

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**  
September 11, 2017

**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  
Amy Concannon, Videographer

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

**INSTRUCTIONS:** Chairman Fougere called the meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Fougere asked that we stay standing for a moment of silence to honor all the fallen on the anniversary of 9/11. 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 (RSA 91-A:3, II(c)) Reputation.** Selectman Putnam moved to enter into non-public session for reputation. Selectman Federico seconded. All were in favor. The motion passed 5/0. After discussion, Chairman Fougere announced that in non-public session one decision was made. Selectman Daniels moved to come out of nonpublic session at 5:17 p.m. Selectmen Federico seconded. All were in favor. The motion passed 5/0. Selectman Daniels moved to seal the minutes of this non-public session. Selectmen Federico seconded. All were in favor. The motion passed 5/0.

**5:30 p.m. – Certificate of Achievement – Bert Becker** Chairman Fougere said that we like to honor our volunteers, and tonight we honor Bert Becker, a longtime volunteer in Milford. He presented a certificate of achievement to Mr. Becker which said, service to the community is one of the most valuable gifts any citizen can give to make Milford a better place to live and work, and membership on boards and commissions is a very demanding and responsible form of public service. Therefore, the Milford Board of Selectmen wishes to pay public tribute to you for your contribution and devotion to excellence. On behalf of the board of selectmen our most sincere appreciation is extended to Bert Becker in recognition of outstanding and faithful service as a longtime volunteer for the town of Milford. Chairman Fougere said that our community could not function without our volunteers. Mr. Becker accepted the certificate and said that he would like to put in a good word for the Souhegan Valley rides, blue bus. He did not realize how valuable the service was until he had to use it.

**5:35 p.m. – Departmental Update – Fire Chief Jack Kelly** presented an update for the Fire Department from January 2017 to today. He said that he applied for a staffing for adequate fire and emergency response grant. If awarded the grant would pay for ¾ of the salary for 2 full-time guys for three years. The town would have to pay the remaining ¼ of the salary. After the three years, the town would take over the salaries. The fire department is having problems getting enough guys to service the call for more than one truck. He said they are having a staffing problem because older guys left or moved away. Chairman Fougere asked what time of day is he having staffing problems and Chief Kelly said daytime and sometimes night time, he is using two call guys who are not currently working, but he has to be careful that he doesn't overuse them because of the retirement system. Chief Kelly said that the average response time is around 6.28 minutes. Selectman Putnam asked how much has it gone up in the last two years, chief Kelly said that they used to be on the road around 3.5 to 4 minutes. He wanted to give the Board a heads up. Selectman Putnam said that he understood this is been an ongoing problem. Selectman Federico asked when he expects an answer to the grant, Chief Kelly said hopefully soon. Chairman Fougere asked Chief Kelly to keep the Board and Town Administrator posted.

**5:55 p.m. – 2<sup>nd</sup> Public Hearing – Sale of Land: 124 Prospect Street, in accordance with NH RSA 41:14-a** Chairman Fougere opened the public hearing at 5.48 p.m. The Town of Milford is the owner of a parcel of land identified as 124 Prospect Street, Milford NH. The property is depicted as Map ID: 35-31 with an assessed val-

uation of \$4,800. The property was previously used by Milford Water Utilities for a water storage tank that was dismantled in 2015. The Town of Milford NH has stated its intent to sell this parcel by sealed bid or other appropriate means. Town Administrator Bender said that the Board will have to make a decision on the sale of 124 Prospect Street on September 25, 2017. They can then either accept sealed bids or auction the property off or whatever the board wants to do. Chairman Fougere asked if there were any questions from the public. There were none. Chairman Fougere closed the public hearing at 5:50.

**6:05 p.m. – Public Hearing To Rescind Stop Sign on Osgood Road at Mason Road, in Accordance with NH RSA 41:14-b**

Chairman Fougere opened the public hearing at 6:05 p.m. There was an ordinance passed in 1989 to install the stop sign. The intersection was recently reconfigured and a decision was made that the stop sign was no longer needed. To make it official the ordinance has to have two public hearings and a decision. This is the second public hearing. Chairman Fougere asked for any additional comments or questions from the public. Lisa Johnson, 146 Osgood Rd. asked what we are doing to evaluate the area now that the sign is gone. People are flying down the road; she doesn't understand why the speed limit is 25 on Nashua Street and 35 on Osgood Road. She has almost gotten rear-ended several times trying to get into her driveway. People are cutting from Osgood making a left-hand turn on Mason Road and cutting the corner and driving into the opposite lane. She is concerned about the buses in the four wheelers. She said there have been five or six accidents in five years and now it's a potential for more. She does not understand why the sign was removed. Blaine Johnson, 146 Osgood Rd., said he had the same complaints. He wants to know why they took the stop sign away, what was the reason. Chairman Fougere said that they felt it was no longer needed when they rebuilt the intersection. They felt that because it was more of a T intersection instead of a flare, that the stop sign wasn't necessary anymore. He said that it's a safer intersection than it used to be. The feeling among staff and the police department was that it was no longer needed. There is a public hearing process before we can make the decision which is why we ask people to come down and voice their opinions. Mr. Johnson said the speed limit is 35 and people are not doing 35 they are going faster, it's unsafe and there's no sidewalk. Especially in the winter time when the kids have no sidewalk to walk on and they have to walk back and forth from school. He didn't see a reason to take the sign out, not everyone is speeding, but there are many that do. It is not safe for the kids to walk. It's an unsafe situation. Chairman Fougere closed the public hearing at 6:11. Chairman Fougere asked if there were any comments from anyone on the board. Selectman Daniels asked Chief Viola if there's been any analysis that's been done since the stop sign is been removed. Chief Viola said no, they were waiting until school started which it just did now they will monitor it. There really haven't been any complaints yet. To his knowledge, there haven't been any other concerns. He does know there's been a couple of almost accidents, but more because drivers are not paying attention. We will continue to monitor it and I will get you some numbers for the next meeting. He will try to get the guys out first thing in the morning. Selectman Daniels thought monitoring it for a couple of weeks and bringing the information back would be a good idea. Administrator Bender said that the board has to make a decision on September 25<sup>th</sup>.

**3. PUBLIC COMMENTS. (Items not on the agenda).** Chairman Fougere asked if there was anything concerning items not on the agenda. There were none.

**4. DECISIONS.**

a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the Consent Calendar for discussion. Chairman Fougere asked if there were any other questions. Selectman Putnam moved to approve. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

1) **Request for Approval for the Milford Volunteer Ambulance Association (MVAA) to hold their annual duck race during this year's Pumpkin Festival in October in accordance with NH RSA 287-A:7.**

2) **Request for Approval of Notification of 2017, Real Estate Tax Lien**

3) **Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)).** The following was accepted by the Board

Source	Amount	Purpose
Custos Morum Lodge 42 IOOF -	\$500	Donation to the Labor Day Parade
Haywards Trading Post	\$50	Donation to the Labor Day Parade
Kent's Service Station, Inc.	\$50	Donation to the Labor Day Parade
Richard & Bettina Mace Trust	\$100	Donation to the Labor Day Parade

4) **Request for Acceptance of Gifts of Property Under \$5,000 (31:95(e)) –** Donation of materials and labor to construct a walkway for the Scout House - \$350

b) **OTHER DECISIONS.**

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2 **5. TOWN STATUS REPORT.**

3 **1. 2018 Budget Ideas & Guidance** - Town Administrator Bender said we are coming up on our favorite  
4 time of the year! Staff is already thinking of 2018 and we would like input from the selectmen as we start our  
5 budget planning. We will have data on COLA, insurance rate changes and other costs soon, but we would like  
6 BOS guidance on overall budget goals and any specific items you want to see.

7 The Capital Improvement Process has begun. A new item we should consider is cost to implement the MS4  
8 Permit. In your packets is an excellent overview prepared by NRPC of the NH MS4 General Permit require-  
9 ments and the implementation timing. NRPC should be a valuable partner in the MS4 process. Staff prepared an  
10 accompanying spreadsheet showing estimated costs of \$250,000 for Milford over the next five years. This is on  
11 top of costs already included in our Operating Budget and Warrant Articles for ongoing Stormwater related  
12 costs such as video inspection of the system, catch basin inspection & cleaning, street sweeping, transfer station  
13 inspection & reporting, etc. Implementation and costs start slow and ramp up over a few years. 2018 Budget  
14 should include \$25,000 and by 2022 we are looking at \$65,000. Encourage the selectmen to study the overview  
15 and our projected costs. The permit will be issued effective July 1, 2018, so there are things we need to do be-  
16 fore this gets in place. Chairman Fougere asked if the cost associated in the beginning were more housekeeping.  
17 Administrator Bender said yes unless the system inspection process identifies an issue that requires our atten-  
18 tion. We are going to find problems. Selectman Daniels asked how much federal and state money we are getting  
19 for these mandates. Administrator Bender said zero, the cost will all be covered under the budget unless the  
20 state comes through. Selectman Daniels said he would dig out the bill pertaining to this and get it to the board  
21 for their review. He believes it's a Senate bill and they had until the end of the year to turn in replies. Chairman  
22 Fougere asked if there was any ETA on the CIP. Administrator Bender said they are meeting and would have  
23 something soon. Chairman Fougere asked Selectman Putnam if he thought the fire department was going to go  
24 for a bond this year. Selectman Putnam said that they asked the architect for numbers by December so they can  
25 look at it and included it in the budget process if we decide to go forward. Again these are just preliminary  
26 numbers; we are still fine-tuning and making changes. Chairman Fougere said this would be a huge project go-  
27 ing forward, and we won't need money for roads, bridges and infrastructure this year because we had the three-  
28 year bond.

29 **2. LED Streetlight Update** Installation is more than 90% complete. With good weather, we should finish  
30 this week. There is sidewalk and ramp work going on around the Oval. We are trying to complete the work that  
31 we started last year. Weather permitting we should be done with this in about two weeks. As far as paving, we  
32 are reclaiming Savage and McGettigan Road this week, which should start Wednesday, and the base coat pav-  
33 ing should begin early next week. Work will include McGettigan, Savage and also Scarbrough Lane.

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35 **6. DISCUSSIONS**

36 **1. Acceptance of Center Line Markings Guidelines – DPW Director Rick Riendeau** and Jason Plourde,  
37 chairman of the traffic safety committee. Selectman Daniels recapped that what they had before them were  
38 the changes that were proposed by the traffic safety committee in red. This is a living document; it can  
39 change from time to time as traffic increases or decreases. What we're looking for tonight is the board's  
40 approval based upon these guidelines. Based upon the guidelines, the DPW director will develop a standard  
41 operating procedure for DPW in dealing with this. We had people who had concerns about it voice their  
42 concerns at the traffic safety committee meetings and the board, they are on board with the changes that are  
43 here and understand the process. Chairman Fougere said that having clear guidelines when we go forward  
44 to do road work does make sense. DPW director Riendeau said that he has a project that he's been working  
45 on that will give him guidelines and give him written documentation on how we do things. Jason Plourde  
46 said that also included in the guidelines were standards set out there through the Federal Highway Admin-  
47 istration so that we can provide the DPW with some kind of guidelines so that they could know which  
48 roads to stripe, which roads we could consider striping and which ones to keep an eye on. We also talked  
49 about trying to get some type of traffic counter so that we can keep an eye on the roads, which would also  
50 be helpful for the police department and community development. It would save on hiring consultants to go  
51 out and do the traffic counting. It would allow us to keep a database which would be very helpful. Select-  
52 man Putnam made a motion that we accept the guidelines as presented, Selectman Daniels seconded. Ad-  
53 ministrator Bender asked to clarify, there are roads that are identified in the guidelines that require the cen-  
54 ter line, there are roads that are identified that should be center lined and then there are others in the index.  
55 Is it the intent that we are going to have center line markings on all of those roads? Jason Plourde said yes,  
56 for now, this is just a baseline. Chairman Fougere said that a motion has been made, all in favor 5/0.

57 **2. Proposed Part-time Ambulance Employee Pay Rate Adjustment – Ambulance Director Eric Schelberg** was  
58 asked to come back this week and provide additional information to the board for his proposed part-time ambu-  
59 lance employee pay rate adjustment. Eric said that information was based on 2017 projections, based on the

1 transfer port volumes indicated on the chart. It is up from 73 calls from last year. Chairman Fougere clarified that  
2 in 2016 the department's budget was \$776k and we took in 736k. Eric said yes and we underspent the budget by  
3 approximately \$18K, understanding that there are other costs associated with the department that is not here so it  
4 was just over \$21k. This year it looks like we should break even. Chairman Fougere said that this is one of the  
5 few departments other than building and planning where there is a percentage of income that helps to cover the  
6 cost. Selectman Putnam asked if the revenue projections are based on year to date this year or do they go back  
7 several years. Eric said his revenue projection this year is strictly based on the call volume to date. Looking at  
8 past history they've been pretty accurate in that regard. We isolated the 2015 year we know what caused it and I  
9 don't foresee it happening again. In the projection last year we made \$23k more than I expected but I try to be  
10 conservative and cautious. The annualized budget right now is under running by about \$11k for this year. The  
11 other part of your question was where are we going to find the money, and that again based on the fact that are  
12 under running, if this is approved and we introduce it at the next payroll it will cost \$9,641. So I can still account  
13 for this within my budget. Going into next year, we identified areas that we will not need like training because  
14 we do training every other year so the overall impact of \$35,809 is now going to be down to \$27k. We look at  
15 possibly next year raising our rates again, the call volume continues to stay, and given that we have seen a 4%  
16 increase four years we could very well be able to recoup the money or bring the amount closer. Not related, but  
17 in full disclosure, the department is currently operating with only one paramedic response vehicle, down one  
18 vehicle as of early-July. The 16-year old director vehicle is out of service as it will not start. Repairs to the fuel  
19 management system and intake gasket will require approximately \$2,700 to correct these issues, plus another  
20 \$600 to pass state inspection. Additionally, it should be noted the vehicle has a significant amount of body and  
21 chassis rust. It is not worth spending money on this vehicle so we are looking for a replacement; understand that  
22 this vehicle was used when we bought it. We have not found anything at this time. Having said that, my priority  
23 is to make sure that I have trained qualified staff at this time. Selectman Putnam made a motion that we go ahead  
24 and approve the request for the alteration of the additional payroll. Selectman Dudizak second the motion.  
25 Chairman Fougere asked if there was any additional discussion. Selectman Daniels said that he was not neces-  
26 sarily opposed to the pay change but he is opposed to granting these things in the middle or outside the budget.  
27 When we do that, it drives the whole budget. I'm not opposed to considering it but the last time we made this  
28 mistake I said don't do it again because we pay for it in the end. I think it should be included in the budget dis-  
29 cussions with everything else. Pay raises should be granted in the same process as everyone else, like the rest of  
30 the town employees, get. Selectman Putnam said it is up to us to maintain safety for the town and if we are losing  
31 employees because we are not competitive then we need to get competitive. It's costing us a ton of money to  
32 keep training people who are using us as a stepping stone. For the safety of the town people, I think we need to  
33 do this. Chairman Fougere said he doesn't necessarily disagree with Selectman Daniels comments he doesn't like  
34 the mid-year surprise either. If we end up in default you have to deal with this. The ambulances in somewhat of a  
35 different venue where most of its budget is covered by the fees, and it's a significant program for the community  
36 that gets great service for very little cost. Selectman Daniels said that if we go into default his understanding is  
37 that if we pass this it becomes part of the next default budget so he does not have to deal with it, this is part of the  
38 problem passing things midyear, they are now built into the budget for the next year. Town administrator Bender  
39 said technically they are adjusting the wage rate for that whole group of employees which becomes the new base-  
40 line. Chairman Fougere said a motion has been made and seconded, the motion passed 4/1 with Selectmen  
41 Daniels opposed.

- 42 **3. August 28, 2017, Interest Waiver – 2014 Property Tax** – Chairman Fougere said at the last board meeting the  
43 board did discuss some taxes in arrears relative to a commercial business, located at 455 Elm St. The board dis-  
44 cussed the merits of waiving the past-due interest payments for 2014. The board voted 3/2 in favor of waiving  
45 the interest, with Selectmen Fougere, Daniels and Putnam in favor. The next day the owner came in with a sub-  
46 stantial check for \$15,142.87, which was part of the agreement that those taxes be paid up. The town deals with  
47 these quite often when they come in we try to work with the people as much as possible to resolve the issues. The  
48 last thing the town wants to do is take someone's property. We will be monitoring the agreement to pay taxes  
49 closely. Town administrator Bender said that for the record, the interest waived was \$5,755.97 and the owner  
50 agreed to set up a monthly payment plan for 2015 and 2016 owed taxes. Selectman Putnam said he was one that  
51 voted in favor of this because we are trying to spread out our tax base and encourage more commercial/industrial  
52 business's in Milford to take a lot of the burden off the property owners. This was a commercial piece of proper-  
53 ty that if we didn't cut him some slack, he probably would've closed his doors, it would've been taken off the tax  
54 roll so we lose income and probably never see the taxes again and it would just sit until sold or whatever.  
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56 **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

- 57 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**  
58 b) **OTHER ITEMS (that are not on the agenda).**  
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**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 09/11/2017**

1 **8. APPROVAL OF FINAL MINUTES.** The minutes of July 24, 2017, July 31, 2017 and August 28, 2017 were  
2 presented for review and approval. On motion made by Selectman Putnam and seconded by Selectman Daniels, the  
3 minutes were approved as amended. All were in favor. The motion passed 5/0

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

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

6 **11. NON-PUBLIC SESSION.**

7 **12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 6:38 p.m. Selectmen Dudziak seconded. All were in  
8 favor. The 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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Mike Putnam, Member

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Laura Dudziak, Member