

**5:30 – Petition Warrant Article:
Town Clerk Joan Dargie (verbal)**

**5:45 – Town of Milford’s New Website
Update: IT Director Bruce Dickerson
(verbal & visual on T.V. screen)**

4. a) 1) Request for Approval of donation to the Conservation Commission from Faye Richey for Rail Trail Maintenance - \$1,000

Town of Milford
CONSERVATION COMMISSION

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



Board of Selectmen
December 13, 2017

Re: Acceptance of Donation from Faye Richey

The Conservation Commission requests permission from the Board of Selectmen to accept a \$1,000.00 donation from Faye Richey. She requests that this extremely generous donation be put into the Rail Trail Fund for trail maintenance.

Thank you for your continued support of the Conservation Commission.

Respectfully,

Andy Hughes, Chair
Milford Conservation Commission

To traffic control,

I would like to see an officer periodically give tickets to people who do not stop at the corner of Nashua Rd ^(going west.) and the oval. There is a stop sign. Most people just drive straight through without stopping. During traffic hour. Many cars in a row don't stop. It is hard to cross the street in cross walk due to this. People on Middle St can not get out. Even when they are out. People driving through the stop sign of Nashua Rd fly around you. Almost hitting Middle St drivers.

Also:

I understand the need for 25 miles per hour from Oval to the hardware store. After that, it should be 30 miles per hour. I live in this spot. So I know 30 is appropriate, 25 is not appropriate. Others also mention these issues to me. So, I am not the only one with these issues.

Sincerely,

Resident



Policy Name:	Time Clock Policy	Policy Number:	2017-001-HR
Created:	10/25/17	Revised Date:	

I. PURPOSE

The purpose of this policy is to outline the time clock policies of the Town of Milford.

II. SCOPE

All employees (exempt and nonexempt) are required to use the time clock system to record their hours worked. Nonexempt employees are required to clock in and out for payroll and attendance purposes. The time clock records will be used to track attendance for exempt employees.

III. DEFINITIONS

Exempt Employees: Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employees: Non-exempt employees are not exempt from FLSA standards. Under the FLSA, these employees must be paid for travel time, on-call time and overtime. Non-exempt employees may also be referred to as “hourly” employees.

Hours Worked: Hours worked include scheduled hours worked and, for non-exempt employees, overtime hours and compensable travel and on-call time (please refer to the applicable CBA or non-union handbook for definitions and eligibility).

Overtime: “Overtime” means authorized work in excess of an established basic workweek of forty (40) hours or as otherwise authorized under the Fair Labor Standards Act.

Paid time off: Paid time off refers to the specific type of paid time off provided to Town employees in accordance with the applicable CBA or non-union handbook.

Meal Periods: Bona fide meal periods (21-30 minutes or more) are not compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if s/he is required to perform any duties while eating. If a situation necessitates, a meal waiver should be placed on file.

Rest Periods: A rest period is between 15-20 minutes and is paid for as working time.

Clocking in, Punching in (or out) all denote the same meaning. They refer to the action of utilizing the electronic time and attendance software system and associated hardware to record start and end times of compensable work.

Travel Time: Time spent by an employee in travel as part of his/her principal activity, such as travel from jobsite to jobsite during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work activity and is not considered hours worked. See [Regulations 29CFR 785.33](#).

Electronic Web Services (EWS) and Mobile Access: Employees will be required to punch using one of several devices that may include the electronic timeclock, smartphone application (mobile access) or web portal. All



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necessary functions related to timekeeping can be done at the timeclock. The option to utilize mobile access or web portal is voluntary and at the employee’s expense. The Town of Milford will not be reimbursing employees for the use of the personal devices.

IV. TIMECLOCK STATIONS

Employees can punch in or out at any of the time clock stations in any of the municipal buildings. If there is a problem with the time clock, employees should notify their supervisor, who will then notify Human Resources and Finance.

V. RESPONSIBILITY

- It is the responsibility of all managers and supervisors to assure compliance with Federal, State and local wage and hour regulations and recording of all hours worked. See Regulations [29CFR 785.13-Duty of Management](#) and labor rule [LAB 803.03 Notification and Records\(f\)](#)1-6.
- It is the responsibility of employees to accurately record hours worked utilizing the electronic time and attendance system.
- It is also the responsibility of each employee to not allow others to punch in or out on their behalf. The employees electronic punch becomes the certified record of their time worked.
- The Human Resource Office and/or Finance Department may audit employee time and attendance data at any time in order to assure compliance with these policies and any other applicable federal, state, local and collective bargaining requirements.

VI. PROCEDURE

1. Punching/Grace period

Each employee should clock in or out on time.

In the event circumstances prevent that from occurring, employees should clock in no sooner than 7 minutes before or after the scheduled shift and clock out no later than 7 minutes before or after the scheduled shift. There is a 15 minute rounding for punches that occur 8 minutes before or after the scheduled shift start or end times. Nonexempt employees are required to clock in and out for lunch breaks in addition to at the beginning and end of the day.

2. Missed Punch

If an employee misses the window for clocking into the timekeeping system, the employee should notify the supervisor as soon as possible. The supervisor will manually enter the employee’s work hours via the



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manager time clock portal (SWS) and reflect a reason for the missed punch. Employees who repeatedly miss time clock entries may be subject to disciplinary action.

3. Lunch breaks

When clocking in or out at lunch, the time taken will not round. The actual time used will be deducted.

4. Requests for Time off

Requests for time off can be done at the time clock. Once the employee submits a request, the employee’s supervisor will receive an email regarding the request. When the supervisor responds, the employee will receive a message at the time clock. If the time off had not been requested in advance, please advise the Administrative Assistant or Department Head prior to Submission of timesheets, so that s/he can make the necessary adjustment on the timesheet. The time clock system will only allow you to process a time off request if there is available time in the system.

5. Overtime (over 40 hrs/wk for most departments)

Nonexempt employees are permitted to work overtime only **with prior authorization** from their supervisors. Overtime includes clocking in early or late or working through the scheduled lunch period. Nonexempt employees who work overtime without prior authorization may be subject to disciplinary procedures.

6. Adjustments to a Timesheet

Any adjustment made to a timesheet after the employee had submitted the timesheet for processing will result in the timesheet being “re-opened”. The employee will then need to review the change that has been made and either a) approve the change and resubmit the timesheet for processing or b) speak to the manager or admin assistant or department head about the change and any concerns.

VII. Use of EWS (Electronic Web Services) and Mobile Access

The employee’s first attempt to punch in or out should always be the timeclock. Should an employee have to report to an external location (ie. External meeting, training, etc.) prior to coming to the work site or should s/he have to leave from a location other than the work site, the employee can use EWS or Mobile Access to punch in or out for a given day. If the employee does not wish to use their own devices, they can report their “in-time” or “out-time” to their respective department admin as soon as reasonably possible (within 24 hours). **NOTE:** The use of cell phone (mobile) or laptops (EWS) is voluntary and not a requirement of the Town. There will be no reimbursement for time and/or use of the personal devices as the information can be reported within the department and a manual adjustment can be made by a manager, administrative assistant or department head.



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VIII. Submission of Timesheets

At the end of a pay period, employees may review and submit their timesheet via the time clock. If a change has been made to the timesheet after the employee has submitted the timesheet for processing, reasonable efforts will be made (24 hrs) to get the employee’s approval of the change. Employees wishing to utilize EWS or Mobile Access can approve the change(s) via these applications.

If the employee does not get back to the department before the designated timecard submittal deadline, the timecard will be “pushed through” and a print-out will need to be signed by the employee indicating agreement with the changes. Any corrections or errors will be remedied in the next payroll.

IX. Enforcement

Supervisors are free to use discretion in disciplinary actions when employees have various, albeit repeated, offenses to the timekeeping policy or procedure.

Disciplinary action may occur as the result of the following actions:

- Repeatedly clocking in 8 minutes early or staying 8 minutes late
- Missed punches
- Incorrectly reporting time worked
- Altering, falsifying or tampering with time records
- Working unauthorized overtime

Please refer to the Town of Milford Employee Handbook - Disciplinary Action policy for direction on the appropriate disciplinary actions.

X. Other Departments

Department Heads may document additional needs in regards to a time clock policy. Employees should make sure they are familiar with your specific department requirements.



TOWN OF MILFORD

Policy Name:	Inclement Weather Policy	Policy Number:	2017-002-HR
Created:	12/01/17	Revised Date:	

I. POLICY:

The Town of Milford will always make every attempt to be open for business during publicized work hours even during inclement weather. The municipality reserves the right to close facilities should extraordinary circumstances warrant that action.

II. PROVISIONS:

A. Essential departments/personnel:

1. There are several departments – Department of Public Works, Milford Ambulance Service, Milford Fire Department, Milford Police Department and Water Utilities Department – that may be called on during emergency situations in inclement weather.
2. Staffing of these departments is pre-determined by the Department Head to determine best course of action as to who should be reporting to work and who would be deemed non-essential personnel. The Department Head will be responsible for notifying the Town Administrator of staffing adjustments/challenges.
3. Each department should have a phone tree or manner of conveying department closings/staffing to their respective employees.

B. Non-essential personnel:

1. **In all cases, it is the employee’s decision whether s/he is comfortable driving to work in adverse weather conditions.** Anyone may choose to leave the office if he or she feels uncomfortable about driving in the weather conditions. The Department Head or Manager must be informed.
2. For time taken off due to poor weather conditions, employees must use either a personal or vacation day, or floating holiday, when accrued time is available. If accrued time is not available, the time will be unpaid.
3. In all cases, employees need to inform their managers how their time will be recorded for that day, as well as documenting time to be used on their timecard, to ensure the manager understands and has the correct information to forward to Finance/Payroll.

C. Municipality Open – Delayed Start or Early Close – Essential employees

All essential staff normally scheduled to work should report to work unless otherwise instructed.

D. Municipality Open – Delayed Start or Early Close – Non-essential employees

- ✓ If the Municipality delays the start of the day
- ✓ If the Municipality closes early
- ✓ If the Municipality remains open on an adverse weather day

For the above scenarios, employees will be paid for hours worked. To offset a delayed start or early closure, employees must use either a personal or vacation day, or floating holiday, when accrued time is available. If accrued time is not available, the time will be unpaid. An employee may choose to come into work at the regularly scheduled time, or stay beyond a time the facility is closed to the public, provided there is work to be done and/or means to work is available.



Policy Name:	Inclement Weather Policy	Policy Number:	2017-002-HR
Created:	12/01/17	Revised Date:	

Nonessential employees may choose to leave work if they feel uncomfortable about driving in adverse weather conditions. It is the responsibility of the employee to communicate concerns/courses of action with the Department Head or Manager.

E. If an employee elects not to report to work on a day the Municipality is open due to weather concerns, the employee must either:

1. Use any accrued paid time off (vacation, personal or floating holiday) for the missed day or
2. If accrued time is not available, the time will be unpaid.

F. Declared State of Emergency

1. Non-essential Town Facilities will be closed following the Governor's/State of NH directive.
2. To offset the close of business:
 - a. Employees must use either a personal or vacation day, or floating holiday, when accrued time is available, or
 - b. If accrued time is not available, the time will be unpaid.
3. The Town Administrator may, at his/her discretion, authorize a closure as a paid day off in the case of a State of Emergency.
 - a. Should the Town Administrator authorize a paid day in the case of a State of Emergency, an employee who had already scheduled vacation, personal or holiday time would be required to use the time as requested.

G. In the case of the Wadleigh Memorial Library, the Wadleigh Director, in conjunction with the Library Trustees, should determine the status of opening or closing the facility in the during inclement weather.

III. COMMUNICATIONS

A. Reporting Tree as follows – Town Administrator -> Department Heads

1. Department Heads should follow Department Specific Protocol re: Emergency Notifications. Each Department Head, or designee, should have a current phone list of all employees within their department.
2. Notification to employees should occur using one or more of the following modalities:
 - a. NIXLE – will be the primary means of contact
 - b. Alternate means of contact – Phone, WMUR, Town Website, E-mail
 - c. Employees are encouraged to listen for updates on television (WMUR), check the WMUR website – www.wmur.com or check the Town website - <http://www.milford.nh.gov/>, for information regarding closure on a given day.

**Town Of Milford
Budgets and Bond Public Hearing**

Pre-Deliberative Draft

January 8, 2018

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

You are hereby notified that the Budget & Bond Hearing Meeting of the Town of Milford will be held, in accordance with "Senate Bill 2" (RSA 40:13), in said Milford, on Monday, the eighth (8th) day of January 2018, in the Milford Town Hall Board of Selectmen's Meeting room at six-thirty o'clock (6:30 p.m.) in the evening to discuss bond and budget hearing Articles to be presented at the Deliberative Session.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - MAIN FIRE STATION UPGRADE – BOND - \$3,864,300

Shall the Town vote to raise and appropriate \$3,864,300 for design and construction of needed electrical upgrades, parking lot expansion, facility renovations, and expansion of the downtown fire station, and to authorize the Selectmen to raise this appropriation by borrowing not more than \$3,864,300 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act, (RSA 33) and, further, to authorize the Selectmen to issue and negotiate such bonds, bond anticipation notes, or notes and to determine conditions and the rate of interest thereon, such funding to be repaid from general taxation, and to authorize the Selectmen to contract for and expend any Federal or State aid that may be available for this purchase. This is a Special Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty (60%) percent affirmative vote to pass. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$ 14,060,271 # not available at last meeting

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth in the budget for the purposes set forth herein, totaling \$14,060,271? Should this Article be defeated, the default budget shall be \$14,062,606, which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This operating budget warrant article does not include appropriations contained in ANY other Warrant Article. **The Board of Selectmen supports this Article (0-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 5 - WATER DEPARTMENT OPERATING BUDGET - \$ _____

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

WARRANT ARTICLE 6 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ _____

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

WARRANT ARTICLE 7 - BRIDGE REPLACEMENT CAPITAL RESERVE - \$ 175,000

Shall the town vote to raise and appropriate the sum of \$175,000 to be placed in the Bridge Replacement Capital Reserve Fund? This fund was identified in the May 2014 Hoyle, Tanner Associates, Inc. study that identified needed rehabilitation for 18 Town bridges. The \$175,000 builds upon the Bridge Replacement Capital Reserve approved by voters in 2014. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 8 - DPW VEHICLES AND HEAVY EQUIPMENT – CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of DPW Vehicles and Heavy Equipment, and to raise and appropriate the sum of \$40,000 to be placed in this fund? Expenditures from this fund will require a vote at town meeting. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 9 - FIRE APPARATUS REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 10 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 11 - AMBULANCE VEHICLE REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Ambulance Vehicle Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Ambulance Vehicle Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 12 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT – CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Public Safety Communication Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$20,000 builds upon the Public Safety Communication Equipment Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 13 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

Shall the Town vote to raise and appropriate the sum of \$15,000 to be placed in the Assessing Revaluation Capital Reserve Fund? The purpose of Revaluation of Real Estate Assessment is to meet our constitutional and statutory requirement that periodically these assessments are at full and true value. The Board of Selectmen has authority to expend from this fund. The \$15,000 builds upon the Assessing Revaluation Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

**WARRANT ARTICLE 14 - REPLACEMENT SIDEWALK PLOW LEASE/PURCHASE – \$155,000
(Annual Payment \$32,300/Total Purchase Price (\$155,000))**

Shall the Town vote to authorize the Board of Selectmen pursuant to RSA 33:7-e to enter into a 5-year lease/purchase agreement, subject to a fiscal funding clause, which will protect the Town in the event of non-appropriation, for the purpose of lease/purchasing a Sidewalk Plow, and to raise and appropriate the sum of \$32,300 for the first years payment? This will replace the 2000 Holder tractor plow with a sander that is no longer in service. This piece of equipment is used for winter maintenance to plow 13.6 miles of sidewalks during winter conditions. The total purchase price of this vehicle is \$155,000. If this article passes, future years' payments will be included in the operating budget. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 15 - SOCIAL SERVICES - \$40,000

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

WARRANT ARTICLE 16 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$30,000

Shall the Town vote to raise and appropriate the sum of \$30,000 for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 17 - PUMPKIN FESTIVAL, HOLIDAY DECORATIONS AND PLANTINGS - \$23,000

Shall the Town vote to raise and appropriate the sum of \$23,000 Dollars for purposes of Pumpkin Festival support by Public Works, Police, Fire, and Ambulance Departments; purchase and planting of flowers for the Oval and Stone Bridge areas; purchase of lights, garland, etc. for holiday decorations; or to take any other action relative thereto? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 18 – AFSCME CONTRACT - \$21,572

NEW

Shall the Town vote to approve the cost items included in the one year extension of the Police Officers’ Collective Bargaining Agreement (CBA) reached between the Board of Selectmen and Local 3657 of the American Federation of State, County and Municipal Employees (AFSCME) for contract year April 1, 2018 to March 31, 2019, which calls for the following increases in salaries and benefits, and to further raise and appropriate \$21,572 for fiscal year 2018? Said sum represents the additional costs over those of the current appropriation at current staffing levels paid in 2018 in the expiring Agreement. Upon approval of this Article, said cost allocation is to be transferred to the General Operating Budget or take any other action relative thereto. **The Board of Selectmen supports this Article (0-0).** The Budget Advisory Committee supports this Article (0-0).

	2018	2019
	Estimated	Estimated *
Wages	\$ 16,482	\$ 5,494
Fringe Benefits	\$ 5,090	\$ 1,841
Totals	\$ 21,572	\$ 7,335

NOTE:

The contract calls for a 2.0% increase plus up to any additional merit increase which exceeds the 2.0% and is approved and is approved in the operating budget for all other employees not in the AFSCME bargaining unit. *These figures represent the estimated increases for the first three months of 2019 to cover salary increases to contract termination date of March 31, 2019.

WARRANT ARTICLE 19 - SUMMER BAND CONCERTS - \$9,000

Shall the Town vote to raise and appropriate the sum of \$9,000 for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 20 - FUNDING OF THE ANNUAL LABOR DAY PARADE – \$10,000

Shall the Town vote to raise and appropriate the sum of \$10,000 for the purpose of funding bands, musicians and other allied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0).

WARRANT ARTICLE 21 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION - TOWN SUPPORT - \$6,500

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

WARRANT ARTICLE 22 - APPOINTING AGENTS TO THE KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE – \$0

Shall the town vote to appoint the Board of Selectman as agents to expend from the Keyes Park Expansion Committee Project Capital Reserve Fund. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0). **This article has no tax impact.**

WARRANT ARTICLE 23 - AUTHORITY TO GRANT COMMERCIAL AND INDUSTRIAL DEVELOPMENT TAX RELIEF - \$0

TABLED FROM 12/11/17

Shall the town adopt temporary property tax relief as outlined in RSA 72:80 for commercial and industrial development within approved zoning districts of the town? The intent is to provide incentives to businesses to build, rebuild, modernize, or enlarge with the town. The exemption shall apply only to municipal and local school property taxes. State education and county taxes are excluded from the exemption. The exemption shall be ____ percentage (not to exceed 50%) of the increase in assessed valuation attributed to new construction, additions, renovations or improvements and shall run for ____ years (maximum of 10 years). Approved zoning districts include Commercial, Limited Commercial, Industrial, Integrated Commercial – Industrial and Integrated Commercial – Industrial 2. If approved by voters, the percentage rate and duration shall be granted uniformly to all projects for which a proper application is filed. **The Board of Selectmen supports this Article (0-0).** The Budget Advisory Committee supports this Article (0-0). **This Article has no tax impact.**

WARRANT ARTICLE 24 - RENAME BRIDGE REPLACEMENT CAPITAL RESERVE FUND - \$0

Shall the town vote to rename the Bridge Replacement Capital Reserve Fund to Bridge Repair and/or Replacement Capital Reserve Fund, and to include culverts greater than \$75,000 replacement cost. This would clarify the intent of the capital reserve fund which has always been “high priority projects for either replacement or repair in place”. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0). **This Article has no tax impact.**

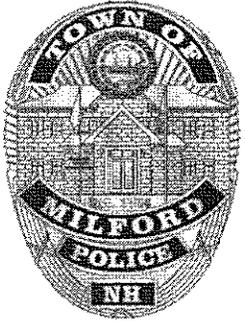
WARRANT ARTICLE 25 - SWING BRIDGE - \$0

Should we ask voters to utilize bridge repair and/or replacement capital reserve funds along with donations as matching funds to refurbish the Swing Bridge when grant funds become available? The Swing Bridge has been placed on the NH DOT Ten Year Plan. Rehabilitation funding is scheduled for 2020 and will require matching funds. Using the Bridge Capital Reserve Funds would expedite the work, should other grant funds become available. **The Board of Selectmen supports this Article (5-0).** The Budget Advisory Committee supports this Article (0-0). **This Article has no tax impact.**

WARRANT ARTICLE 26 - MILE SLIP TOWN FOREST EASEMENT

Shall the Town vote to authorize the Board of Selectmen to transfer or convey such property rights in the below described parcel of town owned land as may be necessary so that the same shall be subject to a conservation easement, in perpetuity, the particular terms of the easement to be determined by the Board of Selectmen, with the concurrence of the Conservation Commission? Said authorization to include the authority to execute any and all deeds, documents or other instruments in the name of the Town that may be necessary to accomplish the foregoing. It is understood that the intent of this article is to cause the conservation easement to be held by a “qualified organization,” as defined in section 170(h)(3) of the Internal Revenue Code of 1986, existing for the purchase of or holding of property interests or facilitating transactions relative thereto when such purchase carries out the purposes of RSA 36-A, said organization may be the Society for the Protection of New Hampshire Forests or other similar qualified organization as determined by the Board of Selectmen with the concurrence of the Conservation Commission. The property to which this authorization, if approved, will apply is land known as Map/Lot 50-9 and 55-5, which properties are commonly known as the Mile Slip Town Forest, the same having been acquired by the Town of Milford by purchase dated August 24, 2005 and recorded in the Hillsborough County Registry of Deeds at Book 7531 and Page 2372. **The Board of Selectmen supports this Article (3-2).** The Budget Advisory Committee supports this Article (0-0). **This Article has no tax impact.**

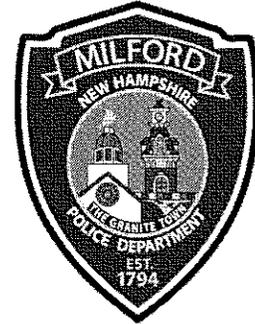
6. e) Park Closure: Reconsider Closing Time at Dusk - Follow up from 11/13/17



Town of Milford

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

Michael J. Viola
Chief of Police



To: Mark Bender, Town Administrator
From: Chief Michael J. Viola,
Date: July 17, 2017
Ref: Citizen Concerns in Reference to Kaley Park

On Friday, July 14th, I received an email in reference to questions from a resident relative to Kaley Park. The following is in reference to the questions that were asked:

- “What time do the parks/cemeteries close?” According to the Town of Milford website, the parks close at 10:00 pm.
- “Do we lock the gates?” The Milford Police Department is responsible for closing and locking the gates at night. Throughout most of the year, Officers will try to close the gates at approximately 10:00 pm. There are times when the gate is not closed around that time due to officers being assigned to other calls for service. During the winter months, the officers do not lock the gates, due to weather conditions and DPW needing access into the parks.
- In response to a concern about someone lighting off fireworks and racing trucks down in Kaley Park after dark, I conducted a records check for Kaley Park from January 1, 2017 through July 17, 2017. The records check did not reveal any citizen complaints in regards to fireworks and trucks driving in the area after dark. I also checked our dispatch records to see how many area checks/directed patrols that our officers have conducted this year.
 - Area checks/Directed patrols before 10:00 pm – 43
 - Area checks/Directed patrols after 10:00 pm – 45
 - Suspicious Person Complaint – 1. This person was stopped by one of our officers and was told that he had to leave the park because it was closed. This person was walking through the park when the officer arrived on scene.
- “What is/are current leash laws?” The Town of Milford’s Ordinance in regards to dogs is documented in Chapter 4. In reference to public parks, the ordinance reads:
 - Chapter 4.04.070 Control of Dogs in Public Parks & Other Places. Subsection A: Leash Only Parks – It shall be unlawful for the owner or person in control of any dog to allow that dog to appear in the public lands of Adams Field (M/L 42-10), Emerson Park (M/L 31-33), Kaley Park (M/L 25-133), Keyes Park (M/L 25-133) and Shepard Park (M/L 31-33), unless said owner or person in control has the dog securely and physically attached via a leash or other sturdy tether no longer than 16 feet and capable of restraining said dog.
 - In regards to the sign, the Town of Milford has a sign posted at the entrance of the park and near the doggie station. Both signs read “All Pets Must Be on a Leash”

- and "Please Clean up after Your Pet". While the signs do not state the town ordinance, it does state the town's policy that the dogs need to remain on a leash.
- o Currently the "leash law" only pertains to the parks that are listed in Chapter 4.04.070 (A).

After reviewing the calls for service for Kaley Park, I believe that our officers have done well in ensuring that the park is being monitored throughout the day. Our department will continue to patrol this area and work with the community to address any concerns that they might have in the future.

Please contact me should you have any further questions or concerns.

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 11, 2017

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- PRESENT:** Mark Fougere, Chairman
 Kevin Federico, Vice Chairman
 Laura Dudziak, Member
 Gary Daniels, Member
 Mike Putnam, Member
 Mark Bender, Town Administrator
 Tina M. Philbrick, Recording Secretary
 Mitchell Hemmer, Videographer

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

Chairman Fougere called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Fougere indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS:

5:30 p.m. – Fire Department Upgrade: Chief Kelly and Captain Flaherty. Chief Kelly said the proposal came in at \$3,864,300 with cuts to keep the price down. Ken gave an overview and provided history of the fire station. A nine member building committee was formed. The committee chose Port One Architect and Eckman Construction to oversee the design and renovation. The first fire station moved to the town hall in 1891. In 1974 the new fire was built on School St, where it’s located today. The building is 43 year old and has not had any major renovations as of yet. Some rooms have been altered to accommodate the needs of the fire department. The meeting room/kitchen area was cut in half and two offices and a separate entrance for the public were added for security reasons. It was also changed to keep the public off the floors because of the grates and tripping hazards. The radio room was moved to an office and back to a radio room to include two work stations. The original bathroom/locker room was converted into offices which resulted in losing a locker room. Some conditions that we are trying to adjust for include; the boiler room which is 26 years old. The men’s room bathroom only has heat sometimes; the door is left open when not in use. The Captains office has limited heat and a space heater is needed all winter. The fire station does not have a sprinkler system. This is a big concern because of the \$4,500,000 worth of equipment that is not protected. We have a one zone fire alarm system that has three smoke detectors and four heat detectors on it. If the bay catches on fire, we will lose everything. We don’t have a water/oil separator for any of the floor drains. We can’t wash everything off in the bays because it would go into the Souhegan River. We wash everything inside on a limited basis and it goes into the sanitary sewer system. Our gear washer, used for washing our bunker gear after fires and accidents, also discharges to the sanitary sewer system. This could be an issue down the road with cancer prevention. We have no locker rooms and only one shower/storage closet. For cancer prevention, after each fire, it’s recommended that we do a ghost de-con out on the scene and when we go back to the station, take a shower before going back to work or home. Fire fighters are two times more prevalent to most cancers. The smoke and chemicals go into your skin from the sweat and the faster we can get off our skin the better. Currently we use baby wipes to clean up at the scene before coming back to the station, but they go back to their families or work contaminated. Locker rooms and showers would take care of this problem. We currently have three pieces of apparatus stored in out buildings at Water Utilities. Office of Emergency Management was located at the Town Hall and is now at the fire station. We currently have no dedicated area for this to run, so it’s in the Chief’s office and it kicks into the station. The committee feels that the current location is good because most of our calls are within 1 mile of the station. We feel that having an emergency service located in the downtown area is a vital service to the community.

Because we have no locker rooms, the Chief has bought everyone sweat pants and shirts so that they can change at the station and put the bags in their lockers. This allows them to take their clothes home because we don’t have a laundry facility at the station. We are trying to limit exposure to any one carcinogen at any given time at any fire. The majority of firefighters getting cancer are within 6 to 8 years of service. Chairman Fougere clarified that the fire station is still at a good location. Ken said that studies were made in 2000 and 2007 as well and this is the best place for a station, we are still meeting the needs of the town. We are keeping the existing bay of the current station to help reduce cost. The heating system is fairly new and the roof was replaced last year which also helps to reduce cost. Chairman Fougere asked if there were any other questions. Administrator Bender asked the Chief, what did the original price come in at, and what was cut to get to the current price. Chief Kelly said that the originally price was \$4,200,330. Cuts included eliminated some outside bricks, not sheet rocking and outfitting the upstairs dorm rooms for now. The dividers will be there and doors will be in place. We changed the heat from hot water to forced hot air, gas fired. We changed the elevator to a limited access, limited use. Selectman Federico clarified that this is just adding one bay. Ken said yes. We could move our rescue over. Administrator Bender asked if they were ok with the changes. Chief Kelly said yes. Selectman Daniels asked if the area not sheet rocked will be insulated. Ken said yes, and it will be heated. Administrator Bender said that if the town were not to go forward this year, what kind of inflation factor would have to be applied to this. John Deloia of Eckman Construction said they have

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2 been seeing about 4% to 5%. Selectman Federico asked if the cuts made would compromise the station and keep the guys
3 safe. Ken said it wouldn't compromise the station and it would give them a decon room for gear washing and deconning.
4 We would take our gear off the floor and put it in a separate room as well to get rid of all that. The guys would be able to
5 shower before continuing work or going home. The Chief also said that it won't jeopardize anything. Selectman Daniels
6 asked how much of a savings would it be to not do painting on the sheetrock. Ken said it was all inclusive in the steps leav-
7 ing the space open. Selectman Federico thanked them for putting the numbers together. Ken asked if they should still move
8 forward. Chairman Fougere said they would be making warrant article decisions tonight. Chairman Fougere asked if there
9 were any other questions, hearing none, thanked everyone for coming in.

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11 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** No one came forward.

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13 **4. DECISIONS.**

14 a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the Consent
15 Calendar for discussion. There were no items removed from the Consent Calendar. Selectman Putnam moved to approve
16 the consent calendar. Selectman Federico seconded. All were in favor. The motion passed 5-0.

17 1) Request for Approval of Donation to the Heritage Commission "Save the Swing Bridge" fund:

- 18 • Timothy and Celeste Barr - \$194.00
- 19 • David and Suzanne Asselin - \$50.00

20 2) Request for Approval of two (2) Yield Tax Levy's, Map 51 Lot 24 and Map 38 Lot 58.

21 3) Request for Release of Securities - 196 North River Road, Map 8 Lot 31

22 4) Request for Acceptance of Gifts of Property under \$5,000 (NH RSA 31:95(e)) – Attorney Gen-
23 eral Department of Justice (NH) 2002 Nissan Altima, seized and forfeited, approximate value of
24 \$1,500.

25 b) **OTHER DECISIONS.**

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27 **5. TOWN STATUS REPORT. – Administrator Bender**

28 **1. 2017 YTD Expenditures, 2018 Budget and Bridge Capital Reserve Fund Analysis**

29 Administrator Bender and Finance Director Jack Sheehy reviewed the 2017 expenditures through November 30,
30 2017. They project that total 2017 expenses will be under budget \$238,000 or 1.7%. The analysis by department
31 is in the Board packet. They adjusted the 2018 budget to include the second FT Firefighter and covered the dis-
32 patch consulting survey for 2017 as discussed at the last Board meeting. Additionally they feel that the Board
33 should consider purchasing or encumbering some items now from the 2018 budget using these funds. It would be a
34 benefit for the tax payers. Administrator Bender compiled a list of potential items for the Board's consideration on
35 the same spreadsheet. The total of all these items would reduce the 2018 operating budget by \$64,000 or just un-
36 der 0.5%. The list of items for the Board to consider are:

- | | |
|---|--|
| 38 Ambulance – Paramedic Vehicle (SUV) = \$22,000 | Refurbish Police Cruiser A-15 = \$10,000 |
| 39 Highways & Streets – Salt = \$10,000 | IT – Network Storage Device = \$10,000 |
| 40 IT – Backup Software = \$4,000 | IT – Fiber Funds = \$4,000 |
| 41 Finance – Time Clocks = \$4,400 | |

42
43 This takes our proposed budget from \$14,146,243 to \$14,081,843, an increase of \$108,562 or .78% from the 2017
44 operating budget. Selectman Daniels asked if they overran the time clock budget by \$4,400. Administrator Bender
45 said no, these are two additional time clocks that they needed to install. Chairman Fougere clarified that these
46 items were in the 2018 budget and are now coming out. Administrator Bender said yes and they will advance
47 them to 2017. Selectman Daniels wanted clarification on the ambulance vehicle. Administrator said it was not an
48 ambulance, it was a paramedic SUV. We have one that is out of service and one is used by the director. The one
49 being used now was a police vehicle that was retrofitted for ambulance. Selectman Federico said that the Fiber
50 runs and IT items were much needed and should have been replaced years ago. Bruce could stop paying for an
51 outside internet provider so this makes sense. He also agrees with the refurbishment. He supports expending this
52 money for these items. Selectman Putnam asked if the Buildings – Contractual Buildings under the 2017 budget is
53 for repairing existing buildings. Administrator Bender said yes, it's for all buildings around town. Selectman Put-
54 nam asked if Administrator Bender asked the buildings crew to hold back money. Administrator Bender said no.
55 They did some good work this year, and the remaining monies were left over. Chairman Fougere asked if this
56 money was in Public Works. Administrator Bender said yes. Selectman Putnam asked if the wages were all emp-
57 ty positions. Administrator Bender said yes, they were positions not filled during the year. Selectman Daniels
58 asked Administrator Bender where we were on debt. Administrator Bender said he would get
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2 the number to him. Chairman Fougere said he thought that these were reasonable requests. Selectman Putnam
3 agrees. Selectman Federico made a motion to encumber \$64,400 for the list of projects to accomplish in the
4 2017/2018 year. Selectman Putnam seconded. All were in favor. The motion passed 5/0.
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6 Chairman Fougere asked what other budget changes were made to include the Fire Fighters position discussed two
7 weeks ago. He understands that one change was to give up the lease on the employee parking lot, and asked if
8 there were any other options they could take the \$6,000 from and keep the lease. Administrator Bender said there
9 are always options. It is a nice thing to have and the town employees used it well this year, but he doesn't consider
10 it essential. Selectman Federico said that is a nice thing to have and it's one more thing that we are trying to do to
11 help improve the Oval parking situation.
12

- 13 **2. Warrant Articles** – Administrator Bender referred the Board to the most recent version of proposed warrant arti-
14 cles in front of them and asked them how there were going to proceed this evening. The board reviewed the list,
15 removed several and took position on the rest.
16

17 **Main Fire Station Upgrade – BOND \$3,864,300** - Selectman Putnam made a motion to keep this on. Selectmen
18 Federico seconded. Chairman Fougere asked if there were any discussions. Selectman Daniels asked if all the
19 warrant articles passed what would the tax impact be. Administrator Bender said they had the numbers prior to the
20 budget reduction and Fire Station increase that we just discussed so it would change slightly. The Fire Station
21 doesn't have an impact on the 2018 budget. The Fire Station would be a 20 year bond to start in 2019. Adminis-
22 trator Bender reminded the Board that the Town portion of the tax rate decreased last year, it currently is \$6.65.
23 With the forecasted revenue increase and increased in assessed valuations, the tax rate "tentatively" would go to
24 \$6.57 a decrease of 1.2%. This includes the Fire Station and Osgood Pond so it will be even lower. Selectman
25 Daniels asked if Administrator Bender knew what the first year payment of the bond would be. Administrator
26 Bender said no, he would get back to them on that. Chairman Fougere said that the principal will be \$193,000 plus
27 interest and he thinks we can get about 3%. Administrator Bender said it might add about 13 to 15 cents to the tax
28 rate. Chairman Fougere asked if there was any other discussion, hearing none. The motion passed 5/0. **The Board
29 of Selectmen supports this Article (5-0).**
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31 Administrator Bender said that the Town Operating Budget, Water and Wastewater Budgets have to be on the
32 Warrant Articles and asked the Board if they wanted to take a vote or think about it. Chairman Fougere said they
33 would move to the Bridge Replacement Article.
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35 **Bridge Replacement CR - \$175,000** – Chairman Fougere referred the Board to the list of bridges in their packets
36 that relate to what needs to be done in 2018. Administrator Bender said that the list was compiled to show the need
37 of the capital reserve fund. The current balance is \$602,297. The work scheduled for 2018 totals \$490,000:
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Mason Road over Tucker Brook = \$200,000	Hartshorn Road over Hartshorn Brook (near Dam) \$150,000
Mason Road culvert @ Wilton Town Line = \$90,000 (not technically a bridge, just under 10')	Hartshorn Road over Hartshorn Brook (DPW wants to close) Mason Road over Great Brook = \$50,000 (engineering work)

44 The culverts are not technically bridges but we would need to take the money for repairing them out of the operat-
45 ing budget or use the capital reserve fund. If approved, this would require a language change to the warrant article
46 because it isn't technically a bridge. The language would need to be amended to allow for the replacement of larg-
47 er culverts. Tax payers have already put the money into the Bridge CR fund and it's seems a good use of tax pay-
48 ers money. Chairman Fougere asked if we would be able to accomplish all of these or are we hiring out. Public
49 Works Director Rick Riendeau said we would subcontract most of it. Administrator Bender said that the work
50 scheduled for 2019 totals \$90,000 for Joslin Road culvert over Hartshorn Brook, leaving a balance of \$22,297 if
51 no additional funds are added. At the last meeting, a question was brought up; do we stay with \$175,000 or do we
52 drop it to \$100,000. Chairman Fougere there is an even greater need down the road. Administrator Bender said the
53 larger future bridges are \$3,000,000 with the town share being about 20% of that if it goes through state bridge aid.
54 We should also consider the Swing Bridge. This was estimated at \$520,000 with the town share being \$104,000.
55 Counselor Wheeler informed us last week that this is scheduled for 2020 for engineering and final design. We will
56 have to have the matching funds. Selectman Daniels said that his concern is that we are proposing to expand it to
57 things that are not bridges. Chairman Fougere said that we can keep it the same but we would have to take it from
58 the operating budget or ask for a separate warrant article. Administrator Bender said that the Board has to decide if
59 it's worth changing the wording to include larger culverts. Rick said that this only falls under a dimension. The
60 culvert on Mason Road is just shy of 6" to be labeled a bridge. It's the same construction that we have all around

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1 town. Administrator Bender said that all the metal culverts put in around town 35 years ago are approaching the
2 end of their life cycle. Selectman Federico said we have a plan in place and we should keep going with it. Infra-
3 structure is lacking and we need to keep up with it. Selectman Putnam asked Rick if the bridges that we have al-
4 ready fixed were red listed, and of the ones left are there any also red listed. Rick said yes and they are all catego-
5 rized. The ones in real bad shape are first. They can go very quick. He reminded them of Jennison Road. Select-
6 man Federico made a motion to keep this on. Selectmen Dudizak seconded. All were in favor. The motion
7 passed 5-0. **The Board of Selectmen supports this Article (5-0).**

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9 **DPW Vehicles and Heavy Equipment CR - \$40,000** - Selectman Federico made a motion to keep this on. Se-
10 lectmen Putnam seconded. Chairman Fougere asked if there was any discussion, hearing none. The motion passed
11 5/0. **The Board of Selectmen supports this Article (5-0).**

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13 **Fire Apparatus Replacement CR** - Selectman Putnam made a motion to keep this on. Selectmen Federico se-
14 ceded. Chairman Fougere asked if there was any discussion, hearing none. The motion passed 5-0. **The Board of**
15 **Selectmen supports this Article (5-0).**

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17 **Town Facilities Renovation and Major Repair Replacement CR** – Selectman Putnam asked if this was new.
18 Administrator Bender said no, it was in there last year. Selectman Putnam asked if there was anything that they
19 needed now or is this going to just build up. Administrator Bender said we would build it up. The HVAC system
20 will need to be replaced soon. Selectman Federico made a motion to keep this on. Selectmen Putnam seconded.
21 Chairman Fougere asked if there was any other discussion, hearing none. The motion passed 5-0. **The Board of**
22 **Selectmen supports this Article (5-0).**

23
24 **Ambulance Vehicle Replacement CR - \$25,000** - Selectman Federico made a motion to keep this on. Selectmen
25 Putnam seconded. Chairman Fougere asked if there was any discussion, hearing none. The motion passed 5-0.
26 **The Board of Selectmen supports this Article (5-0).**

27
28 **Public Safety Communication Equipment Replacement CR - \$20,000** - Selectman Federico made a motion to
29 keep this on as amended. Selectmen Putnam seconded. Chairman Fougere asked if there was any discussion, hear-
30 ing none. The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**

31
32 **Assessing Revaluation CR - \$15,000** - Selectman Putnam made a motion to keep this on. Selectmen Federico se-
33 ceded. All were in favor. Chairman Fougere asked if there was any discussion, hearing none. **The Board of**
34 **Selectmen supports this Article (5-0).**

35
36 **Osgood Pond Phase II - \$350,000** - Selectman Federico made a motion to remove it. Selectmen Putnam seconded
37 for discussion. Selectman Putnam said that half of this is from a federal grant but we have to raise the entire
38 amount. Chairman Fougere said that this would complete the project. Selectman Federico asked if this was includ-
39 ed in the number given earlier. Administrator Bender said yes. Selectman Daniels asked if anyone has looked for
40 other grants available to help with our share. Administrator Bender said they are still looking. Chairman Fougere
41 said that we have two years to go after this. Selectman Putnam said that we should wait until next year. The pond
42 looks good now, but we have a lot of other things that we need. Administrator Bender said that we have time to
43 look for more grants and still maintain the federal funds. Selectman Daniels asked that if we were able to raise for
44 example, \$100,000 would this have to go on as \$350,000 or could we put it on as \$200,000. Administrator said
45 that we would still have to show the \$350,000 but we could show the \$175,000 from the LWCF and the \$100,000
46 from somewhere else and show a smaller portion of the towns share. A motion was made and seconded. Chairman
47 Fougere asked if there was any other discussion, hearing none. The motion passed 5-0. **The Board of Selectmen**
48 **does not support this Article (0-5). Article will be removed from the warrants.**

49
50 **Replacement Ambulance Lease/Purchase - \$56,860** - Selectman Federico made a motion to keep this on. Se-
51 lectmen Daniels seconded for discussion. Selectman Daniels said for clarification is this ambulance 1, 2, or 3.
52 Administrator Bender said that this is to replace the 2001 ready reserve ambulance. Selectman Daniels said then it
53 would be a front line ambulance. Chairman Fougere said that Eric’s plan if this were to go through, would be to
54 make the new ambulance number 1 and the vehicle with the most miles would be the ready reserve. Selectman
55 Daniels asked if we know what mileage has been put on this year. Administrator Bender said yes, but he doesn’t
56 have it with him. He will get back to them. Eric also got a price for trade in of one of the newer ambulances and it
57 was about \$5,000 or \$6,000. It’s worth more than that to us. He is looking for another estimate. Selectman Federi-
58 co said that these vehicles are not slowing down. The call volume is going up. He understands the rotation to
59 keep the ambulances going. We have the rotation with police cruisers. This isn’t something that can be just rented
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1 if it breaks down. You can't borrow one. These are vehicles that get high use. Selectman Daniels said the rotation
2 is for 3 front line ambulances. The discussion was for 2 front line ambulances with 1 spare. He doesn't feel that
3 we need to have 3 ambulances. Selectman Federico said that we are not going with 3 full ambulances, we have 3
4 now. We are not talking about staffing 3 ambulances. We are talking about having a ready spare that is more mod-
5 ern than a 2001. He would like to have a spare for when one gets into an accident or breaks down. Selectman
6 Dudizak asked if the spare is still running. Chris Labonte asked if he could ask questions. Chairman Fougere said
7 that there was a question from the floor if they would mind comments. Selectman Federico said no, he doesn't
8 want to get into a debate, he would rather wait for the Deliberative session. All the Selectman agreed. Chairman
9 Fougere asked if there was any other discussion, hearing none. The motion did not pass 1-4. **The Board of
10 Selectmen does not support this Article (1-4). This article will be removed from the warrants.**

11
12 **Replacement Sidewalk Plow Lease/Purchase - \$155,000** – Chairman Fougere said that we only have 1 sidewalk,
13 we use to have 2. Selectman Dudizak asked when was the last time we had 2 sidewalk plows and how long has the
14 other one been broken. Selectman Putnam said 2 years. Selectman Federico made a motion to keep this on. Se-
15 lectmen Dudizak seconded. Chairman Fougere asked if there was any discussion. Selectman Federico said that
16 Milford doesn't have a mandate that its citizens shovel their sidewalks in front of their houses. We have plowed
17 the sidewalks for years. We have a three year old plow that is trying to accomplish the job that 2 have previously
18 done. When this sidewalk plow breaks down, we won't have any. This will pose a problem with the schools hav-
19 ing to delay longer until the sidewalks are clear. The grader is too big to clear the sidewalks. Selectman Daniels
20 said that we were told last year that it could. Selectman Federico said that his understanding was that it could
21 assist. The sidewalks are 4' and the grader is 8'. Selectman Putnam said that the blade slides out to the side. The
22 grader can be in the road and the wing can push things back. Rick asked Selectman Putnam, what happens to the
23 cars that are in the parking spots. Administrator Bender said that clearing Town owned sidewalks is not a Milford
24 ordinance; it's a state requirement for every town and city in the state. Chairman Fougere said that the plows are
25 expensive but he agrees with Selectman Federico. Selectman Federico said that he feels bad for DPW. We are
26 spending millions on roads and we are not giving our Public Works the vehicles to maintain them. They are run-
27 ning with old outdated, in desperate need of upgrading equipment. People need to see this and we need to be more
28 open minded in investing in our Public Works Department. Administrator Bender thanked Selectman Federico for
29 advocating for DPW. He said that they are looking for options for a less expensive vehicle. We have 13.6 miles of
30 sidewalks. The town has to make a commitment and if we are going to encourage people to walk even in the win-
31 ter, we have to clear the sidewalks and provide DPW with the equipment they need to get it done, and not take 4 or
32 5 days after a storm to get the sidewalks cleared. We will try to find a less expensive one, but we need the warrant
33 article. A motion was made and seconded. Chairman Fougere asked if there was any other discussion, hearing
34 none. The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**

35
36 **Social Services - \$40,000** – An outline was provided after the last meeting. Selectman Federico made a motion to
37 keep this on. Selectmen Dudizak seconded. Chairman Fougere asked if there was any discussion, hearing none.
38 The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**

39
40 **Non-Emergency Community Transportation Buss Service (Blue Bus) - \$30,000** - Selectman Federico made a
41 motion to keep this on. Selectmen Dudizak seconded. Chairman Fougere asked if there was any discussion, hear-
42 ing none. The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**

43
44 **Pumpkin Festival, Holiday Decorations and Plantings - \$23,000** - Selectman Putnam made a motion to keep
45 this on. Selectmen Dudizak seconded. Chairman Fougere asked if there was any discussion, hearing none. The
46 motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**

47
48 **Conservation Land Fund - \$20,000** - Selectman Federico made a motion to keep this on. Selectmen Dudizak se-
49 cunded. Chairman Fougere asked if there were any discussion. Selectman Daniels asked what the balance of the
50 land fund was. Chairman Fougere said it was around \$100,000. Selectman Putnam asked how much conservation
51 land does the town already own. 80% of the tax revenue comes out of residential and we should be working at ex-
52 panding the commercial and industrial base. We have enough conservation land. There is only so much land that
53 the town can own that is not taxable and he isn't in favor of this warrant. A motion was made and seconded.
54 Chairman Fougere asked if there was any other discussion, hearing none. The motion did not pass 2-3. **The Board
55 of Selectmen does not support this Article (2-3). This article will be removed from the warrants.**

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57 Chairman Fougere said that the summer band concerts, Labor Day Parade and Memorial, Veterans & Labor Day
58 Parades and Recognition Town Support have been warrant articles for years. He asked the Board what their
59 thoughts were to remove them as warrant articles and include them in the Town Budget. Selectman Federico said
60 that in the conversation last year when the Board was considering taking off the Pumpkin Festival, Holiday Deco-

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1 rations there was a petition warrant article going around within a week. If word gets around that its not there, you
2 get half the group that complains that there are too many warrant articles on the ballot and half that complain that
3 they want their rights to vote on everything individually. Selectman Putnam said he wouldn't have a problem put-
4 ting the next 4 on the warrants. Chairman Fougere said that they should vote separately on the fireworks.
5

6 **Summer Band Concerts - \$9,000** - Selectman Federico made a motion to keep this on. Selectmen Putnam se-
7 conded. A motion was made and seconded. Chairman Fougere asked if there was any other discussion, hearing
8 none. The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**
9

10 **Fireworks - \$8,500** - Selectman Federico made a motion to keep this on. Selectmen Putnam seconded. Chairman
11 Fougere asked if there was any discussion. Selectman Daniels said it was a 20 minute event for \$8,500. Chairman
12 Fougere asked if there was any other discussion, hearing none. A motion was made and seconded. The motion did
13 not pass 2-3. **The Board of Selectmen does not support this Article (2-3). This article will be removed from**
14 **the warrants.**
15

16 **Funding of the Annual Labor Day Parade - \$10,000** - Selectman Federico made a motion to keep this on. Se-
17 lectmen Putnam seconded. Chairman Fougere asked if there was any discussion, hearing none. The motion passed
18 5-0. **The Board of Selectmen supports this Article (5-0).**
19

20 **Memorial, Veterans & Labor Day Parades and Recognition Town Support - \$6,500** - Selectman Federico
21 made a motion to keep this on. Selectmen Putnam seconded. Chairman Fougere asked if there was any discussion,
22 hearing none. The motion passed 5-0. **The Board of Selectmen supports this Article (5-0).**
23

24 **Appointing Agents to the Keyes Park Expansion Committee Project Capital Reserve - \$0** – Chairman Foug-
25 ere said that this was to appoint the Selectman as agents to the existing account. Administrator Bender said yes.
26 Selectman Federico said that this was because the Keyes Park Expansion Committed wanted the Board to allocate
27 funds to projects. Administrator Bender said that last year's warrant article has a split where they suggested a dol-
28 lar level that the Board could expend up to that amount and anything over would require a town vote. The warrant
29 article passed. The DRA disagreed with the wording of the warrant article and changed everything to be expended
30 at town meeting. The crafters of the warrant article came back to us and asked to reinsert this, changing the author-
31 ity level to the Board. Selectman Putnam asked if we have to vote on this or just put it on. Chairman Fougere said
32 that we have to take a position. Selectman Federico made a motion to keep this on. Selectmen Dudizak seconded.
33 Chairman Fougere asked if there was any other discussion, hearing none. The motion passed 5-0. **The Board of**
34 **Selectmen supports this Article (5-0).**
35

36 **Authority to Grant Commercial and Industrial Development Tax Relief** – Chairman Fougere said this is a
37 new RSA statute RSA 72:80 which allow the Board to set an exemption for new commercial and industrial devel-
38 opment in a specific zone of our choosing. We have to set the percentage, not to exceed 50% and the years, max-
39 imum of 10 years. The way it is written, it would include: Commercial, Limited Commercial, Industrial, and
40 Intergrated Commercial – Industrial and Integrated Commercial – Industrial 2. If approved by voters, the percentage rate
41 and duration shall be granted uniformly to all projects for which a proper application is filed. Administrator Bender said
42 that we have clarification from Attorney Drescher that it's all the commercial and industrial zones; we can't separate and
43 exclude any of them. Community Director Lincoln Daley confirmed this. Selectman Putnam said we need more industrial
44 and commercial business. Administrator Bender agrees with Selectman Putnam that we are dependent on residential and
45 we don't have many tools in our kit to go out and encourage new businesses to move into town. We have had some suc-
46 cess with smaller businesses on the Oval, and our long standing industries like Hitchners expansion and the relocation of
47 Contemporary Chrysler. The old Police Station has been sold and is being refurbished. This gives us a good tool to go out
48 and encourage industrial growth. It is being used in Coos County and he has exchanged some correspondence with the
49 Town Manager in Gorham, where they implement this in a declining scale over a 5 year period. The Board could do the
50 same with 50% the first year, 40% the second and so on. Selectman Putnam made a motion to keep this on. Selectmen
51 Dudizak seconded. A motion was made and seconded. Chairman Fougere asked if there was any other discussion.
52 Chairman Fougere asked if Attorney Drescher put this in writing. Lincoln said no, it was a verbal conversation. Chair-
53 man Fougere said that he would like to explore this interpretation and table this for the next meeting. The statute is in
54 place in Coos County and this is the first time he's heard of this interpretation. He asked the Board to think about the per-
55 centage and duration. Selectman Daniels said that if it's on a sliding scale, that would need to be specified as well. Chair-
56 man Fougere said that if Hendrix or Hitchners or someone like that, (his opinion) is growing, he can see helping them out.
57 He has a problem giving the discount to CVS. Administrator Bender asked if he would classify CVS and all retail type
58 places. Chairman Fougere said that's what needs to be clarified. He thought it would be by zone. Administrator Bender
59 said they could if they wanted to exclude all retail. Lincoln they could do industrial or commercial or both. Administrator
60 Bender said that he would get clarification. The Board agreed to table this.

1
2 **Rename Bridge Replacement Capital Reserve Fund - \$0** – Chairman Fougere said that some of the big culverts
3 in town are in need of replacement. They are slightly smaller than what is required for being defined as a bridge.
4 This would allow us to expend the funds from this fund instead of putting it in the operating budget or doing an-
5 other warrant. Selectman Daniels said that if they were going to deal with culverts they need to clarify what the
6 change is. Chairman Fougere said we should have a threshold. Selectman Daniels said we need to look at what we
7 have and what we are going to need and only change it once. Selectman Federico said that the language isn't clear.
8 Administrator Bender said that there were two points. One was to rename it to include repair, which is the way it
9 is written. Then this evening we threw out the concept of including some of the larger culverts, which is new. If
10 you want to include that, then we have to include a threshold in the warrant article. Rick said we have a lot of cul-
11 verts that don't classify as a bridge but can be very costly when it's time to replace them. Chairman Fougere asked
12 if they wanted staff to come back with new language. Selectman Daniels said that they had already talked about
13 fixing things in 2018 and the article needs to be changed for March. He doesn't have a problem but would like a
14 dimension of the work that needs to be done. Selectman Putnam said he thinks that this one should be revised to
15 include Selectman Daniels concerns. Administrator Bender asked if the Board is supportive of using capital re-
16 serve money for larger culverts. Selectman Federico said for him, it comes down to a dollar amount. Administrator
17 Bender said that if they use the Capital Improvement Plan's philosophy of \$75,000 that might be a reasonable
18 threshold. We can come up with language and thresholds but we need to know if the board is willing to support it.
19 Selectman Daniels said that he was thinking about the \$75,000 CIP as well. We could change the language to in-
20 clude culvert repairs of greater than \$75,000 it would be good. Chairman Fougere asked if everyone was happy,
21 everyone said yes. Chairman Fougere asked if they wanted to vote on it tonight as amended. Selectman Putnam
22 made a motion to keep this on as amended. Selectmen Dudizak seconded. The motion passed 5-0. **The Board of**
23 **Selectmen supports this Article (5-0).**

24
25 **Swing Bridge - \$0** – Chairman Fougere said that this would add the swing bridge to the Bridge Capital Reserve
26 Fund. Administrator Bender said yes. The swing bridge which was placed on the NH DOT Ten Year Plan has
27 just been moved to 2020 per information from Councilor Wheeler. Chairman Fougere asked if everyone was ok
28 with this. Selectman Federico made a motion to keep this on. Selectmen Dudizak seconded. The motion passed 5-
29 0. **The Board of Selectmen supports this Article (5-0).**

30
31 **Mile Slip Town Forest Easement** – Selectman Federico made a motion to keep this on. Selectmen Dudizak se-
32 ceded. Chairman Fougere asked if there was any other discussion, hearing none. The motion passed 3-2. **The**
33 **Board of Selectmen supports this Article (3-2).**

34
35 **3. Review and Approval of Revised Inclement Weather Maintenance Policy** Administrator Bender would like the
36 Board to review and approve the Public Works Inclement Weather Maintenance Policy. Changes from last year in-
37 clude a listing of appropriate statutes and ordinances relating to roads & sidewalks, placement of snow, snow emergen-
38 cy parking light & towing. The policy will be posted at the Town Hall, Public Works, Transfer Station, Library and the
39 Town Website. This policy should be reviewed on an annual basis. We will continue to use NIXLE to issue reminder
40 alerts. He would like to remind elected officials (Selectman and Town Clerk), Police, Fire and Public Works personnel
41 of their duty to promptly alert Public Works or Town Administration of road deficiencies that you see so that we can
42 put a plan together in a timely manner. Selectman Daniels asked if there were any penalties added to this policy that
43 do not exist now. Rick said no. The idea was to put everything in one spot so that it's all together. Selectman Federico
44 made a motion approve. Selectmen Putnam seconded. All were in favor. The motion passed 5-0.

45
46 **6. DISCUSSIONS –**

47 **1. Scope of Services – MACC Base** – Chairman Fougere said that there was a meeting with the Town Administrator,
48 Selectman Federico and Selectman Putnam. Selectman Federico said that they met with the department heads and
49 captains. They narrowed the scope, clarified it and sent it out. If there aren't any questions, we will move forward
50 with it. Selectman Daniels asked if the scope has expanded from its original purpose. Selectman Federico said it
51 hasn't expanded it's been clarified and we are waiting from the first round of questions to come back from the
52 consultants. Selectman Daniels asked if the money that they had voted to appropriate was going to cover the ex-
53 penses. Selectman Federico said they are looking for a final number as they discuss it. Chairman Fougere said that
54 the scope was significantly defined. He asked if there were any other questions or comments on the scope. There
55 were none.

56
57 **2. HB 1749-FN** – This bill, if passed, revises the law on the state's authority to prohibit or regulate firearms, firearms
58 components, ammunition, firearms supplies, and knives. The bill also renders the selectmen's authority to manage
59 town property subject to the provision of RSA 159:26. If this were to pass it would prohibit the Selectmen from over-
60 seeing the use of guns on town property. Chairman Fougere said that he finds the bill offensive and derogatory to our

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community. In the beginning it states that the Board is in violation of RSA 159:26 which is someone’s opinion and not fact and that the Board of Selectmen in the Town of Milford have banned target shooting on town land. This is also not true. The Board’s decision a couple of months ago had to do with one piece of property in Milford. We have thousands of acres in Milford and we dealt with a couple hundred. It also states that the local expenditures are undeterminable at this time, we know that with target shooting comes a cost. He faulted the bill for “calling out the town of Milford” when there are many other New Hampshire towns that regulate gun use, including Weare, Merrimack, Londonderry and Dover. He wanted to let the citizens know, and hopefully this is not supported by the committee. Chairman Fougere asked if anyone had any comments. Chris Labonte asked on anything, and Chairman said no, just on this. Selectman Daniels said that the hearings start in January. Selectman Dudizak asked Chairman Fougere to find out exactly when. Selectman Daniels said that when it will go to committee, have a public hearing and then at the recommendation of the committee it will go to the full house. If it passes then it goes to the senate. State Representative Joelle Martin, of Milford noted that the bill could impose fines. She said “who could support a bill that could potentially fine” town officials which would come out of taxpayer’s money. She will not be supporting it. Selectman Putnam said that he doesn’t like the idea of the state telling a town what to do. Chairman Fougere said that the Selectmen and the Towns People have a better handle on this than Concord. Selectman Daniels defended the proposed legislation, though he said it needs work. He said it’s not prudent for every local community to have their own gun laws and the situation needs to be clarified because New Hampshire is not a Home Rule State. There are statutes that exist and you have to make sure they cover the concerns of the town. Chairman Fougere said he’s all for clarifying language. Selectman Putnam said that he feels that the state is taking on too much responsibility for what’s going on. If he is going to be carrying a gun in another town it’s up to him to make sure he knows the rules and laws of the town. We or the state shouldn’t get involved with that.

7. SELECTMEN’S REPORTS/DISCUSSIONS. –

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

Chairman Fougere said that the Recreation Commission had a successful event with Breakfast with Santa on Saturday. There were over 100 people. He expects it to continue next year.

Selectman Dudizak asked Administrator Bender if he talked to the Library about their time clock issue. Administrator said yes, they are using them and they are ok. They are not using the scheduling part of it for now.

Administrator Bender said that in August, the Board agreed to waive interest for Frank Coffey. They waived \$5,755.97 with two conditions. One was that he pays \$15,142 which was principal and he did that. He was also supposed to pay \$2,000 per month starting in October and he has not made any payments despite efforts of the tax collector and myself. We may be contacting the banks attorney on this.

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

8. APPROVAL OF FINAL MINUTES. The minutes of November 27, 2017 were presented for review and approval. A motion was made by Selectman Putnam and seconded by Selectman Dudizak. All were in favor. The motion passed 5/0

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Fougere.

At this time, Paul Dargie approached the Board and said that they were never given an opportunity to talk about things that were on the agenda. Chairman Fougere said that all he had to do was raise his hand. Paul said that on the Fire Station Bond issue, typically the cost for getting the bond is listed as a first year expense, it may be \$10,000 to \$30,000. He would like the Board to look into it to see if it needs to be in the warrant article and if so, modify it. The actual first payment is the following year but you may have to spend some money up front. Chairman Fougere thanked Paul and said that they would look into it.

Chris Labonte said in regards to Chairman Fougere’s statement that you can just raise your hand to ask a question, he takes offence because he asked and was shot down. Selectman Putnam said that Chris’s question was in reference to warrant articles which the Board said in the beginning, all questions could be asked at the Deliberative Session. At this time there was a heated exchange between Chris and Selectman Putnam.

NOTE, ON PAGE 4, under Replacement Ambulance Lease/Purchase: Chris Labonte asked if he could ask questions. Chairman Fougere said that there was a question from the floor if they would mind comments. Selectman Federico said no, he doesn’t want to get into a debate, he would rather wait for the Deliberative session.

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1 **11. NON-PUBLIC SESSION.** Selectman Dudizak moved to enter into a non-public session at 7:35 p.m. for Approval of
2 non-public minutes (RSA 91-A:3,II(c)) Reputation – November 13, 2017 and Approval of non-public minutes (RSA 91-
3 A:3,II(a)) Personnel, (RSA 91-A:3,II (c)) Reputation, (RSA 91-A:3,II (d)) Land – November 27, 2017, and to discuss a
4 letter from the Councilor. Selectman Federico Seconded. All were in favor. The motion passed 5/0.
5

6 **12. ADJOURNMENT:** Chairman Fougere moved to adjourn at 7:48 p.m. Selectmen Federico seconded. All were in fa-
7 vor. The motion passed 5/0.
8
9

10 _____
11 Mark Fougere, Chairman
12

Kevin Federico, Vice Chairman

13 _____
14 Gary Daniels, Member
15

Mike Putnam, Member
16

17 _____
18 Laura Dudziak, Member
19
20
21
22
23