

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
June 24, 2013

PRESENT: Gary Daniels, Chairman
Mark Fougere, Vice Chairman
Katherine Bauer, Member
Mike Putnam, Member
Kevin Federico, Member
Darlene J. Bouffard, Recording Secretary
David Bosquet, Videographer

EXCUSED: Guy Scaife, Town Administrator

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 Property Tax Abatement (1); Request for Denial of Property Tax Abatements (45); Approval of Timber Tax Abatement (1) and Denial of Charitable Exemption (1). Marti Noel, Town Assessor first introduced the application for Timber Tax Abatement for which she recommends approval, explaining that the tax had been paid because there was an error made. Selectman Putnam moved to accept the recommendation of Town Assessor Marti Noel for the approval of the Timber Tax abatement in the amount of \$597.98 for Map 5, Lot 13-7. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

Ms. Noel explained that tonight the Board will see the last batch of abatement applications. Ms. Noel is recommending approval of the Franklin Street application and denial of the 45 other abatement applications. Selectman Putnam moved to approve the abatement for the Franklin Street application in the amount of \$219.73 as recommended by the Town Assessor. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

Ms. Noel explained that the rest of the abatement applications are recommended for denial including 61 Webster Street and Quarrywood Green Condominiums, Stop & Shop, Falcon Ridge properties and Fairpoint Telephone. Two other applications were denied since the applicant did not provide additional information. The Fairpoint application is currently in court and Falcon Ridge is not buildable. One other application will come before the Board at the July 8 meeting to talk about with the applicant. Selectman Putnam moved to deny the applications listed as recommended by the Town Assessor. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

The request for Charitable Exemption is recommended for denial by the Town Assessor, due to the A-12 form not being submitted and therefore the application is incomplete. The application with complete information was due June 15 and the applicant did not provide the complete information. The applicant understands they will not receive anything. Selectman Putnam moved to deny the request for Charitable Exemption as recommended. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

All of the associated listings of exemptions, abatements, etc. discussed herein, are a part of the permanent agenda packet for June 24, 2013 and included by reference to these minutes as part of the permanent record.

6:00 p.m. – Public Hearing for Acceptance of Unanticipated Funds Over \$5,000 and Items Made Available During the Year per NH RSA 31:95(b&e). Chairman Daniels called the public hearing to order at 6:00 p.m. and then read the listing of unanticipated funds as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Federal HUD Grant	\$22,035.00	NH Community Planning Grant – Round 2 Funding for project to develop residential zoning regulations. A local match of \$7,345 is required. Match to be funded by

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1			“in-kind” labor and the 2013 Community Development budget
2	Shepard Park Improve.	\$10,000.00	Ice Rink Special Purpose Fund. Donation from the Shepard
3	Trust		Park Improvement Trust for building project improvements
4			at Shepard Park.
5	Marchesi (town) Trust	\$ 2,500.00	Am-Cardiac Monitor/Defibrillator Special Purpose Fund
6			Donation from the Marchesi (Town) Trust Fund to the Milford
7			Ambulance Department towards the cost of purchasing one
8			Cardiac Monitor/Defibrillator.
9	James & Deena Spanos	\$ 50.00	Fire-Rescue donations Special Purpose Fund. General
10			Donation from James and Deena Spanos to the Milford Fire
11			Department. The Fire Department wishes to designate the
12			donation to the Fire Rescue Donations Special Purpose Fund.
13			

14 Chairman Daniels asked for public comments; there were none, therefore he closed the public hearing at 6:02 p.m.
 15 Selectman Putnam moved to approve the listing of unanticipated funds under \$5,000 as presented. Vice Chairman
 16 Fougere seconded. All were in favor. Motion passed 5/0.

17
 18 **6:30 p.m. – Milford Improvement Team (MIT) Community Design Charrette Award.** Tracy Hutchins, MIT
 19 Director, and Alan Woolfson, MIT President, explained they wished to provide information to the Board about a
 20 couple of grants that were received and to invite participation. One grant is from Planning New Hampshire, which
 21 is a non-profit organization in New Hampshire, and is a professional organization that encourages participation to
 22 apply for grants. The organization donates their service to the community, those services would cost the town about
 23 \$50,000. The organization brings about 10 or 15 people to the town in November for a Charrette, which is a vision
 24 session where they gather ideas and collect information. MIT has targeted the Garden and Cottage Street areas.
 25 There is a \$5,000 fee for this, for which MIT applied for a grant through the NH Charitable Foundation and were
 26 awarded. The Charrette event will be held at no cost to the town. It was applied for because the building across
 27 from the Police Station is very old and historic. The Preservation Allegiance will notify the Planning Board. Janet
 28 Langdell and Bill Parker attended an MIT meeting about this, so MIT decided to look into it and worked with Fred
 29 Fuller in order to take a look at that building. It is a big project that would take a lot of money to rehabilitate. The
 30 Charrette will take into account uses for the building. They also look at the neighborhood which will be very valua-
 31 ble information to the town. With the train station there at one time, which brought goods and people to the area, it
 32 is historic. The Garden Street School was right across the street. That neighborhood sits off by itself and there are a
 33 lot of buildings that could be utilized for other purposes. This session will help to figure out how to better use those
 34 buildings. Nothing will be decided at the Charrette, it is just a visioning session to consider different options and
 35 will give us a good view going forward.

36
 37 Alan Woolfson added that the visioning session (Charrette) will be held in the Town Hall Auditorium on November
 38 1 and 2. The Fuller building is only one of three buildings remaining in New England of this sort. Chairman Dan-
 39 iels asked if MIT is interested in restoring the building to its original configuration or using it for more modern uses.
 40 Alan Woolfson responded that it would not be for the original use because the train does not run there anymore, but
 41 the whole reason for the visioning session is to have the group brainstorm. The existing building needs a new roof;
 42 the frame is solid but it is not weather proof. We just do not have the funds to have it be restored. It will not have
 43 anything to do with its original use. Chairman Daniels suggested that businesses could be housed in a restored
 44 building. Alan Woolfson agreed but it is the cost and upkeep and where those funds would come from. The Char-
 45 rrette will raise awareness. The large building could be used as a meeting house, the building is solid. In New Eng-
 46 land the weather is harsh on buildings such as that, so it would be weather proofed. There was a lumber yard next to
 47 the large building at one time and the back of it has the old features so if it was restored we would determine how to
 48 restore it. It will be cost prohibitive for MIT to do the rehabilitation. Someone may become interested in this pro-
 49 ject and how it can be rehabilitated. The building that the town looked at has ground contamination but it would
 50 make a good parking lot. It could extend the whole downtown part of Milford and bring that part of the town back.

51
 52 Chairman Daniels asked how it will meet setback requirements. Alan Woolfson answered that they are not there
 53 yet, this needs to be publicized through the media, the website, the cable access channel and the MIT newsletter,
 54 more information will be coming the closer the Charrette gets in November. Vice Chairman Fougere said he was
 55 able to participate in a number of different sessions like this and he is very excited to be a part of this one. Select-
 56 man Putnam suggested getting people interested once there are some pictures and information is put out. Vice
 57 Chairman Fougere indicated he participated in one of these in Nashua in the south end, it was one that ended up with
 58 elderly housing and mixed use, the community gets involved in this process.

1
2 Tracy Hutchins noted that this building had a lodge in it, there is an auditorium in it that is not being used, and it is
3 an interesting space that maybe could be put to a good use. Vice Chairman Fougere commended Tracy and Alan for
4 getting involved in this. Chairman Daniels agreed that it sounds very interesting.
5

6 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** Selectman Putnam indicated that Mr.
7 MacDonald has explained that the berm on the north side of his driveway and some of the paving done on Johnson
8 Street was not done to the specs that the engineer requested. Selectman Putnam received the call this afternoon and
9 has not talked with Guy Scaife about this yet. Mr. MacDonald wanted to go on record of bringing this to the atten-
10 tion of the Board this evening. Selectman Putnam will contact Rick Riendeau. Vice Chairman Fougere said that the
11 engineer was supposed to go out to confirm it was to spec before the town made payment to the paving company.
12 Selectman Putnam said that is what he remembers as well.
13

14 Selectman Bauer was able to attend the service at Rotary Park for George Infanti this afternoon. There were hun-
15 dreds of people there and it was a wonderful memorial. Vice Chairman Fougere agreed and said George was a spe-
16 cial guy who will be greatly missed.
17

18 Chairman Daniels and Selectman Bauer attended a special presentation in honor of Jared Davison at the library.
19 Selectman Bauer also attended the re-dedication of Keyes Pool this week. Rollie Hardwick, who was the first Di-
20 rector of Keyes Pool, gave a good talk and brought it to everyone's attention that the pool is a jewel in Milford. It
21 was first opened in 1963 so this was the 50th anniversary.
22

23 **4. DECISIONS**

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25 a) **CONSENT CALENDAR.** Chairman Daniels asked if any items need to be removed from the Consent
26 Calendar for discussion. No items were removed. Selectman Putnam moved to approve the Consent Cal-
27 endar as presented. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.
28

29 (1) **Request for Approval of Resolution of Governing Body for Lease of Sweeper, Dump Truck and**
30 **Ambulances and Authorization for Board Chairman to Sign on Behalf of the Board of Select-**
31 **men.** The request for approval of the resolution of the Governing Body for the Lease of the Sweeper,
32 Dump Truck and Ambulances and the authorization for the Board Chairman to sign on behalf of the
33 Board of Selectman was approved.
34

35 (2) **Appointment of Andrew Seale as a Full Member of the Conservation Commission through**
36 **March 2015.** The request for appointment of Andrew Seale as a full member of the Conservation Com-
37 mission through March 2015 was approved.
38

39 b) **OTHER DECISIONS.**
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42 **5. TOWN ADMINISTRATOR REPORT:** The Town Administrator was excused from this meeting.
43

44 **6. DISCUSSIONS.**

45
46 a) **Request for Nominees to Serve as Milford's Representative on the Nashua Regional Planning Com-**
47 **mission.** Chairman Daniels noted the search for a representative continues. Chairman Daniels asked if a
48 description of this position is available which might help people who do not understand what the position
49 entails. Vice Chairman Fougere agreed, stating if the description were on the web it might be helpful.
50

51 b) **2012-2013 Board of Selectmen Goals / Tasks Review and Board of Selectman's 2013-2014 Goals /**
52 **Tasks Development.** Chairman Daniels would like to do the review of the MACC Base contract. We
53 need to get what we have and what the Town Administrator has. Chairman Daniels has the MACC Base
54 budget. Selectman Putnam said copies of the contract are available for review, it is just this Board that has
55 to decide if we stay or go. The last time this board had discussions about MACC Base, we were talking
56 about the costs the town would incur if we did our own dispatching. Selectman Putnam said it is so dynam-
57 ic and there are so many unseen issues that could pop up, it is difficult. We cannot prove or disprove the
58 costs. Chairman Daniels said we have gone through 2-3 boards that have changed and we have this annual

1 discussion, we should get that in a document to see what was taken into consideration. Chairman Daniels
2 wants to get all of the information possible in order to make an informed decision. Selectman Putnam has a
3 document with the pro's and con's listed, in 2-3 weeks he will try to get that out to members to have a bet-
4 ter understanding of what we are dealing with. Selectman Putnam is confident that it is in the town's best
5 interest to stay with MACC Base. Chairman Daniels said that is one of the Board's goals this year, so we
6 can just back it up and make that decision. Chairman Daniels asked about the other committees and if the
7 minutes are up to date? Selectman Putnam said the committees he is involved with are all up to date. Se-
8 lectman Bauer has not checked the ZBA and Planning Board, but she thinks they are up to date. Chairman
9 Daniels asked if Osgood Pond is still going to be dredged. Bill Parker said it is not filled on purpose.
10 Chairman Daniels said they have to go out to be sure to keep the blockage cleared. A lot was just debris
11 that got stacked up. Selectman Putnam asked about the stone bridge. Chairman Daniels responded that the
12 barriers are now down. Vice Chairman Fougere indicated it looks very nice.
13

- 14 **c) Draft Board of Selectmen's Policy Regarding Administration of Committees, Commission and Spe-**
15 **cial Boards.** Chairman Daniels did not do any further work on the administration policy for committees,
16 commissions and boards. Selectman Putnam thinks it looks fine. Chairman Daniels knows there are some
17 areas that need to be filled in within the policy and has updated what was discussed previously. Chairman
18 Daniels to send the latest copies to all Board members so everyone has the most recent version.
19

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

- 21
22 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman Fougere
23 indicated the ambulance building is on schedule, the slab was poured last week and the paving in front of the
24 building was done. The walls will be going up soon. Selectman Putnam asked if the pavement is a base coat or
25 the finish coat. Vice Chairman Fougere responded it is the base coat. Selectman Bauer asked about the status
26 of the economic development survey that has gone out and if there have been good results thus far. Bill Parker
27 responded that the results are fair, it is about getting the word out; the EDAC members are all responsible to
28 distribute the survey to 10 people, the goal is to get the survey back by mid July and they hope to have results
29 for the joint session with the Planning Board and BOS meeting at the end of July. Selectman Bauer said the
30 CIP meeting was televised for the first time last week. Bill Parker added that there are mixed feeling about it
31 being televised. Chairman Daniels indicated the recycling brochures were sent to all the schools for distribution
32 in classrooms. The Recycling Committee is looking at the scale house, which was installed in 1980, it is on a
33 slant, for Tammy, that is her office, storage room, break room, and they are looking at possibly replacing both
34 buildings with a mobile office. It would be better designed and have sufficient storage space and would be mo-
35 bile. Nothing has been done yet because for a long time we did not know if the State would force us to move
36 the Transfer Station. It seems like things have settled down and it is clearer that we will not be forced to move
37 so we are looking to replace that scale house. They will be getting quotes and will put together a presentation
38 and possibly pursue a warrant article for 2014 because we do not think the conditions are the best for employees
39 at the existing scale house, the replacement office will be mobile so it can be moved. If things settle, a mobile
40 office on a slab gives us the ability to level the building as well. That will all have to be worked in when the
41 budget is discussed. Vice Chairman Fougere said the existing scale house has lived its intended life. Chairman
42 Daniels added that there are streams of water that come across the floor when it is raining. Selectman Putnam
43 would be in favor of replacing the scale house. Vice Chairman Fougere asked if a new scale house is in the
44 CIP. Chairman Daniels responded that if it can be done for less than \$75,000, we do not need it to be on the
45 CIP. A 60-70 foot mobile office might be less than that.
46

- 47 **b) OTHER ITEMS (that are not on the agenda).**
48

49 **8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes from May 28, 2013 as
50 presented. Selectman Bauer seconded the motion. All were in favor. Motion passed 5/0.
51

52 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**
53

54 **10. NOTICES.** Notices were read by Chairman Daniels.
55

56 **11. NON-PUBLIC SESSION.** Selectman Putnam moved to enter into Non-public session at 6:47 p.m. in accord-
57 ance with RSA 191-A:3II(a),(b) and (c) – Personnel and Reputation. Vice Chairman Fougere seconded the motion.
58 After discussion, Selectman Putnam moved to come out of non-public session at 7:36 p.m. Selectman Federico se-

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1 conded. All were in favor. Motion passed 5/0. Upon exiting non-public session, Chairman Daniels announced that
2 in non-public session the Board discussed two personnel issues and one issue pertaining to reputation, and that no
3 votes were taken and no decisions were made.
4

5 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
6 adjourn at 7:36 p.m. Selectman Federico seconded. All were in favor. Motion passed 5/0.
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10 _____
11 Gary L. Daniels, Chairman

Mark Fougere, Vice Chairman

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15 _____
16 Katherine Bauer, Member

Mike Putnam, Member

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20 _____
21 Kevin Federico, Member
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