

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
January 27, 2014

PRESENT: Gary Daniels, Chairman
Mark Fougere, Vice Chairman
Katherine Bauer, Member
Kevin Federico, Member
Mike Putnam, Member
Guy Scaife, Town Administrator
Darlene J. Bouffard, Recording Secretary
Dave Bosquet, 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. – Departmental Update - Police. Police Chief Viola thanked the Board for the opportunity to provide this update for the 2013 year in review. Chief Viola indicated in 2013 there was a slight decrease in calls since 2012. One of the items the department focuses on is motor vehicle stops. We want to make our roads safer. Sometimes issuing a warning is just as important as issuing a ticket, but that is at the officer's discretion. The department classifies crimes into Group A and Group B, most have shown a decline. Group A crimes are those with reports when an officer responds. Chairman Daniels asked if every reported case has a police response. Chief Viola explained if we get a call, it gets put into one of these statistics, it gets reported in the category it fits into. Each month we verify information that is in the report. Chairman Daniels asked if there are calls that are not followed up on. Chief Viola responded that they try to follow up on everything that comes in, sometimes if an officer goes out and there is no damage, it may not be considered criminal mischief, so it may not fall under one of the crime categories. Training is very important to this department. Chief Viola has found a lot of training available and sometimes it is free. The training officers train in events such as school shootings. A basic narcotics school was attended by two officers and was put on by the Drug Enforcement Agency (DEA). If there are traffic stops in which there could be drugs transported, the officers need to know what to look for.

Chief Viola wants the officers to be involved with the community in which they serve. Selectman Bauer asked what the Citizens Academy is. Chief Viola explained it is an eight-week program, Officer Fiffield came up with the schedule and instructed for three hours at a time. Members of the public were able to attend; a shooting simulator was used in the training and the people were able to see what a typical day for a police officer is like. It is a great program; this program is not looking to get people to join the police force, but wants people to understand a little about the department and what it does. In closing, Chief Viola said it is an honor to work with and represent the town of Milford and he looks forward to increasing the community activities and improving life for its citizens.

Selectman Putnam had the opportunity to observe some of the police staff at work and commended them for being professional and doing a good job. Selectman Bauer agreed and thanked Chief Viola. Chairman Daniels thanked Chief Viola for the update.

5:45 p.m. – Ambulance Facility Committee – Close Out. Steve Sareault, Vice Chair of Ambulance Facility Committee and Eric Schelberg, Ambulance Director, were present to provide a close out of the ambulance facility project. The ambulance department moved into the new building and the grand opening was a success. They are still working on a few minor issues and the systems are working well. The building is warm and comfortable and without a lot of hassle. There is a warranty with the construction manager in place; all issues that come up in the next year are being responded to in a timely fashion. The charge of the Ambulance Facility Committee is done; the financials have been captured with a net result in savings of about \$40,000 to \$45,000 under the approved article that was approved two years ago. Jack Sheehy, Finance Director, can report the final number when everything is complete, but it is a good building with a good result. Selectman Bauer asked Eric Schelberg what the department

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1 response is to moving? Mr. Schelberg said the staff is thrilled. The new facility is beautiful and meets our needs
2 and people are happy. Just today, people came in to use the Community Room. An EMT class is being held in that
3 room right now and Mr. Schelberg thanked the Facility Building Committee, including Steve Sareault and Vice
4 Chairman Fougere and others for bringing their experience and expertise and for executing the plan so that we have
5 a beautiful facility that the community can be proud of. Mr. Schelberg also thanked the Board of Selectmen for al-
6 lowing the committee to run with this and thanked the town voters for their support. Vice Chairman Fougere
7 thanked all members of the Ambulance Facility Committee, as all members were fantastic. Vice Chairman Fougere
8 said that Steve Sareault brought a lot of expertise and other committee members did as well, it has been a pleasure
9 serving with everyone, but when he goes by the new building, Vice Chairman Fougere said he has a lot of pride and
10 it came in under budget and on time.

11
12 Chairman Daniels asked if the warranty covers the roof for only one year. Mr. Sareault responded that it is an ex-
13 tended warranty on the roof. Guy Scaife explained on warranties, sometimes there are components that went in ear-
14 lier, but will they all have the warranty start with the move in? Mr. Sareault did not recall, but that is typically for
15 mechanical equipment but we did not start that equipment until about a week prior to opening. He could check the
16 documents for that date. Guy Scaife commented that it is an outstanding facility, while this was going on the ambu-
17 lance department still needed to keep running. At that time, it had the biggest growth in its history. The revenue
18 grew by a huge amount and Mr. Schelberg was helping the facility process at the same time. The committee worked
19 well together with the staff and they came in under budget. We have two fine ambulances now and other communi-
20 ties are coming to Milford to see what we have done. Service continued to be delivered with high quality and Guy
21 Scaife thanked Mr. Schelberg and his staff for that.

22
23 Chairman Daniels read a letter addressed to DPW Director Rick Riendeau regarding the ambulance department
24 move in. The letter signed by Eric Schelberg thanked the department for their assistance in the move to the new
25 ambulance facility. Selectman Putnam moved to disband the Ambulance Facility Committee from their charge.
26 Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0. Selectman Federico asked about the new
27 ambulances and how the staff is working through learning the new layout of the vehicles. Mr. Schelberg responded
28 that the staff is adapting well and getting used to the new ambulances.

29
30 **6:00 p.m. – Prospect Street – Acceptance/Re-acceptance of a Section of Class VI Highway.** Lorraine Carson,
31 Town Roads Researcher, requested acceptance of Prospect Street and a section of Class VI Highway. Lorraine Car-
32 son asked if there were questions. Selectman Putnam moved to accept the changes as listed:

33
34 “From the south line of the 1895 petition southerly a distance of 776.5 feet, 40 feet wide, to terminate at the
35 north line of the roadway to Prospect Hill Standpipe on Map 35 Lot 31, Class V Highway. This length of
36 roadway was deeded to the Town of Milford by James H. Fay on June 2, 1916 and recorded in Vol. 765 Pg.
37 452.”

38
39 To rescind the vote of November 14, 2001 which accepted the section at 1252 feet long, 40 ft. wide per an
40 unrecorded plan of 1950 (see Cutts plan of 1950).

41
42 “From the south line of roadway to the standpipe on Map 35 Lot 31, southerly a distance of 475 feet, 40 ft.
43 wide, to the south west corner of Map 35 Lot 33, which point is the end of the paved portion of Prospect
44 Street, a Class V Highway.”

45
46 “From the end of the paved portion of roadway, a distance of approximately 50 feet long, 40 ft. wide,
47 southerly to terminate at the south east corner of Map 35 Lot 37. Said section being an undeveloped high-
48 way, and which is accepted as a Class VI Highway. Said Class VI Highway section is supported by the de-
49 scription of Map 35 Lot 37 per deed to said lot, with no other documentation available.”

50
51 Selectman Bauer seconded for discussion. Selectman Bauer asked how long it takes to do this work. Ms. Carson
52 answered that the time shows up on her timesheet, it is a lot of time but she enjoys it. All were in favor. Motion
53 passed 5/0.

54
55 **6:10 p.m. – Milford Improvement Team – Operating Budget.** Alan Woolfson, Board of Directors President, and
56 Wendy Hunt, Executive Director, were in attendance to provide details of the Milford Improvement Team (MIT)
57 budget and what exactly MIT does. Wendy Hunt wanted to express that 100% of the money is dedicated to the
58 town of Milford. MIT is partners with other groups and the residents of Milford to promote Milford in economic

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1 development. Last year, events were a big part of what MIT did; we want people to come to our restaurants or bring
2 their business to Milford. Every time we have an event, people come and spend over \$18 per person that is a value
3 of \$123,580. There were 33,000 attendees at the 2013 Pumpkin Festival which is all volunteer with 40 non-profit
4 organizations holding fundraisers. Two communities were chosen to host a Design Charette, Milford was one of
5 them, which focused on the old train station property on Garden Street. There was landscaping done at the Police
6 Station, a granite sign was provided to the new Ambulance Facility, a capital campaign for SHARE received a dona-
7 tion from MIT last year to assist with their building renovation. 2014 has a lot planned, it is planned that a Milford
8 Pride Day will be coordinated with DPW to be held in May, to spruce up the town and have residents involved. A
9 QR code for Milford is also being looked at to allow for QR codes to be put on signs for the Historic Sites in Mil-
10 ford. These QR codes would enable Iphone users to sync their phone with the QR code and receive an explanation
11 of the historical site they are visiting. Another activity planned for 2014 is to coordinate with the Souhegan Valley
12 Chamber of Commerce to tour vacant buildings to bring in businesses. 2014 also is the 25th anniversary of the
13 Pumpkin Festival in Milford and the Holiday Fairs in December will be coordinated and advertised through the MIT
14 website. MIT is looking at getting Wi-Fi in the oval area. Revenue sources include corporate sponsors, grants and
15 the town. This year MIT is requesting a warrant article for \$20,000. Selectman Bauer asked about the revolving
16 loan fund and who has used that. Mr. Woolfson responded that those funds are restricted only for loans to do im-
17 provements that benefit the town in the downtown area. At this point, it is anywhere in Milford, not just the oval.
18 Chairman Daniels asked how many businesses have utilized that loan fund. Mr. Woolfson responded that only one
19 business (Pasta Loft) so far.
20

21 Chairman Daniels asked about the QR Code and would that fit into the Freedom's Way plan? Ms. Hunt said this is
22 a little different than that, the signs would have a tag that tells the person about that particular site. Mr. Woolfson
23 said he believes there is a crossover with Freedom's Way. Chairman Daniels wants to increase the awareness of
24 Milford for travel and tourism, how do you plan to do that? Ms. Hunt said there are wonderful trails and restaurants
25 in Milford; we would want to promote that. Chairman Daniels asked how we can let people know to come to Mil-
26 ford. Ms. Hunt indicated that marketing and promotion is a big part of that, she will build on what former MIT Di-
27 rector Tracy Hutchins had done. Mr. Woolfson said people come from out of state to the Pumpkin Festival and that
28 is a big promotion for the town. Selectman Bauer agreed because of the large number of people that come. Guy
29 Scaife mentioned there was a person here a few weeks ago who questioned why the town should help financially
30 support MIT and he hopes tonight's presentation puts that to rest. Some of these things are like an outsourced con-
31 tractor, if MIT did not help with that, we would have to hire someone to do those services. So much of the money
32 that helps MIT also helps the town. Mr. Woolfson clarified that the figure that was raised a few weeks ago by that
33 gentleman was totally wrong, we do not make as much money as people might think (at the Pumpkin Festival). It
34 was incorrect; we do not even gross that amount of money. That event is also weather-dependent, said Ms. Hunt. If
35 we have bad weather, Mr. Woolfson said we still have to pay for the tents, the porta-potties, etc.
36

37 Peg Seward, Budget Advisory Committee (BAC), asked about the \$1,000 donation to SHARE, how does that fit in
38 with the town? We are giving money to SHARE through the Social Services Warrant Article, and money to the
39 VFW through a Warrant Article. Chairman Daniels said part of what the town gives to Social Services goes to
40 SHARE and now we are giving more to SHARE through MIT. Guy Scaife said the money MIT is donating to
41 SHARE is for a building fund, the town support through social services is for direct service. Chairman Daniels said
42 if you were going to contribute to the Labor Day Parade, how much was MIT considering donating? Mr. Woolfson
43 responded that MIT makes money off of the Pumpkin Festival so we thought of those proceeds we could contribute
44 \$500 to the Labor Day Parade. We are investing in Milford. Selectman Putnam said the concern is that it is being
45 doubled from the taxpayers to support the parade. Mr. Woolfson suggested that MIT will not contribute to the pa-
46 rade if the town will be giving \$10,000 for the Labor Day Parade. If MIT had more money, there could be a bigger
47 and better parade, suggested Selectman Bauer. Peg Seward wants to make sure that when we give money that we do
48 not double pay. Selectman Bauer asked if the explanation from Guy Scaife was sufficient. Peg Seward said the
49 BAC will need to discuss to make a decision.
50

51 Steve Sareault, Clark Road, said that MIT went to the Ambulance Committee about the sign, it was not something
52 that was going to be included in the plan, MIT wanted to improve the ambulance sign. After the ambulance com-
53 mittee bought it (through MIT), everyone agreed it was a lot nicer than what the committee would have purchased.
54 Selectman Bauer noted that the Police and Ambulance facility signs are top quality signs with a granite theme for
55 Milford. Mr. Woolfson said the mission of MIT is for the betterment of Milford. MIT wants people to come into
56 town to see that the town is vibrant; we need to follow our mission. That is why MIT is involved with the Economic
57 Development Advisory Committee (EDAC) and the Pumpkin Festival. Selectman Putnam said it is about transpar-
58 ency, if we financially support one organization and some of that money ends up going to another organization, it

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1 may be looked at and not agreed to. Selectman Bauer believes these projects are for the betterment of the town,
2 maybe we need to explain it better to the voters.
3

4 Karen Mitchell, BAC, said that with MIT meeting at the Library Annex and no longer having to pay rent must save
5 MIT money, but how much money does that save? Mr. Woolfson indicated it was about \$550 per month. What
6 about the reserve funding, you need to keep it a certain level, but what is that figure, asked Ms. Mitchell? Mr.
7 Woolfson said the balance is about \$83,000. Ms. Mitchell indicated you need a reserve fund because you need to
8 maintain 12 months of the operating cost (for MIT) what is the operating cost for 12 months? Mr. Woolfson
9 answered the budget for 2014 is \$109,000. Jolie Whitten, BAC, asked what the rainy day balance is. Mr. Woolfson
10 answered it was \$7,000 more than at the end of 2013, adding that if the Pumpkin Festival does not work out due to
11 rain, we have to use that fund. A weekend of rain for the Pumpkin Festival costs MIT money. Ms. Whitten asked if
12 MIT considers itself in jeopardy because there is not \$109,000 in that fund. Mr. Woolfson responded that MIT is
13 very careful about its bookkeeping; it is just something we need to keep our eye on. Ms. Hunt indicated when grants
14 are written, the other organizations want to know what grants the organization has been granted. Mr. Woolfson said
15 no organization wants to give money to an organization that has not received other grants.
16

17 Peg Seward asked where the sign for the ambulance was in the MIT budget. Mr. Woolfson said it was under en-
18 hancements projects, and it cost about \$2,800. Vice Chairman Fougere thanked Ms. Hunt and the MIT Board of
19 Directors for their support for the ambulance sign. This concluded the presentation.
20

21 **6:30 p.m. – Departmental Update - DPW.** Rick Riendeau, DPW Director, presented a 2013 status and 2014 pro-
22 jected plans. The Work Order system to account for everything that DPW does is in place. Mr. Riendeau hopes to
23 get a lot of the town roads done this year, we are way behind and that is a goal for 2014. Currently he is looking at a
24 service to drive every road in town that will take measurements of width, length and how much cracking there is on
25 each road. Vice Chairman Fougere asked if this will be using a program from UNH. Mr. Riendeau said it is nation-
26 ally based. Guy Scaife indicated this uses a third party vendor that takes measurements and a camera and calculates
27 the degree of degradation of the road surfaces for every single mile in Milford. Chairman Daniels asked if the
28 bridge assessments have started. Mr. Riendeau said they have not but they will very soon. He is starting ahead of
29 town meeting. Chairman Daniels asked if there is money in the budget to cover that. Mr. Riendeau said yes, the
30 \$125,000 on the warrant article is for the engineering. By the end of this year we should have a good plan identify-
31 ing what we need. Selectman Federico asked about the road evaluation, this third party evaluation will be a van
32 with cameras and lasers, down all 93 miles of roads, how long will that take? Mr. Riendeau about 3-4 months, the
33 cameras are 360 degrees, a lot of information in a short amount of time is collected, then it has to get crunched in the
34 cartograph software and we can analyze the system and run it with a program based on the amount of money we
35 have to spend. PSNH wants to meter the town hall to monitor electrical demand, but that will not happen until
36 summer. Crack filling is done every year and was continued in 2013, this is done during summer months. About 1-
37 2 weeks every year the department works on the rail trail improvements.
38

39 Vice Chairman Fougere asked about the insurance issue with the light pole that was hit. Mr. Riendeau indicated that
40 three poles were ordered when the last one was hit, we have two spare poles. The poles are fabricated. Guy Scaife
41 explained those are a custom build and they are discontinuing them. Jack Sheehy added that it cost less when three
42 were ordered at the same time. Chairman Daniels asked who is responsible for railroad crossings, is it us or the rail-
43 road company? Mr. Riendeau indicated the town works with the railroad company for the Union Street crossing.
44 Vice Chairman Fougere asked if the oval sidewalk bricks are something that should be done in 2014. Mr. Riendeau
45 said they are, there are things other than what is on this presentation that we will be doing in 2014. Chairman Dan-
46 iels asked if the scale will need replacement with it going electronic. Mr. Riendeau said no, just loading the soft-
47 ware application. Chairman Daniels asked if the sprinkler system on the oval turns off when it rains. Mr. Riendeau
48 will have to check, he knows there are some sensors. Further, Mr. Riendeau indicated stormwater will take about
49 six years to complete, we have one year done, and information for last year has been collected and will tie into the
50 GIS system. The information will be put into the cartograph for that integration. Selectman Bauer asked about the
51 sidewalk plows and why it was considered an emergency to purchase a new one. Mr. Riendeau explained both of
52 the plows we had were worked on every day for about three weeks including during snowstorms. They would work
53 on them and then send them back out and they would break down again. We have an obligation to plow the side-
54 walks and it was difficult to meet that obligation with equipment that was constantly breaking down. Selectman
55 Bauer asked if the new sidewalk plow is a lease purchase. Mr. Riendeau answered it is, the total is \$144,000 and the
56 first payment is \$30,000. Selectman Bauer indicated there was some confusion on that. Selectman Federico asked
57 about the 2028 tons of asphalt; how much money is that? Mr. Riendeau said the total paving budget is \$300,000.
58 Selectman Federico asked how much more than \$300,000 was spent in 2013? Mr. Riendeau said they did not spend

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1 more than \$300,000; crack sealing is different than paving, that is a separate cost. Last May, it was reported that
2 Mason Road and David Drive were on the top of the priority list, Vice Chairman Fougere asked if they are still on
3 the top now. Mr. Riendeau hopes so, but some roads come up when there is a repair, like Beech Street or Smith
4 Street.

5
6 Rose Evans, BAC, asked about the purchase price of the sidewalk plow. Mr. Riendeau answered it cost \$144,000.
7 In the CIP, Rose Evans indicated it was identified as \$95,000. Mr. Riendeau said the new sidewalk plow required
8 purchase of new attachments. Rose Evans asked if that was discussed at the BOS meeting. Guy Scaife said it was
9 discussed as an emergency lease purchase with a non-appropriation clause. We funded the first year lease purchase
10 of \$30,000 with unanticipated revenue and there was police attrition that took longer to fill which freed up money
11 which was directed to DPW and there were also some rebate funds that were surplus and that was also used to fund
12 the first year of the new sidewalk plow. Mr. Riendeau indicated he looked at renting a unit and it was \$1,300 per
13 week for a used unit and if we needed it for 14 weeks that would be the first lease payment. Selectman Bauer noted
14 a lot of work goes into the spreadsheet for the CIP but the amount is not set in stone, it was \$144,000 for what was
15 needed. Guy Scaife added that the attachments from the old unit could not be used in the new unit, and we needed a
16 piece of equipment to clear the sidewalks in accordance with State statute. In one storm we had the sidewalk plows
17 down five times. There were no further questions.

18
19 **7:00 p.m. – Budget Advisory Committee Update.** Matt Lydon Chairman of the Budget Advisory Committee
20 (BAC), indicated there is a meeting Wednesday night to finish the votes and work on the reports. The general con-
21 sensus of the BAC was that the budget number was too high, but no one item could be isolated to be removed or
22 were identified as unnecessary but all departments should look harder to reduce the numbers. No one wants to see a
23 default budget. If the overall consensus was that the budget was too high, Selectman Federico said he needs to
24 know what is not too high. Matt Lydon said the operating budget is the biggest piece of the budget, the only other
25 large item is the Osgood Pond Warrant Article. Selectman Federico wants to know what the BAC is looking for.
26 Peg Seward suggested maybe lowering the pay raise to 2%, which would bring down the budget by about \$45,000.
27 Debt service is also very high, at 27%, the budget has not increased that much, but the debt service did. Maybe con-
28 sider separating debt service from the budget. That would make it easier to understand the department expenses.
29 By State law, Guy Scaife said we have to put debt service in the final number.

30
31 Matt Lydon said the BAC did not vote on that as a change. So is that the only place that the budget can be lowered,
32 asked Selectman Bauer? Rose Evans indicated if the raises were lowered to 2%, would the wage driven benefits
33 also lower? Jack Sheehy said they would. Rose Evans said the overall warrant is what is driving her decisions, and
34 there was still a 9% increase in the tax rate, that is too high. The petition warrant article to increase the veteran's
35 credit is a \$53,000 impact, that has not been factored in and that would bring the tax impact to 10%. It is too much
36 and, when that is added to the school, if everything passes on the school side overall, the increase would be 6%.
37 Steve Sareault, BAC, went through the warrant articles, and the operating budget was the last thing discussed. His
38 reaction is the overall bottom line. That was a preliminary vote and then where should we take the money from?
39 The BAC felt it is not their job to tell the Board of Selectmen where to take it from. There was some misunder-
40 standing about the sidewalk plow and it showed up and now it is in the budget; that left a bad taste in our mouths.
41 Mr. Sareault can understand that it is being driven by the default budget. If it is a 6% tax increase, it is too much of
42 a burden. Chairman Daniels did not expect the BAC to come in and tell the Board what to cut. Selectman Bauer
43 asked if the explanation on the sidewalk plow answered the questions. Mr. Sareault did not feel there was anything
44 unethical going on, but after having the sidewalk plow included in the CIP presentation and then learning it was pur-
45 chased with 2013 funds, it left people scratching their heads. Selectman Federico said that Guy Scaife brought it to
46 the Board of Selectmen before the last snow storm and said both sidewalk plows were down and we needed to re-
47 place at least one because neither is functioning and the Board voted on a consensus to replace it so that we could
48 keep one functioning for the town. Vice Chairman Fougere said it was planned to be purchased and when the plow
49 broke it became an emergency. Selectman Putnam agrees about the budget increase not being acceptable and feels
50 that the Board of Selectmen is not done either. That was the sense of the BAC; Mr. Sareault said this is to begin the
51 conversations.

52
53 Selectman Bauer said that the BAC can make suggestions to the Board of Selectmen so that it is discussed, when it
54 is a specific suggestion, we can focus on something and get input from the BAC. Selectman Federico said knowing
55 where the BAC is coming from helps the Board of Selectmen as well. Jolie Whitten, BAC, is not the voice of the
56 BAC but she feels spending on the needs, not the wants, is important. She believes that fireworks and everything
57 like that is not needed this year. Unfortunately because of the economy of the previous year, we are in a dire situa-
58 tion. When faced with these things, what is needed? She asked the Board of Selectmen to consider the needs versus

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1 the wants, if a warrant article is not supported this year it does not mean it will not be supported next year. Ms.
2 Whitten is asking the Board of Selectmen to just consider the needs. Selectman Bauer asked if Ms. Whitten is in-
3 cluding the budget in that statement. Ms. Whitten answered maybe. Selectman Bauer indicated the budget is the
4 backbone of the town and word is out that the BAC does not support the budget. This board talks about the wants
5 and the needs all the time, if we put something off, will it cost twice as much next year? Ms. Whitten understands
6 that, those items are important to the town but maybe we can put some of them off for this year. If the town decides
7 to cut out the Labor Day Parade or all things to do with the Veterans, Selectman Bauer said those things are very
8 important. Ms. Whitten asked if people would prefer a tax break or a parade. Ms. Whitten is very grateful for our
9 veteran's but we cannot do it all, our taxpayers cannot afford it. Karen Mitchell, BAC, understands why the Board
10 of Selectmen is asking for where to cut, the department heads should be able to choose what they can live without.
11 When people ask what the potential (tax) increase is, they fall off their chair. People go in to vote, if one thing
12 upsets them they will vote everything down. She does not want to see a default budget. Ms. Mitchell's request is
13 for people to look closer, does the Board of Selectmen not have ideas of where to cut? Selectman Bauer said no but
14 we've gone over the budget with a fine tooth comb. It is a big increase but expenses have gone up just like every-
15 one's expenses. Selectman Federico wants to know what number would be supported by the BAC, not where to cut.
16 Selectman Federico is not asking where to cut, but is asking what is a better number. Ms. Mitchell asked if depart-
17 ment heads could reduce their budget by a certain percentage. Selectman Putnam indicated the Board is not done
18 either. Chairman Daniels indicated this Board will be done tonight and the BAC finishes on Wednesday. Selectman
19 Bauer said there are certain items that cannot be cut so other items will get cut more.

20
21 Matt Lydon, BAC, said that no one likes to see a large increase in their tax bill, it seems that we might need to pay
22 more to get service in town. If debt service is up, it just did not go according to plan. Mr. Lydon supports the num-
23 ber as it is and feels Guy Scaife needs to work with the staff on cuts. The operating budget is the biggest piece, cut-
24 ting things like the fireworks is a negligible change in the tax rate, and should be left to voters to decide. The bot-
25 tom line tax increase, said Steve Sareault, is that the budget is heading to default. We are looking for a 1% cut from
26 what is proposed. During the department presentations, Rose Evans of the BAC, said it is always at the time that
27 once everything gets on one page, you look at it three weeks before deliberative session and our jaw hits the floor.
28 Is there any way this could be brought forward sooner? Bert Becker, BAC, understands a percentage cannot be tak-
29 en from departments but at that time we did not know what kind of total we were looking at. There are things on the
30 budget that we should do because we have waited a long time, some maybe we can do without and wait one more
31 year, he thinks those are the questions that need to be asked of departments that the BAC cannot answer. There are
32 small cuts that can be found that will add up, or can be put off for another year.

33
34 Guy Scaife said that earlier this evening, DPW made a presentation and it was clear that the town is playing catch
35 up. We are not making much progress in paving, which means we are losing ground. We knew the ladder truck was
36 on the CIP and it kept getting pushed out but we could have been putting aside money each year but we didn't. Can
37 we trim the budget, of course, but what are the ramifications? We are going to continue to fall behind. We are put-
38 ting things off and getting more behind. Our taxes are the lowest of any municipality in the 10,000-20,000 popula-
39 tion range. We have been the lowest for 8 years with the exception of Raymond and our services exceed theirs. We
40 can cut the budget, but understand that there will be services that suffer. Much like the fire truck we have not put
41 money aside for bridge repair. There is the risk of default, if it is a split vote (between the Selectmen and the BAC),
42 it is almost guaranteed it will be a default budget.

43
44 Osgood Pond was felt by the BAC to be something that should be taken off the warrant, it is not a question of
45 whether to support or not, it is a question of financials. The bridge capital reserve fund was supported by the BOS
46 and BAC who feels it is not enough money. The BOS agrees it is not enough. Peg Seward, BAC, asked if the
47 RSA35-1 allows for engineering in the capital reserve fund. Guy Scaife said it does, we do not have to differentiate.
48 Peg Seward asked about the Veteran's Petition Warrant Article, noting that it is a Veteran's Credit, not an exemp-
49 tion, and asked if that language should be changed? Gil Archambault, author of that petition article gave his verbal
50 permission that the language could be changed.

51
52 Matt Lydon noted that the BAC will meet on Wednesday and provide any votes that changed to Tina the next day.

53
54 A short recess was called until 9:02 p.m.

55
56 **3. PUBLIC COMMENTS (regarding items that are not on the agenda).** There were no public comments.

57
58 **4. DECISIONS**

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 1/27/14

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a) **CONSENT CALENDAR.** Chairman Daniels asked if any items need to be removed from the Consent Calendar for discussion. There were no items removed for discussion. Selectman Putnam moved to approve the Consent Calendar. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

1) **Approval of Loss Prevention Manual.** The Joint Loss Prevention Manual and its updates were approved by the BOS.

2) **Approval of Unanticipated Revenues and Gifts Under \$5,000 (RSA 31:95 b).** The listing of unanticipated gifts under \$5,000 was reviewed as follows:

<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Jeffrey Marshall	\$1,250	Donation of a Vectra 1600 On-Line Workout system to the Milford Ambulance Department. This has an Estimated value of \$1,250.
Gordon Othot	\$ 300	Donation of a Nordic Track Exp2000i Treadmill to the Milford Ambulance Department. This has an estimated value Of \$300.

3) **Approval of Petition and Pole License on Young Road.** The Board approved the petition and pole license to install and maintain underground conduits, cable and wires and maintain poles and structures with wires, cable, conduits and devices thereon for two poles, 89/10Y and 89/10YS on Young Road.

b) **OTHER DECISIONS.**

5. **TOWN ADMINISTRATOR REPORT:** Town Administrator Guy Scaife had nothing new to report this evening.

6. **DISCUSSIONS.**

a) **Warrant Article Discussions.**

Town Operating Budget - \$13,151,231

Chairman Daniels does support some of the BAC comments on the budget. One item was to reduce the wage increase from 3% to 2%, noting the Northeast inflation rate is 1.3%. Selectman Putnam moved to lower the wage increase from 3% to 2% in the budget. Vice Chairman Fougere seconded for discussion. Selectman Bauer asked what Milford's inflation percentage is, not the Northeast percentage. Guy Scaife believes the Boston area is 1.5% which is the closest to Milford. Selectman Federico noted that the AFSME contract has a 2% increase minimum. Chairman Daniels said that is correct. Chairman Daniels, Vice Chairman Fougere, Selectman Putnam were in favor with Selectmen Bauer and Federico opposed. Motion passed 3/2. Jack Sheehy, Finance Director, will reduce the budget by that amount which is the \$45,500 for changing the wage increase from 3% to 2%. Chairman Daniels would like to identify what percentage of the budget can be reduced and let the department heads figure out where to lower. Vice Chairman Fougere asked about the Human Resources Director overlap for the transition. Selectman Bauer thinks it would be ideal to have an overlap but it is a want and not a need. Guy Scaife has never asked for an overlap in hiring personnel, but if we recruit in April and get someone in May and in June there is open enrollment, during the following three months, Ruth will be on vacation, when she trains a person then there is the overlap while she is gone and then comes back for union negotiations and the bid for insurance as well as the next enrollment with different carriers. There has been no Human Resources training since she went to 24 hours from full time. Ruth also needs time to complete a process manual before she leaves. Guy Scaife hopes that we can find someone that has the skill set for that position. There is no one else to train the new person to do this job. Vice Chairman Fougere asked if Ruth has earned time, but even still should we be supporting a three month vacation during that time? Selectman Bauer agreed. Vice Chairman Fougere wonders if a person that critical should be gone for 90 days and wonders if the retirement date can be moved up and a new person start fresh. Guy Scaife said that Ruth is doing it this way as a favor to the town, there are no savings, the benefit to the town is the new Human Resources person can only learn so much so fast, the person can learn certain things then Ruth goes on vacation then comes back and finishes the training.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 1/27/14

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Selectman Putnam moved to bring the budget down to 3%. Guy Scaife noted that is below the default budget. Selectman Putnam said yes it is. Selectman Bauer will oppose that much of a cut. Chairman Daniels seconded for discussion. Selectman Federico said we are talking about reducing the budget by \$211,128. Selectman Federico will not agree with that much, we do not need to go below the default budget. Selectman Federico would support cutting the budget, but not that much. Jack Sheehy indicated the budget must be posted today, the MS-6 form and default budget has to be signed and posted by tonight. Chairman Daniels moved to table the budget discussion until later this evening. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

Chairman Daniels moved to take the discussion of the budget off the table. Selectman Putnam seconded. All were in favor.

After discussing the other warrant articles, the Board returned to the budget discussion. The motion is to reduce the operating budget by 1.9% to a total of 3% increase. Based on history, Chairman Daniels asked if it is felt there is any fluff in the budget to take out? Selectman Putnam said the water utilities budgets came in at a zero increase other than the wage increase. Vice Chairman Fougere thinks that is a big cut to which Selectman Bauer agreed. Chairman Daniels called the question, Selectman Putnam was in favor, and all others were opposed. Motion failed 1-4.

Selectman Putnam moved to cut the budget to the default amount. Chairman Daniels seconded for discussion. Chairman Daniels asked what would be acceptable. Selectman Federico said this Board brought the amount down based on removing warrant articles, he wants to know how much of an adjustment that brings. Selectman Putnam called the question. Selectman Putnam was in favor with all others opposed. Motion failed 1-4.

Selectman Federico moved to get the budget down to a 4.5% increase. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0.

Jack Sheehy indicated that would bring the budget down to \$13,007,697.

Guy Scaife asked for clarification on the SRO position in the budget, this is based on the belief that the school will get that voted in. The superintendent did a survey to parents and teachers and it came back in favor of the position. Is there a position on that being in the budget? The Board of Selectmen directed Mr. Scaife to leave it in the budget. Guy Scaife also noted that the water utilities has the salary increase just like the town budget, and that should be adjusted from 3% to 2% as well.

Osgood Pond Dredging - \$183,000

Selectman Federico wants to keep this on the warrant, all other members wished to remove it from the warrant. Chairman Daniels moved to remove this article from the warrant. Selectman Putnam seconded. Chairman Daniels wants to take it off because the money needs to stay in the tax rate if it stays on the warrant and we are trying to get the tax rate down, the best way is to remove it. Selectman Federico said for 15 years we have been through this, a lot of people want something on this article. Guy Scaife noted there was also a town hall renovation that was on the CIP for five years but that was taken off the warrant. It is confusing to the taxpayers. Selectman Putnam, Chairman Daniels and Vice Chairman Fougere were in favor of removing this from the warrant. Selectman Bauer and Selectman Federico were opposed. Motion passed 3/2.

Bridge Replacement Capital Reserve Fund - \$125,000

Selectman Federico moved to support the \$125,000. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

Fire Ladder Truck #1 Replacement - \$117,500

The Board voted 5/0 in favor.

Dump Truck - \$30,000 (annual payment)

The Board voted 5/0 in favor.

1 **Transfer Station Scale House/Office Replacement - \$73,551**

2 The Board voted 5/0 in favor.

3
4 **AFSCME Contract - \$17,600**

5 The Board voted 5/0 in favor.

6
7 **Social Services - \$35,000**

8 Chairman Daniels moved to lower the Social Services article to \$30,000. Selectman Putnam seconded. Se-
9 lectman Putnam, Chairman Daniels and Selectman Bauer were in favor with Vice Chairman Fougere and
10 Selectman Federico opposed. Motion passed 3/2. Chairman Daniels moved to place \$30,000 on the war-
11 rant for Social Services. Selectman Putnam seconded. All were in favor. Motion passed 5/0.

12
13 **Non-Emergency Community Transportation Bus Service - \$28,950**

14 The Board voted 5/0 in favor.

15
16 **Pumpkin Festival, Holiday Decorations and Plantings - \$20,000**

17 The Board voted 5/0 in favor.

18
19 **Milford Improvement Team Operating Budget Support - \$20,000**

20 The Board voted 5/0 in favor.

21
22 **Summer Band Concerts \$9,000**

23 The Board voted 5/0 in favor.

24
25 **Fireworks - \$8,500**

26 The Board voted 3/2 in favor, with Chairman Daniels and Selectman Putnam opposed.

27
28 **Memorial, Veterans & Labor Day Parade town support - \$6,000**

29 Selectman Federico supports parades, but if this article and the Labor Day Parade article both pass, that is
30 \$16,000. Selectman Putnam said the \$6,000 is for police and fire coverage, and the \$10,000 is to actually
31 put on the parade. Guy Scaife suggested that if the petition article fails, then the amount get used for the
32 other parades to make them bigger. Chairman Daniels said EDAC is looking for ways to promote the
33 town. The Labor Day Parade is the largest in the State and it is second only to the Pumpkin Festival as far
34 as visitors. The Board voted 5/0 in favor.

35
36 **Funding of the Annual Labor Day Parade – \$10,000 - Petition Warrant Article**

37 Chairman Daniels moved to support the petition article for the Labor Day Parade. Selectman Putnam se-
38 conded. All were in favor. Motion passed 5/0.

39
40 **Conservation Land Fund - \$20,000 – Petition Warrant Article**

41 Selectman Bauer moved to support \$20,000. There was no second. Chairman Daniels moved to oppose
42 this article. Selectman Putnam seconded. Chairman Daniels, Vice Chairman Fougere and Selectman Put-
43 nam supported the position to oppose this article, Selectman Federico and Selectman Bauer opposed that
44 position. Motion passed 3/2.

45
46 **MileSlip Town Forest - \$12,000 – Petition Warrant Article**

47 The board supported a motion to oppose this article 4-1, with Selectman Bauer opposed to that position.

48
49 **Milford Resolution Language for NH Town Meetings – Petition Warrant Article**

50 No Vote was taken on this article.

51
52 **7. SELECTMEN’S REPORTS / DISCUSSIONS.**

- 53
54 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman
55 Fougere attended the winter festival which was very well attended.
56 b) **OTHER ITEMS (that are not on the agenda).**

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 1/27/14

1 **8. APPROVAL OF FINAL MINUTES.** Selectman Putnam moved to approve the minutes of December 23, 2013.
2 Selectman Federico seconded the motion. All were in favor. Motion passed 5/0.
3

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

5 **10. NOTICES.** Notices were read by Chairman Daniels.
6
7

8 **11. NON-PUBLIC SESSION.** Selectman Bauer moved to enter into Non-public session at 11:03 p.m. in accord-
9 ance with RSA 91-A:3 II(c). Vice Chairman Fougere seconded. All were in favor with none opposed. The Board
10 came out of non-public session at 11:30 p.m. and Chairman Daniels announced that in non-public session the Board
11 addressed a personnel issue, that no votes were taken and that the minutes of the non-public meeting had been
12 sealed.
13

14 **12. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Putnam moved to
15 adjourn at 11:30 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0.
16
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18 _____
19 Gary L. Daniels, Chairman

Mark Fougere, Vice Chairman

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21 Katherine Bauer, Member

Kevin Federico, Member

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27 Mike Putnam, Member