

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
February 26, 2024

PRESENT: Gary Daniels, Chairman Lincoln Daley, Town Administrator ZOOM
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
Paul Dargie, Member
Tim Finan, Member
Dave Freel, Member

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

Chairman Daniels called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. – Approval of Souhegan Valley Boys and Girls Club 5 K race – Holly Bly, Director of Development.

The Souhegan Valley Boys & Girls Club would like to host a 5K on Saturday October 12th, 2024. They provided a map of the route. They are expecting between 100 and 200 runners. They already discussed this with the Police Department and they will have about 15 volunteers helping at turns and crossing. They expect to start at 9:00 and be done by 11:30.

Ms. Bly and the Board discussed the route. Captain Frye will discuss the route with the Amherst Police Department.

Selectman Freel move to approve the Souhegan Valley Boys and Girls Club 5 K race for October 12, 2024. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

5:45 p.m. – Vachon Clukay 2022 Audit Review – Jarad Vartanian

Jarad Vartanian provided an overview of the 2022 Milford Town Audit. According to their opinion, the Town of Milford complied, in all material respects, with compliance requirements. They encountered no significant difficulties in dealing with management in performing and completing their audit. The Town remains in a solid position.

Lynn Coakley, Library Trustee Treasurer, clarified that the general fund adjustments to the library expendable trust amount and fair value were for accounting purposes only and don't impact the actual value of the funds. Mr. Vartanian said correct.

Katherine Kokko, a Milford resident, asked to what extent does the auditor look at compliance to the state law as it pertains to the co-mingling of funds. Mr. Vartanian explained the process. The co-mingling of funds doesn't prohibit pooled cash.

Selectman Freel move to approve the 2024 Vachon Clukay 2022 Audit Report. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

6:15 p.m. - Milford Emergency Operations Plan – Fire Chief, Ken Flaherty

Captain Flaherty submitted the Milford Emergency Operations Plan for the Boards review several weeks ago. Tonight's meeting is to answer any additional questions and finalize the submittal. Any changes will need to come before the Board.

Selectman Labonte move to approve the Milford Emergency Operations Plan. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

3. PUBLIC COMMENTS (items not on the agenda) –

56 Ms. Kokko previously asked the Town Administrator about our NHMA dues and how we are in compliance with
57 RSA 15-5, and hasn't receive a response yet. Administrator Daley said they would have a response by the end of
58 the week.

59
60 Michael Casey, a Milford resident, asked for clarification on the maintenance that has been occurring on Foster
61 Road that isn't being done by the town, but private citizens. Administrator Daley said there has been activity on
62 Foster Road and he has been in contact with the Police Department to understand the extent of it and take appro-
63 priate action to discover who the people are and make an effort to stop their activity out there.

64
65 **4. DECISIONS**

66 **a. CONSENT CALENDAR**

- 67 1. Approval of reimbursement from the NH Fish and Game Small Grant Program Habitat Restoration to the Mil-
68 ford Conservation Commission - \$4,000.
- 69 2. Approval of donations to the Granite Town Rail Trail Revolving Fund:
- 70 • 2024 Ghost Trail Rail Trail Race registrations - \$51,457 (half goes to Brookline Conservation.
 - 71 • Remaining monies from an Eagle Scout project from Leeman Hunter - \$157.00.
 - 72 • Donation from a sponsor for the 2024 Ghost Train Races - \$250.00
- 73 3. Approval of Annual Parade Permits
- 74 • Memorial Day – Monday, May 27, 2024
 - 75 • Labor Day – Monday, September 2, 2024
 - 76 • Veterans Day – Monday, November 11, 2024
- 77 4. Approval to re-appoint Bethany Haerincck and Patricia Nickerson as full members to the Recreation Commission
78 with terms expiring 2027.
- 79 5. Approval to re-appoint David Wheeler and Jason Plourde to the Traffic Safety Committee with terms expiring
80 2027.
- 81 6. Approval to hold the 35th Annual Milford Pumpkin Festival Scheduled for October 11, 12, and 13, 2024.
- 82 7. Approval of Property Tax Waiver Request for 429 Mason Road.
- 83 8. Approval of Light of the World Christian Church Annual Good Friday Crosswalk – March 29, 2024.

84
85 **Selectman Finan made a motion to approve the consent calendar. Seconded by Selectman Dargie. All were**
86 **in favor. The motion passed 5/0.**

87
88 **b. OTHER DECISIONS**

89 **1. Budget Transfer Request – Contractual Buildings**

90 Paul Calabria that is crossing funds. It is taking money from the general fund and placing it into a non-lapsing
91 fund.

92
93 **Selectman Freel made a motion to the Budget Transfer Request – Contractual Buildings. Seconded by**
94 **Selectman Labonte. All were in favor. The motion passed 5/0.**

95
96 **5. TOWN STATUS REPORT –**

97 **1. McLane and Goldman Dam Feasibility Study Update**

98 Town Staff met with NH Department of Environmental Services (NHDES) and the New England Water Infra-
99 structure Network to explore funding opportunities to update the 2014 Feasibility Study for the Removal of the
100 McLane and Goldman Dams and future funding for the actual removal of the dams. A pre-application needs to be
101 submitted to NH DES by June 2024 seeking funding to update the feasibility study. The aim of the study would
102 not to decide on removing or retaining these dams, but to provide updated information and facts for consideration
103 by the Town. A full presentation will be provided to the Board of Selectmen on March 25, 2024.

105 David Palance, a Milford resident, said we already did a Dam removal study in 2014, why should we do it again.
106 Administrator Daley said there is funding to update the study and assessing the Dams are very important. This is
107 a precursor to move forward to potentially remove the dams.

108 **2. Milford Master Plan Update**

109 Master Plan Update is scheduled to begin in late March, early April. Scope of work and forecasted timelines are
110 currently being reviewed. The Community Development Office and the Planning Board are seeking additional
111 vested individuals to volunteer to be on the Master Plan Advisory Committee. Members of Committee will play
112 an essential role in the facilitation and development of the Master Plan. Please contact Terrey Dolan at in the
113 Community Development Office.

114
115 Mr. Palance ask when will the people involved in the Master Plan reach out to the committees associated with the
116 Master Plan. Administrator Daley said this is a 20-month long process and there will be many opportunities with
117 engagement.

118
119 **3. Municipal Payroll Services**

120 Staff is still exploring opportunities to outsource payroll services with limited human resource administrative
121 functions to a third-party company. Our current contract expires December 2025.

122
123 Selectman Freel asked if we have and cost yet from other payroll services. Administrator Daley said yes and they
124 rang from \$30,000 to \$60,000 in services and there may be some savings.

125
126 There was additional discussion about the types of services needed.

127
128 **4. Milford Community Power/Standard Power Program**

129 Milford Community Power rates will become effective March 1st and will provide stable rates for 20 months, from
130 March 2024 to November 2025, and three options with more renewable energy for electricity customers up to
131 100%. Please visit www.MilfordCommunityPower.com for more information on the program.

132
133 On February 13th, the Town received a letter from the Department of Energy citing a formal complaint involving
134 the Milford's Community Power Aggregation plan and upcoming enrollment for residents and businesses. The
135 complaint involves the timing of March program start date and when the rates for the Town's Community Power
136 Plan were established and default rate offered by Eversource. The Town in consultation with Counsel and Standard
137 Power, issued a response letter to the Department of Energy on February 23rd disputing the complaint. We antic-
138 ipate a quick resolution.

139
140 **5. New Town Staff Additions**

141 We would like to welcome two new employees to Milford. Camille Pattison and Susan Mallett.

142
143 Ms. Pattison will join Milford as the new Community Development Director and brings many years of regional
144 planning and managerial experience to the Department. She most recently served as the Assistant Director of the
145 Nashua Regional Planning Commission.

146
147 Ms. Mallett will be succeeding Tina Philbrick as the Town Administrator/ Board of Selectmen Executive Assistant
148 who will be retiring after 11 years at the end of the month. Ms. Mallett brings many years of municipal and private
149 administrative support and experience to Milford. Prior to Milford, Ms. Mallett was the Land Use Coordinator for
150 the Town of New Ipswich and served in many executive assistant capacities for IBM.

151
152 Administrator Daley said he received comments back from NH Fish and Game on the AoT permit. He will be
153 meeting with our consultant and NH Fish and Game over the next week and should be able to finalize this by the
154 end of March.

155

156 **6. 2024 Town Administrator and Staff Goals & Objectives**

157 Administrator Daley presented his goals and objectives for 2024 after meeting with Department Heads. He will
158 bring this back after the Town vote.

159 **7. Board, Commission, Committee Volunteers**

160 The Town is actively seeking volunteers to serve on various boards, commissions, and committees. The following
161 is a list of current vacancies:

162

163 Zoning Board of Adjustments	2 alternate positions
164 Conservation Commission	2 alternate positions
165 Economic Development Advisory Council	TBD (January 2024) (looking for residents and business owners)
166 Recycling Committee	1 full-time position and 2 alternates
167 Planning Board	2 alternate positions

168

169 Volunteer applications can be found on the town’s website.
170

171 **6. SELECTMEN’S REPORTS/DISCUSSIONS 1:28**

172 **1. Policy Review**

173 **2000-08 Grant Application Procedure**

174 Chairman Daniels explained that this policy was amended on February 12, but after further review, we realized
175 that this policy had previously been rescinded in 2023. Tina Philbrick said she copied the wrong file and presented
176 this policy to the Board at their last meeting at which time they discussed it for another half hour not realizing it
177 was rescinded. He asked if the Board wanted to keep it as a repealed policy or amend it with the changes sug-
178 gested at the last meeting.

179
180 Selectman Labonte said it was repealed 4/1 and he was the one in favor of keeping it so he’s in favor of bringing
181 the policy back because he felt that they had a good discussion about it at the last meeting. Selectman Finan said
182 they should wait a year before making changes if the Board already made a decision and not bring things back
183 every couple of months.

184
185 Selectman Dargie was in favor of repealing it all along. There was no vote to make changes at the last meeting. It
186 was left up to the Town Administrator to change the wording. Administrator Daley said he didn’t make any
187 changes due to the discrepancy about the repealed policy.

188
189 There was additional discussion about grants and what needs to go before the Board. Ms. Kokko felt that the
190 grant discussion at the last meeting was very productive with good guidelines. If it’s not voted in now, at least
191 keep the notes for the next time the grant policy is discussed.

192
193 **Selectman Labonte made a motion to have the Town Administrator update the policy 2000-08 Grant Ap-
194 plication Procedure and bring it back at the next Board meeting. Seconded by Selectman Freel. All were
195 in favor. The motion passed 5/0.**

196
197 **2003-01 – Procedure to be followed in the establishment of New Positions**

198 Two words were changed and the Board recommended numbering the paragraphs instead of using bullets.
199

200 **Selectman Freel made a motion to approve policy 2003-01, Procedure to be followed in the establishment
201 of New Positions as amended. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**
202

203 **2006-02 – Policy on Hiring Process/criminal record check**

204 Remove the fee amounts to ensure that we don’t have to change it if the fees increase.
205

206 Selectman Labonte made a motion to amend policy 2006-02, Procedure to be followed in the establishment
207 of New Positions as amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

208
209 **2006-03 – Deductions from Salaries for Employees Exempt from Overtime pay requirements (safe harbor**
210 **policy)**

211 There was some discussion on the interpretation of who should or shouldn't be paid overtime. This policy hasn't
212 been reviewed by HR yet. Chairman Daniels suggested that HR review this before anymore discussion.

213
214 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

215 Recycling is changing the location of their meetings to the Community Development Conference Room. Same
216 week each month and same time.

217
218 The Board will be meeting on Monday at 5:00 to discuss the Downtown Improvement Plan.

219
220 **b) OTHER ITEMS (not on the agenda)**

221
222 **7. PUBLIC COMMENTS –**

223
224 **8. APPROVAL OF FINAL MINUTES – February 12, 2024**

225
226 Selectman Dargie made a motion to approve the final minutes of February 26, 2024 as amended. Seconded
227 by Selectman Labonte. All were in favor. The motion passed 5/0.

228
229 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

230
231 **11. NOTICES.** Notices were read.

232
233 **12. NON-PUBLIC SESSION – Selectman Labonte made a motion to go into non-public in accordance with**
234 **RSA 91-A3, II(a) Personnel and into non-public personnel (a) and RSA 91-A3, II(e) Legal. Seconded by**
235 **Selectman Free. All were in favor. The motion passed 5/0 at 7:47.**

236
237 **13. ADJOURNMENT: Selectman _____ moved to adjourn at _____. Seconded by Selectman**
238 **_____. All were in favor. The motion passed 5/0.**

239
240
241 _____
242 Gary Daniels, Chairman

243 _____
244 Tim Finan, Member

245 _____
246 Chris Labonte, Vice-Chairman

247 _____
248 Dave Freel, Member

249 _____
250 Paul Dargie, Member