



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

**Date:** November 19, 2020  
**To:** Board of Selectmen  
John Shannon, Town Administrator  
**From:** Lincoln Daley, Community Development Director  
**Subject:** Congestion Mitigation & Air Quality (CMAQ) Pedestrian Improvement Projects  
Project #1 - Osgood Road, Melendy Road, Mason Road, and Armory Road  
Project #2 – Nashua Street

The purpose of this agenda item is to provide Board members with a status update on the two CMAQ Milford pedestrian improvement projects and to discuss the Town's required local funding match.

Applications for both pedestrian improvement projects were submitted in 2019 to the NH Dept. of Transportation CMAQ Program. This reimbursement program provides 80% federal funding with a 20% local matching requirement. Both projects were subsequently awarded the CMAQ funding, but required the 20% local match by the Town.

In 2020, petition warrant articles were placed on the Town warrant seeking the gross appropriation of the costs for both projects as required by the CMAQ funding program. Neither pedestrian improvement project received the necessary votes to move forward. Following the Town vote, staff contacted the NH DOT to explore extending the availability of the CMAQ funding. After much discussion, the NH DOT agreed to extend the availability conditional upon a successful Town vote in 2021.

The estimated cost and description of the each project is as follows:

Project 1: Osgood Road, Melendy Road, Mason Road, and Armory Road  
Total Estimated Cost - \$797,872. 20% local match - \$159,574.

This pedestrian improvement project includes the construction of approximately 4,000 linear feet a new five-foot (5') wide, bituminous asphalt sidewalk with vertical granite curbing, a dedicated multi-purpose striped lane, and pedestrian walkway, to include, but not limited to associated drainage improvements, crosswalk markings, and repaving, along Osgood Road, Mason Road, Melendy Road, and Armory Road. Said project will begin at the intersection of West Street and Osgood Road, continue along Osgood Road past Adams Field, Osgood Pond, and Hazel Adams Burns Park, the intersection of Mason Road to the intersection of Osgood Road, Melendy Road, and Armory Road. The pedestrian improvement will continue along Armory Road past Leisure Acres mobile home park and National Guard Armory to its intersection with the Granite Town Rail-Trail. These roadway sections are heavily traveled by motorized vehicles and non-motorized modes of transportation (e.g. pedestrians and cyclists) and include a walking route from a high-density mobile home park to the High and Middle Schools. *See attach Project Location Map*

Project 2: Nashua Street

Total estimated cost \$871,924. 20% local match of \$174,385.

This pedestrian improvement project includes the construction of approximately 3,500 linear feet of new five-foot (5') wide, bituminous asphalt sidewalk, to include, but not limited to, vertical granite curbing, associated drainage improvements, crosswalk markings, and repaving, along the southerly and northerly sides of Nashua Street (NH Route 101A) in an easterly direction from 486 Nashua Street (near Cahill Place, Map 32, Lot 4-C) to 586 Nashua Street (near Lorden Plaza, Map 44, Lot 6) and to the existing sidewalk network at the corner of Capron Road and Nashua Street. The purpose of the project is to improve the pedestrian connectivity to the existing Town sidewalk networks and relieve traffic congestion within the high-traffic / high-density Nashua Street corridor. *See attach Project Location Map*

**TOWN OF  
MILFORD  
NEW HAMPSHIRE**

**Congestion Mitigation &  
Air Quality Program**

**PROJECT LOCATION MAP  
Sidewalk and Multi-Use Lane Project  
Osgood Road, Melendy Road,  
and Armory Road  
September 2019**



Milford High School

Milford Middle School

Existing Sidewalks

Existing Sidewalks

Proposed Pedestrian Sidewalk/Lane

Adams Park  
Athletic Fields

Osgood Pond

National Guard Armory

Proposed Pedestrian Sidewalk/Lane

Leisure Acres  
Mobile Home Park

Granite Town  
Rail Trail

NORTH

1 inch = 300 feet

101

MILFORD BYPASS

WEST ST

KING ST

EDGEWOOD ST

PRIVATE DR

TWIN ELM DR

DAVID DR

MASON RD

OSGOOD RD

MELENDY RD

FIELD LN

LEISURE WAY

ARMORY RD

**TOWN OF  
MILFORD  
NEW HAMPSHIRE**  
Congestion Mitigation &  
Air Quality Program  
**PROJECT LOCATION MAP**  
Nashua Street & Ponemah Hill Road  
Sidewalk and Signalization  
September 2019



**Legend**

- - - - - Proposed Sidewalks
- Existing Sidewalks



1 inch = 300 feet

**5:50 Health and Dental Review and  
Approval – Human Resource Director,  
Karen Blow**

**VERBAL**

**6:05 Social Services Warrant Article - Committee Member, Tina Philbrick**

The Social Services Warrant Article Committee makes the following recommendations for inclusion in the 2021 Social Services Warrant:

<b>Agency</b>	<b>Description</b>	<b>Amount of Award</b>
Boys & Girls Club of Souhegan Valley	Provides scholarships for at risk school age Milford kids. Priorities include academic supports, encouraging healthy lifestyles (included drug and alcohol prevention programs) and developing good character and leadership.	\$5,000
Bridges	Funding will be used to provide much needed crisis intervention, support, education and advocacy services to survivors of domestic and sexual violence in Milford.	\$3,000
CASA (Court Appointed Special Advocates)	The purpose of CASA is to provide well-trained and caring Guardians ad Litem at no cost for abused and neglected children who come to the attention of NH's courts through no fault of their own.	\$3,000
Child Advocacy Center (CAC)	When abuse is reported to law enforcement or DCYF, CAC is the first agency contact. Their role is to coordinate the subsequent investigation. CAC staff conducts the forensic interview of the child that determines how a case progresses.	\$3,000
CAST ( Community Action for Safe Teens)	This donation will assist the Children's Resiliency Retreat Program which is the only one of its kind in the area. It is a monthly retreat for school age youth affected by a loved one's alcohol or drug use.	\$5,000
Family Promise	Family Promise provides transitional living for families. They have recently moved to a bigger facility where they will be able to house even more families in crisis.	\$1,000
Greater Nashua Mental Health Center (GNMHC)	GNMHC is the designated community behavioral health center for southern Hillsborough County.	\$5,000
Harbor Care	Harbor Care is the new shared public name for Harbor Homes, Healthy at Home, Keystone Hall, and the Southern NH HIV/AIDS Task Force. This agency provides housing and case management services, healthcare services, and substance use disorder services.	\$3,000
Nashua Children's Home	Funding will be used to provide housing, as well as ongoing staff support and guidance for youth aging out of the child-protective or juvenile justice systems, thus needing to enter adulthood as 18 year olds absent any financial support from their families of origin.	\$1,000
Nashua Soup Kitchen & Shelter	NSKS provides emergency shelter and food to those in need and provides services to promote dignity and self-sufficiency among those they serve.	\$4,000
Share Outreach	SHARE works to ensure that low income residents of Milford are housed, fed and do not suffer from lack of heat, medicine, electricity, and other basic necessities.	\$5,000

St. Joseph Community Services – Meals on Wheels	Meals on Wheels provides a nutritious meal (comprising one-third of the daily nutritional requirements), a visit from a driver trained in emergency procedures and information pertinent to the population served, and access to additional community resources.	\$2,000
<b>Total</b>		<b>\$40,000</b>

The Committee began meeting in September to evaluate and refine the application process, and then to review completed applications. This year 14 applications were received and the Committee recommends funding 12 requests. Priority is given to those agencies who are based in Milford, and/or who work to provide housing and housing services, support for risk youth or the elderly, or address mental health and substance use disorder needs.

#### 4. a) 1) Request for Approval of 2020 Property Tax Warrant

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### MEMORANDUM

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To: Board of Selectmen  
Cc: John Shannon

From: Kathy Doherty, Tax Collector

Date: November 17, 2020

Subject: 2020 Property Tax Warrant

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The 2020 tax rate for Milford was received by the Department of Revenue Administration on November 10th in the amount of \$25.37. The final tax bills have been processed and are scheduled to be mailed November 18, 2020.

The total net tax commitment amount for 2020 is \$ 41,689,320.58.

Please sign the attached second half warrant authorizing me to collect the committed taxes.

Respectfully,  
Kathy Doherty

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**WARRANT**  
**PROPERTY TAX LEVY**  
**STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH, ss:**

**TO:** Kathy Doherty, Collector of Taxes for the Town of Milford, in said County:

In the name of the State, you are hereby directed to collect the second half year 2020 property taxes in the list herewith committed to you amounting in all, to the gross sum of **Twenty Million Nine Hundred Seven Thousand Seventeen and 73/100 [20,907,017.73] Dollars** less abatements [Veterans Credits] in the amount of **One Hundred Twelve Thousand One Hundred Sixty Four and 12/100 [112,164.12]** for a net sum to be collected in the amount of **TWENTY MILLION SEVEN HUNDRED NINETY FOUR THOUSAND EIGHT HUNDRED FIFTY THREE AND 61/100 [20,794,853.61] DOLLARS** and with interest at the rate of two and one half (2.5%) percent per annum from 18 December 2020 on all sums not paid on or before that date.

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$1500 or more.

Given under our hands and seal at Milford, New Hampshire this 23<sup>th</sup> day of November, in the year of our Lord, Two Thousand and Twenty.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice-Chairman

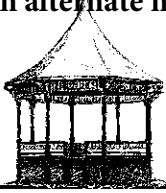
\_\_\_\_\_  
Selectman

Selectmen of Milford, New Hampshire

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

4. a) 2 & 3 Request for approval to change Karin Lagro from an alternate member to a full member of the Zoning Board of Adjustments. Request for approval to change Wade Scott Campbell from a full member to an alternate member of the Zoning Board of Adjustments - Both terms remain the same - 2023



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**Date:** November 19, 2020  
**To:** Board of Selectmen  
John Shannon, Town Administrator  
**From:** Lincoln Daley, Community Development Director (LD)  
**Subject:** Zoning Board of Adjustment Appointment/Membership

On November 5, 2020, the Board of Adjustment voted to recommend the appointment of Karin Lagro as a full voting Member of the Board (currently an Alternate Member) and to appoint Wade Campbell as an Alternate Board Member (currently a full Member). This recommendation is based on (1) Mr. Campbell's continued interest/valued involvement on the Board of Adjustment and limited availability due to increased work demands/related responsibilities and (2) to reflect Ms. Lagro's continued contributions and longevity on the Board.

On behalf of the Board of Adjustment, I am submitting this recommendation for Board of Selectmen consideration and formal appointment.

## **5. Town Status Report**

### **Town Status Report – November 23, 2020**

- 1. 2020 Operating Budget, Questions, Concerns or changes - VERBAL**
- 2. Town Hall Response to COVID-19 Increase** – Due to the COVID-19 Pandemic and in accordance with the Emergency Orders from Governor Sununu, the Town will alter the way it normally conducts business on Tuesday, November 24, 2020. All Town services are still currently available. However, due to the resurgence of COVID-19, the Town Hall will be going back to its earlier restrictions on people being allowed in the building. Townspeople are encouraged to do business by phone, email, or online whenever possible. The drop boxes for car registrations, vital records, Tax Collection, building plans, etc. will continue to be utilized to the fullest extent possible. The Town’s website will continue to be updated with the latest information. If anyone has any questions or concerns, please contact the Town Administrator’s Office.
- 3. Milford Transfer Station** –The transfer station is currently taking aluminum, steel and tin cans, glass bottles and glass jars only (no caps or covers please) , corrugated cardboard and clean mixed paper and magazines. We are still determining the best date and process for plastics. The still good shed is also currently still closed. We have hoppers outside the recycle center where residents can separate cans and bottles. The transfer station employees continue to monitor and separate contamination items in each hopper. If anyone has any questions or concerns, please contact the Town Administrator’s Office or the Transfer Station.

6.1)

**Tina Philbrick**

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**From:** John Shannon  
**Sent:** Friday, November 20, 2020 10:11 AM  
**To:** Tina Philbrick  
**Subject:** FW: 1/6/20 letter from DES to Town -- decision to be made -- by whom  
**Attachments:** 1-6-20 DES letter -- AoT-1313 void and invalid.pdf

V/R

John

**From:** SFournier - B.E.C. [<mailto:broxenvirocitizens2@comcast.net>]  
**Sent:** Monday, November 9, 2020 11:39 AM  
**To:** John Shannon  
**Subject:** 1/6/20 letter from DES to Town -- decision to be made -- by whom

[Hello Mr. Shannon, Good talking with you. Attached on page 2 is the letter from DES to the Town giving the Town two choices. As a citizen, I believe that the decision ought to be that of the Board of Selectmen and not staff, because each choice involves finances and is consequential. Yes, please do put the January 6, 2020 letter on the agenda of the next BOS meeting of November 23. Thank you. Sincerely, Suzanne F.]

61)

**Mark Bender**

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**From:** Lincoln Daley  
**Sent:** Friday, January 10, 2020 2:35 PM  
**To:** Mark Bender  
**Cc:** Chad Branon  
**Subject:** Brox Property AOT Permit - NHDES Letter  
**Attachments:** 20200110140106604.pdf

Mark,

See attached letter from NHDES regarding the Brox Community Lands - Gravel Operation Permit received today.

Sincerely,

Lincoln Daley  
Director of Community Development  
Town of Milford, NH  
1 Union Square, Milford, NH 03055  
603-249-0620  
[ldaley@milford.nh.gov](mailto:ldaley@milford.nh.gov)

-----Original Message-----

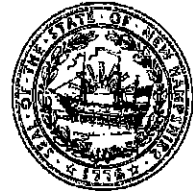
**From:** [CommDevRicoh@milford.local](mailto:CommDevRicoh@milford.local) [mailto:[CommDevRicoh@milford.local](mailto:CommDevRicoh@milford.local)]  
**Sent:** Friday, January 10, 2020 2:01 PM  
**To:** Lincoln Daley  
**Subject:** Message from "CommDevRicoh"

This E-mail was sent from "CommDevRicoh" (Aficio MP C5501).

Scan Date: 01.10.2020 14:01:06 (-0500)  
Queries to: [CommDevRicoh@milford.local](mailto:CommDevRicoh@milford.local)



The State of New Hampshire  
**Department of Environmental Services**

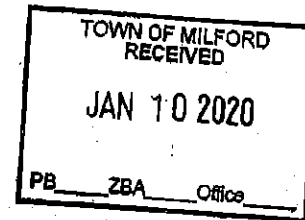


**Robert R. Scott, Commissioner**

January 6, 2020

Town of Milford  
Community Development Office  
Attn: Lincoln Daley, Director  
1 Union Square  
Milford, NH 03055

Re: Brox Community Lands – Gravel Operation  
Perry Road & Heron Pond Road  
Tax Map 38, Lot 58, Milford, NH



Dear Mr. Daley:

As set out in my letter of December 2, 2019, the New Hampshire Supreme Court determined in the *Appeal of Suzanne Fournier*, Case No. 2018-0617, that NHDES's September 18, 2017 issuance of Permit AoT-1313 to the Town of Milford was "unlawful." As you may be aware, on December 20, 2019 the Supreme Court denied the Town's request for reconsideration. Accordingly, the Supreme Court's November 14, 2019 decision became a final decision of the Court. Based upon the Court's decision, you are hereby notified that Permit AoT-1313 is void and invalid. Therefore, NHDES must treat the Town's work on the Brox Community Lands as unpermitted land disturbance activities. To address the unpermitted activity at the site since September 18, 2017, the Town must file for NHDES review and approval either an after-the-fact Alteration of Terrain permit application, if it wishes to pursue additional excavation activities at the subject site, or a restoration plan.

Sincerely,

Ridgely Mauck, P.E.  
Alteration of Terrain Bureau

cc: Milford Planning Board

**John Shannon**

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**From:** SFournier - B.E.C. <broxenvirocitizens2@comcast.net>  
**Sent:** Friday, November 13, 2020 4:13 PM  
**To:** John Shannon  
**Subject:** Thank you & question -- INFO REQUEST -- Costs associated with 2020 applicaiton for gravel operation permit

[Thank you, Mr. Shannon, for the response to the request. Premise of the question: As far as I know at this point, the application to the state was done for the Town of Milford making the costs those of the Town. However, as the responses explain, the cost (\$13,125) was paid by NES&G. Therefore, those payments, I believe, would be considered gifts or donations to the Town. Question: Will the \$13,125 gift be brought before the Board of Selectmen as unanticipated revenue over \$10,000? Please explain how it is that NES&G paid for the Town's cost for the AoT and if this was done with or without the approval of the Board of Selectmen. Thank you again for your assistance. Sincerely,  
Suzanne F.]

On 11/13/2020 4:00:41 PM, John Shannon <jshannon@milford.nh.gov> wrote:

Ma'am,

Please find the information you requested below. Please let me now if you have any other questions or concerns.

V/R

John Shannon

Town Administrator

Town of Milford

1 Union Square

Milford, NH 03055

603-249-0602

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**From:** Lincoln Daley  
**Sent:** Thursday, November 12, 2020 3:09 PM  
**To:** John Shannon  
**Subject:** RE: INFO REQUEST -- Costs associated with 2020 applicaiton for gravel operation permit

John,

Please see responses to Ms. Fournier's Nov. 7<sup>th</sup> information request.

1. Documentation of the \$13,125 filing fee paid to NH DES for the application for an Alteration of Terrain permit to resume the gravel operation. Please include the requisition and/or other paperwork that documents the source of the funds and approval of the expenditure.

The permit and costs incurred were paid by Northeast Sand and Gravel.

2. Records of invoices, bills, payments (and backup records) made to Fieldstone Land Consultants (FLC) in 2020 and 2019 pertaining to the Brox Community Lands or proposed gravel operation. This includes hours paid to FLC for engineering design work and associated communications and meetings, as well as the involvement of biologist Peter Spear as a subcontractor to assess wildlife and produce a letter/report. The records should reflect the costs paid to Peter Spear.

The permit was paid by Northeast Sand and Gravel. This would include the cost of services provided by FLC and Mr. Spear.

3. Contract with Fieldstone Land Consultants and all materials associated with the hiring of FLC in 2019/2020 to be the engineer for the Town's proposed sand & gravel project.

FLC is an independent subcontractor hired by Northeast Sand and Gravel for the project.

4. Records of all other 2019/2020 costs to the Town associated with the proposed gravel operation at the Brox Community Land. For example, if the Town Administrator and/or other staff traveled to Concord for meetings or spent time at online meetings. Please include attorney fees.

We do not have any paperwork or files that specifically meet this request.

Regards,

Lincoln Daley

Director of Community Development

Town of Milford, NH

1 Union Square, Milford, NH 03055

603-249-0620

[ldaley@milford.nh.gov](mailto:ldaley@milford.nh.gov)

F



## **6. 2) Milford Dispatch Administrative Location Discussion**

**VERBAL**

## 9. Approval of Draft minutes - November 9, 2020

### DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 9, 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# 874 1060 2164 and the password is 275501 or join the Zoom Meeting @ <https://zoom.us/j/87410602164>. 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 - EXCUSED John Shannon, Town Administrator (Zoom)  
Paul Dargie, Vice Chairman Andrew Kouropoulos, Videographer  
Laura Dudziak, Member (Zoom) Tina Philbrick, Executive Assistant (Zoom)  
Chris Labonte, Member (Zoom)  
David Freel, Member

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

Vice Chairman Dargie 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.

Vice-Chairman Dargie 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: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes, (zoom) daughter Molly is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, (zoom) no one is present, and Chairman Daniels may be attending the meeting later.**

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

##### 5:30 p.m. – Elderly Exemption Qualification for 2021 - Marti Noel, Assessing Director

In summary, Marti is asking the Board for guidance regarding the inclusion of the stimulus check that most of the elderly would have received. This is considered a source of income and should be used in calculating the total income for any person's application for the elderly exemption in 2021.

This may have the effect of some elderly not qualifying for the 2021 tax year. The \$1,200 from checks sent this spring would be less than the tax equivalent of each of the exemption amount categories. If two checks were received for married couples, that total would cover the tax-equivalent for only the lowest category. I do not know how many elderly applicants this may affect. The statute does state "income from all sources" is to be included. (72:39-a (b)). There is the possibility of another stimulus check coming.

Marti suggests three choices:

1. She can count the income in total and use that amount for qualifying.
2. The Board may choose to issue a blanket decision to exclude this income from the total income calculations for qualification for 2021.
3. The Board may decide to address any affected applicants by abatement.

Selectman Labonte asked if this has been counted as income in the past with other stimulus checks. Director Noel said yes. Selectman Freel feels that it should be counted on a case by case basis. Selectman Dudziak agrees. Selectman Dargie asked if Director Noel knew how many this would affect. Director Noel said she doesn't have that information. About 80 and 100 people qualify for the elderly exemption each year. Director Noel would just like to prepare people if this is coming.

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/09/2020**

64 Selectman Labonte asked how much the exemption was. Director Noel said it varies depending on the age of the elderly  
65 person applying for the exemption. In tax money the lowest by ages was \$2,155, the middle was \$3,220 and the highest  
66 was \$4,385.

67  
68 Selectman Dargie asked if the \$1,200 was considered income for IRS purposes. It was unclear if it would be considered  
69 income. This might affect five to ten people at the most.

70  
71 **The consensus of the Board was to address affected applicants on a case by case basis.**

72  
73 **5:40 p.m. – Land Use Change Tax (LUCT) – Parcel 56-52-2 – Marti Noel, Assessing Director**  
74 Parcel 56-52-2 is a building site recently sold and no longer qualifies for Current Use due to its size.

75  
76 **Selectman Dudziak made a motion to approve the Land Use Change Tax for parcel 56-52-2. Seconded by Selectman**  
77 **Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak, Selectman Labonte yes, Selectman**  
78 **Freel yes. All were in favor. The motion passed 4/0.**

79  
80 **3. PUBLIC COMMENTS** - There were no public comments at this time.

81  
82 **4. DECISIONS** - **Selectman Dudziak made a motion to approve the consent calendar. Seconded by Selectman La-**  
83 **bonte. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, and**  
84 **Selectman Freel yes. All were in favor. The motion passed 4/0.**

85 **a) CONSENT CALENDAR.**

86 1. Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 under RSA (31:95(e)) – donation to the  
87 Milford Ambulance Department.

- 88 • 1 Protexus Cordless Electrostatic Sprayer from NH EMS Bureau - \$645.91
- 89 • 1 Container of 200 Protexus Tablets from NH EMS Bureau - \$200.00
- 90 • Gift Certificate from Sal’s Pizza - \$25.00

91 **b) OTHER DECISIONS**

92 1. N/A

93  
94 **5. TOWN STATUS REPORT - John Shannon**

95 **a. 2021 Operating Budget** - The Town budget process for 2021 is well underway. The proposed operating budget has  
96 been put together by the Town staff and has been submitted to both the Board of Selectmen (BOS) and the Budget Advisory  
97 Committee (BAC) for review and comment. The BOS and BAC will be holding a joint public meeting in the Town Hall  
98 Auditorium and on Zoom on Saturday, November 14th at 9:00 am to discuss the operating budget.

99 **b. DRAFT Warrant Articles** - Administrator Shannon said this is just a rough DRAFT of warrant articles that will be pre-  
100 sented this year. Most of them are standard and the others are still in DRAFT format, we are still waiting for wording and  
101 additional information.

102 Selectman Dargie said the Library warrant article needs to have the number in the body changed to match the top number.  
103 He questioned the wording on the Library Capital Reserve warrant article. His preference would be to not have it split, it  
104 should be all the Board of Selectmen voting on the amount, or all the amount voted on in a town vote. He also questioned  
105 the basic function of that capital reserve account. It should be stated more clearly. Administrator Shannon reminded Se-  
106 lectman Dargie that this is still in draft format and we are waiting for additional information.

107  
108 Selectman Dargie feels that the warrant article for the Reconstruction of Town Roads should be included in the Town’s  
109 budget and not as a warrant article. Last year we did a warrant article of \$400,000 for road construction and it was well-  
110 received. He will bring it up on Saturday at the joint meeting.

111  
112 Selectman Labonte asked if there will be a separate warrant article be included in-case the Dispatch warrant article doesn’t  
113 pass, something as a backup as far as upgrades to our current system. This is something that should be looked into further.

114  
115 Selectman Dargie referenced the Information Technology Software and Hardware warrant articles and feels that they  
116 should be combined. Selectman Freel said the least amount of warrant articles would be better. Selectman Dargie said a  
117 capital reserve account has a purpose and you have to use that money for that purpose. In the future, you might need hard-  
118 ware but there is money in the software and you can't use it.

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**6. DISCUSSIONS:**

**a. State Legislative Needs** - Selectman Dargie asked what this was about. Administrator Shannon said Chairman Daniels brought this up, if there is any input that the Board might have to pass on to the state legislature, let him know.

Selectman Dargie said the Governor said he wants to downshift costs down to the towns and school districts and use taxes for businesses as a central focus. Milford received \$2.5 million from the state in the past two years for property tax relief. Under the Governor's plan, that is going to go away. If the \$2.5 million is evenly divided, works out to about 75 cents on the tax rate or a 3% increase on taxes if it's gone. He would like to ask them to protect that 3% on our taxes and not fund businesses.

**7. PUBLIC COMMENTS:** - Selectman Labonte asked when the RFP numbers will be out, he thought it would be November 9<sup>th</sup>. He's looking for bid opening dates for RFP's on the addition and the radios. Administrator Shannon said this will be discussed in the non-public meeting tonight.

Selectman Labonte asked when the public openings occur. Administrator Shannon said when the bidding is complete and the Board has made a decision. Selectman Labonte asked if we had a schedule. Administrator Shannon repeated that it will be discussed in the non-public meeting later tonight. This is a competitive bid process and there is only so much you can put out in the public right now.

Selectman Labonte asked about opening the architectural, when is that date. Administrator Shannon said they are all designed to be done in plenty of time to develop warrant articles.

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

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

**b. OTHER ITEMS (that are not on the agenda).** Vice-Chairman Dargie said an e-mail was sent out about COVID Travel.

NH residents or out-of-state visitors traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to self-quarantine for the first 14 days of any intended stay in NH after travel (starting from the last day of their travel outside New England). This recommendation is irrespective of the mode of transportation for travel (public vs. private transportation). The Governor is estimating it to be about 500 cases/day in NH. It was suggested that the Board of Selectmen issue this policy, this isn't mandated but warrants a discussion.

The Town of Milford Board of Selectman, following the State of NH's Travel Guidance for Employers, want to place on record that any staff planning on non-essential travel outside the New England area (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) will need to quarantine for 14 days upon return from any location irrespective of the mode of transportation. While this is a recommendation from the State of NH, the Board is asserting it's an option as an employer to make this mandatory effective immediately. Please speak with your supervisor about any non-essential travel arrangements. The Board of Selectman will adjust this policy as conditions warrant.

Administrator Shannon said he put a policy about this in place months ago. He feels this should be handled by the Town Administrator's office as it has been. Things are changing daily. If the Board wants this effective, we could lose essential members in the town if they go on travel for up to two additional weeks. Our IT Director is going on travel and if he has to quarantine for another two weeks, we have no back up for his job. We have been basically working under this policy since March.

Chief Flaherty said this was sent out prematurely, it's in a draft format. There are exceptions. Administrator Shannon is doing a fantastic job and this should go to him as part of the day to day operations of the Town. These are just recommendations, not guidelines or policies and updates to this will be provided by the state soon. There is no penalty for not following this.

Vice-Chairman Dargie proposed to take no action at this time and put it on the agenda at the next meeting and have our Administration modify the policy and make recommendations. He's in favor of strong restrictions and things are getting worse. Selectman Freel doesn't feel it's necessary to talk about this at the next meeting, he feels we should wait until the State of New Hampshire comes out with a new set of guidelines or until Chief Flaherty brings it up again. Chief Flaherty agrees.



## 9. Approval of Draft minutes - November 12, 2020

### DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 12, 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# 883 0564 5842 and the password is 988575 or join the Zoom Meeting @ <https://zoom.us/j/88305645842>. 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 John Shannon, Town Administrator (Zoom)  
Paul Dargie, Vice Chairman Andrew Kouropoulos, Videographer  
Laura Dudziak, Member (Zoom) Tina Philbrick, Executive Assistant (Zoom)  
Chris Labonte, Member (Zoom)  
David Freel, Member

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

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

**a. Architect RFP** – Two proposals were received for the Milford Police Department addition. One proposal was from BMA Architectural Group and the other one is from Cowan Goudreau Architects. Chairman Daniels said their intent tonight is to choose an architect.

Selectman Labonte asked if this was going to cost us any money. He quoted Captain Frye as previously stating that the money gets rolled into the bid when it's awarded. Captain Frye some gets rolled into it but the master plan doesn't. Chairman Daniels said a couple decisions need to be made. One is to choose an architect and the other is where is the money is coming from. The work needs to be done prior to the annual meeting. Captain Frye agreed.

Director Calabria said any cost upfront would be rolled into the bond and when we incurred financing for the bond we would payback prepaid expenses. This would go on our books as a liability for these funds. The money would have to be expended out of any surplus we could come up with.

Selectman Labonte said according to DRA, no means no. Article four didn't pass in 2020; therefore, in his opinion, we can't spend any money on it. Both bids refer back to dealing with the Police Department Dispatch. He thinks this is trying to appropriate money for a warrant article that failed a town vote.

Chairman Daniels said the cost would be for a future warrant article. Selectman Labonte made a motion that we don't approve an architect until we hear from DRA or Town Counsel. No one seconded, the motion failed. Selectman Labonte said he will bring it to DRA if it does pass.

Selectman Dargie made a motion to award the contract to Cowan Goudreau Architects as per their proposal. Seconded by Selectman Dudziak.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/12/2020

64 Selectman Labonte repeated his earlier question concerning associated costs. Chairman Daniels asked Director Calabria if  
65 this was the whole cost or would it be something else. Director Calabria said the whole amount. Selectman Freel said if we  
66 are going to use anyone, he is for Cowan. He has issues with spending money before this is approved. Is it possible to talk  
67 to them and ask for a lower rate for these plans? That is a lot of money for a set of plans.  
68

69 Kathy Parenti, Milford resident, and Library Trustee said they had to do the same thing when they were dealing with the  
70 Library warrant article, you have to put the money upfront to get the plans done whether it passes or not. Selectman La-  
71 bonte said she didn't have a warrant article that was voted down. Kathy said they had their plans in place and hired the  
72 architect and construction manager and that they had to pay them for the plans to submit for the warrant article.  
73

74 Selectman Labonte asked Director Calabria what "no means no" on a warrant article. Director Calabria said exactly what  
75 Selectman Labonte thinks it does however, in this case, Chairman Daniels is correct and Selectman Labonte is not. This is  
76 a future warrant article, not a previous one. Director Calabria said he's been dealing with the DRA since 2002 and the ar-  
77 chitectural fee is for a new project.  
78

79 Selectman Labonte then questioned the project schedule. Captain Frye said both the proposals are still doable, but would  
80 need to be started quickly. We will still get the information before the deliberative session. Selectman Freel said after hear-  
81 ing Director Calabria speak, he remembers that one of the biggest complaints at the last Deliberative session was not having  
82 a firm number. He's in favor of going forward with an actual bid so they can move forward with a warrant article with a  
83 firm number.  
84

85 Jeff Marshall, Milford resident, said we are not talking about a lot of money. We are in an unusual year where there are  
86 unknown revenue effects. Two years ago a warrant article was reduced down to do a study. Another warrant article was  
87 not passed in March and now we are thinking about the building needs. Why didn't we think of this before? He feels like  
88 this is a nickel and dime process to push forward what he thinks is going to be a multimillion-dollar project and he doesn't  
89 feel it's the correct way to do it. He agrees that the last warrant did not reach the 60% vote threshold. This should all be  
90 done in March. If we need to spend money to come up with a price then we need to put it to the voters. We are not in a  
91 good place this year to spend any extra money.  
92

93 Selectman Dargie agrees with Selectman Freel, the message he received from the last vote was that people want to know a  
94 firm price, a known quantity, not a guess. It's important to provide a warrant article that is built on quotes for everything.  
95 He's in favor of moving ahead and getting an actual quote for the building.  
96

97 Director Calabria said between the Police and Ambulance Departments they have a projected surplus of \$35,000 at the Po-  
98 lice Department and \$6,000 at the Ambulance Department. This would cover the architectural cost this year. This is a great  
99 time to do a funding project. We are at a historic low as far as interest rates. The CPI is at 1.5% and the borrowing rates  
100 are at .5. At this point, it's free money to finance a project. Milford usually takes a couple of years to embrace a project  
101 and 53% was a good leap of faith to get us to that 60% should something get on the warrants again this year.  
102

103 Selectman Labonte said he thinks it would be irresponsible to spend money that wasn't budgeted. Surplus money left over  
104 from a budget should go back to the tax-payers. He brought up what the pandemic could do to our economy as far as future  
105 revenue coming in and future expenses to the Town. Selectman Freel said he hears what Selectman Labonte is saying but  
106 there have been meetings in the past where Selectman Labonte has asked to spend thousands of dollars on repeaters and we  
107 don't even know if that is going to help the problem at all. You say there is a \$40,000 surplus that you want to go back to  
108 the taxpayers but if we had \$100,000 you would want to spend it on repeaters having no idea if they will even help. You  
109 are saying one thing during one meeting and now at this meeting you have reversed your position.  
110

111 Selectman Labonte said hypothetically let's say it was \$100,000 on the repeaters, there has been no indication that the re-  
112 peaters will not help. Trying to protect our emergency services is different than spending money on engineering that could  
113 get voted down then it's a loss. Even if it's only a slight percent of improvement, it's a plus.  
114

115 James Powers, Milford resident, said he reviewed warrant article 4 and living in a granite state for the line of site if there is  
116 a mound that is in the way, the signal won't be able to get through no matter how much money you spend. He asked if any-  
117 one has done any studies on antennas and sending and receiving signals. He thinks the town shouldn't spend any money  
118 especially since the voters denied the warrant article. He thought that tonight's discussion was part of warrant article 5 of  
119 2020.  
120

121 Selectman Labonte told James that this addition would be on the Police Station for a town-owned dispatch center. It has  
122 nothing to do with MACC Base, only article 4.

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123 James Powers has concerns about spending money on something that was didn't pass. Chairman Daniels said the proposal  
124 we are looking to put forward next year is different than what was proposed this year. He asked James what information he  
125 would want when he goes to vote on something. Do you want us to give you something like a blank check in us guessing  
126 what it would cost or an actual price of what it will be? Two years ago when we brought this forward the people asked for  
127 more information and they turned it into an \$85,000 study which we did. That study would answer your connectivity ques-  
128 tions. What information would make you comfortable that you know enough about what is being put before you that you  
129 could vote yes or no?

130  
131 James Powers said before anything goes to the tax-payers he would like to see outside fundraising like they use to do in his  
132 hometown if they wanted something. He thinks this town would want to see the same thing instead of higher tax rates. He  
133 said the town would also like to have transparency and reasons why this is being asked for and is it an absolute need. If it  
134 can be fixed, it would be better than just wanting something just because you want it.

135  
136 Chairman Daniels said the one thing that the three-member towns agree on is that the whole system needs an overhaul.  
137 There are factors beyond the equipment. There are safety factors for those working in MACC Base. As a citizen, would  
138 you feel comfortable if we put new equipment up in the same location smoke from the 3<sup>rd</sup> floor goes up and sets off a  
139 sprinkle and water destroys millions of dollars' worth of equipment? Currently, the choice that MACC Base personnel  
140 have if there is a fire or smoke and the building has to be evacuated, their choice is to stay there and keep the communica-  
141 tion going or evacuate, drop the communication, and be safe. That is the emphasis on having another location that would  
142 be separate and they could continue to do their work.

143  
144 James Powers asked if there were percentages of miscommunication that has happened, where calls have been dropped and  
145 officers have to use their cells. Chairman Daniels said there are over 20 pages of documents about this issue. We believe  
146 and our experts have told us that putting in another system and focusing on Milford first would solve it. Selectman Labonte  
147 said a lot of those issues revert back to portables which are on the Police Departments' side, not on MACC Base's side.

148  
149 Selectman Labonte asked what change in the scope of work for the proposed warrant article for this year versus last year.  
150 Chairman Daniels said the proposal this year is a different location. Selectman Labonte said that changed after the RFP  
151 was done and that's why, in his opinion, it became amended. He told Chairman Daniels that if he read the bids, it's hooking  
152 into the existing fire suppressant system which is water. That and smoke doesn't set off sprinkler systems, most of the time.  
153 Chairman Daniels said this has a date on it of October; he's talking about what they voted on in March. Selectman Labonte  
154 said the location changed because of the logistics.

155  
156 Captain Frye said it was moved to the other side of the building because it would be cheaper to build. There are two sepa-  
157 rate suppressant systems there, one is water and the other is chemical. If we approve an architect is it a given that they  
158 would hook into a water system or dry system. Captain Frye said these are questions to ask the architect once you chose  
159 them.

160  
161 Jeff Marshall said he would love to have a firm fix price on the ballot. There will be a plus or minus on any number pro-  
162 posed. He expects Department Heads, the Board of Selectmen, and the Budget Advisory Committee to get solid numbers.  
163 When we say yes or no in a warrant article, we should follow that process. All presentations previously spoke about put-  
164 ting an addition for dispatch on the Police Station and this sounds like spending money for work that was voted down in  
165 March. We should have been more prepared for what was presented in March. He doesn't want to come back each month  
166 and see us asking for more money. The \$2.4 million number was good, it was reasonable. James Powers asked if the Town  
167 has entered into an obligated contract with an architect. Chairman Daniels said no.

168  
169 Selectman Freel said if you're going to say you have to go through the process and get a warrant article to spend the money  
170 for an architectural plan then you might as well not even put a warrant article in for the new system. No one is going to  
171 vote for the new system when they don't even know if the architect will pass. If you do this you are pushing this off an  
172 entire year. Nothing is going to be fixed and we are not going to buy repeaters, it isn't going to happen. No one is going to  
173 vote for them and we will be back to square one next year.

174  
175 Selectman Labonte said he was told to remember who put you on the Board because it is the residents and they are our  
176 boss. The warrant article failed and he repeated that "no means no". As far as he is concerned, this is the same thing as last  
177 year, not something new. If this passes he will check with DRA himself to find out if it's allowed.

178  
179 Administrator Shannon said as far Selectman Labonte contacting the DRA directly, according to the Board of Selectmen's  
180 Rules of Procedure he cannot. That task is something that the Presiding officer delegates to the staff. The Finance Director  
181 has contacts with the DRA and he should be doing this. The question for the last warrant article is whether or not to bond



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182 something and we are not bonding anything here. This would be coming out of surplus. It's his understanding that this  
183 Board did spend over \$200,000 in surplus last year on a variety of things including a police cruiser. The surplus has been  
184 spent on things when the need arose. This is to get us a set of architect plans, plans don't expire; they do not have a shelf  
185 life.

186  
187 Selectman Freel gets going along with what the tax-payers say. Three thousand people come to vote, he didn't get all  
188 3,000, he probably didn't even get 60% but he's still sitting here. Fifty-three percent of the town feels that this is a great  
189 system and we should do that, their voices shouldn't be sheltered just because a smaller majority said no. We are just trying  
190 to put this back to the taxpayers with firm numbers. The Deliberative session was a mess because of inconsistent numbers  
191 and false accusations. We are trying to spend this money to provide a firm number. He is against spending money and rais-  
192 ing taxes unless it's necessary. This is the only way to get a firm number back to the tax-payers. If they say no again, we  
193 figure something else out. Maybe the architect will lower the price, it can't hurt to ask.

194  
195 Selectman Dargie said the current system has serious problems. Our Police Officers have been unable to communicate on  
196 many occasions. Repeaters may help a little, but it's not going to solve the problem. The system is not designed for today.  
197 It does not work properly. It needs to be completely replaced and to him, it's an urgent thing. CTA is an expert on analyz-  
198 ing and designing communication systems and they did a thorough study that came up with a recommended system to re-  
199 place the current system. It's important to work as much as we can to bring forth a warrant article that will be passed. The  
200 message we received last year was that a lot of people were in favor of it but they worried about the cost. They didn't like  
201 the fact that it was estimates instead of actual costs. Having actual cost will bring us up to where we need to be. Thinking  
202 that repeaters are going to fix everything isn't accurate nor does it solve the overall problem.

203  
204 James Powers said "the plans don't change and the cost shouldn't", is an incorrect statement. Cost change yearly. He men-  
205 tioned a delay in installing culverts on Melendy Road because of a shortage of materials. Saying that 53% of the people  
206 voted on this project is inaccurate, the town has 15,000 people. Selectman Freel said 53% of the voters that showed up in  
207 March voted for the dispatch center. James doesn't understand why we don't have a larger turnout. He said he doesn't  
208 have Facebook but the town on Facebook is pissed about this. If continue to raise taxes for projects that you push forward  
209 regardless of what the voters want they will move. His taxes have increased a lot in eight years. He brought up outside  
210 fundraising again. He mentioned monies collected for the parades and the pumpkin festival that should be given back to  
211 the tax-payers.

212  
213 **Selectman Dudziak made a motion to call the question. Seconded by Selectman Dargie. Chairman Daniels called**  
214 **the question but will allow Selectman Labonte to speak since he had his hand up before the question being called.**

215  
216 Selectman Labonte said for over 30 years, MACC Base has worked. He pushed for repeaters but has never stated that they  
217 will fix the problem. It's a starting place. He thinks that pushing this to the voters again is like pushing it down their throat.

218  
219 **We are now on the motion to approve to award the contract to Cowan Goudreau Architects as per their proposal.**  
220 **A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman**  
221 **Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.**

222  
223 Selectman Labonte asked where they were getting the money for the architect. Administrator Shannon said it needs a vote  
224 but it would come from the surplus that had been identified earlier in this meeting.

225  
226 **Selectman Labonte made a motion to not appropriate \$32,900 for the architect. There was no second. The motion**  
227 **failed.**

228  
229 Chairman Daniels said the choices are to use the surplus money or take it out of the fund balance.

230  
231 **Selectman Dargie made a motion to use surplus money for this year to fund the architect for \$32,900. Seconded by**  
232 **Selectman Dudziak.**

233  
234 Selectman Freel asked if we would try to get the price down. Chairman Daniels said we can talk to the architect. We can  
235 amend to have them spend no more than that amount. Administrator Shannon said they could talk to the architect about  
236 lowering the cost. Selectman Freel said he would rather the motion be around \$25,000. Chairman Daniels said \$25,000  
237 may not be acceptable to them or you would amend it to not more than \$32,900 and try for less.

238  
239 Selectman Dargie amended the motion to use surplus money for this year to fund the architect for not more than \$32,900.  
240 Seconded by Selectman Dudziak.

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241 Selectman Labonte said more than likely in March when “this all gets voted down”, this could have been \$32,000 that  
242 could have been spent elsewhere to improve communications for our Police Officers. If it fails we will have no money and  
243 be further behind. Chairman Daniels said as part of the majority that wants to go forward and put this before the voters, he  
244 doesn’t share Selectman Labonte’s pessimism. He would hope the Board would do their best to educate the voters on what  
245 is being put before them.

246  
247 Selectman Freel said he agrees that we would have \$32,000 more but we would also have \$85,000 more if the voters didn’t  
248 pass the warrant article to spend on the CTA study. He wants to see where this goes in March. If Selectman Labonte is  
249 right, then we can talk after. For now, this is the best course of action.

250  
251 Jeff Marshall asked if the drawings would get us a firm fixed price on a construction contract. Chairman Daniels said yes.  
252 Jeff asked if we were looking at any other cost to put this in front of the voters in March. Chairman Daniels said not that  
253 he is aware. He deferred the question to Captain Frye. Chief Viola said Captain Frye would be back in a minute.

254  
255 James Powers asked Selectman Freel if the money he was referring to was spent after a warrant failed or before the warrant  
256 article. Selectman Freel said he wasn’t a selectman at the time but he was at the deliberative session when the warrant arti-  
257 cle was \$2.4 million and it was changed to a study for \$85,000. It’s sad about only 3,000 people voting, but it’s sadder  
258 when only 200 or 300 hundred come in for the voting on the deliberative session. We spent \$85,000 on a professional study  
259 for Milford, not Lyndeborough, or Wilton to see what Milford needs. This is what they came up with. People want to  
260 know what the cost will be. Article 5 was just to fix MACC Base was also a false number. Maybe if you were there, you  
261 would understand more. The tax-payers on the voting day didn’t have firm numbers. We now have a chance to give them  
262 what they wanted. The Board is doing a good job at making sure that the \$85,000 was spent correctly. This building is the  
263 last piece of the puzzle for the warrant article. He is basing his knowledge on CTA’s expertise. He would love to see more  
264 people go out and vote. He wants our emergency services to be able to talk to each other and be safe. If it doesn’t pass,  
265 understand that to fix MACC Base, Milford will be spending over a million dollars and a half dollars of which Milford is  
266 paying 71%, and you have to get two other towns on board with it.

267  
268 Selectman Labonte said he thinks the other Board members are over optimistic. He is 20% of the Board and he is the same  
269 as the other Board members. He will also do his best to educate the voters from his view point that the Milford only system  
270 is wrong. At the end of the day, we all have our own opinions. He will educate people about why he thinks it should not  
271 pass and not support the Board’s majority decision.

272  
273 Chairman Daniels asked Captain Frye if there was any other cost coming up beyond the architect. Captain Frye said no.  
274 Jeff Marshall asked if any of the vendors that are going to give a firm fixed cost for the warrant article, being presented in  
275 March are going to ask for any more money. Captain Frye said no.

276  
277 Cheryl Giggetts, CTA Consultant, agrees with Captain Frye. Selectman Labonte said for clarification, we are not spending  
278 any more money between now and voting. Chairman Daniels said the cost in moving this forward in our proposal will not  
279 exceed \$32,900. Selectman Labonte is referring to any other cost besides the architect. Chairman Daniels said as stated by  
280 two people, the answer is no. James Powers asked if they have three bids. Chairman Daniels said they went out to bid and  
281 have two bids back that are posted on the Town’s website.

282  
283 Selectman Freel asked Cheryl Giggetts if there was a reason why they didn’t get three bids back for the radio system.  
284 Cheryl said they sent it out to multiple vendors and one said the system was outside of their territory, some smaller vendors  
285 didn’t propose because the major vendors proposed, and another vendor said they haven’t done enough work in this area  
286 and they couldn’t pull the resources together to do this. Selectman Freel asked if they normally get three bids. Cheryl said  
287 no, they usually get two. They thought they might get more because this is a smaller system.

288  
289 Selectman Labonte said the relocation of the existing Police Officer memorial wasn't included in the architect's plans. How  
290 is this going to be done; there must be some cost associated with relocating it. That was paid for with private funds and he  
291 feels it will involve public funds to move it.

292  
293 Chairman Daniels said the relocation of that memorial will be done by DPW. Administrator Shannon will ask Director  
294 Riendeau. Captain Frye said DPW is coming over tomorrow to discuss it; it won’t cost much to move it to the other side.  
295 Selectman Labonte said there is still a cost associated with that even though it’s DPW doing the work. You can’t take DPW  
296 off other jobs to do other things.

297  
298 Captain Frye said there would be work done anyway because it's falling over now. Selectman Labonte asked who main-  
299 tains that; it's not that old. Captain Frye said the issue is that the trees and their roots got under it and they are causing prob-

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300 lems. Selectman Freel asked Captain Frye to let them know what the labor and materials would cost with DPW. Captain  
301 Frye said yes.

302  
303 Chairman Daniels said DPW does far beyond the things that we think that they do during the year when things come up.  
304 Things like clearing a parking lot at 127 Elm Street, many different things that we don't stop and say, okay, how much of  
305 DPW's budget is that going to be because it was something not necessarily factored in. When we get to the point when we  
306 are looking at DPW and have to put a price on every little thing we will start setting precedents that we don't need or want  
307 to set. Selectman Freel agrees, but he asked for the number because Selectman Labonte wants to know.

308  
309 Administrator Shannon said if DPW is going to do this, it's coming out of their operating budget; they are not going to ask  
310 for additional money. We will get an answer for you. Chairman Daniels told Jeff Marshall that there may be a cost associ-  
311 ated with this.

312  
313 Jeff Marshall said that's part of the construction, so it's part of the warrant article. Selectman Labonte said DPW is com-  
314 pletely capable of doing lots of projects and they do a great job. If you are putting something in front of the voters it needs  
315 to be the whole package deal. Administrator Shannon repeated that it would come from the operating budget and that he  
316 will get the number that Selectman Freel asked for.

317  
318 **A roll call vote was taken for the above motion with Selectman Dargie yes, Selectman Dudziak yes, Selectman La-**  
319 **bonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.**

320  
321 **b. MACC Base Budget** – Chairman Daniels said the budget was sent out on the 9<sup>th</sup> for the Selectman to review. He sent  
322 out his notes from attending the budget hearings.

323  
324 Jeff Marshall said he's worked at MACC Base and other dispatch centers in New Hampshire. It's tough during a decom-  
325 mission year there was a budget and then defined end date as the towns went and did their things. Commitments were  
326 made but not necessarily kept so it was hard to maintain the structure of the salaries. The result was a substantial overtime  
327 cost that wasn't budgeted for. Milford's conversations about wanting a dispatch center will have a management impact on  
328 MACC Base. Two full-timers are leaving MACC Base in December. Something should be allocated for next year with the  
329 possibility of needing additional money to maintain MACC Base especially if the warrant article in March does pass. We  
330 should put money aside to account for the decommissioning of one system and the implementation of a new system. He  
331 doesn't think this money should be in the MACC Base budget, it should be a line item in the Town's operational budget.

332  
333 Chairman Daniels said at the last MACC Base meeting they mentioned that the expected surplus will be about \$100,000.  
334 They also added a new line to the budget called surplus expenditure so they can track how much of the surplus has been  
335 spent. He would think that is where that would come from. We've used about \$27,600 in overtime. It could be more but  
336 do have a buffer there already. The \$100,000 surplus has been somewhat historical. Jeff said this isn't a job anyone can  
337 walk into. There is a lot of training involved inside and outside. The transition won't be easy.

338  
339 **Chairman Daniels notes:**

340 • 2021 Proposed Budget	\$797,998.07	(+4.37%) = \$33,431.29	Milford share = <b>\$552,187.71</b>
341 • 2020 Budget	\$764,566.79	(+3.48%) = \$25,680.10	Milford share = <b>\$529,054.39</b>
342 • 2019 Budget	\$738,886.69	(+4.40%) = \$32,511.02	Milford share = <b>\$511,284.63</b>

- 343
- 344 • Proposed budget includes 2.5% merit raise
- 345 • Same number of staffing positions:
- 346 6 Full-Time (including Director)
- 347 1 Vacancy
- 348 8-9 Part-Time
- 349 • All holiday pay gets paid in the first paycheck in December
- 350 • Director (salaried) does not receive holiday pay
- 351 • One employee eligible for full-time benefits, but is not taking it, opting instead to take a buyout at 40% of the single person
- 352 (\$320/month)
- 353 • Audit reduction pays for treasurer
- 354 • New IT line (6152) is split from Computer Repair/Maintenance line (6150), which is usually overspent

355 The amount in (6152) is \$13,284 Chairman Daniels questioned why there was so much in IT in previously, the computer line never  
356 showed \$18,000 to \$20,000. He was told that that line had always been overspent which is the reason for the split.

- 357 • New Surplus expenditure line (6301) added to track the amount spent from surplus
- 358

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/12/2020

359 Captain Frye said the merit base is only 2.25%, not 2.5%. Selectman Labonte asked about the Treasurers' position. Chair-  
360 man Daniels said there was a decrease in the audit line and the money from there will fund the Treasurer. Selectman La-  
361 bonte said there have been recommendations over the audit for the past two years and he wanted to point out that they are  
362 taking recommendations from the auditor to attempt to fix their bookkeeping problems.

363  
364 Chairman Daniels said that the Board of Governors is meeting one more time so we can have our input for any changes.  
365 Selectman Labonte asked where we were on an IMA. If we don't have an IMA, we don't need a budget.

366  
367 Captain Frye said the other towns have the IMA and they are meeting on Monday as does the Board of Governors and that  
368 is where we will approve the budget. We will know more on Monday. Chairman Daniels clarified that the document that  
369 Milford signed with the extension has been given to the other two towns for consideration. Captain Frye said the Director  
370 has it and the other two towns know about it; they will be presented that information on Monday.

371  
372 Selectman Freel clarified that we did this almost a month ago and they are now just starting to talk about it? Selectman  
373 Labonte asked when the other towns got the IMA. Captain Frye said that they all had to be signed and he gave it to them at  
374 the next meeting which was this week. Chairman Daniels said they requested four separate originals.

375  
376 Administrator Shannon said the other towns knew of the decision of this Board before Captain Frye gave them the signed  
377 pages. They didn't just find out about it. Selectman Labonte said he assumed that they wouldn't take it up without the  
378 signed page in front of them just like any other contract that you are signing. Administrator Shannon said it was the same  
379 contract that is already in place so they already had copies of it. Chairman Daniels said all towns wanted their original cop-  
380 ies instead of just one to be passed around.

381  
382 **3. PUBLIC COMMENTS** – Selectman Labonte asked about the street light in front of the Bales School that is out. Is  
383 there a way to get on Eversource and find out when they are going to fix it, it's been nine months by his estimation. Admin-  
384 istrator Shannon said they will try to put more pressure on Eversource to fix it. Captain Frye said he has a couple of guys  
385 he can call on it.

386  
387 Chairman Daniels said years ago there was a billboard put up across from Medlyn Motors for our emergency services.  
388 There was a dedication to the billboard. For whatever reason, the billboard is almost laying on the ground. He can't seem  
389 to find out who owns the billboard. Something needs to be addressed with it, either find the owner or dispose of it alto-  
390 gether. The billboard is 8' x 6'.

391  
392 **4. NOTICES** – Notices were read by Chairman Daniels

393  
394 **5. ADJOURNMENT - Selectman Freel moved to adjourn at 6:52. Seconded by Selectman Labonte. A roll call vote**  
395 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and**  
396 **Chairman Daniels yes. All were in favor. The motion passed 5/0.**

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398  
399  
400 \_\_\_\_\_  
401 Gary Daniels, Chairman

400 \_\_\_\_\_  
401 Chris Labonte, Member

402  
403  
404  
405 \_\_\_\_\_  
406 Paul Dargie, Vice Chairman

405 \_\_\_\_\_  
406 David Freel, Member

407  
408  
409  
410 \_\_\_\_\_  
411 Laura Dudziak, Member

# 10. Treasurers Report - September 2020

TREASURER'S REPORT  
TOWN OF MILFORD, NEW HAMPSHIRE  
9/30/2020  
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 9/1/20	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
<b>Receipts:</b>								
Taxes and Interest	322,195.26	-	-	-	25,741.59	-	-	\$ 347,936.85
Water & Sewer User Fees	339,408.77	-	-	-	38,243.20	-	-	\$ 377,651.97
Other Revenues	160,003.18	336,730.38	-	-	240.50	-	-	\$ 496,974.06
Ambulance	-	-	-	-	49,117.73	-	-	\$ 49,117.73
Recreation	-	-	-	-	2,335.20	-	-	\$ 2,335.20
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	25.99	974.59	-	0.42	70.82	\$ 1,071.82
Interest Income	-	-	-	-	-	-	-	\$ -
Investment Transfers	4,976,000.00	6,000.00	-	-	-	-	784,000.00	\$ 5,766,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
<b>Total Receipts:</b>	\$ 5,797,607.21	\$ 342,730.38	\$ 25.99	\$ 974.59	\$ 115,678.22	\$ 0.42	\$ 784,070.82	\$ 7,041,087.63
<b>Disbursements:</b>								
Accounts Payable Warrants	(1,648,228.75)	(82,284.44)	-	-	(6,616.71)	-	-	\$ (1,737,129.90)
Payroll Warrants	(446,999.23)	-	-	-	-	-	-	\$ (446,999.23)
Milford School District Appropriation	(3,495,972.00)	-	-	-	-	-	-	\$ (3,495,972.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	(540,000.00)	(245,000.00)	-	(3,835,000.00)	(112,000.00)	-	(1,034,000.00)	\$ (5,766,000.00)
Investment Transfers	-	-	-	-	-	-	-	\$ -
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	(2,826.88)	-	-	-	-	-	-	\$ (2,826.88)
Bank Charges	1,500.00	-	-	-	-	-	-	\$ 1,500.00
Voided Checks	-	-	-	-	-	-	-	\$ -
<b>Total Disbursements:</b>	\$ (6,132,526.86)	\$ (327,284.44)	\$ -	\$ (3,835,000.00)	\$ (118,616.71)	\$ -	\$ (1,034,000.00)	\$ (11,447,428.01)
Ending Balance as of 9/30/20	\$ (104,383.56)	\$ 43,911.36	\$ 135,205.18	\$ 8,463,581.46	\$ 13,144.19	\$ 10,675.45	\$ 177,923.26	\$ 8,740,057.34

*Allen White*  
ALLEN WHITE  
TOWN TREASURER  
11/20/20