



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

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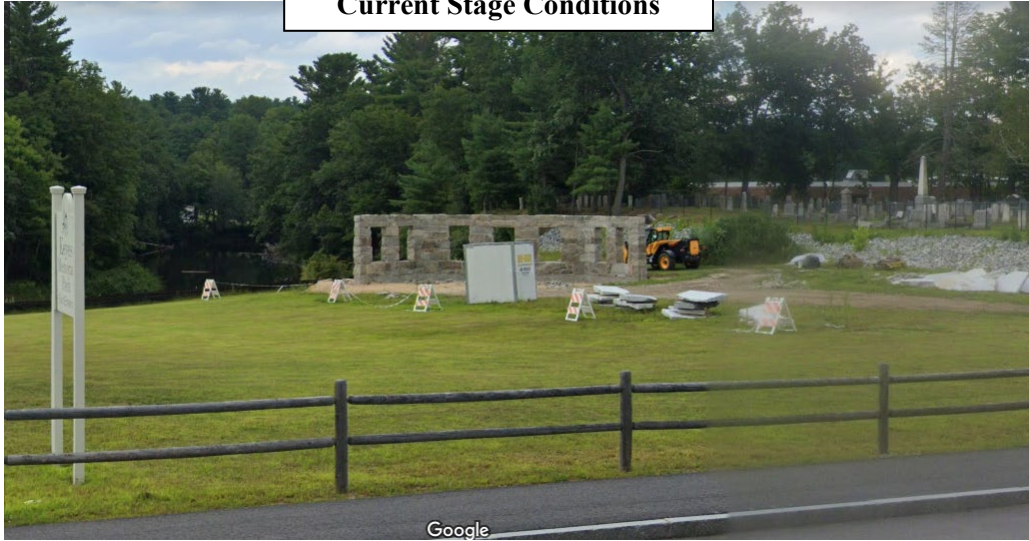
**Date:** August 26, 2020  
**To:** Board of Selectmen  
John Shannon, Town Administrator  
**From:** Lincoln Daley, Community Development Director  
**Subject:** Keyes Memorial Park – East Entrance Performance Stage  
Proposed Roof Covering Design

Mr. Kent Chappell and Community Development Staff are before the Board to provide an update on the granite performance stage located within the Keyes Memorial East Entrance pocket park (Formerly the Fletcher Paint Superfund Site) and the latest phase to construct a permanent stage roof. Mr. Chappell will be presenting the proposed layout and architectural design of the roof covering for Board input and approval.

Staff has been working with the various vested parties and stakeholders to develop and create a fully functional performance stage. Said vested individuals and local businesses have been instrumental in leading the way to make this project a reality and community asset. Similar to the construction of the performance stage, all equipment, materials, and personnel involved in the project will be donated and completed at no cost to the Town.

Attached, please find photographs of the proposed stage roof design.

**Current Stage Conditions**



**Proposed Roof Architectural Design**

Side View



Side/Front View



Front View



Side/Front View



Rear View



# MEMORANDUM



**To:** Board of Selectmen

**CC:** John Shannon, Town Administrator  
Paul Calabria, Finance Director

**From:** Eric Schelberg, Director

**Date:** September 10, 2020

**Subject:** 2020 Ambulance Lease Purchase

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This memorandum serves to update the Board of Selectmen on and recommend action on the 2020 ambulance durable equipment purchase.

As the Board is aware, Warrant Article 12 – Ambulance and Equipment Lease-Purchase, passed at the 2020 Town Meeting in the amount of \$45,180 by a 64% margin (1830-1039).

The original language included a Fiscal Funding Clause (Escape Clause) which required a 3/5 majority. The morning of the Deliberative Session, Town Council was approached about changing the language to remove the Fiscal Funding Clause (Escape Clause) which then would only require a simple majority to pass. Town Counsel stated that the change would not affect our ability to withdraw monies from the Ambulance Capital Reserve. Our NHDRA auditor advised against that change before publicly posting the Warrant.

Michelle Clark, NH DRA representative to the town, informed the town NH DRA will soon formally advise they will disallow the portion of the warrant article to withdraw the requested \$75,000 from the Ambulance Capital Reserve Fund for use toward purchase of the durable equipment.

Options moving forward are:

1. Expend, from the 2020 budget, any surplus, or from fund balance, a minimum of \$19,000 to purchase the stretcher to put the replacement ambulance being delivered in early November, in service, or expend the entire \$75,000 to purchase all of the requested items - cardiac monitor, stair chair, mobile radios and video laryngoscope and blades plus the stretcher note above;
2. Put forward a Warrant Article at the 2021 Town Meeting a request to expend \$56,000 – if the \$19,000 for the stretcher purchase is exercised, otherwise \$75,000 from the Ambulance Vehicle Replacement Capital Reserve account for the purchase of the remaining items noted in Option 1 to equip the 2020 ambulance;
3. Use COVID-19 CARES Act funds for the purchase of the above mentioned items.

**5:45 p.m. – Joint Meeting on the Inter-Municipal Agreement (IMA) WITH Selectmen from Milford, Wilton and Mont Vernon.**



#### 4. a) 1 & 2 Acceptance and Appropriation of Unanticipated Revenues under \$10,000 and Gifts under \$5,000.

Board of Selectmen  
Agenda Date: 9/28/20

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

Source	Amount	Purpose
Homeland Security Grant - EMS Warm Zone Grant	\$ 5,590.69	Funding through the State of NH for Warm Zone equipment for the Ambulance Department.

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

Amherst Market Place		Donation of 35 -3D printed face masks to the Milford Ambulance Department. The total estimated value is \$350.
Artemik Family		Donation of 6 rolls of paper towels to the Milford Ambulance Department. The total estimated value is \$6.49
Peniel Environmental		Donation of 10 small bottles of hand sanitizer to the Milford Ambulance Department. The total estimated value is \$10.
Finan Family		Donation of 2 N95 masks to the Milford Ambulance Department. The total estimated value is \$20.
Roggenkamp Family		Donation of 20 cloth masks to the Milford Ambulance Department. The total estimated value is \$30.
Trisha Dionné		Donation of 40 cloth masks to the Milford Ambulance Department. The total estimated value is \$60.
Bagley Family		Donation of 12 cloth masks to the Milford Ambulance Department. The total estimated value is \$18.
Burns Baptist Church		Donation of 20 cloth masks to the Milford Ambulance Department. The total estimated value is \$30.
Dijin Spirits		Donation of 1 large jar of hand sanitizer to the Milford Ambulance Department. The total estimated value is \$25.
County Stores		Donation of 2 boxes of masks to the Milford Ambulance Department. The total estimated value is \$25.
Riverhouse Café		Donation of 1 case of vinyl gloves to the Milford Ambulance Department. The total estimated value is \$8.
Alene Candles		Donation of 506 full face shields to the Milford Ambulance Department. The total estimated value is \$760.
Milton NH Fire Department		Donation of 750 thermometer probe covers to the Milford Ambulance Department. The total estimated value is \$54.87.
Peniel Environmental		Donation of vehicle cleaning to the Milford Ambulance Department. No estimated value.

# MEMORANDUM

**To:** Kathy Townsend

**From:** Eric Schelberg, Director

**Date:** September 23, 2020

**Subject:** 31:95b Hearing – EMS Warm Zone Grant



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This memorandum serves to request the Board accept an impending EMS Warm Zone grant reimbursement of \$5,590.69 from the NH Homeland Security Grant Program Unit.

This is a second grant to expand upon the current capabilities of the department as previously approved by the Board in 2018.

The reimbursement is for approved purchases that were invoiced to and paid in advance by the department under the grant provisions.

Feel free to contact me with any questions you may have regarding this subject.

# MEMORANDUM

**To:** Board of Selectmen  
**CC:** Kathy Townsend, Finance  
**From:** Eric Schelberg, Director  
**Date:** September 23, 2020



**Subject:** 31:95e Hearing – COVID-19 Donations

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This memorandum serves as a request of the Board to accept several COVID-19 related donations made to the department:

- Donation of 35 - 3D printed face masks from Amherst Market Place - \$350.00
- Donation of 6 rolls of paper towels from the Artemik family - \$6.49
- Donation of 10 small bottles of hand sanitizer from Peniel Environmental - \$10.00
- Donation of 2 N95 masks from the Finan family - \$20.00
- Donation of 20 cloth masks from the Roggenkamp family - \$30.00
- Donation of 40 cloth masks from the Roggenkamp family - \$60.00
- Donation of 12 cloth masks from the Bagley family - \$18.00
- Donation of 20 cloth masks from the Burns Baptist Church - \$30.00
- Donation of 1 large jar of hand sanitizer from Dijin Spirits - \$25.00
- Donation of 2 boxes of masks from County Stores - \$25.00
- Donation of 1 case of vinyl gloves from the Riverhouse Café - \$8.00
- Donation of 506 full face shields from Alene Candles – \$760
- Donation of 750 thermometer probe covers from the Milton Fire Department - \$54.87
- Donation of vehicle cleaning from Peniel Environmental - no estimated value

Please do not hesitate to contact me with any questions you may have regarding this request.

**4. a) 3) Request for Approval for New Hampshire American Physical Therapy Association to do a day of Service at Keyes Field on October 17, 2020.**



09/21/2020

Dear Board of Selectmen,

Our organization, New Hampshire American Physical Therapy Association (NHAPTA), this year will be participating in the Physical Therapy Day of Service (PTDayofService.org).

Across the state, physical therapists are planning park clean ups, participation collecting food for food banks and donating blood. As part of our service in Milford, NH we would like to participate in a park clean up.

The PT Day of Service is in Oct: we would like a park clean up on **October 17<sup>th</sup>, 2018**

Park clean up time: 8-10 AM

Place (if approved): **Keyes Field**

Physical Therapists will get an announcement that reads:

*PT Day of Service is a relatively new initiative that has exponentially grown since its inception only a few years ago to make a GLOBAL connection with GLOBAL impact.*

*This year we are hoping to garner support all over the great state of New Hampshire from students to experienced clinicians, APTA members and non-members, to make an impact in the places we live.*

Thank-you in advance for your consideration of our request.

Sheila Blase PT, DPT

61 Heritage Way Milford, NH 03055

[sblasePT@comcast.net](mailto:sblasePT@comcast.net)

603-801-5801

**4. a) 4) Request for Acceptance of Investment Policy Review and Re-Adoption, and Treasurer's Delegation.**

**Town of Milford  
Finance Department**

# Memo

**To:** Board of Selectman  
**From:** Paul Calabria, Finance Director  
**Date:** 9/28/2019  
**Re:** Investment Policy Review and Re-Adoption, and Treasurer's Delegation

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According to the Town of Milford's Investment Policy: "This policy shall be reviewed at least annually by April 30 by the Board of Selectmen, with changes made as warranted, followed by re-adoption by the governing body." I am presenting our Investment Policy to you with no changes from last year. I am requesting re-adoption for the ensuing year.

In addition to the re-adoption of the Investment Policy, I am also requesting a renewal of the Treasurer Delegation by April 30 as required by the policy. You will find a sample of the Treasurer Delegation in Appendix J of the Investment Policy. An updated copy of the Delegation is available for your signatures in your signature folder.



# TREASURER DELEGATION

In accordance with RSA 41:29, VI, the Town Treasurer and Board of Selectmen as shown below delegate deposit, investment, recordkeeping and reconciliation function to the Director of Financial Operations, Paul Calabria, as of the date of this document effective through April 30, 2021. Said designee shall follow the policies outlined in the Town's Investment Policy and New Hampshire Law RSA 41:29,I-V. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

Board of Selectmen:

Dates

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**Finance Department Update, Investment Policy Review and Re-adoption, and Treasurer's Delegation.**

The Audit field work will be completed Friday, October 23rd.

## **5. Town Status Report – September 24, 2020**

**Town Budget Process** – The Town has begun the annual budget process for 2021. The first draft budget has been put together by the Town staff and will be submitted to the Board of Selectmen (BOS) and the Budget Advisory Committee (BAC) this week. The process will continue throughout the fall. Any questions or concerns about the project can be directed to the Town Administrator's Office.

# TOWN OF MILFORD

TOWN ADMINISTRATION



**Re-issue Date: September 14, 2020**  
**Amendment for RFP date August 25, 2020**

## **REQUEST FOR PROPOSAL (RFP)**

The Town of Milford is soliciting Proposals from qualified Architectural and Engineering (A/E) Firms. The primary focus is on the development of a design and cost estimate for an addition and renovation to the existing Police Station to house a new communication center. Firms with relevant design experience and qualifications are encouraged to submit.

## **PROPOSAL INFORMATION:**

1. Proposals will be received until 3:00 pm, October 1, 2020, at which time they will be recorded, and forwarded to the Board of Selectman or their designee. **(LATE PROPOSALS WILL BE REJECTED)** There will be a public opening. Proposals will be evaluated by the Board of Selectman or their designee, and the evaluation may include an in-person interview.
2. Proposals must be sent to the Town of Milford, c/o Town Administrator, 1 Union Square, Milford NH 03055. Delivered submittals will be date and time stamped. All proposals must be received prior to the stated deadline.
3. A list of A/E firms who submits a proposal for this solicitation will be available on the website for public viewing.
4. A pre-proposal conference will be held at the Milford Police Department at 19 Garden St. Milford NH 03055, on September 10, 2020 at 9:30 am. The purpose of the pre-proposal conference is to answer questions about this solicitation and to preview the area of work.

**OVERVIEW:**

1. The following will be conducted to assist the Town of Milford with implementing a new communications center facility that will serve the needs of the Town's public safety, answering services, dispatching services, and staff as well as house critical public safety support equipment.
2. The project will focus on developing a design that will identify the requirements to support all functions of the communications center and comply with NFPA 1221 guidelines as may be required.
3. The A/E will assist Milford in the planning and developing a design for the new center, developing procurement specifications, and evaluating technical compatibility and cost effectiveness of bid proposals submitted by general contractors. The A/E shall attend meetings with Milford staff as necessary to perform, sufficiently plan, analyze, review, and summarize decisions and findings.
4. The A/E shall be expected to work with the Milford Communications Consultant to ensure all space and technical requirements, as they relate to the public safety radio system, are incorporated into the new center design.
5. The A/E shall be expected to be present at meetings that may need to be conducted with the Town, either on site, or elsewhere.
6. The A/E will work closely with Milford officials, through all phases of the project. Milford will provide access to the property, and make available plans and drawings where applicable.

**SCOPE OF WORK:**

1. The A/E shall provide schematic through construction documents services, including specifications and a cost estimate (opinion of probable cost) for the addition and relevant renovation scope of work.
2. Address related issues of facility layout, furniture, lighting, access and physical security, back-up power, and cable pathways between the new communications / dispatch center and the existing data room.
3. Work with Milford to develop a floor plan that indicates room size, furniture layout and adjacencies for all rooms:
  - Communications dispatch room with transaction window for interfacing with the public.
  - 911 center console positions (3)
  - Break room
  - Dedicated toilet room



4. Assist the Town with drafting and issuing a request for bids from interested General Contractors, and evaluating bids received.

### **PROPOSAL REQUIREMENTS:**

1. Detailed methodology to develop a comprehensive design of a proposed communication/dispatch center to ensure that issues/needs will be addressed and that this option presents a comprehensive state of the art solution to meet the current and future needs of the Town of Milford.
2. Detailed methodology to develop a document (request for bids) to solicit General Contractor interest/involvement.
3. Detailed project schedule to accomplish the services as detailed in this RFP, including the earliest date your firm can begin work.
4. Demonstrate sufficient staff resources as available to perform the work within the detailed project schedule submitted.
5. Demonstrate A/E has previous experience with designing projects of similar size and scope to the one Milford has identified in this RFP. Provide information including project size, initial budgetary costs, change orders, final project costs, and project schedule. Provide three (3) references of similar or relevant public safety dispatch center projects, with contact information for each project.
6. Provide documentation that the A/E has been in the business of designing public safety dispatch centers for at least five (5) consecutive years.
7. If A/E requires the use of consultants to perform any of the services requested, present detailed information for each consultant to satisfy the references, related/comparable projects, and staff availability requirements.

### **SCHEDULE:**

The Town will need to have a total project cost estimate number for inclusion in a warrant article for this project for the 2021 March Town Meeting. The deadline for this estimated cost is November 19, 2020. The Town will need to bid the project beginning on January 2, 2021 in order to receive bids by January 22, in time to amend the warrant article at the deliberative session on February 6, 2021 (if need be).

**PROPOSAL INSTRUCTIONS:**

1. Proposals shall include a fixed price for all services required to address the scope of the project as identified in this RFP, including all related reimbursable expenses. If any services are not to be provided, they shall be so identified in the proposal.
2. By submitting a proposal, the A/E represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town of Milford's objectives.
3. Questions regarding this RFP shall be made in writing/email only and should be directed to the individual below, being received no later than seven working days prior to the proposal dues date. Answers to presented questions will be shared with other bidders to avoid duplicate questions and answers.
4. All firms are required to submit one clearly marked original and six (6) copies, one flash drive with a single PDF file that must mirror the paper versions exactly, of their proposal to:

Town Administrator  
John Shannon  
1 Union Square  
Milford, NH 03055  
jshannon@milford.nh.gov

5. All proposers are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist Milford in reviewing proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

**PROPOSAL FORMAT:**

1. Table of Contents, to include clear identification of the material provided by section and number.
2. A letter indicating the firm's interest in providing the services requested and any other information that would assist Milford in making a selection. A person legally authorized to bind the firm to a contract must sign this letter.
3. Name, email addresses and contact numbers of person(s) to be contacted for further information or clarification.
4. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience. If work will be in cooperation with any sub-consultants, proposer shall identify sub-consultants in the proposal response.

5. A/E shall provide a list of three (3) references and examples of previous similar consulting projects, as applicable and successfully completed with the contact name, address and contact numbers of the owners' representative in each project.
6. A detailed description of the A/E approach towards achieving the project's goals/requirements,
7. Proposed project schedule, including the ability to meet the Town's schedule outlined in this RFP.
8. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.

### **EVALUATION CRITERIA**

Milford shall select the proposal that is determined to be the best suited, most advantageous, and provides the best value to the Town of Milford on the basis of the criteria. The Town expressly reserves the right to negotiate with the selected A/E firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by Milford.

- Accuracy, overall quality, thoroughness, and responsiveness to Milford's requirements as summarized herein.
- The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
- Successful performance of work involving A/E services for similar scope and complexity
- Approach to the project.
- Ability to meet proposed schedule.
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

### **CONDITIONS:**

Milford reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected Proposer, the right to extend the contract for additional services, or to cancel in part or in its entirety the request for proposal, and to waive any informality or irregularity if it is in the best interests of the Town of Milford to do so. The Town of Milford also reserves the right to issue a new RFP.

The Board of Selectman or their designee will evaluate all proposals received for completeness and the architect's ability to meet all requirements as outlined in this RFP.

A list of firms whose statements best meet all criteria required will participate in an interview process. The Town of Milford will then negotiate an agreement with the successful firm, who will be expected to enter into a contract with the Town of Milford.

Additional technical information may be requested from any firm for clarification purposes, but in no way changes the original qualification statement submitted.

The Town of Milford not liable for any costs incurred in the preparation of proposals or for any work performed. Late proposals will not be considered for evaluation. All submitted materials become the property of the Town of Milford.

Revised September 11, 2020

## **6. b.) Repeaters in Vehicles**



## 9. Approval of Final Minutes - September 14, 2020

DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

September 14, 2020

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# 860 8909 9619 and the password is 369218 or join the Zoom Meeting @ [https://zoom.us/j/860 8909 9619](https://zoom.us/j/860_8909_9619). 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  
Paul Dargie, Vice Chairman  
Laura Dudziak, Member (Zoom)  
Chris Labonte, Member (Zoom)  
David Freel, Member

John Shannon, Town Administrator (Zoom)  
Andrew Kouropoulos, Videographer  
Tina Philbrick, Executive Assistant (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 with a quorum of this body physically present in the same location, and two members participating via Zoom. 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 three to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

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

**Roll call attendance: Paul 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, yes, present in the BOS room, and Chairman Daniels, yes, present in the BOS room**

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

##### 5:30 p.m. – MS-1 Report and Update Summary – Marti Noel, Assessing Director

In summary: the MS-1 Report, otherwise known as the Summary Inventory of Value for the Department of Revenue is an annual report listing the total property value and covers the total exemptions, credits, and specialty property valuations. Net valuation for 2020 including utility values is \$1,656,349,157. This represents an increase of 3.4% over 2019. The breakdown includes:

- Residential growth at 1.6%
- Utility values at 0.8%, and
- Valuation updates to large multi-family property values at 1%.

Residential property value represents roughly 82% of our property base and Commercial property value represents roughly 16%. The remainder is utilities and current use land.

Exemption and Credit Report - For 2020 there are a total of 93 Elderly Exemption recipients, up from 86 in 2019. A majority of recipients are receiving the highest category of the exemption amount. The total elderly exemption for 2020 is \$11,568,100 representing \$300,424 in taxes. The total amount of exemption has increased \$2,204,100, over 2019, representing \$57,240 in taxes.

The number of Veteran's Tax Credit recipients is slightly down at 513 for 2020 from 526 for 2019. All Veteran's credit amounts were increased by \$100 as approved by the town election in 2019.

Blind Exemption and Solar Exemption have had minor increases in # of recipients as well.

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

58 Revaluation Update -The next full re-assessment is scheduled for 2021. A full reassessment will include a request for In-  
59 come and Expense Questionnaires and analysis of sheets for all commercially coded properties. This measures income and  
60 expense attributable to the property in terms of rents and maintenance costs.  
61

62 Milford has approved a contract for Revaluation with KRT Appraisal Services for \$80,000. The town has \$45,000 of that  
63 amount in a capital reserve fund created for this expense. In each of three years after the 2016 Revaluation, the town elect-  
64 ed to contribute \$15,000 towards this expense; last year the town elected not to contribute the \$15,000. The remaining cost  
65 will be part of the Assessing Budget for 2021. The Department of Revenue will not permit any delay of the 5-year manda-  
66 tory revaluation due to COVID-19.  
67

### 68 **2021 Warrant Articles for Consideration**

69 Blind Exemption - This exemption has not increased in over 12 years. Taxes on a \$200,000 home have increased by almost  
70 40% in that time frame. Marti would like the BOS to consider whether a Warrant Article should be written to increase this  
71 amount. The current exemption amount is \$15,000. There are 8 recipients in 2020, so it is an underrepresented minority of  
72 taxpayers who would have difficulty preparing a Petition Tax Warrant. She proposes doubling this amount to \$30,000;  
73 however, the final determination for the Warrant Article would be at the approval of the Board members.  
74

75 Chairman Daniels asked what the \$30,000 represents in taxes. Marti said it would about \$3,108 and would increase to  
76 \$6,238. Selectman Dargie said he expected the multi-family properties to be higher. Marti said there are not many multi-  
77 family properties. They all received an increase similar to properties last year which was a 30% to 40% increase this year.  
78

79 Selectman Dargie referenced page 3 in Marti's document where it said the municipality does not use the DRA utility values  
80 but earlier Marti mentioned that we benefited from the use of the DRA utility value, he asked Marti to explain. Marti said  
81 the DRA developed a utility value and shared it in past years with the towns. This year all towns are required to use the  
82 new formula that was developed. It may be the same as the DRA's value but they won't know until the value is published  
83 in December.  
84

85 **Selectmen Dargie made a motion to increase the Blind exemption from \$15,000 to \$30,000 as a warrant article next**  
86 **year as recommended by the Assessor. Seconded by Selectman Dudziak.**  
87

88 Selectman Labonte asked what other towns do for Blind exemptions. Marti said it's all over the place but the minimum is  
89 \$15,000. Selectman Freel asked why increase it to \$30,000. Marti said the current blind exemption is \$15,000 off the value  
90 of their home. Selectman Dargie said the \$6,238 is split between 8 people. Selectman Freel asked why double it. Marti said  
91 she picked that number because taxes since 2008 have increased by 40%.  
92

93 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman**  
94 **Freel yes, and Chairman Daniels yes. The motion passed 5/0.**  
95

96 **Selectmen Dargie made a motion to accept the MS-1 Report. Seconded by Selectman Dudziak. A roll call vote was**  
97 **taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chair-**  
98 **man Daniels yes. The motion passed 5/0.**  
99

100 **5:45 p.m. – 1<sup>st</sup>. Public Hearing – Performance Stage Roof in Accordance with NH RSA 41:14-a, Acquisition or Sale**  
101 **of Land, Buildings, or Both – Lincoln Daley, Community Development Director.**

102 Lincoln said the purpose of this first public hearing is for the Board to consider the donation of materials, equipment, and  
103 personnel use for the construction of a permanent roof for the performance state located at the Keyes Memorial Park East  
104 entrance. The estimated cost for the donated materials is approximately \$75,000 and the estimated labor and equipment  
105 cost is approximately \$25,000. There will be a second public hearing on September 28, 2020, and the Selectmen will take a  
106 final vote on October 12, 2020.  
107

108 Chairman Daniels opened the public hearing for comments. There were no public comments. Chairman Daniels closed the  
109 public hearing. The 2<sup>nd</sup> public hearing will take place on Monday, September 24, 2020.  
110

111 Selectman Freel asked when the roof will be complete. Lincoln said they intend to start and complete it as soon as possible.  
112

113 **5:50 p.m. – Temporary Alternate Duty Policy Draft – Karen Blow, HR Director.**

114 In summary: The Town of Milford, by its Board of Selectmen, requires employees who are not totally disabled due to inju-  
115 rry or illness and who can perform some type of work -which may not necessarily be their normal or usual duties and de-  
116 partment - to temporarily work in a light or limited-duty capacity with the permission of their doctor.

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

117 Employees on disability must provide documentation of their medical status and work restriction(s), with dates, from their  
118 physician - or from a Town of Milford designated physician - to their respective Department Head after each physician's  
119 visit or as requested by the Department Head.

120 *(Excerpt JLMC Manual)*

### 121 **JLMC has modified the TAD Policy/Program to include:**

- 123 1. Nature and Length of TAD
- 124 2. Documentation
- 125 3. TAD Tasks
- 126 4. End of TAD
- 127 5. Sample Task Analysis
- 128 6. TAD Job Assignment – Sample
- 129 7. And the document HR would send to the provider requesting additional information to see if alternate duty was  
130 feasible.

### 131 **Selectman Dargie made a motion to adopt the TAD Policy with amendments. Seconded by Chairman Daniels.**

132  
133  
134 Selectman Freel asked what the town's policy was before this if someone was injured and couldn't perform their job.  
135 Karen said if you can't work your job due to your injury, the Town can find that employee temporarily work in a light or  
136 limited-duty capacity with the permission of their doctor. Employees must provide documentation. Primex wanted to see a  
137 policy, and the town had a summary in place but not the details, which is why we put this into place.

138  
139 Chairman Daniels asked if we were getting a discount because we have this summary. Karen said we were getting a dis-  
140 count because of a number of things that JLMC does and all the processes that the staff members do to put this in place.  
141 Chairman Daniels asked if we get a further discount because we have adopted this as a policy instead of a practice. Karen  
142 said she is trying to provide the policy and no.

143  
144 Selectman Dargie asked Karen to explain the difference between work-related injuries and non-work-related injuries and if  
145 the policy applies to both of them. Karen said this is for work-related injuries but we can adapt it for non-work-related in-  
146 juries. This policy is being crafted specifically for Primex for a workman's comp. injury.

147  
148 Chairman Daniels said he would question whether or not the RSA deals with non-work-related injuries. Selectman Dudziak  
149 said it should be a separate policy. Selectman Dargie recommended that we create a policy for temporary duty for non-  
150 work related injuries. Selectman Dargie asked what FOSRNR means for the amount of time performing a function. Karen  
151 said frequent, often, seldom, rarely, or not required. Selectman Dargie recommends that Karen add a code at the bottom of  
152 the form to define those letters.

153  
154 **A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman  
155 Freel, yes, and Chairman Daniels yes. The motion passed 5/0**

156  
157 **3. PUBLIC COMMENTS** – Selectman Labonte referenced a recent press release that was in the Milford Cabinet. He  
158 asked if it's customary that the Board review articles before being submitted to the paper. There was a lot of confusion in  
159 the article and then in the press release after. He asked if there is a protocol that we should follow on this. Chairman Dan-  
160 iels said it didn't come to the Board so we don't have control over that. Selectman Labonte asked if we had a policy on  
161 town employees releasing articles. He feels there was information not right in the article and it was confusing and some-  
162 things are misleading, he feels that we should have a policy. Chairman Daniels said he would not be in favor of saying that  
163 the Board controls everything that the press decides to ask any employee in town. Selectman Labonte said the information  
164 that goes out should be accurate. Chairman Daniels said if there is something printed that someone doesn't agree with, they  
165 have the right to bring it up and try to clarify or correct any mistake that is made. Selectman Labonte wants to have a dis-  
166 cussion later. Chairman Daniels said they will followup under discussions.

167  
168 **4. DECISIONS** – Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Dargie.  
169 **A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman  
170 Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

### 171 **CONSENT CALENDAR.**

- 172 1) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) – donations for  
173 the Labor Day Parade: Please note, these organizations have opted to have their donations put towards the 2021  
174 Labor Day Parade.

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- Robert and Sandra Courage - \$100
- Tech Transport - \$100

- 2) Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) – a donation of materials to the Vietnam Memorial Committee to be used for the Vietnam Memorial – between \$3,000 and \$4,990.
- 3) Request for Acceptance of MS-232 Appropriations already voted
- 4) Request to authorize the Town Clerk to sign all documents related to **Election Grants**.

### b) OTHER DECISIONS.

2. N/A

### 5. TOWN STATUS REPORT – John Shannon

**a. Election Update** - The elections in Milford went well on Tuesday. The election was held at the high school instead of at the middle school due to space considerations that were needed due to the COVID-19 pandemic. The election ran smoothly despite all the changes that had been implemented to maintain social distancing. There were 97 new voters added to the checklist during the day, leaving 12,087 people on the checklist at the end of the day. There were 3274 voters in the election, resulting in a turnout rate of about 27.1%, which is very high for a primary election. Due to the pandemic, there were about 900 absentee voters, as compared to about 100 that would be more typical.

**b. RFP Status** - The Milford Dispatch Request for Proposal (RFP), as voted on by the citizens of Milford, is currently out for bid. The RFP was released last month and has received responses from several companies. The process will continue into the Fall, at which time the Board of Selectmen will discuss the various proposals. All work is being done in conjunction with CTA to ensure it is done in a very organized and efficient manner and under all best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.

**c. Town Hall** is back to normal hours except for the Town Clerks office. An appointment button has been added to the town's website that people can use for specific departments. More functions will be added later. There is also a kiosk available in the lobby if someone wants to come in to make an appointment if they don't have a computer at home.

Selectman Dargie referenced an email that came out about the building RFP and asked for more clarification. Captain Frye said the modification narrows it down further for the architects instead of trying to mix the builder and architects together. It will help get a price for the project for a warrant article. They took out a lot of the extra language that didn't need to be in the first RFP.

Selectman Labonte said he feels that some of the stuff removed changes the intent. He referenced the communications center versus the whole facility. Captain Frye said you don't need to analyze the whole building only the equipment added to the addition.

Selectman Labonte said it's being referred to as an addition, he thought it was a stand-alone building. Captain Frye said it's an inch away from the other building. It's the same way the fire station was built using NFPA 1221; it's an addition. Selectman Labonte said it seemed like a lot changed. This wasn't in the agenda or in the packet tonight so he didn't realize we were discussing it. Captain Frye said this didn't come out until after the BOS package went out which is why it was sent through an e-mail. Administrator Shannon said this was being referenced for informational purposes. We can add it to the next meeting. Captain Frye said the proposal date changed from the 14<sup>th</sup> to the 1<sup>st</sup> of October so we could make the November deadline. Selectman Labonte will bring up more questions at the next meeting.

Selectman Labonte asked if anything was sent out to people on the sign-in sheet at the architect meeting. Captain Frye said he sent information to the people bidding on the job. He will send it to the Board as well.

Selectman Dargie asked if there was any update on the status at the Transfer Station for recycling metals and plastic. Rick Riendeau, DPW Director, said they are working on getting it started within the next two weeks he has some things that need to be worked out first. We are changing our process a little and now is the time to incorporate it to get a good fresh start.

Chairman Daniels commended the Town Moderator, Pete Basiliere, the Town Clerk, Joan Dargie, and all the crews and volunteers for all the work that they did to make the voting transition run smoothly. There were a lot of positive comments from the public.

### 6. DISCUSSIONS:

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

233 **Continuation of dispatch article, not on the original agenda:** Chairman Daniels said there were a lot of things in the  
234 article that the Cabinet didn't get right. Captain Frye said that's why he sent a letter to the editor last week. Selectman La-  
235 bonte said Captain Frye was quoted as saying "the consultants did their work and found the system as failing", CTA didn't  
236 do any official testing of the equipment, he asked Captain Frye to explain that.

237  
238 Captain Frye said it is failing. If you go back to the first joint meeting with Motorola and Beltronics, they both said, in pub-  
239 lic, that the system was failing. Cheryl Giggits, CTA Consultant, said they talked to the users of the system and looked at  
240 the equipment and multiple people from all towns said there were significant issues communicating to and from dispatch.  
241 They also did coverage analysis on the system and it supported what people were telling them.

242  
243 Selectman Labonte asked Captain Frye who was also quoted as saying, "sending a letter to the Board with the results of  
244 spending the extra money and so on the radios". He asked for clarification on that quote. Captain Frye said there was a  
245 report done on our radios and it was sent to the Board. Selectman Labonte studied that report and said only one serial num-  
246 ber lines up. The radios that have a problem were not in that request.

247  
248 Captain Frye said he doesn't have that information in front of him so he can't speak to it. It could have been the crossing  
249 guard stuff that was all radios. Selectman Labonte said the document wasn't made public, not that it was kept from the pub-  
250 lic, it was given Selectmen, but the article says, "you won't hear the results too openly because the people who want to stay  
251 with MACC Base are hoping maybe our equipment wasn't working". Selectman Labonte said as he openly doesn't support  
252 this if Captain Frye wants to use his name next time that would be fine. He asked for the preventative maintenance report  
253 on MACC Base's equipment. Captain Frye said he will ask Jason Johnson for it. Selectman Labonte said he believes you  
254 will find that MACC Base's equipment is working fine also. He feels that it was implicated that MACC Base's equipment  
255 was failing.

256  
257 Selectman Dudziak asked if they could add this to a different agenda in the future because she doesn't have anything in  
258 front of her to follow. Chairman Daniels said they will add it to the September 28<sup>th</sup> meeting.

259  
260 Selectman Dargie watched the MACC Base Board of Governors' meeting and he feels that the other towns still don't un-  
261 derstand that Milford plans to leave MACC Base and go solo. He understands that we are going to have them at our next  
262 meeting. He would like to send a message to the other boards stipulating what our position is so that when we get into the  
263 meeting, we don't spend a lot of time talking about 10-year extensions and bonding. We should focus on the extension of  
264 the existing contract.

265  
266 Chairman Daniels said we have already conveyed that to them it could just be them not acknowledging it. We can send  
267 another one to them. Selectman Labonte said he disagrees with sending them anything more. They were going to try to  
268 work some of that out at the Board of Governors meeting which was canceled. Chairman Daniels said it should be the  
269 member towns that come up with the IMA and not the responsibility of the Board of Governors. Selectman Labonte said  
270 they were going to hopefully minimize on what all the Boards had to talk about, it wasn't a case of having the Board of  
271 Governors negotiate the contract.

272  
273 **a. Proposed Recycling Charge** – The charge is coming from the Board to the Recycling Committee. Chairman Daniels  
274 would like to propose a change to the current and proposed charges.

275 To fulfill the goals of protecting the environment while also considering the financial impact of refuse disposal upon the  
276 taxpayer, the Board of Selectmen hereby places upon the Recycling/Solid Waste Committee the following charge:

- 277 • Review the current and long-term needs of the Transfer Station and Recycling Center
- 278 • Contribute input annually to a Capital Improvement Plan for the Transfer Station and Recycling Center
- 279 • Investigate and submit recommendations to the Board of Selectmen on how best to reduce solid waste and pro-  
280 mote environmental consciousness
- 281 • Assess the potential to handle expanded recycling and submit recommendations to the Board of Selectmen
- 282 • Research options for increasing recycling within the Town of Milford and set goals for achieving the recycling ob-  
283 jective
- 284 • Review Recycling/Solid Waste Code 5.20, and if needed, propose and submit recommended amendments to the  
285 Board of Selectmen for consideration



## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

286 Selectman Dargie said this is fine but would like the Recycling Committee to review this and come back at a different  
287 meeting to endorse or make changes. Chairman Daniels said this is most of what they had in their proposal. He asked if  
288 other committees were writing their charge and bringing it to the Board. These committees are supposed to be advisory to  
289 the Board and the goals of the Board. Selectman Dargie said it's a volunteer group and they should have input. We can  
290 overrule them if needed. Selectman Freel likes what Chairman Daniels wrote.

291 Selectman Freel made a motion to approve the proposed Recycling Solid waste charge before us. There was no second  
292 motion so the motion failed. Selectman Labonte said agrees with Selectman Dargie about having the Recycling Committee  
293 review the proposed charge. Chairman Daniels said the committee is meeting tomorrow night he will bring it before them  
294 and bring this back on the 28<sup>th</sup>.

295 **b. IMA Discussion** – Chairman Daniels outlined the differences between the IMA that Mont Vernon and Wilton supports  
296 versus the one that Milford supports.

297 Page 1. Proposal to use the Header – he has no problem with that

298 Page 2. Date Change – It will change if we do a new one.

299 Page 3. Duration – Selectman Dargie said Milford's current position is a three-year extension along with a change in getting  
300 the dollars back when exit. He feels that having the three years and money together or having a two-year extension and not  
301 modifying the money is fine with him. He isn't okay with a three-year extension and not modifying the money clause.  
302 Chairman Daniels agreed. The other towns want a 10-year extension. The money clause isn't something that the other  
303 towns put in the 2018 agreement.

304  
305 Selectman Labonte asked if there was a discussion with the other towns with the 2018 agreement. Chairman Daniels said  
306 the discussion was with the 2013 agreement. We gave them our changes and asked for feedback and have heard nothing  
307 from them. Selectman Labonte said 2018 was a draft and Milford never engaged in discussions on 2018 proposed IMA.

308  
309 Chairman Daniels repeated what he said the first meeting, what is in the past is in the past, we are trying to move forward.  
310 The other towns support the 2018 proposal that they have put forward that has language in it that says, "if a town leaves,  
311 they will not get their money back". We told them we want to change that language saying that towns would get their  
312 money back and we have not heard anything from them. If they don't agree to change that language then he would change  
313 his desire to have a three-year extension back to a two-year extension.

314  
315 Selectman Labonte said we only have a 50% say on what goes in the contract and we already sent a position statement on  
316 what a majority of this Board feels. Chairman Daniels said there are several differences between the two IMA's and he's  
317 trying to find out if we, as a Board are willing to give on some of them. Selectman Freel isn't willing to give on that word-  
318 ing.

319  
320 Page 3. Language – Chairman Daniels questions the use of the word Board vs. Governing Board. Selectman Labonte asked  
321 if this was sent to the town Council. Chairman Daniels said no. He doesn't want to spend town money on an Attorney  
322 when you can clarify by using the Governing Board. We asked Town Council whether the agreement ended at the end of  
323 the year and his opinion was yes. Selectman Labonte said he was referring to the 2018 agreement. Chairman Daniels said  
324 he has no idea. Selectman Dargie said he agrees with Chairman Daniels, any time we are talking about the Board of Gov-  
325 ernors, we should use the phrase, "Governing Board" in the document to make it clear.

326  
327 Page 3. Milford getting one vote on non- financial matters. Chairman Daniels said he doesn't support that. We are paying  
328 71% of the bill and should have two votes. Selectman Labonte asked for an example of what would fall under a non-  
329 financial vote. Chairman Daniels said there was a time when the Board of Governors met with their accountant and they  
330 made a motion to go into non-public. It wasn't a non-public thing and our representative voted no and they disregarded  
331 that we had two votes. We contacted our Attorney and those minutes were made public.

332  
333 Selectman Labonte said the Board of Governors Chair apologized that he did wrong on that. It wouldn't have made a dif-  
334 ference if we had one vote or two votes. Chairman Daniels said he isn't willing to let 29% control the process or the fi-  
335 nances. Selectman Labonte said we haven't always had two votes. Jason Johnson, MACC Base Director said Milford ac-  
336 quired two votes when Amherst left MACC Base.

337  
338 Page 5. Population and percentage to be updated with the next census report. Selectman Dargie agrees with this, it should  
339 be updated when the information becomes available.

340

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

341 Page 6. A small word change “on vs by January 1<sup>st</sup>. No one is around January 1<sup>st</sup>. Selectman Labonte suggests January  
342 15<sup>th</sup>. Chairman Daniels wasn’t looking to change dates. Selectman Dargie said it should be left alone, it’s been the same for  
343 a long time. It’s possible to cut a check on that date. We should keep it simple. Selectman Labonte thought it said it’s due  
344 by the 1<sup>st</sup> unless some other arrangement is made. Chairman Daniels said we are not going to make our agreement on Janu-  
345 ary 1<sup>st</sup>. It’s a change of one word from on to by. Captain Frye said we usually pay the second week of January. If anything  
346 we should say by the end of January. Selectman Labonte suggests making it January 15th. The Board will discuss this  
347 with the other towns.  
348

349 Page 8. The borrowing of funds. That is all tied into the 10-year agreement which Mont Vernon feels they need to pay  
350 back the funds. Selectman Labonte said he thought that if we each borrow our own money and bonded it for 10 years, it  
351 doesn’t matter if you pull out in year 4, whoever borrows their money still have to pay it back. It would be nice to bond  
352 under one entity. Chairman Daniels said what is proposed in the 2018 IMA is for MACC Base to do the borrowing, not the  
353 towns.  
354

355 Page 12, Notice of withdrawal 24 months vs. 12 months. Chairman Daniels feels we should stick with 12 months. Select-  
356 man Labonte, we know we are going to pull out in 12 months anyway. Selectman Freel said he’s fine with 12 months.  
357 Selectman Dargie said he’s fine with 12. We plan to put a warrant on next year. We can re-asses in the Fall.  
358

359 Page 12. Long term borrowing. The other towns added the words, “and encumbered debt”. Chairman Daniels said if  
360 MACC Base were to borrow long term, the towns would be responsible for their share of the debt that goes along with the  
361 loan.  
362

363 Page 13. Non-voting members. Chairman Daniels isn’t sure what this changes versus the way it’s done now. If it brings  
364 clarity into non-voting members he’s fine with accepting it. Selectman Dargie said if Milford is leaving, who’s going to  
365 join an agreement like this for a year or two.  
366

367 Page 15. The last two points are just to update the membership and titles of those signing the agreement and our request  
368 that the Appendix is compliant with the bylaws.  
369

370 Jason Johnson said non-voting members are a result of when Lyndeborough was brought in as a customer, the BOG came  
371 up with a formula for determining their cost. At that time, they didn’t codify the cost of something other than a Police  
372 agency which is why this is listed in the agreement.  
373

374 Selectman Labonte asked about a plan B if we end in a stalemate with the other towns. What are the options for Milford?  
375 Chairman Daniels said they would be the same as the other towns. Selectman Labonte asked if we had a place to go.  
376 Chairman Daniels said he’s hoping that everyone would want some type of agreement.  
377

378 Bob Labonte, Milford resident, said it’s up to the people in Milford as to us staying with MACC Base or not. The Town  
379 has been very good with emergency services in this town. Throwing MACC Base out will cost us more to operate than to  
380 leave it upstairs. He asked if this was put to the voters. Chairman Daniels said it will when the Board decides. People  
381 don’t understand and will go on what the Board says.  
382

383 Chairman Daniels said he’s taking it a different way when someone says we are getting out, it’s based upon a previous vote  
384 of most of the Board. We feel it’s better for Milford to have a standalone. Bob disagrees. Chairman Daniels said we can  
385 put millions of dollars on the 4<sup>th</sup> floor if it isn’t up to NFPA standards and if the water sprinklers go off, your millions of  
386 dollars are gone. It’s the responsibility of the Board to educate the public as to why we feel this is better. The room will be  
387 standalone, it’s called an addition because it’s built to it. If there was a fire at the fire station, those that are in the commu-  
388 nication center shouldn’t have to leave. Right now if there is a fire on the 3<sup>rd</sup> or 4<sup>th</sup> floor, the people in MACC Base have a  
389 choice of staying where they are to keep communications going or getting out of the building for their safety.  
390

391 Bob said he has respect for Captain Frye, but he’s doing a duel job and he shouldn’t be doing it. He doesn’t always act in  
392 the Town’s best interest. Chairman Daniels said Captain Frye’s role as our Governor at MACC Base should be following  
393 the direction of this Board. Bob said sometimes he’s not. Selectman Freel asked if Bob was saying that sometimes he’s  
394 there but he’s a big proponent of the new system being Milford only, but it’s a biased position to be up there. Bob said he  
395 thinks he was put in that position to make it work.  
396

397 Chairman Daniels said if Captain Frye is upstairs and supporting the standalone, he isn’t doing it on his own because a ma-  
398 jority of this Board has already taken a position. He is echoing the position of what the Board wants. Bob said Captain  
399 Frye has more knowledge than former Selectman Putnam, but it doesn’t seem right. Chairman Daniels said he tries to in-

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 09/14/2020

400 crease communication so that as our Board of Governor, Captain Frye understands what our position is. Everyone under-  
401 stands that this Board only makes the recommendation and the people in town make the decisions.  
402

403 Selectman Labonte said one of his concerns he has is that Captain Frye said in the press release that “the town of Milford  
404 doesn’t want to own MACC Base as a company”, it isn’t a company, it’s an intergovernmental agency. If you want to  
405 make it a company, go ahead. Someone will be at the top trying to make it succeed. We have a 71% stake and a 50% vote  
406 that wants to take it down because they want their own, he doesn’t agree. He said he respects Captain Frye but his time  
407 would better be spent advocating for what he believes in, a dispatch center for the Town of Milford.  
408

409 Chairman Daniels repeated, Captain Frye is up there as our representative echoing the position that this Board has taken.  
410 Selectman Labonte asked if this Board is trying to take MACC Base down, from the top. Chairman Daniels said this Board  
411 made a decision and it will benefit the town of Milford to have a stand-alone dispatch center next to the Police Station.  
412

413 Selectman Labonte said he is for MACC Base. He mentioned a sign at the Police Station that says, 'keep the door open, the  
414 room will overheat if closed". We talk about MACC Base not having a proper HVAC system but we have this sign at the  
415 Police Station.  
416

417 **7. PUBLIC COMMENTS:** - There were no comments at this time.  
418

### 419 **8. SELECTMEN'S REPORTS/DISCUSSIONS.** 420

#### 421 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** 422

423 Captain Frye said MACC Base was supposed to meet before this meeting but it was canceled because he double-booked  
424 two meetings. We are working on the IMA and 2021 budget. We will work on it more this month. The next meeting is on  
425 September 23<sup>rd</sup>. Chairman Daniels asked if there was anything he needs guidance on from this Board. Captain Frye said  
426 no.  
427

428 Selectman Labonte asked if they could get an update on the money that was returned to Milford from MACC Base. Cap-  
429 tain Frye said it was returned and it was said at the last meeting, it was about \$71,000. Selectman Labonte asked where the  
430 money goes back to. Chairman Daniels said fund balance, the general fund. Selectman Labonte asked if some of those  
431 funds could be used to put repeaters in the cruisers to help with the dead spots on the portables. He thought the duplication  
432 of the cost would be around \$3,000 or \$4,000. It would be an immediate fix to communication right now and go into the  
433 P25 system instead of waiting 24 months. Chairman Daniels said they will bring it up at the next meeting.  
434

435 Selectman Freel asked if MACC Base was looking to cut some of the budgets, are they looking at a higher budget, and are  
436 they just trying to cut it to get it back to an amount. Captain Frye said the budget for 2020 was \$529,054. The proposed  
437 budget for next year is up 3% at \$545,264, that is what Milford would pay. The operating budget was \$764,566 and now  
438 it’s up 3.6% to \$787,000. We are looking to see where we can save a little bit here and there.  
439

440 Selectman Dargie said, in reference to the money returned last year, we included contingency money for unanticipated re-  
441 pairs with that hopes and expectations that that money wouldn’t get used. There was a proposal last year to take out that  
442 money but we left it in. The returned money was actually in the budget as anticipated revenue, it isn’t extra money because  
443 it was built into the budget. He recommends that we do that again this year.  
444

445 Jason Johnson said there are items in the 2021 budget that we have to forecast. The insurance rates haven’t been set yet.  
446 There is an increase in the state retirement that the Town will also have to deal with. The insurance is projected at a 5%  
447 increase which it has been for the past 5 years. The NHRS was factored in at ½ year of the old rate and ½ year of the new  
448 rate, we used the average of both.  
449

450 Selectmen Freel asked for clarification of the amount coming back to the town. Chairman Daniels said about \$10,000 of  
451 unanticipated revenue and \$60,000 of anticipated revenue. The \$60,000 was put in, in anticipation that it not be spent.  
452 Selectman Labonte said in prior years was that money considered anticipated revenue or was it just money that came back.  
453 Chairman Daniels said it was unanticipated.  
454

#### 455 **b. OTHER ITEMS (that are not on the agenda).** 456

457 **9. APPROVAL OF FINAL MINUTES – Selectman Dargie moved to approve the minutes of August 24, 2020, and**  
458 **August 31, 2020 (5<sup>th</sup> Monday Forum), as amended. Seconded by Selectman Dudziak. A roll call vote was taken with**



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459 Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels  
460 yes. All were in favor. The motion passed 5/0.

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

462 a. N/A

463  
464 **11. NOTICES.** Notices were read.

465  
466 **12. NON-PUBLIC SESSION.** A motion made by Selectman Dudziak to enter into a non-public session in accord-  
467 ance with (RSA 91-A:3, II(c)) Reputation and for approval of non-public minutes in accordance with (RSA 91-A: 3,  
468 II(c)) – August 24, 2020, seconded by Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Select-  
469 man Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

470  
471 **13. ADJOURNMENT:** Selectman Freel moved to adjourn at 7:40. Seconded by Selectman Dudziak. All were in favor. A  
472 roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes,  
473 and Chairman Daniels yes. All were in favor. The motion passed 5/0.

474  
475  
476  
477 \_\_\_\_\_  
478 Gary Daniels, Chairman

\_\_\_\_\_

Chris Labonte, Member

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480  
481 \_\_\_\_\_  
482 Paul Dargie, Vice Chairman

\_\_\_\_\_

David Freel, Member

483  
484  
485 \_\_\_\_\_  
486 Laura Dudziak, Member

draft

# 10. Treasurer's Report - August 2020

TREASURER'S REPORT  
TOWN OF MILFORD, NEW HAMPSHIRE  
8/31/2020  
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 8/1/20	114,224.35	38,359.32	135,150.58	15,042,853.67	11,430.25	10,674.61	474,812.42	\$ 15,827,505.20
<b>Receipts:</b>								
Taxes and Interest	384,467.85	-	-	-	56,101.75	-	-	\$ 440,569.60
Water & Sewer User Fees	285,322.01	-	-	-	35,697.55	-	-	\$ 321,019.56
Other Revenues	571,813.42	326,834.89	-	-	-	-	-	\$ 898,648.31
Ambulance	-	-	-	-	76,679.09	-	-	\$ 76,679.09
Recreation	-	-	-	-	1,950.00	-	-	\$ 1,950.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	28.61	1,753.20	-	0.42	40.02	\$ 1,822.25
Investment Transfers	3,644,000.00	-	-	30,000.00	-	-	828,000.00	\$ 4,502,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
<b>Total Receipts:</b>	<b>\$ 4,885,603.28</b>	<b>\$ 326,834.89</b>	<b>\$ 28.61</b>	<b>\$ 31,753.20</b>	<b>\$ 170,428.39</b>	<b>\$ 0.42</b>	<b>\$ 828,040.02</b>	<b>\$ 6,242,688.81</b>
<b>Disbursements:</b>								
Accounts Payable Warrants	(1,547,762.24)	(87,728.79)	-	-	(6,775.96)	-	-	\$ (1,642,266.99)
Payroll Warrants	(449,945.78)	-	-	-	-	-	-	\$ (449,945.78)
Milford School District Appropriation	(2,330,648.00)	-	-	-	-	-	-	\$ (2,330,648.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(442,000.00)	(249,000.00)	-	(2,777,000.00)	(159,000.00)	-	(875,000.00)	\$ (4,502,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,538.56)	-	-	-	-	-	-	\$ (1,538.56)
Voided Checks	2,603.04	-	-	-	-	-	-	\$ 2,603.04
<b>Total Disbursements:</b>	<b>\$ (4,769,291.54)</b>	<b>\$ (336,728.79)</b>	<b>\$ -</b>	<b>\$ (2,777,000.00)</b>	<b>\$ (165,775.96)</b>	<b>\$ -</b>	<b>\$ (875,000.00)</b>	<b>\$ (8,923,796.29)</b>
Ending Balance as of 8/31/20	\$ 230,536.09	\$ 28,465.42	\$ 135,179.19	\$ 12,297,606.87	\$ 16,082.68	\$ 10,675.03	\$ 427,852.44	\$ 13,146,397.72

  
 ALLEN WHITE  
 TOWN TREASURER

9/24/20