

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**  
October 24, 2016

**PRESENT:** Mark Fougere, Chairman  
Kevin Federico, Vice Chairman  
Gary Daniels, Member  
Mike Putnam, Member  
Katherine Bauer, Member  
Mark Bender, Town Administrator  
Darlene J. Bouffard, Recording Secretary  
Dave Bosquet, Videographer

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

**INSTRUCTIONS:** After the non-public session was adjourned, 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:**

**5:00 p.m. – Non-Public Session, RSA 91-A:3II(e) Legal.** Selectman Bauer moved to enter into non-public session at 5:00 p.m. Selectman Putnam seconded. All were in favor. Motion passed 5/0. After a legal discussion, Selectman Daniels moved to come out of non-public session at 5:30 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Selectman Daniels moved to seal the minutes of this session. Selectman Putnam seconded. All were in favor. Motion passed 5/0. Chairman Fougere announced that in non-public session the Board discussed a legal issue. No decisions were made.

**5:30 p.m. – Public Hearing for NH RSA 31:95(b) Acceptance of Expenditure of Unanticipated Funds over \$10,000.** Chairman Fougere read the listing of unanticipated funds over \$10,000 as follows:

<u>Amount</u>	<u>Purpose</u>
\$13,741.70	Federal Grant – NH Highway Safety Project #315-17A-003 – Funding for overtime For STEP (State Traffic Enforcement Patrols) Grant conducted from October 1, 2016-September 30, 2017. This grant consists of STEP Patrols (\$9,784.10), Operations Safe Commute Patrols (\$2,638.40) and join the NH Clique Patrols (\$1,319.20). These patrols Will be conducted on specific dates during the grant period.
\$50,000.00	NH Fish & Game Department Grant – Fisheries Habitat Funds – Funding for the Osgood Pond Restoration Project. There is no match required.

Selectman Daniels asked about the grant for patrols and asked if that contributes toward overtime that the town pays for patrols? Jack Sheehy, Finance Director, explained that the grant covers the benefits as they are normally paid. Selectman Daniels said that retirement varies from place to place for the highest three years' payroll, asking if that is a factor? Jack Sheehy responded that he did not have that information here tonight but usually the retirement is based on the last three years' salary; it has changed in the last five years. Selectman Daniels asked how much of this money comes from the grants and what is the impact to the taxpayers for the retirement? Jack Sheehy explained the town portion of retirement would be in that grant; the grant would pay that benefit. Selectman Daniels is referring to the after-retirement cost. Jack Sheehy did not have that information. Selectman Putnam moved to accept the unanticipated funds over \$10,000 as presented. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

**5:35 p.m. – Departmental Update - HR.** Human Resources Director Karen Blow provided a Departmental Update indicating the Compensation Committee has been working on the Performance Evaluation and the Self-evaluation forms. The Personnel Committee has been updating the employee handbook. The Employee HR Connection website was launched in April 2016. It looks like there might be a 10% increase to the healthcare insurance costs and a 2% increase to the dental insurance costs, but bids are being put out to different insurance companies.

**5:55 p.m. – Compensation Committee – Merit Based Increases.** HR Director Karen Blow introduced that the Compensation Committee would like to present what has been found. The Self-evaluation form is now available

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1 and uses the same categories that were listed before. The ratings of 1,2 or 4,5 must be supported. This tool will be  
2 used with the number rating that is user friendly. The committee is presenting a recommendation of a 3-fold ap-  
3 proach for an increase: 1% for all employees; 1% if the employee meets the job requirements and 1% for exceeding  
4 expectations. A majority of full time employees do not participate in the town healthcare insurance and the majority  
5 of those that do participate have the family plan. Karen Blow is looking at other health insurance plans. Selectman  
6 Putnam asked how many companies have been asked to supply a bid? Ms. Blow said if the town wants to stay with  
7 a pool, it would ask for bids from Anthem, Cigna and Harvard Health. Selectman Putnam asked with this increase  
8 to the health insurance, will the employee out of pocket expense increase? Ms. Blow said it depends on their health  
9 insurance plan, but she figures dental will be about \$23 additional per employee, per year. Selectman Putnam  
10 asked if this is comparable to the private sector? Ms. Blow said no, she has only seen the increases from other  
11 health insurance premiums. Selectman Putnam would like to see the pro's and con's for self-insured. Jack Sheehy  
12 noted that the town is not big enough to self-insured; one big expense would hit the town hard with self-insurance.  
13 Manchester is self-insured as well as the State of NH, but it is usually the much bigger cities that are self-insured.  
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15 Every year, Chairman Fougere said it is the health insurance that is the driving cost increase in the budget. That is  
16 usually the top one. Selectman Putnam has seen a 20% increase in the span of one year. Selectman Daniels asked if  
17 any of these plans rise to the level of a Cadillac plan? Ms. Blow said they do not, that will come into play in 2020;  
18 that would be part of the discussion with HealthTrust. The self-evaluation is due February 24, 2017. The Compen-  
19 sation Committee is moving forward and will look into other items Vice Chairman Federico asked if the increase is  
20 ready to be put in place? If this is ready to be in place, if the Board goes with a 2% increase, will that be okay? Se-  
21 lectman Bauer asked if that would remove the merit piece of any increase and the way the Board wants to apply the  
22 increase in the budget? Or will it depend on how the Board wants to apply it. Selectman Daniels said there would  
23 not be an across the board increase. Selectman Bauer disagreed, saying the first 1% would be across the board, then  
24 the next 1% increase is because someone does a good job and meets expectations and then another 1% for over and  
25 above expectations. Selectman Daniels commended the committee for what has been done thus far. Selectman  
26 Bauer indicated the self-evaluation is being done because so much happens over the course of a year. This is to  
27 document the outstanding achievements through the year. The manager might not remember what happened during  
28 the year and it also is a way to record areas that they have a difficult time with. It creates that space for conversation  
29 between employee and manager. Selectman Putnam commended the committee for all the work. Jack Sheehy said  
30 the committee has spent a lot of time working on this and Ms. Blow has spent more time.  
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32 **6:10 p.m. – Dog Park Presentation.** Kierstyn Henderson and Zachary Williamson, organizers of the Dog Park  
33 Proposal, provided information on their findings. There are two sites in Milford that could potentially support a dog  
34 park which is being drafted in a similar fashion as the Hudson NH or the Hooksett NH dog parks and would provide  
35 a closer park for dog owners to take their dogs to play off-leash. There are two enclosures being considered: one  
36 for small dogs and one for large dogs. Adams Field is being looked at for a site and the unused portion of Kaley  
37 Field is also being considered and would allow for more parking. The small enclosure would be for dogs under 30  
38 pounds and the large enclosure would be for dogs over 30 pounds. The hours would be 6:00 a.m. until 10:00 p.m.  
39 and a lean to would be available for shelter. There would be no fee for use of the dog park, however dogs must be  
40 up-to-date on vaccinations and owners would be responsible for cleaning up after the dog. Selectman Putnam asked  
41 who would enforce the dog park rules or would it be self-enforced? Ms. Henderson responded that users would en-  
42 force themselves. Selectman Putnam asked if the owner must be present or is it a drop off park? Ms. Henderson  
43 said the owner must stay at the park and must pay attention and be aware of their dog(s).  
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45 Selectman Putnam said he recently had an altercation with an off leash dog down at Kaley park because the dog ran  
46 after his truck and he thought the dog was out of control. Selectman Daniels suggested that there be no adults with a  
47 child in a backpack allowed in the park where dogs are running around. Mr. Williamson said that all the dog parks  
48 around this area have been around for about ten years and there is a rule that no person under ten years old is al-  
49 lowed in the enclosure for insurance purposes. Only ten years old or above are allowed. The owner is responsible  
50 for picking up waste. Selectman Daniels asked about urine and its smell? Mr. Williamson responded that urine  
51 washes away when it rains and it also ruins the grass, so it would end up just being dirt. Ms. Henderson said the  
52 smell of urine gets washed away and it recycles through the ground. Selectman Daniels is concerned about it being  
53 close to Kaley Park and the homes out there. If there is an odor it could affect the neighbors. Selectman Putnam  
54 said his concern is the pollution with the urine; the town has three wells on the other side of the river and we need to  
55 maintain those wells. The park would have to be a certain distance from the water source; it is something to look at  
56 and talk to water utilities.  
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1 Selectman Daniels said that Adams Field is the preferred location, and asked if the parking could be increased, he  
2 doesn't want to start seeing cars lined up on Mason Road. Mr. Williamson believes the parking could be increased  
3 at no cost. Ms. Henderson said that might be something that could be done later on. Recreation Director Arene Ber-  
4 ry stated parking during the Fall Festival, which is held every fall, is right on site, the portion between the pine trees  
5 and West Street would allow 40-50 more cars in addition to the existing 25 car lot. There are no soccer tournaments  
6 held at Adams Field, but they do use it for cross country meets. Adams Field will be categorized as a neighborhood  
7 park and is not regulation. The dog park fits perfectly into the neighborhood park ideas. Ms. Berry has already  
8 talked to Primex who has sent a list of rules that they would like to see imposed. Vice Chairman Federico thinks  
9 this is a great idea and likes that they are working with Recreation for fundraising so that it will not impact taxpay-  
10 ers. There will be some discussion about where it should be, but it looks great. Selectman Daniels asked why the  
11 entrance area has a "re-attachment zone." Mr. Williamson explained that is because the other dogs are then forced  
12 to stay away while the dog is re-attached to the leash. Ms. Henderson said the reason this has come about is because  
13 of their love of animals; but there are issues occasionally when an animal could get defensive being re-attached,  
14 when other dogs are around.

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16 Chairman Fougere suggested the team start fundraising and noted there are still some decisions to be made. Ms.  
17 Berry has talked with Jack Sheehy about setting up a Special Purpose Fund or if they should set up a non-profit for  
18 this. Jack Sheehy said any money accumulated into a Special Purpose Fund is part of the town's responsibility and  
19 would require a town vote. At this stage, the money is not the town's responsibility. It would need acceptance by  
20 the Board of Selectmen as a function of the town. Vice Chairman Federico asked if this is a project the Recreation  
21 Commission wants to take on, and would that fall under the Recreation Commission Revolving Fund? Sherry Fed-  
22 erico, Recreation Commission member, stated the Commission supports this, but is not sure if we can accept any  
23 funds raised. Chairman Fougere said if the Commission adopts this project and creates a fund, the money could be  
24 donated to the Recreation Commission for this purpose. Jack Sheehy said that the details can get figured out, but the  
25 Recreation Commission has to accept it as a project in order to accept the money for it. Chairman Fougere suggest-  
26 ed seeing if fundraising can be done and then come back to the Recreation Commission. At the next Recreation  
27 Commission meeting, have this on the agenda to get it voted in as a project.

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29 **3. PUBLIC COMMENTS. (items not on the agenda).** There were no public comments this evening.

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31 **4. DECISIONS.**

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33 a) **CONSENT CALENDAR.** Chairman Fougere asked if any member wished to remove any items from  
34 the Consent Calendar for discussion. There was nothing removed for discussion. Selectman Putnam  
35 moved to approve the Consent Calendar as presented. Selectman Bauer seconded. All were in favor.

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37 1) **NH RSA 31:95(b & e) Request for Acceptance and Appropriation of Unanticipated Revenues**  
38 **Under \$10,000 and Request for Acceptance of Gifts of Property Under \$5,000.** The Board approved  
39 the unanticipated revenues under \$5,000 and the gifts of property under \$5,000 as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Cash Donations	\$ 188.17	Donations during Pumpkin Festival to the Milford Fire Department to be designated to the Fire/Life Safety Education Special Purpose Fund.
Federal Grant – 2015 Emerg. Mgmt. Perf. Grant Through NH Dept of Safety, Homeland Security & Emerg. Mgmt	\$ 5,000.00	Funding for updating the Local Emergency Operations Plan. This is a 50/50 grant with a match of \$5,000 from the Fire Dept. budget
Milford Recreation Commission	\$ 1,050.75	Donation to the Kaley Softball Field Dev. Special Purpose Fund from the 2016 Coed Wooden bat softball tournament fundraiser.
Kidde		Donation of 25 carbon monoxide alarms from Kidde to the Milford Fire Dept.

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57 2) **Request for Release of Securities – Alene Candles.** The Board approved the release of cash escrow hold-  
58 ings in the amount of \$2,840 plus any interest for the boundaries settings for the Scarborough Lane Exten-  
59 sion.

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- 1           **3) Request for Approval of Petition and Pole License (523/17Y) Ponemah Hill Road.** The Board approved  
2 the petition for Pole License (523/17Y) on Ponemah Hill Road  
3           **4) Request for Approval To Allow the Milford Lion's Club to Decorate the Oval for the Holidays.** Se-  
4 lectman Daniels asked what holiday will they be decorating for and when will they be taken down? Select-  
5 man Putnam said it would be Christmas decorations and would be taken down timely; this happens every  
6 year and we don't need to complicate it. Selectman Putnam moved to approved. Vice Chairman Federico  
7 seconded. All were in favor. Motion passed 5/0.  
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9           **b) OTHER DECISIONS.**

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11 **5. TOWN STATUS REPORT.**

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13           **1) Fletcher Site Update.** Town Administrator Mark Bender reported that excavation of Fletcher is 100%  
14 complete at the Mill Street site. The base paving will be done in November and it will re-open for use after  
15 that. Excavation and restoration of the Souhegan River is 100% complete. Air quality issues have im-  
16 proved greatly.  
17           **2) South Street Update.** Mr. Bender reported that Fairpoint has assigned a new contact person and crews  
18 have been on site daily since October 9. The cable was pulled through the conduit; he is optimistic that it  
19 will be done very soon.  
20           **3) Osgood Pond Update.** Mr. Bender reported that Phase I of the Osgood Pond dredging is complete; a boat  
21 ramp was built; and 28,000 CY of product were removed, some of which was sold. There are some pock-  
22 ets with depth in the pond, some are ten feet deep or more and the water level is increasing.  
23           **4) Heron Pond Recreation Field Update.** Mr. Bender reported that the Heron Pond Recreation Field seed-  
24 ing should be done late this week. Rick Riendeau, DPW Director, and the crews have done outstanding  
25 work on the fields. We will have the total costs accumulated on the project very soon. The Superior Court  
26 ruled in favor of the Town of Milford in the case brought on by Dave McManus where he sought a restric-  
27 tive order and injunctive relief on the work being done on the sports fields. About \$3,200 was incurred in  
28 legal costs because of this case. Additionally there were additional costs for the town to have a biologist  
29 present because certain parties in town pushed for them while work was being conducted; the State was  
30 brought in as well.  
31           **5) Oval Bricks.** Mr. Bender explained the bricks project around the oval is doing well and the bricks are cur-  
32 rently being laid around the oval perimeter.  
33

34 **6. DISCUSSIONS.**

35           **a) Scheduling of Selectmen at Polling Location for the November 8 Election.** Town Administrator Bender  
36 indicated that three Board members must be at the polls to sign and close the ballots at the end of the night. Three  
37 members must also be there throughout the entire day. Five police officers will be present for the entire day. School  
38 is closed all day. Selectman Daniels asked if three selectman are required by statute and if a registered resident can  
39 be appointed in lieu of a Board member. Chairman Fougere indicated that needs to be looked at but believes that  
40 can be done.

41           **b) Review and Consideration for Red Ribbon Campaign CAST High School Project.** The Community  
42 Action for Safe Teens (CAST) signage and ribbons for drug awareness will be hanging round the oval between Oc-  
43 tober 23 through 31, 2016 as has been done in the past. Selectman Putnam moved and Vice Chairman Federico  
44 seconded to allow this to happen. All were in favor. Motion passed 5/0.

45           **c) Center Line/Roadway Markings Decision.** Vice Chairman Federico moved to table this discussion until  
46 non-public session for discussion. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

47           **d) Budget Input.** Mr. Bender provided budget updates to the Board; Jack Sheehy, Finance Director explained  
48 the proposed budget is currently \$13,970,000.00 and default budget is currently \$13,804,000. An update will be  
49 provided at the fifth Monday forum for things that might affect the default budget. Mr. Bender said they were ad-  
50 vised to add 2% for wage increases which will be available Monday. There needs to be guidance on the MACC  
51 Base budget. There has been a request from MACC Base to meet October 30. Vice Chairman Federico asked if a  
52 handout should be provided to voters on November 8 to identify where the budget stands. Jack Sheehy does not  
53 think the budget will be developed enough for that. Mr. Bender added that they also need Board of Selectmen input  
54 on the warrant articles and the value to be placed on the roads warrant article and the capital reserve fund warrant  
55 article. We are also talking to contractors about the LED lighting for street lights and decorative lights. He will  
56 come to the Board for an anticipated amount for that. It is proposed that the Social Services warrant article be in-  
57 creased to \$50,000. The Board of Selectmen needs to discuss those warrant articles and give input. Chairman  
58 Fougere said the CIP committee has not come to the Board yet with a presentation, nor has the Keyes Expansion  
59 Committee.

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**7. SELECTMEN’S REPORTS/DISCUSSIONS.**

a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman Federico indicated that Deputy Fire Chief Marshall is looking for input on moving forward with a Nixel upgrade to better use the Nixel system to serve the community.

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

**8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of September 26, 2016 as amended. Selectman Bauer seconded. All were in favor. Motion passed 4/0.

**9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

**10. NOTICES.** Notices were read by Chairman Fougere.

**11. NON-PUBLIC SESSION.** Selectman Daniels moved to enter into non-public session at 7:20 p.m. in accordance with RSA 91-A:3,II (a & e) Personnel and Legal. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. After discussion Chairman Fougere announced that in non-public session two issues were discussed and two decisions were made. Selectman Putnam moved to seal the minutes of the NPS session. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. Vice Chairman Federico moved to come out of non-public session at 7:42 p.m. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

**12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 7:45 p.m.. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

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Mark Fougere, Chairman

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Kevin Federico, Vice Chairman

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Gary Daniels, Member

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Katherine Bauer, Member

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Mike Putnam, Member