

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
November 8, 2021

PRESENT: Gary Daniels, Chairman John Shannon, Town Administrator
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
Laura Dudziak, Member Andy Kouropoulos, Videographer
Paul Dargie, Member
David Freel, Member

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 indicated that those people in the audience who want to speak or add to the discussion should please use a microphone to be heard on the PEG Access live broadcast.

Chairman Daniels welcomed members of the public accessing this meeting remotely. He intends to continue using zoom at the Board meetings because there is more participation using this tool.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. – Introduction of the Town of Milford's new Public Works Director, Leo Lessard

Selectman Labonte introduced Mr. Lessard as the new Public Works Director. Mr. Lessard is a 22 year resident of Milford. He is excited to start his new position. Selectman Freel has known Mr. Lessard for many years and is looking forward to working with him. The Board welcomed Mr. Lessard.

5:35 – Voting Machine Update – Town Clerk, Joan Dargie

Ms. Dargie presented to the Ballot Law Commission and let them know that Milford wanted to try the new ballots. They should hear a decision after the commission attends their work session to create new standards. There was also discussion about hearing-impaired machines, image cast x.

5:40 p.m. – 2022-2023 Capital Improvements Plan (CIP) – Community Development Director, Lincoln Daley and Pete Basiliere, CIP Chair.

In Summary:

The recommendations and placement of projects within 2022 are meant to assist the Board of Selectmen and the Budget Advisory Committee in their deliberations during the budget and warrant article preparation process. The projects have been arranged by their highest score using the established two-step prioritization and classification process described and detailed in the CIP Draft Report. The order in which the projects are listed represents a prioritization of projects with 2022 and establishes the basis for determining the placement of submitted projects within the 2022 – 2027 CIP cycle according to the purposes of the CIP. The prioritization of projects within a specific year and the decision to include projects within the Town budget or as warrant articles falls to the Budget Advisory Committee and Board of Selectmen. The Advisory Committee recommends all the following projects shown below to be considered for 2022 funding, ranked by their cumulative average evaluation criteria score:

1. Wadleigh Memorial Library - HVAC & Electrical Upgrades - \$1,320,000 less \$325,000 from library trust funds; the remaining cost would be bonded for 15 years. Tax Impact 2022 - \$0

2. Community Development – Osgood/Armory/Mason/Melendy Roads – Sidewalk & Pedestrian/Bicycle Improvements - \$755,000 commitment in 2022 with \$604,000 reimbursed by NHDOT 2022-2024. Tax Impact \$151,000.

Paul Calabria, Finance Director said they would have to gross appropriate the entire amount on the warrant, but the tax impact would only be \$151,000. Mr. Daley said the money is part of the CMAC program through the NH Department of Transportation. There was additional discussion about how long it would take and when the town would be reimbursed. Selectman Freel asked if it was the same as what was on the warrant last year and if they have received additional bids given the higher construction cost. Mr. Daley said these are estimated figures. The numbers are based on available funding. They will develop a plan for the best use of the money. The second sidewalk project proposed over the last two years will not be funded. Selectman Dargie said the warrant article would be the same as the one proposed over the last two years. Mr. Daley gave a detailed description of what the project would entail. This funding will not be available again. A warrant article is required.

3. Water Utilities – Wastewater Treatment Facility Nutrients and Metals Upgrade Planning, Design, Bidding, Proj. Mgmt. - \$510,000 paid with ARPA Funds; no local tax impact or warrant article – Tax Impact 2022 - \$0

4. Fire Department – Replace Rescue 1 - \$735,000 seven year lease/purchase - Tax Impact 2022 - \$0

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/08/2021

The current vehicle is a 1989 GMC Commercial Chassis with a custom body that will be 33 years old in 2022. A newer vehicle will give us a better insurance rating. A warrant article is required.

5. Water Utilities – Water Main Improvements Phase II – Upgrade 4" line with 8" line - \$370,000 paid by ratepayers - Tax Impact 2022 - \$0 A warrant article is required.

6. Public Works – Town Hall HVAC Replacement - \$647,000 paid with a 15-year bond. Tax Impact 2022 - \$0 The existing HVAC system is 32 years old and does not heat/cool effectively or efficiently. The new system would address existing issues and provide significant energy savings. A warrant article is required.

7. Community Development – Raze Former Permatatch Building, 127 Elm St. - \$400,000 - Tax Impact 2022 - \$400,000. A warrant article is required.

Given the estimated cost for a new community center building, several identified smaller more phases could be advanced to address the increased cost for recreational services, improve the utilization of the park and access/traffic circulation, and put the town in a better position for a community center in the future. Selectman Freel asked if we had a bid for this yet? And have we given thought to DPW doing this? Mr. Basiliere said this is an estimate and bids would come after the committee's report should we move forward with this. Selectman Freel said homework should be done versus taking a number from a company that gave us a 10+ million dollar estimate to complete the whole project.

8. Administration – Town Communication Upgrades on Crown Castle Wireless Service Facility and Purchase of mobile and portable devices - \$594,466 less funded \$329,831 by ARPA Funds & \$264,635 from the Town's fund balance. Tax Impact 2022 - \$0

Selectman Labonte asked why the approved ARPA projects were on the CIP when they were already approved. Mr. Basiliere said any purchase greater than \$75,000 goes on the CIP. They are capital improvement projects.

Chairman Daniels asked to match the summary with the same order as in the report. Selectman Dargie gave some suggestions for corrections on the report.

Selectman Labonte asked about upgrades at the town hall, he thought they discussed holding off on that. Mr. Daley said there were an HVAC project and a roofing project. Selectman Labonte was referring to the HVAC project. Mr. Daley said HVAC was a priority because we already have about \$450,000 to put towards that project from a past warrant article.

Mr. Basiliere strongly suggests that the Board and Water Commissioners develop a policy to determine what should be paid for by ratepayers and what should be paid by the town as a whole on large projects needed by the Water Utility Department. They are concerned if it's being funded by ratepayers, why does the entire town get to vote on it when the ratepayers pay for it. Selectman Labonte said in his opinion, we are all ratepayers. We all contribute to the water and sewer system whether it be through our tax bill or dealing with local merchants in town.

Selectman Dargie agrees with Mr. Basiliere but the Water Commissioners need to propose and what they want to advocate for. They should be bringing it to this Board. The Commissioners have been reluctant to do this until they have a better handle as to what the total cost is. He would be in favor of coming up with a preliminary plan as to what the slip would be then adjusting it as needed. Mr. Basiliere said now is the time to make these decisions, not when we are faced with a large expenditure.

Mr. Daley said the school system has a feasibility study and master plan on their website of long and short-term assets which will be a cost to the community going forward. He spoke to the superintendent about working with the town in conjunction with their projects.

3. PUBLIC COMMENTS (regarding items that are not on the agenda)

Katherine Kokko, a Milford resident, asked if we received an answer from DRA on using the Fund Balance Account to help with Communications. Administrator Shannon said no. Ms. Kokko asked if there were follow-up questions from DRA. Administrator Shannon said they were follow-up questions to get a better understanding since the draft minutes from the last meeting were hard to follow. Ms. Kokko said the minutes of the last meeting didn't reflect some of her comments. She had a couple of minor concerns that she spoke to Tina Philbrick about. She didn't know if there would be an opportunity to change them. Administrator Shannon said DRAFT minutes were sent, but they have not been approved yet. Ms.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/08/2021

Kokko asked if there will be an overall communications warrant article or if the Crown Castle lease agreement is just specific to that contract. Administrator Shannon said it's just specific to Crown Castle. To his knowledge right now, he doesn't know of any other Communication warrant articles. Town Counsel wrote the Crown Castle lease agreement warrant article and recommended adding it to the warrants.

Selectman Dargie moved to approve the consent calendar. Seconded by Selectman Labonte. All were in favor. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 5/0.

4. DECISIONS

a) CONSENT CALENDAR

1. Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)) – Final payment from the O'Connor Trust Donated towards the Keyes Park Expansion Project - \$5,000
2. Request for Acceptance and Appropriation of Gifts of Property under \$5,000 (31:95(e)) for:
 - Eagle Scout Project: Outdoor Bulletin Board at Keyes Memorial Park – Zachary Naun - \$853.00
 - Eagle Scout Project: Skateboard Repair Station at Keyes Memorial Park – Trevor Naun - \$1,172.00
3. Approval of Intent to Cut Wood or Timber, Map 48 Lot 22.

b) OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT –

1. Joint BAC/BOS Meeting

The annual meeting between the BOS and the BAC to discuss the Town budget will be held at Milford Town Hall in the Auditorium at 9:00 am on November 13, 2021. The meeting will also be available on Zoom and that information along with the draft budget can be found on the Town website. Any questions or concerns about the meeting can be directed to the Town Administrator's Office. Mr. Calabria will have copies of the budget before the meeting.

2. Milford Bandstand 2021 Seven to Save – Dave Palance, Heritage Commission Chair

Mr. Palance gave a brief overview of what the Seven to Save means to Milford. The Milford Bandstand was built on the Oval in 1896 for the Milford Cornet Band's summer concerts, this significant Victorian bandstand now requires extensive renovation to continue to serve future generations as a focal point for community gatherings and activities. The Bandstand is among the historic properties on this year's "Seven to Save" list from N.H. Preservation Alliance. Any structure that is selected as a "Seven to Save" is benefits from the publicity that it receives and is given enhanced eligibility for future rehabilitation grants such as those offered by the New Hampshire Land and Community Heritage Investment Program (LCHIP).

Chairman Daniels asked about a monetary amount when selected. Mr. Palance said there are matching grants and people who will continue to look into more. We need to assess to see what the bandstand needs. Chairman Daniels asked if we were still part of the Freedom's way program. Mr. Palance said yes.

3. Town Insurance Renewal – HR Director, Karen Blow, and Finance Director, Paul Calabria

HR put insurance out to bid to HealthTrust (current-Anthem), NH Interlocal Trust (NHIT-Harvard Pilgrim), and School-Care (Cigna). A panel of five met to review insurance plans (John Shannon, Paul Calabria, Chief Viola, Captain Pelletier, Selectman Freel (absent), and Karen Blow). HealthTrust is proposing an 8.1% increase and Delta Dental has a 1.5% decrease.

We recommend remaining with HealthTrust this year.

Selectman Freel asked what percentage of employees were in the HealthTrust AB 15/40 plan? Ms. Blow said the majority. There are only about 10 employees in the HealthTrust AB Sight of Service plan. Ms. Blow said removing the AB 15/40 plan could lead to moral issues as a majority of employees utilize it. Administrator Shannon said good insurance is what employees look at, especially ones with families. This is huge in helping us hire people.

Selectman Freel clarified that HR was saying that most towns offer both plans. Ms. Blow said she doesn't have that data here, but Merrimack pays 100% of their insurance for their employees. Selectman Freel asked how many employees have left because of benefits. Ms. Blow said she would check. Selectman Freel asked about openings in the town. Ms. Blow said there are about 10 people. In addition, Water Utilities just came back to fully staffed today. Ms. Blow said she feels that if they go to the Access Blue Sight of Service only, it will have a negative impact. Selectman Dudziak agreed.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/08/2021

Aimee Shannon, a Milford resident who carries the town's insurance, would like to stay with the current health insurance plan that the town has. She has cancer and has to have a lot of follow-up visits over the next couple of years; she would like to stay with her current doctors. She feels that the Board would want what's best for their employees and if this is working, why change it. Selectman Dargie will be abstaining from the vote due to a conflict of interest.

Selectman Freel asked what the insurance increase was last year. Ms. Blow said slightly over 6%. Selectman Freel asked what the total cost was with the 8.1%. Mr. Calabria said about \$150,000 from last year.

Selectman Labonte asked what the amount was that came back to employees from HealthTrust this year. Administrator Shannon said over \$164,000. He explained why the money was returned. Mr. Calabria said employees received some, but the town received the bulk of the monies returned from HealthTrust. The monies returned from HealthTrust will almost mitigate the increase in health costs for next year.

Selectman Dudziak made a motion to stay with Health Trust Insurance this year. Seconded by Selectman Labonte. Selectmen Dargie abstained, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes and Selectman Freel yes. The motion passed 4/0/1 with Selectman Dargie abstaining.

Ms. Blow gave an overview of the retiree's current plans with Humana (prescription) and Colonial Penn (health). Ms. Blow presented the numbers of retirees seeing increases or decreases depending upon which plan they went with. She suggests waiting another year and doing an education session with the retirees. Selectman Dargie asked what HR is recommending? Ms. Blow is only providing an assessment and the Board needs to decide if they want to stay with the current plan or change to HealthTrust. Selectman Labonte asked if a decision needs to be made tonight. It's confusing. Selectman Dargie would like to know which one HR recommends and why.

Ms. Blow she would recommend absorbing this, doing an education session to find out what the retirees are interested in, and reassessing next year. This doesn't cost the town anything, they pay for their insurance. Selectman Labonte asked what would happen if they didn't give HR an answer tonight. Ms. Blow said she would suggest leaving it as is. We need about a 4 to 6-week notice to get input from the retirees, we can't wait until the next meeting because the time would be too tight. Selectman Freel asked why don't we let the retirees make their own decisions. Ms. Blow said we can next year. Selectman Dargie asked if we could offer both plans to the retirees? Ms. Blow said no. Ms. Blow clarified the chart for Selectman Dargie. There was some additional discussion. Mr. Calabria said they are looking for benefit changes by November 19th. Thirteen retirees will see savings, three will not. Selectman Dargie would be in favor of looking at the group in total.

Selectman Labonte made a motion to leave the retiree's insurance as-is for this year, Humana and Colonial Penn. Seconded by Selectman Freel. Selectmen Dargie no, Selectman Dudziak no, Selectman Labonte no, Chairman Daniels abstaining and Selectman Freel yes. The motion failed 0/4/1 with Chairman Daniels abstaining.

Selectman Dargie made a motion to change the insurance to the HealthTrust retirees plan. Seconded by Selectman Dudziak. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels abstaining and Selectman Freel yes. The motion passed 4/0/1 with Chairman Daniels abstaining.

6. DISCUSSIONS

1. N/A

7. PUBLIC COMMENTS. (Regarding items that are not on the agenda) There were no additional public comments at this time.

8. SELECTMEN'S REPORTS/DISCUSSIONS

Chairman Daniels said traffic safety met on October 26, 2021, and talked about three issues.

West Meadow Court –Request to have the speed limit lowered. At the Traffic Safety Meeting, a motion was made to recommend to the Selectmen to place a "Curve Ahead" sign and to increase Police presence in the area.

Selectman Labonte attended the meeting and said that the resident that brought the complaint forward said that the majority of the offenders are regular delivery drivers on the road. He doesn't feel the sign will affect them. Selectman Freel has concerns about having too many signs. Selectman Labonte mirrored that concern. Chief Viola said there were no other

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/08/2021

complaints in that area last year. He isn't sure how to fix the problem. There was additional discussion about speed and traffic studies.

Selectman Dargie said he supports the Traffic Safety Committee. They look at everything in detail and come up with a recommendation.

Selectman Dargie moved to approve the recommendation of the Traffic Safety Committee. Seconded by Selectman Dudziak. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Chairman Daniels yes, Selectman Freel no. The motion passed 3/2 with Selectman Labonte and Selectman Freel opposed.

Federal Hill and Foster Road – Request for an additional stop sign. At the Traffic Safety meeting, a motion was made to table this until additional information could be provided. It was also noted that the vegetation at the intersection should be cut back to allow for a better view of oncoming traffic.

Clinton Street- Enforcement of No Thru Trucking and speed issues. At the meeting, Chief Viola said he would contact County Stores about the Benjamin Moore truck using an alternate route, and the Police Department would check the speed in that area. Someone will contact DPW would about cutting back the vegetation that impedes the sidewalk.

Chairman Daniels met with the Amherst Selectman last week about sidewalks. There are many grants available and one is a 100% federal that wouldn't cost the town anything, but it has to be multi-jurisdictional. Amherst could go after it if Milford would be in. This would need to be completed by 2027. The cost of the project would be between \$1 million and 10 million dollars. There is no deadline for applying but it's first come first serve. It would continue where Amherst's sidewalks are ending and going through Milford on the north side of Amherst Street next to St. Patrick's Church.

Chairman Daniels said repairs for infrastructure that needed to be repaired might be able to be included in the grant. The sidewalks are 6 feet wide and would include a bike lane. Selectman Labonte questions if there is enough room, many houses are already close to the road. Chairman Daniels said the road was measured and there was plenty of width in the road.

Selectman Labonte said it will narrow that road. It will make it congested; it's a heavily traveled road. Chairman Daniels said this is ARPA money under Recreation. Selectman Dargie is in favor of it. You would be able to go from Milford to the Amherst center. Selectman Labonte asked if we would need a public hearing for the abutters on Amherst St. If we don't have to apply for it right away, he feels we should hear from those people before applying for this.

Administrator Shannon asked if they can approve going for the grant with stipulations. Selectman Dargie said you can always drop out. Selectman Labonte asked to discuss this with all of our emergency services as well.

Selectman Dargie made a motion to authorize the Chair to work with Amherst to apply for the grant. Seconded by Selectman Dudziak. Selectmen Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Chairman Daniels yes, Selectman Freel yes. All were in favor. The motion passed 5/0.

a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

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

Selectman Labonte asked for clarification for Communications on the website. Captain Frye said yes.

9. APPROVAL OF FINAL MINUTES – October 26, 2021, the minutes were not approved at this time because the Board did not have the language that Ms. Kokko felt needed to be added to the minutes. Chairman Daniels asked that the changes be put in italic so that they can see what was changed.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

1. Treasurer's Report – September 2021

11. NOTICES. Notices were read.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 11/08/2021

12. NON-PUBLIC SESSION a motion made by Selectman Dargie to enter into a non-public session for approval of non-public minutes of October 13, 2021, under RSA 91-A:3, II(c)) Reputation only. Seconded by Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

In nonpublic the Board approved minutes from October 13, 2021, as amended, in accordance with RSA 91-A:3, II(c)) Reputation. Motion made by Selectman Dargie. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

13. ADJOURNMENT: Selectman Freel moved to adjourn at 7:20 pm. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Paul Dargie, Member

Chris Labonte, Vice-Chairman

David Freel, Member

Laura Dudziak, Member