

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
November 28, 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. With no appointments scheduled for this evening, Chairman Fougere went right into public comments.

2. APPOINTMENTS:

5:00 p.m. – Non-Public Session, RSA 91-A:3II(c&e) Reputation and Legal. Selectman Putnam moved to enter into non-public session at 5:00 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. After a reputation and a legal discussion, Vice Chairman Federico moved to come out of non-public session at 5:25 p.m. Selectman Putnam seconded. All were in favor. Motion passed 5/0. Vice Chairman Federico 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 personnel and a legal issue and one decision was made.

3. PUBLIC COMMENTS. (items not on the agenda). There were no public comments this evening; Chairman Fougere thanked the Town Clerk and Town Moderator for the successful election on November 8. Chairman Fougere also thanked the numerous volunteers that helped. The town had a 79% turn out of registered voters; 8379 voters cast their ballots out of 10,660 registered voters. It was successful and it was a very long day.

4. DECISIONS.

a) **CONSENT CALENDAR.** Chairman Fougere asked if any member wished to remove any items from the Consent Calendar for discussion. There was nothing removed for discussion. Selectman Putnam moved to approve the Consent Calendar as presented. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

1) **Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)).** The Board approved and appropriated the unanticipated revenues as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Kathleen Owens	\$ 20.00	Donation to the Milford Fire Department that would Like to designate the donation to the Ambulance Car Seat Inspection Programs Special Purpose Fund.
Anonymous (Cash)	\$ 30.00	Donation to the Milford Fire Department that would Like to designate the donation to the Ambulance Car Seat Inspection Programs Special Purpose Fund.

2) **Request for Approval of a Building Permit Refund to Solar City.** The Board approved a refund of building permit application 20161311 in the amount of \$224.00 to Solar City.

3) **Request for Acceptance of the 2017 Moose Plate Grant Award to the Conservation Commission.** The Board approved the acceptance of the \$7,500 moose plate grant award to be put into the land conservation fund.

b) **OTHER DECISIONS.**

1
2 5. **TOWN STATUS REPORT.** There was no town status report this evening.
3

4 6. **DISCUSSIONS.**
5

6 a) **Milford Area Communications Center (MACC Base) Budget Discussion.** Chairman Fougere indicated
7 the MACC Base budget will be finalized Tuesday night. There are some capital needs that need to be
8 looked at closely. We need to explore the options but it will cost a fair amount of money.

9 b) **Information Review from Budget Advisory Meeting on Saturday November 19.** A meeting was held
10 a few weeks ago; there was a lot of input and discussion. Mark Bender and Chairman Fougere met with
11 MACC Base representatives to talk about a few items that came up at the budget meeting on November 19.
12 The police and fire budgets came up. Vice Chairman Federico asked when we will start getting into depth
13 on the budget? Mark Bender responded between now and the next Board meeting on December 12 we
14 should start to take positions. The first Wednesday in December there will be a Budget Advisory Commit-
15 tee (BAC) meeting to get their comments and Mark Bender hopes to get their questions beforehand to ad-
16 dress them. If this Board has any specific positions they should keep in mind the Budget & Bond hearing is
17 on January 9. The Deliberative Session is February 4.

18 c) **2017 Operating Budget and Warrant Articles (CIP Recommendations).** Mark Bender said his first
19 concern right now is the Operating Budget. Selectman Daniels asked about 2016 revenue. Finance Direc-
20 tor Jack Sheehy said that was presented back in October. Mark Bender said the projected 2017 revenue can
21 be sent out in e-mail. Selectman Daniels indicated that he would like the budget to be based on 98% of the
22 projected revenue for 2016, then start looking at priorities. This Board should look at things that are a pri-
23 ority to government. If they are a priority of government, we should keep it in the Operating Budget and if
24 they are not, move them out and into a Warrant Article. If that is the catch, is there another way to support
25 the item? Selectman Daniels said Recreation is a questionable department, government is required to pro-
26 vide emergency services and protection of natural resources, but is it a function of government to provide
27 recreation for the town? Selectman Bauer asked how long Recreation has been in the town budget? Se-
28 lectman Daniels said it has been (in the budget) for a long time. Selectman Bauer wonders if it has been in
29 there every year. Selectman Daniels said there are a few things that could be questionable whether it is a
30 priority of government. When we talk about what it will cost to provide core services of the government,
31 Selectman Daniels thinks we should separate those out.
32

33 Vice Chairman Federico asked other than recreation, would Selectman Daniels consider parks to also be
34 something that is not government? Selectman Daniels answered the parks would come under the preserva-
35 tion of land; we could look at if we could privatize field maintenance and alter the function of the Depart-
36 ment of Public Works. We know that the department has a lot on its plate. Vice Chairman Federico asked
37 what else? Selectman Daniels said there was talk about putting the blue bus into the budget. Selectman
38 Putnam said that warrant article passes every year with no questions asked. Mark Bender indicated that
39 was not the approach taken this year. Vice Chairman Federico suggested last year it was thought to do that,
40 but we ended up not doing it. Selectman Daniels indicated within Social Services there are things the town
41 is required to take care of but there is a request to raise the warrant article up to \$50,000. Vice Chairman
42 Federico commented that Selectman Daniels is talking about an entire department, recreation is partially
43 funded by the town and parks are funded by the town, where exactly is Selectman Daniels trying to go?
44

45 Selectman Daniels wants to look at every department to determine if it is a core government requirement.
46 Chairman Fougere asked what is the definition of Core? Selectman Daniels wants to separate the needs
47 from the wants. Selectman Bauer indicated the Recreation Department is a need for the community. Se-
48 lectman Daniels asked what core functions should government perform and then prioritize them. Start with
49 the revenue from 2016 and start looking at the budget so that it is affordable and acceptable to the popula-
50 tion. The extra 2% could be put in a rainy day fund; Selectman Daniels stated the Board starts with the pri-
51 or year's budget and works from there. Selectman Bauer noted costs go up every year. Selectman Daniels
52 said there was a .3% increase for social security but that is not the amount of the increase for the town.
53 Chairman Fougere said he would have liked to start this type of discussion in October, not nearly Decem-
54 ber. Selectman Daniels just heard about it and we have not had time to look at it. The discussion of needs
55 versus wants needs to be had. Selectman Bauer asked about the Social Services warrant article and what
56 Selectman Daniels wants to cut. Selectman Daniels indicated the town is required by law to take care of
57 certain segments of the population. There are other organizations that might also serve the population of
58 town but may not be supported by the warrant article; we need to look at the ones that are required by law

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 11/28/2016

1 that we do need to provide. If we are required by law to support it, it should be in the budget. Mark Bender
2 er said the budget in Welfare only includes what is required to provide by law. The other items are sup-
3 ported by the warrant article that people vote on. Chairman Fougere indicated the increase to the Social
4 Service Warrant Article has been proposed but it is something the voters decide if they want to support or
5 not. Selectman Bauer would like to hear the Welfare Director speak on the warrant article again, to identi-
6 fy those organizations.
7

8 Vice Chairman Federico understands where Selectman Daniels is coming from with needs versus wants.
9 That is an entirely different concept of how we have asked the department heads to put together the budget
10 for 2017. That is a different way to break down the budget. Are we going to have another Saturday session
11 to determine each line item in the budget? Selectman Daniels thinks the current process is sufficient, but it
12 is this Board's job to determine what goes in the budget. The presentation is the Department Heads' best
13 estimate of what they need. That has been effective in the past, now that we have had the presentation, can
14 we all say we are going to give them everything? There is a certain amount of money and the town needs
15 to determine what are the basic services and how are we going to pay for them within the revenue that we
16 have? Vice Chairman Federico responded we have already asked staff to put a budget together and the
17 Board of Selectmen response is that we want a flat budget; he knows that there has already been a request
18 to bring it in flat. We have been in a normal routine since 2002 of rotating vehicles; this budget only has
19 one cruiser in it because the Town Administrator has asked that extra items be taken out. Vice Chairman
20 Federico said this budget is not asking for unnecessary things and to say this budget is needs and wants for
21 the future is not accurate. Mark Bender has reviewed the police equipment in depth over the past year and
22 this Board looked at every piece of equipment. Last year the Town Administrator commented that in 2017
23 we could go with one new cruiser and refurb another cruiser. Vice Chairman Federico thinks this is a good
24 opportunity for that because of the fleet. It might be good to test the refurb theory to see if it works and we
25 have \$10,000 for the refurb of one cruiser in this budget. Selectman Putnam stated this Board went deep
26 into the budget years ago, but nothing has changed since then. We can look at it, there are things that are
27 wants that have been taken out. Selectman Bauer has confidence in the Director of Welfare in bringing the
28 warrant article increase forward and Selectman Bauer is not comfortable cutting that without knowing more
29 about what the specific needs are for 2017 based on past years. Selectman Bauer wants to hear the Welfare
30 Director input on wants versus needs for that warrant article.
31

32 Chairman Fougere said the Board of Selectmen has already spent a lot of time making cuts and moving
33 people from full time to part time and filling or not filling open positions, now we are getting into deep
34 cuts. These expenses come up every year. The town does not have any control over certain costs. There
35 were certain things that came off the books; Chairman Fougere has no concerns with scrubbing the budget,
36 but feels it is kind of late to look at certain things. If we need to go out to bid for things, it is too late at this
37 point. It is December, it will take time to look at that. Mark Bender indicated the Social Security cost of
38 living index was published at .3% and we have looked at the consumer price index in New England. That
39 index is at 2%. We are looking at a budget that is less than that, it is up 1.6%. Mark Bender feels the staff
40 did a good job presenting their budgets; there was a lot of red ink applied to it and some adjustments were
41 made to get to a flat budget. The legal line item was increased because we want to pursue one piece of
42 property in 2017. If we no longer want to do that, we can take out that \$25,000. There is \$120,000 in the
43 budget for Recreation, that would be a .8 or .9% reduction in the budget. But are those things the town
44 should be doing? Does the Board of Selectmen really want to do that? Are those services the town wants
45 to provide? Selectman Putnam indicated its wants versus needs, we need to prioritize and push some things
46 down the road. The communications should be a priority this year.
47

48 Chairman Fougere stated the warrant articles in total add up to \$5.9 million. The Fire Department architect
49 was defeated in 2016 and will be on the warrant again in 2017 for \$25,000. There were no proposed
50 changes to the 2017 budget as of yet. Selectman Putnam thinks the \$25,000 for the fire department archi-
51 tect should be in the budget, not a warrant article. Selectman Daniels asked if all of the things that are in
52 the budget presented November 19 will be left? Chairman Fougere said there were not any items removed
53 on November 19, asking are there any other comments or questions about the budget? The privatization of
54 park maintenance would be difficult at this point. Selectman Daniels said things such as IT or Community
55 Media were pretty extensive, are we going to just support those budgets? Selectman Putnam said that the
56 Department Heads can come to the Board. Selectman Daniels wanted to bring this up so that we could talk.
57 Chairman Fougere said the town tax rate went down, the school tax rate went up. Selectman Daniels noted
58 we are only building the town budget and he wants to make sure we are doing it in the most cost effective

1 way for the tax payers. Chairman Fougere said this Board is not voting on the budget tonight, in two weeks
2 if members have specific questions or concerns, we will talk about them then. Mark Bender suggested hav-
3 ing a list of concerns prior to the meeting so that he can have Department Heads attend the meeting as
4 needed.
5

6 **Warrant Articles (possible)**

7 **-Road Improvements**, \$5 million, over a period of several years (possibly five). Chairman Foug-
8 ere indicated Amherst has a major upgrade of the road system in place now, with four major roads being
9 done at a time. These would be various levels of improvement based on the need. Vice Chairman Federico
10 stated people ask what \$5 million will get the town. With cartograph, he knows we can print out a report
11 that tells us what we will get for that money, but Vice Chairman Federico thinks that should be something
12 that this Board provides to voters. Mark Bender agreed and said that would be available prior to Delibera-
13 tive Session. Chairman Fougere said that information helps give the voters perspective. Vice Chairman
14 Federico said that people want the information on what the money will be spent on. Selectman Bauer
15 asked what amount would the Board of Selectmen want to have on that warrant article? Selectman Daniels
16 noted that the information needs to be in language that regular people can understand. Vice Chairman Fed-
17 erico does not know what the realistic number would be for the road maintenance warrant article. Mark
18 Bender said the bond would be for ten years. Chairman Fougere added that is whether we do \$5 million or
19 \$3 million, it will still only be about \$1 million per year. Selectman Putnam would want to know what we
20 are getting for the money. Selectman Daniels also noted we need to do something on the life expectancy
21 on the reconditioned road, and is it 10-15 years before we need to touch it again? The financing would be
22 for ten years. Mark Bender said that DPW Director Rick Riendeau could come to a Board meeting to pre-
23 sent a \$5 million plan versus a \$3 million plan. Selectman Daniels feels bridges are a higher priority than
24 roads. The next bridge up to fix is Great Brook which will be in 2017, according to Town Administrator
25 Mark Bender. Chairman Fougere thinks a presentation from DPW would help to make this decision.

26 **-Storm Water Video Inspection** – Town Administrator Mark Bender explained this warrant article
27 is to correct the wording in the warrant article and make up for the balance that was omitted in the 2016
28 warrant article. Selectman Daniels asked what happened to the rest of the funding? Mark Bender said this
29 will complete the project funding. The wrong amount was asked for last year; it is not increasing the
30 amount.

31 **-Fire Department Building Upgrade** – Selectman Putnam suggesting getting the \$25,000 into the
32 budget and then move it into the future. Chairman Fougere said that is the way the ambulance facility was
33 done and it worked. Selectman Bauer said that would not be in the default budget.

34 **-Swing Bridge Restoration** – Mark Bender is trying to set up a meeting to discuss the swing bridge
35 and grant opportunities. The \$560,000 is the full amount for restoration. Chairman Fougere noted we need
36 to fix that bridge and suggested expanding the sale of downtown bricks to support this project. Selectman
37 Bauer asked for the specifics of this. Mark Bender said it would be a complete restoration from foundation
38 to spires, replacing all the wooden planks, striping and painting, it will bring is back to its near original
39 state. This is to make sure it does not end up in the river like Jones Crossing. Mark Bender said the town
40 has applied for a couple of grants.

41 **-Capital Reserve Fund (Keyes Expansion)** – A presentation was provided to the Board and was
42 excellent; a Master Plan was laid out, this \$25,000 is for seed money for a plan. Selectman Daniels is not
43 sure about the demo of the building because Milford wanted to keep the DMV in Milford. Selectman Put-
44 nam suggested we could look into getting a couple of trailers to accommodate the DMV. Chairman Foug-
45 ere said if we were going to keep the building, it would need to be gutted. It was felt that renovating the
46 building at 127 Elm Street was not worth it. Long term, a demo was more efficient. Mark Bender asked if
47 the DMV would be open to using another building in town? Selectman Daniels said Milford has not even
48 talked about it with the State yet. Selectman Daniels thought they were going to retrofit that portion of the
49 building for recreation use, which could be used by the DMV during construction. Vice Chairman Federi-
50 co said that is still under discussion; both of them are being talked about. Selectman Putnam said the 127
51 Elm Street committee meets tomorrow night. Vice Chairman Federico said he will get an answer. Select-
52 man Daniels said we need to determine locally how we can address this. He thought the town might be
53 able to get some funding for the temporary location for the DMV that we could charge the State rent to use
54 the building. Chairman Fougere said the question is who would pay for it, the town or the State? Select-
55 man Putnam said that is why we need information from the State. The committee recommendation is to
56 demo the building. Chairman Fougere asked that Selectman Daniels talk to the DMV about their plans.
57 Mark Bender said it might be less expensive for the town to find other space in town for the DMV to occu-

py. There would be some up-front costs for the town. Selectman Daniels will talk to someone at the DMV about options.

-LED lighting – three bids were received for street lights and decorative lights to be changed to LED lighting; cost is \$100,000. Anticipated rebate from Eversource is about \$42,000, the town cost would be about \$58,000 with an energy savings of about \$35,000 - \$37,000 per year. This would be 424 street lights and decorative lights around the oval and requires voter approval.

-Bridges (Capital Reserve Fund)– last year (2015) the town spent \$175,000 from the bridges fund; in 2016 the town spent money on guardrails and engineering fees. The Mason Road bridge is next in line. All of the culvert type bridges need replacement. Reinforced concrete is what we will do if possible. Chairman Fougere said the Mason Road emergency repair that was done was only temporary. Mark Bender said that was a very small culvert and not a bridge but more work is needed. Selectman Putnam indicated it has to be done. Vice Chairman Federico suggested getting the details so that everyone knows what is needed for town vote. Chairman Fougere said we can do some of this work in house, which is a significant savings.

-Capital Reserve Funds are for seed money for things to be paid for over time in small increments. The small capital reserve funds being brought forward are for funds that would allow the town to purchase large equipment. Mark Bender said we can present all of these capital reserve funds or none of them at town meeting. Chairman Fougere asked for a list of what the Facilities Capital Reserve Fund would be used for. Selectman Putnam indicated there are quite a few buildings in town that need things here and there. Selectman Putnam does not think we need to fund all of these capital reserve funds and he would like to think about them more and then decide.

-DPW equipment – this equipment would be used for road work, plowing, recreation fields, and multi-uses for grader. The dump truck is used for snow removal and salt/sand spread. Backhoe use had an extensive study and it was not supported by voters in 2016. Selectman Daniels asked for a list of priorities for this equipment. Mark Bender said they are all important, none more than the other. DPW is getting close to the point that the equipment is all breaking down and the repairs are expensive. Chairman Fougere said the backhoe is used extensively and ended up at the transfer station. Selectman Putnam would like to visit DPW to see the current fleet of equipment. Vice Chairman Federico has asked for the DPW Director to get the equipment in the public eye so that people can see what we currently have. The more information we provide voters, the better.

7. SELECTMEN’S REPORTS/DISCUSSIONS.

- a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.
- b) OTHER ITEMS (that are not on the agenda).

8. APPROVAL OF FINAL MINUTES. There were no minutes to approve this evening.

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 7:05 p.m. in accordance with RSA 91-A:3,II (c & e) Reputation 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 7:35 p.m. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

12. ADJOURNMENT: Selectman Putnam moved to adjourn at 7:35 p.m.. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Katherine Bauer, Member

Mike Putnam, Member