

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 10, 2017

PRESENT: Mark Fougere, Chairman
Kevin Federico, Vice Chairman
Gary Daniels, Member (arrived at 6:05 p.m.)
Mike Putnam, Member
Laura Dudziak, Member
Mark Bender, Town Administrator
Darlene J. Bouffard, Recording Secretary
David 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, noting that Selectman Daniels will join the Board at about 6:00 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. – Recognition of Service to Recreation Commission Member. Chairman Fougere asked that Rick Mossey please come up to the front and that Recreation Director Arene Berry join them as well. Ms. Berry and John Kohnmorgen presented Mr. Mossey with a gift, stating that he has spent over 13 years on the Recreation Commission, was involved in the skate park inception, ice rinks and many other programs and that they will call him back for the bike parade on July 4. Rick thanked everyone and said it has been a pleasure and it is a privilege to be on a municipal Board. In the years to come, there will be other opportunities to serve. Chairman Fougere said the town values the volunteers in town very much and that is what makes Milford great. Without all of the volunteers such as Rick, we could not run as many programs.

5:35 p.m. – Appointment of Pat Kunselman as a Full Member to the Milford Recreation Commission. Chairman Fougere asked Pat to join the Board at the table for this discussion. Ms. Kunselman indicated that she has been taking notes for the Recreation Commission, so she is there anyway, and at first she did not know what the Commission did but since going to a meeting each month, she now knows and is impressed. She noted that volunteers are more likely to sign up for events and she is very happy to be part of it. Chairman Fougere said the Board is happy Pat is stepping up. Selectman Putnam asked if she has any particular plans. Pat responded that the Commission wants to appeal to all ages so it will grow the programs. Vice Chairman Federico thanked Pat for her time and understands the Recreation Commission is very busy and appreciates all the help. Vice Chairman Federico moved to appoint Pat Kunselman as a full member of the Recreation Commission. Selectman Dudziak seconded. All were in favor. Motion passed 4/0.

5:40 p.m. – Request for Approval of Various Veterans Tax Credits, Solar Exemptions, Residences in a Commercial/Industrial Zone Exemptions, Blind Exemptions and Land Use Change Tax. Town Assessor Marti Noel presented the Veteran's Credit Applications, Solar Exemptions, Residences in Industrial or Commercial Zone, Blind Exemption and Land Use Change Tax for Board approval. April 15 is the usual due date for these however this year that date falls on Saturday, so the deadline is April 17.

Veteran's Credits:

Town Assessor Marti Noel recommended 17 veteran's credits for approval for \$300 credit per year. Selectman Putnam moved to approve as recommended. Vice Chairman Federico seconded. All were in favor. Motion passed 4/0.

Veteran's Total Disability Credit:

Town Assessor Marti Noel recommended 2 veteran's total disability credits for approval for \$1,400 credit per year. Selectman Putnam moved to approve as recommended. Selectman Dudziak seconded. All were in favor. Motion passed 4/0.

All Veteran's Credits:

Town Assessor Marti Noel indicated these applications are for the new veteran's credit for all veteran's which just passed in March 2017, for which we were not sure how many would come in to apply. She recommended 14 all veteran's credits for approval for \$300 credit per veteran, per year. Selectman Putnam moved to approve as recom-

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1 mended. Vice Chairman Federico seconded. All were in favor. Motion passed 4/0. Mark Bender asked if the
2 deadline for this is April 17. Ms. Noel answered that because April 15 falls on a Saturday, the deadline is extended
3 until Monday April 17 which has been advertised and has been talked about during several BOS meetings.
4

5 **Solar Exemptions:**

6 Town Assessor Marti Noel recommended 12 new solar exemptions for approval. Selectman Putnam moved to ap-
7 prove as recommended. Selectman Dudziak seconded. All were in favor. Motion passed 4/0.
8

9 **Residences in Industrial or Commercial Zone:**

10 Town Assessor Marti Noel recommended approval of 36 residences in Industrial or Commercial zone for the special
11 appraisal, which includes 9 new applicants. These applicants must apply every year. Selectman Putnam moved to
12 approve as recommended. Selectman Dudziak seconded. All were in favor. Motion passed 4/0.
13

14 **Blind Exemption:**

15 Town Assessor Marti Noel recommended approval of one blind exemption. These applicants must apply every
16 year. Selectman Putnam moved to approve as recommended. Selectman Dudziak seconded. All were in favor.
17 Motion passed 4/0.
18

19 **Land Use Change Tax (LUCT):**

20 Town Assessor Marti Noel recommended approval of Land Use Change Tax for Map 50, Lot 6 and Map 45, Lot 11.
21 Selectman Putnam moved to approve as recommended. Selectman Dudziak seconded. All were in favor. Motion
22 passed 4/0.
23

24 **6:00 p.m. – 1st Public Hearing – “RULE” Target Shooting on Town Community Lands.** Chairman Fougere
25 opened the public hearing at 6:15 p.m. and introduced Police Chief Viola and Captain Frye for this discussion.
26 Chief Viola said where people shoot on the Town Owned Community Land currently, will no longer be allowed if
27 this rule is approved but he is looking at it as a means to educate the people that have been shooting in this area. We
28 know of three different areas but the main parcel is Map/Lot 38-4. The Police have not qualified in that area for
29 about 18-19 years now. Since then, the Police have been going to Lyndeborough to qualify. The trail near Heron
30 Pond School would be one of the areas where signage would be added and where most people are doing the target
31 practice and on private property. Selectman Daniels asked if this rule includes shooting of bow & arrow. Chief
32 Viola responded that they are only addressing firearms tonight. Some responsible people do go out there and pick
33 up after themselves. As soon as we finished up with this review on the site, there was a resident coming through
34 walking their dog. We are still looking at the rights of the hunters but we have to look at community safety. Se-
35 lectman Putnam asked if they saw any endangered species on the property when they were out there. Chief Viola
36 said they did not. Selectman Putnam feels this rule is well done. Chairman Fougere asked for comments or ques-
37 tions.

38 Robert Rogen, 108 Old Wilton Road, thought somehow hunting and target practice was grandfathered in. He
39 does not ever hear of accidents up there. People that do target practice know what they are doing. There are dirt
40 bikes and 4-wheelers up there as well. There should be at least one spot on that land for hunters to practice. What
41 about shooting at the power lines? Chief Viola responded that is not town land. Chairman Fougere said that it is
42 town land with an easement for the electric company, this rule would prohibit target practice on the entire parcel of
43 community land identified. The power lines are owned by the town. Chief Viola said in 2016 there was an accident
44 on the Community Land when someone shot himself; he was not a town resident. Chairman Fougere indicated the
45 BOS has talked quite a bit about this; there are concerns about safety. There are people from out of town using the
46 property for target practice, who are not familiar with the property, so it is something that we are concerned about.
47 Mr. Rogen responded that he’s got 270 acres basically in his backyard that he cannot use for target practice.

48 Jenny Siegrist, Osgood Road, asked about hunting on the property. Chief Viola said this rule would completely
49 prohibit target shooting, hunting is okay, but they cannot use the property for target practice. Ms. Siegrist asked if
50 there is a way to make the area near the school off limits all the time for any firearms. The school is looking to use
51 the land for afterschool programs, so it would be the safety of the children. Chief Viola responded that the hunters
52 have not been addressed in this rule; the target practice is what is being addressed in this rule. Chairman Fougere
53 said hunters have their own regulations they must follow. The school has been there a long time, most hunters are
54 responsible. This does not address the hunters, only the target practice. Ms. Siegrist wants to just make sure the
55 kids are safe.

56 Chris Skinner, Boxwood Drive, asked why the police stopped qualifying in that area? Captain Frye responded
57 that putting lead into the ground was the primary reason. Mr. Skinner asked if this rule would be for the entire prop-
58 erty? Chairman Fougere responded yes, the entire Community Commercial/Industrial Lands area. Mr. Skinner

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1 asked for Map 38-14 to be identified on the map. Chief Viola pointed it out, stating that 38-14 is part of the working
2 pit. Mr. Skinner said the rules for hunting are to be 300 feet away from the school, which he feels is way too close.
3 A shotgun is used for deer and coyote. Any firearm can be used all day (for hunting). The police might run into
4 people that claim they are hunting coyote out there. People might be out there that are trained and try to hunt out
5 there. Chief Viola has had several discussions about this, it is an issue that was brought up to talk about, and target
6 practice is an issue that we have to address. He does not want to see anyone get injured out there. Good points are
7 being brought up in this discussion; Mr. Skinner is responsible out there, but not everybody is. We have to look at
8 each situation and we feel this is the best action to take at this time. Mr. Skinner asked if there will be an ordinance
9 on hunting out there at some point? Chairman Fougere said that is why we did not get into an ordinance; this is just
10 a rule for target practice.

11 Robert Plant asked can we have the rule apply only to the range area near the school but leave the larger area
12 away from the school open for this activity? Robert Rogen added that the only part that is not town land is near
13 Hendrix and Perry Road. And how much will this cost the town to find people that are shooting? Chief Viola indi-
14 cated the Police only go out there if there is a call for gun shots. NH Fish & Game staff goes out there; but our of-
15 ficers do not regularly patrol the property; only to respond to a call.

16 Harry Standel, Osgood Road, said this is a third rail topic in NH, one person talked about law and instructions,
17 but there are some people that do not follow the law. Mr. Standell thinks it is irresponsible for the BOS to allow any
18 weapons anywhere near the school. That should be of the foremost importance of the town. That is the number one
19 concern.

20 Tina Vallier said safety concerns both target shooters and hunters, but what about self-regulation, somehow
21 signing in with certification and taking care of the cleanup on a rotating schedule, she thinks it should be allowed for
22 residents. Chairman Fougere indicated a town facility could be set up for residents, it is possible, but who would
23 monitor it?

24 Mr. Skinner asked how many calls for shooting happen each year? Chief Viola answered maybe four times per
25 year; when we go to the school, we get complaints from personnel at the school. The person injured was not a town
26 resident. This is a gray area and we need to know which way we want to go as a town. The Police Department feels
27 we do not want to wait for someone to get hurt. Mr. Skinner said if an accident happened during hunting season,
28 would the town feel responsible? Chief Viola responded that his department will work with whatever decision is
29 made.

30 Chris Labonte asked if people will just go on the Class VI Road to have target practice? On numerous occa-
31 sions he has gone out on his road and faced the barrel of a shotgun, because it is legal. There has to be some way to
32 have an area for people to go for target practice. There is no berm on a Class VI road. We should take an area of
33 the Community Land and have a more controlled area for shooting. Chief Viola responded that Fish & Game knows
34 all about what is legal and what is not legal, someone would need to take on the responsibility of where the shooting
35 is allowed and be responsible for it and the liability. There are people that do not like hikers or bikers. Chairman
36 Fougere said there are people that want to shut down the whole area.

37 Mr. Labonte said the town bought that property, but everything is getting taken away; should we start a list of
38 what we can use the property for? Chairman Fougere asked Chief Viola about the Class VI issue. Chief Viola re-
39 sponded that he has not heard anything about that. Mr. Labonte said it has come up on the Community Land; he
40 does not disagree with having regulations, but people are not going to just give up target shooting. They will find
41 out where the areas are that they can go to shoot. There were no other questions or comments.

42 Chairman Fougere closed the public hearing at 6:55 p.m.

43 Chairman Fougere said he is not opposed to having an area where they can have target practice. He would be
44 willing to listen to ideas. Hollis has gone through this as well, there are ways to set it up so it is easier to deal with.
45 Captain Frye said the people that live on Ches Mae and Brookview have brought this up as well; they do not want to
46 listen to shooting all day long. If we build it, they will come. The high power rifles will come up if it is a shooting
47 range. Chief Viola said if there are volunteers running it, what is the recourse? Chairman Fougere said there is a lot
48 to flush out on this and a lot of details need to be worked out. Selectman Putnam said setting it up and maintaining
49 it requires volunteers and the volunteer group that was going to be in charge of an ATV club on MileSlip Town For-
50 est didn't run very long. Selectman Daniels said the skate park was run by volunteers and they ran it for a while
51 then stopped doing it.

52 Vice Chairman Federico said the Board has heard from concerned citizens who do not want it near the school,
53 there is a group of citizens that want to get a dog park going and they are doing the research and leg work and they
54 are succeeding in getting a group going; if this is something the citizens want, they can do the research and get
55 something started. Selectman Daniels said if there is a designated area the group would choose the direction of
56 where to shoot. Selectman Putnam indicated some of the noise could be controlled by setting up a berm; we hear
57 about not having the shooting range near the school and we are always thinking of the kids at the school near the
58 Community Lands. Selectman Daniels suggested thinking about this for a couple of weeks and he would like to get

1 an overlay of the trails out there to see where on the Community Lands they run. Mark Bender will ask the Conser-
2 vation Commission about that and then discuss again at the April 24 meeting. Chairman Fougere thanked everyone
3 for their input and we will talk again April 24.

4
5 **6:20 p.m. – Appointment of Susan Smith as an Alternate Member to the Ethics Committee.** Chairman Fougere
6 invited Ms. Smith to join them at the table for this appointment and asked what brings her to the town for this volun-
7 teer position. Susan Smith explained after not being elected as a Selectman in March, she saw the open position on
8 the Ethics Committee and thought she could get involved that way. Ms. Smith has a legal background and could
9 assist in updating the language in the Ethics procedures. She also feels she could assist in educating people about
10 what types of complaints would rise to the level of an Ethics complaint. All members thanked Ms. Smith for step-
11 ping forward on this. Selectman Putnam moved to appoint Susan Smith as an alternate member of the Ethics Com-
12 mittee. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

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14 **6:25 p.m. – Appointment of Andy Seale as a Full Member to the Ethics Committee.** Chairman Fougere invited
15 Mr. Seale to join them at the table for this appointment and asked what brings him to volunteer for this position. Mr.
16 Seale explained that he has spent 12 years on the Conservation Commission and he feels it is time for a change.
17 Ethics is in line with what he does professionally, which is handles investment situations and privacy issues. Mr.
18 Seale spoke with the Ethics Chairperson Ann Edwards about this position and became interested when there was an
19 open position. Mike Putnam and Tim Finan put together the policy back in 2007 and it could be updated. The
20 Board had no questions. Selectman Putnam moved to appoint Andy Seale as a full member of the Ethics Commit-
21 tee. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

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23 **6:30 p.m. – Appointment of Daniel Ayotte as a Full Member to the Ethics Committee.** This appointment was
24 postponed to the next Board meeting April 24.

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26 **6:35 p.m. – Appointment of Chuck Kurtz as a Full Member to the Ethics Committee.** Chairman Fougere invit-
27 ed Mr. Kurtz to join them at the table for this appointment and asked what brings him to volunteer for this position.
28 Chuck Kurtz indicated he has worked with Ann Edwards for Boy Scouts and saw the posting of the open position so
29 he asked a few questions and she thought he would be a good fit. Mr. Kurtz’ has a background in managing and has
30 ethics training for his staff. He attends annual training and thought it sounded like a good fit. Selectman Daniels is
31 pleased with the quality of people that have come forward to volunteer. Selectman Putnam moved to appoint Chuck
32 Kurtz as a full member of the Ethics Committee. Selectman Daniels seconded. All were in favor. Motion passed
33 5/0.

34
35 **3. PUBLIC COMMENTS. (items not on the agenda).** There were no public comments.

36
37 **4. DECISIONS.**

38
39 a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the
40 Consent Calendar for discussion. There were no items removed from the Consent Calendar for discussion. Select-
41 man Putnam moved to approve. Selectman Daniels seconded. All were in favor. Motion passed 4/0.

- 42
43 1) **NH RSA 31:95(b) Request for Acceptance and Appropriation of Unanticipated Revenues Under**
44 **\$10,000.** The Board approved the acceptance and appropriation as follows:

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<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Silva Properties	\$100.00	Donation to be used for the Annual Milford Fishing Derby
Ricciardi Hartshorn Post No. 23	\$300.00	Donation to be used for the Annual Milford Fishing Derby

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- 51 2) **Request for Approval of NH DRA Form MS-232 (Formerly MS-2), Report of Appropriations**
52 **Actually Voted.** The Board approved this request.
53 3) **Request for Approval of Gravel Tax Levy Map 50, Lot 4-4.** The Board approved the Gravel Tax
54 Levy for Spring Creek Sand Gravel LLC in the amount of \$316.00.
55 4) **Request for Approval of Work Without Permit Refund Request.** The Board approved the Work
56 Without Permit Refund Request for 19 Nashua Street in the amount of \$771.75.

- 1 5) **Request for Approval of (2) Taxicab Operator Permit Applications.** The Board approved the re-
2 quest for William G. LaBell and Edward J. LaBell to be licensed chauffeurs as independent drivers
3 for Milford Taxi LLC.
4 6) **Request for Approval of (2) Taxicab Licenses.** The Board approved the request for Two Taxicab
5 Licenses for Milford Taxi LLC.
6

7 b) **OTHER DECISIONS.**

8 1) **Request for Update to Board of Selectmen Representatives Listing 2017-2018 Boards, Com-**
9 **missions, etc.** Selectman Dudziak indicated that she can handle the committees that were available
10 and had previously been the responsibility of Selectman Bauer, however for the DO-IT meetings she
11 will be unable to attend every meeting because they meet at 11:30 a.m. Selectman Putnam agreed to
12 attend those meetings Laura is unable to attend. All other committee representatives will remain the
13 same as the 2016 listing.
14

15 5. **TOWN STATUS REPORT.**

- 16 1) **Stormwater Video Inspection Update.** Mark Bender and staff met and reviewed the RFP for the
17 next Phase of Storm Water Video Inspection. Vendors were interviewed and they decided to award
18 Ted Berry Company. This is based primarily with their familiarity with the system. They can also tie
19 into our existing GIS system. Mr. Bender expects it to start mid-June and it to be complete within 70
20 days.
21 2) **LED Streetlight Update.** Town Administrator Mark Bender stated that he, Rick Riendeau and Jack
22 Sheehy went to look at LED lighting vendors and were impressed with Affinity Lighting in Dover.
23 While most suppliers are re-selling products they purchase, this company assembles the units and
24 employs veterans. Street lighting projects by this company have been done in several communities.
25 Test lamps will be done in Milford to get resident feedback. The \$44,000 rebate has been approved
26 by Eversource. Mr. Bender would like to execute the contract and get the test lamps installed.
27 Chairman Fougere said this is a great deal for the town. Mr. Bender indicated the total cost for the
28 street lamps is \$110,000, less the \$44,000 rebate from Eversource.
29 3) **South Street Update.** Town Administrator Mark Bender indicated the remaining work includes
30 sidewalk and top coat paving. There is a punch list of items that need to be taken care of. There is
31 about 30-45 days left to finish and we are reaching out to abutters and businesses to notify them. One
32 thing to be decided is the parking issue. Parking spaces in front of Amigos need to be decided by the
33 Traffic Safety Committee and we need to remind Selectman Daniels of this. This item was brought
34 back to the table once tonight's agenda was completed and with Selectman Daniels in attendance. Se-
35 lectman Daniels indicated that he has no new update on the four parking spaces in front of Amigos, it
36 was left that he would talk to DOT since it was their project and that could open up the whole project
37 again; it is still not resolved but he will call on it.
38 4) **Fletcher Site Update.** Mr. Bender indicated Mill Street is closed once again for about six to eight
39 weeks to complete the cleanup and top coat pavement. Abutters have been notified by Maximillian,
40 EPA and through Nixel. All contaminated soil has been removed from the Elm Street site. There is a
41 meeting on Wednesday for site restoration. Chairman Fougere asked about clean up on Elm Street.
42 Mr. Bender said that will be discussed on Wednesday. We hope to repair that stretch of road.
43 5) **Town Administrator 2017-2018 Goals and Objectives.** Mr. Bender indicated that his goals for
44 2017 are in tonight's packet and that Selectman Daniels asked for additional town items that could be
45 part of the BOS goals.
46 7) **DPW Equipment (carry over).** Mr. Bender explained the details to refurbish the 2000 Sterling truck
47 is in tonight's packet. The question is: do we refurbish the old truck or contract out for plow services
48 using the State model and find someone willing to do that service? DPW Director Riendeau feels
49 confident that we can find someone for about \$21,000 but he needs guidance from the BOS. Vice
50 Chairman Federico moved to table this until Selectman Daniels arrives this evening.
51

52 After the agenda was complete, this item was untabled. Selectman Daniels asked if the list of items
53 for refurbishment is detailed. Mark Bender indicated the truck is burning oil; it needs body work and
54 paint due to rust issues. This is to keep it in service for a while. Selectman Daniels asked if it would
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1 be done all at once or piece meal? Mr. Bender thinks it would be better to do all of it at once. DPW
2 Director Riendeau said if the truck let's go, it will not run. It is an emergency vehicle in the winter.
3 It should be reliable. Chairman Fougere said if we do not refurbish this truck and we hire an outside
4 contractor for plowing it will cost about \$20,000. Mr. Riendeau said that it a rough number. Vice
5 Chairman Federico asked if it is not refurbished and we contract for plowing in the winter, will we
6 keep this truck until it dies? Mr. Riendeau said it is not dependable, but it could die at any time. It
7 could last two months or six months. The \$50,000 refurbishment does not correct everything. The
8 plow and hydraulic system costs as much as a truck. Vice Chairman Federico asked Mr. Riendeau
9 what he would prefer, refurb or a new truck? Mr. Riendeau said a new truck; he does not recommend
10 putting this amount of money into a vehicle this old. Chairman Fougere agreed it is a lot of money,
11 so is a new truck. We have to make a choice. Mr. Riendeau said this truck has a "throw-away" en-
12 gine, it cannot be rebuilt. Vice Chairman Federico has a hard time putting \$50,000 into a 20 year old
13 truck.
14

15 Selectman Putnam asked where the quotes came from? Mr. Riendeau responded he received quotes
16 on all of the parts. Mr. Bender asked if we could sell this old truck at auction, Mr. Riendeau respond-
17 ed that we could get maybe \$5,000. Selectman Daniels asked if we could put this as the top piece of
18 equipment on the warrant for 2018, and no other major equipment. Mr. Riendeau agreed that a sys-
19 tem should have been set up years ago, but has not been, and he has another truck that is 16 years old.
20 The back hoe for the transfer station also failed this year and needs replacement. There is only one
21 sidewalk plow. Selectman Putnam said the equipment rotation got messed up back in 2007 with the
22 recession. Chairman Fougere added that people were hurting, so we did not have a choice. Select-
23 man Putnam has a couple of mechanic friends he could ask to quote this refurbishment; he asked to
24 table this discussion to get their opinion. Altogether, this truck would be out of commission 3-4
25 months for the work to be done. At the next meeting, the Board should make a decision so that we
26 can get it out for work if that is the decision.
27

28 **6. DISCUSSIONS.**

29 **1) Update on the Labor Day Parade.** A letter to the BOS was received today from Milford Improve-
30 ment Team (MIT) who will assist with the Labor Day Parade. A committee has been established with the closing of
31 the VFW and there was a chance Milford could lose the parade. Volunteers were gathered to keep this tradition
32 going. They have met twice; if anyone is interested please notify MIT Director Wendy Hunt at 249-0676.

33 **2) Review of Ambulance Fees and Collections Update.** Ambulance Director Eric Schelberg provided
34 a memorandum requesting that the department increase their fees for five different areas of the service; this is based
35 on six other agencies that have raised their fees over the past few years. Selectman Daniels arrived at 6:05 p.m. The
36 average that was identified shows Milford is below on some of the fees. This request is to raise Basic Life Support
37 (BLS); Advanced Life Support Emergency (ALS1); Advanced Life Support Emergency (ALS2) and Advanced Life
38 Support – SCT. Mileage is also proposed to increase to \$14.25 per mile. With these increases, it would bring more
39 revenue for the town and will put Milford more in line with the average. Mr. Schelberg went on to explain there are
40 four categories of ambulance fees that we control. Federal and State programs cap at a certain amount that is
41 charge. The 40% we are not charging, include Medicaid and Medicare that are an industry standard. Selectman
42 Putnam has heard from a few people that had an ambulance ride but were never billed for it. Mr. Schelberg re-
43 sponded that he cannot speak to that unless they had insurance since they (insurance) might have paid the entire
44 amount. In some cases, the people might never see a bill.

45 Vice Chairman Federico said it is always good to look at the other side, for another person who is not insured,
46 what happens when they have a bill, what are the steps they go through to collect? For someone that does not have
47 insurance, how does it get to the write off committee? Mr. Schelberg responded that there are 30-day, 60-day and
48 90-day statements sent out after the initial bill. It states on the bill to contact the billing company. We also provide
49 them with an abatement form to complete to support why they will not be able to pay. The write off committee re-
50 views those applications and evaluates the requests and if applicable, they will write it off, reduce the bill or set up a
51 payment plan but it is up to the individual to request that information. They also need to return it in a timely fash-
52 ion. Selectman Daniels asked how the fee increases do not affect spiraling costs. Mr. Schelberg responded that he
53 does not know how to answer that; the difficulty is getting healthcare for all. As much as the ambulance department
54 is not a "business", it is a business but the department is trying not to impact the taxpayers as much as it can.

55 Selectman Putnam asked if there is any program at the State or Federal level to pick up the cost? Mr. Schelberg
56 responded there is nothing outside of Medicare and Medicaid. A 20% increase on top of the increase made in Feb-
57 ruary 2016 is huge, said Chairman Fougere. That is a lot of increase in 1.5 years. Chairman Fougere would like to
58 think about this; our costs have gone up. Mr. Schelberg added that the 2016 department budget was under spent.

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1 The 2017 budget is just under \$810,000. The revenue the department brings in does offset the expenses. Selectman
2 Putnam is looking to increase revenue to offset costs for taxpayers. The department should be able to support itself.
3 Selectman Putnam moved to table this discussion. Selectman Daniels seconded. All were in favor. Motion passed
4 5/0.

5 Mr. Schelberg provided an overview of how the ambulance department has been doing since the billing agency
6 started in 2015. In 18 months with this service, the service increased its volunteers and wanted to ensure the bills
7 got out in time. The billing agency is responsible for implementing the Medicare guide requirements and defending
8 any audits. They have met a 60% collection rate which is less than expected. A couple of issues have come up that
9 we are working on. We met on at least two occasions and will be meeting again in a couple of weeks. We have
10 issues that we feel can be worked out. The submissions are being done timely and we are looking at alternatives to
11 maximize the revenue coming in. Vice Chairman Federico asked for clarification on language which Mr. Schelberg
12 provided. Selectman Putnam asked how often does the write off Committee meet? Mr. Schelberg said we only
13 meet when we need to, and lets them know when he has information available. Selectman Putnam was the BOS
14 representative for that committee but the previous Town Administrator never would let him know when the meet-
15 ings were scheduled. Mr. Schelberg said he can notify Selectmen Putnam of upcoming meetings. Selectman Dan-
16 iels asked how much we have lost in revenue from items not having follow up? Mr. Schelberg said the random au-
17 dits are being done to follow up on just that, it is causing the department to be more thorough following up on bills.
18 Selectman Daniels asked how long is the contract? Mr. Schelberg said it is a three year contract. Chairman Fougere
19 said the monitoring should continue, if we are losing revenue we can bring it back in house or look at alternatives.
20 Mr. Schelberg responded that their fee is dependent on the revenues they collect.

21 **3) Fire Department Building Committee.** Mr. Bender said Fire Chief Kelly is putting together a
22 building committee for the Fire Department expansion. If you have interest in this, please see Fire Chief Jack Kelly.
23 Chief Kelly said he would like to have a small, manageable committee and include some staff members and public
24 participation. Chairman Fougere asked how soon a warrant article must be ready. Finance Director Jack Sheehy
25 said the sooner the better, by September at least, so it can be advertised.

26 **4) Board of Selectmen 2017-2018 Goals and Objectives.** Selectman Putnam would like to know if
27 this ambulance trend is just a “blip” or do we need to prepare to expand? Chairman Fougere said we could look at
28 the calls per month over the last 18 months or go back five years. Vice Chairman Federico indicated that the opioid
29 crisis has caused an increase in calls, so looking at the last 2-3 years might be helpful. Mr. Schelberg said the calls
30 are up because of the opioid crisis but the calls are also up because it is busier. Periodically, Mr. Bender gets up-
31 dates on the call volume throughout the year, this is used to make the list of accomplishments for the town. Select-
32 man Dudziak would like to work with Finance and Community Development to help implement their
33 objectives and also Human Resources for the Employee Handbook. Vice Chairman Federico wants to look at the
34 IT infrastructure; communications between buildings and such; we are paying at each end for Comcast so that the
35 buildings can talk to each other. If we run Fiber optics, there can be a cost savings. He would want Bruce Dicker-
36 son’s input to help with that. That would be a long term savings. He would have to check with Bruce on payback,
37 probably 2.5 years to get a full payback. Chairman Fougere asked about privatizing lawn maintenance and should
38 we look at that? Selectman Putnam thinks we already did that and it was about accountability with holidays, etc. A
39 contractor might provide service but there is no internal control to just have someone take care of an immediate
40 need. Selectman Daniels said with a contractor there can be penalties; he thinks we should get estimates at least to
41 look at it. Chairman Fougere said we could check the files on what was done before. One cost benefit of a mechan-
42 ic on site at DPW came up during budget season. Mr. Bender said we are able to do a lot of maintenance in house
43 but with newer equipment it gets more complex. Selectman Putnam was on the committee years ago that compared
44 these types of contractor work for the school and the town and having the mechanic on staff was much more expen-
45 sive. Selectman Daniels said it is difficult to get the goals outlined for the whole year, maybe we just prioritize
46 things that must be done in 2017. In ten years, Selectman Putnam said he has been on the BOS and we have never
47 completed all of the goals identified. Mr. Bender noted that at the end of the year, we summarize all that was ac-
48 complished for the Town Report.

49
50 **7. SELECTMEN’S REPORTS/DISCUSSIONS.**

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

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

53
54 **8. APPROVAL OF FINAL MINUTES.** The minutes of March 13, 2017 were reviewed. Selectman Putnam
55 moved to approve as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

56
57 **9. INFORMATION ITEMS REQUIRING NO DECISIONS.**

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 04/10/2017

1 **10. NOTICES.** Notices were read by Chairman Fougere.
2

3 **11. NON-PUBLIC SESSION.** Selectman Putnam moved to enter into non-public session at 7:50 p.m. Vice
4 Chairman Federico seconded. All were in favor. Motion passed 5/0. Selectman Putnam moved to unseal the non-
5 public minutes of March 13, 2017. Selectman Daniels seconded. All were in favor. Motion passed 5/0. Selectman
6 Putnam moved to approve one set of non-public minutes of March 13, 2017 as presented. Selectman Daniels se-
7 conded. All were in favor, with Selectman Dudziak abstaining. Motion passed 4/0/1. Vice Chairman Federico
8 moved to seal the minutes of the non-public session. Selectman Dudziak seconded. All were in favor. Motion
9 passed 5/0. After non-public session, Chairman Fougere announced that in non-public session the Board discussed a
10 legal issue, approved one set of non-public minutes of March 13, 2017 and made no other decisions.
11

12 **12. ADJOURNMENT:** Vice Chairman Federico moved to adjourn at 8:30 p.m. Selectman Putnam seconded. All
13 were in favor. Motion passed 5/0.
14
15

16 _____
17 Mark Fougere, Chairman
18

Kevin Federico, Vice Chairman

19 _____
20 Gary Daniels, Member
21

Laura Dudziak, Member
22

23 _____
24 Mike Putnam, Member
25