

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
October 10, 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
Amy Concannon Videographer

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

INSTRUCTIONS: After the non-public session was adjourned, 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:

5:00 p.m. – Non-Public Session, RSA 91-A:3II(c) Reputation. Selectman Putnam moved to enter into non-public session at 5:00 p.m. Vice Chairman Federico seconded. All were in favor. Motion passed 5/0. After a reputation discussion, Selectman Daniels moved to come out of non-public session at 5:30 p.m. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Selectman Daniels moved to seal the minutes of this session. Selectman Putnam seconded. All were in favor. Motion passed 5/0. Chairman Fougere announced that in non-public session the Board discussed a legal issue. No decisions were made.

5:30 p.m. – Appointment of Lisa Griffiths to Granite Town Media. Chairman Fougere invited Lisa to join the Board for this discussion. Selectman Daniels asked why she would like to volunteer for the town. Lisa Griffiths wants to do more for the town and wants to help. Chairman Fougere welcomed Lisa and thanked her for coming forward. Selectman Bauer is glad she is stepping up. Selectman Putnam moved to appoint Lisa Griffiths to Granite Town Media as full member until March 2019. Selectman Bauer seconded. All were in favor. Motion passed 5/0.

5:40 p.m. – Departmental Update - IT. IT Director Bruce Dickerson provided an update for the IT Department, indicating that he has been working on the Windows 10 upgrade for months and ran into a couple of minor glitches, but overall it went very good. Some of the older PCs were left with the Windows 7 version. The Library update was the biggest one where all the applications and files were migrated to a new Lenovo Server and a new Library Windows Domain was created. The town phone support company no longer will support Milford's phone system at the end of 2016 and Bruce has found another support company out of New York to support our phone system and fix the phones. It is a small company but all they do is support phone systems. Mark Bender noted the town does not need to replace any hardware except for updating the server. The software will have a major upgrade and Bruce hopes by the end of this year he will get that done. Bruce thinks the town might be able to get police and fire onto the fiber connection to the school. The new guy at Microtime is showing a lot of promise; he is learning quickly and is starting to be beneficial to Bruce, who is close to giving him more time. Security at the Police Department needs to be replaced; it was in the budget as an upgrade last year but was put off with the default budget. Bruce said there is a lot of new technology out there, and he likes the SAN storage server but it is a big ticket item and will need replacement.

Selectman Daniels thanked Bruce for all that he does to keep the town connected, asking what is the mission statement for IT? Does that exist? Bruce responded it probably does not exist; there are couple items such as a mission statement that he needs to do; he has talked to Karen Blow about it and also a job description. Selectman Putnam asked about credit and debit card use and when that will begin. Bruce responded that the Town Clerk has upgraded and is accepting credit and debit cards now and the tax collector and water utilities will be on line at some point. Vice Chairman Federico asked if Bruce has a ticket system in place for the day to day issues that arise or is it just via e-mail or calls? Bruce said he just gets e-mails or calls. Selectman Bauer asked how long Bruce has been in this position? Bruce said he was initially contracted with Microtime and was here two days a week in 2005 or 2006;

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after that the company fell apart and the Town Administrator hired him full time nine years ago. Vice Chairman Federico asked if Microtime helps out one day a week and for vacations? Bruce said that is correct. Vice Chairman Federico asked if more than one day a week is needed? Bruce answered for now it is working with one day a week (Tuesday) and he can line him up with a lot of little items to take care of in one day. The Board thanked Bruce for the presentation.

3. PUBLIC COMMENTS. (items not on the agenda). There were no public comments this evening.

4. DECISIONS.

a) CONSENT CALENDAR. Chairman Fougere asked if any member wished to remove any items from the Consent Calendar for discussion. There was nothing removed for discussion. Selectman Putnam moved to approve the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

1) NH RSA 31:95(b and e) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 and Gifts of property under \$5,000. The request for acceptance of unanticipated revenues under \$10,000 and gifts of property under \$5,000 was approved as follows:

SOURCE	AMOUNT	PURPOSE
Federal Grant – NH Highway Project #308-17A-002	\$ 5,209.74	Funding for overtime for Milford DWI patrols conducted from Oct. 1, 2016 – September 30, 2017
Professional Pool of NH	\$ 1,200.00	Donation for the implementation, use and Care of the department’s new K-9 and Handler.
Diane McEntee		Sponsorship registration fee (\$90) for 1 Milford Police Officer to attend the 13 th Annual State of NH Suicide Prevention Conference on Nov. 4
Terri and Bob Carson		Donation of concession items to be used At the Milford Recreation 2016 Coed Softball tournament, value of \$142.00

- 2) NH RSA 31:95(e) Request for Acceptance of Gifts of Property Under \$5,000. See above.
- 3) Request for Approval of Building Permit Refund to Sunrun Installation Services. The Board approved the permit refund, less the non-refundable application fee, to Sunrun Installation Services as the homeowner has decided not to move forward with this installation.
- 4) Request for Approval of Building Permit Refund to Solar City. The Board approved the permit refund, less the non-refundable application fee, to Solar City as the homeowner has decided not to move forward with this installation.
- 5) Request for Approval of Donations to the Heritage Commission “Save the Swing Bridge Fund”. The Board approved the acceptance of \$1,040 from the general public to the Heritage Commission for the Save the Swing Bridge fund.
- 6) Request for Approval of (2) Real Estate Tax Payment Agreements. The Board approved the monthly tax payment schedules on two properties approaching the deeding deadline for Map 42, Lot 73-M-71 and Map 42, Lot 73-M-20.
- 7) Request for Approval of DRA Form MS-535, Financial Report of the Town. The Board approved the submission of DRA form MS-535.
- 8) Request for Approval of DRA Form MS-434, Revised Estimated Revenues Adjusted. The Board approved the submission of DRA form MS-434.

b) OTHER DECISIONS.

5. TOWN STATUS REPORT.

1) South Street Update. Town Administrator Mark Bender provided an update on the South Street project, stating there has been a lot going on. A letter was sent to the Fairpoint NH President, the PUC, the Town Attorney and CLD on October 6. In the letter, there was concern expressed about the ongoing delays and

1 communication as well as safety hazards of the poles in the right of way. Mark Bender also worked with
2 CLD to develop a punch list of remaining work to be done.

- 3 2) **Heron Pond Recreation Fields Update.** Mark Bender indicated that the Recreation Fields are pretty
4 much completed; DPW has completed the majority of the work on the fields. The work was closely moni-
5 tored by town staff, DES and Fish & Game. There were no endangered species observed by any of the bi-
6 ologists or staff last week. Work will continue this week and it is expected it will be completely finished
7 by the end of next week. Selectman Daniels asked about Osgood Pond, where they were continuing exca-
8 vation today. Mark Bender said yes after the rain, they were able to start draining again today, most of the
9 product was brought to the pit, with the anticipated good weather this week, it is hoped that it will be com-
10 pleted by the end of this week. Selectman Daniels asked how the product sales have been? Mark Bender
11 said about 2,000 cubic yards were sold that the town does not need to dredge. Chairman Fougere said the
12 goal is to finish and fill it back up with water. Mark Bender said there is a stone berm right in front of the
13 dam to filter out things. That will be kept in place. It looks pretty good.

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15 **6. DISCUSSIONS.**

16 a) **Ponemah Hill Paint Update.** Town Administrator Bender said additional information was received about
17 the complaint regarding wet paint on Ponemah Hill Road. The complainant mentioned a person that had been reim-
18 bursed 4-5 years ago by the town for paint damage. It was found that it was a State paint job, not a town paint job,
19 and it was on North River Road; it was the State that reimbursed that person, not the town as the complainant stated.
20 The cones put out on the road in question, do vary in spacing, especially on a windy hilly roads. Depending on the
21 type of road; that was different than what had been presented. Chairman Fougere was not here for the paint discus-
22 sion at the last meeting. Mark Bender said the Board should make a decision one way or the other. Vice Chairman
23 Federico said there was contradictory information at the last meeting and we were waiting on clarification. Now we
24 have found out the actual information. Selectman Putnam said a solution was given to the complainant regarding
25 removal of the paint, let's let him try that. Selectman Daniels said the complainant had gone to a specialty shop and
26 was told it would be difficult to remove. Selectman Bauer said the paint was put on a DPW vehicle and then the
27 lacquer was used to remove it and it worked. It removed the yellow paint without any damage. Selectman Daniels
28 asked can the town do the work for this gentleman? Mark Bender would be hesitant to do the work on a privately
29 owned vehicle. Vice Chairman Federico was asking about setting a precedent in town. The issue is that his insur-
30 ance could go up because of the claim, according to Selectman Daniels. Selectman Putnam wants to see if the lac-
31 quer works for removal. Mark Bender had a customer come in last week that got white paint on his truck on Route
32 13, he investigated if the town had done any white painting out there and it was found we were not, so it was DOT.
33 Mark Bender asked about why the complainant crossed the center line to begin with and he said he saw the cones in
34 the road. Chairman Fougere suggested tabling this to see if he can remove the paint. Selectman Bauer asked about
35 the crosswalk that used to be in front of the Library driveway and what she noticed is that it seems more hazardous
36 having it in the new location. Chairman Fougere said when that was looked at, it was determined there were two
37 crosswalks too close to each other. Mark Bender noted that a pedestrian was hit at the one where it was previously
38 located and there is a lot more traffic on Nashua Street now than there used to be. It seems safer to have it where it
39 is now than where it was.

40 b) **Board Guidance on Wage Increase on 2017 Budget.** Two members of the Budget Advisory Committee
41 (BAC) were present for this discussion this evening, Wade Campbell and Peg Seward. Chairman Fougere said the
42 Board has had discussions on the preliminary numbers and the staff has been asked about their capital needs for
43 2017. Mark Bender and Jack Sheehy have gone through and completed the first draft of the budget and will meet
44 with Department Heads to go through and make some adjustments. The projected cost increases we know about are
45 the NH Retirement System which has a rate increase effective July 1, employee wage increase of 2% is being pro-
46 posed; workman's compensation is increasing, health and dental are increasing approximately 10% and the ambu-
47 lance staffing will increase by \$50,000. Guidance is needed on employee wages. MACC Base meets next week for
48 budget. Mark Bender plans to attend that meeting as well as Vice Chairman Federico. Jack Sheehy noted the
49 MACC based meeting is October 12. Mark Bender has not yet received the update to the actuals from Jason. The
50 last one he received was from July. For Warrant Articles, Mark Bender is aware of a roads warrant article, capital
51 reserve warrant article for bridges, 127 Elm Street is awaiting Committee update. Selectman Putnam said the Com-
52 mittee is almost ready to present information on 127 Elm Street. Mark Bender noted the town is looking into LED
53 lighting for street lights and decorative lights in the oval. Stormwater inspection is another warrant article that is
54 expected. DPW is looking at a grader, dump truck and back hoe; Blue Bus will be back, architectural fees for the
55 fire department is coming back.

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57 Selectman Daniels is hoping the Board would go toward a priority-based budget and look at it as something that
58 could be supported by the voters. When cuts are needed, will they be prioritized? When we start off with a budget

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1 and build on it, we do not look at things that were replaced last time that may not need to be there this time. The
2 Department Heads should be looking at the way they build their budget. Selectman Putnam said this is just a rough
3 draft of what is coming; tonight's goal is guidance on pay increases, that is it. Mark Bender suggested any other
4 suggestions are welcome; we will be reviewing staffing along with the budget this week. Selectman Putnam sug-
5 gested using Selectman Daniels' idea of looking at the budget. Chairman Fougere said if the Board is looking at
6 raises next year, we should start talking about it. Department Heads should be looking at each line item of their
7 budget to determine if they need it or not. Mark Bender said the Department Heads have been given that guidance
8 and we will review it in detail this week. Chairman Fougere asked when the tax rate will come out? Jack Sheehy
9 said by the end of October. Chairman Fougere asked how do you think it will come out? Jack Sheehy said the town
10 had some sizable abatements this year and the reval was also done and it should be going down slightly but he does
11 not know what the school rate will be. Selectman Daniels noted the CPI is .1% this year; last year for 9 of the 12
12 months the CPI was down; this year they are up but most are down. Selectman Bauer said all of the department
13 budgets go through much scrutiny with the BAC. Chairman Fougere asked if the BAC has had any specific discus-
14 sions yet or just organizational? Wade Campbell responded it was just organizational so far. Peg Seward said the
15 mission statements and what the Board of Selectmen thinks and how much the town wants to expand services and
16 how quick will be some discussion points. Chairman Fougere noted we cannot do it all in one year. The last 3-4
17 years have been all about bridges and roads. We have a new project now on Elm Street. We need to see the CIP for
18 any surprises.
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20 Peg Seward, BAC, said revenue and where will it be this year are of interest, are there any new ideas and maybe
21 the BAC can help the Board with that. Revenue will drive cost. Selectman Putnam said we have been given two
22 default budgets in a row; that is a message. We have to bring it in as flat as we can. Selectman Daniels said it is a
23 complex problem; the school went up over \$1 million. Sometimes when the default is voted in, it ends up being
24 more. Peg Seward suggested if there were a better understanding of the budget process so that voters understand
25 what the default budget is and let the voters realize that what you put into the budget is the flat costs. Jack Sheehy
26 explained the town default budget has always been less than the presented budget. The default budget has built into
27 it any contractual agreements. The 2.5% police increase is contractual. The voters voted it in. Selectman Daniels
28 thinks that is a problem just like the fuel costs that were under contract and were higher. Jack Sheehy said that is
29 what unions do and that is what they get. Ambulance revenue and car registration revenue have increased. Select-
30 man Daniels asked if the ambulance revenue increased with the second ambulance? Mark Bender does not have
31 those numbers this evening. Selectman Putnam noted the two union contracts have to be followed because they are
32 contractual. Contractually, the police will receive a 2% increase. We have no choice with the union contract. Mark
33 Bender noted that contract is until 2018; it gets negotiated in 2017. Vice Chairman Federico said this is the first of
34 several conversations on this; we see a figure and we need to think about it and it is not in stone, it is a conversation.
35 The Department Heads are still taking their first look at it.
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37 **7. SELECTMEN'S REPORTS/DISCUSSIONS.**

38 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.** Selectman Daniels
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40 b) **OTHER ITEMS (that are not on the agenda).**
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42 **8. APPROVAL OF FINAL MINUTES.** Vice Chairman Federico moved to approve the minutes of September
43 12, 2016 as presented. Selectman Bauer seconded. All were in favor. Motion passed 5/0. Vice Chairman Federico
44 moved to approve the minutes of September 29, 2016 as presented. Selectman Putnam seconded. Vice Chairman
45 Federico, Chairman Fougere and Selectman Putnam were in favor with Selectman Daniels and Selectman Bauer
46 abstaining as they were not present at those meetings. Motion passed 3/0/2.
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48 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

49 **10. NOTICES.** Notices were read by Chairman Fougere.
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51 **11. NON-PUBLIC SESSION.** Selectman Daniels moved to enter into non-public session at 6:45 p.m. in accord-
52 ance with RSA 91-A:3,II (a) Personnel. Selectman Bauer seconded. All were in favor. Motion passed 5/0. After
53 discussion Chairman Fougere announced that in non-public session two issues were discussed and no decisions were
54 made. Vice Chairman Federico moved to seal the minutes of the NPS session. Selectman Putnam seconded. All
55 were in favor. Motion passed 5/0. Selectman Putnam moved to come out of non-public session at 6:55 p.m. Se-
56 lectman Bauer seconded. All were in favor. Motion passed 5/0.
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1 **12. ADJOURNMENT:** Selectman Putnam moved to adjourn at 6:56 p.m.. Selectman Daniels seconded. All were in
2 favor. Motion passed 5/0.
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Mark Fougere, Chairman

Kevin Federico, Vice Chairman

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Gary Daniels, Member

Katherine Bauer, Member

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Mike Putnam, Member