

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 9, 2012

PRESENT: Gary Daniels, Chairman
Tim Finan, Vice Chairman
Mike Putnam, Member
Katherine Bauer, Member
Mark Fougere, Member

EXCUSED: Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary

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

INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:30 p.m. Chairman Daniels introduced Board members, noting Town Administrator Scaife is on vacation this week, and led the audience in the Pledge of Allegiance. 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. Chairman Daniels noted that the Board had convened a non-public session to discuss a personnel matter on April 2, 2012, and that at that meeting no votes were taken and no decisions were made.

2. APPOINTMENTS:

5:30 p.m. – Informational Exchange with Representative from Senator Shaheen’s Office. Special Assistant for Policy and Projects Matt Leahy who is with Senator Shaheen’s office met with the Board to touch base on any issues that the Senator’s office could be of assistance with. They discussed the issues surrounding the new Federal stormwater management mandates and the slow timeline on the Fletcher Site cleanup. Mr. Leahy indicated he would take their concerns back to the office and get back in touch. The Board thanked him for his time.

5:45 p.m. – Departmental Update – Finance, Request for Review and Re-adoption of Investment Policy and Treasurer’s Delegation, and Request to Execute Tax Anticipation Note Documentation. Finance Director Jack Sheehy presented the Investment Policy and the Treasurer’s Delegation for re-adoption. Selectman Putnam moved to re-adopt the Investment Policy and the Treasurer’s Delegation. Selectman Fougere seconded. All were in favor. Motion passed 5/0. Finance Director Sheehy presented the Tax Anticipation Note topic and discussed specific aspects with the Board. The Board signed the Tax Anticipation Note documentation. Director Sheehy presented his departmental update and they discussed various aspects.

6:15 p.m. – Request for Designation as a Duly Authorized Agent Per Milford Municipal Code 7.16.080 – Vending Activities & 7.16.090 – Keyes Field Vending and Request to Amend 7.16.090 – Keyes Field Vending. The Board discussed the requests and agreed to the ideas in general, but wanted to have the language further refined to meet the various concerns presented. Vice Chairman Finan agreed to work with Recreation Director Banks to develop better language to put forth as an amendment to the codes.

6:30 p.m. – Final Vote on Ordinance 2012-001 to Enact Modifications to Milford Municipal Code Book 3.20.010 – Taxicabs. Chairman Daniels asked if there was any discussion on the proposed final language. Selectman Putnam moved to approve Ordinance 2012-001 that amends Milford Municipal Code Book 3.20.010 – Taxicabs, as proposed. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0.

3. PUBLIC COMMENTS (regarding items that are not on the agenda). There were no public comments made at this meeting.

4. DECISIONS

a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the Consent Calendar. Chairman Daniels asked that item 4a7 Request to Vend on Town Owned Property & Waive “Frequency of Use” Guideline - Town Hall Auditorium – Indoor Farmers Market, be removed from the Consent Calendar for discussion. Selectman Putnam moved to accept the Consent Calendar as presented, with the exception of the removed item 4a7. Selectman Fougere seconded. All were in favor. Motion passed 5/0.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57

- (1) **Request for Use of Town-Owned Land – Bicentennial & Memorial Parks for Fishing Derby**
The request from the Milford Police Department to hold the Annual Fishing Derby at Rail Road Pond on May 19, 2012 from 7 a.m. until 1 p.m. was approved.
- (2) **Request to Amend Board of Selectmen’s Meeting Minutes of March 12, 2012.** The request to amend the Board of Selectman meeting minutes of March 12, 2012 to correct “Maceys Way” to “Marceys Way” was approved.
- (3) **Request to Appoint Deputy Treasurer – Dick D’Amato.** The request to appoint Mr. D’Amato as Deputy Treasurer was approved.
- (4) **Request for Approval of Petition from Fairpoint Communications and PSNH for Pole Licenses (Souhegan Street – 5510/6, 5510/7Y, 5510/7YPB, 5510/7Y-1, 5510/7Y-2M, 5510/7Y-3, & 5510/7Y-4) (7).** The pole licenses as listed were approved.
- (5) **Request to Approve Taxicab Operator Permit Application.** The applications for taxicab operator permits submitted by William Labell and Edward Labell were approved.
- (6) **Request to Approve Taxicab License.** The taxicab license submitted for Milford Taxi, by William Labell, was approved.
- (7) **Request to Vend on Town Owned Property & Waive “Frequency of Use” Guideline - Town Hall Auditorium – Indoor Farmers Market.** This item was removed from the Consent Calendar by Chairman Daniels for discussion. Chairman Daniels indicated in reading this request, it appears it violates the guidelines that are set up, so our vote was basically to waiver those guidelines. This brings up the issue of the guidelines for the use of the auditorium and banquet hall. He said to the Board that he feels the Guidelines should be reviewed again to try and resolve the ongoing need for waivers. Chairman Daniels asked for a motion to accept item 4a7. Selectman Putnam moved to approve this item. Selectman Finan seconded. All were in favor. Motion passed 5/0.
- (8) **Request for Acceptance of Unanticipated Funds Under \$5,000 (31:95(b)).** The unanticipated funds were accepted as follows:

Source	Amount	Purpose
Milford Rotary Club	\$1,716.00	Fundraising monies for the Milford Recreation Dept to be used for replacement pool lap lane lines

b) OTHER DECISIONS.

- (1) **Setting of Appointment Terms for Citizen Members of Traffic Safety Committee.** Following discussion, Selectman Putnam motioned to have the terms of the three citizen members of the Traffic Safety Committee staggered and to start the listing with the alphabetically first citizen member (Gil Archambault) with a one year term, the alphabetically second citizen member (Richard Tortorelli) to have a two year term, and the alphabetically third citizen member (David Wheeler) with a three year term. Selectman Fougere seconded. All were in favor. Motion passed 5/0. The citizen members will be notified by Dawn Griska.

5. TOWN ADMINISTRATOR REPORT: Town Administrator Scaife is on vacation this week therefore no report was given.

6. DISCUSSIONS.

a) Ethics Policy Update. The Board discussed where this item left off the last time it was before them. They decided to contact the Ethics Committee and see if they would like to come to an appointment with the Board to discuss the next steps. Chairman Daniels indicated he would contact them.

b) Review of 2011 Goals. The Board reviewed the list from 2011 and the question was put out if anyone had any additions to make for this year. Selectmen Putnam said that he wanted to review the permitting process for building permits. Selectman Putnam also wants to look into Town employees bringing Town vehicles home to see if there is a policy and if not, one should be created. Selectman Putnam also wants to look at the Town’s bidding process and said that he felt the Board should be the ones opening bids and reviewing bids. Selectman Putnam also said he would like to look at reinstating the code that allows citizens to have fireworks. Selectman Fougere wants to add web site updates to the goals. Chairman Daniels wants to add finishing the code book project on the web site, noting that the codes are still not searchable. Selectman Putnam stated that some of the issues that might be added up into one item include looking at departments that might be understaffed or using more technology to support

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 04/09/12

1 productivity, etc. Vice Chairman Finan is looking for an update on the South Street project. Chairman Daniels en-
2 couraged members to think of any additional items for the next meeting.
3

4 **c) Request for 2013 – 2014 Legislative Policy Proposals.** Chairman Daniels introduced the concept and
5 asked if anyone had any ideas to submit. Various topics were discussed. Chairman Daniels asked the Board mem-
6 bers to give further thought to the topics discussed and to bring forward any ideas or comments on those items or
7 any new items for the next meeting.
8

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

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

11
12 **1) Ambulance Facility Building Committee.** Selectman Fougere gave an update on the work the commit-
13 tee is doing. Consensus of the Board is to put this out to bid. Following related discussion, Selectman Fougere mo-
14 tioned to refer the topic of the potential need for a traffic control signal device on Elm Street to the Traffic Safety
15 Committee for the future Ambulance Facility to signal when ambulances are exiting Columbus Drive. Vice Chair-
16 man Finan seconded the motion. All were in favor. Motion passed 4/0/1 with Selectman Putnam abstaining. Fol-
17 lowing related discussion, Selectman Bauer motioned to refer the topic of the parking and pedestrian traffic causing
18 congestion on Elm Street near Bales School to the Traffic Safety Committee. Vice Chairman Finan seconded the
19 motion. Motion passed 4/1 with Selectman Putnam opposed.
20

21 **b) OTHER ITEMS (that are not on the agenda).** Selectman Bauer mentioned that she is looking for an
22 update on the Grove Street parking striping. The Board discussed that it is a Public Works issue, and that they
23 would be speaking with the DPW Director to discuss to find out what the plan is. Chairman Daniels noted there are
24 other striping jobs that need to be completed in town as well. Chairman Daniels said that is probably a Town Ad-
25 ministrator question.
26

27 **8. APPROVAL OF FINAL MINUTES – March 26, 2012.** It was noted that the agenda incorrectly listed the
28 minutes that were up for consideration as being from the April 9, 2012 meeting, but in fact it was the minutes from
29 the March 26, 2012 meeting that were up for approval. Selectman Putnam motioned to approve the March 26, 2012
30 minutes without amendments. Selectman Bauer seconded the motion. All were in favor. Motion passed 5/0.
31

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

33
34 **10. NOTICES.** The notices listed on the meeting agenda were read by Chairman Daniels.
35

36 **11. NON-PUBLIC SESSION - Non-Public Session (RSA 91-A:3, II(a, c & e)) – Personnel, Reputation & Le-**
37 **gal.** Selectman Putnam moved to enter into Non-public session at 7:10 p.m. in accordance with RSA 91:A3(a, c &
38 e) for personnel, reputation and legal discussions. Selectman Fougere seconded. All were in favor. After adjourn-
39 ment of the non-public session at 8:48 p.m., Chairman Daniels announced that the Board discussed personnel, repu-
40 tation and legal matters. While in non-public session the Board garnered consensus regarding response to a legal
41 issue, and took two votes regarding a personnel issue.
42

43 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
44 adjourn at 8:48 p.m. Selectman Fougere seconded. All were in favor. Motion passed 5/0.
45
46
47

48 _____
49 Gary L. Daniels, Chairman

Tim Finan, Vice Chairman

51 _____
52 _____
53 Katherine Bauer, Member

Mike Putnam, Member

54 _____
55 _____
56 _____
57 Mark Fougere, Member