

TOWN STATUS REPORT

December 11, 2023

1. **Transfer Station – Proposed Holiday Hours**

The Public Works Department is proposing to modify the Transfers Station’s hours of operation for holidays that fall on Mondays. The purpose and intent is to provide a three consecutive day holiday break for Transfer Station employees consistent with other non-emergency Town employees.

Please see attached memorandum from Public Works Director, Leo Lessard.

2. **Milford Downtown Oval Improvement Project (NHDOT – Milford #42470)**

The Milford Downtown Oval Improvement Project is well underway and advancing through draft engineering phase to preliminary design. The draft engineering study is nearing completion and will be submitted to NHDOT within the next two weeks. Once the engineering design is approved by NHDOT the project will be advanced the preliminary design.

The project is subject to the review of NH Division of Historical Resources (NHDHR) to determine potential impacts to cultural and historic resources within the project area. The Town and its consultant, VHB, are currently responding to recently received comments and will be submitting additional documentation next week to NHDHR and NHDOT for review. Lastly, the required environmental impact analysis pursuant to the National Environmental Policy Act (NEPA) is well advanced and nearing completion.

3. **Employee Benefits/Compensation**

The Compensation Committee will be presenting its findings and recommendations to the Board for review and potential implantation beginning 2024. Attached, please find the memorandum/summary report prepared by Human Resources Director, Karen Blow.

4. **Third Party Payroll Services Request for Proposal**

At the November 27th, the Board of Selectmen meeting was provided a draft Request for Proposal to outsource payroll services to a third party company. The purpose and intent would be to better understand if cost savings and improved operational efficiencies could be achieved by outsourcing the town’s payroll processes to a third party. The Board requested time to review the draft Request for Proposal for discussion at the December 11th meeting and possible issuance. Attached, please find the draft Payroll Services Request for Proposal for review/consideration.

5. **Town Department Transfer Requests**

Attached, please find the transfer request forms submitted by Department Heads exceeding \$10,000 for Board of Selectmen review. The submission of the departmental transfer request forms (when applicable) will be submitted on a monthly basis for review and approval by the Board.

6. **Mason Road Bridge Replacement Project (NHDOT 43115)**

The purpose of this agenda item is to award the contract bids for (1) the construction of the bridge and (2) construction inspectional services for the Mason Road Bridge Project. In addition, as part of the project, the Board will need to determine whether the project will include a temporary bridge adjacent to the existing bridge or closure of a portion of the Mason Road during construction.

As the Board may recall, the Town previously received \$1.5 million in state bridge aid from the NHDOT. The state aid funding is a reimbursement program and is subject to an 80%/20% split. The Town will be responsible for \$249,460 of the total cost.

The Town received a total of four bids to replace the Mason Road bridge ranging from \$1.3 million to \$1.6 million by the deadline date of November 8th. In addition to the request for construction services and as required by NHDOT, the Town also submitted a Request for Proposal for third party engineering inspection services. The Town received two bids by the November 17th deadline.

Attached please find the staff memorandum and related attachments from Public Works containing the bid information and recommended companies for construction and inspectional services for Board consideration and award. The memorandum also provides information and guidance to the Board related to construction process in involving the construction of a temporary bridge or road closure.

7. Board, Commission, Committee Volunteers

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

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| • Board of Adjustment | 2 Alternate Positions |
| • Conservation Commission | 2 Alternate Positions |
| • Economic Development Advisory Council | TBD (January 2024) |
| • Recycling Committee | 1 Full Time Position |
| • Planning Board | 2 Alternate Positions |

If you are interested in applying, please contact the Administration Office or visit the Town website at www.milford.nh.gov and download /complete the volunteer application.