

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**  
October 12, 2015

**PRESENT:** Mark Fougere, Chairman  
Kevin Federico, Vice Chairman  
Gary Daniels, Member  
Mike Putnam, Member  
Katherine Bauer, Member  
Mark Bender, Town Administrator  
Darlene J. Bouffard, Recording Secretary  
Niko Giokas, Videographer

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING**

**INSTRUCTIONS:** Chairman Fougere 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 Fougere 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. – Departmental Update – Human Resources.** Human Resources Director Karen Blow provided an update to the Board for the previous four months of activities in the Human Resources Department. Currently Ms. Blow is looking into IPG for Integrated Pension and Investment Consulting for employees. The open enrollment for town employees is November for dental, life insurance, short term and long term disability. The Affordable Care Act information to be entered into the system will be labor intensive over the next few months. Chairman Fougere asked about the Cadillac Tax and if the town could get hit with it. Ms. Blow answered that it depends on the plan the town has. We have to look at it long range, in 2018 we could get hit but it will be hard to come up with a package for the town to offer and for the employees to accept. Town Administrator Mark Bender indicated we will have to watch this carefully over the next few years. Selectman Daniels has been asking this question for the past several years and has always been told it is not a concern for the town. Jack Sheehy added that the tax does not come into effect until 2018, so we have some time; we are not the only ones that are not ready for this. It is hard to figure it all out. Mr. Sheehy explained that this past summer when Health Trust came in they gave us a form we could use. Last week we found that the Cadillac Tax is based on how much the total premium is bid for the insurance plus any benefits that are given for the FSA, for which we do not put anything into, and we just went to a Health Trust seminar the other day, and they are going after what the employee pays that is non-taxable. We do not know if the Cadillac Tax will remain at the same level or if it will change. Everyone is affected. We think there might be some law changes between now and then. Chairman Fougere responded that Mark Bender and Karen Blow should keep the Board of Selectmen apprised of this.

Selectman Daniels asked how will intranet benefit the town? Ms. Blow responded the materials currently are sitting on the town T:> drive which is kind of a dumping ground. Ms. Blow's thought is that this will be a place the employees can go for forms and information that they can print out anywhere. It can be accessed from anywhere, not only from work as it is now. Selectman Daniels said this is talking about laying down a whole new intranet structure. Ms. Blow feels that the employees should have access to the information and it will put the employees into a more streamlined site so that the employees have access to it anytime, anywhere. It would also take away from the town having to store it. There are some benefits for the town as well and Mr. Blow has a demo of the website to test, before any decision is made so that we can see if it will be a benefit to the municipality. Additionally, certain employee training needs to be done on a regular basis. Some standard training, such as sexual harassment for all employees and some more specialized training for certain departments is required. Each department also has its own way of handling certain things such as a termination or a new hire and there is information that needs to be relayed across the board and then there are also subsets depending on the department. The job descriptions are another area that needs to be looked at. The job description for each employee should be reviewed to determine if they are the right classification. Selectman Daniels asked if the job descriptions would be developed based on what someone is actually doing now to verify or will it be done from the other way around? Ms. Blow said that is open for discussion, it can be looked at both ways. Ms. Blow is looking to re-establish the Personnel Committee so that they can look at how to approach it.

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1 Pending projects for Human Resources include a Wellness Program, Personnel Committee, Exempt Testing,  
2 MUNIS and other employee benefits. Some of the programs that are available to employees such as the BJ's mem-  
3 bership, are at no cost to the municipality. Selectman Daniels asked if the PCORI (Patient Centered Outcomes Re-  
4 search) program would cost anything. Jack Sheehy indicated that Milford just responded to this with a report to the  
5 Federal Government as was requested and we had to submit a fee, about a couple hundred dollars, but now it will be  
6 an ongoing process. Selectman Putnam asked about the active and inactive employees that were reported, is that  
7 just for over the summer? Ms. Blow said that is correct and a lot of the people made inactive were seasonal employ-  
8 ees and also some volunteer firefighters or ambulance personnel. There were no further questions for Ms. Blow.

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10 **6:00 p.m. – CIP Committee Draft 2016-2021.** Paul Dargie, CIP Committee Chairman, explained the CIP has  
11 been drafted for the five year period 2016-2021, and is being presented for the Board to review. The CIP Commit-  
12 tee met in June and several times over the summer, and learned about the needs in Milford. All Department Heads  
13 were very helpful. This gives the committee a good idea of what is going on. The Warrant Articles for 2016 will  
14 include eight projects as follows: 1) Annual Capital Reserve Fund for Bridges, \$350,000; 2) Loader with Bucket,  
15 \$135,000; 3) Roads Project, \$5 million; 4) Library Renovation \$5.1 million; 5) Sidewalk Tractor/Plow, \$185,000; 6)  
16 Backhoe, Tractor Loader, \$145,000; 7) Truck, \$172,000; 8) Storm Sewer Video Inspection, \$172,800.

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18 Gil Archambault, CIP member, mentioned that the survey that was done on the roads and showed that the roads in  
19 town are in bad shape, and that information can be referenced and looked up in the computer which shows the clas-  
20 sification of the road and should help the voters. Paul Dargie noted that each road was classified, and Milford has  
21 mostly Urban Local roads. The Library project is the same plan from last year, the cost is a little more due to infla-  
22 tion. Selectman Putnam asked how much more? Gil Archambault indicted it isn't much more, only about 1-2%.  
23 Selectman Bauer said the request was on the ballot last year for the first time and failed, this is the same plan as last  
24 year and it is a good plan. The Library Warrant Article needs a 60% vote and last year it received about 40%. The  
25 Stormwater Video Inspection is required by the Federal Government for the MS-4 and has to be done over the next  
26 six years; it is through the Environmental Protection Agency (EPA). The Water Utilities Department provided in-  
27 formation on their projects coming up, there are ten projects on their list over time and some of them are paid  
28 through user fees, not taxes. Selectman Putnam stated every five years the Water Utilities has an engineer come in  
29 the look at what will be needed in the coming years.

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31 Chairman Fougere suggested thinking about getting together a building committee for the Fire Department upgrades  
32 being considered for 2017 to get some preliminary architectural work, similar to the ambulance and police stations.  
33 We heed hard numbers and costs and good plans. Selectman Putnam thinks the Fire Department wants to put to-  
34 gether a committee. Chairman Fougere thinks it is just something they need to get some help with. Selectman Put-  
35 nam said he can talk with the Fire Department sometime this week. Paul Dargie feels that is a good idea, to lay out  
36 the plans and perhaps some funds can be put in the budget. Selectman Putnam agreed that is a good idea. Bill Par-  
37 ker and Chairman Fougere said the files for the Police and Ambulance buildings can be checked to see how much  
38 money was set aside for that. Selectman Bauer noted that the building committee back in 2008 and 2009 talked  
39 about improvements to the building.

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41 The future CIP items for 2017 – 2021 were quickly reviewed, which include a West End Fire Station, Keyes Park  
42 improvements (127 Elm Street) and Solid Waste Management. Chairman Fougere noted these projects are not go-  
43 ing away. Mr. Dargie indicated the debt load and new debt peaks in 2018, then declines. Selectman Putnam asked  
44 if the School Board has any expensive plans? Mr. Dargie said they do not have expensive plans but they have a list  
45 of things that need to be done, the School Board agendas and minutes from October 5 identify some of that. Chair-  
46 man Fougere thanked the CIP Committee for all of the work on this document.

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48 Selectman Daniels asked when the CIP Committee puts this documents together, is it with justification from the  
49 Department Heads? Mr. Dargie answered that the Department Heads put together a wish list. Selectman Daniels  
50 asked if they have to justify why they want each item? Mr. Dargie said they just began that this year, in the past  
51 they did not provide justification. Selectman Daniels asked if that information could also be shared with the Board  
52 of Selectmen members. Bill Parker said that can be provided. Selectman Daniels thinks people will want to see the  
53 justification of why an item is needed. Mr. Dargie said one example is that DPW provided maintenance logs and  
54 condition reports for the equipment to be replaced, to justify the need. Chairman Fougere agreed that having that  
55 type of data helps to sell the item. Selectman Daniels also added that the cartograph also provides some of that data,  
56 asking if the roads have been prioritized according to the cartograph finds. Mr. Dargie said they are, each road is  
57 rated by its condition. Selectman Daniels asked if the tax rates and anticipated tax rates include the debt reduction?  
58 Mr. Dargie said they do, Jack Sheehy pointed out the structure of the spreadsheet.

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2 Selectman Putnam said people ask why the town does not just rent out equipment during the winter months instead  
3 of purchasing it. Mr. Dargie explained that can be figured out, but over the fifteen years, the expense will actually  
4 be less if the equipment is bought, not leased. If a piece of equipment is only used needed 1-2 weeks, it is worth  
5 leasing it, but for six months or more, it is better to purchase. Gil Archambault pointed out if some of the items  
6 were not voted in, the equipment would need to be rented. Each year the town struggles with the budget, and  
7 Chairman Fougere said if the warrant articles pass, the tax rate goes up. The needs are not going away, and if they  
8 do not pass this year, they will be on the ballot again next year. A lot of equipment purchases were put off during  
9 the recession. Selectman Bauer had no questions.

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11 Vice Chairman Federico asked if there was consideration or any discussion about the Capital Reserve Funds being  
12 used for replacing the DPW equipment or Fire Department equipment? Paul Dargie said that was talked about and  
13 there was no consensus; some members are strongly in favor of Capital Reserve Funds and some are strongly  
14 against them. Selectman Putnam asked why Mr. Dargie is against them. Mr. Dargie answered because you are pay-  
15 ing into the fund and it will be used many years out, so you are paying in advance, the taxes also go up initially. The  
16 people that are paying the taxes are not necessarily receiving the benefit of the equipment when it is purchased when  
17 it is not pre-paid in a Capital Reserve fund. Mr. Dargie noted that the only advantage to him of a Capital Reserve  
18 Fund is that you can buy the equipment when you need it because the money is in the bank and you are not waiting  
19 on the town vote to make the purchase. Chairman Fougere noted that the CIP Committee and Paul Dargie and Bill  
20 Parker have put a lot of time and work into this document.

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22 **3. PUBLIC COMMENTS. (items not on the agenda)**

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24 **4. DECISIONS.**

25 a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the  
26 Consent Calendar for discussion. Vice Chairman Federico asked that item 1) be removed for discussion and Se-  
27 lectman Daniels asked that item 4) be removed for discussion. Selectman Daniels moved to approve the Consent  
28 Calendar as presented with the exception of items 1) and 4). Selectman Bauer seconded. All were in favor. Motion  
29 passed 5/0.

- 30  
31 **1) Request from Planet Aid for permission to place additional boxes in Milford.** The Request from  
32 Planet Aid for permission to place additional boxes in Milford was taken off the agenda for discussion  
33 by Vice Chairman Federico. Vice Chairman Federico said he drives by three of these boxes every  
34 day and said lots of items are outside of the boxes all the time; items like mattresses, so he is not sure  
35 he wants more of these boxes and asked what the pickup days/times are. Also, Vice Chairman Fed-  
36 erico is not against Planet Aid and indicated Milford does have local charities that might accept these  
37 items instead. Chairman Fougere has a similar concern, and is not in favor of placing any of these  
38 boxes by the Boy Scout building near the ball field, since he does not believe those neighbors would  
39 want an eyesore out their front door. The concern for Selectman Daniels is that the local charity  
40 (SHARE) seems to always have an overflowing box as well, so maybe they need a larger box. Se-  
41 lectman Daniels wants to know exactly where Planet Aid wants to place the additional boxes. Town  
42 Administrator Mark Bender said he will find that out and will find out if the local charity is having  
43 trouble getting items picked up. No action was taken until further information is collected.
- 44 **2) Request for Acceptance of Eagle Scout Project donation to the Conservation Commission, \$300.**  
45 The Board accepted the donation on behalf of the Conservation Commission in the amount of \$300  
46 from Aaron Leach to support the costs of his Eagle Scout project.
- 47 **3) Request for Acceptance of NH RSA (31:95(b)) Donations in memory of Dr. Tigchelaar to be**  
48 **used for the Benefit of the Welfare Department in the amount of \$150.** The Board accepted the  
49 donation on behalf of the Welfare Department in the amount of \$150 in memory of Dr. Tigchelaar to  
50 be used for the benefit of the Welfare Department.
- 51 **4) Request for Acceptance of NH RSA (31:95(e)) Donation of one Dell D810 Latitude notebook**  
52 **and one Dell D630 Latitude notebook to the Milford Police Department.** The request for ac-  
53 ceptance of this donation was taken off the agenda for discussion by Selectman Daniels, who asked if  
54 additional batteries would be required and if so, at what cost. Police Chief Viola responded the lap-  
55 tops would be used mostly for training at the Police Station so they would always have an a/c plug  
56 available, therefore not requiring purchase of additional batteries. Selectman Daniels said he does not  
57 want to see an appropriation in the future for these laptop batteries. Vice Chairman Federico moved

1 to accept the donation. Selectman Daniels seconded. All were in favor. Motion passed 4/0/1, with  
2 Selectman Putnam out of the room for the vote.  
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4 **b) OTHER DECISIONS.**  
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6 **5. TOWN STATUS REPORT.**

7 **1) Budget Update.** Mark Bender provided the 2016 draft budget to the Board of Selectmen for review. This  
8 includes the current 2015 operating budget and the 2016 proposed, as well as a budget bridge highlighting the  
9 differences. The budget includes items that are reductions and increases from 2015 for budget items of \$10,000  
10 or more. We will be giving this information to the Budget Advisory Committee (BAC). If anyone has any  
11 questions, please contact Jack Sheehy or Mark Bender and we can walk you through the detailed information.  
12 On Saturday November 14 there will be a joint meeting between the Board of Selectmen and Budget Advisory  
13 Committee; this will include most department heads. Selectman Daniels asked if the CIP items are included in  
14 this budget? Mark Bender said no, the CIP includes a major road repair warrant article; the paving increase is  
15 in the budget. Selectman Daniels asked if the \$5 million warrant article is to complete the road overhaul? Mark  
16 Bender said that is for major reconstruction of roads. Chairman Fougere said the Board needs to digest the  
17 numbers in the preliminary draft budget then it will come back for further discussion.  
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19 **2) Bridge Update – Jennison and Savage.** Town Administrator Mark Bender indicated the Jennison Road  
20 work is moving forward, there was a delay at the end of September because of the major rain. At the end of Oc-  
21 tober it should be mostly done and the road should re-open in November. The Savage Road bridge wetland ap-  
22 plication has been complete, and today we received approval from the Department of Environmental Services  
23 (DES) for the bridge project. We are replacing twin metal pipes with twin reinforced concrete pipes. Savage  
24 Road will be closed for the construction starting the week of October 26. November 9 is the estimated complete  
25 date. This will be conveyed to the School District, Ambulance, Fire and Police Departments.  
26

27 **3) Hot Box Purchase.** Town Administrator Mark Bender indicated the hot box purchase has been discussed for  
28 years in Milford, which is a more effective way of paving potholes in town. The repairs will last longer and  
29 materials can be re-activated. The material costs a little less than cold pave repairs which come out very easy.  
30 This will be a much better solution to the pothole repairs in Milford. This will cost the town \$30,000 and the  
31 plan is to transfer the funds from the Paving line item to this purchase. South Street will not be done in Octo-  
32 ber. That paving will be part of the bid package for that project. Mark Bender is asking for Board approval for  
33 the purchase of a hot box. Vice Chairman Federico asked if the money is coming from the line item for paving.  
34 Mark Bender said that is correct. Chairman Fougere asked if South Street was part of the paving package?  
35 Mark Bender said the South Street paving was not part of that bid. The paving was to be done by DPW. When  
36 it is re-bid in November, the bid will be changed to includes paving. Chairman Fougere asked if that change  
37 will increase the cost of the project and increase the amount paid for by the town. Mark Bender said he was at  
38 DOT last week and they encouraged the town to put paving in the bid package. It will increase the cost of the  
39 project but not necessarily the cost to the town because of the 80/20 cost sharing. Vice Chairman Federico said  
40 there was money that was in the 2015 budget for paving.  
41

42 But we still need to come up with the \$30,000 next year to cover this cost, said Selectman Daniels. Chairman  
43 Fougere said if we are adding paving to the bid, who is paying for that cost? Selectman Putnam said years ago,  
44 we met with Amherst Board of Selectmen members about sharing equipment and they have a hot box. Mark  
45 Bender agreed and stated they have a very large hot box. It would require someone with a CDL-A license to  
46 operate. Selectman Putnam said they operate off propane, do you know the propane costs? Mark Bender said  
47 the estimate from Rick Riendeau includes the propane. Selectman Putnam said he is not feeling good about this  
48 because of the 80/20 split, because it will cost the State more and the town will also pay more. Selectman Put-  
49 nam does not want that to get in the way of the project. Mark Bender said the town has a certain amount of  
50 money allocated for South Street and the oval area improvements. Last week we went up to Concord to discuss  
51 the South Street project and that is when they encouraged us to put the paving in the bid. We are meeting with  
52 staff next week to identify the second Phase. Mark Bender noted we are going out for re-bid in November.  
53

54 Selectman Putnam moved to transfer the \$33,706 from the paving budget to purchase a hot box. Selectman  
55 Daniels seconded. All were in favor. Motion passed 5/0.  
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1 **6. DISCUSSIONS**

2 **1) Warrant Article Review for Elderly Exemption Adjustment.** Chairman Fougere indicated Town Asses-  
3 sor Marti Noel would like to have a warrant article on the ballot to change the qualification for the elderly exemp-  
4 tion in anticipation of the home values after the 2016 re-val. Selectman Daniels would like to know the tax increase  
5 for everyone else that will pay the bill if this exemption is modified. Selectman Putnam agreed. Chairman Fougere  
6 would also like to know the impact and asked where the ranges currently are. All that is shown in the proposal is the  
7 proposed new values. Vice Chairman Federico and Selectman Bauer agreed more clarification is needed.  
8

9 **2) Warrant Article Review for Modification of Solar Exemption.** Selectman Daniels indicated there are  
10 more solar panels being installed in town and he wants to look at this because again, it gets paid for by other taxpay-  
11 ers, he would like to see the impact. Vice Chairman Federico said the solar installers are pushing on social media  
12 for people to see how much they can save by going solar. Chairman Fougere said we can bring in Marti Noel, Town  
13 Assessor, for a detailed explanation of both the Elderly Exemption and the Solar Exemption prior to taking a posi-  
14 tion.  
15

16 **3) Oval Parking Discussion.** Selectman Putnam asked if there is any new information to discuss for oval park-  
17 ing? Selectman Daniels said we are discussing something new, two hour and four hour parking, instead of all day  
18 parking. Banning the overnight parking also may solve the problem. Selectman Daniels is not sure where it would  
19 not work since some businesses are open until two in the morning and some open at 5 in the morning. Vice Chair-  
20 man Federico asked if the town is getting a poll on what the businesses see as problem, if anything. Vice Chairman  
21 Federico said the ordinance was repealed because of business owners, if we cannot get an answer from them, he will  
22 not vote on it. He wants to know where the businesses stand. Police Chief Viola said if we are looking at times, we  
23 would have to look at the Street Sweeping times in the ordinance as well. The old winter parking ban was 1-6 am.  
24 The police try to get ahold of the vehicle owners if the street sweeper is out and they are parked in the way. If we  
25 are going to start to enforce, we will try to get ahold of the owners but you might get into more towing. Chief Viola  
26 thinks if we are going to two and four hour parking, does it start at 5:30 a.m.?  
27

28 Selectman Bauer thinks it will be an enforcement nightmare and we should not do any changes. Chairman Fougere  
29 feels the Board needs to let the merchants know we are talking about this. Maybe Wendy Hunt could be the contact  
30 person to gather information. Chairman Fougere suggested tabling this until the next meeting. Mark Bender said  
31 we can go talk to the merchants. Chairman Fougere asked how the Board feels about Selectman Daniels' proposal.  
32 Vice Chairman Federico wants to know if the merchants want any parking enforcement put back into place. If one  
33 business owner wants overnight parking taken away, we should ask the other business owners. Vice Chairman Fed-  
34 erico would like to get that answer before moving forward. Selectman Putnam said NRPC had a survey done years  
35 ago and looked at the entire thing, but it did not fix anything. Selectman Bauer does not think we need to study it  
36 anymore. All members concurred to have Wendy and Mark talk to business owners for their input. Chairman  
37 Fougere said the winter parking ban (was put into place) because there are some winters with not much snow. Se-  
38 lectman Daniels also suggested asking where the business owners themselves park.  
39

40 Aaron Kaplan, oval business owner, came to the Board of Selectmen 5 or 6 years ago when it was two and four hour  
41 parking; he sent around a survey to landlords and tenants in the oval at the time, and he did not get a good response  
42 from merchants. He could not find the original paperwork that was given to the town, but the findings showed the  
43 merchants did not want the two and four hour parking. Mr. Kaplan thinks the town will find the same thing now, it  
44 was not received well and the tenants felt like they were being treated like second class citizens and the merchants  
45 did not like it either. A blank survey form was given to Chairman Fougere by Mr. Kaplan.  
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47 **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

48 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

49 **b) OTHER ITEMS (that are not on the agenda).** Chairman Fougere said the Brox warrant article to re-  
50 move materials from the site will be brought to the Board at the next meeting for review.  
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52 **8. APPROVAL OF FINAL MINUTES.** Selectman Daniels requested amendments to the minutes of September  
53 28, 2015. Selectman Putnam moved to approve the minutes of September 28, 2015 as amended. Vice Chairman  
54 Federico seconded. All were in favor. Motion passed 5/0.  
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56 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

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58 **10. NOTICES.** Notices were read by Chairman Fougere.

**APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 10/12/2015**

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**11. NON-PUBLIC SESSION.** There was no non-public meeting.

**12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 7:45 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0.

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Mark Fougere, Chairman

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Kevin Federico, Vice Chairman

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Gary Daniels, Member

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Katherine Bauer, Member

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Mike Putnam, Member