

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
June 9, 2014

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
Niko Giokas, 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., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels introduced members of the Board. Chairman Daniels indicated 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. – Non-Public Session. Selectman Putnam moved to enter into non-public session for a legal discussion at 5:30 p.m. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0. Selectman Federico moved to approve the recommendation made by Town Assessor Marti Noel. Selectman Putnam seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to come out of non-public session at 5:45 p.m. Selectman Federico seconded. All were in favor. Motion passed 5/0. Chairman Daniels announced that in non-public session the Board discussed a legal matter with Ms. Noel, one decision was made.

5:35 p.m. – Abatement Application M48/L36 and Land Use Change Tax – M53, L38-1. Town Assessor Marti Noel presented one abatement application for which she is recommending denial because there was agreement with the property owner to maintain the assessment the town has, there is no basis for this filing. Vice Chairman Fougere moved to accept the recommendation of Town Assessor Noel. Selectman Federico seconded. All were in favor. Motion passed 5/0.

Marti Noel also presented a Land Use Change Tax (LUCT) Application for Map 53, Lot 38-1 on Mountain View Court which has now sold. The new owners have been notified and Ms. Noel has not heard back from them. Selectman Federico asked where Mountain View Court is. Ms. Noel explained. Selectman Putnam moved to approve the LUCT as recommended by Town Assessor Noel. All were in favor. Motion passed 5/0.

5:45 p.m. – Departmental Update – Assessing. Town Assessor Marti Noel provided the update for the Assessing Department, noting there have been 25 new Veteran's Credits since the last update for a total of 491 credits at \$300 each. Statutorily, the amount is set by the State; there is a web page that has the qualification requirements. The Elderly Exemptions are based on income and assets. This year there are 22 newly approved recipients for a total of 85 receiving the Elderly Exemption. The five year cyclical evaluation has been worked on by Ms. Noel in doing property reviews. A little over 2,000 properties have been reviewed; she will not get to all of them by the time the reval is done and she will be submitting an RFP for assistance on that effort, to be done in 2014, 2015 and 2016. Ms. Noel has seen fewer building permits, she estimates that is down about 50% of what they were last year.

6:00 p.m. – Departmental Update – Recreation. Recreation Director Arene Berry presented the update for the Recreation Department, indicating that the pool is now ready to open. Goals and the purpose of the department was reviewed, the Summer Recreation Guide has been brought to the schools and Library. There has been a slight increase in participation in the pool programs. Selectman Bauer asked what Zumba is. Ms. Berry responded that it combines dancing with fitness programs. Ms. Berry indicated that Woodman's helped with a senior program where they provided supplies for the participants to create a flower arrangement. The Mother & Son Fisher Cat game was a success and included fireworks. The GSSA State Swim Meet will not be held in Milford this year but has moved to Manchester. Ms. Berry thanked everyone for donating time and materials for the skating and building fund for the warming hut. Vice Chairman Fougere specifically called out a thank you to Fieldstone Engineering and others

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1 for their assistance. Ms. Berry mentioned there was a thank you lunch for all that helped with that effort. Jerry
2 Guthrie has put in a lot of hours for the Pergola project at Keyes Park, we are very appreciative for that assistance.
3 There will be fundraising efforts by the Recreation Commission during the next few months to raise funds for the
4 purchase of the Elm Street Property abutting Keyes Park. The pool programs will begin on June 23.
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6 **6:20 p.m. – Bridge Maintenance Update.** Rick Riendeau, DPW Director, reviewed the bridge improvement report
7 that was provided by the State and what the priorities are. We will now have to go through the list from the State
8 and go look at the bridges. Mr. Riendeau put this in the CIP for review so that everyone knows where the bridges
9 stand. This might give the BOS some information for planning purposes. Vice Chairman Fougere asked if there
10 were any surprises. Mr. Riendeau responded there weren't really any surprises, we have been talking about the top
11 ten, but this got a little more in depth, noting there is a lot of guardrail work needed too; he would suggest doing a
12 few bridges all at once to get a better price on materials. Vice Chairman Fougere asked to get a copy of the .pdf of
13 this report. Mr. Riendeau said he will send it and said it has a lot of good information in it. Selectman Federico also
14 would like the report. Chairman Daniels asked if any analysis had been done to determine if newer bridges are last-
15 ing more or less time than the older bridges. Mr. Riendeau has not gone through the information to analyze that yet,
16 the list of bridges in his report are the town bridges (as opposed to state-owned bridges). Vice Chairman Fougere
17 suggested when the Hartshorn Bridge gets fixed, maybe we could replace it with culverts. Mr. Riendeau noted this
18 list is looking at the steel culverts that were put in during the 1980s and only lasting about 30 years. There were no
19 other questions from the Board.
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21 Guy Scaife indicated any of these bridges could fail and we cannot wait too long to do the repairs. Selectman Fed-
22 erico asked if the Board could get the list of priorities from Mr. Riendeau and his opinion on what should be done
23 first in regards to traffic, i.e. Rick's opinion of what should be done first. Mr. Riendeau responded that he could do
24 that once he gets into the report and analyzes the data.
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26 Guy Scaife asked Mr. Riendeau to provide an update on the Cartegraph and the Transfer Station office. Mr.
27 Riendeau just received the schedule from Cartegraph today, they are zipping around, starting last Friday. The
28 schedule includes where they will be on any given day. Mr. Riendeau stated the pictures of the Transfer Station
29 work will be on the website. So far, Mr. Riendeau has received four quotes and it takes the vendors 4-5 weeks to
30 manufacture; the scale work needs to be done, demo will take three days, then the trailer set up, and then the scale
31 house needs to be put back. Guy Scaife asked if the final interior design is done. Mr. Riendeau has a design that
32 was bid on. The Request for Bid has been sent out. Chairman Daniels asked about the permit. Mr. Riendeau has to
33 get everything ironed out before he gets the permit. Once everything is all set with the design, he will go get the
34 permit. Selectman Federico asked how far away is placing the order? Mr. Riendeau answered it must go to the Re-
35 cycling Committee to get their recommendations, he hopes to get that done by the end of June, we still have a good
36 window for installation and it looks like it will be complete by the end of September or beginning of October.
37

38 Chairman Daniels asked what the deadline is for submission of design bids. Mr. Riendeau did not have a deadline,
39 he went out asking to see where the numbers were. Chairman Daniels asked how he decides who to have bid. Mr.
40 Riendeau sent e-mails to the manufacturers (five) and he got back four responses. From there, Mr. Riendeau asked
41 for pricing and set up costs. Chairman Daniels said he is trying to understand the process, we asked for a cost and
42 ideas for design, do we actually go out to bid now? Mr. Riendeau said yes, he asked for information and then asked
43 for prices. Vice Chairman Fougere indicated we have to go out to bid. Chairman Daniels understands we got in-
44 formation from one manufacturer. Selectman Federico thanked Mr. Riendeau for asking for information. Guy Scai-
45 fe said that Mr. Riendeau solicited quotes on a customized trailer to see if the features can or cannot be done. We
46 need to go back to confirm it now. Guy Scaife said we need to settle the access and the ramp, we cannot have a de-
47 sign without closure on handicapped access. There needs to be a place where people can meet privately, there is a
48 need for handicapped access, there are reasons when the public needs access to that office. The Town also has an
49 obligation to employees to provide reasonable accommodations for short term limitation of mobility; it needs to be
50 handicapped accessible.
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52 Mr. Riendeau cannot get a final design until this one issue is resolved. This came up at the last Board of Selectmen
53 meeting. Selectman Bauer asked if a decision is needed tonight. Guy Scaife said that is correct. Selectman Bauer
54 agrees and feels we are making an improvement and she is in favor of making it accessible by ramp. Selectman
55 Putnam asked what is the cost impact. Mr. Riendeau said it depends on the design. Selectman Putnam asked where
56 the bathroom is at the Transfer Station. Mr. Riendeau responded it is in another building. So we can have people go
57 use the restroom in another building that does not have a ramp, but we must put a handicapped access to this new
58 building? Vice Chairman Fougere said most of the public will approach the staff at the window anyway. Guy Scai-

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1 fe said it is limited but it needs to have public access and it does not make sense to not have handicapped access.
2 Vice Chairman Fougere does not have a problem with this.

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4 Selectman Bauer moved to add to the mobile office design at the Transfer Station to have a ramp access. Vice
5 Chairman Fougere seconded for discussion. Selectman Federico does not have a problem with this and thinks that
6 Selectman Bauer and Guy Scaife agree that it would be short sighted to not include that ramp. Let's do it right the
7 first time. Selectman Bauer said the Department Heads in town are all accessible for handicapped residents.
8 Chairman Daniels asked if the town needs to have an ADA compliant counter at the Transfer Station office. Mr.
9 Riendeau stated we do not have to raise or lower the counter. Chairman Daniels stated the counter has to be a spe-
10 cific height so do we need a higher counter and because the public will have access, he does not see the requirement
11 for it. Mr. Riendeau indicated the majority of the work will be done through the window, but not all of it. Select-
12 man Federico asked why we have a counter inside the office at all. Vice Chairman Fougere said we should not need
13 a counter on the inside of the office, access to the office may not require a counter. Guy Scaife said most of the pub-
14 lic interaction will be for paying for waste, but there are other needs than that.

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16 Selectman Bauer said the office space is for meeting with people. Mr. Riendeau said it is going to be built as an
17 open concept. Guy Scaife indicated we need the office for work, not for any transactions with money. Mr.
18 Riendeau pulled out the design plans. Mr. Riendeau said Tammy Scott has had input on these designs. Selectman
19 Bauer asked if Tammy would like a counter in the office. Chairman Daniels said the Recycling Committee is meet-
20 ing on June 17 and that can be discussed. Mr. Riendeau will wait until after that meeting. Nothing is in stone yet, it
21 should be part of the discussion and these are all just ideas. Chairman Daniels would like to hear comments from
22 the Recycling Committee once they hear what has been brought up tonight. Mr. Riendeau said there are a couple
23 other things in addition to the ramp and the counter. Mr. Riendeau can give the information to the architect and the
24 slab work must be presented to the civil engineer, the sooner the better to get it going. Selectman Bauer asked
25 where the Recycling Committee meets. Chairman Daniels explained the meeting is held the third Tuesday of the
26 month at 6:30 p.m. at the Police Station Community Room. We can have information back to Mr. Riendeau by
27 Wednesday morning. Selectman Federico indicated whether or not it needs a ramp, we should install a ramp.
28 Chairman Daniels indicated the list of questions from the Recycling Committee includes whether or not a ramp is
29 needed. All concurred that the Recycling Committee should have input. Selectman Bauer withdrew her motion.
30 Vice Chairman Fougere seconded.

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32 Vice Chairman Fougere mentioned about adding parking to Middle Street and suggested putting cones out there to
33 see if the Fire Department will have easy access with Middle Street being two-way with the angled parking he is
34 looking into. This would add about five spaces to the congested downtown. Chairman Daniels thinks the road
35 needs to be kept two-way, to which all agreed.

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37 Mr. Riendeau suggested meeting with the Fire Department, getting the cones out there to "test" it and then we can
38 talk again and move forward.

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

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42 **4. DECISIONS**

- 43
44 a) **CONSENT CALENDAR.** Chairman Daniels asked if any items need to be removed from the Consent
45 Calendar for discussion. No items were removed. Selectman Putnam motioned to approve the Consent Calen-
46 dar. Selectman Federico seconded. All were in favor. Motion passed 5/0.
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48 **1) Request for Approval of Petition and Pole License – Spaulding Street 16/12S.** The Board approved the
49 petition and pole license for Spaulding Street, Map/Lot 16/12S as presented.
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51 **2) Request for Approval of Timber Tax Levy – Map/Lot 47-30.** The Board approved the Timber Tax Levy
52 for Michael Gorgoglione in the amount of \$411.15.
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54 **3) Request for Approval of 31:95 Unanticipated Funds and Gifts of Property Under \$5,000.** The request
55 for acceptance and appropriation of unanticipated revenues under \$5,000 in accordance with RSA
56 31:95(b&e) was approved as follows:
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<u>SOURCE</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
Sons of the American Legion	\$200.00	Donation to be used for the Annual Milford Police Fishing Derby
Annual Milford Police Fishing Derby	\$529.00	Proceeds from Fishing Derby Raffle Tickets sales to be used towards future Fishing Derbies
Unanticipated Gifts under \$5,000		

<u>SOURCE</u>	<u>PURPOSE</u>
Milford Rotary Club	Donation of replacement sign for the Hugo Trentini Memorial Park located at Shepard Park. This has a value of \$1,139

- 4) **Request for Approval/Resolution of Dump Truck and Ladder Truck Lease.** The resolution authorizing the execution and delivery of a master lease agreement, equipment schedule No. 15, an escrow agreement and related instruments and determining other matters in connection therewith was approved by the Board of Selectmen for the Town of Milford Dump Truck (Lease number 01189 equipment schedule 015) as approved by the Town of Milford in March 2014.
The resolution authorizing the execution and delivery of a master lease agreement, equipment schedule No. 016, an escrow agreement and related instruments and determining other matters in connection therewith was approved by the Board of Selectmen for the Town of Milford Ladder Truck (Lease number 01189 equipment schedule 016) as approved by the Town of Milford in March 2014.
- 5) **Request for Approval of ZBA Membership Change.** The change on the Zoning Board of Adjustment (ZBA) from Kevin Taylor, who has moved out of town, to Joan Dargie with a term set to expire in March 2015 was approved.

b) **OTHER DECISIONS.**

- 1) **Resolution Relating to Petition for Layout of Easements on Properties Associated with South Street (NH Route 13).** Bill Parker, Community Development Director, presented the petition layout of easements provided by Bill Drescher for approval by the Board of Selectmen. This project (South Street project) is to improve the Safety of South Street and includes widening the road. July 28 there will be a public hearing on this project. The property owners must be notified in order to move forward on this public hearing. Chairman Daniels identified that the page numbers on the attachment must be corrected. Chairman Daniels read the resolution aloud. Selectman Putnam moved to accept the resolution. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

Bill Parker indicated that Mr. Cass, NH Department of Transportation, has submitted correspondence stating that the Federal Highway funds are not being received from the Federal Government so the State is out of money and all highway projects are on hold. The only ones still active are the ones already in progress. Bill Cass is hopeful that NH may still get some money from the Federal Government. No Federal funds are available to start new projects at this time. This affects both the Emerson Road and Route 13 (South Street) projects. Guy Scaife indicated we will be going back for further clarification on this. Bill Parker also noted this would impact transportation funds; at a meeting last fall they stated the timeline to use those funds is mid-2015. We will keep an eye out and keep the Board informed. Anything they hear from the local level would be important to receive. In talking with Rick Holder (of Hampshire Hills), he explained we do not have the Federal funding so he will be writing to Senator Shaheen for assistance since anything may help. Selectman Putnam asked if Chairman Daniels could draft a letter to send to Senator Shaheen. Chairman Daniels took that action. Bill Parker added that the State is not getting the money from the Federal Government and he is moving ahead and keeping the project on track so that they are ready to go when that changes.

- 2) **Department of Labor Proposal to Modify Town Clerk and Tax Collector Counters.** Guy Scaife submitted plan to the Department of Labor (DOL) for adjustments to the counters and to address the entire list of violations that were cited by the DOL. All items that could immediately be fixed were fixed. The Welfare safety issue will be resolved when the office relocates in November to the expanded Share facility. We had submitted the improvements for the Town Clerk and Tax Collector office improvements and it will be a 45 day completion. Vice Chairman Fougere asked about the counters and if we should do that? Guy Scaife said these two counters were targeted because of the amount of

1 money transferred each day. The Tax Collector has no separation from the customer, we should have
2 done something better when the office moved up to that location. In the Town Clerk office, the coun-
3 ter is high but the DOL wants something above that counter to create separation and they looked at
4 Human Resources' door and want a change to move that door so that people at the Town Clerk counter
5 do not back into the Human Resources office while she is working.
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7 When entering the Town Clerk office, the little half door has a lock that can be reached from the out-
8 side Portland Glass drew up a plan for glass barrier across the top of the counter with a 10 inch open-
9 ing and then 12 inches above the opening. The Town Clerk and staff are in favor of the glass and it is
10 also to maintain good health; if someone is sick and needs tags, they still come in when they are sick.
11 The Town Clerk does not feel it will be offensive. It has been presented to staff and to Primex and
12 they are in support of the change. Guy Scaife did not realize the Board of Selectmen would have ob-
13 jections to the proposal as it was previously discussed. Selectman Putnam asked how much it will
14 cost. Guy Scaife responded about \$3,500 for all of it, some of the labor will be done by staff. Vice
15 Chairman Fougere does not have a problem with moving the (Human Resources) door. Chairman
16 Daniels asked if a half door could be used in the same location. Guy Scaife said that was discussed but
17 they do not feel that is as good a plan. If it is a half door, it might not get closed properly and that is
18 not a good fix. There is a lot of traffic in that office every day. It may save a little, but it would not be
19 as good a fix. Vice Chairman Fougere does not understand why they are picking on Milford, when at
20 different town halls and they do not have any glass. Vice Chairman Fougere asked if the Tax Collector
21 could just move back to the Assessing office since there is a counter there. Guy Scaife said that just
22 moves the problem. Vice Chairman Fougere said there is a swinging door there as well. Selectman
23 Putnam said it is only \$3,500. Vice Chairman Fougere feels the town is sealing themselves off from
24 the public, other communities do not do this, why do we have to? Selectman Federico said the counter
25 was raised for security, but now why do we need to add the glass? It is \$3,500 and it fixes what the
26 DOL wants fixed. Guy Scaife said many communities have not had the DOL inspection. The counter
27 built out there was raised, but it was not the DOL that did that. When DOL advised us to do this, our
28 insurance carrier agreed. Amherst has also had the inspection and they were told what they need to
29 change. Vice Chairman Fougere said it is not about the money, he is reluctantly in favor of moving
30 forward with this project.
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- 32 **3) Review and Consideration of Special Town Meeting Time Line.** Vice Chairman Fougere asked
33 how the Budget Advisory Committee (BAC) works into this schedule for the special town meeting.
34 Guy Scaife said they will be made aware of the dates and hopefully be in favor of the proposal.
35 Chairman Daniels said public hearings will be held for both the school and the town, asking if that can
36 be held at the same time. Guy Scaife said that is something the Moderator suggested, but we do not
37 know if that is even something we can do. The two issues reach different groups of people, we have
38 never done a combined public hearing for these types of issues. The proposed dates are :

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40 Monday 7/14/14 Budget & Bond Public Hearing, 6:30 p.m. BOS room; and
41 Monday, 8/11/14 Deliberative Session, 6:30 p.m. Town Hall Auditorium
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43 Selectman Putnam moved to approve the proposed timeline. Vice Chairman Fougere seconded. All
44 were in favor. Motion passed 5/0.
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46 **5. TOWN ADMINISTRATOR REPORT.** Guy Scaife indicated that the funding for 127 Elm Street was in-
47 creased by \$25,000, due to a large donation just made today by Hitchiner Manufacturing; this donation puts the
48 town over \$54,000 in donations toward the fund for this purchase. The Recreation Commission is still waiting on
49 other donations. Vice Chairman Fougere said this shows how strong our community spirit is, Hitchiner keeps com-
50 ing forward time and time again with this type of assistance. Chairman Daniels also thanked Hitchiner for their con-
51 tributions again and again. Guy Scaife agreed and noted that they understand the long term use of that park. 28% of
52 the funds for this purchase have been raised thus far. We will be able to go right up to the deliberative session with
53 fundraising but it will need to stop at that point so that we know how much must be raised through taxes. Guy Scai-
54 fe also noted a meeting with EPA senior management regarding the Fletcher site is scheduled for June 23 at 4 p.m.
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6. DISCUSSIONS.

a) Board of Selectmen Goals Review 2014. Vice Chairman Fougere is working on the Brox property, meeting with Fred Elkind who will start an RFP for Engineering Services for gravel removal. This is to hire and come up with a general plan of how to approach removing the gravel from the site which will be on the ballot in March, this might help everyone understand what the town is looking to do. Vice Chairman Fougere also mentioned that we should also look at accepting proposals for removing trees from Brox, there is white pine and hardwood up there, and that revenue could offset some of the costs associated with it. There is quite a bit of timber. The Conservation Commission does selective pruning and cutting but it is worth exploring. Vice Chairman Fougere is not sure of the process and he thinks the Conservation commission has done that before and knows that procedure. Vice Chairman Fougere talked with Chris Costantino a while ago and he will talk again with her and the Conservation Commission about the process.

7. SELECTMEN'S REPORTS / DISCUSSIONS.

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES. Vice Chairman Fougere met with the Planning Board and expressed his Brox findings that were provided by the Brox Committee.
b) OTHER ITEMS (that are not on the agenda). Right now a meeting is scheduled for June 23, 4 p.m. for the Board to meet with the EPA about the Fletcher site. Chairman Daniels noted that this is also a regular scheduled meeting night and asked if other Board members would want to take that meeting night off. There are a couple of departmental updates scheduled for June 23. All concurred to cancel the regular Board meeting for June 23. If anything comes up during that timeframe that must be dealt with, a special meeting can always be called.

8. APPROVAL OF FINAL MINUTES. Vice Chairman Fougere moved to approve the Board of Selectmen minutes of May 12, 2014 as amended. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Daniels.

11. NON-PUBLIC SESSION. Selectman Federico moved to enter non-public session at 7:45 p.m. under RSA 91-A:3,II(a) – Personnel. Vice Chairman Fougere seconded. All were in favor. Motion passed 5/0. At the completion of non-public session, Selectman Putnam moved to seal the non-public minutes. Selectman Federico seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to come out of non-public session at 9:33 p.m. Selectman Federico seconded. All were in favor. Motion passed 5/0. Chairman Daniels announced that in non-public session the Board addressed two issues regarding personnel and that the minutes of this non-public session were sealed.

12. ADJOURNMENT: There being no further business to come before this meeting, Selectman Putnam moved to adjourn at 9:34 p.m. Selectman Federico seconded. All were in favor. Motion passed 5/0.

Gary L. Daniels, Chairman

Mark Fougere, Vice Chairman

Katherine Bauer, Member

Mike Putnam, Member

Kevin Federico, Member