

APPROVED  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
February 11, 2013

**PRESENT:** Gary Daniels, Chairman  
Tim Finan, Vice Chairman  
Katherine Bauer, Member  
Mark Fougere, Member  
Mike Putnam, 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 public meeting to order at 5:30 p.m., introduced Board members and then 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.

**2. APPOINTMENTS:**

**5:30 p.m. – Departmental Update - Library.** Michelle Sampson, Library Director, presented a brief overview of the Library use in 2012. Library book checkouts have leveled off; however e-book checkouts have increased. When the economy is good, Library use typically falls off and in tough economic times, the use will grow, which has been seen at Wadleigh. Quiet space requests have also increased. The Wadleigh is not a “hush hush” library, it is usually pretty boisterous, and so when people need quiet space, they have been using the meeting rooms when they are not in use. Over 200 requests for meeting space were received in 2012. Reference questions have increased, probably as a result of increased e-book use. The Milford Library use has increased 20% since use five years ago. The Children’s area has been renovated for \$30,000, furnishings were replaced, it is brighter and better organized, and includes a new window seat. Most of the work was done by Joel Trafford. DPW also assisted in the effort. A survey was done in 2012, from which there were 600 responses. Some of the items that came up have already been addressed, including programs for 7-12 year olds, weekend programs, website re-design and additional e-books. Chairman Daniels asked if the minutes of the Library Facilities Committee are being posted. Michelle responded that the Trustees take minutes and they are posted on the Library website and further explained where on the website they can be found. Ms. Sampson indicated the Trustees are very sad that Tim Barr is leaving the Trustees; he has been an asset and very helpful to the Trustees.

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

**4. DECISIONS**

a) **CONSENT CALENDAR.**

b) **OTHER DECISIONS.**

(1) **Request to Execute a Construction/Maintenance Easement with Summerlea, LLC.** Selectman Fougere indicated the ambulance property abutter was approached to allow the town more room for construction and they have agreed. We will plant a row of ivy along the property line to soften the edge and plant three trees on their property. This will help if we need maintenance in the future, the plan will be recorded with this easement. Chairman Daniels asked about insurance. Selectman Fougere responded there is insurance on the property, it should be straightforward. Selectman Putnam moved to approve the Construction/Maintenance Easement with Summerlea LLC and to allow Town Administrator Guy Scaife to sign on behalf of the Board of Selectmen. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

**5. TOWN ADMINISTRATOR REPORT:**

a) **Milford Bridge/Culvert Replacement Plan.** The town of Milford has three red-listed bridges and we have others in fair condition. At the previous Board meeting, we had a gentleman in who talked about how expensive it is to replace a bridge. The bridges in town will need to be replaced at some point. NRPC

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1 hosted DOT Commissioner Clement, who explained, just like Milford is struggling with repairing bridges,  
2 so is the State. The presentation was very informative; there is a funding deficit. More roads and bridges  
3 are becoming red-listed. The longer we wait the bigger it gets. The NRPC presentation explained that 500  
4 miles of roads are to be repaved each year and we are falling behind because of funding. DPW has talked  
5 about this; we want to catch the roads before they deteriorate further. Selectman Putnam asked if the  
6 bridges are failing because they are actually failing or because the criteria is getting more difficult to meet?  
7 Guy Scaife believes it is because they are failing. Selectman Putnam commented that the Milford roads are  
8 getting worse and worse every year and we are falling behind at the town level. Chairman Daniels asked  
9 why a bridge built in 1970 is deemed satisfactory and another bridge built in 1982 is deemed fair. Guy  
10 Scaife does not know the answer; it could be that different materials were used. Guy Scaife will continue  
11 to follow this and provide updates to the Board.

12 b) **Miscellaneous.** Guy Scaife indicated the Recreation Department hosted the Daddy/Daughter Dance this  
13 past weekend which was very successful with about 350 in attendance. The weather was tough but the  
14 snow on the walkways got cleared and safe for walkers. The Town of Milford is once again the recipient of  
15 a grant from the Centrix Bank outreach program, we have some projects that the community would like as-  
16 sistance on, and this year we were presented with two AED units; one for the Town Hall and one for the  
17 new ambulance facility. A special thanks to Heather Leach for getting this coordinated. During budget  
18 season, we typically look at the capital reserve funds. The Finance Director has prepared a document for  
19 members to review, which shows there are some old funds but they are for specific projects and are active.  
20 When Capital Reserve Funds are established, it must be done through a Warrant Article first to establish  
21 the fund and then another vote to put money into the fund. They cannot both be done in the same year; the  
22 Board of Selectmen would have to authorize the withdrawal of funds. If there are any questions, please  
23 send them to Guy Scaife to get answers. Steve Rougeau and Rick Riendeau will work on updating the pav-  
24 ing list in Milford. Vice Chairman Finan noted that DPW did a good job of knocking down the snow banks  
25 after the storm.

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27 **6. DISCUSSIONS.**

28 a) **Johnson Street Paving Proposal.** Chairman Daniels said the previous design for Johnson Street had been  
29 passed around; he will forward that to the owner with a letter to get approval from him. Selectman Putnam said  
30 he will hand deliver the letter. Chairman Daniels indicated the Board will be looking for that approval in writ-  
31 ing.

32 b) **Administration of General Towing Company Standards.** This was discussed at the last Board meeting.  
33 Guy Scaife suggested the policy be given to the Police to review and administer. Police Chief Viola is here to-  
34 night and they have begun a revised policy, and will provide it to members for review and approval. The new  
35 policy will be fully administered by the Police and there will be verification of the requirements in the policy  
36 and a flat rate charged for towing, without extra charges. Before Chief Viola submits the final policy for Board  
37 review, he will meet with each towing company to see how much room they have for storage. This is a joint ef-  
38 fort and Chief Viola hopes to have it done next week to present to the Town Administrator.

39 c) **2012-2013 BOS Goals/Tasks Review and Board of Selectmen's 2013-2014 Goals/Tasks Development.**  
40 In going through some of the goals from the last year that did not get done, Chairman Daniels added them onto  
41 the goals for 2013. Selectman Putnam asked about the meeting minutes, pointing out that he thought each de-  
42 partment was posting their own minutes. Chairman Daniels responded that departments do their own minutes,  
43 but committees will usually forward the minutes to Dawn to be posted. Vice Chairman Finan thinks that it  
44 should be in writing, a policy so that everyone knows what is expected and where it should go. Chairman Dan-  
45 iels commented that the videos were going directly to Mike McNerney and the minutes were going to Dawn.  
46 Selectman Putnam asked if that is covered in the Social Media Policy. Chairman Daniels said is it not. If a  
47 committee has its own website, Selectman Bauer asked if they post their own minutes. In most cases, Chairman  
48 Daniels said meeting minutes are part of a department. Selectman Bauer just wants it to be consistent. There  
49 are lists for each department or committee with the minutes. Guy Scaife noted there are different categories of  
50 organization. Chairman Daniels agrees that having something on paper will help.

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

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54 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Fougere  
55 indicated that last Friday all quotes were received from subcontractors for the ambulance building.  
56 Eckman is currently reviewing the bids and at the next meeting the bids will be reviewed. Selectman  
57 Fougere will report to the Board of Selectmen at the next meeting.  
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b) OTHER ITEMS (that are not on the agenda).

8. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of January 7, 2013. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to approve the minutes of January 14, 2013 as presented. Selectman Bauer seconded for discussion. Selectman Bauer requested one amendment. Selectman Putnam moved to approve as amended. Selectman Bauer seconded as amended. All were in favor. Motion passed 5/0. Selectman Putnam moved to approve the minutes of January 21, 2013. Selectman Fougere seconded. All were in favor. Motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS. There were no information items discussed.

10. NOTICES. Notices were read by Chairman Daniels.

11. NON-PUBLIC SESSION. Vice Chairman Finan moved to enter into Non-public session at 7:21 p.m. in accordance with RSA 91-A:3 II (a) and approval of non-public minutes. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to un-seal the non-public minutes of the February 2, 2013 meeting. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the non-public minutes of the February 2, 2013 meeting. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to re-seal the non-public minutes of the February 2, 2013 meeting. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

12. ADJOURNMENT: There being no further business to come before this Meeting, Selectman Putnam moved to adjourn at 8:35 p.m. Vice Chairman Finan seconded. All were in favor. Motion passed 5/0.

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Gary L. Daniels, Chairman

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Tim Finan, Vice Chairman

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Katherine Bauer, Member

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Mark Fougere, Member

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Mike Putnam, Member