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**APPROVED**

**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**

June 13, 2011

**PRESENT:** Gary Daniels, Vice Chairman  
Tim Finan, Member  
Katherine Bauer, Member  
Mike Putnam, Member  
Guy Scaife, Town Administrator  
Darlene J. Bouffard, Recording Secretary

**EXCUSED:** Nate Carmen, Chairman

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

**INSTRUCTIONS:** The meeting was called to order by Vice Chairman Daniels after a 5:30 non-public (Legal) session at 5:36 p.m. Vice Chairman Daniels explained that Chairman Carmen was excused from tonight's meeting; therefore he is assuming the role of Chairman. Vice Chairman Daniels introduced Board members and led the audience in the Pledge of Allegiance. Vice Chairman Daniels noted 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. – Non-Public Session – (RSA 91-A:3, II(e)) Legal.** Selectman Putnam moved to enter into non-public session at 5:30 p.m. in accordance with RSA 91-A:3,II(e) Legal. Selectman Bauer seconded. All were in favor. After discussion, Selectman Putnam moved to come out of non-public session at 5:36 p.m. Selectman Finan seconded. All were in favor. Vice Chairman Daniels announced that in non-public session, the Board discussed a legal issue and approved one tax appeal settlement. The minutes of the non-public session were sealed on motion made by Selectman Finan and seconded by Selectman Putnam. All were in favor. Motion passed 4/0.

**5:35 p.m. – Departmental Update – Human Resources.** Ruth Bolduc, Human Resources Director, was welcomed by the Board. Ms. Bolduc explained that the Mediation/Host Homes programs have been busy, indicating that Mary Pat Jackson has expressed that the Milford Area Diversion Program is running smoothly, which offers teenage First Offenders to attend meetings and do community services instead of serving time. This has been a tremendous success and additional meetings are needed to cover the additional kids that go into the program. There are currently 3-4 mediations per week. Currently, Mary Pat is working with Milford Middle School to set up mediation at the school, primarily for bullying, starting in September. Mary Pat received e-mail today that there will be no funding for the program but she is still waiting to hear what will happen to the program in July. The towns do help with funding the programs, but she may need to cut her hours and programs if funding does not come through.

Welfare has been extremely busy; with 239 applicants since the end of May, 192 of which received some sort of assistance. In June, Susan Drew has seen an additional 44 cases handled through Welfare. The economy has not yet improved for the Welfare clients. Almost half of the Welfare budget for 2011 has been spent, so she is hoping to see some relief. A Community Resource fair will be held in September, at which vendors will be available so that Welfare clients may collect information that may assist them and the Greater Milford Outreach Program (who is organizing it) is asking local social services providers to attend. It is expected that this will be very well attended.

In Human Resources, Ms. Bolduc has been busy switching over the health insurance from the current Harvard Pilgrim through Primex, to Anthem through LGC which gives the town the same premiums as it currently has and similar coverage. There have been several changes in personnel, with three new hires starting today, June 13. Life insurance, short and long-term disability will soon be looked at for re-enrollment in January 2012. Ms. Bolduc asked if there were questions. Selectman Bauer asked in Welfare, it was mentioned that SHARE discontinued granting gas vouchers, is that for the rest of 2011? Ms. Bolduc believes that is so. Vice Chairman Daniels asked if Welfare ties into the Southern NH Services fuel program. Ms. Bolduc said it does, but that is for heating fuel, the gas vouchers being spoken of are for vehicle fuel use. There were no further questions.

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5:50 p.m. – Labor Day Activities Update. Jerry Guthrie presented his ideas for fundraising for the Labor Day Parade and other activities. A group of 8 people met at St. Patrick parish hall last week to discuss ideas to raise money for the 2011 Labor Day Parade, which includes the parade, an all class reunion, presidential debate (town meeting), movie premier and donation/volunteer plaque. These ideas are being discussed by the group to identify which ones might be achievable and which ones may be done another year. The all-class reunion, it was decided, would wait for another year, however, the group feels that a town-meeting style presidential debate could be held since it is an election year. This town meeting could be held at the Hampshire Dome and a fee would be charged to candidates, to be used for the parade. The parade will be held, with kick off from Milford High School, a 50/50 raffle will be conducted at that time and a pig roast will be held after the parade at the VFW. All proceeds would be used for the parade. It is anticipated that music and vendors will be brought in, similar to the Pumpkin Festival, on the Community House lawn.

Vice Chairman Daniels asked if a presidential candidate debate will be held. Mr. Guthrie responded that it was felt that because we are not sure who the candidates will be, it would be difficult to know who to invite at this time. A Town Hall meeting would be held instead, but he is not sure who should be contacted for coverage. Vice Chairman Daniels suggested contacting the media and the Republican Party. It should be announced that Milford will hold its annual Labor Day parade, which may draw some interest from candidates. Mr. Guthrie also spoke about the movie premiere, which is currently being shown on PBS, he is trying to get that organized and it would be shown at the Dome as well and possibly attract some musical guests such as James Taylor or Arlo Guthrie. The dome has very good acoustics and would bring in a lot of money to be used for the parade next year. Themes for the parade include “65 years Honoring an Era” for the 65 years the VFW has sponsored the parade that honors our veterans. Another idea is to have a region of honor, where a ribbon of some sort could be hung between Keyes Field and the oval to honor our veterans. The next organizational meeting is on June 15 at the church at 7 p.m.; he hopes to have 10 or 12 people in attendance. Vice Chairman Daniels suggested first announcing that the Milford Labor Day Parade will be happening so that people are aware. Vice Chairman Daniels noted that it is great that the parade will go on; we can get that into the political circle – after tonight’s debate at St. Anselm’s would be a great place to spread that news. Mr. Guthrie agreed it is a good time and will keep the Board up to date on further progress.

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

4. DECISIONS

a) CONSENT CALENDAR. Vice Chairman Daniels asked if there were any items to be removed from the Consent Calendar. No items were removed for discussion. Selectman Bauer moved and Selectman Finan seconded to approve the Consent Calendar items as follows, with all members in favor.

(1) Request to Approve a Resolution to Authorize the Water and Sewer Commission Chairman as Signatory Agent - Septage Receiving Project. The Authority to File Application for Septage Receiving Facility and Certifying Authorization to File were presented to the Board for authorization and approved.

(2) Request to Sell Discount Cards of Local Businesses at the Milford Transfer Station. The request to sell discount cards for local businesses for fundraising for the Milford High School Football Booster Club on August 20 at the Transfer Station was approved.

(3) Request for Acceptance of Unanticipated Funds Under \$5,000 and Gifts Under \$5,000. The request for acceptance of unanticipated funds under \$5,000 and gifts under \$5,000 was approved as follows:

Source	Amount	Purpose
Annual Milford Fishing Derby	\$ 466.00	Proceeds from Fishing Derby Raffle Ticket Sales to be used towards future Fishing Derbies
Fundraising efforts by EDAC	\$ 950.00	Corporate contributions for the Hotel Feasibility Study Special Purpose Fund. These monies will be Matched by the remaining funds from the Economic Development Initiatives Special Purpose Fund.
Gifts		Purpose
MCAA		Donation of 4 small soccer nets for Keyes Park to the Milford Recreation Dept. This donation has an estimated cost of \$100.
Joyce Monbleau		Donation of Ariens Snow Blower to the Milford Recreation Dept. For the Shepard Park ice skating rink. This donation has an estimated Cost of \$200.
Heartline, Inc.		Donation of a 10x12’ ice rink storage shed to the Milford Recreation

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Dept. This shed was used for the 2010-2011 ice skating season. This Donation has an estimated cost of \$3,000.

(4) Request to Allow Vending at Keyes Field – 4<sup>th</sup> of July Family Fun Day. This request is from the Souhegan Valley 4-H Youth Venture to allow them to sell temporary spray-on tattoos at the Town of Milford Fourth of July Family Fun Day on July 4 (July 5 rain date). This request was approved.

b) OTHER DECISIONS. Vice Chairman Daniels indicated that for the past two weeks, The Cabinet has reported that Police Chief Fred Douglas would like to extend the Statute of Limitations on accident reconstruction, which is currently 90 days. The current statute indicates a 90 day requirement and Chief Douglas believes with the technology and methods to reconstruct an accident, it needs to be longer. Vice Chairman Daniels, who is also a State Representative, has filed a bill to change that legislation to 180 days when there is a fatality. Vice Chairman Daniels would like this Board to authorize Chief Douglas to attend the hearing on this bill in order to testify in support of the bill. Selectman Finan moved to allow Chief Douglas to testify on this bill. Selectman Putnam seconded. All were in favor. Motion passed 4/0.

5. TOWN ADMINISTRATOR REPORT:

a) NH Communities Participating in “Pay as you throw” Solid Waste Disposal Programs. Guy Scaife explained that NRRRA assists Milford with selling recyclable materials. Last week Guy Scaife attended a meeting at which one of the key points made was that the single largest thing a community can do to reduce solid waste and encourage recycling is to change to “pay as you throw”. Information was sent to Guy Scaife about the 38 NH communities that have implemented this program and have been successful. Multiple speakers spoke of how they have reinforced ways to hold down town costs. Guy Scaife wanted to bring this to the attention of the Board and said if there are concerns to bring them up with the Board for discussion; if there is interest, this might be something the Board brings to the voters. Just to dispose the solid waste costs \$262,000 a year. Electricity for compacting solid waste, labor and disposal of solid waste, costs another \$300,000 paid out of taxbase, some citizens do not use the transfer station at all but pay a private hauler. Pay as you throw is a cost to the transfer station user, it is a way to offset the ongoing increases in costs. This is a fee, there is a way to enforce the behavior that is desired and place the cost on to the citizens that use the Transfer Station. Most towns have citizens either purchase pre-labeled bags or have stickers that go on existing bags. This has been a political hot item but it is one that has positive impacts. When more data comes to him, he will bring it to the Board. Vice Chairman Daniels has worked over the last two weeks to re-establish the Recycling /Solid Waste Committee and would like to have them do some of the leg work, to which Guy Scaife agreed. Vice Chairman Daniels is targeting nine slots, seven people have agreed to be on this committee; there is one open spot and possibly some community members could join.

b) Milford Stormwater Network Mapping – Informational Only. Guy Scaife explained that in 1972 the Clean Water Act went into effect and indicated that run off is the largest polluter to water ways. One MS-4 permit has been completed by Milford, the first five year permit is done and we are anticipating getting a new permit that will last the next five years. Each permit ratches up the requirements. Fred Elkind, Conservation Coordinator, has taken on the stormwater requirements and puts in 8 hours a week helping to manage this program. A memo from Fred was provided to members to explain the history of the stormwater network. Procedures and processes are being put in place and being refined. For example, the sand and salt used by the town must be documented and reported to the State. The sand and salt piles being stored at the South Street DPW site are too close to the wetland and should be addressed. The town has made positive changes to that over the last few years. The preliminary CIP has \$75,000 set aside for stormwater drainage maintenance but every year, it gets pulled out. We have got to put a long range plan in place. This was on the agenda to keep the issue in front of the Board. Vice Chairman Daniels asked if systems will need to be upgraded or replaced or will expansion be needed. Guy Scaife has not heard anything such as areas of expansion, it has been more of the adequacy of what is there. Last time the concern was the town’s outfall. We haven’t found any major violations. We might have to monitor the quality of the water.

c) Legislative Update. Last week, Guy Scaife explained the status of the bills to the Board noting that funding is still the key item. We know we will lose some revenue from the State, that was anticipated, but there are a few more weeks to get there. Vice Chairman Daniels said all committee of conference decisions must be in by this Thursday. Guy Scaife said the proposal for reforming the NH Retirement System to deal with unfunded liability is in review. NHMA member representatives are pleased with the changes made, it was a good compromise. People feel it was a good job and goes a long way to help shoring that program up. Time will tell but it will be going to the Governor.

d) Miscellaneous. Guy Scaife explained that Jack Kelly is now officially on Board as a full time employee as Fire Chief. The auditors were in last week and are now done, if you recall that was late being done last year, the town is now waiting on the report but it appeared to be very good with no major issues. Jack Sheehy has the Tax

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1 Advance Notes (TAN) document to be signed, this is where the town borrows short term money, there is a good  
2 chance we may not need it all, but if we do it will be miniscule. Right now we are looking at a maximum of about  
3 \$500. The school has helped the town manage that as well. Communications from the Hillsborough County office  
4 regarding their budget have been ongoing; several years ago it was brought up that with no history to see what went  
5 up or down it is almost worthless in terms of anyone being able to analyze the data provided. The headline was pos-  
6 itive, that it was held flat, but it could have been that major expenditures last year went away this year, this issue was  
7 raised last year but nothing has been changed, we still do not have the history to compare. Vice Chairman Daniels  
8 said he will take that message to the commissioner.

9 There was a Union Street project completed a couple years ago (2004), apparently the State feels that the town  
10 still owes money for the matching grant (sewer & sidewalk improvements). That project had never been totally  
11 closed. Jack Sheehy inquired with the State, and it was found that the municipal portion was \$89,000 short and that  
12 Milford potentially owes the State. Sewer was paid 100% but municipal was 89% paid. We will look into that to  
13 find out why that occurred and how it occurred. There must have been a final accounting of that but Guy Scaife is  
14 not sure where that came from.

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16 **6. DISCUSSIONS:**

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18 **7. SELECTMEN'S REPORTS / DISCUSSIONS**

19 a) **FROM SPECIAL BOARDS, COMMISSIONS & SPECIAL COMMITTEES.** There was a 100<sup>th</sup>  
20 birthday party for Blanche Belanger at The Mill last week, which Selectman Bauer and Chairman Carmen attended  
21 to present the proclamation to her. Selectman Bauer said it was a nice gathering.

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23 **8. APPROVAL OF FINAL MINUTES – May 23, and June 6, 2011.** Selectman Finan moved to approve the  
24 minutes of May 23 and June 6, 2011. Selectman Bauer seconded for discussion. Selectman Bauer requested  
25 changes to page 6 of the May 23 minutes. All were in favor of the motion to approve the minutes as amended.  
26 Motion passed 4/0.

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

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30 **10. NON-PUBLIC SESSION.** Selectman Finan moved to enter into Non-public session at 6:21 p.m. in accordance  
31 with RSA 91:A3(c) Reputation. Selectman Bauer seconded. All were in favor. After discussion, Selectman Put-  
32 nam moved to come out of non-public session at 6:41 p.m. Selectman Finan seconded. All were in favor. Motion  
33 passed 4/0. Vice Chairman Daniels announced that in non-public session, the Board discussed a reputation issue  
34 and approved two sets of non-public minutes (May 23, 2011-Reputation and June 6, 2011-Personnel). The NPS  
35 minutes were re-sealed on motion made by Selectman Bauer and seconded by Selectman Finan. All were in favor.  
36 Motion passed 4/0. Selectman Finan moved to seal the minutes of this non-public session. Selectman Bauer  
37 seconded. All were in favor. Motion passed 4/0.

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39 **11. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to  
40 adjourn at 6:41 p.m. Selectman Finan seconded. All were in favor. Motion passed 4/0.

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45 Gary L. Daniels, Vice Chairman

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49 Katherine Bauer, Member

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