

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 8, 2013

PRESENT: Gary Daniels, Chairman
Mark Fougere, Vice Chairman
Katherine Bauer, Member
Mike Putnam, Member
Kevin Federico, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary
Zackery Knowles, Videographer

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:30 p.m. and introduced Board members; he 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. – Request for: Approval of (36) Elderly Exemption Applications; Approval of (13) Veteran’s Tax Credit Applications; Approval of (13) Change of Status Veteran’s Tax Credit Applications – Applicant Name; Approval of (2) Change of Status Veteran’s Tax Credit Applications – Amount Adjustment; Approval of (1) Blind Exemption Application; Approval of (23) Special Appraisal – Residences in Industrial or Commercial Zone Applications; Request for Approval of (4) Property Tax Abatement Applications; and Request to Amend (1) Land Use Change Tax Status. Town Assessor Marti Noel joined the Board for this discussion. Ms. Noel presented the applications for Elderly Exemptions (36) recommended for approval and Veteran’s Credits (13) recommended for approval.

Selectman Putnam moved to approve the 36 applications for Elderly Exemption recommended by the Town Assessor for approval. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 13 applications for Veteran’s Tax Credits recommended by the Town Assessor for approval. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 13 Change of Status Veteran’s Tax Credit Applications – Applicant Name as recommended by the Town Assessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 2 Change in Amount of Veteran’s Tax Credit Applications – Amount as recommended by the Town Assessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 1 new application for the Blind Exemption as recommended by the Town Assessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 23 applications for Special Appraisal – Residences in Industrial or Commercial Zone recommended by the Town Assessor for approval. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the 4 applications for Property Tax Abatement as recommended by the Town Assessor. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Selectman Putnam moved to approve the amendment to Land Use Change Tax status for Map 57, Lot 9. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Vice Chairman Fougere asked about the Lovejoy property and where that stands. Ms. Noel indicated she is keeping an eye on it and opted to go with Fieldstone who will be unbiased, and she submitted a request to Attorney Sienkiewicz and is waiting for them to be available.

All of the associated listings of exemptions, abatements, etc. discussed herein, are a part of the permanent agenda packet for April 8, 2013 and included by reference to these minutes as part of the permanent record.

5:45 p.m. – Departmental Update – Finance; Request for Review and Re-adoption of Investment Policy and Request for Approval of Treasurer’s Delegation. Finance Director Jack Sheehy, provided an update for Finance and requested the Board re-adoption of the Investment Policy requiring a yearly adoption by the Board of Select-

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1 men. The Property Taxes have been 95.8% collected for 2012, which improved over the 2011 percentage of 95%
2 and is the best percentage since 2005. The Tax Collector, Kathy Doherty, does a good job of collecting the taxes.
3 Several spring workshops will be taking place; staff will be attending various workshops over the next few weeks.
4 Selectman Putnam moved to re-adopt the Investment Policy as amended (Page 15 reference in number 1 should be
5 Appendix F). Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0. Chairman Daniels asked
6 how many bids are required. Jack Sheehy answered that the bid process is part of the Purchasing Policy and he be-
7 lieves it is three bids.

8
9 Selectman Putnam moved to approve the Treasurer Delegation of Dick D'Amato as Deputy Treasurer. Selectman
10 Bauer seconded. All were in favor. Motion passed 5/0. There were no further questions for the Finance Director.

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12 **6:00 p.m. – Departmental Update - Recreation.** Recreation Director Nicole Banks presented an update for the
13 Recreation Department since October 2012 which was her last update. The Vision and Mission Statements were
14 reviewed and Ms. Banks noted the department wants to reach residents of all age groups. There were approximately
15 4,000 participants enrolled in various programs in 2012 and the department works closely with the Parks Depart-
16 ment and outside organizations such as MCAA and collaborates with town groups such as the Rotary, Lions and
17 Masons. The spring program guide is available at the Town Hall Lobby, Library and schools as well as on the web-
18 site. Participant numbers are strong and various programs are offered for various age groups including learn to skate
19 and hockey in the winter programs. A survey was run last year and out of that it was found that programs for
20 younger groups and teens were lacking. Some of those programs have been added including a youth soccer program
21 starting this spring for ages starting at two years old. Chairman Daniels asked what age group programs are being
22 targeted? Ms. Banks said the Recreation Department targets all age groups by offering programs for seniors, offer-
23 ing programs for younger children, but the teen area is where the programs are lacking and the department is trying
24 to get sports opportunities for teens and adults such as volleyball and archery.

25
26 Chairman Daniels asked if all of this can be done without additional staffing. Ms. Banks said it can, because some
27 programming is contracted out to others and some is run by the town staff. The Junior Tennis League was a new
28 program last summer and was offered through a grant, she is hoping that comes back this year. There were a lot of
29 weekend recreation events held including the winter concert series which is coming to a close. Currently the de-
30 partment is planning the summer events such as the Rotary and State Swim Meets at Keyes Field and the Summer
31 Concerts in the park. Future projects include Shepard Park improvements which use no tax payer money; the next
32 project for 2013 is Kaley Park fields; both fields should be on line this year and will be used when the Keyes Fields
33 are disrupted by the Fletcher work to be done. Phase III of the Kaley Park upgrades will include a walking trail,
34 picnic areas with tables and fitness maps. The Keyes Pavilion at Keyes Park was built in 2006 and now they would
35 like to add Pergola over the brick pavers and build a Pergola section. Two recreation commission members have
36 taken this project on and the Milford High School building trades will do the construction work.

37
38 Summer is a busy season for the Recreation Department and Ms. Banks is hoping the summer guide will be out in
39 early May. She is looking at hiring 25 seasonal employees and looking to keep the Keyes Pool open through the
40 Fletcher work. The Recreation section of the Master Plan is also currently in process to be adopted by the Planning
41 Board. In the future, Ms. Banks is hoping to consider a Senior Center, transportation to Recreation events and pos-
42 sibly a Recreation Center. Selectman Putnam asked about the possibility of a dog park. Ms. Banks indicated over
43 the last ten years there have been a few people interested in a dog park, it is going to take a group of people to work
44 on that project. A couple of sites were looked at but were not a good fit. Selectman Putnam told Ms. Banks of an
45 incident at Kaley Park over the weekend when a dog went into the river, then the owner followed to get the dog.
46 Ms. Banks was unaware of this incident, but did note the dog is supposed to be on leash and there is a lot of poison
47 ivy on the banks of the river. Selectman Putnam noted the dog was on leash but got away from its owner. There
48 were no further questions for Ms. Banks.

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

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52 **4. DECISIONS**

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54 a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the Con-
55 sent Calendar for discussion. Selectman Bauer asked that item 4a(2) be removed for discussion. Select-
56 man Putnam moved to approve the Consent Calendar as presented with the exception of item 4a(2). Vice
57 Chairman Fougere seconded. All were in favor. Motion passed 5/0.

- 1 (1) **Request to Reappoint Deputy Treasurer – Dick D’Amato.** Jack Sheehy, Finance Director, request-
 2 ed Board approval of the reappointment of Dick D’Amato as Deputy Treasurer.
- 3 (2) **Request to Submit a Speed Limit Reduction Consideration for Prospect Street to the Traffic**
 4 **Safety Committee.** This item was removed from the Consent Calendar for discussion by Selectman
 5 Bauer who indicated the letter from this resident identifies a couple of requests, not just the speed issue
 6 on Prospect Street. Chairman Daniels indicated the Traffic Safety Committee (TSC) will take all of
 7 the issues into consideration if this request is forwarded to them. Vice Chairman Fougere does not
 8 think the speed limit is posted but the TSC will confirm that. Chairman Daniels indicated what this
 9 Board is voting on tonight is whether or not to forward this request to the TSC, they will do the re-
 10 search and check for fines. Selectman Bauer asked about the letter date and if it was received March
 11 25 why it wasn’t forwarded to the Board until now. Chairman Daniels was not sure when it was re-
 12 ceived. Selectman Putnam moved to refer this request to the TSC. Vice Chairman Fougere seconded.
 13 All were in favor. Motion passed.
- 14 (3) **Request for Acceptance of Unanticipated Funds Under \$5,000.** The request for acceptance of un-
 15 anticipated gifts and property under \$5,000 was accepted as follows:
- | Source | Amount | Purpose |
|----------------|----------|---|
| Marmon Utility | \$250.00 | Donation to the Milford Fire Dept.
The Milford Fire Dept. wishes to
Designate the monies to the Fire-Life
Safety Education Special Purpose Fund. |
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- 22 (4) **Request to Approve Issuance of Timber Yield Tax Levy & Warrant (Map/Lot 42-17).** The Timber
 23 Tax Levy for William Kokko in the amount of \$727.18 was approved.
- 24 (5) **Request to Approve Issuance of Timber Yield Tax Levy & Warrant (Map/Lot 1-10).** The Timber Tax
 25 Levy for Riley Brothers Lumber in the amount of \$118.59 was approved.
- 26 (6) **Request to Reappoint Conservation Commission Candidates Audrey Fraizer and Hub Seward.** The
 27 reappointment of Audrey Fraizer and Hub Seward as full members of the Conservation Commission through
 28 March 2016 was approved.
- 29 (7) **Request to Execute Teamsters Local 633 Agreement – April 1, 2013 through March 31, 2015.** The
 30 Agreement between Teamsters Local 633 of NH and Town of Milford April 1, 2013 through March 31,
 31 2015 was approved and executed.
- 32 (8) **Request for Use of Town-Owned Land – Bicentennial & Memorial Parks for Fishing Derby.** The re-
 33 quest for use of Bicentennial Park next to Rail Road Pond and the area behind the World War II Monument
 34 to conduct the Milford Police Department’s Annual Fishing Derby on May 11, 2013 7 a.m. until 1 p.m. was
 35 approved.
- 36 (9) **Request to Reappoint Traffic Safety Committee Candidate Gil Archambault.** The reappointment of Gil
 37 Archambault as a full citizen member of the Traffic Safety Committee through March 2016 was approved.
- 38 (10) **Request to Reappoint Celeste Barr and Tom Sloan to Souhegan River Local River Management Advi-**
 39 **sory Committee.** The reappointment of Celeste Barr and Tom Sloan to the Souhegan River Local River
 40 Management Advisory Committee (SoRLAC) to represent the Town of Milford was approved.

41 **b) OTHER DECISIONS.**

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43 **5. TOWN ADMINISTRATOR REPORT:**

44 **a) 2013 Q1 Financial Update.** Guy Scaife indicated the quarter one 2013 numbers are available, the expens-
 45 es are running a little higher than anticipated. Welfare is running higher than expected, but that is just one of those
 46 things, the volume of people going into Welfare is up as well. Salt use is up, as it was a difficult winter, so those
 47 numbers are up. Motor vehicle revenues are down, in March the motor vehicle numbers were up, but on the whole
 48 they are down. Building Department numbers are better than planned and ambulance revenue is up significantly.

49 **b) Process Update for Right-to-Know Requests.** Right to know requests are frequently received, however,
 50 in the past 12-14 months we have had about 40 requests from one particular individual that he would like to discuss
 51 in non-public session. In working with Town Counsel, we are trying to come up with a procedure since staff time is
 52 involved. The right to know laws mandate that we make information available but if what is requested is not a
 53 standard report, we do not have to provide it. The statute allows the town to charge \$.50 per page of information but
 54 the person involved does not ask for that. This person wants to pull a file and go through it to make notes. We have
 55 in the past been very lenient, but our attorney has cautioned that the town has an obligation to protect the integrity of
 56 that file and we should not hand the file over to be looked at unless the person is monitored to protect the integrity of
 57 the file. If the request is of a nature that they do not want copies, they just want to review the file, we can accom-
 58 modate that as long as it is not disruptive, but we will need a staff person to monitor them which would be dedicat-
 59 ing a resource, causing regular workflow to suffer. This will be discussed in further detail in non-public session.

1 c) **Miscellaneous.** The MS-4 permit that allows storm water into the state-owned waters is being worked on,
2 comments for the permit are in draft form. All the written comments were due to the EPA April 15 but the due date
3 has now changed to May 15. Milford is doing well with our understanding of the process. HB617 increases the gas
4 tax to help fund road and bridge maintenance to help offset some bridge replacements and highway replacements.
5 Initially the gas tax was to be \$.15 per gallon, implemented over four years, then it got reduced to \$.12 per gallon,
6 implemented over three years. It passed the House and is now going to the Senate. Guy Scaife said it is going in
7 front of the Senate but if it doesn't get out of the Senate, it is dead. The Board decided not to take a stance but he
8 encouraged everyone to talk to their representatives.

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10 **6. DISCUSSIONS.**

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12 a) **2012-2013 Board of Selectmen Goals/Tasks Review and Board of Selectmen's 2013-2014 Goals/Tasks**
13 **Development.** Chairman Daniels indicated the goals and tasks currently focus on policy, the copies of vi-
14 sion statements and mission statements should be reviewed but he will leave that discussion until the next
15 meeting.

16
17 b) **Draft Board of Selectmen Policy Goals/Tasks Review and Board of Selectmen 2013/2014 Goals/Tasks**
18 **Development.** In the draft policy, the use of "Governing Body" should be looked at, as the true Governing
19 Body is either the Board of Selectmen or the School Board, so that term should be changed to be clearer. It
20 was suggested to use "Public Body" instead. In this policy, it points out the requirement for having an in-
21 terview for a new member, Selectman Bauer would like to have people come in to be interviewed when ap-
22 pointed for the first time and thinks the public likes to see what citizens are stepping up to do. Posting of
23 the minutes on the website will become more consistent using this policy. Vice Chairman Fougere said the
24 only time he ever had to go into non-public session was twice in 20 years on the Planning Board, so does
25 that need to be in the policy since it is the Board of Selectmen that really uses that portion of the policy.
26 Chairman Daniels responded that one of the committees went into non-public session when they should not
27 have, so this guides people as to when they should go into non-public. Selectman Federico suggested that
28 it is in the policy in case it is needed.

29
30 **7. SELECTMEN'S REPORTS / DISCUSSIONS.**

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32 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Bauer at-
33 tended a good Library Strategic Committee meeting, where they discussed the library plans for the future, it
34 is different from the library facility committee. There were some teachers, young people, and trustees
35 there. Though Selectman Federico is the Library Trustee representative, Selectman Bauer said this meeting
36 was more of a community input session to bring information to the Trustees.

37 Vice Chairman Fougere said the Ambulance Building Committee is working on the plans being reviewed
38 by staff, April 22 is the construction start date. Trees were taken down last week and the groundbreaking is
39 April 27, 9 a.m. Everyone is welcome to attend. Selectman Bauer had someone ask her today if there was
40 going to be any special outreach for former EMT personnel. Vice Chairman Fougere can talk with Eric
41 about that. Dawn Griska is tasked with pulling together a list of people to invite that have been involved
42 but he can ask Eric about former personnel.

43 b) **OTHER ITEMS (that are not on the agenda).** Selectman Putnam indicated he would like to talk about
44 Johnson Street tonight in non-public session.

45
46 **8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of March 25, 2013 as
47 presented. Selectman Bauer seconded. Selectman Bauer requested amendments. Selectman Federico moved to
48 approve the amended minutes of March 25, 2013. Vice Chairman Fougere seconded. All were in favor. Motion
49 passed 5/0.

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51 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.** Vice Chairman Fougere suggested on the Noon's
52 Quarry/Osgood Road intersection, there is a stone wall, asking if it is in the right of way. Chairman Daniels did not
53 think that it was. Chairman Daniels indicated the Traffic Safety Committee (TSC) discussed replacing a mirror that
54 was placed there some time ago to see better, which helped but got broken. Even with the blind drive signs on Os-
55 good Road, Chairman Daniels had a hard time detecting the intersection of Noon's Quarry Road until he was at the
56 intersection. Selectman Bauer asked Chief Viola for comments. Chief Viola was at the TSC meeting and spoke
57 with Andy Hughes and they came up with some different scenarios and different possibilities of solutions. Chief
58 Viola lives up that way and drives through that intersection and the only way you can see when exiting is if you

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1 have a truck. The TSC is looking at several different ideas. He will look back a few years to see how many acci-
2 dents there have been at the intersection. Ricky Riendeau looked at it and it does not meet the criteria for a stop
3 sign. The TSC is still looking at other options. Selectman Bauer asked if the mirror will be replaced. Chief Viola
4 said that would work if the drivers look. People are in the habit of pulling out in the road before they look. The
5 other problem, said Chief Viola, is where to place the mirror. Across the street is private property. Chairman Dan-
6 iels said they are still looking at various options.
7

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

10 **11. NON-PUBLIC SESSION.** Selectman Bauer moved to enter into Non-public session at 7:10 p.m. in accord-
11 ance with RSA 91-A:3 II a,c&e. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.
12

13 Selectman Putnam moved to seal the minutes of this non-public discussion. Selectman Bauer seconded. All were in
14 favor. Motion passed 5/0.
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16 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
17 adjourn at 8:48 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
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21 _____
22 Gary L. Daniels, Chairman
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Mark Fougere, Vice Chairman
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25 _____
26 Katherine Bauer, Member
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Mike Putnam, Member
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29 _____
30 Kevin Federico, Member
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