MINUTES OF THE MILFORD SELECT BOARD MEETING
August 5th, 2026
FINAL

PRESENT:

Select Board	Town Staff:
Gary Daniels, Chairman	Lori Radke, Town Administrator (excused absence)
Tina Philbrick, Vice Chair	Samantha Pizzuti, Executive Assistant
Paul Dargie, Member	
Chris Labonte, Member	
Vanessa Sheehan, Member	

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS, PUBLIC SPEAKING INSTRUCTIONS AND THE PLEDGE OF ALLEGIANCE.

Chairman Daniels opened the public meeting at 8:00 a.m. with introductions of the Board Members. Chairman Daniels led with the Pledge of Allegiance and reviewed the public speaking instructions.

2. NON-PUBLIC SESSION

This Public Body may go into one or more non-public session(s) under NH RSA 91-A:3, II (a) Personnel.
Chairman Daniels asked for a motion to go into the non-public session under NH RSA 91-A:3, (a) Personnel. **Selectman Labonte made the motion to go into non-public session. Vice Chair Philbrick seconded the motion. The motion carried unanimously with a roll call vote of 5-0, with Selectman Dargie, Selectman Labonte, Selectwoman Sheehan, Chairman Daniels, and Vice Chair Philbrick all voting in the affirmative.**

The non-public session was entered in at 8:01 a.m.

The Board reconvened in public session at 9:10 am.

Chairman Daniels requested a motion to seal the August 5, 2026 non-public session minutes from the 8:00 a.m. meeting on the grounds of reputation. The Board made one decision during the non-public session. The motion to seal the minutes was made by Selectman Dargie and seconded by Vice Chair Philbrick. The motion passed unanimously, 5-0.

3. AGENDA

a. Approval to sell town-owned property located on South Street, Milford, New Hampshire identified as Tax Map 35, Lot 5.

Chairman Daniels introduced the matter of the Town-owned property located on South Street, identified as Tax Map 35, Lot 5. He noted that the Board had previously conducted two public hearings on the proposed sale and was prepared to consider a motion.

Vice Chair Philbrick moved to approve the sale of Town-owned land, Tax Map 35, Lot 5, to Bronco Real Estate LLC on behalf of Brennan & McKay Appliance, and to authorize the Community Development Director and Town Administrator to work with the purchaser to incorporate the Planning Board's recommendations into the transaction and take all actions necessary to complete the sale and facilitate the closing. The motion was seconded by Selectwoman Sheehan. Selectman Dargie recused himself. The vote was 4-0-1 in favor.

b. <u>Revised Contract with Resilience Planning & Design for Additional Master Plan Products – (Kyle Finnell, Community Development)</u>

Community Development Director Kyle Finnell presented an amendment for contracted services with Resilience Planning and Design. Director Finnell explained that the firm had completed the town's latest master plan update, Envision Milford 2035, which was funded through an appropriation of $100,000 in ARPA monies in 2021 or 2022. He noted that there was a remaining balance outstanding on the account. To expend all of the funds and avoid returning any money to the federal government, Director Finnell stated that he had explored the possibility of having additional products produced.

Director Finnell stated that, in consultation with the planning board chairs, three items were identified for the firm to complete to supplement the existing master plan that was adopted the previous March. He listed the three requested products:

- an executive summary consisting of a short 14-page summary of the document and process
- an implementation poster that would help with next steps
- appendices that would fit into the document

Director Finnell noted that the firm had quoted a budget of $5,000 to complete all the work, which would help expend the approximately $5,750 remaining in the account. He added that the remaining balance would afford the town a little bit of money to print some of the documents and have them available. Director Finnell stated that this would be the best use of the monies originally appropriated for the master plan, as the work was strictly related to the plan. He concluded that the contract would be to complete the three additional products in short order, estimating they could be finished in the next month or so.

Vice Chair Philbrick made the motion to approve the revised contract with Resilience Planning and Design for the master plan products and to duly authorize the Town Administrator to execute the contract. Selectman Labonte seconded the motion. The motion carried with a vote 5-0 in favor.

c. <u>Request to discuss Planning Board Appointment – (Tim Finan, Planning Board Chair)</u>

Planning Board Chair Tim Finan addressed the Board regarding its July 27 vote related to a Planning Board appointment. Mr. Finan stated that he had prepared a formal letter and wished to read it into the record. Chairman Daniels advised that reading the letter in full could require a non-public session if it contained information affecting an individual's reputation.

Mr. Finan cited NH RSA 673:1 and NH RSA 676:1, stating that land use boards are established and governed under state law and operate independently under their own adopted rules of procedure. He expressed concern that the Select Board's action was procedurally flawed, noting that the appointment was not listed on the agenda, no public notice was provided, and neither the Planning Board Chair nor Community Development staff had been notified in advance. He further stated that no effort had been made to determine the reason for the delay in the Planning Board's consideration of the applicant and that the Select Board had appointed the individual without conducting an interview or seeking a recommendation from the Planning Board.

Mr. Finan also expressed concern that no formal communication had been provided to the Planning Board following the vote. He cautioned that the action could create a precedent for appointments to independent boards without following established procedures. He reported that the

Planning Board had interviewed the applicant at its meeting the previous evening and voted 4-3 not to recommend the appointment. Mr. Finan urged the Select Board to reconsider its action.

Chairman Daniels responded that the applicant had been seeking appointment for an extended period and that concerns regarding the delay had been raised previously. He stated that the Select Board acted because the vacancy had remained unfilled for several months and believed it was appropriate to address the matter rather than leave the position vacant.

Vice Chair Philbrick stated that she agreed with Mr. Finan's concerns and believed the Select Board had not followed its customary appointment process, which historically included receiving a recommendation from the affected board before taking action.

Planning Board member Paul Amato questioned why the appointment had been brought forward under items not on the agenda and why the Planning Board had not been notified before the Select Board took action. He also asked why the candidate had not been interviewed by the Select Board prior to the appointment. Chairman Daniels responded that concerns regarding the delay in filling the vacancy had been raised previously and stated that Board members were already familiar with the applicant. Mr. Amato expressed concern that the normal appointment process had not been followed and noted that the Planning Board had not yet made a recommendation on the candidate.

Mr. Amato further stated that, during his many years of service on the Planning Board, candidates and even incumbent members seeking reappointment had routinely been interviewed by the Select Board. He questioned why that practice had not been followed in this case. Chairman Daniels replied that the applicant had been seeking appointment for an extended period and that the Select Board was familiar with the individual's background and interest in serving. Mr. Amato reiterated that the established process typically includes both a recommendation from the Planning Board and an interview by the Select Board before an appointment is made.

Planning Board Vice Chair Janet Langdell (resident, 122 Elm Street) questioned whether Chairman Daniels had contacted the Planning Board Chair or other Planning Board members to discuss the reason for the delay before the Select Board took action. Chairman Daniels stated that he had raised concerns regarding the length of time the vacancy remained unfilled but acknowledged that he had not specifically asked Planning Board leadership for the reasons behind the delay.

Ms. Langdell noted that the Planning Board had not been consulted prior to the Select Board's vote and expressed concern that the Board had departed from its established appointment procedures. She stated that the Select Board's customary process includes interviewing new candidates before making appointments and questioned why that step had not occurred in this instance.

d. Unanticipated Funds Acceptance and Appropriation of Unanticipated Revenues under $10,000 pursuant to NH RSA (31:95(b)):

Source	Amount	Purpose
Milford Rotary Club	$1981.62	Purchase of a Grill for the Milford Police Department for Community Events
Meridian	$0	Donation of professional services to consolidate past plans to better assist the EDAC Brox Industrial Land Sub-Committee

Milford Rotary Donation ($1,981.62): The Board considered a donation from the Milford Rotary for the purchase of a grill to be used for community events. After clarification regarding the intended department use, **Selectman Labonte moved to approve the purchase, and Vice Chair Philbrick seconded the motion. The motion passed unanimously, 5-0.**

Meridian Professional Services Donation ($0 value): The Board considered the acceptance of donated professional services from Meridian for the EDAC Subcommittee on Brox Industrial Lands. Selectman Labonte questioned why the donation was listed with a $0 value. Andrea Kokko, Chair of EDAC Subcommittee on Brox Industrial Lands, explained that Sam Foisey of Meridian donated his personal time to consolidate two Town-owned maps and did not assign a monetary value to the service. Vice Chair Philbrick noted that donations of time with no stated dollar value have been accepted by the Town in the past. **Selectman Labonte moved to approve acceptance of the donated services, and Selectwoman Sheehan seconded the motion. The motion passed unanimously, 5-0.**

The Board provided a public update regarding the recent technical issues experienced by the town. Chairman Daniels read the following statement.

"We have an update to provide regarding the July 15, 2026, technical issues experienced by the Town of Milford. Our staff have worked tirelessly to respond to this network incident and confirm that our systems were safe and secure before returning them online over the past three weeks. Although our investigation into the incident remains ongoing and will continue for several more weeks, we have been able to confirm that an unauthorized third party attacked the Town's network and was able to access some of our internal systems.

At this time, we do not have evidence that anyone's personal information has been acquired by this unauthorized party. Our investigation into this incident continues as we work to determine the full scope of the third party's actions. If our investigation determines that personal information was involved, we will notify individuals whose information was potentially involved directly. As we have previously noted, we have brought in third-party cybersecurity forensic experts who are working alongside our internal IT department to complete this investigation in order for our staff to continue providing services to our residents and maintaining ongoing Town functions. We will continue to provide updates as they become available to share.

***Again, we expect this investigation to remain ongoing for several weeks and will provide direct notification to individuals if personal information is determined to have been involved**.*

We want to provide our ongoing thanks to our residents, employees, and our Town and State partners for their continued support through this incident as we strive to continue serving the residents of Milford. More information will be released as it becomes available."

4. NON-PUBLIC SESSION

This Public Body may go into one or more non-public session(s) under NH RSA 91-A:3, II (e) Legal

Chairman Daniels asked for a motion to go into the non-public session under NH RSA 91-A:3, (e) Legal. Selectman Labonte made the motion to go into non-public session. Vice Chair Philbrick seconded the motion. The motion carried unanimously with a roll call vote of 5-0, with Selectman Dargie, Selectman Labonte, Selectwoman Sheehan, Chairman Daniels, and Vice Chair Philbrick all voting in the affirmative.

The non-public session was entered in at 9:40 a.m.

The Board came out of the non-public session out of 9:55 a.m.

Chairman Daniels stated the Board took one vote in the non-public session.

Selectman Dargie moved to seal the August 5th, 2026, 9:40 a.m. non-public session minutes pursuant to RSA 91-A, as the minutes pertain to the preparation for or carrying out of actions regarding terrorism. Vice Chair Philbrick seconded the motion. The motion passed unanimously, 5-0.

5. ADJOURNMENT

Chairman Daniels called for the adjournment for the meeting. **A motion to adjourn the public meeting was made by Selectman Labonte. Vice Chair Philbrick seconded the motion. The motion passed with a vote 5-0 in favor.**

The public meeting was adjourned at 9:57 a.m.

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Gary Daniels, Chairman	Tina Philbrick, Vice Chair
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Paul Dargie, Selectman	Chris Labonte, Selectman
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Vanessa Sheehan, Selectwoman	

Minutes were recorded by: Samantha Pizzuti, Executive Assistant

These meeting minutes were developed using a hybrid process of human note-taking and AI tools. An initial draft was generated from live meeting notes, Zoom AI transcripts, and summaries, which Executive Assistant Samantha Pizzuti subsequently reviewed and edited. All names, motions, votes, and specific details were manually verified against official Town records prior to final approval.