

5:30 - Approval of New Member to the Milford Recycle and Solid Waste Committee - Nancy Amato

To: The Milford Board of Selectmen

From: The Milford Recycle and Solid Waste Committee

Date: 6-29-2019

Regarding a new member: Nancy Amato

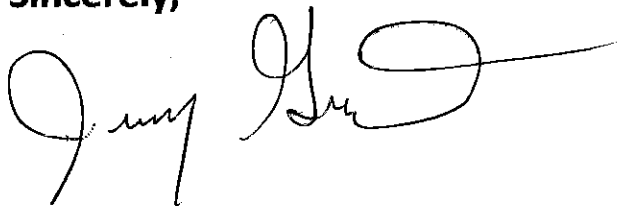
Dear BOS,

Nancy Amato has shown an interest in becoming a member of the Milford Recycle and Solid Waste Committee. We as a group would like to recommend Nancy for approval for this appointment. Nancy has been involved in many town committees and events and would be a great person to assist in our committee development.

Her E-mail address is: namato@alene.com

Thank you for your consideration of Nancy Amato as a member of this Town Committee.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Guthrie". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry Guthrie; Chairman of the Milford Recycle and Solid Waste Committee

Dear Milford Selectmen,

After attending the Sustainability Fair in Wilton this past spring I became interested in becoming a member of Milford's Recycling and Solid Waste Committee. I was surprised to learn that something as simple as a plastic toothbrush takes 400+years to decompose in a landfill while the impact of a bamboo toothbrush is much, much less. There are many simple things we as citizens of Milford can do to reduce the amount and therefore the cost of solid waste, recyclable and non recyclable items that we bring to our Transfer Station and I'd like to help with that effort.

My husband and I have six grandchildren that we are very fortunate all live in Milford. I'm also doing this for them. Thank you.

Sincerely,
Nancy Amato

5:35 - Approval of two (2) Land Use Change Tax (LUCT) Forms,
Map 45 lots 3-31 & 3-32

MEMORANDUM

DATE: July 29, 2019

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax (LUCT) for 2 parcels:
M 45 Lots 3-31 & 3-32**

Both lots (referenced above) are located in the Autumn Oaks Subdivision and construction for new single family homes has begun, rendering the lots ineligible for Current Use.

The property owners have been notified of the action being taken tonight.

The Land Use Change Tax is based on 10% of estimated market value at the time of removal from current use.

Thank You

FORM

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

A-5

LAND USE CHANGE TAX

STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)

PLEASE TYPE OR PRINT	LAST NAME	FIRST NAME	INITIAL
	SAN-KEN HOMES INC		
	LAST NAME	FIRST NAME	INITIAL
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
	STREET ADDRESS		
	586 TURNPIKE RD		
ADDRESS (continued)			
TOWN/CITY		STATE	ZIP CODE+4
NEW IPSWICH		NH	03071

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET					
	33 HOLDEN LN					
	TOWN/CITY			COUNTY		
	MILFORD			HILLSBOROUGH		
	NUMBER OF ACRES	CHECK ONE:		BOOK #	PAGE #	
	1.55	PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		8826	2330	
MAP #	LOT #	MAP #	LOT #	MAP #	LOT #	
45	3-32					

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified SWEENEY, ROBERT	BOOK # 5726	PAGE # 0146
(b) Number of Acres Originally Classified	92	
(c) Number of Acres Previously Disqualified	39.02	
(d) Acres Disqualified per this Assessment	1.55	
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	51.43	

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification: CONSTRUCTION OF A NEW SFR; LOT IS SUBDIVIDED FROM ORIGINAL LOT 45-3	
(b) Actual Date of Change in Use (MM/DD/YYYY)	6/19/19
(c) Full and True Value at Time of Change in Use	\$ 85,000
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 8,500

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
LAND USE CHANGE TAX

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) GARY DANIELS, CHAIR	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) PAUL DARGIE	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) MIKE PUTNAM	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) LAURA DUDZIAK	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) CHRIS LABONTE	SIGNATURE (in black ink)	DATE 7/29/19

STEP 6 LAND USE CHANGE TAX NOTICE (TO BE COMPLETED BY LOCAL ASSESSING OFFICIALS)

PLEASE TYPE OR PRINT	LAST NAME SAN-KEN HOMES INC	FIRST NAME	
	ADDRESS 586 TURNPIKE RD		
	ADDRESS (continued)		
	TOWN/CITY NEW IPSWICH	STATE NH	ZIP CODE+4 03071
(a) Date of Release (MM/DD/YYYY)	6/19/19		
(b) Date of Bill (MM/DD/YYYY)			
(c) Full and True Value at Time of Change in Use	\$	85,000	
(d) Total Tax Due	\$	8,500	

STEP 7 CHECKS PAYABLE TO AND MAILED TO (TO BE COMPLETED BY TAX COLLECTOR)

(a) Make Check Payable to:	TOWN OF MILFORD		
(b) Mail To:	NAME TOWN OF MILFORD-TAX COLLECTOR		
	ADDRESS 1 UNION SQ		
	TOWN/CITY MILFORD	STATE NH	ZIP CODE+4 03055
(c) Tax Collector's Office Location:	1 UNION SQ		
(d) Tax Collector's Office Hours:	8:00AM - 4:00PM MONDAY-FRIDAY		
(e) Include a separate check in the amount of \$ 16.50 Payable to HILLSBOROUGH	for recording fee at County Register of Deeds.		
(f) Payment of this tax is due no later than 30 days after mailing of this bill. Interest, at the rate of 18% per annum, shall be due if this tax is not paid on or before			

STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF MILFORD		
STREET ADDRESS 1 UNION SQ		
ADDRESS (continued)		
TOWN/CITY MILFORD	STATE NH	ZIP CODE+4 03055-4230

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of HILLSBOROUGH	
To KATHY DOHERTY	Collector of Taxes
for the Town/City of MILFORD	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 8,500.00
Given under our hands at	MILFORD
This day of	7/29/19
OWNER NAME SAN-KEN HOMES INC	
OWNER ADDRESS 586 TURNPIKE RD, NEW IPSWICH, NH 03071	
MAP 45	LOT 3-32

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) GARY DANIELS, CHAIR	SIGNATURE (in black ink)	DATE 07/29/2019
TYPE OR PRINT NAME (in black ink) PAUL DARGIE	SIGNATURE (in black ink)	DATE 07/29/2019
TYPE OR PRINT NAME (in black ink) MIKE PUTNAM	SIGNATURE (in black ink)	DATE 07/29/2019
TYPE OR PRINT NAME (in black ink) LAURA DUDZIAK	SIGNATURE (in black ink)	DATE 07/29/2019
TYPE OR PRINT NAME (in black ink) CHRIS LABONTE	SIGNATURE (in black ink)	DATE 07/29/2019

FORM

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

A-5

LAND USE CHANGE TAX

STEP 1 PROPERTY OWNER(S) AND RESPONSIBLE PARTY (if applicable)

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	SAN-KEN HOMES INC		
	LAST NAME	FIRST NAME	INITIAL
	RESPONSIBLE PARTY, IF OTHER THAN PROPERTY OWNER [RSA 79-A:7, II(e)]		
	STREET ADDRESS 586 TURNPIKE RD		
ADDRESS (continued)			
TOWN/CITY NEW IPSWICH		STATE NH	ZIP CODE+4 03071

STEP 2 PROPERTY LOCATION

PLEASE TYPE OR PRINT	STREET 27 HOLDEN LN					
	TOWN/CITY MILFORD			COUNTY HILLSBOROUGH		
	NUMBER OF ACRES 1.40	CHECK ONE: PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/>		BOOK # 8826	PAGE # 2330	
	MAP # 45	LOT # 3-31	MAP #	LOT #	MAP #	LOT #

STEP 3 LOCAL IDENTIFICATION OF LAND BEING DISQUALIFIED

(a) Owners Name of Record When Land Was First Classified SWEENEY, ROBERT	BOOK # 5726	PAGE # 0146
(b) Number of Acres Originally Classified		92
(c) Number of Acres Previously Disqualified		37.62
(d) Acres Disqualified per this Assessment		1.40
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]		52.98

STEP 4 ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative description of the disqualification: CONSTRUCTION OF A NEW SFR; LOT IS SUBDIVIDED FROM ORIGINAL LOT 45-3	
(b) Actual Date of Change in Use (MM/DD/YYYY)	6/19/19
(c) Full and True Value at Time of Change in Use	\$ 85,000
(d) Land Use Change Tax [Step 4(c) x 10%]	\$ 8,500

LAND USE CHANGE TAX

A-5

STEP 5 SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

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TYPE OR PRINT NAME (in black ink) PAUL DARGIE	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) MIKE PUTNAM	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) LAURA DUDZIAK	SIGNATURE (in black ink)	DATE 7/29/19
TYPE OR PRINT NAME (in black ink) CHRIS LABONTE	SIGNATURE (in black ink)	DATE 7/29/19

STEP 6 LAND USE CHANGE TAX NOTICE (TO BE COMPLETED BY LOCAL ASSESSING OFFICIALS)

PLEASE TYPE OR PRINT	LAST NAME SAN-KEN HOMES INC	FIRST NAME	
	ADDRESS 586 TURNPIKE RD		
	ADDRESS (continued)		
	TOWN/CITY NEW IPSWICH	STATE NH	ZIP CODE+4 03071
(a) Date of Release (MM/DD/YYYY)		6/19/19	
(b) Date of Bill (MM/DD/YYYY)			
(c) Full and True Value at Time of Change in Use		\$	85,000
(d) Total Tax Due		\$	8,500

STEP 7 CHECKS PAYABLE TO AND MAILED TO (TO BE COMPLETED BY TAX COLLECTOR)

(a) Make Check Payable to: TOWN OF MILFORD			
(b) Mail To:	NAME TOWN OF MILFORD-TAX COLLECTOR		
	ADDRESS 1 UNION SQ		
	TOWN/CITY MILFORD	STATE NH	ZIP CODE+4 03055
(c) Tax Collector's Office Location: 1 UNION SQ			
(d) Tax Collector's Office Hours: 8:00AM - 4:00PM MONDAY-FRIDAY			
(e) Include a separate check in the amount of \$ 16.50 Payable to HILLSBOROUGH for recording fee at County Register of Deeds.			
(f) Payment of this tax is due no later than 30 days after mailing of this bill. Interest, at the rate of 18% per annum, shall be due if this tax is not paid on or before _____			

STEP 8 ACKNOWLEDGMENT OF PAYMENT

SIGNATURE (in black ink) OF TAX COLLECTOR	DATE PAID
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NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
CURRENT USE LAND USE CHANGE TAX COLLECTOR'S WARRANT

TAX COLLECTOR'S WARRANT FOR TOWN/CITY

TOWN/CITY OF MILFORD		
STREET ADDRESS 1 UNION SQ		
ADDRESS (continued)		
TOWN/CITY MILFORD	STATE NH	ZIP CODE+4 03055-4230

COLLECTION OF LAND USE CHANGE TAX

State of New Hampshire, County of HILLSBOROUGH	
To KATHY DOHERTY	Collector of Taxes
for the Town/City of MILFORD	in said County.
In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 8,500.00
Given under our hands at	MILFORD
This day of	7/29/19
OWNER NAME SAN-KEN HOMES INC	
OWNER ADDRESS 586 TURNPIKE RD, NEW IPSWICH, NH 03071	
MAP 45	LOT 3-31

SIGNATURES OF A MAJORITY OF SELECTMEN/ASSESSORS

TYPE OR PRINT NAME (in black ink) GARY DANIELS, CHAIR	SIGNATURE (in black ink)	DATE 07/29/2019
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TYPE OR PRINT NAME (in black ink) LAURA DUDZIAK	SIGNATURE (in black ink)	DATE 07/29/2019
TYPE OR PRINT NAME (in black ink) CHRIS LABONTE	SIGNATURE (in black ink)	DATE 07/29/2019

5:40 - Request to re-visit and approve abatement for NNE Telephone/
Consolidated Communications, Map 30.

MEMORANDUM

DATE: July 29, 2019

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: Re-Visit Abatement for NNE Telephone/Consolidated Communications

In June of 2019, the Board denied this abatement request based on calculations using the prior year's equalization ratio, which is the only ratio available at the time of final tax billing. The annual equalization ratio is determined by the DRA usually the January or February following the tax billing. This ratio is often used for abatements to determine reasonableness.

The recently developed statutes, rules and formula for calculating assessed value for taxable communication property is silent on the application of the equalization ratio, but it is reasonable to conclude that the same rights to abatement apply in the instance of telecommunication property as any other property.

A correction for that calculation error in determining the assessed value has been identified, resulting in a slightly reduced assessment for 2018 and requiring an abatement.

**ABATEMENT RECORD
2018**

Date: 29-Jul-19 Record #: 1817

Account #: Current Assessment Revised Assessment

Owner: Northern New England Telephone Operations Land: \$0
 c/o Commercial Property Tax Management, LLC

Address: 345 Cilley Rd, Suite 1 Building: \$2,208,711 \$2,072,626
 Manchester, NH 03103 Total: \$2,208,711 \$2,072,626

Map/Lot: M30 Credit Exemption
 Other

Property Location: Poles, Conduit, ROW Tax Rate: 29.23
 Abatement Amount: \$3,977.76

REASON FOR ABATEMENT: Adjustment for EQ ratio.

BOARD OF SELECTMEN: Date: 7/29/2019

Abatement Approved: _____ Abatement Denied: _____
 Gary Daniels, Chair

Abatement Approved: _____ Abatement Denied: _____
 Paul Dargie

Abatement Approved: _____ Abatement Denied: _____
 Mike Putnam

Abatement Approved: _____ Abatement Denied: _____
 Laura Dudziak

Abatement Approved: _____ Abatement Denied: _____
 Chris Labonte

TAX COLLECTOR: Original Tax Due: _____

Date Abatement Executed: ___/___/___ Abated Amount: \$3,977.76

Date Corrected Tax Bill Sent: ___/___/___ Interest/Costs, If any: _____

Date Corrected Tax Bill Due: ___/___/___ Total Tax Now Due: _____

If tax has been paid and a refund is due. Amount: _____

Interest, If any: _____

Refund Date: _____ Total Refund: _____

6:00 - Dispatch

Discussion with Milford,
Wilton and Mont Vernon
Select Boards.



The mission of Community Action for Safe Teens (CAST) is to prevent substance misuse in the Souhegan Valley, promote healthy choices among youth, and educate, support and strengthen families.

4. a) 1) Permission for Community Action for Safe Teens (CAST) to display purple flags/ribbons on the Milford Oval in observance of International Overdose Day, August 31st.

June 26, 2019

Tina Philbrick
Town of Milford
1 Union Square
Milford, NH 03055

RE: International Overdose Day – August 31st

Dear Tina,

I am writing to request permission to display purple flags/ribbons on the Milford Oval on August 31st. The purple flags are symbolism of the number of people who have passed away due to opioid overdoses in the past year. If we are granted permission, we would hang the flags on the gazebo and ribbons on the trees for the day.

We would also like to hold a brief ceremony on the oval and use the gazebo to host speakers and music, similar to the way we do it during the prayer vigil during Red Ribbon Week. This would take place at approximately 2:00 pm. We would also offer cookies and lemonade to guests.

Please advise if we would have approval to do this. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Monica Gallant".

Monica Gallant, CPS
Director of Community Action for Safe Teens
Boys & Girls Club of Souhegan Valley

RECEIVED JUN 28 2019

4. a) 2) Approval to NOT use the PA-28 Inventory Form for 2020.

MEMORANDUM

DATE: July 29, 2019

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **PA-28/Inventory of Taxable Property Form for 2020**

RSA 74:4-a Choice to Eliminate Inventory Blanks. –

I. Any municipality, by vote of its board of selectmen, city council or board of aldermen may elect not to utilize the inventory form or procedure. Such a vote shall automatically exempt all property owners and others within that municipality from all requirements and provisions of law relating to the inventory form.

II. Every municipality so electing shall notify the department of revenue administration in writing, no later than October 1 each year of its decision affecting the following prescribed filing period.

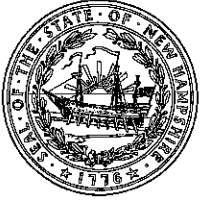
Source. 1982, 17:1, eff. March 3, 1982. 2011, 206:2, eff. July 24, 2011.

For several years now the town of Milford has elected not to utilize this form. The assessing department annually reviews properties with open building permit or where a transfer has occurred. This practice, along with the cyclical review program and property review during the Revaluation year assures that properties are reviewed at least once in every five year cycle, as required by statute.

In the past, this form carried some implication in that if utilized, an inventory form is mailed to each taxpayer, and the form was required to be returned within 30 days. At one time, if the form was not returned by the property owner, they had no recourse for abatement or appeal. However, this penalty has been eliminated, and non-compliance on the property owners' part carries minimal penalty. Basically, it is considered an unnecessary cost (over \$5000 in postage alone) with little enforcement power, and lacks the thoroughness, objectivity and consistency that can be applied through physically visiting the property.

I recommend the Board remain consistent with past years and elect to NOT use the PA-28 Inventory form for 2020.

Thank You



**State of New Hampshire
Department of Revenue Administration**



109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov

Lindsey M. Stepp
Commissioner

July 8, 2019

MUNICIPAL AND PROPERTY
DIVISION

Carollynn J. Lear
Assistant Commissioner

James P. Gerry
Director

TOWN OF MILFORD
OFFICE OF SELECTMEN
1 UNION SQUARE
MILFORD NH 03055

Re: PA-28 Inventory of Taxable Property Form for 2020

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for 2020. If Yes, please check the "WILL" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "WILL NOT" Box below.

Please return this entire form with the section below completed and *signed* no later than **August 16, 2019** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to equalization@dra.nh.gov.

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,

Linda C. Kennedy
Manager

<input checked="" type="checkbox"/> WILL NOT be using the PA-28 Form in 2020 Or <input type="checkbox"/> WILL be using the PA-28 Form in 2020 Number of PA-28 Forms Requested by the Municipality for 2020 # _____ (Our print order is based upon what is needed, so please be sure to order an adequate amount.)

<i>MARTI NOCI</i>	<i>7/15/2019</i>	<i>249-0615</i>
Print Name of Contact Person	Date	Contact Telephone #
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	

RECEIVED JUL 10 2019

4. a) 3 & 4 - Acceptance of NH RSA (31:95(b)) and (31:95(e))

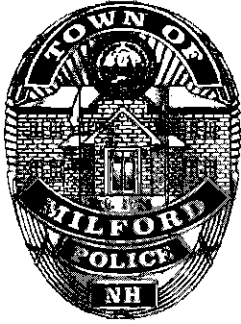
Board of Selectmen
Agenda Date: 7/29/19

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

Source	Amount	Purpose
Dan & Wendy Ayotte on behalf of: Adam Grill and Trina McLennon, Sandi and Major Wheelock, Peter and Lisa Bersani, Scott and Mary Jo McCobb, and Lynn and Peter Lippitt	\$ 250.00	Donation to the Milford Police Dept. for the Police Training-Equipment for Officers Special Purpose Fund. See memo from the Police Chief.

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

Scott Breeyear		Donation of a custom made kitchen table to the Milford Fire Department. The estimated value is \$4,500. See attached memo from the Fire Chief.
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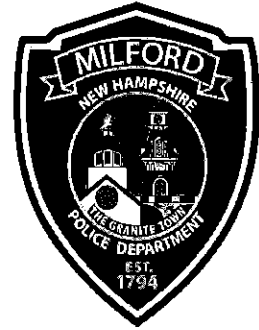


Town of Milford

POLICE DEPARTMENT

19 Garden Street
Milford, NH 03055
603-249-0630

Michael J. Viola
Chief of Police



To: Mark Bender, Town Administrator
Board of Selectmen
From: Chief Michael J. Viola
Date: July 23, 2019
Ref: Donation for the Milford Police Department

On July 17, 2019, the Milford Police Department received a donation for the amount of \$250.00, (two hundred and fifty dollars), from Dan and Wendy Ayotte. The Ayotte's requested that the donation should be made in the name of the following people: Adam Grill and Trina McLenon, Sandi and Major Wheelock, Peter and Lisa Bersani, Scott and Mary Jo McCobb, and Lynn and Peter Lippitt.

This donation is being made to the Milford Police Department as a way to "pay it forward" for the generosity and help that the above group of people recently gave. The Ayotte's are making the donation to the Milford Police to be used anyway the officers would like. Taking into consideration of Dan and Wendy Ayotte's request, if approved, I would request that this donation be used for continued training and equipment for our police officers.

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve the donation in the amount of \$250.00 from Dan and Wendy Ayotte. I would also like to thank Dan and Wendy Ayotte for their donation in the names of Adam Grill and Trina McLenon, Sandi and Major Wheelock, Peter and Lisa Bersani, Scott and Mary Jo McCobb, and Lynn and Peter Lippitt. Your dedication and compassion for each other and your willingness to give to our department and our community is greatly appreciated.

Your consideration in this request would be greatly appreciated.



**Fire Department
MEMORANDUM**

TO: Board of Selectmen

FROM: Milford Fire Department

DATE: 7/19/19

SUBJECT: Donation

The Milford Fire Department received a custom made kitchen table for the department, from a former member, Scott Breeyear. The value of the table is \$4500. We ask that you accept this donation for our new Fire Department !

Regards,

A handwritten signature in black ink, appearing to read "John Kelly".

Town Status Report – July 29, 2019

Paving Update – We want to thank residents for their patience during our summer roadwork. This week we will be top paving Prospect, Webster, Clinton and South Streets. This will be followed by Ford, King, George and West Streets. Nashua Street will be mill and paved later in August.

2020 Operating Budget – Just a heads up, we are stating the 2020 budget process, our favorite time of the year. Finance Director Paul Calabria will join us at the August 19 meeting to solicit board input/guidance for the operating budget and warrant articles.

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION

June 27, 2019

Board of Selectmen

PRESENT: Gary Daniels, Chairman
Paul Dargie, Vice Chairman
Mike Putnam, Member
Laura Dudziak, Member
Chris Labonte, Member
Mark Bender, Town Administrator

1. CALL TO ORDER: Chairman Daniels called the meeting to order at 5:30 p.m. The purpose of this meeting is to discuss a collaborative effort between Water Utilities and Public Works. Chairman Daniels handed the meeting over to the Town Administrator, Mark Bender.

Administrator Bender read an e-mail: A collaborative effort between Water Utilities and Public Works has created a prime paving opportunity for the town. Essentially, we can do curb to curb base paving along Nashua and Union Streets rather than a planned trench patch with savings to the town of \$150,000.

The Water Utilities (WU) contract for water and sewer work on Elm, Union and Nashua streets called for trench patching at a cost of \$150,400. There are so many patches on these streets already that we were planning to mill & pave or reclaim & pave them in 2020.

Public Works can reclaim and pave that section of Union Street curb to curb, mill and pave the section of Elm Street and mill and pave South Nashua Street curb to curb from Linden to High Streets for \$182,329. So, the net cost to the town would be \$31,927 (\$182,329 - \$150,402) and we have that amount available in the 2019 paving budget.

The process and accounting would be as follows:

- WU issues a change order to the contractor removing trench patching for \$150,402, but retaining the amount as paving cost.
- DPW contracts for the mill reclaim and paving work. Cost is split \$150,402 to WU to complete the Warrant Article bond amount and the balance of \$31,927 is charged to DPW paving account.

This is a win-win for all especially everyone driving on some of our busiest streets - Nashua, Elm and Union. We met with the WU Commissioners, the project engineer and the contractors today and all are agreeable. We avoid the additional trench patching and get better pavement this year rather than redoing these streets next year.

Kevin, Rick and Chris have been working on this plan for a few weeks. It is a great idea. Thanks for the good work!!!

We would like the Selectmen to approve the project and the allocation of the \$31, 927 from the budget.

Chairman Daniels said before them was the approval of the project and the spending of \$31,927. Selectman Dargie asked what the difference was between re-claim and mill. Administrator Bender said milling is shallower, about 2 inches deep, re-claiming is anywhere from 6 to 10 inches deep.

Selectman Labonte asked if the contractor was liable for bonding the road for maintenance for next year as far as settlement, etc. Selectman Putnam said they disconnected them from that part of the contract. Selectman Labonte asked if it was originally in their contract. Selectman Putnam said no, it was just a trench patch; there isn't an issue of maintaining. Selectman Labonte asked if they had to get a street

**APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –
06/27/19**

54 opening permit from Public Works for that work. Selectman Putnam said he believes so. Selectman La-
55 bonte is concerned with the liability on how it will get fixed. He asked what is physically going to be
56 done to Nashua Street. Selectman Putnam said gravel flush until they are ready to re-claim or mill.
57

58 There will be time for everything to settle and compact before it's re-paved. Selectman Labonte asked if
59 was just going to be a basecoat. Administrator Bender said it would actually be a top coat. Nashua Street
60 will be milled, Union Street will be reclaimed. Selectman Labonte said on a patch you are supposed to
61 put back 4 inches of asphalt, in 2 inches layers. If we are just mill and pave a basecoat, we are putting 2
62 inches down we won't have half of what should be there. In order to approve this, he wants to know
63 what Public Works is going to do. He would like to see Rick and ask him what is going to be done. If we
64 are going to pave it with a 2 inch base and then another 2 inches on top, who pays for the traffic detail
65 that will be needed for this. He wants to know how we are going to do this and still end up with a road
66 that has a structural integrity.
67

68 Selectman Putnam said, Dale White, Bob Courage, myself, the engineer, Rick and Chris sat down along
69 with the contractor. We asked about settlement and other questions. The questions were answered to our
70 satisfaction. We are happy with it and it's a good thing for the town.
71

72 Selectman Labonte said he would love to see Nashua Street paved but if you drive around town there are
73 patches from utility companies that are terrible. He is concerned with settling. What do we do if we go
74 through milling and paving and then we have settlement? He repeated that he would like to talk to Rick.
75

76 Selectman Putnam made a motion to approve the \$31,927. Seconded by Selectman Dargie. Administra-
77 tor Bender said he's going to trust Rick and Public Works to do this project the right way. This is what
78 we pay him to do. Selectman Labonte asked if West has already been released of their duty. Selectman
79 Putnam said yes. Selectman Labonte replied," then we don't have a choice apparently". Who gave the
80 authority to release them? Selectman Putnam said the Water Commissioners. Selectman Labonte said he
81 doesn't understand how the Water Commissioners can release the authority without the Select Board.
82 Selectman Putnam said the Water Commissioners are paying for the project; it has nothing to do with the
83 town. Selectman Labonte said it does, is has \$31,927 to do with the town. Selectman Putnam said we
84 changed what is going to happen with paving. Selectman Labonte repeated, without the approval of the
85 Board. Selectman Putnam said that is why we are here tonight. Selectman Labonte said we've already
86 relieved West, he doesn't understand.
87

88 Administrator Bender agreed with Selectman Labonte, it shouldn't have been done until this meeting.
89 Selectman Putnam said it might not have been done, he's assuming it was. Selectman Labonte repeated
90 that he expected Rick to be here tonight, he had prior commitments but we should have rescheduled to a
91 time he could have attended.
92

93 Selectman Putnam said Selectman Labonte could visit Rick during the day, he doesn't need to get edu-
94 cated at these meetings. Selectman Labonte feels it wouldn't be a bad thing for the whole Board to be
95 educated by a Department head. Selectman Putnam said that his opinion. Most of us know what's going
96 on, we don't need to be educated. If you need to be educated, talk to Rick. Don't drag our meetings out
97 because you don't know what's going on.
98

99 Chairman Daniels said he thought Rick sent out a letter explaining what was going to be happening. Se-
100 lectman Putnam said yes, it was based on your questions.
101

102 Bob Labonte, Milford resident said Selectman Labonte is a big boy and he can take care himself. Mike is
103 fighting back saying, educate yourself. He's seen, not so much this Board but plenty of other Boards
104 when looking a truck, you have a rough idea of a truck, nothing against any of the others but you are vot-
105 ing on things that you don't know about at times, and this is one. Selectman Labonte asked you some-

APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –
06/27/19

106 thing very simple and you snapped at him. Selectman Putnam said we are not here for education pur-
107 poses at these meetings, we are here to conduct business. Bob said this should have never happened to
108 start with, it should have never been signed off. Selectman Putnam said it might not have been. Bob
109 said before coming to this meeting, word out on the street was that West was already relieved. Select-
110 man Putnam asked him if he believed everything he hears on face book. Bob replied that he doesn't do
111 face book. Two people talked to him, someone from West. He can't get closer than that. Don't shoot
112 him down. He heard it from someone from West.

113 Chairman Daniels said he didn't want to get into a debate. He doesn't know the situation with West but
114 he does believe that if the Department Heads have gotten together and if something was planned out to
115 be done he would expect that they would be following the documentation that's already in place. He
116 doesn't feel that he has to micromanage. That's an expectation of the Department Heads. He didn't go
117 delving into it and asking questions.

118
119 Administrator Bender said if Selectman Labonte would give him a copy of what he was referencing, he
120 would talk to Rick tomorrow. Selectman Labonte said if we have the standards in a document, he
121 should be following them. If you look at the past paving plans over the last two years, we don't follow
122 this.

123
124 Chairman Daniels said there was a motion on the table by Selectman Putnam to approve the \$31,927.
125 Seconded by Selectman Dargie, were there any other questions. The motion passed 4/1 with Selectman
126 Labonte opposed.

127
128 Selectman Labonte requests that the e-mail be attached to the minutes. Chairman Daniels said that is
129 why he read the e-mail so it would be part of the minutes.

130
131 3. ADJOURNMENT: Selectman Putnam moved to adjourn at 5:45. Selectman Dudziak seconded. All
132 were in favor. The motion passed 5/0.

133
134 _____
135 Gary Daniels, Chairman

134 _____
135 Paul Dargie, Vice Chairman

136
137 _____
138 Mike Putnam, Member

137 _____
138 Laura Dudziak, Member

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140 _____
141 Chris Labonte, Member

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

July 8, 2019

PRESENT:	Gary Daniels, Chairman	Mark Bender, Town Administrator - excused
	Paul Dargie, Vice Chairman	Tina Philbrick, Recording Secretary
	Mike Putnam, Member	Hazen Soucy, Videographer
	Laura Dudziak, Member	
	Chris Labonte, 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.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – 2nd Public Hearing in accordance with RSA 147:1 Local Regulations – Ordinance for “Fletcher Site Land Use Restrictions.

Chairman Daniels gave a brief summary of the public hearing. The purpose of the hearing is to implement a Town Ordinance pursuant to NH RSA 147:1 Local Regulations. The ordinance (Chapter 5:34) is referred to as “Fletcher Site Land Use Restrictions”. The 1998 Consent Decree with the EPA requires the Town of Milford to implement activity and use restrictions to protect the low permeability cap on the Elm Street property (Lot 25-12) and a portion of the abutting cemetery (Lot 25-13). Practical restrictions include recreation land use only and no disturbance of the surface without prior contact with the US EPA and NH DES. These protections are similar to the groundwater management zone (GMZ) restrictions implemented in 2018.

Chairman Daniels opened the Public Hearing, there were no questions, he closed the public hearing. Selectman Putnam made a motion to accept this ordinance. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

5:40 p.m. – Eversource 314 Line through Heron Pond

Eversource representation included Tim Kelly, Project Manager, Sarah Hodlet, Outreach Coordinator and Nick Golon, licenced Engineer and Sr. Project Manager with TF Moran, a consultant firm helping with the environmental permitting and siting of the improvements.

In Summary: The 314 distribution line serves over 5,800 customers in the greater Milford area, and is in need of upgrades. This line crosses Heron Pond, with five poles located in the pond itself. Those wooden poles have been identified as deteriorated and in need of replacement are in excess of 40 years old. One pole on each side of the pond will also be replaced to complete the design and improve system reliability.

This 314 structure replacement project will improve electric reliability in the greater Milford area. Additionally, by replacing the poles in and next to the pond with three, self-weathering steel poles, the environmental impacts will be less and future maintenance within the pond itself will be greatly reduced. To further reduce future maintenance, the wire will also be replaced as part of this project. They will be working within the power line corridor off Perry Road and Heron Pond Road in Milford. The new design will replace two land base structures and a center structure in the pond. These would be self-weathering steel structures and we would be eliminating five structures from within the pond. They will be using only conductors in the new poles and they would remove the old lines and cut off the old poles within the surface of the water.

They will need access from both the East and West side of the pond and would attempt to use Perry Road to access the eastern side. They would like to use a laydown area adjacent to their right-of-way to store their mats and poles until needed. They would like to access the western side via the Heron Pond School when the school is out of session. There is also a gated road on the other side of Perry Road that they could consider. Tentatively, they would begin in late August and completion should be in September.

As far as permits, Nick said there is already a track record for what needs to be done for this project. They had a pre-application meeting with New Hampshire Environmental Services in May. They had a conference call in June with the Army Corps of Engineers. They also met with New Hampshire Fish and Game who will be monitoring the project from start to finish. These permits will met both State and Federal requirements.

Sarah is in charge of outreach and they will be sending out letters to land owners and other stake holders so they can be aware of the project. Selectman Putnam asked if the conductors will be oversized for future expansion. Tim said yes. Selectman Putnam asked about self-weathering. Tim said it’s a sheen that protects from rot. Selectman Putnam asked if

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 7/08/2019

64 they would be using the existing easements on the access roads or building a new road. Tim said they would be using
65 the existing easements.

66
67 Selectman Dargie asked about the matting. Tim said they are laid down and stacked until they are just above the water
68 to be used like a road. Selectman Dargie asked if the new line would be next to the existing one. Tim said it would be
69 almost on top of the existing one. Administrator Bender asked how many mats would be used and how many would be
70 on a truck. Tim said between 500 and 600 mats. He doesn't know how many on a truck. Chairman Daniels asked
71 about the process for removing the other poles. Tim said they would be cut just below the water line and removed by
72 boat, the permitting agency will recommend the best way to remove the poles.

73
74 Selectman Labonte asked what hours would Eversource be working for this project. Tim said 7 am until 5 pm five days
75 a week.

76
77 Suzanne Fournier, Milford resident had some questions. She clarified that Sarah already sent letters to property owners.
78 Sarah said no, she plans to send them to areas where needed. Suzanne mentioned the brook on the eastern side of Heron
79 Pond and asked how they will be protecting Birch Brook. Tim said they would try to reduce the impact in that area. He
80 wasn't sure where Birch Brook runs through. He feels the structure is on the East side of the brook.

81
82 Suzanne asked about the poles being put in. Tim said the poles would be an H frame structure with a stone apron, a
83 design typical of this type of installation. Suzanne asked if the mats would come up to meet the level of water on Heron
84 Pond. Tim said yes. Suzanne showed a poster of the area to verify the routes. She doesn't feel they should use the al-
85 ternate road as it's a sensitive area with various vernal pools and wildlife. She questioned the laydown mats in a specif-
86 ic area and feels they may have to be placed in another area because the turtles have already nested in that area. She
87 suggested that the old poles be cut above water for nesting purposes for some animals and old wires be left as well. She
88 let them know when the BROX Environment group meets if Eversource would like to meet with them.

89
90 Selectman Putnam asked if this group knows about improvements that were planned at Kaley Park. The group said no,
91 they will follow up. Administrator Bender said he would follow up.

92
93 **3. PUBLIC COMMENTS.** - Suzanne Fournier thinks that gravel operation has moved into the next 14 acres. She is
94 concerned about the reclamation and grading. They may be still working that area because of undone piles. She is also
95 concerned about the large low slopes. She recommends the Board go out to the area. They also brought in stumps and
96 stones in the old pit she feels stumps can cause instability.

97
98 Bob Labonte, Milford resident asked whose job is to reclaim the pit, the towns or the contractor and does it just get cov-
99 ered over. Administrator Bender said it gets covered over with the materials that they moved, they are not required to
100 bring in additional materials. Bob replied, you may never have any growth there. Administrator Bender said it would be
101 the same growth that they had before. Bob said then it wasn't planned out in the beginning. Administrator Bender said
102 the plan was laid out before the operation started and it was public information.

103
104 **4. DECISIONS.**
105 **a) CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the consent calen-
106 dar. There were no items to be removed. Selectmen Putnam made a motion to accept the consent as presented. Select-
107 man Dudziak seconded. All were in favor. The motion passed 5/0.

108
109 1) NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 – Monad-
110 nock Paper Mills, Inc., gave a donation of \$200 to the Milford Fire Department Rescue Special Purpose Fund.

111
112 **b) OTHER DECISIONS.**
113 1) N/A

114
115 **5. TOWN STATUS REPORT – Administrator Bender**
116 Paul Calabria, Finance Director said the investment policy should be reviewed at least annually by April 30th by the
117 Board of Selectman, and changes made as warranted, followed by re-adoption by the governing body. He is presenting
118 it tonight with no changes from last year and requesting re-adoption for the ensuing year. In addition to the re-adoption
119 of the Investment Policy, he also requested a renewal of the Treasurer Delegation which was also due by April 30th as
120 required by that policy.
121 Paul said there are some RSA's that have been updated and they will be included in the package for next year. Chair-
122 man Daniels asked that there be a document that indicates all documents that need to be approved annually.

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Selectman Putnam made a motion that we-adopt the investment policy and Treasurers Delegation as presented. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

6. DISCUSSIONS:

a) N/A

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

8. SELECTMEN’S REPORTS/DISCUSSIONS.

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

Selectman Labonte asked around what time will the procedure for patching and trenching be done. Administrator Bender said starting this week they will come in and mill about 5 to 6 inches on Nashua and Elm streets. They will base pave it after the compacting test is done. In August they will do a curb to curb milling of about 1 ½ inches and then top pave. It follows the town’s guidelines. Selectman Labonte asked when they will start milling. Administrator Bender said they are hoping to start Wednesday for Nashua and Elm Street. There is more work on Union Street to be completed by Water Utilities before they can finish it.

Chairman Daniels thanked the public for their patience on these areas that have long needed work done.

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

9. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of June 17, 2019 and June 24, 2019. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

11. NOTICES. Chairman Daniels read the notices.

12. NON-PUBLIC SESSION. A motion was made by Selectman Putnam to go into a non-public in accordance with NH RSA 93-A3,II(b)) Personnel. Seconded by Selectman Dudziak. The motion passed by roll call vote, Selectman Putnam yes, Selectman Dudziak yes, Selectman Dargie yes, Chairman Daniels yes, and Selectman Labonte yes. 5/0.

13. ADJOURNMENT: Selectman Putnam moved to adjourn at 7:20. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Laura Dudziak, Member

Paul Dargie, Vice Chairman

Chris Labonte, Member

Mike Putnam, Member

9. Approval of DRAFT Worksession Minutes - July 17, 2019

DRAFT

WOWK-SESSION MINUTES OF THE MILFORD BOARD OF SELECTMEN

July 17, 2019

PRESENT: Gary Daniels, Chairman
Paul Dargie, Vice Chairman
Mike Putnam, Member
Laura Dudziak, Member
Chris Labonte, Member
Mark Bender, Town Administrator
Tina Philbrick, Recording Secretary
Chris Gentry, Videographer

Chairman Daniels called the work session to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. The purpose of this meeting is for the Board to discuss some high level questions regarding dispatch prior to the July 29th meeting that will include Board members from Wilton and Mont Vernon.

He referred the Board to questions he prepared and sent via e-mail. He would like to get those questions answered prior to the next meeting to be better prepared going into the meeting.

How does your town use MACC?

- Ambulance
- Fire
- Police
- We are thinking of using it for DPW and Water Utilities.

Selectman Putnam said DPW and Water Utilities go through MACC Base, the only thing they don't have is radio communications. The radios would be more of a town thing, not MACC Base. Chairman Daniels said he's looking to find the things that would need to be fixed in Milford; the other Towns would have no interest in Milford's Water Utility and DPW.

Does the current MACC service fulfill all your communication needs?

Chairman Daniels said the Police have a problem, is it more the equipment or dead zones that they can't get too? Selectman Putnam said a little of everything. Chairman Daniels said he thought through a memo from Jeff Marshall on the Fire Department that, they were also experiencing dead zones. Administrator Bender said the items that Jeff brought up were: downtown oval area in the building coverage, physical security and suitability that may relate more to the single site on Federal Hill, age and type of equipment, single points of failure and the inability to integrate into today's data infrastructure.

Mike Viola, Chief of Police said for clarification, they don't have a problem with their portables, it's more the infrastructure. Chairman Daniels said some officers said they can't talk from here to there. Chief Viola said they can't, but it isn't the portables, it's the antenna infrastructures. Their portables and systems in the vehicles are good. There was some discussion about why the portables should work. Craig Frye, Police Captain said the portables trying to get to MACC Base is the issue and sometimes the consoles in the vehicles have issues.

Chairman Daniels asked if Ambulance has any problems. Administrator Bender said no. Selectman Putnam said we should update all the equipment. Chairman Daniels said he doesn't want to fix just the equipment; he wants to fix the problems too. Selectman Labonte asked what the procedure was to let MACC Base know there's an issue. Selectman Putnam said they would notify Jason Johnson, the Director of MACC Base and he addresses it to the best of his ability. Chief Viola there isn't a procedure or protocol; they e-mail and notify him as needed. After they notify Jason, he makes the necessary calls. Our problems are dead spots and infrastructure that need to be fixed.

Selectman Dudziak said she thought we were hiring a consultant to answer all of these questions. Chairman Daniels said yes, some of the answers will come out with the consultant but we may be able to get a head start on answering the questions and maybe fixing them. Selectman Dudziak said she doesn't see how we answer these questions without a consultant. Selectman Putnam agrees. Chairman Daniels said it doesn't hurt to identify everyone's problems and figure out how much it will cost to fix our problem. Selectman Dudziak said the only thing she wants to know from the other towns is, are they willing to invest money to improve and upgrade the systems. The engineers can tell us how much it will cost.

Chairman Daniels said several figures have been thrown out and many reports have been written but he still doesn't know who owns what equipment and what it will cost for Milford and the other towns to fix their problems and what they will be willing to pay. Selectman Dudziak and Selectman Putnam both replied, that is what the engineer is for.

DRAFT MINUTES OF BOARD OF SELECTMEN WORKSESSION - 7/17/2019

64 Chairman Daniels said we already have information from previous studies. The Milford stand-alone came back with a
65 \$2,500,000 that should fix everything. Selectman Putnam said there was a \$1,500,000 number for the MACC Base fix.
66 Selectman Labonte asked if anyone has ever done a comparison between the two numbers to see the difference of
67 what's in there. Selectman Putnam said you can't really compare because two different companies are saying they can
68 offer 95% coverage and one is cheaper. Selectman Labonte said one discussion included radios. Selectman Putnam
69 said he doesn't remember that.
70

71 Chairman Daniels asked if the \$1,500,000 fix include new antennas to meet 95% coverage. Craig Frye said the
72 \$1,700,000 number from Beltronics in January was a Milford only fix to include new antenna sites. Administrator
73 Bender asked if it included full cost to include antennas actually built? He thought the actual construction cost wasn't
74 included in that.
75

76 Jason Johnson, MACC Base Director said the number provide to MACC Base from Beltronics didn't include the sug-
77 gested new towers. That would require an engineering study. The \$1,500,000 included the cost of installation and the
78 physical device of the antennas, the towers were rounded numbers. Also not factored in were the lease space items.
79 They were designed around 95% coverage for all towns except Lyndeborough at 91% or 92% because a portion in that
80 town didn't have any homes there. Chairman Daniels asked what antenna sites are not owned by MACC Base. Jason
81 said they don't own any of them, they lease some. Milford is ponied onto MACC Base's lease for Federal Hill.
82

83 Selectman Labonte clarified that in the \$1,500,000 or \$1,700,000, or whatever that proposal was there wasn't a hard
84 number, but there is money in the proposal for the tower. Jason said yes, some of the towers would be leased sites and
85 some would be built sites. Selectman Labonte clarified that the \$1,500,000 or \$1,700,000 isn't a Milford only fix; it's a
86 MACC Base fix. Jason said yes, there were issues on how to fund it between the towns. We currently split it by popu-
87 lation.
88

89 Chairman Daniels asked how the contract would be effected if you brought in another customer. Jason said it would
90 take money off the top for each of the three member towns. It would lower the other town's rates. The original inten-
91 tion when we brought Lyndeborough in as a customer was to use that money specifically for infrastructure improve-
92 ments. The end game after going to the individual Boards was to lower their cost.
93

94 **Should MACC be a system (owning all equipment and infrastructure) or a service (owning the central equip-**
95 **ment, with towns providing their own remote equipment and infrastructure)?**
96

97 Selectman Putnam said that is something we would have to discuss with the three towns. Chairman Daniels said they
98 will talk about it with the three Boards but he wants to know how our Board feels about it.
99

100 Selectman Labonte said it depends, for example if we keep it at MACC Base, all of the dispatch equipment up there
101 would be its own system and the towers would be MACC Base or the Town's. Chairman Daniels said the towers would
102 belong to the towns that use them for their communication. Selectman Labonte asked if we would only transmit on Mil-
103 ford only antennas. Chairman Daniels said Milford would have to get into an agreement to use the other town's anten-
104 nas/towers.
105

106 Selectman Labonte asked if that would be an additional agreement other than the MACC Base agreement. Chairman
107 Daniels said yes. He wants to get an idea of the needs of each town, where their problems are, and what would it cost
108 them to fix their problems. Milford being the larger town will have the larger cost.
109

110 Selectman Labonte said some people may feel putting a repeater in a vehicle may be the fix, everyone looks at the fix
111 differently and that fix could be less expensive than a whole system. Chairman Daniels said repeaters work for Mont
112 Vernon because they only have two cruisers. It doesn't work for multiple vehicles. His understanding is that you start
113 stepping all over each other. Not all fixes work for each town. Selectman Labonte said the consultant would be able to
114 answer what each town needs for a fix.
115

116 Captain Frye said to clarify, the \$1,700,000 given to Beltronics, their first paragraph states, "the Town of Milford is
117 seeking to obtain a new VHF wireless communications infrastructure for public safety and other public agencies within
118 the surrounding communities. The initial information stage will serve to allow Milford Police, Fire, EMS and Town
119 services to implement and improve radio coverage. This system is modular and expandable to provide coverage for
120 additional communities should they wish to participate. This is for a Milford only fix, not regional. Jason said it as a
121 different quote. Captain Frye replied, it was the one we were given in January. Jason said this isn't the one that MACC
122 Base brought back to the Town. Captain Frye said it's the one that Jared presented at the Deliberative session that they

DRAFT MINUTES OF BOARD OF SELECTMEN WORKSESSION - 7/17/2019

123 came up with in two days that they said they couldn't give to him, three months prior. Jason said the one he's working
124 off from has a similar number and is about a year or two older than that one.
125

126 Chairman Daniels said if we have figures that are conflicting, we need to figure that out. Selectman Putnam repeated
127 that is what the engineer is for. Chairman Daniels said what happens when they come in with a different figure than
128 someone else has already given us a study. Selectman Putnam said we go by the engineers. We will have three quotes
129 to look at and we will decide which quote will work for us.
130

131 Administrator Bender said that isn't a price for equipment, it's the cost for the consultant to do the analysis and lead us
132 up to an RFP which will be the price of the equipment. Selectman Putnam said that is what he meant to say and thanked
133 the Town Administrator for his clarification.
134

135 Chairman Daniels said he's hearing that we need to sit down and figure this out but we shouldn't be doing anything
136 until the engineering comes back. People want us to start something now. We can't put it off for two or three months,
137 then we will be behind. Selectman Putnam said we can talk to the other towns because we will only be going in there
138 with half the information because we don't have number to work with.
139

140 Selectman Labonte said he feels we need to talk to the other towns because we've left them in the dark. All the conver-
141 sations have been about a Milford only dispatch. He asked how many conversations were had with the other towns after
142 we decided the possibility of a Milford only dispatch. Chairman Daniels said none, but he wants to put what's been
143 done behind us. He doesn't want to get into a meeting with the other towns and say, we really can't talk about anything
144 until the engineering study comes back. We can identify what the other towns are going through and what needs to fit
145 together with a system.
146

147 Selectman Dudziak said, haven't we asked before what their problems were? She remembers a couple of meetings
148 when she was first on the Board. Chairman Daniels said in the past we have but the answers have changed. At one
149 time Wilton didn't have a problem, now they do. Mont Vernon fixed their problem with repeaters. Their primary inter-
150 est is needing a signal to communicate. They would like to stay with MACC Base. Selectman Dudziak asked if there
151 was willingness on their part to contribute financially to upgrading MACC Base. Chairman Daniels said that is one of
152 the things we will talk about. The questions are, what are you willing to contribute to commonly used equipment in one
153 location that all three towns use and you take care of your own infrastructure in your town or are you willing to contrib-
154 ute to a system to help all three towns.
155

156 Selectman Putnam said it isn't like the radio system shuts off at the Milford or other town lines. The antenna locations
157 to benefit each town will be difficult to figure out. Chairman Daniels said it would still be good to have a figure to un-
158 derstand the cost. Selectman Putnam said we don't have to reflect back on previous numbers. Jason said the \$200,000
159 difference of the two previous quotes has to do with the Microwave system that Mont Vernon owns from a grant.
160 Chairman Daniels asked what would become of the microwave system if Mont Vernon were to leave MACC Base. Ja-
161 son said that would be a conversation between Milford and Mont Vernon.
162

163 Selectman Labonte asked if each town being responsible for their own infrastructure would work in a centrally owned
164 dispatch center. Jason said it has potential but if you are all using common frequencies, there are certain times where an
165 antenna physically located in Mont Vernon would benefit Milford and so forth. As far as cost per usage, unless you
166 were strictly logging every single in and out transmissions and billing after the fact, it would be a billing nightmare. If
167 you want to own what's physically located in your town as long as it plugs into the system it doesn't matter who owns it
168 as long as it all plays well together. The biggest concern they run into from things being owned by the individual town
169 is who pays to maintain it and who can say there is a problem with that site. Captain Frye agreed, it can work and does
170 work for other towns. The flexibility is that if you are unhappy with the service you can leave.
171

172 How should MACC costs be apportioned?
173

174 Chairman Daniel's asked if we were apportioned based on population or usage. Jason said population; it's the fairest
175 way to do it. Chairman Daniels asked how is Hillsborough's apportionment is done. Jason said it varies, some have a
176 flat fee, and some are population based and some are call volume. The county ones are based on a bill that comes from
177 the county budget which includes more than just the dispatch center cost. The Town of Lyndeborough voluntarily came
178 to MACC Base at cost greater than they were paying Hillsborough County due to a service issue.
179

180 Chairman Daniels asked the Board their thoughts on apportionment. Do we stick with population based or split it three
181 ways. Milford has the largest population of senior housing so they would use more Ambulance Services. Other towns

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182 have passed ordinances against certain types of housing. Selectman Labonte and Selectmen Dargie spoke against split-
183 ting it three ways.

184
185 Chairman Daniels asked how often the population count gets adjusted. Jason said every 10 years, it's due again in
186 2020, and it goes according to census. They don't use the estimated ones that come out every year.

187
188 Chairman Daniels said in the past, MACC Base talked about updating equipment with a ten year bond. He asked for the
189 Boards thoughts on that. The contract said that if you were part of that, you were committed to paying your share even
190 if you dropped out. Selectman Labonte said there has to be some accountability. If you sign into a 10 year contract and
191 drop out in year three there would have to a more substantial reason other than we wanted our own communications
192 center. Chairman Daniels said, what if three years down the road, two other towns decided to come in. Do the three
193 original members continue to pay for the 10 years or does it get disbursed over the new members as well. Selectman
194 Labonte said it would be something that would have to be negotiated in the contract.

195
196 Administrator Bender said there is language in the existing IMA that allows new members to join and pay a portion of
197 the fixed cost on capital assets. That could be used as a guideline for your discussion. Chairman Daniels asked if it
198 would be apportioned on population and how would that work if they came in on year five years are they only commit-
199 ted of five years of paying off that bond. Administrator Bender said those are the details that you would have to work
200 out. Selectman Labonte said maybe it's time to look into new options to fit today's standards.

201
202 Chairman Daniels asked how everyone feels about MACC Base continuing and owning all the equipment or going to
203 centralized equipment. Selectman Labonte said it would depend on how the contract is written. Chairman Daniels said
204 that has to be determined prior to writing the contract. Selectman Labonte said he wasn't sure how he feels. Selectman
205 Dudziak said she isn't prepared to take a position on that. Chairman Daniels asked what information was needed in order
206 to give an opinion on that. Selectman Labonte said it goes back to the fix and what need to be done.

207
208 Captain Frye asked if he meant new equipment or old equipment. Chairman Daniels said they were with the understand-
209 ing that the old equipment doesn't cut it. Selectman Putnam said it has to be new equipment. The only problem with
210 MACC Base is the equipment because no one wanted to put money into it. The question is, is the town of Milford big
211 enough that we go on our own and absorbed the cost and have other towns go on board as customers? Either way it
212 needs to be fixed.

213
214 Chairman Daniels said when he talks about equipment; he means what we have in MACC Base now. When he talks
215 about infrastructure, he means antennas and things. Selectman Labonte said he doesn't see a difference if Milford owns
216 the equipment. We own our dump trucks at DPW, does that mean they are up to par and replaced when needed. We
217 had opportunities to upgrade the equipment at MACC Base what makes you think we will update our own equipment.

218
219 Chairman Daniels said it becomes part of the agreement in your town to take on that responsibility. Most of the anten-
220 nas are being leased. He's in favor of updating the equipment, but only if it fixes the problem. He doesn't see that fix-
221 ing the equipment will necessarily fix the problems we have now. It will also take the addition of other infrastructures.
222 Selectman Putnam said some equipment would need to be replaced in certain sites plus additional upgrades of other
223 antenna locations so we can get to the 95% coverage.

224
225 Selectman Labonte said if we own our own antenna and it needs an upgrade, what's to say we will do it. Chairman
226 Daniels said it would be part of the contract we would have with others that may be leasing it from us. We have to start
227 making a commitment sometime. Selectman Labonte said there is nothing saying the town will vote to do any up-
228 grades. Chairman Daniels said that's true with anything put on a warrant; it's up to the voters. Emergency communica-
229 tions needs to rise to the top and that's why we are here now. It's going to be costly, it's overdue. Talking with the
230 other towns will guide our decisions.

231
232 Selectman Labonte asked if department heads will be invited to the meeting on the 29th, he feels that other departments
233 need to weigh in. Chairman Daniels said they've already been invited. He also said Water Utilities and DWP are local
234 problems, not MACC Base problems.

235
236 Shawn Pelletier, Captain Milford Police Department asked if a timeline with other towns has been discussed for when to
237 come to an agreement. He is concerned that two years from now we will still be sitting here and our radios still won't
238 work. Chairman Daniels said that isn't his intent. He is thinking weeks or months. He would like to have an idea by
239 the end of the year.

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241 **ADJOURNMENT:** Selectman Putnam moved to adjourn at 6:36. Selectman Dudziak seconded. All were in favor.
242 The motion passed 5/0.

243
244
245

246 _____
247 Gary Daniels, Chairman

Laura Dudziak, Member

248
249 _____
250 Paul Dargie, Vice Chairman

Chris Labonte, Member

251
252 _____
253 Mike Putnam, Member

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