

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
November 27, 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
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. – Restoration of Involuntarily Merged Lots Map 22 Lot 119 RSA 674:39-aa– (Tabled from 11/13/17)

Assessing Director Marti Noel – stated that this is in reference to a property located on Myrtle Street. Additional questions were raised during the discussion on November 13, 2017 and the Board asked Marti to research more information on Nashua St. Marti said that after further review of Nashua St., she found that it was a property that had fallen into disrepair. The Town condemned the property and asked the owners to tear it down. In the research of how that would affect the value of the property, it was brought to her attention that there were two lots. Looking further with the recently established RSA, the deed of the property clearly identified that the lot line ran through the house. She did not consider it to be an abandoned lot line. The property owners were asked if they wanted to have the two lots or keep it as one, and that’s how that lot was separated. In the recommendation and decisions regarding both the 98 Nashua St. and 2 Spring St. properties which were mentioned in the November 13, 2017 discussion, the research completed by her department provide sufficient and compelling evidence that there was no indication of an abandoned lot line, and the evidence available supported the restoration of involuntarily merged lots. With the 11 Myrtle St. property, this is not the case. The garage appears to straddle the lot line and indicates that “an owner in the chain of title” did effectively abandon the lot line between the two parcels through that overt action. Marti recommends that the Board require proof that the garage does not straddle the lot lines before granting an un-merger of those lots. Should the garage be found to straddle the lot line, as appears to be the case, then she recommends that the property owner submit a subdivision plan to the Planning Board and follow current subdivision regulations and ordinances. Chairman Fougere said that his concern, the way the statue reads is that it’s the towns obligation to prove that there is an issue. We are relying on an aerial photo which is hardly accurate. In the past we have reviewed old sewer maps, but there isn’t any on this street. Marti said that is why she feels that the property owner should show us that the garage did not cut across the lot line. Chairman Fougere ask the Board if they had any questions. Selectman Putnam asked what we are looking to do. Chairman Fougere said that there has been a request to un-merge the properties. Selectman Dudizak asked if the garage was on or over the property line. Marti said it looks like it’s across the property line based on the photo. Selectman Dudizak confirmed that the town would have to prove it. Marti said yes, not necessarily in a survey. The photos could be wrong, but she would like the owners to show her. This is a process that we have asked of others in the past. Selectman Daniels asked if we had any choice. Chairman Fougere said that we could accept Marti’s recommendation or make a decision that we allow the un-merger. The owners don’t have the money right now. At some point if it’s sold, the new owners would have to do a survey. The owners have approached us with a request to un-merge, that’s the question we have to make a decision on. Selectman Dudizak asked if they could do that by going to the Planning Board. Chairman Fougere said if it turns out that the lot line was through the garage, it would require going through the proper procedure with the Zoning Board. The lots are 15,000 square feet. Marti said that if the owners want to sell the property and are unable or unwilling to prove that, then it would be up to the next buyer. Chairman Fougere said it’s up to the Board with evidence that we have and in this case, it a photo. Marti asked if the property owners have identified any of the markers for the lot line. Selectman Putnam said that if the garage straddles both properties, it basically turns it into one, he would leave them merged. If we un-merge them there could be a problem down the road. Selectman Daniels said the evidence that we have isn’t conclusive. Selectman Federico agreed. Chairman Fougere asked if there was anyone in the audience that wanted to comment. Andrea Kokko Chappell said that the statue reads that it’s on the burden of the town to show that the lot straddles the property. The land owner is ok with a stipulation in the un-merger of the lots that says that the garage must be taken down before the second lot could be developed. The history of the involuntary lots is that the town over the years, has taken these properties that people think that they have two lots. In this case, there is a deed that shows the two tracks and the family is asking to un-merge the lots. Going before the Planning and Zoning Board is an

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1 additional cost for the land owner for lots that were merged through no action of their own. She feels that it's in the
2 Towns best interest to work with the land owners. She is sure that the Board could stipulate that the lot could not be
3 developed until the garage comes down. The master plan downtown says that the town should be evaluating area to
4 promote infill and higher density residential uses within a reasonable distance of the Oval utilizing current infrastructure
5 and encouraging a variety of housing types. This is something the Board should take into consideration when un-
6 merging these lots. Dick Fraizer, administrator of his sisters estate said that he has a plot plan of the original develop-
7 ment that shows that it was 63', the aerial photo shows that it's 65' and he thinks in reality when the lot was purchased
8 the driveway was on the second lot. The second lot #2 was actually two lots combined into one. It was always en-
9 croached upon the other lot. The pin for the second lot is in the middle of the driveway. Chairman Fougere asked if
10 there were any other questions. Selectman Daniels made a motion that we approve the separation with the stipulation
11 that the garage be torn down. Selectman Putnam seconded. Chairman Fougere asked if there were any discussion on the
12 motion. Selectman Federico asked would we be creating a lot that would be too small to build on, and why would we do
13 that. Chairman Fougere said that right now it's one assessing lot, if you look at the tax map in that neighborhood; all the
14 lots in that area are small. Selectman Daniels asked if both lots were lots of record. Chairman Fougere said if we take
15 away the garage issue. Marti said that you can't take it away because the garage is the issue, if it had never been built
16 then yes. It's taxed as one lot. The driveway and the garage cross each lot. Selectman Federico said its common sense
17 from the map that the lot line comes straight across the lot. What they are asking for and what they are saying about lot
18 line would make sense. Selectman Putnam that all over town there are lot lines that make no sense at all. Marti said that
19 each case needs to be taken individually, but it isn't just one lot. What we do for one needs to be done with all. Chair-
20 man Fougere agreed. Hearing no other questions, a motion was on the table. The motion passed 4/1. Chairman Fougere
21 asked if there were any other questions, hearing none, thanked Marti.

22
23 **5:45 p.m. – Re-approval of Veterans Credit RSA 72:28 and Spouse Veterans Credit – Assessing Director Marti**
24 **Noel.** In an audit by the NH Department of Revenue conducted earlier this year, they identified that several original PA-
25 29's did not have the actual signatures of the Selectmen at the time of the approval. This action is to remediate the re-
26 sulting uncertainty from that lack of signature. Marti has reviewed the applications along with the supporting documen-
27 tation and is recommending that the Selectman re-approve the list of qualified veterans, and qualified veterans spouses.
28 A motion was made by Selectman Daniels to re-approve the list of qualified veterans and veterans spouses. Selectman
29 Putnam seconded. All were in favor. The motion passed 5/0. Chairman Fougere asked if there were any other ques-
30 tions, hearing none, thanked Marti.

31
32 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

33 Chris Labonte asked for clarification on Perry Road. He asked what were the steel plates for that were installed by DPW
34 today. Chairman Fougere said to provide extra protection for the boxed culvert where the gravel is going out. Chris
35 asked who bought the steel plates. Chairman Fougere said that Public Works bought them. Chris said that if it's in re-
36 gard to the gravel operation, why are we as a town spending money. This is the second time that we have installed steel
37 plates over that culvert on tax payer's money. Administrator Bender said that the first time the plates were provided by
38 Eversource who rented them, we had the equipment and Public Works helped put them in place. Chris asked if they had
39 a dollar amount on what it would take each time these were installed and removed. Administrator Bender said he could
40 get that to him. Chris asked how much the plates cost. Administrator Bender said around \$11,000. The advantage of
41 the plates is that they are temporary and can be moved to other bridges in town if needed. We had beams and plates on
42 Jennison Road prior to replacing the culvert. This gives the Town flexibility when we need to look at a bridge. Chris
43 said his concern was that as a taxpayer it appears that you are spending money due to the gravel operation on the BROX
44 property. We already said we weren't going to spend money according to the warrant article. Chairman Fougere said
45 that the Board decided to make this decision a long time ago because they can be used anywhere. They are not some-
46 thing that's going to be thrown away. Public Service put the plates down with the intent of using it as an access point
47 for the next year. The project has been off and on. When they pulled them out we decide to put our plates there. We
48 didn't have to but we are trying to be proactive. Chris also had a second question for Perry Road. He asked when the
49 potholes will be fixed. DPW previously put crushed gravel in the holes but it's gone now. We put in a pothole request
50 last week. We understand that it was a holiday week. Chairman Fougere said that Administrator Bender can follow up
51 on it. Selectman Putnam asked if the steel plates were bought for Jennison Road originally. Administrator Bender said
52 that we rented them from the state. We own the ones on Perry Road. They are not designed to strictly improve or in-
53 crease the weight limit of the road, but it does give the Town some protection in that manner. Public Works is going to
54 have to watch that bridge very closely. That bridge has an E2 rating. Chairman Fougere asked if there were any other
55 comments. There were none.

56
57 **4. DECISIONS.**

58 a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the Consent
59 Calendar for discussion. Item 3 was removed from the Consent Calendar for further discussion. Selectman Putnam

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1 moved to approve the consent calendar for items 1, 2, 4, 5, and 6. Selectman Daniels seconded. All were in favor. The
2 motion passed 5/0.

- 3 1) Request for Acceptance of donations to the Conservation Commissions Rail Trail Fund:
 - 4 - Donation from James Bell (remaining money from Eagle Rail Trail Step Project -
 - 5 \$205.42
 - 6 - Donations from the 2017 Ghost Train Rail Trail Race - \$10,770.31
 - 7 - Donation from the Pumpkin Festival - \$25.00
- 8 2) Request for Acceptance of Aquatic Resource Mitigation (ARM) Grant Award of \$8,620.00 to
9 be used toward the costs of the easement for Hitchiner Town Forest.
- 10 3) Request for Approval to Appoint Anita Stevens to the Committee.Conservation as a new
11 member.
- 12 4) Request for Acceptance of Gifts of Property under \$5,000 (31:95(e)) –
 - 13 • Donation of 4 mobile hanging file systems to the Community Development Office
 - 14 from Hoyle, Tanner & Associates, Inc. - \$500.00
- 15 5) Request for Approval of (2) Notice of Intent to Cut Wood or Timber Map 57, Lots 3, 10, 14
16 and 57.
- 17 6) Approval of Certificate of Authority for the sale of the 124 Prospect Street Property.

18 Selectmen Putnam questioned why we are accepting \$10,770.31 for Conservation; he thought we needed a public hear-
19 ing to accept the money. Tina said that we do not need a public for donations for Conservation; we only need them for
20 large donations for the Town. Selectman Putnam said ok.
21

22 Chairman Fougere asked Anita (consent calendar number 3) to come forward so the Board could meet her. Without
23 volunteers in the community we would be in tough shape. Conservation Chairman Andy Huges recommends adding
24 Anita as a full member to the Conservation Commission. Her background in horticulture will be an asset to the Com-
25 missions deliberations. Anita said she wanted to join because she now has time because she is retired. She wants to give
26 back to the community that means so much to her. Living in Milford is a privilege but a privilege has responsibility and
27 it’s her turn to be responsible. Chairman Daniels asked how long has Anita lived in town. Anita said about 30 years.
28 She is please to get to know the Conservation Committee and how hard they work. Selectman Daniels moved to appoint
29 Anita to the Conservation Commission as a full member. Selectman Daniels seconded. All were in favor. The motion
30 passed 5/0.
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32 **b) OTHER DECISIONS.**

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

- 35 1. Budget Overview – The 2018 Operating Budget was presented to the Board and Budget Advisory Committee
36 on Saturday, November 18th. The budget is \$14,146,243. This is an increase of \$172,962 or 1.2% from the
37 2017 approved budget. Jack has calculated the Default Budget at \$14,062,606 which is an increase of \$89,325
38 or 0.6% from the 2017 budget. There were several open items from Saturdays meeting including:
39

40 **- Full Time Firefighters:** We included one FT Firefighter in the budget and Jack completed an analysis of a couple
41 different options for a second firefighter. Option A was to add the second firefighter also in April. The cost would be an
42 additional \$56,508 @ .4% to the budget. Option B would be to add the second firefighter into the budget for Q4, start-
43 ing in October. The cost would be an additional \$18,836 @ .13% to the budget. Option C would be just to keep one for
44 now and add a second firefighter in 2019. He asked the Board how they would like to proceed. Selectman Daniels said
45 he would like to find the money within the proposed budget and not add it to it. Chairman Fougere asked Selectman
46 Daniels if he had a preference on the scenario. Selectman Daniels said no. He heard the Fire Chief say that he could
47 wait until next year. Chairman Fougere asked Chief Kelly to come up to the table. Assistant Chief Mark Britton joined
48 Chief Kelly. Chairman Fougere asked the Chief for his thoughts. Chief Kelly said that the April/October was a good
49 scenario. Selectmen Putnam asked how much time would be taken off getting to the scene with the 1st firefighter. Chief
50 Kelly said they would not be waiting for anyone, it would be faster. Selectman Putnam asked if it would cause any
51 safety issues for the men on the truck getting to the fire. Chief Kelly said he no, he would still use a per diem guy so we
52 would still have 4 people. Selectman Putnam asked what was in the budget for a per diem. Administrator Bender said
53 that per diem was budgeted at \$146,900 for part-time and temp., call firefighters. Selectman Putnam asked if he could
54 do without the part-time and temp guys. Chief Kelly said no because they were needed at night as well. Selectman
55 Federico asked if they knew what the daytime/nighttime split was. Chief Kelly said he could get the numbers. Select-
56 man Putnam said his concern was the safety of the firefighters on the scene, making sure we have enough guys and pro-
57 tecting the public. He asked what are the odds that we could save someone with the second person that we wouldn’t
58 save with the first person. Chief Kelly said that every call was different. Selectman Putnam said you can’t put a cost on
59 safety. Selectman Federico said that he would be in favor of adding some full-time staff because he thinks it is a safety

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1 issue. The town has been very lucky so far with the coverage that they have with the volunteer and per diem fire fight-
2 ers. Our luck is going to run out and we need to make sure we are ahead of the game. He agrees with Selectman Put-
3 nam, it's a life safety issue and we also need to be mindful of the money. If we put a full-time person in, are we going to
4 pull back on per diem day hours. Chief Kelly said that there will be just one per diem day slot. There are two now,
5 when we can get him. Tomorrow we are down to two guys. Selectman Putnam asked, when they are down to two guys,
6 are they confined to the station. Chief Kelly said no, they still have to do their inspections. The odds of them being in
7 the station when a call comes in is about 50/50. Chairman Fougere confirmed that the Chief is down on part-time wages
8 for this year, from \$167,000 to \$146,000. Chief Kelly said yes and we are using some of that money for a full-time slot.
9 Chairman Fougere asked the Board which scenario they wanted to go with. Selectman Dudizak confirmed one starting
10 in April and one in October. Chairman Fougere said yes. Administrator Bender said that in a budget that is only going
11 up 1.2% he thinks they can look hard and try to cover the \$18,000. Selectman Putnam made a motion that we go ahead
12 with a full-time firefighter in April of 2018 and October of 2018. Selectman Daniels seconded for discussion. Selectman
13 Federico said that we are adding \$126,000 to the budget overall, it's a lot when we aren't even talking about warrant
14 articles yet. Administrator Bender said that the \$56,000 for the first full-time firefighter is already in the budget. We are
15 talking about adding another \$56,000 or \$18,000. Chairman Fougere said that there was just a motion to add \$18,000.
16 It's a good compromise. Selectman Putnam said it's a lot of money, but public safety should be our number one priori-
17 ty. Selectman Dudizak confirmed one starting in April and one starting in October. Chairman Fougere said yes. Se-
18 lectman Federico told Selectmen Daniels that we shouldn't hold it to pulling it out of the budget because he doesn't
19 know if we will be able to find it. We will review priorities and disagree. He will support one in April and one in Octo-
20 ber but not with a caveat saying "find the money in the current budget". He would lean towards trying to find it, but not
21 require it all come out of the budget. Chairman Fougere said he would like to see where it's coming out of. Selectman
22 Dudizak said that she is in support of one in April 2018 and one in April of 2019. Chairman Fougere asked if there were
23 any other discussions. A motion is on the table to support the fire budget as presented with adding one staff member if
24 the budget is approved and then adding a second person in October at a cost of approximately \$18,836. The motion
25 passed 4/1. Administrator Bender confirmed that they want to cover the cost in the 2018 budget. Chairman Fougere
26 said yes. We will see where it's coming from and if we have to discuss it again, we will.

27
28 - **Ambulance:** new or used paramedic vehicle. Administrator Bender said that we included a used vehicle in the budget.
29 New would add about \$18,000. Eric looked at a used vehicle last year and was comfortable with it. We already took a
30 used police vehicle and transitioned it to a paramedic vehicle and it works well at about 10,000 miles per year. Chair-
31 man Fougere asked if everyone was good with that. The Board said yes.

32
33 - **Education Reimbursement:** The budget includes \$9,000 total. Administrator Bender said that questions were raised
34 about the education reimbursement budget. Average expenditure over the past 5 years is \$5,392. The costs vary widely
35 from zero in 2016 to \$17,139 in 2013. We have two known requests that may be payable in 2018 for \$4,050 and antici-
36 pate two additional requests. The Budget seems reasonable as presented, does the Board want to make any changes.
37 The Board said to leave it as is. Administrator Bender said that if there were any other thoughts on the budget they
38 could e-mail their questions.

- 39
40 2. **Warrant Articles** – Administrator Bender referred the Board to the most recent version of proposed warrant
41 articles in front of them and asked them how there were going to proceed this evening. The board reviewed the
42 list; there were no positions to support/not support taken at this meeting. Several warrant articles were dis-
43 cussed for various reasons.

44
45 **Main Fire Station Upgrade** – The Board will make a decision when they find out what the actual number will be.
46 Chief Kelly said that they would be in at the December 11th meeting with final numbers.

47 **Bridge Replacement Capital Reserve** - Selectman Putnam wanted to lower it from \$175,000 to \$100,000. There is
48 concern about the bridges that are red listed and what may be needed in the future. Administrator Bender will provide
49 the Board with a list of bridges for future discussion.

50 **Public Safety Communication Equipment Replacement CR** - This warrant article is for other radios and equipment.
51 Selectman Federico felt that if they are looking to cut, he would recommend cutting this by \$20,000, everyone agreed.
52 The amount was changed from \$40,000 to \$20,000.

53 **Keyes Park Expansion Committee Project CR** - Selectman Federico recommended lowering it, Selectman Putman
54 recommended removing the warrant article this year to save money. All Selectman were in favor of removing this war-
55 rant article for this year.

56 **Replacement Ambulance Lease/Purchase** – Selectman Putnam recommended removing this warrant article all to-
57 gether. Selectman Federico said no. We are trying to get on an even rotation to keep the ambulances current. Pushing
58 this forward will keep you in the rotation. This falls into the life safety and upgraded equipment category. Administra-
59 tor Bender said that the mileage on the A ambulance is 112,000, the B ambulance is 70,000 and the older ambulance
60 used as a "ready reserve" the 2001 is at 123,000. The consensus was to keep this warrant article on for now. Chris La-

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1 bonte said that if the Board is worried about rotation, what about getting rid of one of our 5 year old ambulances and
2 that would start the rotation. We could still keep the back up one, but this will keep the two front line ones in a rotation.
3 He asked if our 5 year old ambulance worth anything as a trade in. Selectman Federico said he didn't know what the
4 market is for a used ambulance. Chris said it was just a suggestion. Selectman Putnam said it was a good idea. Admin-
5 istrator Bender said he would ask Eric. Selectman Daniels asked Administrator Bender to ask Eric how many miles
6 have been put on the "ready reserve" ambulance since we took ownership. Chairman Fougere said that Eric may know
7 how many times it has gone out on a call as well.

8 **Nashua Street/Ponemah Hill Sidewalks and Signalization** - Administrator Bender said that this article would only
9 come into play if we were approved for a CMAQ grant. Total appropriation is \$800,000, 20% would be the Town's
10 share of \$160,000. Selectman Daniels said he would be ok with removing this from the warrant articles. All Selectman
11 were in favor of removing this warrant article for this year.

12 **Replacement Sidewalk Plow Lease/Purchase** – This will replace the 2000 Holder tractor plow with sander that is no
13 longer in service. Selectman Daniels said that he would like to know how much the grader was used on sidewalks this
14 year. Administrator Bender said that we just purchased it after the Deliberative Session in March and it hasn't been used
15 for snow removal yet. Selectman Putnam asked if it has been used for anything. Administrator Bender said it has been
16 used for the parking lot at Adams Field, and road and ditching work. The consensus was to keep this warrant article on
17 for now.

18 **Social Services** – This warrant article was recently raised by the Social Services Committee from \$35,000 to \$40,000.
19 Selectman Daniels asked for a list of the Social Services that make up the \$40,000 amount. Administrator Bender said
20 he would have it tomorrow.

21 **Fire Works** – This warrant article is for \$8,500. Selectman Putnam said that he would be ok with removing this. Se-
22 lectman Dudizak and Federico said to leave it on. Chairman Fougere said that this warrant article is one that they
23 should let the voters decide on. The consensus was to keep this warrant article on for now.

24 **Memorial, Veterans & Labor Day Parades and Recognition** – This is for support details and flags for the veterans
25 graves. Jack Sheehy, Finance director said that we have been going a little bit over the past couple of years and would
26 like to suggest that we raise it from \$6,000 to \$6,500. Selectman Daniels asked if the town purchases the flags and put
27 them out. Administrator Bender said that we bought the flags and the DAR puts them out. Selectman Daniels asked if
28 we pick them up after or leave them out all year. Administrator Bender said that they are picked up, but he would check
29 with Cemetery on the procedure. The consensus was to raise this warrant article \$500.

30 **Authority to Grant Commercial and Industrial Development Tax Relief** – Administrator Bender said that this is the
31 result of Legislative action signed by the Governor in August. Selectman Daniels asked if they Board had to decide on
32 the percentage. Administrator Bender said yes, the percentage and number of years. Chairman Fougere said they would
33 have to pick a district where it would apply and any new use built there would get the discount. Selectman Putnam likes
34 this idea. Administrator Bender said that they could take some of the areas out of the warrant article i.e. commercial,
35 limited commercial, industrial, integrated commercial, industrial and integrated commercial and Industrial 2. The con-
36 sensus was to keep this warrant article on for now and think about it.

37 **Rename Bridge Replacement Capital CR** – We proposed to rename the Bridge Replacement CR Fund to Bridge Re-
38 pair and/or Replacement CR Fund. The intent was always to replace or repair in place.

39 **Osgood Pond Phase II** – We received an LWCF grant of \$175,000 which expires in two years and requires 50%
40 matching funds. Selectman Daniels asked why we are asking for \$350,000. Administrator Bender said that we have the
41 raise and appropriate the whole amount and then get reimbursed for the \$175,000. Phase I is done and this would com-
42 plete the project. Selectman Federico and Chairman Daniels said we have too many other priorities. Selectman Daniels
43 said to leave it on for now and continue to look for other places to get grant money and donations. Chairman Fougere
44 asked when do we need to know on this. Administrator Bender said two years from the date we were awarded the grant
45 which was this summer. We could wait until 2019. Chairman Fougere said that if we wait and try to find matching
46 funds we would have to know by the Deliberative Session. We can leave it on for now.

47 **Swing Bridge** – This is to ask voters to utilize the Bridge Repair and/or Repair Capital Reserve funds along with dona-
48 tions as matching funds to refurbish the Swing Bridge. The bridge is now on the DOT ten year refurbish plan with a
49 date of 2028, if a grant became available we could use matching funds from the Bridge CR, we could get the grant and
50 get this done sooner. Selectman Federico said that as long as we are not diverting funds from the road bridges. Select-
51 man Daniels asked if the swing bridge could be included in the list of bridges that needed repair. Administrator Bender
52 said that he will add it to the bridge list.

53 **Conservation Land Fund** – This warrant article is for \$20,000, it was for \$25,000 last year. Selectman Federico said to
54 leave it on for now.

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56 **6. DISCUSSIONS** – Chairman Fougere said that they charged staff with putting together a scope of services to look
57 at MACC Base and communication needs. There is a draft kicking around and we would expect the 1st pass by the
58 next meeting.
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7. SELECTMEN’S REPORTS/DISCUSSIONS.

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

Selectman Federico (GTA BOS Rep.) told board that the bata website will be available for staff to test over the next couple of weeks and hopefully we will have it up and running around the third week of December and go live by the beginning of the New Year.

Selectman Daniels (Recycling Committee BOS Rep.) said that they would be focusing on educational information. December they will focus on electronics and recycling Christmas trees. In the future they will look at metals and different types of paper. It would be an educational thing for the public if they could tune into the town channel. We have a couple more people interested in joining the committee, and can always use the help. They are also looking into “pay as you throw” information report to give to the Board before the end of the year. Chairman Fougere read an article on the recycling market where China may be getting out, it could alter the way we do things. Selectman Daniels said it is numbers 3 through 7 where there isn’t really a market for them so we have been shipping them overseas.

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

Selectman Daniels asked if the dock that is at Osgood Pond stays in for the winter or is it removed. Administrator Bender said that the recommendation is to let it stay in so that it floats and isn’t attached to the shore.

Selectman Daniels would also like to thank the Lions Club for the holiday decorations on the Oval.

Chairman Fougere brought up communication with the public and how can we improve it. He asked Selectman Federico to look into GTA for better communications. Selectman Putnam said that we already have Nixle which sends information out to anyone out who signs up. Chairman Fougere said people need to be better educated on it. Selectman Federico said that you have to consider the source of information, not everyone cares about computers or technology. There are many ways to communicate. There is also common knowledge for the town. He monitors social media and people e-mail him information. We dropped the ball and didn’t post that the Transfer Station was closed on Friday after Thanksgiving, although it’s always been closed after Thanksgiving. We have to do a better job on releasing and clarifying the information that we put out. Nixle is great for emergency alerts, closings etc., but people don’t necessarily want text messages. We need to be consistent on how we let people know what’s going on and where the information will be located. Social media is good, but we need more. If you want a constant source, it needs to go up on the web page and/or in community e-mails. Moving to the new web platform will help with this. It will require a lot of staff involvement. Feedback and people telling us what they want will help. Chairman Fougere said he would appreciate the committee’s thoughts on it. You can’t post everything, but keeping the public informed on an on-going basis would be good. We have an A-Frame at the transfer station, we need to use it. Selectman Federico said it was up there. Chairman Federico said that announcements are also made at the Selectman’s meetings, but things change. Selectman Putnam asked if it was the Boards responsibility or staff. Chairman Fougere said it’s everyone’s responsibility. Selectman Putnam said that it’s been addressed over the years, he assumes that staff knows what’s going on and is making the correct notifications. Administrator Bender said that web site was noted that town offices were closed Thursday and Friday and there was a sign at the Town Hall. We didn’t explicitly single out the Transfer Station and maybe we should have. Going forward we will try to remember and we will also put out an A-frame ahead of time notifying people that we will be closed Thursday and Friday of Thanksgiving week, just like most people have that holiday. Tina Philbrick came up to clarify that the closings were posted on all social media sites, at the town hall and on the web site. She assumed that when she said “Town offices” are closed, it meant all of them to include the Transfer Station, apparently she was wrong. She will in the future list all town offices that are closed. The A-frame signs have already been made to put on the Oval for the next closing. It doesn’t matter where you post, people are going to complain. We are also working on Nixle to get more information out pertaining to individual departments. Chairman Fougere said he’s been thinking about this for a while now and not everyone reads the paper, or looks on the web site. We just need to look into more ways to keep people informed.

8. APPROVAL OF FINAL MINUTES. The minutes of November 13, 2017 were presented for review and approval. A motion was made by Selectman Putnam and seconded by Selectman Daniels. All were in favor. The motion passed 5/0

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Fougere.

11. NON-PUBLIC SESSION. Selectman Putnam moved to enter into a non-public session at 6:50 p.m. for approval of non-public minutes (RSA 91-A:3,II(c)) Reputation and (RSA 91-A:3,II(d)) Land – October 30, 2017. Selectman Daniels Seconded. All were in favor. The motion passed 5/0.

12. ADJOURNMENT: Chairman Fougere moved to adjourn at 6:52 p.m. Selectmen Daniels seconded. All were in favor. The motion passed 5/0.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 11/27/2017

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Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Mike Putnam, Member

Laura Dudziak, Member