

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
November 26, 2012

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

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

**INSTRUCTIONS:** Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Vice Chairman Finan 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. – Public Hearing for Acceptance of Unanticipated Funds Over \$5,000 and Gifts Over \$5,000 Per NH RSA 31:95 (b & e).** Chairman Daniels opened the public hearing at 5:30 p.m. for acceptance of unanticipated funds over \$5,000 and gifts over \$5,000 and read the listing as follows:

<u>Amount</u>	<u>Purpose</u>
\$7,000.00	Emerson Park Special Purpose Fund – Donation from the Arthur L. Keyes Memorial Trust for repairs to Emerson Park
\$7,000.00	Emerson Park Special Purpose Fund – Donation from the Kaley Foundation for repairs to Emerson Park
\$ 225.00	Fire-Rescue Donation Special Purpose Fund – Donation from Leighton A. White to the Milford Fire Department. The Milford Fire Department wishes to designate the monies to the Fire-Rescue Donations Special Purpose Fund

There were no comments or questions. Chairman Daniels closed the public hearing at 5:32 p.m. Selectman Putnam moved to accept the listing of unanticipated funds over \$5,000 as listed. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

**5:35 p.m. – Proposed Emerson Park Improvements Project.** Lorraine Carson and Bob Courage, members of the Emerson Park Committee, requested Board support to renovate the Emerson Park entrance steps and walkway. Ms. Carson explained the history of the property that was donated to the town by the Emerson family back in the 1940's. In the early 1960's it was made into a park which brought it to its current configuration. Bob Courage was hired to work on the park and made the paths and did other work at that time. It is now time for the paths, steps and walkways to be repaired and re-paved. Bob Courage explained it was in the mid-1960's when he left the town employment for about six years and had a contracting business that did paving. His company was hired to do that work so he has affection for the park. The Emerson Park Committee has three members and the Garden Club has worked with them on the plantings. The park needs work so Lorraine and Bob worked out a plan with the help of DPW Director Ricky Riendeau and DPW and then approached the Kaley and Keyes Foundations for financial assistance. The scope is to remove the existing entryway steps which used old street curbing at that time. The proposal is to place granite steps and replace the railing on both sides of the steps. There is handicapped access to this park through the Masonic Building property where there is a right of way. It is proposed that ornamental railings will be used on both sides of the walk and also to use new granite steps, with plantings on the southern side. Pavement that is deteriorated will be replaced. Landscaping is included in the estimate. \$14,000 was donated from the Kaley Foundation and Keyes Memorial Trust which will provide the funding for materials and DPW will assist with the labor that the department can do to move this project forward. Selectman Bauer commented that Emerson Park is beautiful and is near the center of town and it has held up for many years thanks to Bob Courage's good work. Selectman Bauer also thanked the Garden Club for their assistance. Chairman Daniels asked when this work will be done. Bob Courage said it will be completed by the time the band concerts take place next summer. It is not a big

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1 project and will take about three weeks to complete. Chairman Daniels thanked the committee for doing this work.  
2 All board members supported this moving forward.  
3

4 **5:45 p.m. – Presentation/Request for Conditional Acceptance of Amended Granite Town Media Bylaws.**  
5 Tom Schmidt, Granite Town Media (GTM) Committee Secretary, indicated that the GTM By-laws had been  
6 changed extensively since its origination. Tonight this document is presented for conditional approval by the Board  
7 of Selectman. The original document talked about Board of Selectman procedures but now this revised document  
8 identifies that recommendations will be brought to the Board of Selectmen. It also now identifies three classes of  
9 membership. Mike McNerney is an ongoing member, but is a non-voting member. The number of members is now  
10 defined as five committee members with four representatives of town and school boards. The original document  
11 stated that meetings would be posted but now 91A allows electronic meetings, but these by-laws will reflect that  
12 meetings will only be done in person. Officers will be elected annually. Use of the Granite Town Logo is now also  
13 a part of the by-laws to become more visible. Chairman Daniels said if electronic meetings are allowed, will the  
14 committee specifically hold meetings in person? Tom Schmidt stated that Milford does not have the facilities to  
15 hold electronic meetings so GTM has specifically put in the bylaws that meetings will be held in person. Terms of  
16 officers are also identified. Chairman Daniels asked if this group is responsible for equipment purchase. Mr.  
17 Schmidt stated that must have a recommendation from Mike McNerney and ultimately be approved by Guy Scaife.  
18 Chairman Daniels asked if there was consideration to ethics. Mr. Schmidt said yes, we punted and said that it was  
19 the town's responsibility, then cited from the town policy in the by-laws.  
20

21 Chairman Daniels commented about whether Ethics was a town or Board policy, he understood that the Board could  
22 not impose that policy on other committees. Guy Scaife said that if a committee elects on its own to adopt the Board  
23 policy, that is their choice at will. Guy Scaife said that there is the Board policy but the Personnel Manual dictates  
24 employee behavior. So the point of reference, stated Chairman Daniels, is that the Town of Milford policy would  
25 cover both employees and volunteers. That is what Guy Scaife understands, their reference would be toward the  
26 Board policy. Vice Chairman Finan asked if that is an implicit acceptance of the Board's Ethics Policy. That is  
27 what Chairman Daniels is questioning; he believes that is what they would like to do, but his question is, is it correct  
28 to say "Town of Milford Policy" or should it say "Board of Selectman Policy"? Guy Scaife said in order to be clear,  
29 that should be added in there, that it is the "Town of Milford Board of Selectman Policy". Chairman Daniels asked  
30 if everyone agrees with the modification. All concurred. There were no further questions or comments. Selectman  
31 Bauer moved to conditionally approve the Granite Town Media By-laws as presented and modified. Selectman  
32 Fougere seconded. All were in favor. Motion passed 5/0.  
33

34 Mike McNerney recognized Tom Schmidt and Joe Kasper who worked on this policy; he would like to recognize  
35 them with a certificate of appreciation for all their work on the committee, noting that they have been an integral  
36 part of getting this policy moving. Chairman Daniels thanked Tom for all his time on this committee. Tom Schmidt  
37 noted that they have made a lot of progress. As Joe Kasper was not present at this meeting, his certificate of appre-  
38 ciation will be presented to him by Mike McNerney at a later date.  
39

40 **6:00 p.m. – Request for Certification of 2012 Municipal Data Assessment Form.** Marti Noel, Town Assessor,  
41 indicated the Municipal Assessment Data Sheets are required to be submitted to the Department of Revenue Admin-  
42 istration (DRA) each year. Ms. Noel presented the sheets, indicating that it is raw data and not for public disclosure,  
43 as the data will be reviewed by the State. This data reflects property sales from October 2011 through September  
44 2012 and is to see if our assessments are in line. We have about 106 total sales that were used, it shows that our  
45 assessments are in line with the market; DRA will take this report for analysis, which should not vary much from  
46 what Ms. Noel has presented. There are a few statistics that are important to look at. The median ratio 1 is used to  
47 develop the equalization ratio. Milford has not stabilized completely; we are within the level of acceptance that  
48 DRA allows. Ms. Noel noted that the format of this report is a little different from past years. DRA is becoming  
49 fully computerized but there is nothing different except what the report looks like. Chairman Daniels asked if a key  
50 can be added on the report for ease of reading, so that the statistics are more understandable. Vice Chairman Finan  
51 commented that there are properties with an average of 102%, but then there are some that are way outside of those.  
52 Ms. Noel said she verifies what she includes in the analysis.  
53

54 **6:15 p.m. – Executive Council Update on Milford Projects.** Dave Wheeler, Executive Councilor, wished to pro-  
55 vide the Board with an update of council projects for the next two years since he will not hold this position for the  
56 next two years. Chairman Daniels wanted the Board to be aware of what is ongoing so we can track the projects.  
57 Mr. Wheeler indicated the South Street project work could start early next year; we have CMAK funds, if the design  
58 comes up with wetland issues, it could start as early as next year. The Jennison Road culvert is ongoing, DES has

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1 streamlined the wetland conditions to keep the price down. The town will need to come up with a match for that  
2 project. The upgrade to the Union Street railroad crossing, there was federal rail safety fund to map putting a blink-  
3 ing light or crossing at the Union Street crossing. The 10-year highway plan has a couple of projects that will affect  
4 Milford including ramps coming off Route 101 and heading east on Route 101A which is scheduled for 2018. That  
5 was bumped back with the shortness of Federal funds, we do not want that to get bumped back further. The Route  
6 101A to Nashua plan is a priority and NRPC feels that is a regional issue. Milford requested a 10-year highway plan  
7 for safety improvements to Route 101 (West to Wilton) that was added to make sure it includes that area for safety.  
8 McLeod owns both sides of the road there, including the storage building and across the street so those conversa-  
9 tions should include the owner of that land. The proposed project for the intersection of North River Road and  
10 Route 13, the developer owns property on both roads and the town should think about where we want the entrance to  
11 be for that development. The access should be on North River Road; this has to go through the normal process, but  
12 the Board of Selectman should be aware of it and not make Route 13 into another Route 101A.

13  
14 The NH State Retirement System affects the town, costs have risen, and it is underfunded. Guy Scaife is on that  
15 Board which is dealing with that to keep costs down. Marti Noel has also been appointed to the standards court at  
16 the State level. The National Guard barracks floor plan is tentatively scheduled for completion of the addition to the  
17 building and the plan for the DMV substation to be renovated for a Circuit Court and to get the Division of Safety  
18 re-opened is still in process – we need to continue to fight for the court and DMV; \$50,000 was put in the capital  
19 budget but it was for the study and design of a facility and space needs study. It is proposed to have a two court-  
20 room courthouse, legislation has changed the court system to a circuit court which means we may or may not have a  
21 hometown judge. We could hear probate, divorce or family issues, it is important to the Souhegan Valley to have a  
22 courthouse. We also want to bring back the State Police, especially in the smaller towns. Troop B would have a  
23 place to work on reports and EMT training could also be held in the facility, four rooms are proposed in the facility  
24 including three counters for motor vehicle registrations. Currently the DMV is open two days per week and there  
25 have been a lot of complaints. Mr. Wheeler suggested the Board of Selectman write to the State that we need the  
26 motor vehicle department open full time. We really need it in the budget before the building gets moving. Mr.  
27 Wheeler suggested meeting with the other towns to write to push for full time DMV coverage in Milford. The fund-  
28 ing needs to get in the capital budget to build the building which is a \$3.4M appropriation, currently the State pays  
29 \$80,000 for rent of the retail space for the district court facility. Mr. Wheeler suggested getting in contact with Rep-  
30 resentative Peter Leishman from Peterborough who is likely to end up on the Finance Committee. Mr. Wheeler has  
31 also had conversations with Judge Crocker who was involved in the floor plan and also Judge Paul Moore. Senate  
32 President Bragdon from Milford can assist in getting funding through. Mr. Wheeler suggested pushing hard to get  
33 the funding now, since a new State prison could take a lot of the capital budget from the State. Prior to the Capital  
34 Budget hearing process, Milford should have a wish list, bond money has the court house in there. We want to  
35 make sure that the court stays in there. It is time to put the push on the court. The environmental assessment is  
36 complete, the oil tank will be taken out and the building will run on natural gas which is out there now and is cheap-  
37 er. Mr. Wheeler will be happy to help with this project in any way he can.

38  
39 There is an agreement with the Department of Environmental Services (DES) about the permit fees for dredging  
40 Osgood Pond, they have agreed that the fees could be brought down from \$100,000 to \$10,000 which gives Milford  
41 more money to spend on draining 5 acres instead of ten and he suggested Milford apply for a permit that covers the  
42 full acreage of the pond so that the town can have the flexibility of dredging either five or ten acres. Let's not limit  
43 the size of the dredge if we do not have to. Selectman Bauer asked if the Board already reduced the dredge from 10  
44 to 5 acres because the EPA did not need to be involved with five. Guy Scaife said we moved away from the Army  
45 Corps of Engineers, but they are willing to participate, but the path they chose was not what we wanted to do. Mr.  
46 Wheeler said the Army Corps will be involved no matter what the size. Selectman Putnam asked Mr. Wheeler to  
47 check the status of a grant application for MACC Base that was submitted. Mr. Wheeler said he will check on that.  
48 Chairman Daniels thanked Dave Wheeler for the update.

49  
50 **6:30 p.m. – 2013 Capital Improvement Warrant Articles and Budget Discussion.** Chairman Daniels indicated  
51 the Board concern is that we could be looking at a considerable increase in property taxes on the town side. Chair-  
52 man Daniels wants to have discussion about priorities and how much are we going to recommend to voters. Many  
53 people look to the Board of Selectman for its recommendation. Chairman Daniels opened it up for discussion. Guy  
54 Scaife said the Chair of the Capital Improvement Plan (CIP) committee is here tonight, and he noted that there are  
55 three Department Heads that have CIP items going before the voters in March that are also here to present why they  
56 need the items. Guy Scaife said that in his seven years with Milford, we have not had this much of a need at one  
57 time.  
58

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Ambulance Department

Eric Schelberg, Ambulance Director, stated that his need for two ambulances started two years ago when the 1999 ambulance needed replacement, that request was put off one year and it was held off again last year because of the ambulance facility. The decision was made to utilize the existing ambulances until a new facility was built and then replace them. It was understood that the 2003 ambulance would need replacement as well at that time and the Board agreed. For the past three years, Mr. Schelberg has moved forward with the thought that Milford would replace both vehicles when it got a new facility. The longest Milford has ever had an ambulance is ten years; both ambulances right now have over 150,000 miles, they will have to stay in service at least another year. That was the plan, we have tried to maintain low mileage on the ambulances. The Milford Medical Center volume is adding to the mileage on both vehicles at this point. The ambulances are now having maintenance issues; we are outside of any warranty on both vehicles. If we only replace one vehicle, we will still need to maintain the older vehicles. The replacement ambulances are completely different than the existing ambulances. That would be a learning curve to go from one layout to another. Patient and occupant safety is very important. The ambulance is designed around the occupants in the back. The ambulances are not currently safety outfitted. The new ambulances are wider and the new ambulances have the cot in the middle of the vehicle to access the patient on either side. Recently we have responded to multiple car accidents which can require 3 EMTs. The new vehicles will allow for that and provide proper patient care. The cabinetry in the ambulance assists the EMT, keeps them safe and keeps objects from becoming projectiles. The plan is to keep one older ambulance for response if one ambulance is out of service for maintenance. If we cannot respond, we lose revenue and it would go outside of Milford and impact our revenue stream. By purchasing two ambulances at the same time, we can get a discount as well. Maintenance and parts would be similar and they would be similar for staff training. Currently the two ambulances are set up different. The cost of the warrant articles would be \$335,000. Mr. Schelberg hopes this will help with the Board deliberations. The run volume is not going down, we need to replace two ambulances simultaneously and then the ambulance department has no more items on the CIP for a long time. Mr. Schelberg believes the town will get ten years out of the new ambulances.

Vice Chairman Finan agrees the ambulances are needed, but he does not agree that everyone was on board with the decision to get two simultaneously, he asked about two at the same time, just the logistics and the maintenance and what if it fails; he had hoped that we could get one last year to stagger them, but he has had serious reservations. Guy Scaife said it would be appropriate to request a special town meeting if this fails at town vote; it is that important. Selectman Fougere agrees with Vice Chairman Finan but does not question the need, it is a lot of money but we have a lot of unanticipated expenses along with other department requests.

Steve Duncanson, CIP Committee Chair, indicated one of the current ambulances has 159,000 miles, but the ambulance sits idling while EMTs work on a patient, that should count on the wear and tear of the vehicle. Most corporations do not let vehicles get to 200,000 miles; at 200,000 miles there is going to be a lot more break downs. Chairman Daniels asked why not just put in a new engine? Mr. Schelberg responded that the electrical equipment units degrade over time, so we would be looking at high maintenance bills. The ambulances have had \$6,000 and \$4,000 bills this year alone. It is expected that the unit be available for every call. But now we are more susceptible to breakdowns happening than if we start fresh.

Selectman Bauer asked Mr. Duncanson about the CIP Committee on this issue. Mr. Duncanson said the committee had lengthy discussions on this and the vote was 5/2, the two oppositions were because they did not understand the need to spend the money. Everything was reviewed; since then, Mr. Duncanson had a personal experience in an ambulance. All the cabinets were difficult to open, going around to both sides of the patient is needed. We talked about a new engine, but there is a lot more that still has all the miles on it. The number of calls was also discussed. The ambulances give the town back revenue that goes into the general fund. The money they are asking to be spent comes back in revenue for the town so it is almost a wash. Chairman Daniels asked if there were further questions. Guy Scaife said it is a challenge when there is a lot of stuff being reviewed. This is Guy's top priority; we came up with the plan to run the 2003 ambulance into the ground. When Milford Medical Center transports came to Milford, that increased the revenue for the town and the call volume. We said at that time that whenever a unit is down we lose revenue. The 2003 ambulance is still functioning, but it can be a ready spare if new ambulances are purchased. If we only buy one, it forces us to run the 2003 ambulance another year then its value for a reserve unit is lessened significantly. Guy Scaife agrees that the Board never voted to go for two at once but it was written up and discussed as a plan of record for the past three years. The CIP supports that. If the Board of Selectman and BAC support it, he believes the voters will as well. It is a safety issue, a revenue generator and he wants to keep the third ambulance for a spare. If we only get one this year, we are just delaying the inevitable to next year.

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1 Selectman Fougere indicated there is about \$70,000 in anticipated revenue which will offset paying for one of the  
2 vehicles. Selectman Putnam suggested the increased volume of calls is racking up the miles and the town ends up  
3 replacing a vehicle quicker, so is that revenue worth it? Guy Scaife said it is a service that the community needs and  
4 wants. The Milford Medical Center has allowed us to increase the revenue for ambulance service. NHMA did a  
5 survey a year ago and about 30 towns responded to the survey, three out of four said they have a seven year rotation  
6 cycle for ambulances and the other towns have an 8-9 year emergency vehicle rotation; we are passed the norm.  
7 Selectman Putnam asked if a used vehicle could be used as a temporary fill in. Or are there any other options? Mr.  
8 Schelberg has not looked at leasing or looked at demo vehicles. By purchasing one and leasing another, we will  
9 again be looking at different vehicles. It can be looked at but he is not sure where it would be financially. Select-  
10 man Putnam suggested possibly buying a new one and buying a used one to get through for now. Mr. Duncanson  
11 disagreed, stating the rotation used keeps the second vehicle mileage down as well as the wear and tear. With the  
12 increased work load, Selectman Putnam indicated the rotation will be hard to maintain. Mr. Schelberg said there is a  
13 strategy that can be put into place to help maintain the life of one vehicle to get into a different replacement cycle.  
14 The five year cycle was broken in the late 1990's. Mr. Schelberg said if we look at running the ambulance in a dif-  
15 ferent manner then we look at a new rotation. That needs to be looked at once we get through this decision. We  
16 could lease another ambulance but is that just taking on someone else's problem?  
17

18 The 2003 ambulance would still be used, so there will still be two different ambulances, said Chairman Daniels. Mr.  
19 Schelberg said that is correct, but the 2003 ambulance will only be used few and far between. Chairman Daniels  
20 indicated the staff will be trained a certain way but they will need to use a different ambulance. Mr. Duncanson said  
21 if a vehicle had to go out of service, the leased one would be different, you will still have a different ambulance if  
22 one is out of service whether it is the 2003 ambulance or a newer leased one. Mr. Schelberg said the 2003 ambu-  
23 lance would only be a "ready spare", not being utilized that often.  
24

25 Department of Public Works (DPW)

26 DPW Director Ricky Riendeau indicated that his department is looking at a vacuum sweeper; he is looking at versa-  
27 tility. The vac can be used to vacuum roads ahead of crack sealing which is currently done by hand. The vac  
28 sweeper attachment is for cleaning catch basins. It could be used to supplement the current catch basin cleaning that  
29 is done by hand. Selectman Fougere asked if the catch basin cleaning is contracted out. Mr. Riendeau said it is, we  
30 do it by hand, but the contractor uses a spoon attachment but the EPA does not like that method, we would still need  
31 to contract out the spoon cleaning for the heavy stuff and then go in to do the full cleaning. Chairman Daniels asked  
32 if it is hand cleaned, then contracted or is this equipment needed to do it ourselves. Mr. Riendeau indicated the truck  
33 that would do both costs about \$500,000; we are looking at a less costly alternative, to supplement what we are do-  
34 ing now. We currently do about 90% of the cleaning and the other 10% is by hand. This equipment would speed up  
35 that work. The department work could be done faster. Chairman Daniels asked how much would the town save by  
36 not contracting this out. Mr. Riendeau said it is more about getting to the right percentage of cleaning.  
37

38 Vice Chairman Finan asked how often the sweeper is used. Mr. Riendeau said it is used a minimum 3 times per  
39 week and in summer it is used more. Vice Chairman Finan asked what year the current sweeper is. Mr. Riendeau  
40 answered it is about 20 years old, typically they run about 12 years, we got our maximum use out of it. He is also  
41 looking at an 8 cubic yard and a 6 cubic yard dump truck, both of which are on a 15 year rotation, starting this year,  
42 he would like to replace a truck and then every two years replace another truck. A 17 year old truck was lost this  
43 year so the department is down to two trucks. In 2010 a truck went to auction and was never replaced. This year's  
44 plowing will take a little longer because we are down trucks. Mr. Riendeau looked at not replacing the 8 cubic yard  
45 truck or replacing it with a smaller truck; the smaller truck is between sizes and the smaller truck can be utilized in  
46 town a lot better. Mr. Riendeau is willing to give up the big truck and go for the 6 cubic yard and the vac sweeper  
47 instead. If that is what we need to do he is willing to do that. Two trucks had motor work this year, we do not have  
48 a full time mechanic so the guys in the garage do whatever we need to have done. If we get more up to date trucks,  
49 however, we will need a mechanic because of the computer work in the vehicles. The equipment needed to back up  
50 the mechanic requires software and we will need to keep u with the new technology. Mr. Riendeau said we need to  
51 get the truck for the long term and get the warranty cycle. There are towns that run a seven year rotation cycle on  
52 trucks, then they trade them. At 25 years, we are pushing on the frame issues. The motor beyond ten years is push-  
53 ing it.  
54

55 Chairman Daniels confirmed that the priorities for Rick Riendeau for DPW are:

- 56 1-Vacuum sweeper
- 57 2-6 cubic yard truck
- 58 3-8 cubic yard truck

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1 Guy Scaife said that Ricky needs all three but he understands the financial problem. Some long term vehicle plans  
2 are an issue and it is hard, but Ricky provided his input as far as priorities.

### 3 4 Office of Community Development

5 Bill Parker explained that the priorities for this department include the sidewalk gap on Nashua Street and the  
6 Transportation Chapter in the Master Plan. Ten years ago both items required development to build sidewalks in  
7 town, contributions were requested from new businesses in the area (Giorgio's, Nashua Eye) in the amount of  
8 \$286,000. Chairman Daniels stated the foot traffic in that area is heading mostly to Shaw's, so why was the side-  
9 walk set up the way it is and will it also go down to Powers Street since there is significant multi-family dwelling on  
10 that street? Bill Parker indicated that Ponemah Hill and Quarrywood Green are higher travel and Quarrywood  
11 Green is also congested. Chairman Daniels asked if there are grants available for this work. Bill Parker said that  
12 because these areas do not connect to a school or historic site, there are probably not grants available. Grants are  
13 good but they also add to the time and cost to complete the project. Selectman Putnam asked about the estimated  
14 costs to the DPW budget for this effort and for the increased maintenance once complete. Bill Parker has those  
15 numbers for plowing from two or three years ago. Selectman Fougere said in the CIP it was mentioned that in 2013  
16 the Osgood Road Phase I would be done, is this that project? Bill Parker responded that the Osgood Road project  
17 was pushed out another year because of CMAQ funding. Selectman Fougere said if they go forward, do we see any  
18 problem with a Ponemah Hill turning lane? Bill Parker said that was part of the design, we have construction plans  
19 ready to go and engineered with signalization. Selectman Bauer indicated that Phases 1 and 2 were unanimously  
20 supported by the CIP. Mr. Duncanson added that it made financial sense because it was a more even tax rate impact  
21 across the board. It made more sense and moving Phase 3 to 2015 with the signal didn't make sense when it could  
22 be done together.

23  
24 Vice Chairman Finan asked if this would be done in-house. Bill Parker said the estimate is based on the engineering  
25 estimate to complete, with the work performed by a contractor. Vice Chairman Finan asked if this is the top priority  
26 for sidewalks in town. Bill Parker said yes, they are needed and the Planning Board will start on it after the first of  
27 the year. We are looking at the main pedestrian routes. Selectman Bauer asked Janet Langdell to explain how it  
28 works with the Master Plan goals. Janet Langdell, Planning Board Chairperson, talks a lot about public safety and  
29 the sidewalk project being discussed makes the final connection between here and Walgreen's, it is a high pedestrian  
30 traffic area. From a public safety standpoint, it is a significant area where we need to complete our sidewalk work.  
31 If we want people to walk more, we should have sidewalks for them to walk on. It is also an aesthetic issue. Se-  
32 lectman Putnam has seen other towns paint sidewalks rather than curbing them, he did not know if that had been  
33 looked at for Milford. Ms. Langdell agrees that is one way to address pedestrian safety. Bill Parker indicated side-  
34 walks provide a separation between pedestrians and vehicles. Chairman Daniels asked about bike lanes. Ms.  
35 Langdell said that is not part of this. The economic development benefit from sidewalks won't be known but people  
36 can get places to shop, and this will make it safer.

37  
38 Ricky Riendeau said that in Wilton, at the Mill property, they talked about painted sidewalks and there were issues  
39 with that and it was said that curbing was much better, so that was taken off this plan. Selectman Bauer has seen  
40 that painted line sidewalks are not as effective, when the sidewalk is raised, it gives a better delineation for pedestri-  
41 ans.

42  
43 Bill Parker requested that the issue of filling the Building Inspector position be discussed. Chairman Daniels asked  
44 how long two people have been in that office? Bill Parker answered that Bill McKinney was an inspector with Kev-  
45 in Lynch and there have been two inspectors since the 1990s. Chairman Daniels added that Bill McKinney was also  
46 a call firefighter. Is there something that we can do with the Fire Department since they have a big part in inspec-  
47 tions? Bill Parker has not looked into that. Guy Scaife said we made changes to streamline the Community Devel-  
48 opment department but that the Fire Department inspector inspects things like the gas lines. Chairman Daniels  
49 asked if there is anyone qualified to do both (residential and commercial). Bill Parker answered that Dana  
50 MacAllister is qualified to do both but that is way too much for one person. Selectman Bauer said the thing that  
51 stands out is that it seems the job is just doing inspections, but it's not. Community Development is one of the busi-  
52 est offices in town hall. If we went with a part time employee, we would lengthen the time the customer waits.  
53 With three new large projects in town, that is an expansion of duties. Town personnel will be used for the inspection  
54 of the new ambulance facility rather than hiring a third party. Selectman Bauer is in favor of going with Bill Par-  
55 ker's proposal. Vice Chairman Finan asked if Bill Parker wants to advertise. Bill Parker would like to advertise for  
56 a Deputy Building Inspector/Health Inspector. The current code enforcement officer would get promoted because of  
57 the supervisory aspect. Selectman Bauer asked why Bill wants to move quickly on this. Bill Parker answered be-  
58 cause the more we wait, the more it stacks up. It does not make sense to not have two people. Bill Parker said if the

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1 position cannot be filled, there will be a dramatic change in customer service. Guy Scaife said the ramp up period is  
2 long because of training and State code. We do not know what skill set is out there. Bill McKinney had a great op-  
3 portunity, but that leaves a big hole and he was a “go-to” person. His productivity was much higher than a new per-  
4 son coming in. If we get someone in, it takes time to get them up to speed. The Health Office demanded a lot of  
5 time, if health issues are not followed up on, it can be a serious problem and possible liability. Chairman Daniels  
6 asked for other comments or questions. Chairman Daniels said he is not ready to make a decision until the Board  
7 has a non-public discussion. Selectman Fougere feels the sooner the better.

8  
9 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments.

10  
11 **4. DECISIONS**

- 12  
13 a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the  
14 Consent Calendar. There were no items removed. Selectman Putnam moved to accept the Consent  
15 Calendar as presented. Selectman Fougere seconded. All were in favor with Vice Chairman Finan abstain-  
16 ing. Motion passed 4/0/1.

- 17  
18 (1) **Request for acceptance of a Donation to the Rail Trail Fund from the 2012 Ghost Train Rail**  
19 **Trail Race Per NH RSA 36-A:4.** The Conservation Commission requested Board acceptance of  
20 \$2,632.11 in donations generated from the 2012 Ghost Train Rail Trail Race in October 2012.  
21 The funds will be put into the Rail Trail Fund. This request was approved.

- 22  
23 b) **OTHER DECISIONS.**

24  
25 **5. TOWN ADMINISTRATOR REPORT:**

- 26  
27 a) **Miscellaneous.** Guy Scaife indicated he has received a letter from Osgood Road/Woodhawk Drive regard-  
28 ing the installation of another water tank. The company that will do the work is following the required pro-  
29 cess and the Fire Department is monitoring the status; we do not anticipate any problems. The blasting  
30 permit does state the times of blasting will not be prior to 7 a.m. and not after dusk.

31  
32 The winter parking ban goes into effect November 15 through April 15, from 1 a.m. to 6 a.m. The ordi-  
33 nance was modified and is for when it is deemed necessary to clear snow from the streets and parking lots.  
34 The light (strobe) on the northwest corner of the town hall building will be activated during this time. The  
35 town tried to balance the needs of the residents and the town; the light is remote controlled and will be acti-  
36 vated by town personnel. The website has an area that talks about the winter parking ban in detail. When  
37 the light is on, parking is banned and when the light is off, the ban is done. Nixel will be used as well. The  
38 Police Department has developed a Public Service Announcement (PSA) that will begin broadcasting today  
39 to explain the new light and how it is used.

40  
41 **6. DISCUSSIONS.**

- 42 a) **General Towing Company Standards Policy.** Selectman Bauer asked if Chief Viola has information on  
43 towing policies in other towns. Chief Viola said he will get that for the next meeting. This item was tabled.

44  
45 **7. SELECTMEN’S REPORTS / DISCUSSIONS.**

- 46  
47 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

48 Selectman Fougere indicated that the Ambulance Facilities Building Committee costs were re-  
49 duced by \$350,000; at the next meeting he will go through each item for the Board to explain where cuts  
50 were made, Vice Chair of the committee Steve Sareault will also be in attendance.

51 Chairman Daniels said the Oval Decorations were done this past weekend; Guy Scaife thanked the  
52 Lion’s Club, Fire Department, DPW and Garden Club for the work, noting the decorations look great.

53 Chairman Daniels said the Traffic Safety Committee (TSC) met this afternoon about the Cottage  
54 Street and Prospect Street requests; no decisions have been made yet; there was a lot of public attendance; a  
55 recommendation will come back to the Board.

56 Selectman Bauer said there is a letter from the Department of Transportation regarding the access  
57 point on North River Road; the TSC was involved in looking at an older plan on this development. Chair-  
58 man Daniels agreed that an update was received by the TSC.

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- 1           **b) OTHER ITEMS (that are not on the agenda).**
- 2           **c) 2012-2013 Board of Selectman Goals and Tasks.**

3  
4 **8. APPROVAL OF FINAL MINUTES.** Selectman Bauer moved to approve the minutes of October 9 and Oc-  
5 tober 22, 2012 as presented. Vice Chairman Finan seconded. All were in favor with Selectman Putnam abstaining.  
6 Motion passed 4/0/1.

7  
8 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** There was no information items discussed.

9  
10 **10. NOTICES.** Notices were read by Chairman Daniels.

11  
12 **11. NON-PUBLIC SESSION.** Vice Chairman Finan moved to enter into Non-public session at 8:10 p.m. in ac-  
13 cordance with RSA 91-A:3 II (a, c & d) (Personnel, Reputation and Land Acquisition). Selectman Bauer seconded.  
14 All were in favor. Motion passed 5/0.

15  
16 Selectman Putnam moved to come out of non-public session at 9:01 p.m. Vice Chairman Finan seconded. All were  
17 in favor. Motion passed 5/0. Selectman Putnam moved to seal the minutes of this non-public session, Vice Chair-  
18 man Finan seconded. All were in favor. Motion passed 5/0. Chairman Daniels announced that in non-public ses-  
19 sion the Board discussed a reputation matter and a personnel issue and made one decision.

20  
21 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to  
22 adjourn at 9:03 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

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26 \_\_\_\_\_  
27 Gary L. Daniels, Chairman

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Tim Finan, Vice Chairman

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29  
30 \_\_\_\_\_  
31 Katherine Bauer, Member

\_\_\_\_\_

Mark Fougere, Member

32  
33  
34 \_\_\_\_\_  
35 Mike Putnam, Member