

TOWN OF MILFORD

OFFICE OF COMMUNITY DEVELOPMENT

Planning Zoning Building Safety Health

Economic Development Geographic Information Systems Active Projects

~ 2011 REPORT ~

The Office of Community Development is composed of several departments responsible for Town services involving planning and land use/development; administration and enforcement of the Milford Zoning Ordinance; building safety, inspections, and code compliance; health regulations and code enforcement; economic development initiatives and programs; project management of special capital improvement and environmental projects involving Town properties and infrastructure; and the management of geographic information systems (GIS). The Office mission is:

To fairly and effectively plan for and manage community change in accordance with the Milford Master Plan and the goals of the Board of Selectmen as set forth in the Town's land use, building, and health regulations, by providing professional advice, technical assistance, and enforcement in a fair and consistent manner to citizens, boards and commissions, departments, and regional agencies.

The Department provides support to the public in permitting for land use change applications, Zoning Board of Adjustment applications, and all building projects subject to applicable codes, regulations, and ordinances. The Community Development Department also provides technical and advisory support to the Planning Board, the Board of Selectmen, the Zoning Board of Adjustment, the West Milford Tax Increment Financing Advisory Board, the Capital Improvements Plan Citizens' Advisory Committee, the Community Facilities Committee, and the Economic Development Advisory Council. Staff people are also members of several working groups hosted by the Nashua Regional Planning Commission and state and national professional organizations, as well as interdepartmental committees charged with stormwater management, traffic safety, joint loss management, energy and conservation, and emergency preparedness and operations.

National and regional economic forces continued to impact the Milford economy during 2011 and actual new development and construction continued to mirror the slowdown in the construction industry both regionally and nationally. New construction permits issued in 2011 totaled 23, of which 15 were single-family residential and 8 were commercial. This compares to 19 total new construction permits issued in 2010 (17 single-family, 1 two-family, and 1 commercial). Although slight, the increase may reflect a trend toward a slowly improving economy as in 2009 the total new construction permits bottomed out at 14. As a means of comparison, in 2003 there was a total of 186 new construction permits issued. No new multi-family or senior housing/age-restricted housing has been built since 2005. The Office is hopeful that the development and construction economy has bottomed out and the Town will see gradual growth in residential construction necessary to support the economic health and vitality of the community. The construction industry is a foundation of the economy

providing jobs and revenue for the Town, and there are some positive indicators that the local construction industry will improve over the course of the next several years.

During 2011 several local industries began construction of building additions and expansions necessary to accommodate their growth, and the Office assisted in several tenant changes, remodeling, and expansions. The Office continues to meet with interested developers, property owners, and contractors regarding potential property development and indications are that there is cautious optimism that Milford provides a location and business climate for business expansion. New construction, built in accordance with the Town's Master Plan, comprehensive land use regulations, a regularly updated capital improvements plan, and infrastructure capacity, is essential to supporting the local economy and property tax base.

The corresponding slowdown in new subdivision and site plan applications presented to the Planning Board allowed Office staff additional time to provide support to the Planning Board in developing significant zoning changes and long-range initiatives focused on economic development balanced with meeting Town comprehensive planning to preserve community character, natural resource protection, and building a solid foundation for future development. More about these initiatives can be found further in this Report.

Office staffing levels remained level in 2011. An extremely capable and professional team comprised of William McKinney (Commercial Building Inspector/Code Enforcement Officer/Health Officer); Dana MacAllister (Residential Building Inspector/Code Enforcement Officer/Deputy Health Officer); Sarah Marchant (Town Planner/GIS Coordinator); Shirley Wilson (Administrative Assistant II); Lorraine Carson (part-time Land Researcher); Fred Elkind (part-time Conservation Coordinator and Stormwater Coordinator) and Director/Zoning Administrator Bill Parker handle the growingly complex responsibilities of managing land and building use for the Town. In June the Office welcomed Mindy Lavalée as the Building Department part-time Administrative Assistant. Ms. Lavalée was hired to fill the vacancy left by Kathryn Parenti. Thank you Kathy for your service to the Office. Additional staff support for the Health Department is provided by Eric Schelberg, Ambulance Director, who serves as a Deputy Health Officer.

Significant progress continued in 2011 to enhance database management, recordkeeping, permit tracking, and on-line internal capabilities, with an eye on further development and enhancement in 2012 to create greater public access to permitting processes, information, and resources. Particular effort will be paid to expand the offerings of the Office website as the comprehensive and functional 'go-to' resource for the public.

The following report highlights the work and accomplishments of the individual departments within the Office of Community Development.

Planning/Geographic Information Systems – Sarah Marchant, Town Planner/GIS Coordinator

The Planning Department is responsible for permitting of land use applications and developing and implementing long-range planning efforts that help manage the

Town's physical and natural environment. To that end the Department strives to increase communication, and work cooperatively with all Town departments and the public to effectively move ideas, applications, and projects through the Town permitting process.

As the economy slowly showed signs of improvement over 2011, applications for development increased slightly from 2010. Staff spent a significant amount of time and resources supporting long-range planning efforts initiated by the Board of Selectmen and Planning Board, including a broad public outreach campaign to facilitate future economic development in west Milford and encourage the expansion of both existing and new business to increase the tax base and bring jobs to Milford.

The Department provided staff support to the Planning Board on long-range planning efforts and regulatory/zoning changes in support of the Milford Master Plan in addition to development applications. Major projects included:

- Hosted a well attended Community Planning Work session.
- Creation of Zoning Code revisions in cooperation with the Board of Selectmen, TIF District and Conservation Commission to develop the proposed "Commerce and Community District", a commercial, industrial, mixed-use overlay district to master plan and encourage development of the BROX properties and surrounding vacant lands.
- Coordination of Zoning Code revisions in cooperation with the Land Use subcommittee of the Economic Development Advisory Council to develop the West Elm Street Gateway District.
- Coordination and development of two Economic Revitalization Zones in partnership with the State's Department of Resources and Economic Development (DRED) encouraging business facility and personnel expansion by offering tax credit against the business profits and enterprise taxes.
- Coordination of community wide E911 Re-Addressing in cooperation with Code Enforcement.
- Implementation and management of GIS Infrastructure System Mapping project, Task 1: Stormwater System Mapping in coordination with federal stormwater management compliance.
- Continued analysis and development of the Traffic and Transportation Chapter of the Master Plan update in conjunction with the State's 10 Year Plan, regional objectives, and local priorities.

The Department additionally provides ongoing support for the many volunteer committees of the Town, including the Community Facilities Committee, Capital Improvements Plan Citizens' Advisory Committee, West Milford Tax Increment Financing Advisory Board, Economic Development Advisory Council, Traffic Safety Committee, Stormwater Committee, and Zoning Board of Adjustment. The Town Planner and Community Development Director represent the Town in the Souhegan Valley Transportation Collaborative, the Downtown Ongoing Improvement Team, the Oval Area Improvements Team, the Greater Nashua Workforce Housing Coalition, Nashua Regional Planning Commission projects, the NH Planner's Association, the

American Planning Association, Northeast Arc Users and the Northeast Economic Development Association.

Special Projects / Economic Development - Bill Parker, Community Development Director/Zoning Administrator

The Office provides project management for many special projects that focus on infrastructure planning, community-wide development, and economic development. Major projects in 2011 included:

- • Management of federal transportation grants and coordination with the NH Department of Transportation, including:
 - the South Street Transportation Enhancement (TE) grant that provides funding for improvements to South Street from Union Square southerly to the railroad right-of-way, inclusive of pavement widening, new sidewalk construction, undergrounding and relocation of overhead utilities, and associated aesthetic improvements. Due to unanticipated delays originating from the NHDOT and the difficult and complex process of utility design and coordination, the project is tentatively scheduled to finally advertise for bids to begin construction in mid-late 2012, pending final easement acquisition from affected property owners and final NH Department of Transportation plan review and approval.
 - the Oval Area/Downtown Area traffic improvements, funded by federal programs intended to address traffic and pedestrian safety and congestion downtown on Nashua Street, Elm Street, the Oval, the Amherst Street/Mont Vernon Street/Grove Street intersections, and the Westside neighborhood of Lincoln/Union/Garden/Cottage Streets. Project planning is tentatively set to begin in late 2012, once the South Street project is underway, and will be funded by a 20% local (\$700,000)/80% federal (\$2.7 million) grant.
- Ongoing planning for the Fletcher Paint EPA site clean-up.
- Implementation of the annual capital improvements plan program.
- Coordination of the federal Congestion Mitigation Air Quality grant funding received in late 2011 to construct additional turning lanes and install signalization improvements at the Route 13 South/Emerson Road/Armory Road intersection.
- Ongoing coordination on the methodology and strategy associated with implementation of the Osgood Pond reclamation and wetland mitigation project.
- Coordination with the Recreation Department on Kaley Park improvements, including irrigation system, well, field construction, and parking for Phase II development
- Support for the Economic Development Advisory Council and ongoing economic development initiatives relative to streamlined permitting and

development processes; land use changes to encourage additional economic growth; and community branding and website development.

- Support for the Community Facilities Committee to meet its charge from the Board of Selectmen to develop recommendations for both a site and facility for a stand-alone ambulance facility.

***Zoning Enforcement and Compliance – Bill Parker, Community Development
Director/Zoning Administrator***

This Office provides the staff support necessary to fairly and effectively interpret and enforce the Town of Milford Zoning Ordinance. Involved in this work is assistance to the public on zoning issues and applications, administrative support to the Zoning Board of Adjustment, and investigation of zoning code violations. There were 20 variance and special exception applications submitted to the Zoning Board this past year dealing with a myriad of requests that required ‘relief’ from the Zoning Ordinance for property owners. Zoning compliance and enforcement is overseen by the Code Enforcement Officers, and as is noted in the next section, there were 46 zoning-related complaints received by the Office in 2011.

***Building Safety/Code Enforcement – William McKinney, Commercial Building
Inspector/Code Administrator***

2011 continued to show signs of improvement relative to new construction, although the majority of building permits issued continues to be for additions and renovations. The Building Safety Department remains very busy with permit requests for expansion, remodeling, alterations, electrical, plumbing, and mechanical installations, code compliance, and citizen complaint investigations. The Department conducted 1,347 inspections in 2011. Although improvements continue to be made to our internal operations, the key component to quick turn-around for permits remains the amount and accuracy of information provided by those applying to our office.

The 2009 edition of the International Codes remains in effect throughout the state of New Hampshire and applies to any new, renovation or alteration project that affects any structure or building system such as plumbing or mechanical (HVAC). All of the adopted codes are available to be viewed at the Building Safety Department, on our website, or can be purchased through the International Code Council (ICC) and most retail book stores.

The Department continued its dedication to the investigation and resolution of citizen complaints. The Department logged 186 complaints covering building (75), health (62), and zoning (46). Due to staff commitment and diligence, the Department maintained a resolution rate of complaints in excess of 90%. Several vacant properties were issued orders to remedy major building code or property maintenance code violations. This resulted in long term plans of action with some property owners and sadly, the removal of several structures. The Building Safety Department will continue addressing violations involving the growing issue of vacant properties.

Included in this year's report are the 2011 Building Safety Department Building Permits and Comparisons.

Respectfully,

Bill Parker, Community Development Director/Zoning Administrator

Community Development Statistics for 2011

	2011 YTD	% 2011 to 2010	2010 ACTUALS	2009 ACTUALS	2008 ACTUALS	2007 ACTUALS	5 Yr avg
PLANNING							
Site plans approved (existing sites)	5	71%	7	21	13	40	17
Site plans approved (new sites)	3	100%	0	2	6	3	3
TOTAL SITE PLANS APPROVED	8	114%	7	23	19	43	20
Site plans signed	6	60%	10	16	15	46	19
Subdivisions approved	4	133%	3	3	3	13	5
Lot line adjustments approved	3	300%	1	2	1	15	4
Condominium conversions approved	0	0%	0	0	0	17	3
TOTAL SUBDIVISIONS APPROVED	7	175%	4	5	4	45	13
Subdivision plans signed	5	167%	3	5	5	32	10
NEW LOTS CREATED (from date of plan signing)	5	45%	11	3	4	19	8
BUILDING							
C/Os for new residential construction	13	65%	20	26	26	32	23
C/Os to add a residential living unit unit	1						1
C/Os to remove/demo a dwelling unit (see below)	3	0%	0	1	0	0	1
C/Os for misc residential construction	103	86%	120	80	128	158	118
C/Os for new commercial construction	6	0%	1	4	4	3	4
C/Os for misc commercial construction	25	0%	31	33	41	19	30
C/Os for tenant changes	35	146%	24	23	22	16	24
TOTAL C/O'S ISSUED	186	95%	196	167	221	228	200
** 3 buildings demo'd removing 6 RLUs)							
TOTAL RES LIVING UNITS ADDED	8	40%	20	25	26	59	28
ZONING							
Special Exceptions granted	12	109%	11	19	15	33	18
Special Exceptions denied	3	300%	1	3	0	0	1
TOTAL SPECIAL EXCEPTION CASES	15	125%	12	22	15	33	19
Equitable waivers granted	1	33%	3	2	1	0	1
Variances granted	3	27%	11	8	13	13	10
Variances denied	1	100%	1	3	2	1	2
TOTAL VARIANCE CASES	4	33%	12	11	15	14	11
Extensions granted (not included in totals)	1						
ZBA TOTALS (Res 12 cases - C/I 8 cases)	20	74%	27	35	31	47	32

2011 MILFORD BUILDING DEPT
BUILDING PERMIT COMPARISON BY YEAR

	2011 YTD		2011 % of LY		2010		2009	2008	2007	5 Yr avg	2006	2005	2004	2003	2002	2001	10 Yr avg	2000
	Count	%	Count	%	Count	%	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
NEW CONSTRUCTION																		
Single family permits	15	88%	17		7		7	13	23	15	42	73	71	88	88	64	58	96
GMO issued permits (Reindec 3/6/10)	0		0		5		0	8	0	3	0	-	12	9	-	6	-	
Single family (55+)	0		0		0		0	0	4	1	0	-	-	-	-	-	1	-
Single family sub-total	15	88%	17		12		7	21	27	18	42	73	83	97	88	64	62	96
Two-family residential (GMO)	0	0%	1		0		0	2	-	1	-	-	-	-	-	-	27	-
Multi family	0	0%	0		0		0	0	0	0	0	16	54	16	-	90	27	-
Multi family (35+)	0	0%	0		0		0	0	0	0	0	48	-	-	-	-	14	-
Multi family (62+)	0	0%	0		0		0	0	0	0	0	-	25	-	-	-	-	-
Multi family (subsidized)	0	0%	0		0		0	0	0	0	0	-	-	-	-	-	-	-
Multi-family sub-total	0	0%	1		0		0	0	0	0	0	65	79	82	7	90	40	0
Commercial/Industrial sub-total	8	800%	1		2		2	3	3	3	6	14	9	7	6	5	7	11
Total new construction permits issued	23	121%	19		14		14	24	30	22	48	152	171	186	101	159	109	107
MISCELLANEOUS CONSTRUCTION																		
Misc residential (Includes SFR, Mfg, Multi)	132	101%	131		114		138	156	134	185	193	226	231	215	200	193	168	
GMO issued permits (Deleted in 2010)	-	-	-		3		2	3	3	1	1	Not tracked						
Additional Res dwelling units (RLU)	1	-	-		Not previously separated out		Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	Not tracked	
Accessory dwelling units (ADU)	0	-	0		3		0	0	0	1	ADU's not permissible							
Agricultural permits	1	33%	3		5		2	2	79	59	60	48	Not tracked					
Renewals for misc	19	31%	62		73		62	79	7	5	15	2	Not tracked					
Renewals for new construction	2	50%	4		8		6	6	7	5	10	2	Not tracked					
Demolition residential	7	117%	6		8		6	14	14	8	10	Not tracked						
Misc residential sub-total	162	79%	206		214		216	259	211	271	271	243	226	231	215	200	233	188
Mfg home replacements sub-total	1	50%	2		1		1	75	4	2	5	5	7	0	8	7	5	10
Misc commercial (demos included)	52	88%	69		45		45	75	69	60	36	41	41	49	45	0	45	36
Tenant changes	23	110%	21		21		19	10	Not tracked	21	Not tracked							
Renewals for misc & new construction	2	22%	9		7		7	10	2	6	4	Not tracked						
Misc commercial sub-total	77	87%	89		73		704	71	83	63	42	47	47	49	45	0	49	35
Work/construction w/o a permit (eff 6/07/10)	0	0%	2		Not tracked		Not tracked	Not tracked	Not tracked	-	Not tracked	-	Not tracked					
Total Miscellaneous building permits issued	240	80%	299		288		321	334	295	318	289	274	280	268	207	286	213	
OTHER PERMITS																		
Driveway	10	53%	19		14		20	27	18	34	58	70	81	67	65	53	78	
Electrical	198	106%	186		167		211	230	198	202	256	266	278	227	222	237	198	
Gas piping (eff 10/1/11 - only issued at MFD)	36	75%	43		52		34	0	34	0	0	0	0	0	0	4	0	
Lunkyard permitt	1	100%	1		1		1	1	1	1	Not tracked							
Mechanical (eff 10/1/11 - only issued at MFD)	83	63%	132		93		104	0	82	161	250	286	158	193	117	185	114	
Plumbing	67	93%	72		59		88	98	77	91	124	145	132	101	117	112	101	
Signs	85	95%	84		85		40	48	67	90	56	44	40	34	18	43	25	
Stormwater (effective 4/1/07)	12	150%	8		9		21	1	10	0	0	0	0	0	-	3	-	
Additional permit totals	487	89%	530		480		519	405	489	514	686	741	608	535	422	556	415	
Total permits	750	86%	868		792		864	769	807	890	1127	1185	1074	924	788	952	735	

2001 and 2000 figures taken from town report, not spreadsheets

Year	Count	10 Yr avg
1999	62	96
1998	72	61
1997	56	130
1996	31	167
1995	60	77
25 Yr avg	37	77

Community Development Budget and Comparisons for 2011

BUILDING 12301	2011 YTD		% OF YTD TO 2011 BUDGET	2011 BUDGET	2010 ACTUALS		2009 ACTUALS		2008 ACTUALS		2007 ACTUALS		5 Year avg	
	#s	\$'s	%	\$s	#s	\$'s	#s	\$s	#s	\$s	#s	\$s	#s	\$s
NEW CONSTRUCTION														
<i>Residential building permits issued</i>	15	10,821.20		Not budgeted separately	18	13,331.00	12	7,856.40	23	18,218.00	27	21,216.40	19	14,288.60
<i>Combind building permits issued</i>	8	4,210.25			1	499.50	2	3,995.00	3	1,775.00	3	7,365.00	3	3,546.95
MISC CONSTRUCTION & RENEWALS														
<i>Res/WHI building permits issued</i>	163	9,060.06			208	11,805.20	215	11,430.56	215	12,321.03	263	15,712.69	213	12,065.91
<i>Combind building permits issued</i>	54	15,670.50			68	19,797.50	73	6,296.00	85	20,798.50	71	13,381.50	70	15,188.80
<i>Tenant changes</i>	23	1,175.00			21	775.00	21	-	-	-	-	-	-	-
<i>Work w/o permits (effective 6.01.10)</i>		420.20				-	0	-	-	-	-	-	-	-
<i>Refunds (not reflected in Cash Receipts repts)</i>		(907.40)				-	-	-	(15.00)	-	-	-	-	-
SUB TOTAL - CONSTRUCTION STARTS	263	40,449.81	112%	\$ 36,000.00	316	\$ 46,348.20	302	29,467.96	326	53,097.53	364	57,675.59	314	45,407.82
MISC PERMITS														
<i>Driveway applications processed</i>	10	315.00	63%	\$ 500.00	19	510.00	14	570.00	20	600.00	27	855.00	18	570.00
<i>Electrical permits issued</i>	198	9,245.00	154%	\$ 6,000.00	186	7,140.00	167	5,510.00	211	8,030.00	230	7,675.00	198	7,520.00
<i>Gas piping (not issued in OCD after 10/1/11)</i>	36	-		\$ -	48	-	52	-	34	-	-	-	-	-
<i>Junkyard permits (not tracked prior to 2009)</i>	1	25.00	100%	\$ 25.00	1	25.00	1	25.00	1	25.00	-	-	-	-
<i>Mechanicals (not issued in OCD after 10/1/11)</i>	83	-		\$ -	132	-	93	-	104	-	-	-	-	-
<i>Plumbing permits issued</i>	67	1,650.00	110%	\$ 1,500.00	72	1,795.00	59	1,340.00	88	1,685.00	98	1,580.00	77	1,610.00
<i>Reinspection fees</i>	0	50.00	50%	\$ 100.00	0	250.00	0	450.00	0	250.00	0	50.00	0	210.00
<i>Sign permits issued</i>	80	2,375.00	95%	\$ 2,500.00	84	2,725.00	85	2,240.00	40	1,260.00	48	1,402.00	67	2,000.40
<i>Stormwater permits</i>	12	375.00	100%	\$ 375.00	8	325.00	9	525.00	21	625.00	1	25.00	10	375.00
<i>Refunds</i>		(70.00)				-	-	-	-	-	-	-	-	-
SUB TOTAL - MISC PERMITS ISSUED	487	13,965.00	127%	\$ 11,000.00	550	\$ 12,260.00	480	10,660.00	518	12,450.00	377	11,587.00	482	12,184.40
TOTAL BUILDING REVENUE	750	\$ 54,414.81	116%	\$ 47,000.00	866	\$ 59,068.20	782	40,127.96	844	65,547.53	741	69,262.59	797	57,684.22
PLANNING 11501														
PLANNING BOARD APPLICATIONS														
<i>Site Plan applications</i>	6	2,898.80		Not budgeted separately	7	7,009.40	25	5,355.25	20	22,119.30	21	8,036.25	16	9,093.80
<i>Subdivision applications</i>	8	2,025.00			5	2,000.00	6	1,995.00	4	4,104.41	23	21,170.08	9	5,520.10
<i>Abutter notification</i>		1,050.46				800.80		1,350.81		1,142.70		2,807.13		1,430.38
<i>Misc applications received (waiver, disc, grave)</i>	3	325.00			5	325.00	11	680.44	4	466.00	9	1,070.53	6	573.39
SUBTOTAL FOR APPLICATIONS	17	6,299.26			17	10,135.20	42	9,381.50	28	24,138.41	53	33,083.99	31	16,607.67
<i>Misc public hearings (Zoning chgs, regulations)</i>	8	-			8	-	10	25.00	7	-	8	-	8	5.00
<i>Refunds</i>		\$ -				\$ -		\$ -		\$ -		(3,175.00)		(3,175.00)
PLANNING BOARD REVENUE		6,299.26	79%	8,000.00		10,135.20		9,406.50		24,138.41		29,908.99		15,977.67
OTHER FEES														
<i>Recording fees</i>	0	-				60.61								
<i>Advertising reimbursement</i>	0	405.80	173%			113.20								
<i>Tax Mapping</i>	0	277.50	56%	500.00		330.00		90.00		330.00		1,395.00		484.50
<i>GIS requests</i>	0	500.00	500%	-		50.00		-		50.00		50.00		130.00
<i>Copies</i>	0	120.50	60%	200.00		535.48		251.50		616.00		722.00		451.10
PLANNING OFFICE REVENUE		\$ 1,303.80	186%	\$ 700.00		\$ 1,089.29		351.50		996.00		2,167.00		1,181.52
TOTAL PLANNING REVENUE		\$ 7,603.06	87%	\$ 8,700.00		\$ 11,224.49		9,758.00		25,134.41		32,075.99		32,075.99
ZONING 11511														
ZBA Applications submitted (refunds)	20	2,450.20	61%	4,000.00	32	2,874.00	37	4,338.20	37	3,147.50	36	3,554.50	32	3,272.88
TOTAL ZONING REVENUE	20	2,341.60	61%	\$ 4,000.00	32	\$ 2,874.00	37	\$ 4,338.20	37	\$ 3,147.50	36	\$ 3,554.50	32	\$ 3,251.16
<i>End of year Water & Sewer reimbursement</i>														
GRAND TOTAL		\$ 64,359.47	108%	\$ 59,700.00		\$ 73,166.69		54,224.16		93,829.44		104,893.08		71,394.94

Health Department

2011 was again very busy for the Milford Health Department. Responsibilities of health officers at local, state, and federal levels continue to evolve with education of both the public and personnel and disaster preparedness remaining high priorities.

Health-related complaints resulted in 62 investigations initiated in 2011 and resolution of all 62 complaints. In addition, 146 health-related inspections were conducted. Housing conditions, mold, and trash remain the most frequently reported. However, the Department continues to see hoarding situations that result in unhealthy environments for both residents and pets. Considerable time was also spent working with plan review and inspections for several new food service establishments.

Seasonal and H1N1 influenza, West Nile Virus (WNV), Eastern Equine Encephalitis (EEE) and Lyme Disease continue to be major public health concerns and we reaffirm that precautions such as covering coughs and sneezes, hand washing, and vaccination is the best way to limit the spread of influenza. Proper clothing with long sleeves and pants, as well as insect repellants with DEET are the best protection for West Nile Virus, Eastern Equine Encephalitis, and Lyme Disease.

With the continued tightening of federal and state budgets, the Milford Health Department is responding to more situations as the primary agency than in years' past. The most significant increase is in the environmental sector. With the Board of Health's blessing, Fred Elkind, Environmental Programs Coordinator, was brought on board as a Deputy Health Officer/Enforcement Officer. Mr. Elkind's primary responsibilities in his health capacity will be enforcement of the State of New Hampshire Shoreland Protection Act as well as the Town's federally mandated storm water regulations. These regulations pertain to any site excavation over 5,000 square feet, and all other practices that can affect storm water, surface water, and groundwater quality.

Information regarding these regulations, and other health-related information, can be found in the Community Development Office and on the Department website: <http://www.milford.nh.gov/town/community-development/health>.

In closing, I thank the Milford Board of Selectmen, whom also serve as the Board of Health, and Deputy Health Officers Dana MacAllister, Eric Schelberg, and Fred Elkind for their continued support, dedication, and assistance throughout the past year. I further thank the residents of the Town for the opportunity to again serve you and I look forward to a safe and healthy 2012.

Thank you,

William McKinney, Health Officer