation needs in that area of the building. It sounds like that's  
206 being proposed as not being the case. It would be advisable for the Heritage Commission to get together and have a con-  
207 versation about this with the scouts because we thought we were on the same page. The timing of the workshop and making  
208 the windows operational in June is based on availability. The Heritage Commission and the Board were approached about  
209 this almost a month ago and we put this plan together with an evaluation in 30 days. She understands that the scouts want  
210 to get back into the building but you need a thoughtful approach if you are interested in persevering the building. The  
211 scouts are currently meeting at the town hall and continue to do so until some of these repairs are made operational. We  
212 can ask to have things done quicker.

213  
214 Tina Philbrick, a Milford resident said she's been working with the Heritage Commission and they did a fantastic job and  
215 put a lot of hours into this. You have an opportunity to restore a valuable part of Milford's history for very little money, a  
216 lot of community help, and possibly a lot of donations. The scouts have been using the Banquet Hall and can continue to  
217 use it as long as needed. The plan that the Heritage Commission put forward will get the scouts in as quickly as possible  
218 which is what they were tasked to do.

219  
220 Jeff Marshall, Milford resident, said he supports the Selectmen considering the Heritages proposal. His concern is that  
221 from the construction industry there is a lack of resources available so even if you were thinking of a manufactured window  
222 rather than a wood window, we may not find what will fit that building in the time frame that makes sense for this year. He  
223 would use caution about trying to "slap" something in. This is an important building, and he supports what the Heritage  
224 Commission proposed.

225  
226 Selectman Freel thanked the Heritage Commission but will still vote against it because he doesn't see a problem with vinyl  
227 windows in a historical building. Selectman Dargie would recommend that they try to improve the schedule to get the win-  
228 dows repaired as quickly as possible.

229  
230 **Selectman Dudziak made a motion to approve the phased plan presented by the Heritage Commission. Seconded by**  
231 **Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman La-**  
232 **bonte yes, Selectman Freel no, and Chairman Daniels yes. The motion passed 4/1 with Selectman Freel opposed.**  
233 **5:55 p.m. – Heritage Commission Overview - Chairman David Palace, Heritage Commission**

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021

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David gave a brief overview of what the Heritage Commission does:

- They review plans as they come to the Planning Board. They look at key components like historical features and stories. They don't shut things down, they offer suggestions and advice.
- They do research and look into old records, people, and places.
- We look to get things on the national and state register. We just got the swing bridge put on the historical state register. We are working on getting the Post Office on that same register.
- We look for reuse versus demolition. Preserve versus destroy.
- We need to tell our story better. We can do that by updating the Town master plan and put in some of the key things so that it becomes more obvious for things that we are looking at.

Chairman Daniels asked David to explain the difference between the Heritage Commission and the Historical Society. David said the Heritage Commission is an advisory to the town so they offer their expertise and advice. The Historical Society is an independent 501C organization. The town doesn't have any say in their business. They can make decisions based on their charter or not on their charter.

### **6:10 p.m. – Eagle Scout Project, Skateboard Repair Station – Trevor Naun**

Trevor gave a summary of his Eagle Scout Project: The Memo Foundation is currently helping improve Keyes Park Skate Park with a new bowl. A skateboard will be installed on a concrete slab that is 36x36 inch square that is four inches deep. There will be a wire mesh implemented into the cement to keep the structure and prevent the concrete from cracking in the future. After the repair station is installed he will hold a clinic for fourth and fifth-grade elementary students and teach them how to repair a skateboard with the station. The clinic will be sent out to the Webelos and advertised on Facebook, Milford NH residents' page). The estimated cost will be \$1,075 which will be raised through fundraising efforts.

Safety Concerns include:

Trevor will contact Dig Safe to address installation concerns. Everyone will wear masks. All volunteers will be screened for Covid symptoms, close contact, and travel. Everyone in the troop can use shovels and handheld electric screwdrivers. The concrete will be handled by only the older Scouts. Everyone handling both the wood and the concrete will be wearing gloves. Frequent water breaks will be taken so that no one gets overheated during the day. A rain date is scheduled in case of bad weather. He will also remind Scouts about sunscreen.

Selectman Freel asked if they were doing a sonar tube under it. Trevor said no, he chose the square instead. Selectman Freel questioned the process. Trevor gave more detail.

Selectman Labonte asked if Trevor checked with Rick at DPW about this. Trevor said not yet, Arene Berry suggested that he do so. Selectman Dargie asked if Trevor has seen any of these installed anywhere. Trevor said no, but he's seen videos of bike repair stations that are similar.

Arene Berry, Recreation Director, said there are bike repair stations in quite a few towns in New Hampshire. Chairman Daniels asked about the two mounted diagrams. Trevor said they are similar but mounted differently. Chairman Daniels asked about space. Trevor said it can hold only one station. Chairman Daniels asked about his timeline. Trevor said it takes about four weeks to ship once it's bought and he still has to do fundraising. He has until February 2022.

Selectman Freel recommended going with the cylinder type instead of the square and ask DPW what they think. Arene said Trevor has spoken to her about the different options and he will speak with DPW soon.

**Selectman Freel made a motion to approve the Skateboard Repair Station. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

### **6:20 p.m. – Eagle Scout Project, Bulletin Board – Zachary Naun**

Zachary gave a summary of his Eagle Scout Project: The project is to install a 43 x 6 x 100-inch bulletin at the entrance of Keyes Park in Milford. It is prebuilt and costs \$650. The purpose is to provide park goers with information on town news and programs. He is planning to run a youth soccer clinic to demonstrate leadership and raise the funds for the project. The estimated cost will be \$740 which will be raised through those efforts.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021**

290 Supplies will include garbage bags, masks, and water for concrete and cleaning (10 gallons approximately). All supplies,  
291 materials, and tools will be transported in his advisors, Mr. Carter’s Trailer.

292  
293 Selectman Labonte asked Zachary to check with DPW about placement.

294  
295 **Selectman Labonte made a motion to approve the Bulletin Board. Seconded by Selectman Freel. A roll call vote**  
296 **was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte yes, Selectman Freel yes, and**  
297 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**

298  
299 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time.

300  
301 **4. DECISIONS – Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman La-**  
302 **bonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Select-**  
303 **man Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

304 **a) CONSENT CALENDAR**

305 1. Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 NH (RSA (31:95(b)) – Donation of  
306 1,000 lbs. of used dumbbells to the Milford Police Departments gym from Jamie Christman and Service First HVAC  
307 - \$1,500.

308 2. Approval of Gravel Tax Levy, Map 38 Lot 58

309 3. Approval of 2021 Preliminary Tax Warrant

310 **OTHER DECISIONS**

311 1) N/A

312  
313 **5. TOWN STATUS REPORT – Town Administrator, John Shannon**

314 **1) Town Swimming Pool** - The Town swimming pool at Keyes Park will be opening this summer. The pool will be open-  
315 ing on June 16, 2021, and registration for programs and passes is now open. It will be necessary to put guidelines and pro-  
316 cedures into place to address the health and safety of the community and staff due to the pandemic and these can be found  
317 on the Town webpage on the Recreation page. It will not be as restrictive as last year. These procedures may change at any  
318 time per State guidelines and recommendations. Any questions or concerns can be directed to the Town Administrator's  
319 Office or the Recreation Department.

320  
321 **2) Town Re-opening** - Town Hall is now open during normal business hours. The Transfer Station will also be looking  
322 at making some adjustments such as the opening of the Still Good Shed. The Town has decided that all mask and social  
323 distancing requirements are still in effect for the time being. These requirements will be continuously reviewed and will be  
324 relaxed at the appropriate time. All other options for obtaining Town Hall services (i.e. drop boxes, online, appointments,  
325 by phone) are available at all times. Any questions or concerns about the project can be directed to the Town Administra-  
326 tor’s Office.

327 Selectman Freel asked about the new equipment at the pool last year and when the warranty for the equipment started.  
328 Administrator Shannon said the warranty started when they started using the equipment which was later in the season.  
329 They will be opening on schedule with a full crew of lifeguards as soon as they complete their training. He will get the  
330 specific date the warranty started tomorrow.

331  
332 Selectman Freel asked if there were any issues with the water this year as far as water bans. Selectman Labonte said we  
333 are under odds and evens; it’s like that every year.

334  
335 Selectman Dargie asked about the Memorial Day Parade. Administrator Shannon said it was approved in February and is  
336 moving forward. Selectman Dargie asked for the notice to be put on the website. Selectman Freel asked if there would be  
337 any restrictions on the parade. Administrator Shannon said no restrictions that he knows of and no restrictions from the  
338 state. Also, as a reminder, the fireworks will be on July 2, 2021.

339  
340 **6. DISCUSSIONS**

341 **1) Recycling Committee Ordinance (Enforcement)** – Chairman Daniels said some changes have been made and the  
342 committee had questions about the enforcement. This town ordinance requires recyclables to be separated to specific areas.  
343 Enforcement is hard because we can’t put Police out there to make sure people are doing it correctly. He is asking for ideas  
344 from the Board.

345

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021**

346 Selectman Labonte asked if there have been issues over this. Chairman Daniels said most people comply. If you don't  
347 follow the rules, your privileges are cut off. The Recycling Committee is looking at the penalties section with currently  
348 references fines but the fine index has been eliminated. People need to understand that the more we can separate recyclables  
349 that money can go into reducing the money to run the Transfer Station and property taxes. The market for recyclables  
350 changes from time to time.

351  
352 Selectman Labonte asked if the rest of the policy was reviewed by the Recycling Committee. He noticed that there are  
353 things in the policy that you can't do any more like put natural wood or pallets in the brush pile anymore. Chairman Dan-  
354 iels said he wasn't going to vote on this tonight. He will turn it back to the Committee but would like guidance from the  
355 Board on the compliance issue.

356  
357 Selectman Labonte said if our only recourse now is restricting people who violate this policy, do we ever get to the point  
358 that we have 30 or 40 people that are banned from the Transfer Station. Chairman Daniels said the number of people who  
359 have been banned could be counted on one hand, it's rare. Selectman Labonte said if most people are complying, do you  
360 wait until there becomes an issue before you do something.

361  
362 Chairman Daniels would rather ask people to do what you are trying to accomplish and not have to put penalties out there.  
363 Milford as a community has always worked together to accomplish those types of things. It was decided that they don't  
364 need to go through with enforcement. Chairman Daniels will respond to the Recycling Committee.

365  
366 **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)** There were no public comments at this time

367  
368 **8. SELECTMEN'S REPORTS/DISCUSSIONS**

369 Chairman Daniels said the next big initiative on the Recycling Committee is to push composting. Selectman Labonte asked  
370 where all the compost went at the Transfer Station. Chairman Daniels said we sold some of it so we would have to ask  
371 Rick or Tammy where the rest went.

372  
373 Selectman Labonte thanked Captain Frye for forwarding more radio issues; he is questioning the form that was sent.  
374 Chairman Daniels said he didn't know. They are trying to get a standardized form to use to collect the information. Se-  
375 lectman Labonte asked if there is any action taken on these radio complaints that are sent to the Board, are they forwarded  
376 to MACC Base or our radio vendor? Do we try to identify the problem/causes? Chairman Daniels said there is a process  
377 that needs to be developed for MACC Base and the Town. They have to determine if MACC Base is a system or service  
378 and then decide the policy or process on how it needs to be fixed.

379  
380 Selectman Labonte said that's what he's referring to. Chairman Daniels said we need a process that can be followed and  
381 part of the process is that we will be doing all the troubleshooting that we can at the local level before we escalate it to  
382 MACC Base.

383  
384 Selectman Labonte asked how we are going to do this process. Chairman Daniels said he's waiting to find out how MACC  
385 Base is going to define itself. Selectman Labonte asked if there was a way he can make a motion to start a process as far as  
386 investigating on our own. He feels things are being left with the assumption that it's the bigger picture.

387  
388 Chairman Daniels said Selectman Labonte could write up a draft of what he thinks the process should be. We can later  
389 discuss it and make alterations as needed.

390  
391 **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

392 **a. OTHER ITEMS (that are not on the agenda)**

393 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of May 10, 2021, as**  
394 **amended. Seconded by Chairman Daniels. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak**  
395 **yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed**  
396 **5/0.**

397  
398 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

399 1. N/A

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

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/24/2021

401 12. NON-PUBLIC SESSION a motion made by Selectman Labonte to enter into a non-public session for approval of  
402 minutes in accordance with (RSA 91-A:3, II(e)) Legal, (RSA 91-A:3, II(c)) – Reputation May 10, 2021. Seconded by  
403 Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte  
404 yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.  
405

406 In non-public, the Board approved minutes for May 10, 2021. There were no other discussions so there were no minutes to  
407 seal.  
408

409 13. ADJOURNMENT: Selectman Freel moved to adjourn at 7:40 pm. Seconded by Selectman Dargie. A roll call  
410 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and  
411 Chairman Daniels yes. All were in favor. The motion passed 5/0.  
412

413  
414  
415

416 \_\_\_\_\_  
Gary Daniels, Chairman

\_\_\_\_\_   
Paul Dargie, Member

417  
418  
419

420 \_\_\_\_\_  
Chris Labonte, Vice-Chairman

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

421  
422  
423

424 \_\_\_\_\_  
Laura Dudziak, Member

1  
2  
3 APPROVED  
4 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
5 June 14, 2021

6 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order  
7 2020-04. As such, the meeting was conducted online and in person.

8  
9 **PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator (Zoom)  
10 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant (Zoom)  
11 Laura Dudziak, Member Nate Addonizio, Videographer  
12 Paul Dargie, Member  
13 David Freel, Member  
14

15 **1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
16 Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in  
17 the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the  
18 discussion should please use a microphone in order to be heard on the PEG Access live broadcast.  
19

20 Chairman Daniels welcomed members of the public accessing this meeting remotely. He intends to continue using zoom at  
21 the Board meetings because there is more participation using this tool. All votes that are taken during this meeting must be  
22 done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was any-  
23 one in the room with them during this meeting, which is required under the Right-to-Know law.  
24

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

26 **5:30 p.m. – Conservation Commission Overview – Andy Hughes and John Yule**

27 Andy gave a brief overview of what the Conservation Commission is about:

28 Established in 1968. They are responsible for the Proper Utilization & Protection of Natural Resources. They have 7 full  
29 members plus associates. They work closely with the town's OCD, DPW, Zoning Board, Planning Board, and Board of  
30 Selectmen. They currently protect 1100 acres in the town including 19 plus miles of trails.  
31

32 Recently they received permanent protection on Mile Slip and Hitchiner Town Forest. They received 40 acres of property  
33 from the Melendy Landowners Association and purchased an additional 2 acres that buffer the Granite Town Rail Trail.  
34 They have a Trails Committee that keeps busy repairing bridges on the trails as well as annually hosting the Ghost Train  
35 Rail Trail Races.  
36

37 The Commission participates in public outreach programs, is active at the Pumpkin Festival, partners with Milford Thrive  
38 Programs hosts monthly hikes, and participates in Milford Middle School Health Fairs. They also complete annual training  
39 at conferences and workshops to keep up with rules and regulations as well as endangered species. Additional money is  
40 raised through warrant articles although they didn't put one in this past year.  
41

42 Chairman Daniels asked if ATVs were still allowed. Andy said yes if they are organized properly. Chairman Daniels  
43 asked if there were certain criteria they look at if people want to donate land. Andy said yes, they have criteria that they  
44 follow.  
45

46 Chairman Daniels asked if they were looking for new members. Andy said they have a full member board currently but  
47 people can volunteer as an alternate member. Chairman Daniels asked how Conservations deals with state departments that  
48 just don't respond, like NH Fish and Game. Andy said the appeal to the Selectman to try to have some influence. You just  
49 have to keep after them.  
50

51 Selectman Freel joined the Board at this time.  
52

53 **5:45 p.m. - Keyes Memorial Park Feasibility – Bill Hickey**

54 A presentation was provided as an update on the status of the Feasibility Assessment for a regional, multi-generational  
55 community center.  
56

57 **Recommendations:**

- 58 • Remove the existing non-functional buildings at 127 Elm Street  
59 • Install a paved, universally accessible walkway around the park  
60 • Significantly increase parking space, and explore the option of a through-road to better serve all that the property  
61 has to offer  
62 • Using a phased approach, construct a regional, multi-generational community center to fulfill the town's needs



**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021**

- 63 • Improve athletic fields to maximize playability while reducing recovery time and maintenance demands
- 64 • Provide new and expanded offerings and programs for residents of all ages
- 65 • Improve overall safety and security, and
- 66 • Relocate paved surfaces and park features that are currently in the floodplain

67  
68 Jeff Hyland, Ironwood, Senior Landscape Architect gave an overview of the existing buildings and site. There will also be  
69 access to the future dog park.

70  
71 Chairman Daniels asked if the survey used to gain input identified the cost of the project. Dan Hall said no. Chairman  
72 Daniels had concerns about the balls from the baseball games being close to the playground. Jeff said the likelihood of the  
73 balls going into the playground would be low.

74  
75 Dan Hall said this would be done in phases, he gave an overview of the footprint study for the 23,285 SF building. Phase II  
76 would include a gym and locker rooms. He highlighted the current structure with recommendations to demo or not to  
77 demo. They feel it would be better to start fresh.

78  
79 Cost of the demo only = \$380K - \$450K. New Building w/Gym \$9,989,800. New Building w/o Gym \$7,920,800.

80  
81 **6:05 p.m. – Recreation Commission Overview – Zach Williamson**

82 Zack gave a brief overview of what the Recreation Commission is about: They have 9 full members and 3 alternate spots.

83  
84 **The mission of the Milford Recreation Commission is to serve as advocates on behalf of the Milford community in**  
85 **promoting recreation and leisure activities for all ages and interests by:**

- 86 • Providing a forum for communication and coordination of recreation programs and issues:
- 87 • Assisting the Board of Selectmen and Recreation Department with recommendations for best utilization of exist-
- 88 ing park and recreation facilities
- 89 • Assisting the Board of Selectmen and Recreation Department with recommendations for implementing appropriate
- 90 recreation programs
- 91 • Providing recommendations for long-range community recreation capital improvements.

92  
93 The commission tries to help Recreation with all of the ongoing events. Most events break even in cost, some events make  
94 a profit. Selectman Labonte asked about the new bus. Arene said the bus is currently at the DPW facility. Once the pool is  
95 open the bus will get undercoated and lettered and hopefully start trips back up early fall. The pool will be open on  
96 Wednesday at 12:30.

97  
98 Chairman Daniels asked if they were still looking for volunteers. Arene said always. Chairman Daniels asked if they run  
99 programs with the intent of making a profit. Arene said some of the programs yes. The Recreation Department has their  
100 town budget which pays for her salary and 1/2 of the Program Coordinators' salary. The revolving fund pays for the other 1/2  
101 of the Program Coordinators' salary plus any expenses that the programs have and all the credit card fees, including the  
102 ones for pool passes that go into the general fund. We need to cover those expenses. We have an Easter Egg hunt that we  
103 don't charge for, but we spend about \$500 for chocolate. In 2019 we launched a sponsorship program where different  
104 businesses could sponsor an event. We identified where we have losses. Businesses stepped forward and we covered our  
105 losses. This didn't happen in 2020 due to COVID. We are hoping to bring this back in 2022, hoping businesses will come  
106 back to help. We are not building our budget planning on getting this because they don't want to put businesses in that po-  
107 sition if they are not ready to start supporting this.

108  
109 Chairman Daniels asked what the time frame was for the Keyes Memorial Park Feasibility Project. Arene said it will be  
110 presented in a phased approach. She doesn't have an exact number of years. She is hoping to have a timetable in the final  
111 report. Chairman Daniels suggested adding an approximate cost in the next survey.

112  
113 Chairman Daniels asked about fireworks. Arene said they will be on July 2<sup>nd</sup> this year. They couldn't find a company to  
114 do them on the 4<sup>th</sup>. A company will get back to her for next year. There is a company that may do it on the 4<sup>th</sup> if we had a  
115 larger budget. She plans to approach the Board about this in the fall.

116  
117 Selectman Labonte asked about the pool pass credit card fees going into the general fund. Arene said pool pass revenue  
118 goes in the general fund. DPW maintains the pool. Recreation takes care of the staffing. The revenue from the pool pass  
119 covers DPW's expenses which also include chemicals and maintenance, electricity, and water.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021

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Selectman Freel asked what was the intention of taking over the building on 127 Elm Street. Arene explained the process. Most of the money raised was by donations only. The property was bought for Recreational purposes. The original documents and report can be found on the website and she encourages the Board to read it if they haven't already.

**6:20 p. m. – 2-Way Communications – William (Bill) Bartlett**

Mr. Bartlett didn't have a specific agenda; he was there to answer questions about Milford's radios.

Captain Frye said there are many radio problems and they have been documenting them for months. Some Selectman wanted repeaterize systems so he presented prices. All the radios were checked, some antennas had to be replaced but there were no major issues found. The equipment list was reviewed and they came up with steps to get our communication working. Bill is here to help the Selectmen understand how the equipment works. He's been Milford's vendor for over 20 years.

Bill said he had slides but they were to be used for more technical questions. They have been through several solutions for Milford. The radios have been assessed and they are working fine. A full upgrade of the communications system would be an extreme and costly fix. They are looking for a balance to increase officer safety on the street. They are trying to find a middle ground. A weak spot in the communications system today is that there is no communications system. There is nothing that repeats the audio out into the area. Nothing allows multiple units to hear each other. We want to help the units communicate with each other as well as make communications to and from MACC Base successful. The slides would be useful in helping him to explain this type of stuff.

He's proposed, in the equipment list that he put together, (it isn't an official proposal), it's just a design equipment list. It's a scaled-down piece of the bigger project that was put together. It's a single-site system leveraging DRAM CUP which is central to all towns. The original RFP determined that a single site at DRAM CUP would cover the entire community. He feels that outdoors it will help the community, but he has concerns that downtown would need further infrastructure development. Their thought was to develop Police, Fire, EMS, and DPW resources at DRAM CUP. This would increase the coverage and performance throughout the community. This would include resources that would be plugged into and housed at MACC Base and allow them to talk through the system.

Selectman Labonte asked if the system we now operate on falls more into the simplex operation. Bill said yes, it's basic, unit to unit. Selectman Labonte said some of the issues say that we have officers from portable to portable being on the same site and theirs couldn't make it back. That isn't a failure of the system because those radios will be connecting from one to the other. Bill said they should be able to communicate, but VHF is tricky. Some buildings create horrible situations for VHF and it doesn't travel well. If they can see each other and they are on the same channel, especially if they were outside, they should be able to communicate. It issue could also be the portable trying to communicate to MACC Base. Line of site inside a school is a common scenario with VHF. The signal doesn't prorogate well indoors. It may cancel its self out because of the structure. Selectman Labonte said his example was outside the school. Bill said some type of device was causing the issues.

Chairman Daniels asked about a troubleshooting process if there are issues not communicating. Bill said yes and it's a simple process. There are only so many things that can cause a lack of communication. If you want to troubleshoot a problem, you need to replicate it.

Katherine Kokko, a Milford resident said this sounds like a proposal for Milford to build its infrastructure, and is this the road that they are going down. Chairman Daniels said there hasn't been any of that discussion. This was set up due to questions regarding communications. Katherine said there was a reference to an equipment list, is it available. Chairman Daniels asked if it was a list of equipment we have now or a suggested list. Bill said he was asked to throw out some ideas and thoughts on ways to fix some of the issues. This is a design for a solution to fix the problem. It's not a proposal; it's a list of things that would help.

Katherine Kokko asked what kind of check was done on the radios and if they were checked live at points of failure. Bill said they have a program called SPMP, subscriber preventive maintenance; the techs put the radios through this program. A report is generated that shows what might require service or attention, it's extensive. Katherine asked if it's a revolving program or just a one-time thing. Bill said it's recurring.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021

176 Selectman Labonte asked if we would be better off bringing this to MACC Base versus bringing it to the Board if it has the  
177 potential to fix the problem. Captain Frye said that the other towns said they are not going to fix Milford's problems so that  
178 is the way we are going with this. We have a chance to fix our infrastructure which needs to be done. Selectman Labonte  
179 said he didn't get that from the meetings that he watched. Captain Frye said it was the meetings that Selectman Labonte  
180 was in. Selectman Labonte said he still didn't get an impression that they won't fix anything. Captain Frye repeated that  
181 said they won't fix Milford's problem.  
182

183 Chairman Daniels said the information that Mr. Bartlett has presented may help give us a better understanding if something  
184 isn't working, troubleshooting, etc. We need to make sure it isn't our problem before we elevate it to MACC Base. Docu-  
185 mentation is everything. All emergency services need to document failures.  
186

187 Selectman Labonte asked to discuss his radio issue problems now instead of later during this meeting. Selectman Labonte  
188 presented a draft radio process to the Board.

- 189 1. Define what qualifies as a radio system issue?
- 190 2. Document the issue.
- 191 3. Notify OIC and MACC Base of issue.
- 192 4. Attempt to replicate the issue with OIC.
- 193 5. If it can be replicated: report the result to MACC Base and ask the town's radio vendor to evaluate.
- 194 6. Have MACC Base vendor verify signal availability at the location.  
195

196 Selectman Freel said this is a great list but at what point are our officers, officers, or troubleshooters. Does this fall under  
197 their job description? We pay money to have vendors take care of our equipment. Officers are busy with what they are sup-  
198 posed to be dealing with and should they be taking their time to go back and try to replicate the problem. Selectman La-  
199 bonte said he doesn't have a problem having the vendor check it and duplicate it. The officers can check the simple stuff.  
200 He doesn't have a problem changing this, we need a start point. Selectman Labonte said the radio problems were sent to  
201 the Board they never got sent to MACC Base. Selectman Freel said he feels that MACC Base should be taking care of a lot  
202 of this but if it has something to do with our radios, MACC Base has nothing to do with it. It's a fine line.  
203

204 Chairman Daniels said we will take about this process. Everyone should be working together. Mike Thornton, Milford  
205 resident, said we were told that these problems were simplex. We don't have a true definition of the problem and if there is  
206 an offending radio, it should be removed and replaced by a good radio. A test should be done on the non-working radio.  
207

208 Chief Viola said he agrees with Selectman Freel. He doesn't want his officers to do the follow-up on the radios; it's not  
209 their job responsibility. There are more issues. You can still have a line of sight with another officer but the biggest prob-  
210 lem is, when he is talking to MACC Base, he can't hear what's going on some occasions. To him, that's an infrastructure  
211 issue. The officer's job is to bring the problems forward. Bill said that is what he usually hears for complaints. It's about  
212 situational awareness. You may be having a conversation with MACC Base and other people who are supposed to be sup-  
213 porting you hear nothing. MACC Base has height, power, and proximity, most of the time they can communicate back and  
214 forth but the units can't communicate amongst each other. We need to fix that weak point and build an infrastructure that  
215 works with everyone. We don't have that now. There is nothing to expand and nowhere to go. We do have some devices  
216 that need work. Most of what the Police are using today is in good health.  
217

218 Eric Schelberg, Ambulance Director said in regards to why part of this process of looking at infrastructure was based on  
219 Selectman Labonte's idea of putting repeaters in the vehicles, and for the amount of money that would have been expended,  
220 looking at an infrastructure deal may have offered a broader solution for all four agencies as well as meeting the needs of  
221 the Police Department.  
222

223 Katherine Kokko followed up on officers not hearing, she understands that the system that we have now is not designed to  
224 allow that type of real-time communication so what you are suggesting is augmenting that system so that we can address  
225 that weak point. Bill said that is correct. The system today is the most basic of communication types. Units can't hear each  
226 other. The devices are at the mercy of what is in between them. He explained it a little more. Katherine said communica-  
227 tion has been lost over the past year on what constitutes a radio issue and what the system we currently have is built to do.  
228 What are we qualifying that this is a failure of a system and this is something that the system wasn't built to do in the first  
229 place that we need to address? Bill agrees. We want to make a system that allows us to answer these problems and give us  
230 a future foundation.  
231

## APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021

232 Selectman Freel asked if new towers and equipment were incorporated would it still work with the outdated equipment at  
233 MACC Base. MACC Base won't be looking to upgrade their equipment unless all towns pay for their share. Bill said you  
234 need to determine the coverage of the infrastructure. At this time he has focused on what will best serve Milford. For this  
235 to expand enough to cover all the towns currently served by MACC Base, there would need to be more sites and infrastruc-  
236 ture. Everything that he has on paper would be compatible with the systems at MACC Base except for his thoughts of go-  
237 ing digital for the Police. We included in his sketches, resources that would be placed at MACC Base. They would be able  
238 to control the "system" with new resources at their facility.  
239

240 Katherine Kokko asked if 2-Way worked with communities that require their heavy buildings to be built with the correct  
241 infrastructure for communications. Bill said yes. Katherine asked if what he engineered as a solution for the radios would  
242 fully address the heavy building issues that we have in town. Bill said yes. The current system will not work with what you  
243 are referring to. Most large cities have ordinances for in-building coverage called a bidirectional amplifier. They are com-  
244 mon and he's helped write the ordinances for them. The BDA requires a duplex system to function the way it's intended. It  
245 won't function with the system we currently have. The Fire Department has a duplex system. The Police channel would  
246 not.  
247

248 Chairman Daniels said in talking about simplex, if MACC Base is talking to a radio, does that mean that radio is the only  
249 one that can hear MACC Base? Bill said no. Simplex means you are using one single frequency, which is common. When  
250 MACC Base addresses its broadcast on a single frequency, that same frequency responds to MACC Base. A duplex system  
251 conversation is two-sided.  
252

253 Selectman Labonte clarified to Director Schelberg, that he did push repeaters in the beginning because he felt they would  
254 fix the problem. Over the last year, there have been multiple discussions about repeaters not being for the town of Milford.  
255 He never said he was against repeaters. Bill said Director Schelberg was correct when he mentioned repeaters. Vehicle  
256 repeaters are a way to help augment coverage. It would put technology in every mobile vehicle. Portable handheld radios  
257 with that technology wouldn't talk directly to MACC Base, they would only need to talk to the vehicle in the parking lot.  
258 The vehicle would relay that audio to dispatch. When he saw the cost of outfitting the vehicles he thought that if we were  
259 to take less than that money, we could invest it in some infrastructure and take us in a better direction instead of spending  
260 money on a band-aid.  
261

262 Selectman Labonte said he believes the \$2.4 million put in front of the voters in March didn't include repeaters. Bill said it  
263 included fixed repeaters; it did not include vehicular repeaters. Selectman Labonte assumed that repeaters are repeaters.  
264 Bill said there are different types.  
265

266 Chairman Daniels said we are finished for tonight. We will have communications on the agenda throughout the year to be-  
267 come better educated on this. Selectman Labonte asked if we could give Captain Frye a directive to run this by the Board  
268 of Governors to see if this is something that can be put through all the towns and become a solution to be paid for by all of  
269 the towns. Chairman Daniels said he doesn't know what MACC Base has been discussing lately. He would think that Cap-  
270 tain Frye, as our representative, would be looking for ways to work together with the other towns. He also heard that each  
271 town was fixing its infrastructure. Selectman Labonte repeated his original question. Chairman Daniels said he doesn't  
272 think the Board needs to tell Captain Frye to do that. He can share the information that was shared with us. The other  
273 towns can also contact Mr. Bartlett if they want to. Selectman Labonte said if this fix was through MACC Base instead of  
274 through Milford, we would only be responsible for our radios. Doing it through MACC Base will only cost us 71%.  
275 Chairman Daniels said we still question if MACC Base is a system or a signal. As a system, they are not responsible for  
276 the different infrastructure for the towns.  
277

278 Katherine Kokko said she thought that was settled two meetings ago. She understood that it's a system. Going forward is  
279 "do we want it to continue to be a system" or do we want to turn it into a service and separate the infrastructure. There have  
280 been no decisions with the Board of Governors that they want to go ahead and have everyone handle their infrastructure  
281 separately. Chairman Daniels repeated that he heard that the towns would be responsible for their infrastructure, which  
282 means that MACC Base is not a system. He is against writing a blank check especially since Wilton hasn't identified what  
283 their problem is. Katherine said we need to ask if that decision has been made and where has that been documented.  
284

285 Chairman Daniels said the report from Captain Frye was that each town has decided to take care of its infrastructure. He  
286 asked Captain Frye to correct him if he's incorrect. Captain Frye said he was incorrect. In the last two joint meetings, both  
287 towns have come out and publicly said that they will not pay any portion of Milford's problem. That indicates to him that  
288 everyone should fix their infrastructure. Mont Vernon fixed their infrastructure repeaters. Wilton hasn't done anything,

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021

289 they may have a group looking at it, but they don't share much. He brought up that since they want us to do it, then we  
290 should step in the right direction to fix our problems. What Bill has put together isn't a price for MACC Base or an idea fix  
291 for MACC Base, it's just for Milford. We have not identified if it is a system or not. The right step for the Town of Mil-  
292 ford is to come up with our infrastructure fix and yes, it can be used by MACC Base. If the other towns want to use the  
293 towers, they can fix the infrastructure in their towns. It's simple, but we complicate it with the IMA.

294  
295 Katherine Kokko said she would refer back to the meeting minutes. She said Captain Frye is correct, no decision has been  
296 made going forward about what MACC Base will be. When you talk about dismantling a system, you start talking about  
297 duplication of services and cost and it becomes complicated. Captain Frye said Bill figured that out, by letting MACC Base  
298 have access to all that equipment and be able to talk to us.

299  
300 Chairman Daniels said MACC Base will have to come up with an answer because it will have a direct impact on whatever  
301 IMA they come up with. Selectman Labonte asked for Bills list. Chairman Daniels asked if Bill could share. Bill yes, said  
302 it's just nuts and bolts; there isn't much explanation that goes with it. Chairman Daniels asked Bill to send it to the Town  
303 Administrator.

304  
305 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

306 William Langille, a Wilton resident is calling on behalf of his mother who lives in Milford. They have an issue with the  
307 Cemetery Trustees have not put flowers on graves for the past 2 years. There are at least 100 signed contracts that state that  
308 flowers would be put out per perpetual care. His mother takes care of 4 of those graves. Woodman's had been placing the  
309 flowers on the graves for years, and in 2020, they were told they no longer have the contract and we should speak to DPW.  
310 DPW said they were not going to do it in 2020. We spoke to the Town Clerk in May of this year and the Town Adminis-  
311 trator, both of who offered to get involved. We are still waiting for answers. This money is in a trust fund and we want to  
312 know who is responsible and how to correct this. Chairman Daniels asked Tina Philbrick to respond.

313  
314 Tina Philbrick, Executive Assistant said she is aware of the issue. It isn't the Trustees of the Trust Funds that oversees the  
315 flowers being put on the graves. We just write out a check when the work is complete. We have looked into this, and if  
316 Mr. Langille gave us a little more time, we would have had an answer for him. The Town Clerk just received a list of  
317 graves to include an outline where the flowers need to be placed from the previous owners of Woodman's. She will go to  
318 the next Cemetery Trustees meeting because they and the Public Works Department should be overseeing this. Woodman's  
319 has always been gracious to do this but because they don't own it anymore, it's been a process to find out who should be  
320 taking it over. As of 5 years ago, they no longer accept any new graves for flowers to be put on through perpetual care.  
321 Sadly, the flowers have not been put out. There is a meeting scheduled for this month on June 16<sup>th</sup>. The Cemetery Trustees  
322 are an elected position, they work for the Town. She asked if Mr. Langille would like to attend that meeting and asked him  
323 to give her a call so he could be invited to the meeting.

324  
325 Chairman Daniels said the Trustees like the Selectman are elected so they report to the people.

326  
327 Kerrie Walker, a Milford resident is having problems with the gravel pit behind their home. She has spoken with the Town  
328 Administrator and Community Development Director both have been very helpful. She was supposed to be on a zoom  
329 meeting with the Planning Board but it was canceled. The Planning Board was supposed to come out to evaluate the dam-  
330 age, the shaking of her home, and the dust, noise, etc. Recently the Planning Board said they decline the site walk on the  
331 property. Mr. White promised many things to the abutters and nothing has happened. She feels she's a prisoner in her  
332 home. She just paid \$700 to the vet because of the dust affecting her dog. She is reaching out to the Board because she  
333 doesn't feel she is getting anywhere. She reached out to Mr. White and he told her to hire a lawyer because she will not  
334 win.

335  
336 Selectman Freel said he sits on the Planning Board and he would do a site walk on her property. He said they have a meet-  
337 ing tomorrow, the last one was canceled. He hasn't had time to look at the agenda. Kerrie said she has documentation from  
338 both John Shannon and Lincoln Daley. She would love to have someone from the Planning Board come out to her proper-  
339 ty. This has been going on for over a year. She was just informed by Jason Cleghorn, who was very nice, that the permits  
340 are renewed every year and she should have received a letter last year about the renewal. She spoke to several neighbors  
341 and no one received anything to go to the Planning Board to have a chance to speak. All the neighbors are complaining  
342 about the same thing. She has videos and Mr. White doesn't want to see anything. The State came out because of the dust,  
343 but it rained that day so they didn't see anything. She would like Selectman Freel to come out. Kerrie provided her address  
344 as 224 Mile Slip Road.

345

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/14/2021**

346 Wade Campbell, Milford resident echoes with what Kerrie is saying. It doesn't bother him as bad because he lives further  
347 away. The rock pounding sounds like a 50 caliber and goes on for hours. The rock tumbler is also just as loud. His wife  
348 listens to it all day and they keep their windows closed. Selectman Freel said he wonders what they can do if permits are in  
349 place.  
350

351 **4. DECISIONS – Selectman Labonte asked to have 4. a) 3) removed from the calendar. Selectman Labonte made a**  
352 **motion to approve all except for 4. a) 3) from the consent calendar. Seconded by Selectman Dudziak. All were in**  
353 **favor. The motion passed 5/0.**

354 **a) CONSENT CALENDAR**

- 355 1) Approval of Sewer Wastewater Secondary Clarifiers Replace Mechanisms Bond - \$1,459,000 BOND
- 356 2) Approval of Gravel Tax Levy – Map 42 Lot 1 and Map 50 Lot 4-4.
- 357 3) Approval to host the 32nd Annual Milford Pumpkin Festival scheduled for October 8, 9, and 10, 2021
- 358 4) NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 – Do-  
359 nation to the Milford Police Department IPMBA Mountain Bike Training from the City of Franklin NH - \$300.00

360 Selectman Labonte asked if the remaining \$8,000 approved last year would be used for the support side of the Pumpkin  
361 Festival. Wade Scott Campbell said yes, and the rest would be funded by the Granite State Festivities Committee. The Fes-  
362 tival won't be huge due to vendors that have backed out, but they have been able to fill spots. **Selectman Labonte made a**  
363 **motion to accept 4. a) 3) of the consent calendar. Seconded by Selectman Freel. All were in favor. The motion**  
364 **passed 5/0.**

365 **5. OTHER DECISIONS**

- 366 1) N/A

367  
368 **5. TOWN STATUS REPORT – Town Administrator, John Shannon**

369 **1) American Rescue Plan Funding -**

370 The American Rescue Plan Act of 2021 created new Coronavirus State and Local Fiscal Recovery Funds to keep first re-  
371 sponders, frontline health workers, and other providers of vital services safely on the job as states, local governments,  
372 Tribes, and territories to fight to rebuild Main Street economies. The amount should be around \$1.6 million and we haven't  
373 received the first payment yet. Water and Sewer Commissioners as well as the Library and some Departments in town have  
374 been meeting to come up with a list of projects for the Board to look at. Once the Town receives the funding, the BOS will  
375 work to identify the most effective way to utilize these monies and will discuss this topic at the June 28th BOS Meeting.  
376 The monies have to be spent by 2026.  
377

378 **2) Pool Opening -**

379 The Town swimming pool at Keyes Park will be opening during normal business hours. The pool will be opening on June  
380 16, 2021, and registration for programs and passes is now open. It is necessary to put guidelines and procedures into place  
381 to address the health and safety of the community and staff due to the pandemic and these can be found on the Town  
382 webpage on the Recreation page. These procedures may change at any time per State guidelines and recommendations.  
383 Any questions or concerns can be directed to the Town Administrator's Office or to the Recreation Department.  
384

385 Selectman Freel asked if there was an update on the roads/paving project starting soon. Administrator Shannon said he will  
386 check with DPW. Bids were received on time. Selectman Labonte asked what the process was with the compost at the  
387 Transfer Station. There isn't any place to dump compost anymore. Captain Frye said he was told that the people that chip it,  
388 instead of mixing it, will put it all in there and chip it. They are making it at the Transfer Station. Administrator Shannon  
389 will confirm everything and send out an e-mail.  
390

391 **6. DISCUSSIONS**

392 **1) Communication was discussed earlier in the meeting.**

393  
394 **2) Radio Issue Process – (Selectman Labonte) – discussed earlier in the meeting.**

395  
396 **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)** There were no public comments at this time.  
397

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

399  
400 **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 6/14/2021

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a. OTHER ITEMS (that are not on the agenda)

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of May 24, 2021, as amended. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

1. N/A

11. NOTICES. Notices were read.

~~12. NON PUBLIC SESSION a motion made by Selectman Dudziak to enter into a non public session for approval of minutes in accordance with (RSA 91 A:3, H(e)) Legal, (RSA 91 A:3, H(c)) as amended Reputation May 10, 2021. Seconded by Selectmen 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.~~

On June 14, there were no non-public minutes to review, #12 was a copy over from the May 24<sup>th</sup> minutes that should have been deleted.

13. ADJOURNMENT: Selectman Labonte moved to adjourn at 8:00 pm. 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.

\_\_\_\_\_  
Gary Daniels, Chairman

\_\_\_\_\_  
Paul Dargie, Member

\_\_\_\_\_  
Chris Labonte, Vice-Chairman

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

\_\_\_\_\_  
Laura Dudziak, Member

1  
2  
3 APPROVED  
4 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
5 June 28, 2021

6 This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order  
7 2020-04. As such, the meeting was conducted online and in person.

8  
9 **PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator (Zoom)  
10 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant (Zoom)  
11 Laura Dudziak, Member (EXCUSED) Nate Addonizio, Videographer  
12 Paul Dargie, Member  
13 David Freel, Member  
14

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

19  
20 Chairman Daniels welcomed members of the public accessing this meeting remotely. He intends to continue using zoom at  
21 the Board meetings because there is more participation using this tool.

22  
23 **2. APPOINTMENTS – (Approximate times)**

24 **5:30 p.m. – Standard Veteran’s Tax Credit (2), Land Use Change Tax: Map 51 Lot 23-2, Late Filed Residences in**  
25 **Industrial or Commercial Zone (4), Supplemental Notice of Excavation: Map 50 Lot 4-4 and Map 42 Lot 1 and**  
26 **Property Abatement Applications for Denial (11) – Assessing Director Marti Noel.**

27  
28 Standard Veteran’s Tax Credit (2) -Mr. Gagnon has had the Veteran’s Credit since 2015. He has recently changed resi-  
29 dences within Milford. The statute does allow for the transfer of the Veteran's credit to a new residence when the Veteran  
30 has moved within the same community. Chairman Daniels asked if Mr. Gagnon had applied for the Veteran’s credit on the  
31 previous residence. Marti said yes.  
32

33 **Selectman Dargie made a motion to approve Mr. Gagnon’s Veteran’s Tax Credit. Seconded by Selectman Labonte.**  
34 **All were in favor. The motion passed 4/0.**  
35

36 Mr. Green purchased a property from his parent in August of 2020 and has lived in that home for many years before the  
37 purchase. In discussion, Marti explained to Mr. Green that a late-filed application may be approved under specific statutory  
38 reasons which include ... "accident, mistake or misfortune..." Usually, the homeowner will have to wait until the following  
39 year if there isn't a substantial reason for a late filing. Mr. Green submitted a letter explaining the reason for the late-filed  
40 application was that he was unaware of the Credit until after the deadline. Marti recommends denial, but it’s up to the  
41 Board.  
42

43 **Selectman Dargie made a motion to approve Mr. Green’s Veteran’s Tax Credit. Seconded by Selectman Freel.**  
44

45 Selectman Dargie wants to give Mr. Green the benefit of the doubt. He never owned a home before this, and just learned  
46 about it. Chairman Daniels agreed. Selectman Freel asked why Marti recommends denial. Marti said she tells all veterans  
47 that apply late that they will have to wait until the following year, she recommends denial for consistency.  
48

49 Selectman Labonte asked how many applicants are told to try the following year if they are late in applying. Marti said  
50 about 3 or 4 for this year. They can request to come before the Board, which is what Mr. Green did.  
51

52 Selectman Dargie asked if the other 3 or 4 people were given the option to go before the Board. Marti said no, she tells  
53 them the same thing she told Mr. Green, and just the fact that they didn't know doesn't qualify them for the exemption. She  
54 doesn't present the option to go before the Board. If she did, they would never be able to set the veteran's credit. It would be  
55 difficult for the Tax Collector to include them after the tax bill.  
56

57 Selectman Freel asked if it was typical for first-time applicants to miss the boat. Marti said this happens often, there could  
58 be multiple reasons for being late in applying. They are not denied forever, just this year. Selectman Freel said if we al-  
59 low this, should we go back and allow the other 3 or 4 to also come before the Board. Marti repeated that the stipulation in  
60 the statute is ... “accident, mistake or misfortune...”, she doesn’t think “I didn’t know about it” qualifies.

61 Selectman Dargie said he changed his mind and will vote no to be consistent. He feels that the applicants should know that  
62 coming to the Board of Selectman is an option. Selectman Freel said you open a can of worms if you start allowing this for



APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021

63 everyone. Marti said the question now becomes, “what is the cutoff date”. How long do we let late fillers file? Selectman  
64 Dargie said until the tax rate is set in the Fall. Selectman Freel said there shouldn’t be a cutoff date. If we know that they  
65 are veterans we should send something to them telling them that they qualify for this, come in and fill out the paperwork.

66  
67 Selectman Labonte asked if we notify veterans. Marti said we don’t send out a letter to veterans because she doesn’t know  
68 who they are. It does say on all tax bills that these credits can be applied for. Chairman Daniels said if someone has never  
69 done this before, they should cut them some slack the first time. Marti said the veteran only needs to apply once, it isn’t an  
70 every-year thing.

71  
72 Selectman Dargie changed her mind again. He will vote in favor of it. He wants to notify the other 3 or 4 about this and  
73 allow them to apply. Marti said they can only keep it open until September 1<sup>st</sup> when the MS1 is sent to the state. Marti said  
74 she has the other veteran's applications that were denied, she will bring them forward at the next meeting.

75  
76 **Selectman Dargie made a motion to approve Mr. Gagnon’s Veteran’s Tax Credit. Seconded by Selectman Labonte.**  
77 **All were in favor. The motion passed 4/0.**

78  
79 **Land Use Change Tax: Map 51 Lot 23-2** - This parcel has been disturbed for the construction of a new home. Construc-  
80 tion on land in Current Use requires the affected areas to be removed from Current Use and a Land Use Change Tax War-  
81 rant be issued.

82  
83 **Selectman Dargie made a motion to accept the Land Use Change Tax for Map 51 Lot 23-2. Seconded by Selectman**  
84 **Labonte. All were in favor. The motion passed 4/0.**

85  
86 **Late Filed Residences in Industrial or Commercial Zone (4)** – I have reviewed the applications and I recommend that  
87 the Board of Selectman approve the attached list of applicants for Residences in an Industrial or Commercial Zone for the  
88 tax year 2021. At the last meeting Chairman Daniels noticed that there were some missing applications, these are the miss-  
89 ing applications. This is applied for every year.

90  
91 **Selectman Dargie made a motion to accept the four Late Filed Residences in the Industrial or Commercial Zone.**  
92 **Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.**

93  
94 **Supplemental Notice of Excavation: Map 50 Lot 4-4 and Map 42 Lot 1** – The warrants were approved in the last meet-  
95 ing this is to clean up the paperwork.

96  
97 **Selectman Dargie made a motion to accept the Supplemental Notice of Excavation: Map 50 Lot 4-4 and Map 42 Lot**  
98 **1. Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.**

99  
100 **Property Abatement Applications for Denial (11)** – This is the last of the abatement applications. She recommends that  
101 they be approved. All property owners have been notified. These property owners failed to provide evidence that their  
102 property values were too high. The deadline for response by the municipality to all abatements timely filed is July 1. If no  
103 decision has been made, the abatement is to be considered to have been denied, and the Appellants may begin filing for  
104 appeal at the state level, either the BTLA or Superior Court.

105  
106 Selectman Dargie said they are required to provide an appraisal that states that the properties are too high. He asked Marti if  
107 they were looking at these in detail for the reassessment this year. Marti said yes. Selectman Dargie asked if the owners  
108 came in with a rationale for reducing the assessment, would Marti have compared it with the previous assessment or the up-  
109 coming assessment. Marti said they look at each year individually. Abatements that have been filed are for April 2020.  
110 Selectman Dargie asked how the assessment was done. Marti said it's coming along. Tables need to be updated for com-  
111 mercial properties. She wants to let anyone who gets letters to not use the prior year’s tax rate to calculate taxes for this  
112 year. If values go up, the tax rate typically goes down some. This revaluation is to get the values closer to market value.

113  
114 Selectman Freel asked what these people are saying that their values should be. Selectman Dargie said they didn’t provide  
115 what they think their values should be. Marti said the property owner can put what they think their value should be, but they  
116 have to provide documentation of that value. Selectman Freel asked if any of these property owners have come forward in  
117 previous years for abatements. Marti said yes, Abby Land did apply before and they are going before the Tax and Land  
118 Appeal Board soon. They also applied in 2016 and their value was reduced, they are looking for additional reductions

119 when their values are increasing. Chairman Daniels asked if they have an opportunity to challenge this again. Marti said  
120 yes, every year.

121  
122 **Selectman Dargie made a motion to deny the eleven Property Abatement Applications for Denial. Seconded by Se-**  
123 **lectman Freel. All were in favor. The motion passed 4/0.**

124  
125 Selectman Labonte asked Marti what the PA28 form is. Marti said that is a form that we get every year from the Depart-  
126 ment of Revenue. They use it to send out questionnaires to all property owners to fill out and report any changes to their  
127 property. Milford has not used this since well before her time, and she's been here for 13 years. There are maybe 6 commu-  
128 nities in New Hampshire that use these forms.

129  
130 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

131 Mark Fougere, a Milford Resident, shared a complaint with the Board. He filed a complaint on April 5<sup>th</sup> against Jason  
132 Johnson, MCC Base Director, relative to his activities in displaying a Vote No sign on the Milford Oval, given that he is a  
133 public employee and a resident of Mont Vernon. It is his opinion that Mr. Johnson should no longer remain as Director of  
134 MACC Base. The complaint outlines that:

135 a. As Director of MACC Base, it is one thing to advocate a position during public meetings and hearings; that is certainly  
136 within his duties. It is another to actively advocate against a Warrant Article that is supported by a supermajority of both the  
137 BOS and Budget Committee when you are not a resident of the community, but an employee.

138 b. If not illegal, Mr. Johnson's actions are unethical and raises questions as to his ability to objectively oversee an agency  
139 that is 70% funded by Milford taxpayers. Do we want public employees who are not residents of the community activity  
140 trying to undermine the town voting process? If this action is left unchecked, similar activities from others are sure to fol-  
141 low.

142 c. Given Mr. Johnson's actions, questions can also be raised as to his activities with MACC Base subordinates. Did Mr.  
143 Johnson direct Milford residents to Vote No on 3? Did Mr. Johnson advocate put up lawn signs during working hours?  
144 What other advocacy actions took place behind the locked doors of MACC Base?

145 d. When a Milford Police Officer contacted MACC Base relative to the truck (with sign) that had been parked on the Oval  
146 too long, he soon heard from an "off duty" Mr. Johnson over the MACC Base radio system asking about the truck. It is ob-  
147 vious MACC Base personal reached out to Mr. Johnson after the police officer radioed in. Why was an off-duty Mr. John-  
148 son reaching out to a Milford Police officer over the MACC Base radio system? Soon after this exchange, Mr. Johnson sent  
149 a text to the Officer threatening legal action showing concern over his sign. Mr. Johnson was then observed moving the  
150 truck to a new location and attempted to hide his dubious actions by covering his appearance with a hoodie. These activities  
151 demonstrate he is not fit to lead this Agency.

152 d. As Director of a regional communication agency, such a position must remain above politics. Mr. Johnson's actions raise  
153 serious concerns as to his clear bias against Milford and its first responders who protect the health and safety of our resi-  
154 dents.

155  
156 Mark strongly urges that the Milford Board of Selectmen take a vote of no confidence against Mr. Johnson and demand his  
157 resignation. It's clear that Mr. Johnson can no longer oversee such a critical agency in an honest and dignified manner.

158  
159 A letter came from the Attorney General's Office on June 7<sup>th</sup>, filed by Kevin Kleber who happens to be Jason Johnson's  
160 roommate. He finds it highly unlikely Mr. Kleber filed that complaint against our Fire Chief, Police Chief, and EMS Direc-  
161 tor.

162  
163 Chairman Daniels said since this has been filed with the AG's office we will take it under consideration until we have heard  
164 from that office.

165  
166 Paul Bagley, a Milford resident, thanked the Board for continuing the zoom meetings as many can't attend in person. He  
167 would also like to wish Administrator Shannon a speedy recovery from his accident. As far as the Attorney General's letter  
168 from June 7<sup>th</sup>, he was one of the people who took issue with the subject. The decision's been made and the Board is under  
169 a mandate for a cease and desist for the electioneering behavior and a policy and procedure needs to be in place by next  
170 Wednesday. Everything also needs to be removed from all town's social media pages and employees need to be educated  
171 on such policy. Nothing has been done yet.

172  
173 Selectman Labonte said he was going to bring this up later. He also passed out a document, not included in the Boards  
174 packets. He received a letter from the Town Administrator that he thought this should have gone to the Board. He also

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021**

175 doesn't think some of the information in the letter, to the AG's office is accurate. He mentioned the social media policy.  
176 He would like to know the process of violating a policy. Is it appropriate to use social media for unlawful activities?  
177

178 Chairman Daniels said they would have to discontinue all communication with the town regarding any elections, any avo-  
179 cation with any political positions, Selectman Labonte interrupted and said we can't use social media for illegal activities.  
180 Chairman Daniels said what they are talking about is putting a vote of yes on warrant articles on the website or town's face-  
181 book pages. He understood that this information was taken down. Going forward, unless the law is changed, this stops us  
182 from putting the voters guide on the town's website, the law is flawed. He's spoken to the Secretary of State about this and  
183 he agrees. You shouldn't be putting things like vote yes on certain warrant articles, but when you are trying to communi-  
184 cate with the town about certain things that we are doing so that they can have a heads up, and go to the polls with infor-  
185 mation to use for voting, he doesn't think the law intended for us to not be able to do that. It will take a change in statute to  
186 do it. It prohibits the use of town equipment for advocating for political positions.  
187

188 Selectman Labonte reads the statute differently. Elected officials are allowed to do this. Chairman Daniels repeated, it pro-  
189 hibits the use of town equipment for advocating for political position. Selectman Labonte asked at what point does this type  
190 of information goes to the whole Board. It only went to the Chair. Should it go to all Board members in the future?  
191 Chairman Daniels said yes. Selectman Labonte asked if the Board needs to take action on this. Chairman Daniels said yes.  
192

193 Administrator Shannon said a powerpoint was developed for training purposes. This was discussed with the AG's office  
194 and they liked the idea. Chief Viola helped to develop it. It would have been completed last week, and you will all be cop-  
195 ied on the response. The AG's office said they would like a copy of this along with a copy of our social media policy and  
196 this will be done no later than Wednesday. This will meet our obligations in the letter. Our Town Counsel agreed that this  
197 will satisfy everything.  
198

199 Selectman Labonte said there is still one post that says yes on warrant article 3 from February of 2019. Administrator  
200 Shannon said they will take care of it. Chief Viola said they did go through the past two years and obviously, they missed  
201 one. Before this all came out, this Board agreed, 4/1 that we could do this. This has been going on for years in this town  
202 and we just found we couldn't do this.  
203

204 **4. DECISIONS – Selectman Dargie made a motion to accept the consent calendar. Seconded by Selectman Labonte.**  
205 **All were in favor. The motion passed 4/0.**

206 **a) CONSENT CALENDAR**

- 207 1) Request Approval to NOT USE the PA-28 Form for Assessing in 2022.
- 208 2) Approval of Two (2) Yield Tax Levy Forms: Map 38 Lots 10 and 10-1 and Map 41 Lot 40-2C.
- 209 3) Approval of Recommendations for Appointment of Deputy Forest Fire Warden(s) and Issuing Agent for the Mil-  
210 ford Fire Department

211 **5. OTHER DECISIONS**

- 212 1) N/A

213  
214 **5. TOWN STATUS REPORT – Town Administrator, John Shannon**

215 **1) Town Fireworks -**

216 The Town fireworks to celebrate Independence Day will take place on Friday, July 2<sup>nd</sup> at Keyes Field. Any questions or  
217 concerns can be directed to the Town Administrator's Office or the Recreation Department.  
218

219 **6. DISCUSSIONS**

220 **1) Communications** – Captain Frye said they worked on the IMA at the last BOG meeting. There was a surplus of  
221 \$168,417 of the total surplus at MACC Base this year. They did about \$55,000 in upgrades. There is a balance of  
222 \$113,417 and of that; approximately \$86,000 belongs to Milford, Mont Vernon gets \$12,000 and Wilton gets \$19,000. We  
223 need to decide what to do with the money. There are currently no plans to spend the surplus money at MACC Base. Wil-  
224 ton has their meeting tonight. We need to know by June 30<sup>th</sup>.  
225

226 Selectman Dargie asked if there was money somewhere that can be used in case of an emergency this year. Captain Frye  
227 said yes, \$40,000. Selectman Freel asked if the money has to go back into the general fund if it's returned to Milford. Se-  
228 lectman Dargie said yes. Selectman Freel asked if it's kept at MACC Base could they use it for the infrastructure of Mil-  
229 ford. Captain Frye said no, it goes into joint MACC Base equipment. He said it could go towards our current problem like

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021

230 securing Crown Castle. It's money that the taxpayers already sent out for communications. He doesn't see a problem giving  
231 it back. He doesn't know what Wilton or Mont Vernon is going to do.

232  
233 Selectman Labonte asked if all three towns were willing to leave their money with MACC Base could they go forward and  
234 continue with Crown Castle. Captain Frye said not with that small amount. They are trying to figure out the cost now.  
235 Just putting antennas up there won't fix the problem we need equipment that matches what we currently have. Selectman  
236 Labonte asked if anyone received any information from 2Way as far as the equipment list. Captain Frye said they will be  
237 coming in at the next Board meeting in a non-public meeting.

238  
239 Selectman Freel clarified that if the money comes back it will be placed in the general fund and used to set the tax rate for  
240 next year or, can it be used for something else, or can it be placed into an account for use of communications. Selectman  
241 Dargie said the two options are to leave it at MACC Base and the BOG has control over that money and they can spend it  
242 however they want to, or put it in the general fund as misc. revenue and it's used to reduce the taxes. You can't put it in a  
243 special fund and allocate it for anything.

244  
245 Selectman Freel said if Wilton or Mont Vernon takes their money out, there isn't any reason to keep ours in there. Chair-  
246 man Daniels asked if this was anticipated, or non-anticipated revenue. Selectman Dargie said it is anticipated. Paul Calabria  
247 said we kept \$5,000 in the line item for surplus. In 2019 they had \$144,000 returned and in 2020, \$76,000 was returned.

248  
249 Selectman Labonte asked if the BOG feels that there are upgrades that can be done to benefit the emergency services if all  
250 three towns are willing to keep their money at MACC Base. Captain Frye said not at \$113,000. Selectman Labonte asked  
251 if it can be carried over to the next year. Captain Frye said in 2019 there was almost \$200,000 left in there with no explana-  
252 tion so we could put money in there with an explanation of why it was there. It's too bad we can't use it to help us out on  
253 Crown Castle with the plan that 2Way is putting together.

254  
255 Captain Frye said the town needs to decide what we want to do. Right now we don't have an out with MACC Base if there  
256 is a collapse. Selectman Labonte asked if there was a ballpark number of what it would cost for MACC Base to put an an-  
257 tenna site on Crown Castle? Captain Frye said no. Selectman Freel asked what the \$55,000 in upgrades were for. Captain  
258 Frye said CAD upgrades, maintenance on towers, and A/C on the roof, but nothing as far as communication. Selectman  
259 Freel said what would be the minimal amount to make any kind of change to make it better. Captain Frye said around  
260 \$500,000. These are just estimates. Selectman Freel asked if the other towns are on board with maybe giving \$200,000 to  
261 go towards that. Captain Frye said no, they won't use their money contributing to our fix. Selectman Freel asked about  
262 consoles. Captain Frye said they are around \$100,000 to \$200,000 each. We have two. They are still working but are at the  
263 end of their life span.

264  
265 Selectman Labonte said we already contracted to get a license on Crown Castle. Captain Frye said yes to get our site li-  
266 cense. Selectman Labonte asked why we didn't go through MACC Base. Captain Frye said because it will be supporting  
267 Milford and all of our problems. The other towns can benefit from the site tower if they put their equipment on the tower.

268  
269 Katherine Kokko, a Milford resident, said with the history of MACC Base, Milford has repeatedly required that this money  
270 come back to the town. She's appalled at the underinvestment that we have put into the infrastructure of MACC Base.  
271 There is an interest in Milford doing its own thing. Money has gone back to the other towns as well. A comment was  
272 made by Captain Frye at the last meeting was that this board made it clear that they expected this money to come back to  
273 them. She doesn't understand why the taxpayers wouldn't be pleased with taking \$100,000 off a potential fix if there were  
274 things that could be done with that money. Historically this town has decided that they want to take their money back which  
275 is part of the infrastructure problem. Captain Frye said it could also be Mont Vernon and Wilton taking their money back  
276 and us leaving ours in there. Katherine said it's largely Milford doing that and the other towns following. Captain Frye said  
277 Wilton is making their decision tonight.

278  
279 Selectman Freel said if the money is left in MACC Base can the BOG use it for anything. Captain Frye said yes. Select-  
280 man Freel asked if we could say no if we didn't like where they want to put the money. Captain Frye yes. Selectman La-  
281 bonte said if we went through MACC Base for the license for Crown Castle we would have only had to pay 71% of \$3,000.  
282 Selectman Freel asked who applied for the license. Captain Frye said we did. Selectman Labonte said it was never brought  
283 up at MACC Base.

284  
285 Selectman Dargie thinks we should leave the \$80,000 in there for now. Because it's anticipated revenue, you can't re-  
286 appropriate it. Selectman Labonte said if you leave it in there, it may be able to be used if there becomes a remedy to help

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021

287 MACC Base tomorrow and you won't have to wait for the March vote. Selectman Dargie said he doesn't have a problem  
288 with MACC Base having a pot of money available for emergencies. Selectman Freel asked if we get the money back if we  
289 were to pull out of MACC Base. Captain Frye said we carry over \$25,000 per year. If we pulled out of MACC Base it's  
290 written in the IMA that it's surplus and they would get to keep it.  
291

292 Selectman Freel suggests that we never have any more than \$50,000 in MACC Base and everything else come back to the  
293 town. There was more discussion about what they would do if they kept a certain amount in MACC Base and what it could  
294 be used for if they had different amounts in there. At this point, they don't know what they need to fix the problem.  
295

296 Chairman Daniels said we don't know how the IMA is going to change. They didn't accept the amendment that Selectmen  
297 Freel put in so that if a town leaves, you get your surplus back. Selectman Freel said that the IMA line was only to cover  
298 the money for that current year, not for savings sitting in an account. We already budgeted for the year and we leave 6  
299 months early, we should get the remaining money back. Selectman Labonte said you don't leave mid-year, you leave at the  
300 end of the year. Chairman Daniels said the town has no vote on the following year's budget and you won't be able to de-  
301 termine how the surplus is spent. The BOG needs to have something in writing on who is supposed to take care of the  
302 infrastructure, us or MACC Base.  
303

304 Selectman Dargie is still in favor of the CTA's report, having a Milford-owned dispatch and having the other towns as cus-  
305 tomers if they chose to do that. If there is money to be spent to upgrade MACC Base we need to do it in a way so that it  
306 comes to us when we leave. Selectman Freel said that would leave MACC Base without equipment wouldn't work. Se-  
307 lectman Dargie said if we need to build a tower, Milford should do it on their own and let MACC Base use it. Selectman  
308 Freel agrees. Selectman Dargie repeated that he's okay with leaving the money at MACC Base for this year. Chairman  
309 Daniels said he would be willing to do that with the stipulation that before any of it gets spent, it comes back to this Board  
310 to decide if we want to spend it on that first. We have the two votes to stop it from being spent on something that doesn't  
311 benefit us.  
312

313 Selectman Freel asked what Chairman Daniels's thoughts were on repeating this same talk next year. Selectman Labonte  
314 said they may have answers by then because we need to have a new IMA by the end of this year. Selectman Freel said let's  
315 see where the other towns are going with this. Selectman Labonte assumes that if we leave our money in and the other  
316 towns take theirs out if something needs to be upgraded, the other towns would have the opportunity to add their money  
317 back in.  
318

319 Selectman Freel said if we decide to leave the money in there we are saying we are supporting MACC Base and that's it.  
320 Other than that, there is no reason to leave the money in there. Chairman Daniels changed his mind. If we don't have a  
321 direction in where we are going, let's pull the money back. Selectman Labonte wants to leave it in there, it does more for  
322 the first responders now than waiting. If there is something that comes up, we will have the money in there. There was  
323 more talk about money in the budget and surplus.  
324

325 **Selectman Freel made a motion to allocate the surplus funds from MACC Base back into the general fund. Second-**  
326 **ed by Chairman Daniels.**  
327

328 Selectman Labonte asked what is the advantage of doing that instead of just leaving it in there. Selectman Freel said he  
329 knows in another 2 to 3 months there is still a surplus and we will be sitting at this table in another 12 months hearing about  
330 this again and we we will be at \$160,000. Selectman Labonte said then you are not willing to do upgrades since we don't  
331 budget for upgrades and just use the surplus. Selectman Freel asked if there will be a surplus this coming year. Captain  
332 Frye said it's early, but there will be. Selectman Labonte asked if any major upgrades can be done at MACC Base for  
333 \$80,000. Captain Frye said no. Selectman Freel asked if they could do some for \$160,000. Captain Frye said yes, but we  
334 would have to wait another year. It would have to stay in there for several years to build up money. Do we have that luxury  
335 to sit around and wait at \$80,000 a year for upgrades? If this didn't have to go into the general fund, he would recom-  
336 mend that we put it in an account that goes directly for communications to fix and address our current problem.  
337

338 Selectman Labonte said if we put it into MACC Base this year and next, we will have \$160,000. The voters have said no  
339 for 3 years in a row. We could put a warrant article out again next year and it may not pass, at least we have \$160,000 sit-  
340 ting there. Selectman Freel said he isn't doing this because he wants one or the other; he's doing it because he feels that the  
341 money needs to go back to the taxpayers because he doesn't see it helping while sitting in an account doing nothing. If  
342 MACC Base was a business, it would have been closed years ago. If they really needed consoles and equipment they could  
343 let us know what they need, and how much they needed from each town to get their equipment. We can then go to the tax-

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021**

344 payers and tell them, this is what we need to fix the system, no one is doing that. We are leaving money in there to do nothing because no one will come to the table and tell us what we need to do.

346  
347 Selectman Labonte said Selectman Freel keeps saying that MACC should come to us, we are 71% of MACC, and we can  
348 propose our things. Selectman Freel said someone is running MACC Base and that someone should be telling us what we  
349 need for equipment to make it work. Selectman Labonte agrees but it works the same way our town works. Our Town  
350 Administrator works at the direction of the Board which is the same way the Director of MACC works with the BOG. He  
351 asked Captain Frye if the Director of MACC been given the direction to fix the problem in the last 5 years. Captain Frye  
352 said yes, and but he's not come to the Board with a fixed price, it's always estimated. With that, the question comes back, is  
353 it a system or center for calls.

354  
355 Selectman Labonte referenced a letter sent in April as far as cost, they were also estimates, the same as what Director John-  
356 son sent. Captain Frye said he answered Selectman Labonte questions which are always repeaters, repeaters, repeaters. He  
357 got the quote for the repeaters. That was expensive. He spoke to 2 Way and who suggested securing Crown Castle and  
358 doing this the way we were going to do it with CTA but on a lower down level scale so we could get it through to the tax-  
359 payers. Unfortunately, we will most likely do what happened 4 years ago when Selectman Labonte was on the budget  
360 committee and we presented the \$1,600,000 for a Milford fix and that got voted down to an \$85,000 study. We have a sur-  
361 plus and we don't know what the other towns are doing with their surplus. We argue about everything and nothing gets  
362 done. That's the problem with MACC Base. If you want to keep the money there then do so, but he doesn't see them  
363 spending the money for several years. The prices keep going up every year. We have a problem in Milford. The \$80,000  
364 can't do anything other than go into the general fund. It was a 4/1 vote to put \$700,000 into the warrant article. He doesn't  
365 know what it takes to remove money from the general fund but we should be doing whatever it takes to fix our serious  
366 problem now. If MACC Base falls apart, we don't have any infrastructure of our own to do anything with.

367  
368 Chairman Daniels asked Paul Calabria, Finance Director, if there were provisions where that money could go back into a  
369 dedicated fund for communications instead of the general fund. Paul said no unless it was acted on at the town meeting.  
370 He will check. Selectman Freel can't believe that the leftover money can't be used to fix communications as a whole.  
371 Chairman Daniels said it could if went before the voters saying that any surplus coming back can be used for communica-  
372 tions.

373  
374 **They took a vote on the motion and it failed 2/2 with Selectman Dargie and Selectman Labonte opposed.**

375  
376 **Selectman Labonte made a motion to keep the money at MACC Base as long as Milford's Board of Selectman had**  
377 **said in how it would be spent.**

378  
379 Selectman Freel asked if they left \$20,000 in and took \$60,000 out, would they approve that. Selectman Labonte said no,  
380 we need everything in that we can get to do the now fix. Captain Frye said that would have to be spent on the MACC Base  
381 fix, not the Milford fix. Selectman Labonte said he heard from heads of emergency services that they don't care who heads  
382 this, they just want to know if they hit the button, it works. Captain Frye said that's true, and it doesn't work. We are send-  
383 ing two guys to every call now because we are not sure if the radios are going to work. Officer safety is an issue and the  
384 guys are going to take care of themselves.

385  
386 Selectman Freel asked why in the last 2 or 3 years have we just opted to take our money back. Why didn't we leave any in?  
387 Selectman Labonte said he guesses that it's been in the mindset to have a town-owned system. Selectman Freel asked Se-  
388 lectman Dargie that if next year we are just sitting here what would his vote be on taking \$140,000 out and leaving \$20,000  
389 at MACC Base. Selectman Dargie said it depends. He's hoping to do another warrant article 3. He fully supports the CTA  
390 report. Selectman Freel said if that happens, do we get our money back. Captain Frye said the way the current IMA is writ-  
391 ten, no.

392  
393 Katherine Kokko asked Captain Frye how he comes up with no as getting the money back next year. At last week's MACC  
394 Base meeting they talked about changing the language to address if someone were to leave. Captain Frye said the surplus is  
395 for the prior year, we would forfeit the \$80,000.

396  
397 Selectman Freel said a couple of years ago we got a big surplus back that no one knew about and we are arguing about this  
398 \$80,000 and leaving it in MACC Base. We have millions in the fund balance, if we need something we can get it. Select-  
399 man Labonte said we just don't take money out of the fund balance. Selectman Freel said if there is an emergency they  
400 might.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 6/28/2021**

401 **Selectman Labonte repeated his motion to keep the money at MACC Base as long as Milford’s Board of Selectman**  
402 **had say in how it would be spent.** Captain Frye said according to the IMA we don’t have to come back to this Board.

403  
404 Selectman Dargie said he wouldn’t second Selectman Labonte's motion. No one seconded Selectman Labonte’s motion and  
405 therefore the motion failed. Selectman Dargie would like to reconsider the previous motion. **Chairman Daniels said there**  
406 **is a motion to reconsider the previous motion that resulted in a 2/2 tie and failed. Seconded by Selectman Freel.**

407  
408 **Selectman Labonte made a motion to table the discussion. There was no second and the motion failed.**

409  
410 **The motion to reconsider the previous motion passed 3/1 with Selectman Labonte opposed.**

411  
412 **Selectman Freel made a motion to allocate the surplus funds from MACC Base back into the general fund. Second-**  
413 **ed by Chairman Daniels. The motion passed 3/1 with Selectman Labonte opposed.**

414  
415 Selectman Dargie said he's still on the fence but if there is a need to do something, they can always come up with the mon-  
416 ey. It’s unlikely that \$80,000 will accomplish a lot. He’s in favor of a real fix. Selectman Labonte repeated that having  
417 \$80,000 available at MACC Base if there was something that comes up would still be good. Nothing has been put forward  
418 in the past.

419  
420 Selectman Labonte asked where the \$3,000 for the license on Crown Tower came from. Administrator Shannon said he  
421 will get an answer. Chief Viola said he doesn’t think it came out of his budget.

422  
423 **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)**

424  
425 Katherine Kokko followed up on Selectman Labonte’s proposed process for investigating radio issues. No action was tak-  
426 en on this at the last board meeting.

427  
428 Milford does not have a structured process in place to investigate radio issues. Communications issues are written up and  
429 emailed in by the first responders that experience them. Those emails are collated and sent to the Board of Selectmen, but  
430 no additional steps are taken. There is also no distinction made between identified issues that are true system failures, and  
431 those that are simply an inability to do something that the system wasn’t designed to do in the first place. This “everything  
432 is a failure” approach distorts the already complicated discussion of Milford’s communications problems.

433  
434 In her discussions with other dispatches, she asked how they deal with localized radio issues as we have experienced here.  
435 All of them have responded that they investigate, replicate, pinpoint, then try to mitigate the issue. During our discussion  
436 at the last Board of Selectman meeting, Mr. Bartlett also confirmed that to understand an issue, it must be replicated. Se-  
437 lectman Labonte’s proposed process begins to get to this need.

438  
439 Most importantly, when there is an issue in a locale – that locale brings the issue to their dispatch for investigation. The  
440 locale in question, and the dispatch, work together to do something about it. But the process starts with the one who has  
441 experienced the radio issue. When she asked why we aren’t doing this in Milford, she has been given the excuse that  
442 "MACC Base should know" about these issues – But MACC Base does not manage Milford's radios, and has not been  
443 asked by Milford to support any kind of coordinated investigative process or solution.

444  
445 It is Milford's responsibility to fully understand our problems and then escalate to MACC Base when the problem is definiti-  
446 tively identified as a potential system issue under MACC's jurisdiction.

447  
448 Finally, when asked in a prior meeting what steps were being taken to address radio issues in town, a representative of the  
449 Police Department stated that “this is why we proposed the warrant article.”

450  
451 All of this background is concerning. The approach being taken by Milford today does not lend itself to problem-solving  
452 and is not protecting lives. A warrant article with a long lead time is not a mitigation strategy. Without a policy and a pro-  
453 cess for logging, categorizing, investigating, replicating, and escalating issues, problems will not get addressed – it doesn't  
454 matter what kind of organization we are talking about – public or private. And it abdicates responsibility completely to say  
455 "we assume they know about the problems," rather than attempting to coordinate a response with MACC Base.

456

457 The BOS should be aggressively pursuing ALL options to mitigate our localized radio issues. This includes having a struc-  
458 tured problem-solving process in place, not just waiting for a new warrant article. This is a concrete step that can be taken  
459 by our town to protect our first responders. It is also relevant to taxpayers who want to see that our elected officials are  
460 investigating ALL relevant options.  
461

462 She repeated, what action will the BOS be taking on Selectman Labonte's proposed process for investigating radio prob-  
463 lems in Milford?  
464

465 Bobby Jones, the AFSME representative for the Milford Police Department, said he hasn't spoken to any other dispatch  
466 center but he does have 30 years of police, law enforcement, dispatch experience with the last 8 years being a dispatch su-  
467 pervisor of a much larger communications center than MACC Base. It isn't just Milford PD that has the owners tracking  
468 this down, it's MACC Base that has the owners tracking this down because they are the dispatch center. Their job is to  
469 transmit and receive. If they are constantly saying to the officers on the road that "they can't hear or understand them",  
470 then why isn't MACC Base trying to mitigate and figure out what the problem is, not just Milford PD.  
471

472 Katherine Kokko said she didn't say that MACC Base doesn't have any responsibility, she is saying that it begins with the  
473 town identifying the radio issues that we have and then escalating them as needed.  
474

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

476 Selectman Labonte said Granite Town Media figured out the sound in the Board room, he doesn't know what is happening  
477 tonight.  
478

479 **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

480 **a. OTHER ITEMS (that are not on the agenda)**

481 Selectman Dargie said the Transfer Station doesn't support volunteers anymore. There used to be court-appointed volun-  
482 teers and they may have stopped it due to COVID. Welfare also needs people to help out. He would like to have this re-  
483 started. Administrator Shannon will speak to Public Works about it.  
484

485 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of June 14, 2021, as**  
486 **amended. Seconded by Chairman Daniels. All were in favor. The motion passed 4/0.**  
487

488 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

489 1. N/A

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

491 **12. NON-PUBLIC SESSION a motion made by Selectman Dargie to enter into a non-public session for in accord-**  
492 **ance with (RSA 91-A:3, II(e)) Legal. Seconded by Selectmen Labonte. A roll call vote was taken with Selectman**  
493 **Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion**  
494 **passed 4/0.**  
495

496 In non-public, the Board addressed two things and made one decision. A motion was made by Selectman Dargie to seal  
497 the minutes. Seconded by Selectman Freel, because it is determined that the divulgence of this information likely  
498 would affect adversely the reputation of any person other than a member of this board. A roll call vote was taken,  
499 Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor.  
500 The motion passed 4/0.  
501

502 **13. ADJOURNMENT: Selectman Dargie moved to adjourn at 8:15 pm. Seconded by Selectman Freel. A roll call**  
503 **vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes.**  
504 **All were in favor. The motion passed 4/0.**  
505

506  
507  
508 \_\_\_\_\_  
509 Gary Daniels, Chairman

506  
507  
508 \_\_\_\_\_  
509 Paul Dargie, Member

510  
511  
512 \_\_\_\_\_  
Chris Labonte, Vice-Chairman

510  
511  
512 \_\_\_\_\_  
David Freel, Member



APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 6/28/2021

513  
514  
515  
516

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Laura Dudziak, Member

#### 4. b) Employee Policy Review

### APPEAL PROCEDURE

- A. It is the policy of the Town of Milford to provide its employees with the opportunity to appeal any disciplinary actions regarding the employee that the employee feels is not justified by the facts and circumstances of the situation.
- B. The supervisory levels of appeal shall be:
  - 1. Supervisor
  - 2. Department Head
  - 3. Town Administrator
  - 4. Board of Selectmen
- C. Before accessing the appeal process, the employee shall first discuss the disciplinary action with his/her immediate supervisor within fifteen (15) calendar days of the act or omission with which the employee takes exception. If, after discussing with their immediate supervisor the disciplinary action taken against him/her, the employee is not satisfied with the decision of their immediate supervisor, the employee may appeal the disciplinary action taken against him/her to the next higher supervisory level.
- D. If dissatisfied with the decision at any supervisory level of appeal, the employee may appeal the decision of that level to the next higher level of appeal, in writing, within five (5) working days of the decision. The entity to which the appeal is being made shall review the matter with both parties and then issue a written decision within seven (7) working days.
- E. To ensure due process for all parties, at each level of appeal, the appeal process shall consist of the following:
  - a. The meeting at each respective supervisory level of appeal shall be scheduled as to be convenient to both parties and the employee shall be credited with work time for the time spent attending the hearing.
  - b. The appealing party shall be afforded the opportunity to defend him/herself.
  - c. The employee may, at his/her own expense, be represented by counsel at any meeting in the appeal process.
  - d. In appeals to the Board of Selectmen, a minimum of three (3) members of the Board of Selectmen (constituting a quorum) shall be required to hold a hearing. Any decision rendered at this hearing has to be a unanimous decision when only three (3) members are present.

TO: Milford Board of Selectmen  
FROM: John Shannon, Town Administrator  
SUBJECT: Requesting adoption of [RSA 659:44-a Electioneering by Public Employees](#) to the Electronic & Telephone Communication Policy; Social Media Guidelines Section for the Town of Milford  
DATE: July 26, 2021

---

We are respectfully requesting adoption of the proposed language below to the Electronic & Telephone Communication Policy; Social Media Guidelines Section as it pertains to **Electioneering by Public Employees**.

**TITLE LXIII  
ELECTIONS  
CHAPTER 659  
ELECTION PROCEDURE  
Prohibited Acts  
Section 659:44-a**

[RSA 659:44-a Electioneering by Public Employees](#) –

- I. No public employee, as defined in RSA 273-A:1, IX, shall electioneer while in the performance of his or her official duties.
- II. No public employee shall use government property or equipment, including, but not limited to, telephones, facsimile machines, vehicles, and computers, for electioneering.
- III. For the purposes of this section, "electioneer" means to act in any way specifically designed to influence the vote of a voter on any question or office.
- IV. Any person who violates this section shall be guilty of a misdemeanor.

**Source.** 2003, 172:2, eff. June 18, 2003. 2016, 176:1, eff. Jan. 1, 2017.

The Town of Milford issued an email to Town employees clarifying that in item **695:44-a II** above "government property or equipment" refers to "Town owned/operated property". Further, the Town includes social media (Facebook) as a mode of electioneering. In item **695:44-a, III** the Town clarifies that public employees cannot ask for people to vote in a particular way.

**Exceptions:** A public employee is defined as "any person employed by a public employer" with some limited exceptions. [RSA 273-A:1, IX](#), Those exceptions include:

- (a) Persons elected by popular vote.
- (b) Persons appointed to office by chief executive or legislative body of the public employer.
- (c) Persons whose duties imply a confidential relationship to the public employer; or

(d) Persons in a probationary or temporary status, or employed seasonally, irregularly or on call. For the purpose of this chapter, however, no employee shall be determined to be in a probationary status who shall have been employed for more than 12 months or who has an individual contract with his employer, nor shall any employee be determined to be in a temporary status solely by reason of the source funding of the position in which he/she is employed.

The “Electioneering by Public Employees” will be added to the Town of Milford’s Social Media Guidelines section of the Electronic & Telephone Communication Policy to assist in clarifying the role of a public employee. The current Town of Milford’s Electronic and Telephone Communication Policy is available to all employees on the Town’s website in the Milford Employee Handbook (Chapter 9-under review) and individually listed as an individual [policy on the Town’s website](#). The Electronic and Telephone Communication Policy can be accessed by town employees on the Town of Milford website under the Human Resources section.

Please note that Section 6 – Town Posted Information, subsection J) d. states:

J. Town Employees are **expressly forbidden** to misuse any social media access privileges in any way that may include, but are not limited to:

d. Conducting political activities or private business.

Employees should contact their Department Head if they have any questions about this policy. Employees may also reach out to either the Human Resources Director or the Town Administrator for clarification.

This amendment to the Town of Milford’s Social Media Guidelines section of the Electronic & Telephone Communication Policy is being respectfully recommended for adoption to the Milford Board of Selectmen.

\_\_\_\_\_ (date)

## 5. Town Status Report

### Town Status Report – July 26, 2021

- 1. Brox Alteration of Terrain (AoT) Permit** – The Town has been working to get a new AoT permit approved for the Brox property in order to re-start some suspended work in the pit area. The town is currently working under another extension granted by the state due to some outstanding, required items from other government entities. The Town will continue to work with the appropriate state partners to ensure the project is done in accordance with all appropriate regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.

THE AMERICAN RESCUE PLAN ACT (ARPA) of 2021  
 PROPOSED MILFORD PROJECTS  
 (PRELIMINARY LIST)  
 July 22, 2021

**6. 1) American Rescue Plan Act Funding (ARPA)**

	DEPARTMENT	PROJECT NAME	ESTIMATED COST	YEAR FUNDING NEEDED	PROJECT START DATE	DEPARTMENT PRIORITY	BOS PRIORITIZATION
1	ADMIN/FIRE/POLICE/AMBULANCE	CROWN CASTLE EMERGENCY MANAGEMENT COMMUNICATIONS ANNTENNA	\$130,000	2021	2022	1 of 1	
2	AMBULANCE / FIRE	N95 & SCBA QUANTITATIVE FIT TESTING DEVICE	\$19,110	2021	2021	1 of 1	
3	COMMUNITY DEVELOPMENT	MSRF & GAP FUND PROGRAMS	\$300,000	2021	2021	1 of 1	
4	FIRE DEPT	HEALTH / ENVIRONMENTAL OFFICER	\$313,096	2022	2022	1 of 1	
5	HUMAN RESOURCES	MANPOWER, WAGE & BENEFIT SURVEY	\$40,000	2022	2022	1 of 1	
6	IT DEPARTMENT	FIBER RUN TOWN HALL TO WATER UTILITIES	\$55,000	2021	2021	2 of 2	
7	IT DEPARTMENT	CYBER SECURITY EVAL, INSTALL & 1 YEAR	\$87,000	2021	2021	1 of 2	
8	RECREATION DEPT	RECREATION REVOLVING FUND - LOST REVENUES	\$86,987	2021	2021	1 of 1	
9	WADLEIGH MEM LIBRARY	HVAC SYSTEM	\$750,000	2021	2022	1 of 1	
10	WATER UTILITIES	WASTEWATER TREATMENT FAC NUTRIENT & METALS REMOVAL UPGRADE	\$510,000	2021	2021	1 of 4	
11	WATER UTILITIES	BROOKVIEW WATER BOOSTER PUMP STATION UPGRADE	\$250,000	2021	2021	2 of 4	
12	WATER UTILITIES	WWTF INFLUENT PUMP STATION SCREENINGS CONVEYOR UPGRADE	\$390,000	2021	2021	3 of 4	
13	WATER UTILITIES	PENNICHUCK INTERCONNECTION IMPROVEMENTS DESIGN	\$100,000	2021	2021	4 of 4	
<b>TOTAL FUNDS REQUESTED</b>			<b>\$3,031,193</b>				

**Tina Philbrick**

---

**From:** John Shannon  
**Sent:** Wednesday, July 21, 2021 10:20 AM  
**To:** Tina Philbrick  
**Subject:** From ARPA FAQ from Dept of the Treasury

4.2. May recipients use funds to invest in infrastructure other than water, sewer, and broadband projects (e.g. roads, public facilities)?

Under 602(c)(1)(C) or 603(c)(1)(C), recipients may use funds for maintenance of infrastructure or pay-go spending for building of new infrastructure as part of the general provision of government services, to the extent of the estimated reduction in revenue due to the public health emergency.

V/R

John Shannon

Town Administrator  
Town of Milford  
1 Union Square  
Milford, NH 03055

603-249-0602

The Right-to-Know Law (NH RSA 91-A) provides that most email communications to or from town employees regarding the business of the Town of Milford are government records available to the public on request. This email communication may be subject to public disclosure.

## 9. Approval of Final Minutes - July 12, 2021

DRAFT  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
July 12, 2021

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04. As such, the meeting was conducted online and in person.

**PRESENT:**

Gary Daniels, Chairman	John Shannon, Town Administrator
Chris Labonte, Vice Chairman	Tina Philbrick, Executive Assistant
Laura Dudziak, Member	Nate Addonizio, Videographer
Paul Dargie, Member	
David Freel, Member	

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

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

### 2. APPOINTMENTS – (Approximate times)

#### 5:30 p.m. – Granite Town Media Overview – Tim Finan, Chairman and Tom Schmidt, Member.

Tim Finan provided a powerpoint of how Granite Town Media works. The GTM Committee consists of 8 members, 1 Board of Selectman Representative, 2 Department Staff, and multiple Milford High School Students used as videographers.

GTM Covers Comcast Cable TV channels (PEG) (Public, Education, Government) 22, 20, 21, and high definition 1071. Streaming/On Demand and Podcasts. Tom Schmidt said High Def. was negotiated in the last contract. They also have viewers from YouTube, Facebook, and Twitter. GTM is funded through Cable Franchise Fees at 3%, the Revolving Fund covers 85% of the Media Managers salary/benefits and 100% of the Assistant Managers salary/benefits, 100% of the videographers pay, and 100% of the equipment and maintenance. The general fund covers the remaining 15% of the Managers's salary/benefits and website maintenance.

The current revolving fund balance is \$307,903.70. In the future GTM would like to expand streaming platforms, increase content, encourage more public content, have a dedicated studio, as well as more podcasting, include FM radio, zoom and upgrade equipment and maintenance. They are sustaining themselves. Tim Finan commended Chris Gentry for setting up and maintaining the zoom platform for both the town and school.

Chairman Daniels asked if there is a charge for putting content on the public site. Chris Gentry said no, as long as you are a Milford resident or a non-profit that serves the Milford community, if someone wants to post a yard sale, no, unless it's a non-profit. Chairman Daniels asked if there were rules if someone wants to determine if their information can be published. Chris Gentry said there are rules in the by-laws. Tim Finan said they are in the process of updating their policy and procedure manual.

Chairman Daniels asked if the franchise fee be brought down to 2% if they meet a certain threshold. Tim Finan said if anything it would increase. Chairman Daniels asked if GTM pays for any of the production equipment at the high school. Chris Gentry said no, he helps them out a lot but we don't purchase anything for them.

Selectman Freel asked what "other professional services" were. Chris Gentry said it was used to get a subcontractor in to run cables. Selectman Freel asked about Telephone Cellular and Telephone Data charges. Chris Gentry said the cellular is the town phone that he has which is also used to stream when he's on location. The data is the Comcast route modem for the town and the high school. Tom Schmidt said it's used for us to upload all the streaming. Chris Gentry said we need an internet account dedicated to 4 streaming devices while it's video on demand. It needs to be big enough to send a 1080 high bandwidth stream anywhere we are broadcasting. This also includes a special IP address. We do it here and at the school, because his servers are located at the school, the town is used mostly for web site based services. Selectman Freel asked why we are at the school. Tim Schmidt said the school has a TV studio and when this started there was more room at the school versus the Town Chris Gentry said eventually they want a studio to have everything in one place, it's a big project and they don't want to do it twice. Chris Gentry explained the details. Selectman Freel asked if many other towns have this infrastructure. Chris Gentry said yes, most of the other towns do. They have a goal to get everything in place.

#### 5:45 p.m. – Milford Historical Society Historic Highway Marker – Mark Genovesi



**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/12/2021**

63 In Summary: On June 9, Mr. Genovesi met with Peter St. Pierre from NH DOT to examine the proposed location for a His-  
64 toric marker for Bernice Blake Perry. They would like to put the marker Rte. 101- A/Elm St. The location is within the ju-  
65 risdiction of Milford. As you drive from the 101 by-pass intersection east on 101-A, the location is on the right almost di-  
66 rectly across from the Centurywood Plaza. The marker would be placed by DOT between two telephone poles in a spot  
67 suitable. Mr. Genovesi is asking for the Boards permission to approve the location of the marker.  
68

69 Chairman Daniels asked how big the sign was. Mark Genovesi said it has about 130 characters on it. Chairman Daniels  
70 asked if there was anything that requires it to be on a highway. Mark Genovesi said DOT considers it a “roadside marker”  
71 and this donation is coming from the roadside marker program. There was additional discussion of other places the sign  
72 could go that would be in locations so that the public can see better.  
73

74 Selectman Freel said it should be near a street light or stop sign, he doesn’t think anyone will stop and read it. Mark Geno-  
75 vesi said DOT was clear about where they wanted it and they liked that location because there was a good line of sight.  
76 The site selected was driven by the safety criteria from DOT. The sign will be created in August. He would take sugges-  
77 tions if anyone wants to suggest another area. Selectman Dudziak asked if the sign needs to be on a state road. Mark Geno-  
78 vesi said yes, the state is paying for this.  
79

80 Administrator Shannon said he could work with Mark and the state to get more detail about their criteria. Chairman Dan-  
81 iels said he thinks if it isn’t on a state road, the state won’t pay for it.  
82

83 Chairman Daniels asked if it could be connected as part of a virtual tour. Selectman Freel asked if we had other signs like  
84 this in town. Selectman Dargie said yes, on Emerson Road. There was more discussion on other potential locations. Ad-  
85 ministrator Shannon said they would let the Board know what location is chosen.  
86

87 **Selectman Dargie made a motion to approve the location for a historic marker in honor of Bernice Blake Perry at**  
88 **the discretion of Mark Genovesi and Town Administrator Shannon. Seconded by Selectman Dudziak. All were in**  
89 **favor. The motion passed 5/0.**  
90

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

92 Katherine Kokko, a Milford resident, asked when the discussion will take place about communications with 2 Way regard-  
93 ing the Crown Castle solution. Chairman Daniels said it will be in non-public later this evening. Katherine Kokko asked  
94 what the basis was for a non-public session. Chairman Daniels said the figures that 2 Way is presenting, they don't want to  
95 disclose their numbers publicly. Katherine Kokko asked if it was possible to discuss the solution without discussing the  
96 money so part of this can be discussed publicly. Chairman Daniels asked Mr. Bartlett and he responded yes. Chairman  
97 Daniels said this would be discussed later in the evening under communications.  
98

99 Mr. Bagley, a Milford resident, complained that the letter from the AG’s office, introduced at the last meeting was not at-  
100 tached to the minutes. The AG’s office made a decision and it needs to be made public. Chairman Daniels said they would  
101 make the letter public on the town’s website.  
102

103 **4. DECISIONS –**

104 **a) CONSENT CALENDAR**

105 **1) N/A**

106 **5. OTHER DECISIONS**

107 **1) N/A**  
108

109 **5. TOWN STATUS REPORT – Town Administrator, John Shannon**

110 **1) Oval Elm Tree Donation -**

111 Administrator Shannon received an e-mail from Kent Chappell about a maple tree on the Oval. After the removal of a huge  
112 branch, the tree has become problematic. The tree is extremely lopsided at this point. Mr. Bob Kokko and Mr. Kent Chap-  
113 ple are willing to get another Elm to go along with the others that have been planted in the last few years. The other trees  
114 are doing nicely and it would enhance the look of the Oval. Public Works Director Rick Reindeau is willing to facilitate this  
115 project. They are asking the Board for permission to do this.  
116

117 **Selectman Dudziak made a motion to proceed forward with the Elm Street Tree Donation. Seconded by Selectman**  
118 **Labonte. All were in favor. The motion passed 5/0.**  
119

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/12/2021**

120 Selectman Labonte followed up about the volunteerism at the Transfer Station from the last Board meeting. Administrator  
121 Shannon said they are still working the process out. There was some discussion on the types of volunteerism, ie; communi-  
122 ty service (court-mandated), welfare (workforce), and just coming into volunteerism. Administrator Shannon will check  
123 further into it.

124  
125 Administrator Shannon said the town responded to the AG’s office regarding electioneering, specifically a public employee  
126 asking people to vote yes on a specific warrant article. The town responded to include a remediation plan and training  
127 slides. AG’s office accepted the information and the case is now closed.

128  
129 **6. DISCUSSIONS**

130 **1) American Rescue Plan Act Funding (ARPA)** – Administrator Shannon said the state will be giving the town approx-  
131 imately \$1.7 million. We will receive half of the money in about a week, and the other half next year. A committee was  
132 formed to see where it would be best suited. The scope was narrowed on what we could spend the money on. Money  
133 doesn’t have to be obliged until the end of 2024 and spent by the end of 2026. This is a needs list. Water Utilities has the  
134 most items which could result in warrant articles. You don’t have to commit the total amounts, and this list can change.  
135 There is a scope of what the money can be spent on. Information has already been sent to the Board and there is more in-  
136 formation available in his office. No decisions have to be made tonight. We have an annual reporting requirement of what  
137 the project is, and how it was spent.

138  
139 Selectman Labonte asked if it has to be accepted. Administrator Shannon said it has to be applied for. Paul Calabria said  
140 yes. Administrator Shannon said some of the items on the list are time-sensitive. Selectman Labonte asked how they deter-  
141 mine what meets the criteria. Administrator Shannon said all items submitted meet the criteria, we are not going to give  
142 you a list that doesn’t meet the ARPA Project criteria.

143  
144 **Proposed Milford Projects (Preliminary List)**

145	1. Admin/Fire/Police/Ambulance	1 of 1	Crown Castle Emergency Mgmt Communications Antenna	\$ 130,000
146	2. Ambulance/Fire	1 of 1	N95 & SCBA Quantitative Fit Testing Device	\$ 19,110
147	3. Community Dev.	1 of 1	MSRF & GAP Fund Programs	\$ 300,000
148	4. Fire Dept.	1 of 1	Health/Environmental Officer	\$ 313,096
149	5. Human Resources	1 of 1	Manpower, Wage & Benefit Survey	\$ 40,000
150	6. IT Dept.	2 of 2	Fiber Run Town Hall to Water Utilities	\$ 55,000
151	7. IT Dept.	1 of 2	Cyber Security Eval, Install & 1 Year	\$ 87,000
152	8. Wadleigh Mem. Library		1 of 1 HVAC System	\$ 750,000
153	9. Water Utilities	1 of 4	Wastewater Treatment FAC Nutrient & Metals Upgrade	\$ 510,000
154	10. Water Utilities	2 of 4	Brookiew Water Booster Pump Station Upgrade	\$ 250,000
155	11. Water Utilities	3 of 4	WWTF Influent Pump Station Screenings Upgrade	\$ 390,000
156	12. Water Utilities	4 of 4	Pennichuck Interconnection Improvements Design	\$ 100,000
157	13. Recreation Dept.	1 of 1	Recreation Revolving Fund – Lost Revenues	\$ 86,987
158			<b>TOTAL FUNDS REQUESTED</b>	<b>\$3,031,193</b>

159  
160 Dale White, Water Commissioner, and Bob Courage, Water Commissioner said they included 4 projects. They asked their  
161 engineering firms to look at what could be best used for the Town of Milford. The first would be Wastewater Treatment  
162 FAC Nutrient & Metals Removal Upgrade for \$510,000. EPA has mandated that we clean up our nutrient discharge. There  
163 are also three other projects which are numbers 9, 10, and 11 in the above chart. Without this money, we would have to  
164 present these items in a warrant article.

165  
166 Bob Courage gave a timeline that some of these things have to be completed by EPA. The Pilot Study needs to be com-  
167 pleted in 2021. The Design work has to be done by 2022. The Aluminum Project has to be completed by 2023. The phos-  
168 phorus problem has to be addressed by 2024. It’s about \$7 million to do all of this. They have applied for grant funding.  
169 They are a high priority by DES.

170  
171 Selectman Freel asked if there would be any money leftover from the pilot and design to go towards the construction loan.  
172 Bob said no. Chairman Daniels asked if the requirement was that they take all the money at once. Administrator Shannon  
173 said they will receive half of the money this year and half next year.

174  
175 Selectman Freel asked how long it would take for the pilot and design. Dale White said 3 months for the pilot and about 6  
176 months for the design. Chairman Daniels feels that anything that is a mandate from the state should be funded. Selectman

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/12/2021**

177 Freel asked if this would show the EPA that we working towards the issue so that if we are a little late on the construction,  
178 we are moving in the right direction. Dale White said it would send the right message. Bob Courage said we may need to  
179 get permission from EPA to extend the timeline. We could be fined if we are not in compliance. Dale White said one of  
180 the reasons for the pilot study is that if they can find an application or design with the study to find a way to remove nutri-  
181 ents at a better design, the price may be reduced.

182  
183 Selectman Freel asked about making a motion but Administrator Shannon said they have to wait for the money to come in  
184 first. They assume it will hit before the next Board meeting. Tina Philbrick, Executive Assistant said the Board can't pub-  
185 licly accept this money at the next meeting. It has to be noticed in the paper and that takes time and the earliest it could be  
186 accepted would be August.

187  
188 Bob Courage said once the project is completed, the first payment of the SRF funding, with an interest rate of 1%, isn't due  
189 until 2025 or 2026 but we put the money upfront. Selectman Labonte asked if they are looking to get all the projects fund-  
190 ed. Dale said they would like to do them all, but the first one is the most important.

191  
192 Chairman Daniels said it would be helpful to the Board if dates could be added to the list so they can see when things are  
193 needed.

194  
195 Lincoln Daley, Community Development Director, said tonight is just to present a list of projects for consideration. There  
196 were five categories that the criterial is geared towards. The economy faced a negative impact over the past 18 months. He  
197 mentioned the Main Street Refund program and the General Resistance and preservation program. This provides small  
198 businesses or non-profits small loans or grants due to hardship and a decline in revenue. Some Milford businesses have  
199 received funds in the past 18 months to help keep them going. This idea is to offer micro-grants of about \$20,000 to busi-  
200 nesses that apply. We are asking for \$300,000. This is a lifeline for some businesses/non-profits.

201  
202 Selectman Labonte asked how come there wasn't a page in the packet for item number 1 on the list. Administrator Shannon  
203 said it's a placeholder and they will be talking about it in non-public tonight.

204  
205 Director Schelberg talked about his request of \$19,110 is a joint request between Ambulance and the Fire Department.  
206 There would be annual savings of about \$2,500 and will pay for itself in about 4 years. Chairman Daniels asked how often  
207 this equipment is needed. Director Schelberg said fit testing for the Fire Department is annually and the Ambulance De-  
208 partment is about the same.

209  
210 Katherine Parenti, Library Trustee, said if they receive any money it would go towards the HVAC warrant article. Their air  
211 was tested and it shows that they have bad air circulation and there is mold and mildew throughout the building. They will  
212 have it tested again when the heat is on.

213  
214 Selectman Freel asked how this list was determined. Administrator Shannon explained the process that was sent to the De-  
215 partment Heads to put this list together. Everyone had the same information. A committee was formed to review the doc-  
216 uments. Everyone used the same form and received the same information. All of these items fit the ARPA language. The  
217 money is for economic recovery from COVID. Some examples are: to re-hire people who may have been laid off, respond  
218 to a public health emergency, Water/Sewer and Broadband infrastructure, revenue replacement, etc. Selectman Freel asked  
219 how the Library could qualify for the HVAC system. Administrator Shannon said that comes under the lost revenue part.

220  
221 Lynn Coakley, Library Trustee, said the COVID crisis allowed them to be more aware of the air quality and circulation  
222 issues that they have in the Library that are not working as well as they should protect the safety of the staff and patrons,  
223 especially the small children and elderly which make up a majority of the visitors. They are also used as a heating and  
224 cooling place for people who lose power and they don't have that available right now.

225  
226 Selectman Labonte asked about the auditing process for these funds, what happens if we appropriated money for something  
227 that didn't fall into these categories. Administrator Shannon repeated that they have already looked into these projects and  
228 they qualify. They won't spend any money unless they know it can be used. If for some reason they did, they would have  
229 to pay it back. He explained the reporting requirements.

230  
231 **2) Communications Troubleshooting Process** - Chairman Daniels made some changes to Selectman Labonte's trouble-  
232 shooting process.

233

234 This process shall be used by the respective emergency service and MACC Base in any instance where there is a communi-  
235 cation failure, whether the source of the failure is equipment or personnel, including the ability to talk, hear and understand  
236 the communicating parties:

- 237 **1. Document the issue.**  
238 a. Date  
239 b. Time  
240 c. Location  
241 d. User (individual, not department)  
242 e. Communication equipment used  
243 i. Battery Level (if applicable)  
244 ii. Antenna Type (if applicable)  
245 f. Description of failure  
246
- 247 **2. Send failure report to:**  
248 a. MACC Base BOG  
249 b. Town Administrator  
250 c. Town Board of Selectmen  
251
- 252 **3. Failure Analysis**  
253 a. Isolate Failure to the Town or MACC Base  
254 i. Can failure be replicated with other, fully-charged equipment from the same location?  
255 b. Corrective action taken by the responsible entity  
256

257 Administrator Shannon said he will oversee this and if any had suggestions, please send them to him. Katherine Kokko said  
258 there needs to be clarity as to what constitutes a failure and restrict the failure reports and investigations to the things that  
259 truly are issues. Chairman Daniels said he expanded upon that and he read the first part.  
260

261 **3. Communications – 2 Way (NOTE: NOT ON THE AGENDA, ADDED DURING THE MEETING)**

262 Captain Frye said that Bill Bartlett, 2 Way Communications, put together a plan and pricing to upgrade portables and mo-  
263 biles and identified ways to increase safety.  
264

265 Bill Bartlett said the plan is to start updating the portables and mobiles and increase safety with a plan to integrate vehicular  
266 repeaters. It makes sense to rethink how they approach the project and invest that same amount of money into some infra-  
267 structure. They want to increase the footprint and capabilities of the fixed infrastructure in the town. They came up with a  
268 plan for a single site system to address the four disciplines within the Town of Milford, Police, Fire, Ambulance, and DPW.  
269 They want to leverage the success of the current Fire repeater system that's on Federal Hill. They know that a single site  
270 serves the Fire Department better than what the Police were experiencing. Their plan is to establish a repeated single-site  
271 system at the available Dram Cup Site. The plan will afford us better communication in the field, unit to unit communi-  
272 cations will benefit from it. It will also give us the current type of accepted repeaters and other technology that can be lever-  
273 aged from this infrastructure. Their thought was, "what can we do with the least amount of money that will make the most  
274 dramatic impact on coverage and communication at the street level".  
275

276 Captain Frye said this has nothing to do with walking away from MACC Base. Between 2 Ways plans and the price, there  
277 is equipment for MACC Base and no cost to MACC Base for the changes that will take place that will be hooked in so that  
278 we stay with MACC Base, we pay for our infrastructure so that we better ourselves communication and safety-wise.  
279

280 Bill Bartlett said part of the concern was the compatibility with MACC Base and making sure they can continue with the  
281 interchange. The Police have a desire to go to P25 digital so they factored in the control equipment for all 4 disciplines to  
282 be located at MACC Base.  
283

284 Chairman Daniels said, since you are establishing a tower where you don't have one now for better coverage, is the strategy  
285 to establish that first then check out the various pieces of equipment? How do you establish what gets done first?  
286

287 Bill Bartlett said part of it is that fixed infrastructure and the location of Dram Cup was chosen because it takes care of the  
288 largest coverage. The other part will be to start the life cycle replacement of portables and mobiles. This will get us out of  
289 the danger zone of devices no longer supported, gets everyone on a common platform, and makes us all P25 compliant. It's

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/12/2021

290 a complete plan and a foundation for what could be a much larger picture. It's an expandable system and just to serve Mil-  
291 ford there is some expansion down the road.

292  
293 Chairman Daniels asked what percentage of coverage it would handle. Bill Bartlett said it depends on what you are using  
294 to qualify that coverage. The RFP published certain criteria and a single site at Dram Cup would meet those criteria.

295  
296 Selectman Labonte asked about the single site. Bill said Dram Cup is the single site they are proposing. Selectman La-  
297 bonte asked about going off the tower on the town hall. Captain Frye said things will be put on the town hall tower and be  
298 hooked up to MACC Base. Bill said the system will be controlled from the town hall. Bill Bartlett explained how that  
299 would work. The system he is proposing for Dram Cup will support what they need.

300  
301 Selectman Labonte asked if this was a phased approach and how many phases would it be. Bill Bartlett said yes on the  
302 phased approach and the real answer is that it will never stop evolving. The system will always be expanding and improv-  
303 ing. He sees it at least a two-site system, one on Dram Cup and one downtown. If the system was controlled by MACC  
304 Base and there was a desire for it to be outside of Milford, it would have to be expanded to meet those coverage needs.

305  
306 Captain Frye said we are not giving up our footprint on Federal Hill so that could be a second or third site. Once you leave  
307 it, it's hard to get back. Selectman Labonte asked if it would be digital. Bill Bartlett said digital capable but everything  
308 would be P25 compliant, most of the disciplines would remain analog. The system would be capable of going P25 phase I  
309 and later P25 phase II.

310  
311 Selectman Labonte asked if it would still be the frequencies we have now. Bill Bartlett said they would have to add fre-  
312 quencies, what you have now wouldn't support this. Each discipline would require two frequencies. Selectman Labonte  
313 asked how it would affect us as far as communications with other municipalities. Bill Bartlett said the duplex issue  
314 wouldn't be a concern. The concern would be P25 compliant but most of the agencies are P25 compliant and capable of  
315 talking on that system. The state has all but mandated that everyone is P25 compliant and to receive funding from the state  
316 you have to be P25 compliant. Selectman Labonte asked about grants that the PD could apply for to recover some of the  
317 cost. Bill Bartlett said grants are difficult when it's singular. Grant funding typically needs to benefit more than one agen-  
318 cy. Captain Frye said regionally there are lots of grants we can apply for but most of them are closed until next year.

319  
320 Katherine Kokko clarified that homeland security puts out a grant for dispatchers. MACC Base doesn't qualify directly for  
321 any of that funding but if one town wanted to put in for grant money on a regional basis on behalf of all of the towns partic-  
322 ipating in MACC Base that grant money could be available. The Board of Governors is also asking the state to explain  
323 why MACC Base doesn't qualify for grant money.

324  
325 Selectman Dargie asked Bill what the major differences were between his design and CTA's design and what does the CTA  
326 system gets you that your design doesn't. Bill Bartlett said CTA's assessment was thorough and involved a high caliber of  
327 expectations. It's sophisticated high-tier equipment. The real answer is that this is a boiled-down piece or segment of that  
328 project. This is the phase I of that project. Selectman Dargie said it's consistent with CTA's design, just a subset. Bill Bart-  
329 lett said yes.

330  
331 Katherine Kokko asked Bill if it was possible, in finding a solution, to start with the radios and then look at the infrastruc-  
332 ture. Why are we doing both at the same time? Bill Bartlett said because the timing is right. We are at end of life for almost  
333 everything. He feels the more important piece is the infrastructure. Replacing it will buy us more than we can get by just  
334 replacing subscribers. The subscribers are not perfect, but they are healthy and intact. Having tunnel vision over the sub-  
335 scribers makes us miss the bigger picture. Even with new subscribers, we have deficiencies. We have an infrastructure that  
336 needs to be updated.

337  
338 Katherine Kokko asked Bill to speak to redundancies. What happens if we are running off this system, now that's it's Mil-  
339 ford-based and separated from what was built into MACC Base. Bill Bartlett said we haven't talked about redundancies  
340 with this plan. It would make sense to retain some capabilities from MACC Base to communicate directly from MACC  
341 Base to the end units, which is done today. The fallback could be simple like reverting to the way things are today.

342  
343 Katherine Kokko said she isn't clear about how this radio system affects what MACC Base has in place in terms of a Mi-  
344 crowave system, does this separate Milford's ability to be part of that? Bill Bartlett said it isn't in play, it would be sepa-  
345 rate. MACC Base would subscribe to this site. Certainty some type of wireless connectivity such as Microwave would be to

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/12/2021**

346 their advantage. It would give MACC Base command and control of the site, having a physical connection to it. At this  
347 stage, the plan is for it to be stand-alone and subscribed to by MACC Base.

348  
349 Selectman Dargie asked if these changes would largely fix the current Police problems. Bill Bartlett said it would address a  
350 lot of them. One of the biggest downsides now is the current configuration is the ability for one unit to communicate with  
351 another unit, not necessarily with MACC Base, although there are deficiencies communicating with MACC Base. Those  
352 are far less than the ability to communicate between officer to officer on the street because there is no infrastructure that is  
353 helping that conversation take place. A portable radio can only talk so far. They can talk to MACC Base, but the unit a few  
354 miles away has no situational awareness, this system would address that deficiency. It will not cure everything but it's a  
355 step in the right direction.

356  
357 Selectman Labonte clarified that if you have two radios that can't hear each other that wouldn't necessarily become a radio  
358 issue. Bill Bartlett said yes. Selectman Labonte asked if they can do the tower before the radios. Bill Bartlett said yes, he  
359 would lean more towards the infrastructure. Captain Frye said they have mobile issues and he's doing a spreadsheet to doc-  
360 ument them, he's only in the year 2017. You see a trend that no matter where we are, the portable can't reach MACC Base,  
361 it has nothing to do with talking to other officers. With the prices and equipment list, you will see that we are not replacing  
362 everything; we are replacing what needs to be replaced to talk to the new system. It's a boiled-down price, still a big price  
363 ticket but not compared to what was proposed. Selectman Freel said it's a start.

364  
365 Selectman Labonte said he's going after the immediate need, you have to start on the threshold. We could put a department  
366 on the tower, instead of all of them at the same time. Bill Bartlett said it's hard to develop the line to phase something.  
367 Dram Cup could be phased, it's difficult because you need licensing to get the filtration and design done and if you don't  
368 build and construct them, the FCC takes it away, you have to occupy license. Dividing the site becomes complex and he is  
369 not sure it's feasible. There is a major component to the piece and that is what ties them together in one antenna system. If  
370 you look for another way to phase what we put together now, it would come down to an assessment to the portable and mo-  
371 biles and which ones are in more dire need. We have a large segment of radios that work but if they break tomorrow, we  
372 can't support them. That is a red flag.

373  
374 Katherine Kokko said she repeatedly hears that MACC Base can't hear the officer, she hasn't heard the reverse. She said it's  
375 happening on two different frequencies, so what is getting out isn't getting to MACC Base but what is coming from MACC  
376 is getting to the officers. Bill Bartlett said the scenario you are talking about could be different based on the system. In the  
377 case of MACC Base, it's a simplex channel. It's the difference in power. MACC Base has a large amount of power, a port-  
378 able radio is 5 watts or less. To make up for that we do systems that can be expanded with multi-site methodology. We  
379 don't have that today. MACC Base has multiple receive points which are leveraged.

380  
381 Jason Johnson, MACC Base Director, said Dram Cup has always been seen as the best site in town for Milford and sur-  
382 rounding communities. He's been after his board to spend money to put licensing at that site. In 2015 we offered the Town  
383 of Milford's Police Department a solution similar to Milford's Fire which was a single site repeater with plans to expand.  
384 At the time, the argument by the Police Chief was that they wanted to stay on the same channel. What's being proposed is a  
385 lot of the same idea he has been bringing to his Board of Governors for several years. Licensing is a big component and the  
386 Town of Milford has already expended funds to license frequencies over there. He encourages Milford to speak to the other  
387 towns because it's an opportunity to leverage the infrastructure. A single site system also brings a single point of failure. If  
388 something goes wrong at that site, you can go back to the old system but it's moving the units to other frequencies that they  
389 haven't been on for a while and if you have pagers, you will need to replace them if you don't have those frequencies. This  
390 would be a good time to utilize the ARPA funds for all communities to participate. As far as in-car repeaters, those are  
391 successfully used by two other communities and they have made a good difference for them. The biggest issue is the large  
392 buildings in Milford, they are un RF friendly. He's looking forward to seeing the public portions of 2 Ways proposal.

393  
394 **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)**

395 Chairman Daniels said the state is giving an adequate education grant to the Town of Milford for \$10,594,539. From the  
396 increase in rooms and meals revenue sharing, we are getting \$809,795 for Milford's share in 2021, \$1,088, 671 in 2022,  
397 and \$ 1,125,156 in 2023. This will go between the school and this Board. In addition, there is \$100,000,000 coming back  
398 to New Hampshire and this can go towards property tax relief. It's the local Boards that will decide if this will be used for  
399 taxes or something else, but the legislature intends that it goes towards property tax relief.

400  
401 Chairman Daniels asked if for those who have fireworks leftover from the 4<sup>th</sup> of July, please be respectful and don't shoot  
402 them off late at night. He received comments from people for changes in that area. Years ago this Board felt that the town

403 was responsible enough so that they didn't need ordinances in place limiting what was reasonable for fireworks and he still  
404 feels that way. We would rather not take away your liberties for this.

405  
406 **8. SELECTMEN’S REPORTS/DISCUSSIONS**  
407 **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

408 a. OTHER ITEMS (that are not on the agenda)

409 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of June 28, 2021, as**  
410 **amended. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

411  
412 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

413 1. N/A

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

415  
416 Prior to going into non-public Katherine Kokko questioned the RSA for legal. Chairman Daniels said they would get clari-  
417 fication from the Town Attorney. The Board voted 3/2 to go into non-public because they had other things to discuss that  
418 weren't under legal.

419  
420 **12. NON-PUBLIC SESSION a motion made by Selectman Dudziak to enter into a non-public session in accordance**  
421 **with (RSA 91-A:3, II(a)) Personnel, (RSA 91-A:3, II(b)) Personnel, (RSA 91-A:3, II(e)) Legal and approval of non-**  
422 **public minutes in accordance with (RSA 91-A:3, II(e)) Legal – June 28, 2021. Seconded by Selectmen Freel. A roll**  
423 **call vote was taken with Selectman Dargie no, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes,**  
424 **and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

425  
426 **In non-public, the Board approved the minutes for June 28, 2021 made three decisions. They did not enter into**  
427 **(RSA 91-A:3, II(e)) Legal pending legal counsel. A motion was made by Selectman Dargie to seal the minutes. Se-**  
428 **conded by Selectman Dudziak, because it is determined that the divulgence of this information likely would affect**  
429 **adversely the reputation of any person other than a member of this board. A roll call vote was taken, Selectman**  
430 **Dargie yes, Selectman Dudziak, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in**  
431 **favor. The motion passed 5/0.**

432  
433 **13. ADJOURNMENT: Selectman Freel moved to adjourn at 9:00 pm. Seconded by Selectman Dudziak. A roll call**  
434 **vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
435 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**

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439 \_\_\_\_\_  
440 Gary Daniels, Chairman

436  
437  
438  
439 \_\_\_\_\_  
440 Paul Dargie, Member

441  
442  
443 \_\_\_\_\_  
444 Chris Labonte, Vice-Chairman

441  
442  
443 \_\_\_\_\_  
444 David Freel, Member

445  
446  
447 \_\_\_\_\_  
448 Laura Dudziak, Member

# 10. Treasurer's Report April 2021 (revised), May 2021 (revised) and June 2021

TREASURER'S REPORT  
TOWN OF MILFORD, NEW HAMPSHIRE  
4/30/2021  
(unaudited) (revised)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 04/01/21	(185,477.79)	42,716.52	211,623.77	3,959.27	6,941.78	10,678.08	10,801,748.19	\$ 10,892,189.82
<b>Receipts:</b>								
Taxes and Interest	238,795.28	-	-	-	36,150.19	-	-	\$ 274,945.47
Water & Sewer User Fees	127,212.56	-	-	-	34,176.00	-	-	\$ 161,388.56
Other Revenues	162,986.13	452,752.54	-	-	6,267.50	-	-	\$ 622,006.17
Ambulance	-	-	-	-	71,091.85	-	-	\$ 71,091.85
Recreation	-	-	-	-	6,080.00	-	-	\$ 6,080.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	13.59	0.07	-	0.45	904.78	\$ 918.89
Investment Transfers	3,534,000.00	-	-	-	-	-	682,251.81	\$ 4,216,251.81
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
<b>Total Receipts:</b>	<u>\$ 4,062,993.97</u>	<u>\$ 452,752.54</u>	<u>\$ 13.59</u>	<u>\$ 0.07</u>	<u>\$ 153,765.54</u>	<u>\$ 0.45</u>	<u>\$ 683,156.59</u>	<u>\$ 5,352,682.75</u>
<b>Disbursements:</b>								
Accounts Payable Warrants	(984,355.65)	(104,728.22)	-	-	(7,402.04)	-	-	\$ (1,096,485.91)
Payroll Warrants	(655,081.54)	-	-	-	-	-	-	\$ (655,081.54)
Milford School District Appropriation	(2,034,498.00)	-	-	-	-	-	-	\$ (2,034,498.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(203,251.81)	(334,000.00)	-	-	(145,000.00)	-	(3,534,000.00)	\$ (4,216,251.81)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,487.53)	6.00	-	-	-	-	-	\$ (1,481.53)
Voided Checks	711.01	-	-	-	-	-	-	\$ 711.01
<b>Total Disbursements:</b>	<u>\$ (3,877,963.52)</u>	<u>\$ (438,722.22)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (152,402.04)</u>	<u>\$ -</u>	<u>\$ (3,534,000.00)</u>	<u>\$ (8,003,087.78)</u>
<b>Ending Balance as of 4/30/21</b>	<u>\$ (447.34)</u>	<u>\$ 56,746.84</u>	<u>\$ 211,637.36</u>	<u>\$ 3,959.34</u>	<u>\$ 8,305.28</u>	<u>\$ 10,678.53</u>	<u>\$ 7,950,904.78</u>	<u>\$ 8,241,784.79</u>

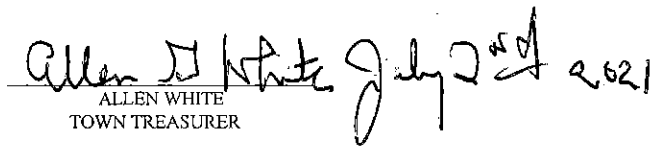
Allen White July 2<sup>nd</sup> 2021

ALLEN WHITE  
TOWN TREASURER



TREASURER'S REPORT  
TOWN OF MILFORD, NEW HAMPSHIRE  
5/31/2021  
(unaudited) (revised)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 05/01/21	(447.34)	56,746.84	211,637.36	3,959.34	8,305.28	10,678.53	7,950,904.78	\$ 8,241,784.79
<b>Receipts:</b>								
Taxes and Interest	125,389.55	-	-	-	25,576.89	-	-	\$ 150,966.44
Water & Sewer User Fees	269,188.86	-	-	-	33,527.43	-	-	\$ 302,716.29
Other Revenues	307,710.26	323,902.33	-	-	4,244.00	-	-	\$ 635,856.59
Ambulance	-	-	-	-	40,672.94	-	-	\$ 40,672.94
Recreation	-	-	-	-	19,721.00	-	-	\$ 19,721.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	14.05	0.07	-	0.42	665.94	\$ 680.48
Investment Transfers	2,877,000.00	-	-	-	-	-	661,095.22	\$ 3,538,095.22
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
<b>Total Receipts:</b>	<b>\$ 3,579,288.67</b>	<b>\$ 323,902.33</b>	<b>\$ 14.05</b>	<b>\$ 0.07</b>	<b>\$ 123,742.26</b>	<b>\$ 0.42</b>	<b>\$ 661,761.16</b>	<b>\$ 4,688,708.96</b>
<b>Disbursements:</b>								
Accounts Payable Warrants	(972,451.85)	(89,704.98)	-	-	(250.88)	-	-	\$ (1,062,407.71)
Payroll Warrants	(445,468.64)	-	-	-	-	-	-	\$ (445,468.64)
Milford School District Appropriation	(2,034,498.00)	-	-	-	-	-	-	\$ (2,034,498.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(271,095.22)	(248,000.00)	-	-	(142,000.00)	-	(2,877,000.00)	\$ (3,538,095.22)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,334.82)	-	-	-	-	-	-	\$ (1,334.82)
Voided Checks	250.00	-	-	-	-	-	-	\$ 250.00
<b>Total Disbursements:</b>	<b>\$ (3,724,598.53)</b>	<b>\$ (337,704.98)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (142,250.88)</b>	<b>\$ -</b>	<b>\$ (2,877,000.00)</b>	<b>\$ (7,081,554.39)</b>
Ending Balance as of 5/31/21	\$ (145,757.20)	\$ 42,944.19	\$ 211,651.41	\$ 3,959.41	\$ (10,203.34)	\$ 10,678.95	\$ 5,735,665.94	\$ 5,848,939.36

  
 ALLEN WHITE  
 TOWN TREASURER

TREASURER'S REPORT  
TOWN OF MILFORD, NEW HAMPSHIRE  
6/30/2021  
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 06/01/21	(145,757.20)	42,944.19	211,651.41	3,959.41	(10,203.34)	10,678.95	5,735,665.94	\$ 5,848,939.36
<b>Receipts:</b>								
Taxes and Interest	17,091,542.80	-	-	-	414,017.67	-	-	\$ 17,505,560.47
Water & Sewer User Fees	261,695.75	-	-	-	40,980.85	-	-	\$ 302,676.60
Other Revenues	503,079.11	456,636.26	-	-	4,123.80	-	-	\$ 963,839.17
Ambulance	-	-	-	-	57,495.41	-	-	\$ 57,495.41
Recreation	-	-	-	-	17,860.00	-	-	\$ 17,860.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	13.59	0.07	-	0.44	899.04	\$ 913.14
Investment Transfers	2,575,665.94	-	-	-	-	-	15,470,000.00	\$ 18,045,665.94
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
<b>Total Receipts:</b>	<u>\$ 20,431,983.60</u>	<u>\$ 456,636.26</u>	<u>\$ 13.59</u>	<u>\$ 0.07</u>	<u>\$ 534,477.73</u>	<u>\$ 0.44</u>	<u>\$ 15,470,899.04</u>	<u>\$ 36,894,010.73</u>
<b>Disbursements:</b>								
Accounts Payable Warrants	(696,273.57)	(101,914.83)	-	-	(15,183.06)	-	-	\$ (813,371.46)
Payroll Warrants	(451,978.12)	-	-	-	-	-	-	\$ (451,978.12)
Milford School District Appropriation	(3,581,661.00)	-	-	-	-	-	-	\$ (3,581,661.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(14,562,000.00)	(346,000.00)	-	-	(562,000.00)	-	(2,575,665.94)	\$(18,045,665.94)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,282.98)	-	-	-	-	-	-	\$ (1,282.98)
Voided Checks	12,508.53	-	-	-	-	-	-	\$ 12,508.53
<b>Total Disbursements:</b>	<u>\$ (19,280,687.14)</u>	<u>\$ (447,914.83)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (577,183.06)</u>	<u>\$ -</u>	<u>\$ (2,575,665.94)</u>	<u>\$(22,881,450.97)</u>
Ending Balance as of 6/30/21	<u>\$ 1,005,539.26</u>	<u>\$ 51,665.62</u>	<u>\$ 211,665.00</u>	<u>\$ 3,959.48</u>	<u>\$ (52,908.67)</u>	<u>\$ 10,679.39</u>	<u>\$ 18,630,899.04</u>	<u>\$ 19,861,499.12</u>

*Allen White*  
ALLEN WHITE  
TOWN TREASURER  
July 21, 2021