

**APPROVED**  
**MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**  
July 18, 2016

**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  
Dave Bosquet, Videographer

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

**INSTRUCTIONS:** Chairman Fougere called the 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. – Public Hearing for Acceptance of Expenditure of Unanticipated Funds over \$10,000.** Chairman Fougere opened the public hearing at 5:31 p.m. for acceptance of the following:

<u>Amount</u>	<u>Purpose</u>
\$10,000.00	2016 Oval Brick Renovation Project Special Purpose Fund Donation from Milford Improvement Team for this project

There were no comments or questions. Selectman Bauer thanked MIT for the generous donation. Chairman Fougere closed the public hearing at 5:33 p.m. Selectman Putnam moved to accept the donation. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

**5:35 p.m. – NH Emergency Management Performance Grant.** Fire Chief Kelly requires signatures from the three Board of Selectmen members including the Chair and Vice Chair for acceptance of the NH Emergency Management Performance grant. Chief Kelly explained this grant is to update the local emergency plan for the town in accordance with the State plan. This plan identifies what each department must do in case of a major emergency; and everything is outlined for what happens. Selectman Daniels asked who will notarize the signatures? Ms. Bouffard stated that Tina Philbrick (notary) has it covered and will notarize the signatures. Town Administrator Mark Bender indicated the town share is 50% in soft match, not cash. Chief Kelly also will handle that and it will not cost the town anything. The State has the grant in review. The town is not hiring someone for this project and the State will meet with the town and do the paperwork.

**RESOLUTION RELATING TO NH EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**

WHEREAS, Town of Milford NH

After thorough review of the NH Emergency Management Performance Grant (EMPG) agreement through exhibits A, B and C accept the terms as presented.

Grant Scope of Services: \$5,000 to update the community's Local Emergency Operations Plan (LEOP)  
Project Cost: \$10,000 = 50% Federal Funds, 50% Applicant Share (Town of Milford)

Selectman Putnam moved to approve to accept the EMPG grant agreement terms as presented to update the community Local Emergency Operations Plan (LEOP) at a cost of \$10,000 (50% Federal Funds, 50% Town of Milford funds) and signature of this acceptance, in accordance with RSA 31:95-b. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

**5:45 p.m. – Departmental Update - Library.** Library Director Michelle Sampson presented her last update for the Library Department as a recap of when she first joined the Library up to today to show the changes from the beginning of her tenure and what has happened since. She reviewed all of the updates to the building done by her staff and noted that the building requires a lot of repairs. In the future, it is estimated that \$12,000 is needed for micro-

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1 film efforts at the Wadleigh and she hopes the department gets more money to get the rest of the documentation dig-  
2 itized. She is in process of reviewing a grant application in order to possibly get some funding for that. The Board  
3 of Selectmen thanked Michelle for her time at the Wadleigh Library and wished her all the best in her future in  
4 Maine.

5  
6 **6:05 p.m. – 5K Color Run.** Shannon Sweeney was invited to the table for this discussion. Ms. Sweeney indicated  
7 this is a 5k color run, planned for August 13, 10 a.m. to 1 p.m. Ms. Sweeney hopes to have 50-60 participants. The  
8 color run is when participants are doused with colored powder at every 1k mark. At the end, a caboose person will  
9 be in the race to let everyone know that all runners are completed. They have insurance for this event. Selectman  
10 Putnam asked about fire, ambulance and police details. Ms. Sweeney talked with Police and reviewed the loop to be  
11 used and they are all set. Mark Bender said he spoke with Ms. Sweeney last week and everything seems to be in  
12 order. Selectman Putnam moved to approve the request. Selectman Daniels seconded. All were in favor. Motion  
13 passed 5/0. Mark Bender asked for the insurance information to be provided, to which Ms. Sweeney agreed.

14  
15 **6:20 p.m. – Town Clerk Status.** Town Clerk Joan Dargie has been in this position for about three months and  
16 thought she would provide an update to the Board. The department began doing boat registrations in June, people  
17 are still just finding out about the boat registrations. The one check system was started in June as well, which has  
18 been successful and requires the Town to send the money to the State. The one check system saves time for the cus-  
19 tomers and is easier for them. Because of the change to the one check system, the renewal letters were not sent out  
20 for June, which resulted in some confusion, since the amounts would not be calculated correctly until the one check  
21 software was in place. E-mail notices were sent in June and Ms. Dargie felt she received more of a response to the  
22 e-mail notices than the printed letter, plus there are between 200 and 300 letters returned each month, as they are not  
23 forwarded mail. The Town Clerk is moving to a paperless (e-mail) reminder system which saves money. For this,  
24 e-mail addresses are being collected. For those without e-mail, there is a list of people being compiled who still  
25 would like to receive the paper letter in the mail. The reminder letter is not a requirement, it is simply a courtesy  
26 and most towns do not provide the reminder. Another issue is the businesses that have a fleet of vehicles and need a  
27 letter to cut the check for the company. Ms. Dargie is working on that. There have not been too many problems  
28 with the transition and people can always call to get the amount due for their vehicles before coming to the office.  
29 By eliminating the mailed letters, the Town Clerk office will save approximately \$3,000-\$4,000 in mailings for the  
30 remainder of 2016.

31  
32 Ms. Dargie is looking to have the office remain open until 4:30 M-F with the exception of Tuesday when it will re-  
33 main open until 6:30. Ms. Dargie has stayed open until 4:30 for the past two weeks, has had no problems and has  
34 still had Clare Callahan close out at 3:00 for the day but Joan continued to do transactions. Ms. Dargie had about 25  
35 customers within those extra hours in the past two weeks. With the extended hours being offered, Ms. Dargie would  
36 like to work three ten hour days and one 12 hour day (Tuesday) each week and the fifth day have the Deputy Town  
37 Clerk (Clare Callahan) and Darlene Bouffard cover for that day in her absence. By doing this, Darlene would be-  
38 come a permanent part time person in the town clerk office and a full time town employee if the Board is in favor of  
39 these changes. There have been no complaints about these extended hours and it has been in place for two weeks as  
40 a test run. If approved, Joan will have the change in hours posted on the Town website and will notify the Depart-  
41 ment of Motor Vehicles and Secretary of State of the change. Moving forward, Ms. Dargie noted that she plans to  
42 add one Saturday a month about 9:00 a.m. until 12:00 p.m. because that is when Concord is open; she is currently  
43 working out those details.

44  
45 In this process, Ms. Dargie has also been looking at elections and absentee ballots; once the election process really  
46 starts up, it will be busier and she does not know what impact that will have. The department may need to close an  
47 extra day to focus on elections; we are looking at about 1000-1500 absentee ballots and that takes a lot of time to  
48 process and record when returned in the mail. Joan has also been thinking about vital record preservation. The  
49 town has not allocated any money toward this; the town is getting more genealogy requests and something has to be  
50 done to be sure these old records are preserved and also save space at the same time. A few town clerks she has  
51 talked to say Milford has the capability of doing census on our software (Interware) and it seems to be worthwhile to  
52 look into that. Vice Chairman Federico confirmed there were 25 customers in two weeks during the 3:00-4:30 time  
53 period because you remained open? Ms. Dargie said that is correct; people see that Town Hall is open until 4:30  
54 and presume the town clerk office is open that late as well. Selectman Putnam asked if the changes being made will  
55 result in a cost increase? Ms. Dargie responded that it will only cause a permanent part time person to be in the of-  
56 fice on a regular basis who is already supporting the department, so it is just the increase in those additional hours,  
57 not an increase in the Town Clerk's hours. The Deputy Town Clerk will stay to finish other work, but closes out  
58 taking customers at her regular time and the Town Clerk continues to take customers and closes out at the end of the

1 night or the next morning. Mark Bender met with Joan Dargie and looked at the financials and there are some sav-  
2 ings for postage and training shown in the budget. This change will add some cost but additional service hours will  
3 be appreciated by customers. Last year, the revenue in the Town Clerk office was up over 8% from the prior year.  
4 This year, it is already up 9.7% from last year so far. Selectman Putnam said he thought the town previously had  
5 those hours and cut them to save money so he is asking if we are going backwards? Ms. Dargie said with the in-  
6 crease in motor vehicle registrations, there is an increase in foot traffic that might require additional staff to support  
7 that added traffic. Since Ms. Dargie has been in this position, (Mid-March) she has taken about ten bathroom breaks  
8 and three lunch breaks. There is not a lot of time to take a lunch, never mind go to the bathroom; it is a busy office.  
9 Consensus of the Board was to grant this request.

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11 **6:35 p.m. – Part Time Staffing - Ambulance.** Ambulance Director Eric Schelberg is returning with the requested  
12 information from the last time he met with the Board. He has ten candidates for the part time positions. He will  
13 then make conditional offers based on availability. This should be in place by Sunday. It might take another two  
14 weeks to process people through Human Resources and Finance. Some good candidates have come through and he  
15 is looking forward to moving forward with this program. Selectman Putnam asked if the town is offering enough in  
16 compensation to be competitive? Mr. Schelberg said yes, it is a competitive wage; overall we will not be the top of  
17 the wages but we are competitive. Selectman Putnam asked if this might be a turnaround in personnel? Mr. Schel-  
18 berg responded that is should stabilize the personnel. Chairman Fougere said the ambulance staffing has been  
19 struggling to fill the second ambulance; his concern is with not being able to respond locally if needed. It got to a  
20 point that the EMS Director came to talk about this concern and it was estimated it would cost \$29,000 for the re-  
21 mainder of this year and \$90,000 for 2017. It will be an increase in the operating budget for the Ambulance De-  
22 partment but Chairman Fougere feels having two ambulances in service is something that is a priority. Mr. Schel-  
23 berg stated that will also help with revenue.

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25 **3. PUBLIC COMMENTS. (items not on the agenda).** Town Assessor Marti Noel indicated that KRT has con-  
26 tinued to work on the revaluation and is ahead of schedule; on July 25 the values will be sent out to all property  
27 owners in Milford and there is no Board meeting prior to that happening and she wanted the Board to be aware.  
28 There were no questions or comments. Suzanne Fournier, Brox Environmental Citizens Group, presented a signed  
29 petition for the March warrant to present to voters as follows:  
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31 Ms. Fournier read aloud to the audience:

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33 Whereas the voters have not had an opportunity to vote on the concept of sports fields along Heron Pond Road; and  
34 Whereas, the voters have not had an opportunity to vote on the \$29,250 that the Town Administrator states is needed  
35 for the projects;  
36 Therefore, the voters who have signed the enclosed petition do so under RSA 39:3 that allows voters to have a war-  
37 rant article appear on the Town Ballot.  
38 The warrant is to read:  
39 “Shall the voters approve the building of sports fields on Heron Pond Road even though it is against State  
40 law to harm or disturb the endangered species living there and the Town has many necessary projects of  
41 much higher priority such as road repair where the money to be spent on these sports fields could instead be  
42 better used.”  
43

44 The signed petition was given to Chairman Fougere.

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46 **4. DECISIONS.**

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48 a) **CONSENT CALENDAR.** Chairman Fougere asked if any member wished to remove any items from  
49 the Consent Calendar for discussion. There were no items removed. Selectman Putnam moved to approve  
50 the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.  
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52 **1) NH RSA 31:95(b) Request for Acceptance and Appropriation of Unanticipated Revenues under**  
53 **\$5,000.** The unanticipated revenues under \$5,000 were approved as follows:

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<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
56 Ciardelli Fuel Co.	\$ 200.00	57 Donation to the Milford Police Dept. to be 58 Used for the Badge and Patch Project Special Purpose Fund

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Source	Amount	Purpose
Paradigm Computer Cons.	\$ 200.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Stephen Talarico	\$1,000.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Manchester Harley-Davidson	\$1,000.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Penguin Mart LLC	\$ 500.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Tina Philbrick	\$ 100.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Police Community Cookout	\$ 100.00	Donation to the Milford Police Dept. to be Used for the Badge and Patch Project Special Purpose Fund
Jeremiah Valentine	\$ 75.00	Donation to the Milford Fire Dept. to be Who wishes to designate it to the Fire-Rescue Special Purpose Fund
Milford Improvement Team	\$5,633.00	Donation of net proceeds from sale of bricks For the 2016 Oval Brick Renovation Project Special Purpose Fund
Milford Democrats	\$ 50.00	Donation for the 2016 Oval Brick Project Special Purpose Fund

- 2) **Approval of Conservation Commission to Apply for the 2016 Moose Plate Grant.** Approval was granted for the Conservation Commission to apply for the 2016 Moose Plate Grant to manage town lands designated for conservation for public use and enjoyment.
- 3) **Approval of Conservation Commission to Apply for the 2017 Aquatic Resources Mitigation Grant.** The Board approved the request for the Conservation Commission to apply for the 2017 Aquatic Resources Mitigation Grant to extend the Commission’s financial capability to permanently protect properties under its management.

**b) OTHER DECISIONS.**

- a. **Primex Contribution Assurance Program (CAP) Worker’s Compensation Program.** Town Administrator Mark Bender explained that both of these Primex Contribution Assurance Programs (CAP) which put a cap on the amount of contributions for Workman’s Compensation and for Property & Liability (agenda item 4bb) by signing up. This would give a guarantee that the rate will not be higher than the 9% maximum increase. Selectman Putnam moved to authorize the Town Administrator to sign the two required documents. Selectman Daniels seconded. Motion passed 5/0. Selectman Daniels asked why the workman’s compensation contribution would go up 10% and what is driving that? Town Administrator Mark Bender said that is just a maximum for coverage, the actual increase will not be that amount, but could end up being less, we would expect the rate to come in lower. Selectman Daniels said there is a big difference between what we have now and it raising to 10%, so what exactly is this agreeing to? Town Administrator Mark Bender said that this agreement is that the premium will not exceed 10%; the actual rate will be based on the claims. The way things are now, we would expect the rates to be less than what they are right now. This was offered to the town; the town did not ask for it. Mark Bender said when the time comes, the rate increase will be specified, this just states it will NOT exceed 10%. Finance Director Jack Sheehy indicated the town will not know the rate until around October or November; in the last three years, the town benefited from their surplus and premium holiday which allowed our costs to be significantly reduced. This year, it does not look like there will be a premium holiday, but we will not know that until October or November. That is a reduction in our cost. Selectman Daniels said if the town had significant injuries next year, could it still go up more than 10%? Jack Sheehy answered yes, they look at a five year period and go back at least

1 one additional year; they never go back to the best year because it is still in flux. Historically, Se-  
2 lectman Daniels asked if these agreements have been used to play around with the percentages and  
3 benefit them? Jack Sheehy could not answer that question. Selectman Daniels asked if the town  
4 does not have any injuries, will they still increase it to 10%? Chairman Fougere responded that  
5 they would need to justify that increase. Town Administrator Mark Bender said it states in their  
6 letter that it is based on the pool risk and performance; it is just the ceiling of the premium. Jack  
7 Sheehy indicated this was brought to the Board 4-5 years ago as well. Selectman Daniels said he  
8 does not recall that the Board turned it down. Chairman Fougere added that this protects the town  
9 if there is a bad year. All were in favor of the motion. Motion passed 5/0.

- 10 **b. Primex Contribution Assurance Program (CAP) Property & Liability Program.** See agenda  
11 item 4ba above.

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13 **5. TOWN STATUS REPORT.**

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15 **1) General Projects Update.**

16 -Town Administrator Mark Bender reported that the South Street work is on schedule; the curb  
17 and sidewalk work was supposed to start today but details are being resolved today and he expects  
18 it to start next week. Utility poles for above ground wiring have been installed. CLD is working  
19 with the utility companies for installation.

20 -Osgood Pond has been drained and dredging started on July 14; making good progress but it is  
21 still early. The materials are silty but fairly dry. That material is being taken to the pit and it  
22 might be good for future work in town. Mark Bender met with Bill Gegas from DES about Phase  
23 II funding and Friday he was notified that the application meets the minimum requirements and  
24 we will be able to move to Phase II funding (\$ amount TBD).

25 -The town has started work on paving Old Wilton Road, and will start crack sealing next week. --  
26 -The oval bricks are on schedule. The new engraved bricks will be laid between the flag pole and  
27 the gazebo.

28 -The painting and repair of the exterior of Town Hall will be done during August.

29 -Vice Chairman Federico stated roads are a high priority and he has no idea on the status of the  
30 Mont Vernon street work. Mark Bender indicated the time frame exceeded the two estimates giv-  
31 en so far. Mark Bender hopes the sewer work will done by the end of next week at the latest.

- 32  
33 **2) Guidance from the Board for the 2017 Budget & Warrant Articles.** Town Administrator Mark Bender  
34 indicated that staff would like some guidance about the 2017 budget and warrant articles sometime in Au-  
35 gust and would like input and guidance on wage increases, budget parameters and the warrant articles the  
36 Board of Selectmen would like to be addressed in 2017. Selectman Putnam asked about the stormwater  
37 meeting and budget requirements Mark Bender went to NRPC who provided guidelines of what to include  
38 in the budget, and felt Milford is ahead of other towns in some respects. There are some other considera-  
39 tions, reporting requirements and inspections that need to take place. Selectman Putnam stated that  
40 \$75,000 was put in the budget years ago for stormwater MS-4, is this going to be in addition to that  
41 \$75,000? Mark Bender said the MS-4 requirements will be pretty extensive. NH will find out this fall  
42 what the requirements are.

43  
44 **6. DISCUSSIONS.**

- 45 **a) NHMA Legislative Policy Process.** Mark Bender would like guidance on each recommendation and floor  
46 proposal that might come up and the Board positions. The review is August 12, please review the contents and pro-  
47 vide guidance and maybe one of us could provide the municipal vote. If anyone is concerned with an issue, it  
48 should be brought up. Chairman Fougere asked that this item be on the next agenda and if anyone disagrees with an  
49 item to make note of it and the Board can discuss and take a position.

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

- 52 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Vice Chairman Fed-  
53 erico brought up the Nixel emergency notification system and communication; he is working with Fire Chief  
54 Kelly and Jeff Marshall on this which notifies participants of emergencies. The Town of Milford is a subscriber  
55 to Nixel under the free package; the next package up would cost about \$3,500 and would provide the next level  
56 of connectivity. Vice Chairman Federico will do a little more research on this.  
57 Selectman Daniels and Dave Wheeler met about the new District Court. The initial drawings were seen and  
58 they both feel that Milford granite could be incorporated into the building somehow. They have started to talk

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1 about the art that will be used in the building, and it was talked about that some of the old Milford pictures from  
2 the past and include the towns that make up the District Court. Selectman Bauer indicated the Planning Board  
3 and Conservation Commission meetings went well and the meetings were well attended.

4 **b) OTHER ITEMS (that are not on the agenda)**

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6 **8. APPROVAL OF FINAL MINUTES.** No minutes were presented for approval this evening.

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

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

11  
12 **11. NON-PUBLIC SESSION.** Selectman Putnam moved to enter into non-public session at 6:55 p.m. in accord-  
13 ance with RSA 91-A:3,II (e) Legal and (a) Personnel. Selectman Daniels seconded. All were in favor. Motion  
14 passed 5/0. After discussion Chairman Fougere announced that in non-public session two issues were discussed and  
15 two decisions were made. Vice Chairman Federico moved to seal the minutes of the NPS session. Selectman Put-  
16 nam seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to come out of non-public session  
17 at 8:14 p.m. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

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19 **12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 8:15 p.m. Selectman Daniels seconded. All were in  
20 favor. Motion passed 5/0.

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25 Mark Fougere, Chairman

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Kevin Federico, Vice Chairman

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29 Gary Daniels, Member

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Katherine Bauer, Member

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33 Mike Putnam, Member