



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

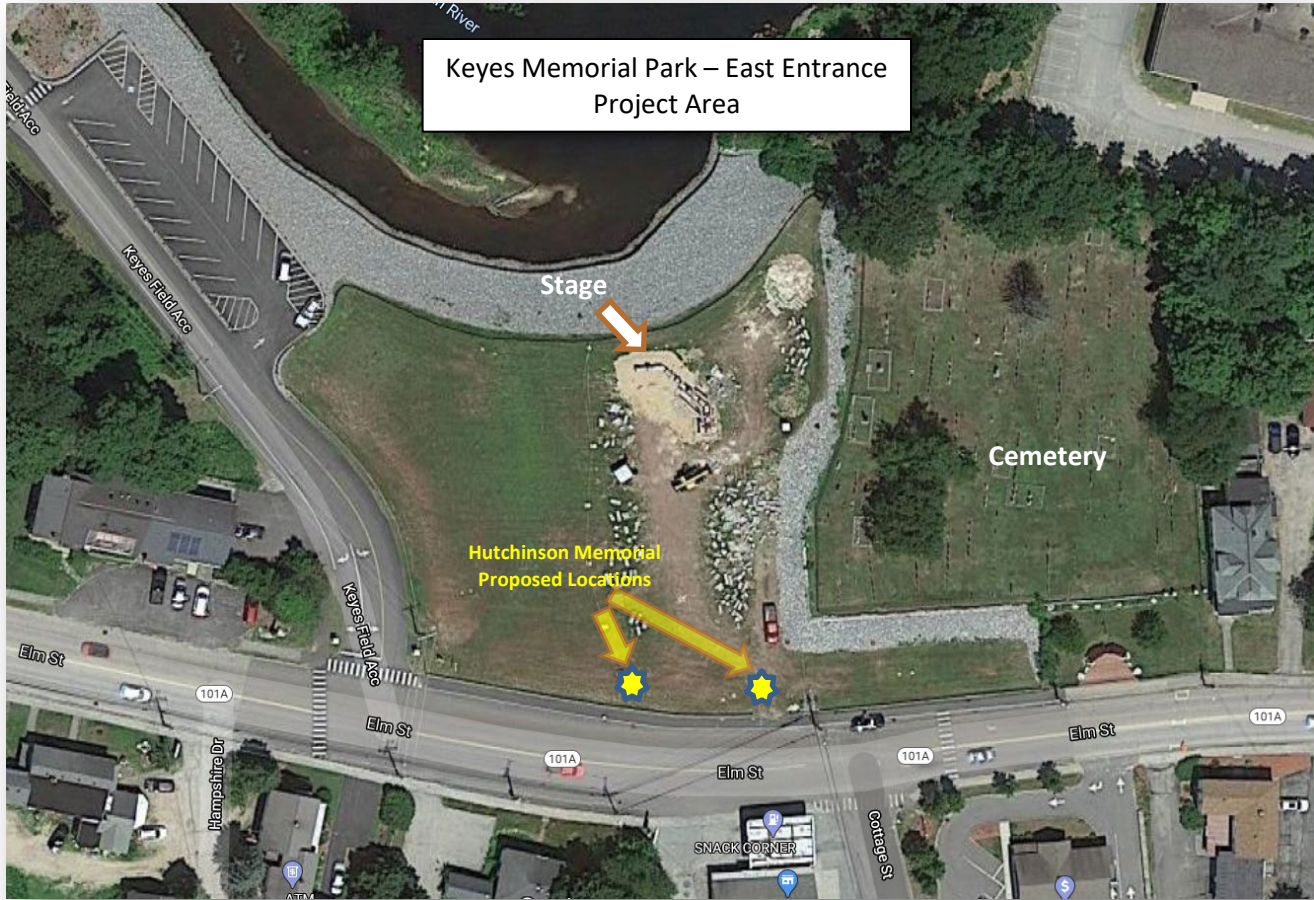
WEB: WWW.MILFORD.NH.GOV

Date: May 20, 2020
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Community Development Director
Subject: Hutchinson Family Memorial – Proposed Locations

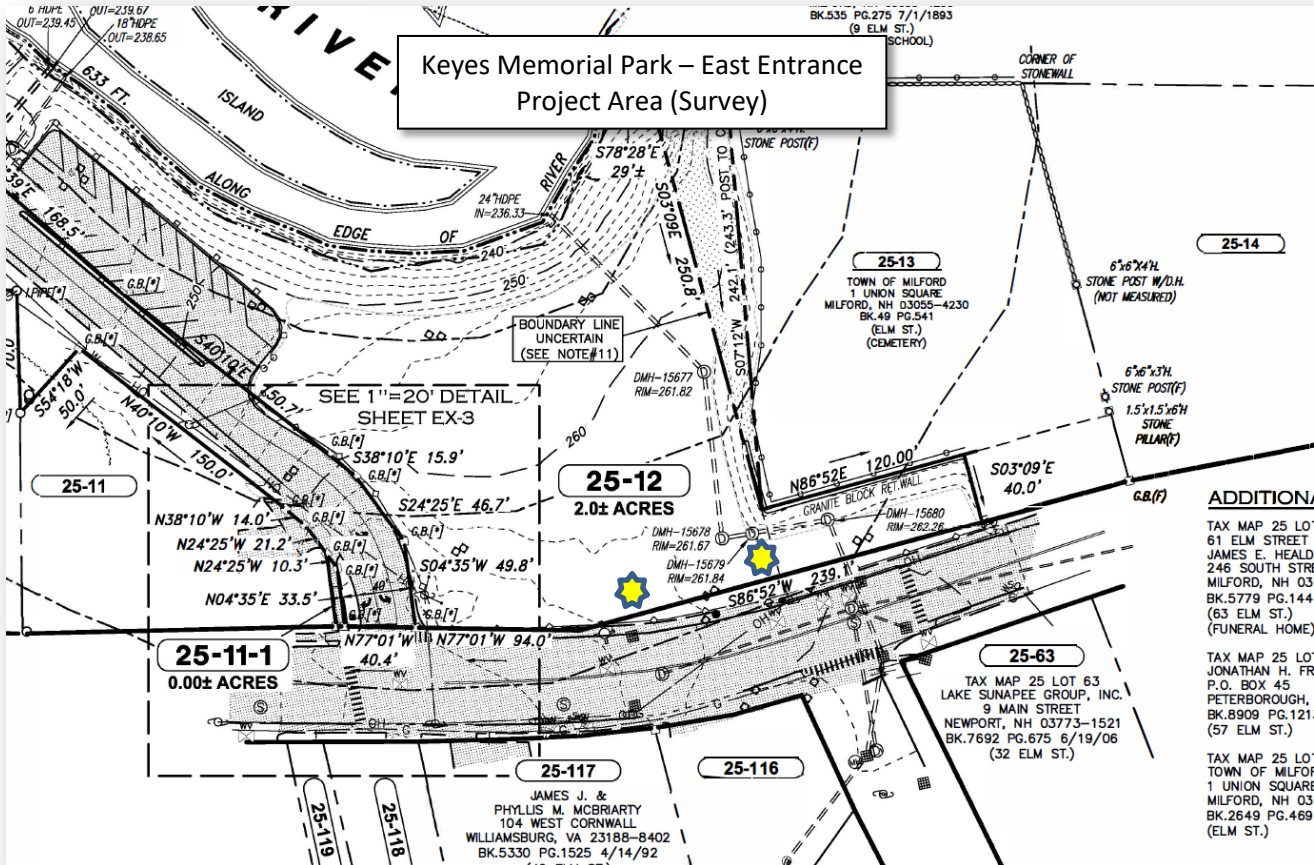
The purpose of this memorandum is to continue the discussion with the Board of Selectmen regarding the Hutchinson Memorial design and proposed locations.

Town Staff met with the members of the group involved the project at the Keyes Memorial Park – Entrance (former Fletcher Paint Superfund site) last Month to discuss possible locations. At the conclusion of the meeting, two potential locations were identified along the southern portion of the pocket park in proximity to Elm Street. Attached, please find photographs and informaiotn depicting the two proposed locations. Said locations were choosen based on accessibility and visibility from Elm Street and proximity to the existing performance stage.

Members of the group will be present to provide additional details and answer questions.



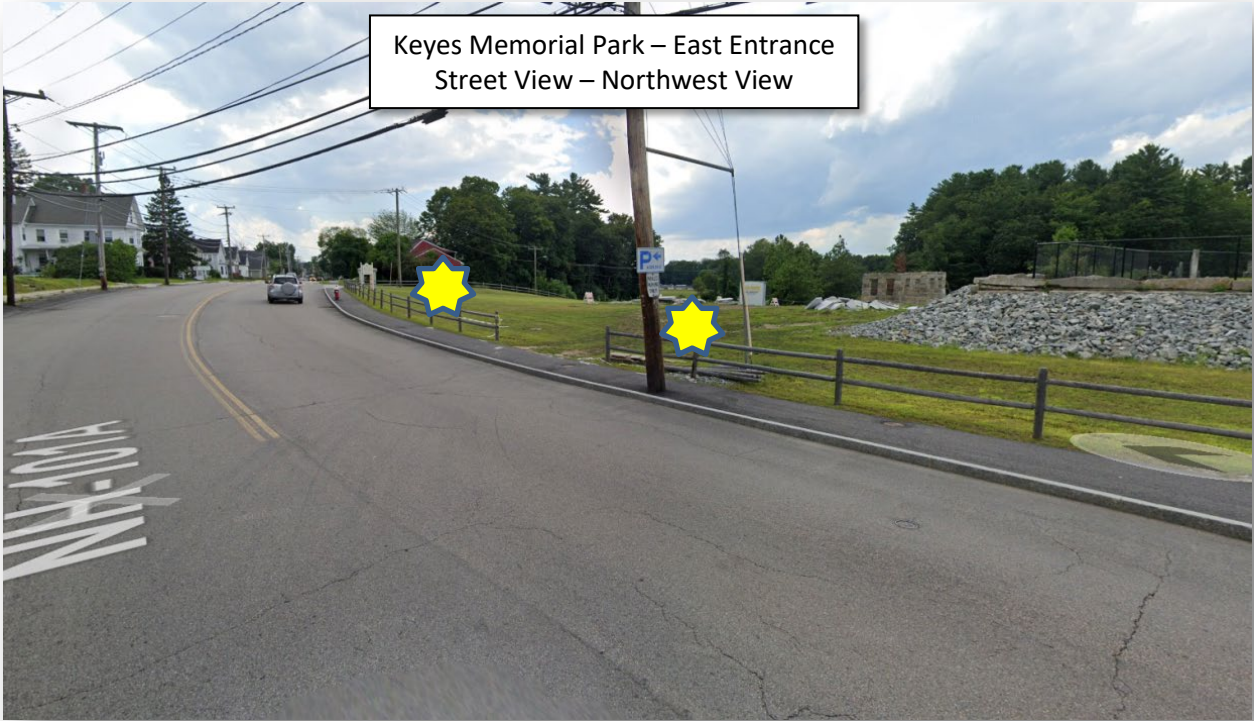
Keys Memorial Park – East Entrance
Project Area



Keys Memorial Park – East Entrance
Project Area (Survey)

ADDITIONAL
TAX MAP 25 LOT 61 ELM STREET JAMES E. HEALD 246 SOUTH STRM MILFORD, NH 03 BK.5779 PG.144 (63 ELM ST.) (FUNERAL HOME)
TAX MAP 25 LOT JONATHAN H. FR P.O. BOX 45 PETERBOROUGH, BK.8909 PG.121 (57 ELM ST.)
TAX MAP 25 LOT TOWN OF MILFOR 1 UNION SQUARE MILFORD, NH 03 BK.2649 PG.469 (ELM ST.)

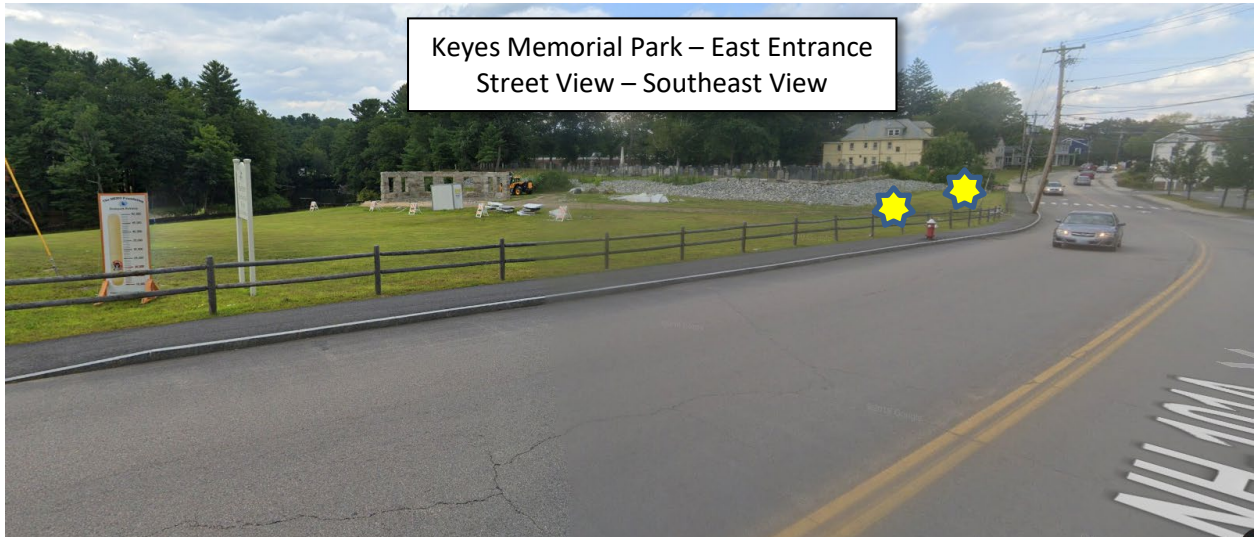
Keyes Memorial Park – East Entrance
Street View – Northwest View



Keyes Memorial Park – East Entrance
Street View – Northern View



Keyes Memorial Park – East Entrance
Street View – Southeast View



5:40 Approval of Residences in Industrial or Commercial Zone

Memorandum

To: Board of Selectman

From: Marti Noel Assessor

Date: 5/26/2020

Re: Residences in Industrial or Commercial Zone – For Approval (1)

I have reviewed the applications and I recommend that the Board of Selectman **approve** the attached list of applicants for Residences in a Industrial or Commercial Zone for the tax year 2020.

MAP/LOT	ADDRESS	PROPERTY OWNER	ZONE	DATE RECEIVED
29-99	205 SOUTH ST	Thomas Doucet, Susan Proctor, Linda Kellman, Kathleen Rowe	C	4/10/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/26/2020
PAUL DARGIE		5/26/2020
LAURA DUDZIAK		5/26/2020
CHRIS LABONTE		5/26/2020
DAVID FREEL		5/26/2020

75:11 Appraisal of Residences. –

“I. The owner of record of any residence located in an industrial or commercial zone may apply on or before April 15 of each year to the selectmen or assessors for a special appraisal of the residence for that year, based upon its value at its current use as a residence...If any owner shall satisfy the assessing officials that the owner was prevented by accident, mistake or misfortune from filing said application on or before April 15, the officials may receive the application at a later date and classify the residence under this section; but no such application shall be received after the local tax rate has been approved by the commissioner of revenue administration for that year”.

II. The assessing officials shall notify the applicant on a form provided by the commissioner of revenue administration no later than July 1, or within 15 days if the application is filed after July 1, of their decision to classify or refusal to classify the applicant's residence by delivery of such notification to the applicant in person or by mailing such notification to the applicant's last and usual place of abode.

III. Prior to July 1 each year, the assessing officials shall determine if previously classified residences have been reapplied or have undergone a change in use. A list of all classified residences and their owners in each town or city shall be filed by the respective assessing officials each year. Such list shall be part of the inventory and subject to inspection as provided in RSA 76:7.

VI. The selectmen or assessors shall make such a special appraisal of any eligible residence whose owner correctly applies in accordance with paragraph I, and shall assess the tax for that year on that special appraisal.

Memorandum

To: Board of Selectman
CC: John Shannon
From: Marti Noel, Assessor
Date: May 26, 2020
Re: Elderly Exemption - For Approval
72:33 Application for Exemption or Tax Credit.
For Approval (1 new application, 1 Change of Status)

No person shall be entitled to the exemptions or tax credits provided by RSA 72:28, 29-a, 30, 31, 32, 35, 36-a, 37, 37-a, 37-b, 38-b, 39-b, 62, 66, and 70 unless the person has filed with the selectmen or assessors, by April 15 preceding the setting of the tax rate, a permanent application therefore, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption or tax credit is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption or tax credit is first claimed, or, in the case of financial qualifications, that the applicant is duly qualified at the time of application...”.

72:34 Investigation of Application and Decision by Town Officials.

On receipt of an application provided for in RSA 72:33 or RSA 72:38-a, the selectmen or assessors shall examine it as to the right to the tax exemption, tax deferral or tax credit, the ownership of the property listed, and, if necessary, the encumbrances reported.

May request true copies of any documents as needed to verify eligibility. Unless otherwise provided for by law, all documents submitted with an application or as requested, as provided for in paragraphs I and II, and any copies shall be considered confidential, handled so as to protect the privacy of the individual, and not used for any purpose other than the specific statutory purposes for which the information was originally obtained. All documents and copies of such documents submitted by the applicant shall be returned to the applicant after a decision is made on the application.

II. For those exemptions having income or asset limitations, the assessing officials may request true copies of any documents as needed to verify eligibility. Unless otherwise provided for by law, all documents submitted with an application or as requested, as provided for in paragraphs I and II, and any copies shall be considered confidential, handled so as to protect the privacy of the individual, and not used for any purpose other than the specific statutory purposes for which the information was originally obtained. All documents and copies of such documents submitted by the applicant shall be returned to the applicant after a decision is made on the application.

III. The assessing officials shall grant the exemption, deferral, or tax credit if:

- (a) They are satisfied that the applicant has not willfully made any false statement in the application for the purpose of obtaining the exemption, deferral, or tax credit; and**
- (b) The applicant cooperated with their requests under paragraph II, if it applies.**

The documentation needed to verify eligibility is as follows:

IRS Federal Form 1040
NH Interest & Dividends Tax Return
Annual 1099 Social Security Statement(s)
All Other 1099 Statements
Property Tax Inventories from other Towns/States/Communities

72:40-b Publishing Prohibited.

The names of persons receiving an exemption under RSA 72:39-b (the Elderly Exemption) shall not be printed in any list for publication except as required under RSA 74:2

The following is a **new** applicant for the 2020 tax year. The application was received late due to difficulties of getting paperwork completed during the coronavirus crises. Statute does allow for the BOS to approve applications received after April 15 due to “accident, mistake or misfortune”, which this would clearly qualify under. I recommend that the Board of Selectman **approve** the attached list of applicants for Elderly Exemption for the tax year 2020.

File #	Exemption Amount	Assessed Value	Date of Application	Code		Code By Age
121	26,100	26,100	5/7/2020	Eld 4	Override	Eld3

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/26/2020
PAUL DARGIE		5/26/2020
LAURA DUDZIAK		5/26/2020
CHRIS LABONTE		5/26/2020
DAVID FREEL		5/26/2020

Change of Status:

The following is a **change of status** applicant for the 2020 tax year where the applicant has recently placed the home in a trust. The applicant has already been approved for elderly exemption for the 2020 tax year, this is merely the paperwork that acknowledges the ownership in trust while the applicant has demonstrated that there is still beneficial ownership on behalf of the elderly applicant. I recommend that the Board of Selectman **approve** the attached list of applicants for Elderly Exemption for the tax year 2020.

File #	Exemption Amount	Assessed Value	Date of Application	Code		Code By Age
1063	165,000	233,300	2/26/2020	Eld3		Eld3

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/26/2020
PAUL DARGIE		5/26/2020
LAURA DUDZIAK		5/26/2020
CHRIS LABONTE		5/26/2020
DAVID FREEL		5/26/2020

5:45 place holder - Peter

To: Bradford E. Cook

Subject: Input for *The Select Committee on 2020 Emergency Election Support* to Consider

Date: May 7, 2020

Dear Mr. Cook,

I would like to thank you, your committee and staff for supporting our efforts to ensure New Hampshire has a successful election under very difficult circumstances.

My name is Pete Basiliere. Since 2008 I have been Milford's Town Moderator and School District Moderator. Milford has one polling place, the Middle School gym, and almost 12,000 registered voters.

As a citizen and moderator, my paramount goal is to provide a safe, secure and trustworthy election.

To accomplish that goal, my primary concern as a moderator is to figure out how to make the space needed to host a trustworthy election that enables registered voters, election workers and observers to safely participate. My secondary concern is finding ways to minimize the amount of additional work being placed on our town/city clerks and supervisors of the checklist.

Think about ballot boxes and ballot machines for a moment. In the pre-pandemic days, the required floor space for a ballot box, moderator and three voters was about 4' wide by 12' long, or 48 square feet. Today, with social distancing, we will need a space about 6' wide and 24' wide, or 132 square feet. Three times larger.

The impact on space dictated by best practices for a safe, trustworthy election means that, for the September primary at the least, the state, cities and towns need to minimize the people who vote in person and the election personnel needed at the polls.

Note, too, that a significant increase in space required for the supervisors, the check-in workers, the booths, the ballot boxes and the Return to Undeclared table will translate into real costs: money spent cleaning before during and after the election as well as the money needed to utilize and/or rent additional physical space on site or at a new location

Cognizant of the Select Committee's charge, I'd like to comment on "funding" topics first and "non-funding" topics second.

I recommend that:

1. The state conducts a postcard mailing to every physical mailing address and Post Office box advocating the use of absentee ballots and, for new voters, absentee registration. The piece would have clear and concise instructions on how to request an absentee ballot from the clerk in their town or city. The mailing would be similar to the one with COVID-19 advice that was produced by the federal government two months ago in that it is sent to every mailbox.

Spectrum Mailing (Manchester NH) provided a quote for a postcard mailer sent to the 6,840 homes and post office boxes in Milford. "I could offer an 11" x 5.5" self-mailer (oversized postcard) for \$.45 each. That would include design, print, address, data, and postage (everything needed for such a mailing)." I imagine the price for a statewide mailing would be less.

Other mailing companies within the state might be able to do this project. Just be wary of very low prices that may not include postage (Spectrum's quote does include postage) or additional manual labor by town clerk staff.

2. The state provides cleaning supplies, protective shields and signage to be used in the polling places. The state should also provide ample marking pens or pencils for every voter, so none have to be shared.

Alternatively, the state should negotiate bulk purchase prices for these items that can be used by every city and town regardless of size. In either option, the State must ensure sufficient supplies, shields and signage are available at least two weeks before the September election.

3. The state reimburses the extra costs of cleaning and disinfecting the polls before the election, on election day and after the election results have been announced. The reimbursement would be for either the direct town employee labor costs or the cost of a professional cleaning service hired for this purpose. A cleaning service may be the best option for towns and wards that use private facilities for the election.
4. Although not necessarily CARES funding, the state must supply 8.5" x 11" ballots, duplex printed, to save on printing costs, postage costs and - importantly - to ensure the Accuvote machines don't choke on them.

Duplex printing is used at local elections by many towns, so voters are used to the idea. Each side of the ballot would have a bold statement to the effect "Turn Ballot Over to Complete Voting." Election workers would remind the voter to mark both sides of the ballot.

A corollary is to mail absentee ballots in 9" x 12" envelopes. While the envelope cost is higher, the postage per ounce is no greater. (Postage is the highest cost of any mailing.) By not folding and stuffing letter-size (#9 and #10) envelopes, the clerks in towns with hundreds and thousands of absentee ballot requests save hours and hours of work.

Regarding non-funding topics, I lend my support to these points:

1. To the greatest extent possible, recording the receipt of absentee ballots should take place before Election Day, September 8th. I suggest that this processing is conducted in a public meeting on either Wednesday, September 2nd or Thursday, September 3rd.

Participants in person would be the clerk, an assistant clerk and the moderator. Audio and video coverage must be widely available and provide the ability for an observer to challenge an absentee voter. Absentee voter ballots received after the public processing would only take place on Election Day.

This change must not only apply to paper checklist towns but also to towns and wards that are testing ePoll books. For those polling places, of which Milford is one, both the paper checklist and the ePoll book would be marked in advance.

In no case would the ballot envelope be opened before the posted time on Election Day. In every case, the outer envelope, any correspondence from the voter, and the sealed ballot envelope will be securely stored until they are delivered to the polling place.

2. The affiliation of any Undeclared voter, previously registered or newly registered on Election Day, is automatically returned to Undeclared by the Supervisors of Checklist after Election Day.

This eliminates the need for an area that is, at a minimum of 6' wide by 18' long for one book with the clerk and 2 people in line to, in Milford's case, 24' wide by 42' long, to have four books with four clerks and 6 voters in line.

4. The State should provide clear guidance, and in some cases dictate mandatory behavior, that will ensure a clean polling place. Guidance would include defining safe distances inside and outside of the polling place and the use of protective clothing and shields.

Topics must also include whether voters and workers must wear facemasks and/or other articles of clothing while in the polls or waiting outside the door, what to do if those items are a form of electioneering if worn inside the polling place, what to do if the facemask does not cover their mouth and nose, and whether it is acceptable to 'throttle' or limit the number of people (voters, workers, observers and media) in the polling place at one time (and how to determine that number).

5. Reduce the number of booths required by factoring in a high absentee voter turnout. Most booth systems are connected, meaning the booths are not free-standing. The law says a booth must be up to 3' wide, meaning that if every other booth is empty the voters are still about 4' apart shoulder-to-shoulder. Anything less than an actual 6' separation will cause many voters to worry and for some to refuse to use a booth and then post on social media about unsafe conditions at the polls.

I recommend changing the base number of booths on the assumption that 40% of registered voters will participate in person. For Milford, that would be a change from 12,000 voters and 80 booths (at the normal 1:150 booths to registered voters) to 4,800 voters-in-person and 32 booths.

Alternatively, the booth requirement could be changed from 1:150 to 1:300 for September. For Milford, that would be a change from 80 booths to 40 booths. The recommendation enables polling places to use the area typically used for the existing booths plus additional aisle widths, depending on their layout.

Bear in mind that, in Milford's example, eight more booths (40 vs. 32) means six more booths separated by 6' each means 48' more linear space is required.

6. For towns and wards that have two people at a book (one from each party; one checking in and one handing out the ballot), enable them to have one clerk to check-in voters at each book with a common location to pass out ballots.

We have successfully and efficiently done this in Milford for well over a decade. The number of volunteers required by towns and wards that use two people per book will be halved. Only two people are needed to hand out the ballots to voters who have checked in.

Bear in mind that at the November election several polling places will have party observers who want to stand near a check-in book.

The space required for each book is smaller. That space is easier to clean and disinfect. And the overall length needed to spread out socially distant books is reduced. But the big advantage is the fewer people who must work at the polls.

Please consider including the "non-funding" input the Select Committee has received within your final report. In the meantime, please feel free to contact me with any questions or comments you or other committee members may have.

Respectfully Submitted,

Pete Basiliere

Milford Town Moderator and School District Moderator

(m) 603.361.6040

(e) moderator@milford.nh.gov

4. a) 1) Request for Acceptance for Expenditure of Unanticipated funds under RSA 21-P:43 (set of 3)

5/26/20

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

(1) **The acceptance for expenditure of unanticipated funds under Title I of the The State and its Government Section 21-P:43 for the following:**

\$374,299.00 Coronavirus Relief Fund Grant

Funding from the Governor's Office for Emergency Relief & Recovery up to a maximum allowable of \$374,299 (re: COVID related) for the Town of Milford
No match is required.

(2) **The acceptance of gifts of property under RSA 31:95-e for the following:**

5/26/20

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

(1) **The acceptance for expenditure of unanticipated funds under Title I of the The State and its Government Section 21-P:43 for the following:**

\$160,000.00 CARES Grant
Funding from the CARES Grant (re: COVID related 1st Responder Stipends)
No match is required.

(2) **The acceptance of gifts of property under RSA 31:95-e for the following:**

\$156,240.00
\$42,840.00 A
\$47,880.00 F
\$65,520.00 P

5/26/20

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

(1) **The acceptance for expenditure of unanticipated funds under Title I of the The State and its Government Section 21-P:43 for the following:**

\$25,000.00 HSEM Grant
Funding from the Homeland Security Emergency Management Fund (re: COVID related Overtime for NH State Police support at the DMV)
No match is required.

(2) **The acceptance of gifts of property under RSA 31:95-e for the following:**

TITLE I THE STATE AND ITS GOVERNMENT

CHAPTER 21-P DEPARTMENT OF SAFETY

Homeland Security and Emergency Management

Section 21-P:43

21-P:43 Appropriations and Authority to Accept Services, Gifts, Grants, and Loans. – Each political subdivision may make appropriations in the manner provided by law for making appropriations for the ordinary expenses of such political subdivision for the payment of expenses of its local organization for emergency management. Whenever the federal government or any federal agency or officer offers to the state, or through the state to any of its political subdivisions, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, commissioner, or such political subdivision, acting with the consent of the governor and through its executive officer, city council, or board of selectmen, may accept such offer, subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. Whenever any person, firm or corporation offers to the state or to any of its political subdivisions services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of emergency management the state, acting through the governor, or such political subdivision, acting through its executive officer, city council, or board of selectmen, may accept such offer, subject to its terms.

Source. 2002, 257:7, eff. July 1, 2002.

4. a) 2) Request for Approval of 2020 Tax Warrant

MEMORANDUM

To: Board of Selectmen
Cc: John Shannon

From: Kathy Doherty, Tax Collector

Date: May 21, 2020

Subject: 2020 Preliminary Tax Warrant

The first real estate tax billing has been processed for 2020 with a net sum of \$20,894,466.97.

Bills are scheduled to be mailed May 29, 2020 with a due date of July 1, 2020.

Please sign the attached warrant authorizing me to collect the committed taxes.

Respectfully,

Kathy Doherty

WARRANT
PROPERTY TAX LEVY
STATE OF NEW HAMPSHIRE

HILLSBOROUGH, ss:

TO: Kathy Doherty, Collector of Taxes for the Town of Milford, in said County:

In the name of the State, you are hereby directed to collect the first half year 2020 property taxes in the list herewith committed to you amounting in all, to the gross sum of **Twenty One Million Seven Thousand Forty Eight Dollars and 73/100 [\$21,007,048.73]** less abatements [Veterans Credits] in the amount of **One Hundred Twelve Thousand Five Hundred Eight One Dollars and 76/100 [\$112,581.76]** for a net sum to be collected in the amount of **TWENTY MILLION EIGHT HUNDRED NINETY FOUR THOUSAND FOUR HUNDRED SIXTY SIX DOLLARS AND 97/100 [\$20,894,466.97]** and with interest at the rate of two and one half (2.5%) percent per annum from 1 July 2020 on all sums not paid on or before that date.

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$1500 or more.

Given under our hands and seal at Milford, New Hampshire this 26th day of May, in the year of our Lord, Two Thousand and Twenty.

Chairman

Vice-Chairman

Selectman

Selectmen of Milford, New Hampshire

Selectman

Selectman

4. a) 3) Request for Approval of Yield Tax Levy Map 3 Lots 10 & 11

**ORIGINAL WARRANT
YIELD TAX LEVY
May 26, 2020
THE STATE OF NEW HAMPSHIRE**

Hillsborough

TO: COLLECTORS NAME, Collector of Taxes for Town of Milford, NH 03055 , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$175.37** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Milford, NH 03055

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

DATE SIGNED: May 26, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Andrew Gardent Krista Vincent 10 Edward St Wilton, NH 03086	3-10 & 3-11 ROW	19-303-04-T	\$175.37

TAX DUE DATE: June 25, 2020 TOTAL YIELDTAX: \$175.37

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

4. a) 3) Request for Approval of Yield Tax Levy Map 3 Lots 10 & 11

TOWN: Milford, NH 03055
 COUNTY: Hillsborough
 OWNER: Andrew Gardent
 OWNER: Krista Vincent
 ADDRESS: 10 Edward St
 ADDRESS: Wilton, NH 03086

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 3-10 & 3-11 ROW
 OPERATION #: 19-303-04-T
 DATE OF BILLING: May 26, 2020

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE		RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS		
WHITE PINE	\$75.00	\$175.00			\$100.00		0.33	\$ 108.00	15.000		
HEMLOCK	\$0.00	\$0.00			\$0.00		0.33	\$ -			
RED PINE	\$0.00	\$0.00			\$0.00		0.33	\$ -			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.33	\$ -			
HARD MAPLE	\$0.00	\$0.00			\$0.00		0.33	\$ -			
WHITE BIRCH	\$0.00	\$0.00			\$0.00		0.33	\$ -			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00		0.33	\$ -			
OAK	\$0.00	\$0.00			\$0.00		0.33	\$ -			
ASH	\$0.00	\$0.00			\$0.00		0.33	\$ -			
SOFT MAPLE	\$0.00	\$0.00			\$0.00		0.33	\$ -			
BEECH/PALLET/TIE LOGS	\$0.00	\$0.00			\$0.00		0.33	\$ -			
BOX PINE	\$0.00	\$0.00			\$0.00		0.33	\$ -			
OTHERS:	\$0.00	\$0.00			\$0.00		0.33	\$ -			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.17	\$ 0.17		180.000	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$15.00		\$7.00	0.33		\$ 10.31		10.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

TOWN / CITY OF: Milford, NH 03055
COUNTY OF: Hillsborough
CERTIFICATION DATE: May 26, 2020

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Andrew Gardent Krista Vincent 10 Edward St Wilton, NH 03086	WHITE PINE	15.000			\$108.00	\$1,620.00	\$162.00	
	HEMLOCK	0.000			\$0.00	\$0.00	\$0.00	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$0.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 3-10 & 3-11 ROW	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	COL. # 9)
	OAK	0.000			\$0.00	\$0.00	\$0.00	
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$0.00	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$175.37
# 3 <u>OPERATION NUMBER</u> 19-303-04-T	SPRUCE & FIR		0.00		\$ -		\$0.00	\$0.00
	HARDWOOD & ASPEN		0.00		\$ -		\$0.00	\$0.00
	PINE		0.00		\$ -		\$0.00	\$0.00
	HEMLOCK		0.00		\$ -		\$0.00	\$0.00
	BIOMASS CHIPS		180.00		\$ 0.17		\$30.60	\$3.06
	HIGH GRADE SPRUCE		0.00		\$ -		\$0.00	\$0.00
	CORDWOOD			10.00		\$ 10.31	\$103.10	\$10.31
						\$1,753.70	\$175.37	

4. a) 4) Request for Approval of Yield Tax Levy Map 3 Lot 12

**ORIGINAL WARRANT
YIELD TAX LEVY
May 26, 2020
THE STATE OF NEW HAMPSHIRE**

Hillsborough

TO: COLLECTORS NAME, Collector of Taxes for Town of Milford, NH 03055 , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$683.10** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Milford, NH 03055

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

DATE SIGNED: May 26, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Andrew Gardent Krista Vincent 10 Edward St Wilton, NH 03086	3-12	19-303-07-T	\$683.10

TAX DUE DATE: June 25, 2020 TOTAL YIELDTAX: \$683.10

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

4. a) 4) Request for Approval of Yield Tax Levy Map 3 Lot 12

TOWN: Milford, NH 03055
COUNTY: Hillsborough
OWNER: Andrew Gardent
OWNER: Krista Vincent
ADDRESS: 10 Edward St
ADDRESS: Wilton, NH 03086

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #: 1
MAP & LOT #: 3-12
OPERATION #: 19-303-07-T
DATE OF BILLING: May 26, 2020

<i>SPECIES</i>	<i>LOW MBF</i>	<i>HIGH MBF</i>			<i>RANGE DIFFERENCE</i>	<i>RATING %</i>	<i>STUMPAGE VALUE *</i>	<i># BOARD FEET IN THOUSANDS</i>			
WHITE PINE	\$75.00	\$175.00			\$100.00	0.33	\$ 108.00	31.000			
HEMLOCK	\$20.00	\$75.00			\$55.00	0.33	\$ 38.15	3.000			
RED PINE	\$0.00	\$0.00			\$0.00	0.33	\$ -				
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.33	\$ -				
HARD MAPLE	\$150.00	\$275.00			\$125.00	0.33	\$ 191.25	2.000			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.33	\$ -				
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.33	\$ -				
OAK	\$200.00	\$360.00			\$160.00	0.33	\$ 252.80	10.000			
ASH	\$0.00	\$0.00			\$0.00	0.33	\$ -				
SOFT MAPLE	\$0.00	\$0.00			\$0.00	0.33	\$ -				
BEECH/PALLET/TIE LOGS	\$0.00	\$0.00			\$0.00	0.33	\$ -				
BOX PINE	\$0.00	\$0.00			\$0.00	0.33	\$ -				
OTHERS:	\$0.00	\$0.00			\$0.00	0.33	\$ -				
<i>TONS & CORDS</i>	<i>TONS LOW</i>	<i>TONS HIGH</i>	<i>CORDS LOW</i>	<i>CORDS HIGH</i>	<i>TONS</i>	<i>CORDS</i>	<i>RATING %</i>	<i>STUMPAGE VALUE TONS *</i>	<i>STUMPAGE VALUE CORDS *</i>	<i>#TONS</i>	<i>#CORDS</i>
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.17	\$ 0.17		268.000	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.33	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$15.00		\$7.00	0.33		\$ 10.31		40.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

TOWN / CITY OF: Milford, NH 03055
COUNTY OF: Hillsborough
CERTIFICATION DATE: May 26, 2020

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
<u>NAME OF OWNER</u>	<u>SPECIES</u>	<u>NUMBER OF BOARD FEET IN THOUSANDS</u>	<u>NUMBER OF TONS</u>	<u>NUMBER OF CORDS</u>	<u>STUMPAGE VALUE</u>	<u>TOTAL ASSESSED VAL.</u>	<u>TAX AT 10 %</u>	
Andrew Gardent Krista Vincent 10 Edward St Wilton, NH 03086	WHITE PINE	31.000			\$108.00	\$3,348.00	\$334.80	
	HEMLOCK	3.000			\$38.15	\$114.45	\$11.45	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
<u>ACCOUNT OR SERIAL #:</u> 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	2.000			\$191.25	\$382.50	\$38.25	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT <u>MAP & LOT NUMBER</u> 3-12	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	(TOTAL OF COL. # 9)
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	
	OAK	10.000			\$252.80	\$2,528.00	\$252.80	
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$0.00	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
						TONS	CORDS	
# 3 <u>OPERATION NUMBER</u> 19-303-07-T	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		268.00		\$ 0.17	\$45.56	\$4.56	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			40.00		\$ 10.31	\$412.40	\$41.24
						\$6,830.91	\$683.10	

4. a) 5) Request for Approval of Yield Tax Levy Map 7 Lot 10

ORIGINAL WARRANT

YIELD TAX LEVY

May 26, 2020

THE STATE OF NEW HAMPSHIRE

Hillsborough

TO: COLLECTORS NAME, Collector of Taxes for Town of Milford, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$54.78**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Milford

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

DATE SIGNED: May 26, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Ryefield Properties, LLC 186 Granite St Manchester, NH 03101	7/10	19-303-09-T	\$54.78

TAX DUE DATE: June 25, 2020 TOTAL YIELDTAX: \$54.78

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

4. a) 5) Request for Approval of Yield Tax Levy Map 7 Lot 10

TOWN: Milford
COUNTY: Hillsborough
OWNER: Ryefield Properties, LLC
OWNER:
ADDRESS: 186 Granite St
ADDRESS: Manchester, NH 03101

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #: 1
MAP & LOT #: 7/10
OPERATION #: 19-303-09-T
DATE OF BILLING: May 26, 2020

<i>SPECIES</i>	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
HEMLOCK	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
RED PINE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
HARD MAPLE	\$150.00	\$275.00			\$125.00	0.00	\$ 150.00	0.415			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OAK	\$200.00	\$360.00			\$160.00	0.00	\$ 200.00	1.505			
ASH	\$80.00	\$200.00			\$120.00	0.00	\$ 80.00	0.305			
SOFT MAPLE	\$70.00	\$150.00			\$80.00	0.00	\$ 70.00	0.170			
BEECH/PALLET/TIE LOGS	\$20.00	\$50.00			\$30.00	0.00	\$ 20.00	1.725			
Hickory	\$20.00	\$50.00			\$30.00	0.00	\$ 20.00	0.095			
Cherry	\$150.00	\$275.00			\$125.00	0.00	\$ 150.00	0.425			
<i>TONS & CORDS</i>	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.00	\$ -		583.440	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$15.00		\$7.00	0.00		\$ 8.00		6.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

TOWN / CITY OF: Milford
COUNTY OF: Hillsborough
CERTIFICATION DATE: May 26, 2020

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Ryefield Properties, LLC 0 186 Granite St Manchester, NH 03101	WHITE PINE	0.000			\$0.00	\$0.00	\$0.00	
	HEMLOCK	0.000			\$0.00	\$0.00	\$0.00	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
ACCOUNT OR SERIAL #: 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.415			\$150.00	\$62.25	\$6.23	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 7/10	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	
	OAK	1.505			\$200.00	\$301.00	\$30.10	
	ASH	0.305			\$80.00	\$24.40	\$2.44	
	SOFT MAPLE	0.170			\$70.00	\$11.90	\$1.19	
	BEECH/PALLET/TIE LOGS	1.725			\$20.00	\$34.50	\$3.45	
	OTHERS :	0.095			\$20.00	\$1.90	\$0.19	
	OTHERS :	0.425			\$150.00	\$63.75	\$6.38	
				TONS	CORDS			\$54.78
# 3 OPERATION NUMBER 19-303-09-T	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		583.44		\$ -	\$0.00	\$0.00	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			6.00	\$ 8.00	\$48.00	\$4.80	
						\$547.70	\$54.78	

4. a) 6) Request for Approval for LGBTQ Pride Display on June 27th and June 28th.

To: Town of Milford
Board of Selectmen
1 Union Square
Milford, NH 03055

From: Paul Dargie
136 Prospect St
Milford, NH 03055

Date: May 19, 2019

Re: Request for LGBTQ Pride Display on June 27th and June 28th

This June is the 51st anniversary of the Stonewall riots that occurred in New York City in 1969, which are recognized as the start of the Gay Pride movement. In honor of this event, June is established as Pride month in many jurisdictions. Milford has celebrated Pride month for each of the past two years, and this request is to continue this recognition for a third year.

This year's celebration will be similar to the previous two years in that the request is to hang pride flags on the bandstand on the oval for a weekend. It will be different in that unlike the previous two years, there will be no gathering on the oval this year due to the covid-19 distancing regulations.

I am requesting permission to hang rainbow Pride flags on the Oval bandstand from early in the morning on Saturday June 27th to the end of the day on Sunday June 28th. The display will be very similar to last year's display which is shown below.



4. b) 1) MACC Base By-Laws, Town of Milford's Recommendation

Milford Area Communication Center Board of Governors BY-LAWS

ARTICLE 4

The principal office of the governing board in the State of New Hampshire shall be located in the Town Hall in Milford, County of Hillsborough, State of New Hampshire or at such other place as the governing board may designate or as the business of the governing board may from time to time require.

Changed “ARTICLE 1” to “ARTICLE I”

Explanation: Change to Roman numeral for consistency

ARTICLE II

MEMBERS:

The members of the governing board shall be those individuals appointed by the Selectmen and/or any subcommittee to which such authority has been delegated of the member towns to participate and serve as members of the governing board for the terms indicated herein. Such appointments will be made in writing to the Director for presentation to the sitting Board.

GOVERNING BOARD:

1) General Powers:

The business and affairs of the communication facilities created by the Inter-municipal Agreement for the provision of communications between the towns of Milford, Mont Vernon and Wilton shall be managed by the Governing Board. The Governing Board shall, in all cases, act as a board and they may adopt such rules and regulations for the conduct of their meetings as they deem proper so long as the same are not inconsistent with these by-laws or the laws of the State of New Hampshire.

2) Number, Tenure and Qualifications:

The number of members of the governing board shall be equal to the number of member towns subscribing to the above-mentioned agreement. Each town shall be entitled, pursuant to the foregoing provisions, to appoint a resident or employee of that town to the governing board which appointment shall be made to coincide with the calendar year by the Board of Selectmen of the respective member town. This shall not preclude any member from succeeding himself or herself if duly appointed and qualified. In the event a member has not been appointed, any single member of the Board of Selectmen may serve. The Town of Milford representative shall have two votes in all matters. The Town of Wilton representative shall have one vote in all matters. The Town of Mont Vernon representative shall have one vote in all matters.

Milford Area Communication Center Board of Governors
BY-LAWS

3) Regular Meetings:

The regular meetings of the Governing Board shall be held on a monthly Basis on a date and time to be determined by the board.

4) Special Meetings:

Special Meetings of the Governing Board may be called by or at the request of the Director or by or at the request of at least two (2) of the members of the Governing Board qualified to vote. The person or persons authorized to call special meetings of the Governing Board may fix the place for holding any special meeting of the Governing Board called by them provided the same is located in one of the towns which are members of the written Agreement.

5) Notice:

Notice of any special meeting shall be given at least ten (10) days prior thereto by written notice mailed personally to each member of the Governing Board at his/her mailing address and at their respective Town Hall, which notice shall contain the subject matter of the proposed meeting. Notice of any Regular Meeting, along with the agenda for that meeting, shall be given to each Governing Board member and that member's Town Hall at least four days prior to the meeting date.

Added: Notice of any Regular Meeting, along with the agenda for that meeting, shall be given to each Governing Board member and that member's Town Hall at least four days prior to the meeting date

Explanation: Add requirement to post the agenda when the meeting notice is posted.

6) Manner of Acting:

~~At any meeting of the Governing Board greater than fifty-one percent (>51%) of the Board Members qualified to vote shall constitute a quorum for the transaction of business, but if less than said number is present at a meeting a majority of the Governing Board present may adjourn the meeting from time to time without further notice unless the purpose of said meeting is the amendment of By-Laws in which case the procedure set forth below in Article VII, shall prevail. A simple majority shall be required to affirmatively pass any resolution before said Governing Board.~~

At any meeting of the Governing Board, Board Members qualified to vote, who in the aggregate hold greater than fifty percent (>50%) of the votes, shall constitute a quorum for the transaction of business. No meeting shall be conducted without a quorum in attendance.

Changed paragraph to:

At any meeting of the Governing Board, Board Members qualified to vote, who in the aggregate hold greater than fifty percent (>50%) of the votes, shall constitute a quorum for the transaction of business. No meeting shall be conducted without a quorum in attendance.

Explanation: Clarify that a "majority" is based on the aggregate votes exceeding 50%, not on the number of Governing Board members present. Also clarifies that no meeting shall be conducted without a quorum in attendance

Milford Area Communication Center Board of Governors
BY-LAWS

7) Removal of Members:

A member may not be removed except by an action authorized by the Board of Selectmen and/or the said subcommittee of the town that the respective member represents. Notification of such removal shall be made in writing to the Director for presentation to the sitting Board. A new appointment to the Board of Governor's shall be made by the respective Board of Selectmen as in Article 2II.

Changed "ARTICLE 2" to "ARTICLE II"

Explanation: Change to Roman numeral for consistency

8) Resignation:

Any Board member wishing or needing to resign shall provide a letter of resignation to the Governing Board and to the Board of Selectmen and/or the said subcommittee of the town that the member represents at least thirty (30) days in advance.

ARTICLE IV

OFFICERS:

There shall be no officers of the communication facility, but the Governing Board shall appoint or hire an administrator a Director who shall be elected by the governing board and who shall serve at the pleasure of the Governing Board.

Change paragraph to:

There shall be no officers of the communication facility, but the Governing Board shall hire a Director who shall serve at the pleasure of the Governing Board.

Explanation: Clarifies that a Director shall be hired.

1) Duties:

The Director shall be the principal executive officer of the communications facilities and, subject to the control of the members Governing Board, shall in general supervise and control all of the business and affairs of the corporation. He/she shall, when present, participate at all meetings of the members of the Governing Board but shall have no vote. He/she shall in general perform all duties specified in the Job Description incident to the office of the Director and such other duties as may be prescribed by the Governing Board from time to time.

Change paragraph to:

The Director shall be subject to the control of the Governing Board, shall supervise and control all of the business and affairs of the corporation. He/she shall, when present, participate at all meetings of the members of the Governing Board but shall have no vote. He/she shall perform all duties specified in the Job Description of the Director and such other duties as may be prescribed by the Governing Board from time to time.

Milford Area Communication Center Board of Governors
BY-LAWS

Explanation: First paragraph states that there shall be no officers, but then the second paragraph states that the Director shall be an officer – statements conflicted so removed references to “officer”; States that the Director shall be hired (not appointed or elected); Ties the duties of the Director to the job description

2) Bonding or Security for Performance:

The Director shall be required to execute a bond or some other document providing sufficient surety to the Governing Board and member towns to guarantee his proper performance of his duties. ~~The cost of providing such a bond shall be borne as a charge against the annual operating budget of the Governing Board.~~

Removed: The cost of providing such a bond shall be borne as a charge against the annual operating budget of the Governing Board.

Explanation: What is the purpose of the bond? Posting a bond does not guarantee proper performance

ARTICLE V

CONTRACTS, LOANS, CHECKS AND DEPOSITS:

All checks, drafts, orders for the payment of money, notes or other evidence of indebtedness as well as any other form of contract shall be signed on behalf of the facility only by the members of the Governing Board or such individual as they have authorized through specific action to act on their behalf.

DEPOSITS:

All funds of the facility shall be deposited in a timely manner to the credit of the facility in such banks, trust companies or other depositories as the Governing Board may select.

ARTICLE VI

This fiscal year of the facility shall begin on the first (1st) day of January in each year.

ARTICLE VII

Unless otherwise provided by law, these By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a ~~majority~~ vote of the members of the Governing Board ~~representing a majority of all said members~~ at any given time. It is hereby determined that no amendment of these By-Laws shall take place or ~~shall be the same~~ be effective unless such amendment, alteration or repealing of said By-Laws is accomplished in the following manner:

Added: “majority”

Explanation: Clarifies that it must be a majority vote to change the By-Laws.

Milford Area Communication Center Board of Governors BY-LAWS

- A. A motion to consider the alteration, amendment, **repeal** or replacement of By-Laws may be made **and seconded** at any regular meeting of the Governing Board **as above provided**.

Added: “repeal” and “and seconded”

Explanation: Maintains consistency with “C.”; Combines “B” into “A.”

~~B. Such motion, once duly seconded, shall be sufficient to raise the issue of such Amendment repeal, etc. provided the following requirements are adhered to.~~

Removed:

Explanation: Motion to second had been added to “A.”

~~CB. Once a motion to alter, amend, alter, repeal or replace by a By-Law has been made in the fashion set forth above and seconded, the Governing Board shall take no further action with respect to that proposal at the time but shall immediately provide written notice of a meeting not less than ten (10) nor more than thirty (30) days from the date that such motion is made to each of the members of the Governing Board entitled to vote and such notice shall include a written ballot to be submitted such notice to facilitate the member receiving the same to note his or her preference with respect to the proposal.~~

Changed wording and removed written ballot provision

Explanation: Maintain consistency; Removed written ballot provision for transparency

~~DC. The meeting thus noticed shall be held and the members of the Governing Board shall meet and a majority of the votes cast shall be sufficient to pass the proposal provided that a quorum is present, or fifty one (51%) percent of the members of the Governing Board shall vote. Furthermore, members desiring to do so who are unable to attend the meeting for whatever reason may provide a sealed, written ballot in lieu of their voice vote in attendance at the meeting which shall be counted as if such member were present and voting there at.~~

Changed wording and removed written ballot provision

Explanation: Clarifies voting; Eliminates secret ballot voting.

ARTICLE VIII

The By-Laws of the Milford Area Communication Center Governing Board (BY-LAWS) shall in no way conflict with and shall be governed by the Inter-municipal Agreement for the provision of Communications (AGREEMENT).

Milford Area Communication Center Board of Governors
BY-LAWS

ARTICLE IX

Members of the Governing Board shall develop and put into place an Operations Business plan to be approved by the boards of selectmen of each member town.

- A. Said Operations Business plan shall be reviewed and updated as needed on no less than an annual basis.
- B. Said Operations Business Plan shall be completed and put into place within six months of adoption of these By-Laws.

5. Town Status Report

Town Status Report – May 11, 2020

- a. **Large Scale Events** – At the request of the BOS, we are tracking the Town's large events for 2020. Due to the current environment, we do not currently know what events will and won't take place. The table below includes the events we are currently tracking.

Event	Next Decision Point	STATUS
Memorial Day Parade	4/28/20	Cancelled
Rotary Swim Meet	6/15/20	Cancelled
State Swim Meet	7/10/20	Cancelled
Pumpkin Festival	6/4/20	In Progress
Independence Day activities	6/8/20	In Progress
Labor Day	7/27/20	In Progress
Veterans' Day	9/4/20	In Progress

Decisions concerning events will be made with the event organizers and in accordance with the Governor's Emergency Orders. Any questions or concerns about them can be directed to the Town Administrator's Office.

- b. **Independence Day Fireworks** – Currently the Board of Selectmen has decided against the annual fireworks show due to the fact that a reputable and licensed pyrotechnics company was not available on July 3rd or 4th and Emergency Orders from the Governor's Office. There has been some interest voiced to the BOS to attempt to do a show on another weekend around July 4th. The Board will discuss the topic again during their June 8th meeting so that they are able to take into account any new developments from the Governor's Office that are expected during the last week of May. Any questions or concerns about the project can be directed to the Town Administrator's Office.
- c. **Osgood Pond Dredging Project Phase II** – Phase II of the Osgood Pond Dredging Project is set to begin during the last week of May and should take no longer than one week.. The necessary drawdown of the lake will be the first step in the process. The actual dredging will begin shortly thereafter and is scheduled to last from six to eight weeks. The Town will continue to work with the appropriate state partners to ensure the work is done in accordance with all appropriate state regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.
- d. **Governor's Main Street Relief Fund** – The Governor has authorized the allocation and expenditure of an initial \$400 million in emergency funding from the CARES Act Coronavirus Relief Fund ("flex funds") to provide emergency financial relief to New Hampshire small for-profit businesses due to the economic disruption caused by COVID-19. The date to pre-qualify by is May 29, 2020. To start the process, please go to <https://www.goferr.nh.gov/covid-expenditures/main-street-relief-fund>.

6. a) Review of Selectmen's Rules of Procedure

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TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted January 22, 2018

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66 **Section I**
67 **General Provisions**

68
69 **BOARD OF SELECTMEN MEETING – LOCATION**

70
71 **Rule 1. Board of Selectmen Meeting – Location and Posting**

72
73 All meetings of the Town of Milford Board of Selectmen shall be held at the Milford Town Hall,
74 1 Union Square unless the Board of Selectmen adjourns to another location or the meeting is
75 scheduled for another location and is properly noticed. In general, meetings of the Board
76 must have at least 24-hour notice (not counting Saturdays and Holidays) prior to the meeting
77 (RSA 91-A:2) Notice must be either published in a newspaper or posted in two prominent
78 public places. Other statutes may require longer periods for and/or different types of notice,
79 such as public hearings, depending on the action being considered.
80

81 **Rule 2. Board of Selectmen Meeting – Day/Time**

82 Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and
83 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date.
84 Occasionally, meetings will be held at other times of the day as may be required. All
85 Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th
86 Monday forums are meetings held on months with a 5th Monday, starting at 7:00 p.m., and
87 are open to anyone who wishes to attend. Selectmen meetings must be noticed in
88 compliance with RSA 91-A:2 II which states in part: "...Except in an emergency..., a notice
89 of the time and place of each such meeting, including a nonpublic session, shall be posted in
90 2 appropriate places one of which may be the public body's Internet website, if such exists, or
91 shall be printed in a newspaper of general circulation in the city or town at least 24 hours,
92 excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a
93 situation where immediate undelayed action is deemed to be imperative by the chairman or
94 presiding officer of the public body, who shall post a notice of the time and place of such
95 meeting as soon as practicable, and shall employ whatever further means are reasonably
96 available to inform the public that a meeting is to be held".
97

98 **Rule 3. Board of Selectmen Meetings – Open to the Public**

99
100 All meetings of the Town of Milford Board of Selectmen and Committees shall be open to the
101 public, except as provided for by RSA 91-A, and/or for discussions with Town Counsel.
102

103 **Rule 4. Responsibilities of Members of the Board**

- 104
105 (a) All members shall make every effort to attend each scheduled meeting of the Board.
106 (b) Members of the Board have authority only when acting as a Board legally in session.
107 The Board shall not be bound by any action or statement of any individual Board
108 member, except when such statement or action is pursuant to a decision of the Board.
109

110 **Rule 5. Election of Officers**

111
112 Procedures for electing officers are as follows:
113

- 114 (a) Annually, at the first meeting of the new Board of Selectmen, the members thereof
115 shall choose, from among their number, a Chair and a Vice Chair. In addition to the
116 powers conferred upon the Chair and Vice Chair, he/she shall continue to have all the
117 rights, privileges, and immunities of a member of the Board of Selectmen.
118 (b) The above election shall be by a majority vote of the Board of Selectmen present at
119 the first meeting after the Town Election.
120

121 **Rule 6. Presiding Officer**

- 122
123 (a) The Chair of the Board of Selectmen shall preside at all meetings of the Board of
124 Selectmen, and be recognized as the head of the Town for all ceremonial purposes.
125 The Chair of the Board of Selectmen, has no regular administrative or executive
126 duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act
127 as Chair during the continuance of the absence. In case of the absence or temporary
128 disability of both the Chair and the Vice Chair, an acting Vice Chair of the Board of
129 Selectmen selected by members of the Board of Selectmen shall act as the Chair
130 during the continuance of the absences or disabilities. The Chair of the Board of
131 Selectmen or the Vice Chair are referred to as "Presiding Officer" from time to time in
132 these Rules of Procedure.
133
134 (b) The Presiding Officer shall preserve order and decorum, may participate in the
135 discussion of any issue before the Board of Selectmen, may submit reports and
136 legislation to the Board of Selectmen for its consideration, which shall require both
137 motion and second by other members of the Board of Selectmen, may speak to points
138 of order in preference to other members of the Board of Selectmen, and shall decide
139 all questions of order or procedure, subject to appeal to the full Board of Selectmen.
140 The Presiding Officer is allowed to vote on any matter before the Board with the
141 exception of a vote concerning the Officer's ethical conduct. No Selectmen shall be
142 interrupted while speaking except for a point of order or correction of a mistake of fact.
143

144 **Rule 7. Quorum**

145
146 Three Selectmen shall constitute a quorum for the conduct of town business.
147

148 In accordance with RSA 91-A:2, III, Selectmen may participate in all aspects of a meeting of
149 the Board of Selectmen, including voting, by telephone conference call, provided that a
150 quorum of Selectmen is present at the location of the meeting, and that any Selectmen
151 participating by conference call can hear all other selectmen and can be heard by persons
152 attending the meeting. The person calling in must identify other persons also present at
153 his/her location and state why attendance at the meeting is not reasonably practical. The
154 reason must be recorded in the minutes of the meeting. All votes taken with a telephonic
155 participant must be a roll call vote.
156

157 Any exception to the quorum "present at the location of the meeting" requirement is permitted
158 under the emergency conditions specified by RSA 91-A:2, III, (b).
159

160 Minutes must be kept for any meeting with a Board of Selectmen quorum and must be made
161 available to the public.
162

163 **Rule 8. Board of Selectmen’s Meeting Agenda**

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Any Selectmen, the Town Administrator or the Executive Assistant may place a matter upon the agenda. The Town Administrator shall arrange a list of such matters according to the order of business and prepare an agenda for review by the Chair of the Board of Selectmen. Upon approval, a copy of the agenda and supporting materials shall be prepared for the Selectmen. These materials shall be available at the Selectmen’s Office on the Friday preceding a scheduled meeting of the Board of Selectmen.

Matters submitted by members of the public or any Town department head or official requesting an appointment with the Selectmen by the agenda deadline shall be included on the agenda and must be received at the Selectmen’s office by 4:30 pm on the Wednesday prior to a scheduled meeting in order to be considered for placement on the agenda. Due to scheduling and time constraints, an item submitted by the public is not guaranteed to be placed on the next meeting’s agenda.

Rule 9. Order of Business

The business of all meetings of the Board of Selectmen shall be transacted as follows; provided, however that the Presiding Officer may during a Board of Selectmen’s meeting, rearrange items on the agenda to conduct the business before the Board of Selectmen more expeditiously.

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments (regarding items that are not on the agenda)**
 - a. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, **generally five (5) minutes**. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate. The Presiding Officer(s) may limit the total amount of time allocated for public comment at a meeting at their discretion. The total amount of time allocated for public comment will normally be at least 30 minutes in length, but may be kept shorter if a lengthy meeting is anticipated.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner’s, vested interests, etc.

- 212 c. Any ruling by the Presiding Officer relative to the proceeding two subsections
213 may be overruled by a vote of a majority of members present.

214 **4. Decisions**

- 215 a. **Consent Calendar** - The Town Administrator shall place matters on the
216 Consent Calendar which have been: (a) previously discussed by the Board of
217 Selectmen, or (b) are based on the information previously delivered to the
218 Selectmen that can be reviewed by a Selectman without further explanation, or
219 (c) are so routine or technical in nature that passage is likely, or (d) as directed
220 by the Town Board of Selectmen or Committee thereof. The motion on the
221 Consent Calendar is as follows: "I move for adoption of the Consent Calendar".
222 This motion shall be non-debatable and will have the effect of moving to adopt
223 the recommendation of all items on the Consent Calendar. Since adoption of
224 any item on the Consent calendar implies unanimous consent, any Selectman
225 shall have the right to remove any item from the Consent calendar. Therefore,
226 prior to the vote on the motion to adopt the Consent Calendar, the Presiding
227 Officer shall inquire if any Selectman wishes an item to be withdrawn from the
228 Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place
229 the item at an appropriate place on the agenda for the current or a future
230 meeting.
- 231 b. **Other Decisions** – The Selectmen may include the final vote of a item
232 discussed at a previous meeting. Some public hearing require two meetings
233 prior to a decision being made.

234 **5. Town Status Report**

- 235 a. Town Administrator updates the Board of Selectmen with ongoing projects.

236 **6. Discussions**

- 237 a. Board of Selectmen use this time to talk about requests that they have
238 received, ie: ordinances, traffic safety concerns, town budgets, warrants,
239 schedules, etc.

240 **7. Public Comments**

241 **8. Selectmen's Reports/Discussions**

- 242 a. **From Projects, Specials Boards, Commissions & Committees**
243 b. **Other items (that are not on the agenda)**

244 **9. Approval of Final Minutes** – Selectmen approve Final minutes for previous meetings.

245 **10. Information Items Requiring No Decisions**

- 246 a. Treasurer's Report and/or other updates from Finance

247 **11. Notices** – Future Board of Selectmen meetings, Town Wide Notices and/or Closings

248 **12. Non-Public Session** – Approval of non-public minutes and/or non-public sessions.

249 **13. Adjournment**

250
251 **Rule 10. Town Administrator**

252
253 The Town Administrator, as the chief executive officer, shall attend all meetings of the Board
254 of Selectmen, unless excused by the Presiding Officer of the Board of Selectmen. The Town
255 Administrator may take part in all Board of Selectmen's discussions on all matters on the
256 agenda, and otherwise concerning the welfare of the Town. In the event that the Town
257 Administrator is unable to attend a Board of Selectmen's meeting, the Town Administrator
258 may appoint another qualified staff member to attend the meeting on behalf of the Town
259 Administrator.

261 **Rule 11. Clerk of the Board of Selectmen**

262

263 The Town Administrator shall be the Clerk of the Board of Selectmen and shall keep the
264 minutes and perform such other and further duties in the meeting as may be required. The
265 Town Administrator may delegate any of these functions to a member of his/her staff.

266

267 **Rule 12. Meetings of the Board of Selectmen**

268

269 (a) Organizational Meeting – An organizational meeting to elect officers shall be held in
270 accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuing
271 year at this meeting, and shall designate the Selectmen ex-officio board and
272 committee members. The Board may adopt the previous Board’s policies and
273 procedures, subject to amendment as provided in these Rules of Procedure. The
274 Board shall establish a schedule of meetings for the upcoming year at its
275 Organizational Meeting.

276 (b) Regular Meeting – A more formal meeting of the Board generally conducted in
277 accordance with the order of the “Agenda” contained in Rule 8.

278 (c) Workshop Meetings – A less formalized meeting of the Board generally conducted for
279 the purpose of providing Board members a more detailed understanding of a limited
280 number of issues or to permit discussions of issues that require significant depth of
281 discussion.

282 (d) Non-Public Sessions – A meeting of the Board held in accordance with the provisions
283 of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance
284 at that specific session. The Board may have in attendance, for all or part of the non-
285 public session, those individuals the Board deems necessary to fulfill the purpose of
286 the non-public session. This may include, but is not limited to: the Board’s Secretary
287 or Assistant, the Town Administrator, Town Counsel, and/or an employee whose
288 actions are the subject of the non-public session, or for whom a personnel decision is
289 before the Board. The decision to include or exclude an individual from a non-public
290 session is entirely within the discretion of the Board. Minutes of non-public must
291 include attendees and decisions.

292 (e) Emergency Meetings – May be called by the Chair in accordance with NH RSA 91-A:
293 2, II; upon demand of two (2) members of the Board; or at the request of the Town
294 Administrator. The Town Administrator, or his/her designee, shall ensure Emergency
295 Meetings are properly noticed in accordance with RSA 91-A: 2, II.

296 (f) Site Walk – May be held by the Board if a walk or inspection of a specific property or
297 properties is required in order for the Board to have a full and complete understanding
298 of a pending issue in order to render a decision. A site walk is considered to be a
299 meeting of the Board, which shall be noticed in accordance with RSA 91-A: 2, II and a
300 record or minutes of the site walk will be maintained. The Board will not engage in any
301 deliberation or decision making as part of a site walk. Such a session is for
302 information gathering purposes only. Any deliberations or decision will be made at a
303 Regular or Emergency Meeting of the Board.

304 (g) 5th Monday Forum – Meetings occur in a month that has 5 Mondays. The informal
305 meeting allows the public to come in to speak to the Board of Selectmen without an
306 appointment.

307

308 **Rule 13. Appointment to Boards and Commissions**

309

- 310 (a) In making the appointment of Selectmen Representatives to various town Boards as
311 noted in Rule 12, the terms of these ex-officio members of the Board on all Boards,
312 Committees and Commissions shall be for one (1) year, or until the next
313 Organizational Meeting of the Board following a Town Election, or until the appointed
314 Board Member's term expires or the Member resigns.
- 315 (b) As soon after the Board's Organizational Meeting as possible, the Board will consider
316 the appointment or re-appointment of individuals to the various Town boards,
317 committees and commissions whose terms of office are expiring. All appointments of
318 these positions shall be for three year terms of offices, unless a vacancy exists due to
319 a resignation or other such means. In those situations, the Board may make an
320 appointment to fill the remaining time on the original term of office of the person who
321 left the position.

322
323 **Rule 14. Procedure for Nominating and Appointing citizens to Town Boards,**
324 **Commissions and Committees.**

- 325
326 (a) Single nomination. Whenever only one person is nominated to a particular position,
327 the nomination shall be made by a Selectman, and then seconded. Once seconded, a
328 vote is taken. Should the person so nominated receive the majority of votes from
329 those Selectmen present, the nomination is confirmed. If the majority of those
330 Selectmen present and voting do not to approve the nomination, the nomination shall
331 be considered rejected and the name removed from further consideration at this
332 meeting.
- 333 (b) Multiple nominations. Whenever there are multiple nominations for one position, each
334 name will be placed in nomination with no requirements for a second, although a
335 nomination may receive a second if a Board member wishes to do so. When all
336 nominations are closed, each Selectman shall have an opportunity to speak regarding
337 the qualifications of nominees, and then each Selectman shall cast a vote for no more
338 than one name. The name receiving a majority of those Selectman present and voting
339 shall be deemed confirmed. If the majority of those Selectmen present do not vote to
340 approve a nomination, the nomination shall be considered rejected and the name(s)
341 removed from further consideration at this meeting.

342
343 **Rule 15. Placement of Selectmen Recommendations on Warrant**

344
345 The Board will place their recommendations regarding each warrant articles on the ballot for
346 all articles that were placed on the ballot by the Board or by petition. Their position regarding
347 each article will be placed on the ballot substantially in this format: The Board of Selectmen
348 supports this article (x-x) (yes-no), or The Board of Selectmen do not support this article (x-x)
349 (yes-no).

350
351 **SECTION II**
352 **DUTIES AND PRIVILEGES OF MEMBERS**

353
354 **Rule 16. Forms of Address**

355
356 The Chair of the Board of Selectmen shall be addressed as "Mr./Madame Chair or as
357 "Chairman (surname)." The Vice Chair of the Board of Selectmen, when acting for the Chair,
358 shall be addressed in the same manner. Members of the Board of Selectmen shall be

359 addressed as "Selectman (surname)." This is an optional Rule that may be adopted at the
360 annual organizational meeting.

361
362 **Rule 17. Conflict of Interest/Ethics Policy and Its Application**

- 363
- 364 (a) Prior to any vote, each Board of Selectmen member should give consideration
365 whether a conflict of interest or a potential violation of the Town Ethics Policy exists
366 (See Appendix A). If the Board of Selectmen member believes a potential violation
367 may exist, no matter how remote, the Board of Selectmen member should disclose
368 such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a
369 specific item that a Board Member may be personally involved in outside of Selectmen
370 responsibilities, the Board Member should speak up and refrain from voting on said
371 matter.
 - 372 (b) Whenever a Board of Selectmen member discloses there is a potential violation of the
373 Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of
374 Selectmen member shall vote in this instance. The Presiding Officer's ruling shall be
375 binding unless overruled by a vote of the majority of the Board of Selectmen.
 - 376 (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen
377 member from participating in a decision on the basis of a potential violation of the
378 Ethics Policy must raise the challenge as soon as the basis for disqualification is made
379 known or reasonably should have been made known prior to the issuance of the
380 decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate
381 the decision. The party seeking to disqualify the Board of Selectmen member shall
382 state, with specificity, the basis for disqualification. Should such challenge be made
383 prior to the hearing or vote, the Presiding Officer shall review the facts and rule
384 whether the Board of Selectmen member shall participate and/or vote in this instance.
385 The Presiding Officer's ruling shall be binding unless overruled by a vote of the
386 majority of the board of Selectmen.
 - 387 (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and
388 when a potential for a violation of the Ethics Policy exists in order for the Town
389 Attorney to review the matter and render an opinion to the Board of Selectmen
390 whether the Board of Selectmen member's participation would/would not violate the
391 Town's Ethics Policy.
 - 392 (e) After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists,
393 the Presiding Officer shall rule that the Selectman shall not participate and/or vote in
394 the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may
395 override the Presiding Officer's ruling and the Selectman shall be permitted to
396 participate and vote in the matter before the Board of Selectmen.

397
398 **Rule 18. Rules of Order**

399
400 The Presiding Officer shall resolve all issues of procedure for the Board of Selectmen
401 meetings. By a majority vote, the Selectmen may overrule any procedural decision of the
402 Presiding Officer.

403
404 **Rule 19. Motions**

405

406 In making decisions or determining a course of action, the Board shall generally operate
407 under a process of one Board member making a motion and another Selectman offering a
408 second, followed by a vote.

409
410 The Presiding Officer shall not allow more than one main motion and second, and one
411 amending motion and second on the floor at a time.

412
413 **Rule 20. Suspension of Rules**

414
415 A motion to suspend these rules shall be in order at any time during a meeting of the Board
416 of Selectman or a public hearing, except during discussion of a pending motion. A motion to
417 suspend shall require a two-thirds vote of those present and voting.

418
419
420
421 **Rule 21. Dissents and Protests**

422
423 Any Selectman shall have the right to express dissent from or protest against any ordinance,
424 resolution or action of the Board of Selectmen and have the reason therefore recorded in the
425 minutes.

426
427 **Rule 22. Procedures for a Public Hearing**

- 428
429 (a) Presiding Officer opens the public hearing at set time.
430 (b) At the outset of each public hearing the Presiding Officer will announce the purpose of
431 the public hearing and ask the parties wanting to speak to limit their presentations to
432 information within the scope of the matter before the Board of Selectmen.
433 (c) If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing
434 must be published in two locations, one of which may be the town web site.
435 (d) The Presiding Officer may call upon the Town Administrator or other appropriate
436 person to describe the matter under consideration.
437 (e) Each speaker, for or against the matter before the Board of Selectmen for public
438 hearing, shall identify himself or herself by name and address. Each speaker shall be
439 limited to **five (5) minutes**. When everyone wanting to speak has had one opportunity
440 to speak, the Presiding Officer shall call for anyone wanting to speak for a second
441 time. Second time speakers shall be limited to the time allowed by the Presiding
442 Officer, or as established by a majority vote of the Selectmen. The Presiding Officer
443 may limit the total amount of time allocated for a public hearing by requesting that any
444 additional comments to be made must be regarding a new point, and that repetition of
445 previously made points will not be allowed. New speakers that want to reiterate
446 previous commentary will be allowed to identify themselves and briefly state that they
447 agree or disagree with the prior points, but at the Presiding Officer's discretion they
448 may not be allowed to restate the prior point(s) at length.
449 (f) Once all Town residents wanting to speak for a second time have spoken, the
450 Presiding Officers shall call for any non-residents wanting to speak. These speakers
451 shall be limited to the time allowed by the Presiding Officer, or as established by a
452 majority vote of the Selectmen.
453 (g) During the hearing any Selectman shall be permitted to ask the speaker questions
454 provided all questions are relevant to the matter before the Board of Selectmen for

- 455 Public Hearing. The Presiding Officer shall retain the right to determine the relevancy
456 of any question.
- 457 (h) The Presiding Officer closes the public hearing.
- 458 (i) The Presiding Officer shall then inquire if there is a motion by any of the Selectman.
459 Following the motion and its second, discussion occurs among Selectman. The
460 Presiding Officer may call on an individual Selectman in the discussion.
461

462 **Rule 23. Voting**

463
464 The votes during all meetings of the Board of Selectmen shall be transacted as follows:

- 465 (a) The Presiding Officer may require any questions to be submitted in writing before the
466 vote, and shall state each question before the vote.
- 467 (b) Unless otherwise provided for by statute, ordinance, or resolutions, such as RSA 91-
468 A2, III, all votes shall be taken by voice, except that at the request of any Selectman, a
469 roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at
470 his/her sole discretion, require a show of hands to insure the proper resolution of the
471 vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New
472 Hampshire.
- 473 (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically,
474 when the question is called shall vote on the question before the Board of Selectmen.
475 Selectmen may, for good cause, recuse from a vote should they feel that to vote would
476 constitute a conflict of interest or other similar disqualifying circumstances. Such
477 Selectman shall at the beginning of the debate on any such motion announce the
478 intention to recuse himself/herself and shall take no part in the debate and the vote of
479 the issue.

480 481 **Rule 24. Committees**

482
483 The Board of Selectmen may establish committees of the Board with responsibility to review
484 specific matters and report to the Board as a whole. All appointments to these committees
485 shall be by majority vote of the Board of Selectmen.
486

- 487 (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of
488 Selectmen for a particular purpose, or when the issue is so complex and time
489 consuming that it cannot be reasonably handled at a Board of Selectmen meeting.
490 Board of Selectmen study committees may consist of a specific number of individuals
491 and no more than two Selectman, if any Selectman is to be included on the
492 Committee. Special Board of Selectmen committees shall disband at the end of their
493 mission, but no later than the end of each calendar year unless specifically continued
494 by the Board of Selectmen thereafter for a specified time period.
- 495 (b) Special Ad Hoc Advisory or Study Committees shall:
- 496 1) Be established by a written document stating the specific purpose, mission, and
497 goals/objectives that the committee is to achieve or attain, and declaring that
498 the committee is dissolved when these have been attained or by a date certain.
 - 499 2) Make recommendations on proposed programs, services, ordinances, and
500 resolutions within their area of responsibility before action is taken by the Board
501 of Selectmen. The committee chair may present the recommendations of the
502 committee during the discussion of the item of business during a meeting of the
503 Board of Selectmen.

- 504 3) Town employees shall staff the various committees as directed by the Town
505 Administrator, but no staff person shall serve as a member of a Special Ad Hoc
506 Advisory or Study Committee unless specifically designated to do so by the
507 Board of Selectmen.
508 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the
509 public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall
510 be recorded in accordance with RSA 91-A, (the NH Right to Know Law).
511

512 **Rule 25. Enacted Ordinances/Rules, Resolutions and Motions – Defined**
513

- 514 (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and
515 permanent rules of conduct relating to the corporate affairs of the municipality. Board
516 of Selectmen action shall be taken by ordinance when required or permitted by law to
517 prescribe permanent rules of conduct which continue in force until repealed.
518
519 (b) An enacted resolution is an internal legislative action that is a formal statement of
520 policy concerning matters of a special or temporary character. Board of Selectmen
521 action shall be taken by resolution when required by law and in those instances where
522 an expression of policy more formal than a motion is desired.
523
524 (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a
525 specific action be taken on behalf of the municipality. A motion, once approved and
526 entered into the record, is the equivalent of a resolution in those instances where a
527 resolution is not required by law.
528

529 **Rule 26. Resolutions and Policies**
530

531 Each resolution and policy may be voted and approved on the same day on which it was
532 introduced. The title of each resolution shall in all cases be read prior to its passage;
533 provided, should a majority of the Selectmen present request that the entire resolution or
534 certain of its sections be read, such requests shall be granted.
535

536 **Rule 27. Procedures for Ordinances**
537

- 538 (a) An ordinance shall be discussed, considered and approved at a public hearing, but
539 shall not be voted and approved on the same day on which it was introduced. The title
540 of each ordinance shall in all cases be read prior to its passage; provided, should a
541 majority of the Selectmen present request that the entire ordinance or certain of its
542 sections be read, such requests shall be granted.
543 (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or
544 hearing, adopt an emergency ordinance authorizing expenditures for a public
545 emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford
546 Purchasing Policy.
547 (c) A Selectman may, in open session, request of the Presiding Officer that the Board of
548 Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion,
549 the Board of Selectmen may assign the proposed ordinance to a specific department
550 head or official, committee or the committee of the whole for the study and
551 consideration. The department head, official or committee shall report its findings to
552 the Board of Selectmen.

553 (d) Action on all ordinances and resolutions shall be governed by the following rules:

- 554 1) The Selectmen shall have the authority to establish, and amend town
555 ordinances and codes after they hold 2 public hearings at least 10 but not more
556 than 25 days apart on the establishment or amendment of the ordinance or
557 code.
- 558 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance
559 or resolution may seek a motion to introduce the ordinance or resolution by title
560 only and to waive a reading of the entire ordinance or resolution. If there is a
561 second, and after discussion, the Presiding Officer shall call for the question
562 and the Board of Selectmen shall vote whether to read the ordinance or
563 resolution by title only. Lacking such a motion or should this motion fail, the
564 ordinance or resolution shall be read in its entirety.
- 565 3) If an ordinance or resolution is referred to committee, the committee shall report
566 the item to the Board of Selectmen in due course and the item shall then be in
567 order for further action. The reporting of an ordinance or resolution shall not
568 require a motion or other Board of Selectmen action. The Board of Selectmen
569 may, upon a motion made and seconded, call the ordinance or resolution out of
570 committee. The item shall then be in order for further action before the Board of
571 Selectmen.
- 572 4) At such time as further action is in order, any Selectmen may move that the
573 ordinance or resolution be scheduled first for 2 public hearings at least 10 but
574 not more than 25 days apart.
- 575 5) The selectmen's vote shall take place no sooner than 10 days nor later than 25
576 days after the second public hearing is held. The provisions of this section shall
577 not apply to the establishment and amendment of a zoning ordinance, historic
578 district ordinance, or building code under the provisions of RSA 675.

580 **Rule 28. Public Complaints and Suggestions to Board of Selectmen**

581
582 When citizen complaints or suggestions are brought before the Board of Selectmen, other
583 than for items already on an agenda, the Presiding Officer shall first determine whether
584 the issue is legislative or administrative in nature and then:

- 585 (a) If legislative in nature and then the complaint is about the letter or intent of
586 legislative acts or suggestions for changes to such acts, and if the Board of
587 Selectmen finds such complaint suggest a change to an ordinance or resolution of
588 the Town, then the Board of Selectmen may refer the matter to a committee or to
589 the Town Administrator for study and recommendation.
- 590 (b) If administrative in nature, and it is a complaint regarding administrative staff
591 performance, administrative execution, or interpretation of legislative policy, or
592 administrative policy within the authority of the Town Administrator, then the
593 Presiding Officer should refer the complaint directly to the Town Administrator for
594 review and response to the citizen. The Board of Selectmen may direct that the
595 Town Administrator brief or report to the Board of Selectmen when his/her
596 response is made.

597
598 **Rule 29. Conduct with other Board of Selectmen Members and Staff**

600 The Board of Selectmen shall treat others with respect and respect the rights and opinions of
601 the community despite differences of opinion. The Board of Selectmen expects to be treated
602 the same.

603 (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff,
604 shall:

- 605 1) Recognize the administrative chain of command and refuse to act on
606 complaints as an individual outside the administration.
- 607 2) Treat all staff and other elected officials as professionals and respect the
608 abilities and integrity of each individual.
- 609 3) Never as individuals publicly criticize an employee. Concerns of employee
610 performance shall be handled with the Town Administrator under RSA 91-A or
611 at the Board level, usually in non-public session.
- 612 4) Not give orders to any such officers or employees either publicly or privately
613 except as a Board at a meeting.

614 (b) The individual members of the Board of Selectmen in their relations with fellow
615 members shall:

- 616 1) Recognize that no member by their actions alone can bind the Board of
617 Selectmen or the Town.
- 618 2) No member, including the chairperson or vice-chairperson, act on behalf of the
619 Board outside a regular scheduled meeting without the prior knowledge and
620 approval of the Board at a meeting.
- 621 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release
622 or discuss items raised in non-public session.
- 623 4) Refrain from communicating the position of the town or the Board of Selectmen
624 with other entities (i.e. state and federal officials) unless the full board has
625 previously agreed on both the position and the language of the statement.
- 626 5) Treat with respect the rights of all members of the Board despite differences of
627 opinion.

628 (c) As required by State law, all business of the town shall be handled in public session,
629 with the exception of matters listed under RSA 91-A.

630 (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close
631 of the regular session in a brief statement of the facts. Any discussion held within the
632 closed session shall be considered closed to the public. Any person who reveals
633 details of the closed session to the public, is to be censured for their actions, and held
634 in contempt of RSA 91-A.

635 (e) Punishment for any violation of this code of conduct shall include but not be limited to,
636 removal from committee assignments or chairmanships. Other punishments shall be
637 handled by state law (RSA 42:1-a).

638

639 **Rule 30. Amendment Procedure**

640

641 An amendment to these Rules of Procedure may be moved and voted at a regularly
642 scheduled Board meeting. A copy of any amendment shall be submitted at one meeting and
643 discussed by the Board. The amendment shall not be voted upon until the next Board
644 meeting, to ensure adequate time for the Board members to consider the proposal.

645

646 **Rule 31. Effective Date**

647

648 These Rules of Procedure shall take effect immediately following a majority rule of the Board
649 of Selectmen at a regularly scheduled Selectmen's meeting.

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APPENDIX A POLICY: ETHICAL CONDUCT

669

670

671 The ethical Town official and employee accept the responsibility that his or her mission is that
672 of servant and steward to the public.

673

674 **Accordingly, it shall be the policy of the Town of Milford that public officials shall:**

675

676

✓ Properly administer the affairs of Town government.

677

✓ Promote decisions that only benefit the public interest.

678

✓ Actively promote public confidence in government.

679

✓ Keep safe all funds and other properties of the Town

680

✓ Conduct and perform the duties of the office diligently and promptly dispose of the
681 business of the town.

682

✓ Maintain a positive image to pass constant public scrutiny.

683

✓ Evaluate all decisions so that the best service or product is obtained at a minimal cost
684 without sacrificing quality and fiscal responsibility.

685

✓ Inject the prestige of the office into everyday dealings with the public employees and
686 associates.

687

✓ Maintain a respectful attitude toward employees, other public officials, colleagues and
688 associates.

- 689 ✓ Effectively and efficiently work with governmental agencies, political subdivisions and
690 other organizations in order to further the interest of the Town.
- 691 ✓ Faithfully comply with all laws and regulations applicable to the Town and impartially
692 apply them to everyone.

693
694 **Officials shall not:**

- 695 ✓ Engage in outside interests that are not compatible with the impartial and objective
696 performance of his or her duties.
- 697 ✓ Improperly influence or attempt to influence other officials to act in his or her own
698 benefit.
- 699 ✓ Accept anything of value from any source that is offered to influence his or her action
700 as a public official.
- 701 ✓
- 702 ✓

703

704 **Town of Milford**
705 **New Hampshire**

706
707 **Board of Selectmen Rules of Procedure**

708

709

710 **The above Rules of Procedure were adopted by a majority vote of the Milford New**
711 **Hampshire Board of Selectmen on _____.**

712

713

714

715

716 _____
Chairman

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Vice-Chairman

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Selectman

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Selectman

Selectman

Received and recorded this _____ day of _____, 2020.

Tina M. Philbrick, Executive Assistant Town Administration and Board of Selectmen

6. b) Traffic Safety Concern - 472 Federal Hill Road (follow up from April 27th & May 11th.

April 16, 2020

Board of Selectman,

My name is Jean Saytanides. I live at 472 Federal Hill Road. I am writing to inquire about the possibility of posting speed limit and slow children signs between my house and 446 Federal Hill Road on both sides of the road.

The traffic on this part of the road continuously goes way too fast any time during the day. But, it appears to be most noticeable in the mornings from around 6:30 a.m. until around 10:30 a.m. This includes whoever drives the early school bus. During the afternoon, between approximately 2:30 p.m. until around 5:30 p.m.

The condition of this part of the road is very poor from Foster Road to the Hollis line. Continuous patching only contributes to the deterioration and safety factors in our area in that those who exceed the town speed limit have had issues controlling their vehicles while driving past my home.

We have family at 461 Federal Hill Road with 2 small children living there. They are my main concern for writing to you. Along with that, my family and many others walk on our "scenic" road quite frequently as do many folks on bicycles. Besides the fact that there is really no safe space along the side of the road in our area, vehicles tend to speed by them and with the poor condition of the road, makes it quite hazardous to try and enjoy a family walk.

We have no issue with the police department using any of our property to do what they may need to to monitor the traffic.

I look forward to hearing back from you on this matter.

Regards,
Jean Saytanides

Hello Tina,

During the April 27th Selectmen meeting, the idea of adding a speed limit sign to Federal Hill Rd. was discussed, and I felt compelled to write to the town with some thoughts.

Firstly, I think adding an additional speed limit sign is a great idea. As a resident of Federal Hill, I can attest that vehicles routinely drive in excess of the posted speed limit. There have been a number of occasions where vehicles have come dangerously close to my family as we go for walks, or race past our house as we are at the mailbox or doing yardwork. A request as simple as adding signage could hopefully remind drivers to monitor their speed.

I understand there are procedures in place when making these types of decisions, and I 100% appreciate the Town's response to have Police officers monitor vehicle speed. Having said that I fear the data collected from any traffic studies conducted during this pandemic will not accurately reflect routine traffic patterns, especially during the AM/PM commutes.

My other concern is the overall safety and condition of the section of Federal Hill from Foster Rd. to the Hollis border. Here are some points I hope can be discussed with the Selectmen:

- There is consistent pedestrian foot and bicycle traffic, especially with Monson becoming more popular.
- The road is narrow, windy and full of blind spots.
- Pavement is in poor condition and hasn't been paved in almost 20 years.
- The road has no shoulder and is unnerving for pedestrians

Keeping these points in mind, and in the spirit of getting things done, I am hoping the Town can find a way to add the signage. As a resident and taxpayer, it sometimes feels that our section of the road doesn't get the care it should.

I appreciate your time and consideration on this matter. We are all part of the Milford community, and I am thankful to have the right to voice my opinion to our elected officials.

Best Regards,

Carlos Disla

461 Federal Hill Rd.

Milford, NH

INTERMUNICIPAL AGREEMENT FOR THE PROVISION
OF COMMUNICATIONS

AGREEMENT made and entered into among and between the Towns of Milford, Mont Vernon and Wilton, (hereinafter referred to as “Member Towns”);

WHEREAS, the Milford Area Communications Center currently possesses and operates a communication facility in the Town Hall of Milford which provides communications dispatch services for the delivery of fire protection services, police services, rescue and ambulance services, public works and highway department services; and

WHEREAS, currently, the Towns of Milford, Mont Vernon and Wilton, avail themselves of communications dispatch services provided by the Milford Area Communications Center by a succession of Inter-municipal Agreements that are due to expire December 31, 2013; and

WHEREAS, the member towns referred to above are desirous of continuing the Inter-municipal Agreement whereby the facilities referred to above would be utilized to make available full-time police, fire, rescue, ambulance, and public works and highway department dispatch services to the Towns of Milford, Mont Vernon and Wilton; and

WHEREAS it is the desire of the member towns to enter into a revised Inter-municipal Agreement, whereby said member towns would, through their appropriately appointed representatives, continue to operate the communications facilities referred to above, according to the terms and conditions thereof, and to provide, among other things, in the within Agreement for the acquisition, capitalization, maintenance, and payment of the costs of operating the facilities identified;

NOW THEREFORE, in consideration of the covenants contained herein, the Towns of

Milford, Mont Vernon, and Wilton, do hereby agree as follows, subject to and pursuant to the authority granted them under Chapter 53-A of the New Hampshire Revised Statutes, Annotated:

1. NAME

The name of this organization shall be the Milford Area Communication Center, previously known as the Milford Area Communications Facility Board.

2. DURATION

The duration of this agreement shall be for a period of five (5) years beginning on January 1, 2014 and ending on December 31, 2018. The member towns may renew this agreement for a term of an additional 5 year period in the following manner: either a favorable vote of the legislative body of each and every town, or the favorable vote of the governing body of each and every town provided legislative body has authorized the governing body to so vote. The member towns may renew this agreement, unless the Milford Area Communications Board of Governors should give to the member Towns written notice of intent not to renew said services at least twelve months prior to the date of expiration or unless terminated sooner by mutual consent and agreement of the members, or unless at any time contractual performance by any of the parties would cause said party to be in violation of any state or federal law in which event the Agreement shall be terminated unless the violation is capable of being corrected.

3. PURPOSE

The purpose of the within Agreement is the delivery of communications and central emergency answering service as well as information dispatch to the member towns and member departments to the extent that they subscribe hereto and including monitoring of alarm systems serving the area, where and when appropriate. The fundamental goal and aim of this Agreement is

to provide for the efficient and effective delivery of communication services to all of the members named above in a cost effective fashion in order that the level of service for the cost created would be more advantageous than would normally be the case if each of the individual member towns were required to provide said service on their own.

4. ORGANIZATION. COMPOSITION AND NATURE OF ADMINISTRATIVE ENTITY CREATED

The member towns agree that upon the execution of the within Agreement the member Towns shall cause to be formed a governing board known as the MILFORD AREA COMMUNICATIONS Board of Governors (hereinafter Governing Board) which shall be constituted and operate in a fashion in accordance with the following:

A. Composition

The Governing Board shall consist of one member from each of the member towns, who shall be either a resident or employee of said member town; provided, however, that there shall not be more than two (2) residents of the same town on the board at any given time. Such member shall be chosen and qualified by the Board of Selectmen for each of the member towns for a one (1) year term to coincide with a calendar year.

B. Voting

The Milford representative on the Governing Board shall be entitled to two votes on any matter properly brought before said board. All other members shall be entitled to one vote on any matter properly brought before said board.

C. By-Laws

The government of the meetings of the Governing Board and the procedural conduct of the same shall be governed by By-Laws which the Governing Board shall adopt at its first organizational meeting after the execution of the within agreement. These by-laws must be adopted by a two-thirds (2/3) majority of the Governing Board in the first instance.

D. Responsibility

All decisions relating to the operation and maintenance of the facility shall be made by the Governing Board by majority vote and the Governing Board shall employ a Director, who shall serve at the pleasure of the Governing Board, and who shall be responsible for the day to day clerical and operational responsibilities for the operation of the central emergency answering service and dispatch system that has been created hereunder as referred to above. The ultimate responsibility for policy dealing with personnel, budget, administrative decisions and operations of the system shall lie with the Governing Board which shall in turn be governed by the By-Laws which shall be adopted at the first said meeting. It is the expectation of the member towns that the Governing Board shall continuously and creatively seek opportunities to make the operation more cost effective, including, though not exclusive of, monitoring, researching, actively soliciting and encouraging other towns to become a member of the organization.

5. MANNER OF FINANCING COOPERATIVE UNDERTAKING
(Population Comparison)

The costs of establishing, installing, operating and maintaining the central emergency answering service and dispatch system are to be borne by all of the members involved on the basis of the following formula:

- A. Initially, a comparison shall be made among all of the member towns involved on the basis of each member town's population. The source of each member town's population figure shall be the latest available from the Office of Vital Records and Statistics of the New Hampshire Department of Health and Human Services, in order that such population figures shall all be determined in the same manner. A comparison shall be drawn initially, and then subsequently on an annual basis, among the relative populations of the member towns, and a determination shall be made as to what percentage of the total cost of the operation of the facility each member town shall have to bear based upon the percentage of that member town's population as it relates to the total population of all the member towns that are party to this Agreement.

B. The foregoing formula shall apply for the allocation of all costs after the initial time period operative under this Agreement. The parties agree that at the time of the execution of this Agreement the following population statistics can provide the basis for the relative distribution of costs for the first operative year (or a portion thereof) of this Agreement. Accordingly, the allocation for the period of time beginning January 1, 2013 is agreed upon by the member towns to be as follows:

Name of Town	Population of Town	Relative Percentage of Costs
MONT VERNON	2409	11.36
MILFORD	15,115	71.29
WILTON	3677	17.34
 TOTAL	 21,201	

(Source: State of New Hampshire Office of Energy & Planning - 2010 Census.)

Thereafter the allocation and formula for each succeeding fiscal year shall be calculated based on the best available population statistics for the respective member towns involved as established in Section 5-A above. Unless other agreement is made, the said Office of Vital Records and Statistics of the New Hampshire Department of Health and Human Services shall be the agency providing the controlling population figures. In any case, only a State (NOT local) agency shall provide such figures. The formula shall be agreed upon by the Governing Board and distributed to the member towns prior to 1 December of each year for the following year's budget.

C. Payment of the town's share of the budget for services provided pursuant to this Agreement is to be made on 1 January, 1 April, 1 July, and 1 October of the year for which the services are rendered.

D. If due to unforeseen circumstances a member town is not able to make full payment on time, they may petition the Board of Governors along with the other member towns for an extension of the due date. Each situation will be handled on a case by case basis and must not create a financial burden on the center.

6. ESTABLISHING AND MAINTAINING A BUDGET

A. Budget Committee

There shall be a Budget Committee created by September 1 of each year which shall consist of one (1) member of the Board of Selectmen, or its designee of each of the member towns, who shall not be a member of the Governing Board. Said Budget Committee shall meet at least thirty (30) days prior to the date on which the annual operating budget of the Governing Board shall be provided to the towns as set forth in the next paragraph. At that time, the Budget Committee shall review the proposed annual operating budget of the Governing Board and shall provide input, advice and make recommendations with respect to said budget prior to its submission to the towns as hereinafter set forth. The Governing Board shall be obliged to consider all recommendations made by the Budget Committee, and shall hold a public meeting at least fourteen (14) days prior to the date on which they are required to submit the annual operating budget to the towns as hereinafter set forth, and shall present at said meeting their final annual operating budget, and in the event that the Governing Board chooses not to adopt the recommendations of the Budget Committee, they shall set forth in writing their reasons for the same prior to the finalization of the annual operating budget and the presentation to the towns as indicated below.

B. Presentation of Annual Operating Budget

The annual operating budget of the Governing Board shall be determined by the Board, after the Budget Committee review process set forth in paragraph 6.A. above, and shall be submitted to the towns no later than December 1, of each calendar year but no sooner than fourteen (14) days after the public hearing of the Governing Board as established in the preceding paragraph. The operating budget, including any proposed capital expenditures, shall be approved by a two-thirds (2/3) vote of the Governing Board provided, however, that any capital expenditure requiring the expenditure of more than TEN THOUSAND (\$ 10,000.00) DOLLARS for any single item shall require a two-thirds (2/3) majority of the Governing Board for approval and the parties hereto agree that the By-Laws of the Governing Board established pursuant to paragraph 4 above shall be drafted in such a fashion as to reflect this condition notwithstanding paragraph 4 above.

C. Disposition of Surplus Funds

- I. Any surplus funds not expended in each calendar year shall be returned to the member towns using the assessment formula provided for in Paragraph 5 no later than June 30 of the subsequent year.
- II. In the event that the Governing Board should desire to expend any surplus funds, the Budget Committee, as provided for in Paragraph 6.A. shall review said proposal and hold a public hearing thereon prior to any such expenditure.

D. Borrowing Funds

The Governing Board may borrow funds for a term not to exceed the end of the fiscal year in which the funds are borrowed.

E. Emergency Expenditures

Unless prohibited by law in the event of a sudden or unexpected situation or occurrence, or combination of occurrences, of a serious and urgent nature, that demands prompt or immediate attention, the Governing Board may expend funds in excess of the budget for the current fiscal year, but only if written notice is provided, identifying the amount, purpose and need for said expenditure, to the Board of Selectmen of each member town, and each such board authorizes said expenditure, in writing.

7. TERMINATION OF THIS AGREEMENT

This Agreement will terminate as provided in section 2 hereof or on such later date as a majority of the governing bodies of the member towns may elect so to terminate. In such event the members shall cause the Governing Board to take such steps as are necessary to dissolve the Governing Board and facility hereby created. At that time the property that is utilized in the facility shall be disposed of in accordance with the following paragraph.

8. DISPOSITION OF PROPERTY ON DISSOLUTION, TERMINATION OR WITHDRAWAL

It is understood and acknowledged that the machinery, equipment and other personal property that the Milford Area Communications Center utilizes to provide the services contemplated by this agreement consists of the following three (3) categories of property: Items owned by an individual member town which have previously been provided to the Center for use; Items acquired by the Center during the course of its operation; Items acquired by an individual member town which will be provided to the center for its use. It is agreed that in the event of dissolution or termination of this agreement, as well as the withdrawal from this agreement by a member town or towns, the following provisions shall govern the disposition of property following such dissolution, termination and/or withdrawal:

- a. Items owned by an individual member town which have previously been provided to

the Center for use. The member towns acknowledge and agree that the property and equipment which falls into this class has been listed in Appendix A. wherein it has been itemized by a particular member town(s). The property so listed is currently used by the Milford Area Communication Center but it is agreed that the same is and remains property of the designated member towns. In the event of a dissolution or termination of this agreement, such property shall be returned to the possession of the respective member towns as their interest shall appear as designated in said Appendix A. Similarly, in the event of withdrawal from this Agreement, any property in this category shall be returned to the withdrawing member town at the time of withdrawal, as its interest shall appear, based on the list in Appendix A.

b. Items acquired by the Center during the course of its operation.

Except for property identified in § 8 – (c), below, any equipment or property having been acquired or to be acquired by the Milford Area Communication Center upon the vote of the Board of Governors shall become the joint property of the member towns participating in this Agreement at the time and will be distributed upon the dissolution or termination of this Agreement proportionately to the various towns who are still members at the time of dissolution or termination or, if this is not practical, the same shall be sold and the net proceeds realized therefrom divided proportionately among the member towns as of the date of such dissolution or termination.

c. Items acquired by an individual member town which will be provided to the center for its use. The member towns acknowledge and agree that an individual member town, in order to assist the Center to carry out its responsibilities, may acquire property and equipment on its own which may be provided to the Center for its use. It is understood and agreed that the ownership of such property and equipment shall not change as a consequence of the member town having provided the same to the Center for its use and the same shall remain the property of the member town which acquires and provides the same. The property so listed shall be returned to the possession of the respective member towns upon such dissolution or termination. Similarly, in the event of withdrawal from this Agreement, any property in this category shall be returned to the withdrawing member town, at the time of withdrawal, as its interest shall appear, based on the list in Appendix A. Upon the acquisition and provision of such property or equipment, the Center shall cause Appendix A to be modified to reflect the existence and ownership of such property. It is agreed that if the Center neglects to upgrade Appendix A for any reason, the property and equipment listed in the annual audit indicating changes in the assets in the possession of the Center, shall be satisfactory evidence of ownership for the purposes of this paragraph.

The Milford Area Communications Center shall be, at its sole cost and expense, fully

responsible for the maintenance and repair of the communications equipment, the maintenance of all warranty extension and service agreements, and insuring that any personnel which operate the communications equipment are properly trained; said obligations being a condition of the right to continue to use the communications equipment.

9. WITHDRAWAL AND NON-RENEWAL

Any member town may withdraw from participation in this Agreement or choose not to renew this Agreement, subject to the following mandatory conditions:

- A. Notice of withdrawal or non-renewal shall be provided, in writing, to the Governing Board and the Board of Selectmen of each and every member town.
- B. Notice shall be provided at least twelve (12) months prior to the effective date of withdrawal or non-renewal.
- C. Withdrawal or non-renewal may only become effective at the close of a fiscal year.
- D. Following Receipt of notice and prior to the effective date of withdrawal or non-renewal, the Town:
 - i. Shall be responsible for its entire annual assessed share of the costs of the Milford Area Communication Center; and
 - ii. Shall not cast a vote on any matters involving the creation of a budget for the ensuing fiscal year.
- E. It is clearly agreed and understood by all parties hereto that any town withdrawing from participation in this Agreement shall not receive any rebate, payback, or other refund or credit against charges and amounts paid by it pursuant to this Agreement, and shall in fact forfeit any rights to any of the assets or income acquired by the member

town in the course of the operation of this Agreement, except as otherwise provided with respect to the designated member towns.

10. AMENDMENTS

This Agreement may be amended upon the unanimous consent of the member towns through their respective Board of Selectmen and the Governing Board.

11. NEW MEMBERS

A unanimous vote of the member towns shall be required in order for a new member to join the Milford Area Communications Center. The new member shall be required to:

- A. Make an initial payment based upon its share, as calculated under Section 5, of the estimated value of the capital assets owned by the Milford Area Communications Center; and
- B. Assume responsibility for its share, as calculated under Section 5, of the annual budget for the remainder of the fiscal year in which it becomes a member.

The Governing Board shall recalculate the share as calculated under Section 5, of the member towns to account for the new member.

It is understood that there are three (3) original copies of this Agreement and the various Boards of Selectmen shall have executed their individual agreements concurrently.

APPENDIX "A"

- | | | |
|--|----------|-------------|
| 1. Orbacom 3 Position Communications Console | Model # | TDM-1509350 |
| | Serial # | 1849 |
| 2. JPS Communications Signal to Noise Voter | Model# | SNV-12 |
| | Serial # | 4418 |
| 3. JPS Communications Signal to Noise Voter | Model# | SNV-12 |
| | Serial # | 3918 |
| 4. JPS Communications Signal to Noise Voter | Model# | SNV-12 |
| | Serial # | 4404 |
| 5. Watson Communication Console Furniture
(3 Positions) | Model | Fusion |

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

May 11, 2020

This meeting was conducted pursuant to State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 841 4963 9297 or join the Zoom Meeting @ https://zoom.us/j/84149639297. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT: Gary Daniels, Chairman John Shannon, Town Administrator
Paul Dargie, Vice Chairman Tina Philbrick, Recording Secretary
Laura Dudziak, Member
Chris Labonte, Member
David Freel, Member

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A:2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. He started the meeting by taking roll call attendance. He asked each member to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, no one present. Selectman Dudziak, no one present. Selectman Labonte, no one present. Selectman Freel, no one present. Chairman Daniels, present was Andrew Kouropoulos, videographer.

2. APPOINTMENTS: (Approximate times)

5:00 p.m. - Non-Public in Accordance with RSA 91-A:3, II(c) Reputation – prior to the public meeting the Board entered into a non-public session, one item was discussed and no decisions were made.

Selectman Dargie made a motion to seal the minutes. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:30 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95b)) - CARES Act Provider Relief Funds - \$27,752.52 to the Ambulance Department.

This public hearing is to a grant of \$27,752.52 from the CARES Act Provider Relief Fund from the federal Health and Human Services agency. This doesn't not require a match nor does it have to be paid back.

Chairman Daniels opened the public hearing. Hearing no questions, Chairman Daniels closed the public hearing. Selectman Labonte asked what this money was for. Eric Schelberg, Ambulance Director said this money in recognition for decrease ambulance services across the nation as a result of COVID-19. It is to help with the loss of revenue.

Selectman Dargie made a motion approve the CARES Act Provider Relief grant in the amount of \$27,752.52. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/11/2020

5:35 p.m. - Approval of Land Use Change Tax (LUCT) (1) parcel Map 48 Lot 78, Approval of 2019 Property Abatement Application for Correction, MAP 8 Lot 71-C-12 and Approval of (5) Applications for Elderly Exemption or Tax Credit, (1 new) -

Approval of Land Use Change Tax (LUCT) (1) parcel Map 48 Lot 78 – Marti said this parcel has been disturbed for construction of new homes. Construction on current use land requires the affected areas to be removed from Current Use. The property owner is aware of the action being taken tonight regarding their property.

Selectman Dargie made a motion approve the Land Use Change Tax. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

2019 Property Abatement Application for Correction, MAP 8 Lot 71-C-12 – Marti said at the last meeting, the BOS approved this abatement application for \$727.16. The actual amount of taxes paid and to be abated is \$694.65. This is a minor correction; however the tax collector can only abate taxes paid.

Selectman Dargie made a motion to approve the Property Abatement Application for Correction. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of (5) Applications for Elderly Exemption or Tax Credit, (1 new) - Marti reviewed all the elderly applications and recommends approval by the Board. These came in a little late.

Selectman Dargie made a motion to approve (5) Applications for Elderly Exemption or Tax Credit. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:45 p.m. - Approval of Veterans Tax Credit (2) and Approval of Real Estate and Personal Property Tax Exemption (33).

Approval of Veterans Tax Credit (2) - Marti reviewed the applications and recommends approval by the Board. This tax credit is for \$400.

Selectman Dargie made a motion to approve 2 Veterans Tax Credit Application. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Approval of Real Estate and Personal Property Tax Exemptions (33) - Marti reviewed the Exempt/Charitable applications and recommends the Board approve the following applicants for the 2020 tax year. Three properties were removed from the list. Southern New Hampshire Medical Center was removed because we have a PILOT with them that ran out this year. We are in the process of negotiating another PILOT. The Roman Catholic Church is not on the list because one of their buildings is up for sale and no longer occupied and used for church purposes. Also missing from the list is the Little Arrow Child Care services which is separated out for signatures as one of the Board members usually recuses himself from signing.

Chairman Daniels asked why the church’s property was separated from the other property. Marti said that property must be used, owned and occupied by the exempt entity and at this time the building is not being used, is vacant and up for sale.

Selectman Dargie made a motion to approve (33) Real Estate and Personal Property Tax Exemptions except for Little Arrows. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Selectman Dargie made a motion to approve the application from Little Arrows Child Care Services. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes and, Selectman Freel yes. The motion passed 4/0/1 with Chairman Daniels abstaining.

5:50 p.m. – Review of 2020 Exemptions and Credits – Marti gave a brief summarization of exemptions and credits for 2020 as compared to 2019. The total amount of elderly exemptions including what was approved today is

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/11/2020

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\$11,856,100, roughly \$97,000 in taxes for comparison purposes. Selectman Dargie asked if the Certain Disabled Veterans should be an exemption rather than a credit. Marti said it could be either.

2020				2019	
2020 EXEMPTION	AMOUNT PER	# RECEIPIENTS	2020 TOTAL AS OF 5/4/2020	2019 TOTAL	# RECEIPIENTS
Blind	\$15,000	8	\$120,000	\$105,000	7
Solar	\$10,000	61	\$610,000	\$550,000	55
Elderly	Varies by Age	94	\$11,113,100	\$8,727,000	86 (low#)
Improvements to Assist persons w/ Disabilities	\$48,590	1	\$48,590	\$48,590	1
CREDIT					
Certain Disabled Veterans (Death during War)	\$577,026	1	\$577,026	\$577,026	1
Standard Vet Credit	\$400	430	\$176,400	\$134,100	447
All Veteran	\$400	48	\$19,200	\$13,500	45
Service Connected Disability	\$1,500	21	\$31,500	\$26,600	19

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5:55 p.m. – Milford Armory Non-Commissioned Officers (NCO) Club - SFC Justin McNeff C/3-172 IN(MTN) 2nd Platoon Sergeant said Charlie company, located at the National Guard Armory at 154 Osgood Road in Milford would like to open a non-commissioned Officers (NCO) Club. This would not be opened to the public. They would open approximately once or twice a month. The space designated will be inside the Armory and it will be managed by the senior NCO’s and Officers stationed at the Armory.

Selectman Freel asked if past members could use it. Justin said just the current members. The money raised would go towards unit funds that are used to help the guys in the unit who may be having difficulties getting support through the military training. This will be used for service members and their families. Family functions are held about once a year.

Selectman Dargie made a motion to approve an (NCO) Club at the National Guard Armory at 154 Osgood Road in Milford. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

3. PUBLIC COMMENTS – Nathalie Watson, Milford Resident asked the Board to reconsider their vote on cancelling the Independents Day Fireworks. She and her husband, who was the president of the NH Pyrotechnic Association found a company who will do the Milford Fireworks for June 20th, June 27th or July 11th. The company is JTI’s Pyrotechnics, and they have a licensed display operator. They also include a cancellation policy for up to 10 days before the function. She doesn’t want to pay money for something that won’t happen. This is a win, win solution because the people of Milford get what they voted for and the Town can give it to them.

Seth Watson, Milford Resident, said he is the licensed display operator that Nathalie spoke about and he would like to see the fireworks happen. He would like the Board to reconsider their vote.

4. DECISIONS –

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/11/2020

a) CONSENT CALENDAR.

Selectman Freel asked that 4. a) 7 and 4. A) 8 be removed from the consent calendar for discussion.

Selectman Dargie made a motion to approve the consent calendar except for 4. a) 7 and 4. a) 8). Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

1. Request for Approval of ICMA-RC Plan Contact Change Form
2. Request for Approval of NH Section 457 Deferred Compensation Plan – VALIC Financial Services.
3. Request for Approval to Change Peter Basiliere from an Alternate Member to a Full Member of the Planning Board. Term Expires 2022
4. Request for Approval of Intent to Cut Wood or Timber – Map 53 Lot 67-3
5. Approval of Temporary Emergency Family and Medical Leave Policy Adopted in Response to Families First Coronavirus Response Act – Pertains to Emergency Family Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL).
6. Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e))31:95 – Donation of 2 Dunkin Donuts gift cards to the Milford Fire Department from The Town of Chelmsford Fire Department - \$50 value.
7. Request for Approval to Increase the Amount of Interest that the Tax Collector can waive for Property Taxes.
8. Request for Approval and Acceptance of Boynton Hill Road

In reference to 4.a) 7), Selectman Freel asked how long has it been since this was increased. Kathy Doherty, Milford Tax Collector, said it's been decades. Selectman Freel asked how often does she come to the Board for this. Kathy said they've been going to the Town Administrator or Finance Director rather than bothering the Board for something like \$8 when she is only allowed to waive \$5. The law states that it can go up to \$25 and if she has authorization to waive up to that amount, she wouldn't have to go to the Town Administrator or Finance Director each time.

Selectman Dargie made a motion to increase the amount that the Tax Collector can waive from \$5 to \$25. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Selectman Freel asked, in reference to 4. a) 8, said that he knows that there is money put into an account for up to a year to deal with any issues and asked if there have been any issues with water run-off and access roads.

Lincoln Daley, Community Development Director said 10% of the total bond is put aside for maintenance. An access road to one of the detention ponds was questioned recently and he went out to see it. It's an easement to allow the Town to maintain that pond. There were some bare spots where grass may have been but it should grow in overtime as there is less time to travel that road to the pond. Once we accept this it is both for the roadway and drainage.

Selectman Dargie made a motion to approve the request for acceptance of Boynton Hill Road. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

1. At this time the Board discussed their vote to reconsider fireworks. Chairman Daniels said that historically we let Recreation take the lead on this. Arene Berry, Recreation Director said she doesn't anticipate us having any large gatherings the whole month of July. The state and rotary swim meets have already been cancelled. She is 99% sure the 5K on 4th of July will be cancelled. She thinks fireworks are a moot point for 2020. They will evaluate it again during budget season to see if they will be having fireworks in 2021.

Nathalie Watson said she and her husband reached out to JTI, Nathalie's husband would be the licensed operator and they could provide the fireworks show. Larger fireworks companies are moving away from small towns and going for the bigger shows. She feels that fireworks can be done in a social distancing way with people staying around their cars along roads, hills and Keyes Field. You don't need close physical distance with fireworks.

Chairman Daniels asked how they would ensure that this doesn't happen. There are always crowds of more than 10 in various locations watching fireworks, even if you are in a parking lot. Selectman Freel agrees that it would be hard to police.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/11/2020

216 Selectman Labonte clarified that other Independence Day activities have not been cancelled. Arene said not yet. Se-
217 lectman Labonte asked if they could get a quote to see what could be offered. The 4th of July is still a ways out and the
218 Governor could make a decision and the July 11th date would be the farthest date away.
219

220 Selectman Freel asked Nathalie in referenced to the cancellation, it is only for COVID-19 related issues. If the town
221 feels that they don't want to do it even with the Governors decision, could they still get the discount. Nathalie said JTI'
222 doesn't bill until after the fire works is done.
223

224 Selectman Dargie is not in favor of any fireworks this year. No matter what we do, there will be large gatherings of
225 people. Selectman Labonte said then we should cancel the 5K also or any event that involves anything as far as a group.
226 Selectman Dargie would be in favor of cancelling the 5K but he would leave it up to Arene. Chairman Daniels agreed.
227

228 Chairman Daniels said he doesn't want to change his decision today. We have time so we can decide later tonight or at
229 the next time we meet. Selectman Freel said he loves fireworks, but we should be following the protocol from the Gov-
230 ernor and he feels that this can be dealt with at the end of May or early June. He would hate to see Arene spend all her
231 time planning this if it becomes a moot point.
232

233 Selectman Labonte asked if it would worth our time to get a quote from JTI. Chairman Daniels said it isn't them making
234 up a quote, they know what we have to spend. It would be them making up a package and he doesn't know how long
235 that would take.
236

237 Administrator Shannon said we still don't know when the Governor is going to relax the crowd size. We will know
238 more next week when the restaurants open. Chief Viola and the Police Department will be responsible for enforcing the
239 rules. Amherst already cancelled their 4th of July. His concern is that if we have our fireworks, people from other
240 towns will come here. If crowds start forming, how are we supposed to get them to go elsewhere? We will be putting
241 our officers in contact with big groups. Fireworks was a warrant article, the 5K is not. Arene will make the decision on
242 the 5K when the time comes.
243

244 Nathalie said it take about a week for the company to put together a package for display. Chairman Daniels would pre-
245 fer not to make a decision tonight. We can put it on the next agenda.
246

247 **5. TOWN STATUS REPORT – John Shannon**

248 **a) Temporary Forgiving Tax Interest** - Emergency Order #25 issued by Governor Sununu, permits a temporary modi-
249 fication of interest penalty for late payment of property taxes. This order should be interpreted as a blanket waiver for
250 all property owners. The Town Tax Collector recommends that the Board approve this temporary measure for interest
251 relief on late property tax payments only for the period between the first and second billing of 2020.
252

253 Kathy Doherty said she needs a decision on this tonight because the bill process will be started later this week. Chair-
254 man Daniels clarified that the first and second billings are July and December. Kathy said yes and they collected
255 \$8,000 in interest during that time last year. Chairman Daniels said his concerned that people won't pay their taxes on
256 time if they know the interest is being forgiven. We are already down in revenue from COVID-19 and may need a tax
257 anticipation loan (TAN).
258

259 Selectman Dargie is concerned about the length of time, going to December 1st, with respect with people not paying
260 their tax bills because there is no penalty for it. He is recommending going to October 1st and as we get closer to Octo-
261 ber, see where we are in regards to our cash balance and then extend it out to December 1st.
262

263 Chairman Daniels asked if the order specified the amount of time or does it say between the billings. Kathy said the bill
264 has to show the interest rate on it. If you're going to have an interest rate, you have to charge it. We can leave it at 8%.
265 In the past we've always charged 12% but that changed to 8% last year which was great for property owners. We can't
266 put zero and then start collecting interest in October.
267

268 Paul Calabria, Finance Director said he did a preliminary cash flow. Estimating a \$7,000,000 TAN, if we went the full
269 five months, this would result in a \$66,000 interest charge to the Town to borrow that money. October 1st would be
270 about \$40,000. It's about \$13,000 per month.
271

272 Selectman Labonte asked if you could put net 30 on the bill and charge the 8% after. Kathy said they already do that.
273 Selectman Labonte asked what is the difference if we were to do net 60. Kathy said the law states that it will be due
274 July 1st.

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275 Selectman Dargie is okay with keeping the 8% on the bill but wants to put out a press release to let the public know that
276 the interest will be waived for whatever we decide on and we can adjust the date as we go on. The Finance Director
277 made it sound like we would run out of cash immediately and he finds that hard to believe. He feels that a large portion
278 of the people will pay their taxes.

279
280 Paul Calabria said finance always plans conservatively. We don't know what the revenue loss will be. We've estimat-
281 ed almost \$700,000, combined with the three tax bills that are due to the schools by July 31st, and the uncertainty on
282 who may or may not pay their taxes.

283
284 Selectman Dargie asked how many people did he assume would pay their bill. Kathy said she expects about 40% in
285 escrow services. Selectman Labonte said if we left the 8% on the bill could we abate it on a case by case basis. Kathy
286 said no, it was worded as a blanket, it's all or nothing. Selectman Freel said if we waive the interest payments on late
287 taxes and there is no penalty, he could pay his \$15,000 in December and not split it between July and December.
288 Would the state help with the interest that the town would have to pay for a TAN?

289
290 Paul said he doesn't think the state will cover the cost of a TAN to keep the town's cash flow going. Selectman Freel
291 asked if the Governor is saying, "this is what we think you should do"? Administrator Shannon said no, it's just an op-
292 tion for us if the Board wants to do it. It has to be a blanket.

293
294 Selectman Dudziak said she feels that people who don't usually need to use the wavier will. Selectman Freel agrees and
295 this will put us in a shortfall. Administrator Shannon said the only reason we brought this up is because the bills are
296 getting ready to go out.

297
298 Selectman Dargie made a motion to approve the waiving of the interest on taxes from July 2, 2020 until October 1,
299 2020st. There was no second and the motion failed.

300
301 Chairman Daniels said the state already lowerd the interest amount from 12% to 8% and people are already paying 4%
302 less than what they would usually pay. If people don't pay their taxes and we vote to go to zero interest, it could cost
303 the town money to cover the amount of revenue that isn't coming in, this isn't fair to everyone else. Selectman Freel
304 asked what the rate is that the Town usually gets charged for a loan. Paul said just under 2.3%. Selectman Freel asked
305 if it was possible for the Board to waive the 8% and just go for ½ a point over cost. Administrator Shannon said the rate
306 is set by the state. Either you are going to charge interest or you are not going to charge interest.

307
308 Selectman Dargie said he understands that we can change the interest rate. We could make it whatever we want or just
309 waive it. The timing is also up to the Board. Everyone has to be treated the same.

310
311 Selectman Labonte asked what we usually bring in annually for interest. Kathy said we don't book the revenue until we
312 receive it. We are working with a lot less interest than we did in the past. In 2019 we went to 8% and we brought in
313 \$8,000 so we could be losing the same. In 2018 we brought in \$14,000. In 2017 we brought in \$11,000. Selectman
314 Labonte said the easier number to digest is knowing we might be out the \$8,000. The harder number is knowing that if
315 we get a TAN loan, it could be \$13,000 per month on top of the \$8,000 over the five month. He agrees that if people
316 know they don't have to pay the interest, why would they pay their bill.

317
318 Selectman Dargie cost is really going to be an issue if our cash balance goes to zero and we have to apply for a TAN. It
319 will be several months before we get a cash burn rate even if people don't pay their taxes. We will still lose out on the
320 \$2,000 a month that we would normally get but the TAN won't kick in until a future period. October 1st would be a
321 reasonable time to do this because we should have enough cash on hand.

322
323 Selectman Freel asked if we were capped at the 8%. Administrator Shannon said 8% is the maxed that the State sets.
324 Chairman Daniels said only for a certain amount of time, and then it goes up to 14%. Kathy said it goes up to 14%
325 when it's a tax lien. 2020 taxes won't be lien until 2021. Selectman Freel asked if we could bring it down to 2.5% or
326 3% we can to cover cost of the interest of a TAN loan. In December it could be increased back up to 8%. Kathy said
327 breaking the tax period up causes a problem with the tax software. The first billing is coming up now and the second
328 one is December 1st. Chairman Daniels said he would rather leave it at 8%. Selectman Freel asked if there were fees
329 involved with taking out a TAN. Paul said it would be around \$2,500 and \$3,000.

330
331 Selectman Dargie said if we have to do a TAN because people didn't send in their money, the money we are changing
332 in interest will cover the cost of the TAN. After December 1st, this would go back to 8%.

333
334 Chairman Daniels said later tonight we will be discussing the short fall and this could effect that.

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Selectman Dargie made a motion change the interest rate on the billing for late payment property taxes from 8% to 2.5% from July 1, 2020 until December 1, 2020. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freely yes, and Chairman Daniels no. The motion passed 3/2 with Selectman’s Labonte and Daniels opposed.

b) Stay at Home 2.0 - Governor’s Re-Opening Task Force - On May 4, 2020 Governor Sununu announced several protocols for re-opening various business sectors while safeguarding New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. Business such as barbers, hair salons, restaurants, and drive-in theaters were included in the announcement. Milford area businesses will be able to slowly re-open in May. Restaurants are scheduled for May 18th for outside service. We will be working with them. The Milford Drive in should open by May 15th. The Board will need to make a decision on the September Elections by the next meeting. A recommendation on that will ready at the Board by the May 26th meeting.

c) Status of Large Events Planned for 2020 - At the request of the Board, we are tracking the Town’s large events for 2020. Decisions concerning events will be made with the event organizers and in accordance with the Governor’s Emergency orders.

Event	Decision Point	STATUS
Memorial Day Parade	4/28/20	Cancelled
Pumpkin Festival	5/31/20	In Progress
Independence Day activities	6/4/20	In Progress
Rotary Swim Meet	6/15/20	In Progress
State Swim Meet	7/10/20	In Progress
Labor Day	7/27/20	In Progress
Veterans' Day	9/4/20	In Progress

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Rotary and State Swim meets were cancelled after this list was sent out. This will be updated by the next Board meeting. Chairman Daniels would prefer to wait until May 26th on any Independence Day activities.

d) Energy Contract Renewal - The Town requested new pricing for their current energy contract which is up in the fall of 2020. Five competitive prices were received. The lowest pricing was selected by members of the Town Staff at \$0.0652. The contract was reviewed by town council. Selectman Dargie asked how long the contract was for. Administrator Shannon said this contract is for 24 months. This gave us a longer contract for a lower price.

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e) Possible Covid-19 Cost Savings - In order to offset unanticipated expenses due to COVID-19 we’ve identified the following possible cost savings. Some savings are from holding back on spending approved budget dollars or not spending money on a special warrant article, (those dollars become part of unexpended fund balance). Department Heads have been looking at cost savings since March.

Public Works is doing paving in two phases. The first phase includes the \$400,000 from the warrant article approved by the voters in March. The second phase, if used, will include the \$320,000 that was in the budget.

Possible Cost saving measures:

DPW -

Reduced Paving budget \$320,000

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Osgood Pond -

Reapply for Funding in 2021 \$175,000

Attorney Drescher and NHMA said the Board would be able to hold back the money for Osgood Pond.

Hiring Freeze -

DPW \$ 32,000 5 months

MPD \$ 35,000 5 months

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381

Estimated savings \$562,000

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/11/2020

382 Chairman Daniels said he understands that we can apply for the Land and Water Conservation Grant, but we are also
383 using Land and Water Conservation for other projects. Priority was given to Osgood Pond. If we get money and ap-
384 proval and get money from the tax payers, he's concerned about future funding if we don't spend it. He thought that
385 special warrant article money has to be used for that project. He doesn't think we can use it somewhere else.
386

387 Paul said it is a special warrant article which means that the funds have to be used by the end of the second year which
388 is December 31, 2020. The money may not be used for another purpose. For this year and our cash flow issues, the
389 \$175,000 would not be expended so the money will still be in the bank. Administrator Shannon said Attorney Drescher
390 said the money can't be spent by the Board but will simply go to enhance the unexpended balance account. Again,
391 these were just some suggestions that we came up with since the Board showed interest in what options we may or may
392 not have. Chairman Daniels said this project has been 22 years in the making and it would be nice to have it put behind
393 us.
394

395 Selectman Dargie asked when the second grouping of paving goes out to bid. Rick Riendeau, Public Works Director,
396 said he will play it out to the end of July to see where everything is going financially, then we put the bid out. Select-
397 man Dargie asked if we can hold off and decide later. Rick said yes.
398

399 Selectman Dargie feels we should go forward with Osgood Pond. It's been a long involved process and we have the
400 money. He's also ok with the hiring freeze. Administrator Shannon said it's not a hiring freeze, they will just hold off
401 for now as it's not causing any problems yet.
402

403 Selectman Labonte is confused as to how the \$175,000 helps cash flow if we were to hold off on Osgood Pond. We
404 can't use it for anything else which is the same scenario if we don't do the fireworks. How does this save us money?
405 We can't utilize that money towards any shortfall. Paul said as far as the cash flow, if Osgood Pond was done tomor-
406 row, we would have \$175,000 less in the bank, that is all we are saying. It's just a potential way to defer cost to maybe
407 another year.
408

409 Selectman Labonte said as far as paving, the purpose of the \$400,000 was to help as far as catch up and not go back to a
410 \$2,000,000 road bond where we are paying interest on. He's in favor of paving but he thinks we should spend out
411 \$320,000 first; the \$400,000 could lapse to another year where the \$320,000 could not. Selectman Dargie said that is
412 correct and he feels that we are better off using the money in the town operating budget first. Selectman Labonte said
413 that makes more sense as that is the primary money that we get from the state. If we go on the theory of keeping the
414 \$400,000 as a cushion we can use it in 2021.
415

416 Selectman Freel said the \$400,000 that they are spending is part of the warrant article money, the money is in the ac-
417 count. You can say that the first \$320,000 was from the warrant article was gone out and now we are \$80,000 into the
418 budget. Selectman Labonte said if you are going to spend the \$400,000 and not the \$320,000 then the \$400,000 addi-
419 tional catch up no longer acts as a catch up and just give you additional money to utilize that \$320,000 somewhere else.
420 He feels the \$320,000 should be spent before the \$400,000.
421

422 Chairman Daniels said the confusion is that it's all combined together so you have \$720,000 or is all separated out.
423 Selectman Dargie said when you do a purchase order you have to charge it against an account. He suggests that when
424 you the purchase order you change it against the line item that is for the \$320,000 and the extra \$80,000 be charged
425 against the bond account.
426

427 Chairman Daniels said he thought they said they already went against the \$400,000. Selectman Labonte said it already
428 went to bid. Selectman Dargie said the bids were due in on Friday he doesn't think anyone issued a purchase order yet.
429

430 Rick said the \$400,000 bond has to be spent on paving period. With what is going on, and with his counterparts paving
431 budgets being cut because of short falls, he was trying to be proactive. If he stays around the \$400,000 he knows he's
432 still good and if he doesn't get into the budget money, it can always be used somewhere else if it has to, the \$400,000
433 can't be use anywhere else. He's trying to look at the town as a whole and watch his department because his is he big-
434 gest department and that is usually where things get cut. Administrator Shannon said Rick is trying to give the town
435 flexibility in how it spends in the operating budget versus the bond money.
436

437 Selectman Labonte asked Rick if he intended to issue a purchase order on the recent paving bid before the next meeting.
438 Rick said yes.
439

440 Lincoln wanted to make the Board aware that the wetlands permit for that project has been amended to account for ad-
441 ditional requirements as part of the overall project, one being the hiring of a wild life biologist. Our goal is to maximize

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442 the acreage being dredged but there may be some additional cost associated because of the amended permit that was
443 issued by the state.
444

445 Chairman Daniels asked how can a permit be amended after it was already issued. Lincoln said the inclusion of the
446 wild life biologist was a new addition this year to that wetland permit. During phase I there were no sensitive species
447 identified within the area. Since that time there have been a few species identified in the general area which requires the
448 need for a wild life biologist to monitor the property during the project.
449

450 Chairman Daniels said a permit is like a contract, he doesn't know how it can be changed after the fact. Lincoln said we
451 are just responding to the state as to what is required of us. Selectman Labonte asked if it was the contractor's obligation
452 to provide the biologist. Lincoln said yes and there is also additional reporting that is also required when the project
453 ends, this wasn't part of the bid last year. Selectman Labonte asked if that means we are going to get even less done.
454 Lincoln said it's a matter on how deep we go. The idea is to maximize acreage do the depth might not be as deep.
455

456 Selectman Dargie said we should leave it to the Town Administrator and Finance Director to figure out what accounts
457 to charge the paving to based on the discussions that we've had. Administrator Shannon said if we use the bond money
458 first and hold onto the operating budget money, the Board can move it around as they see fit. If our goal is to be able to
459 move money around, the money has to come from the operating budget. Selectman Labonte said he would heed caution
460 in the future asking voters for extra money. You could have a hard time getting catch up money if you didn't utilize the
461 original money for what it was intended for.
462

463 Administrator Shannon said he understands that but due to the global pandemic, this is an exception. This is not normal
464 business and he thinks the voters will understand. They have accepted how we've had to change doing business at the
465 town hall and elsewhere. They will understand that there has to be a need for flexibility during this time. Our goal is to
466 spend the money as it was intended for but it's better to have that money to move over to pay to buy PPE, pay salaries
467 and do what needs to be done. The Board will be able to have the flexibility to decide where that money should be
468 spent.
469

470 Selectman Freel said we should move forward on the Osgood Pond. Administrator Shannon said the Board already vot-
471 ed to move forward. This is just an example of where money might be able to be save which is what the Board asked
472 for in the past. Nothing has been put on hold. We met with Fish and Game this morning and we are moving forward.
473

474 Selectman Labonte asked if the Town Administrator has a secondary list going forward on other places we can save
475 money. Administrator Shannon repeated that back in March he sent a request to Department Heads to be prepared to
476 find places to save money. They have been working on that list. The operating budget is the first thing that we are look-
477 ing at.
478

479 **6. DISCUSSIONS:**

480
481 **a. First Responders COVID-19 Stipend** - This program offers first responders a stipend depending on a criterial that
482 they fit into. It's a voluntary program and the vote is whether or not the Board chooses for Milford to participate. We
483 pay them, we submit the information and the state reimburses us. We are not losing out on any money. You can't dou-
484 ble dip working for two towns.
485

486 Chairman Daniels asked if we have a total amount on the stipends. Paul said this was just rolled out last Tuesday and
487 we are still figuring out how we are going to account for it. There are 83 employees in the three first responder units
488 that will be receiving some portion of the stipend. The maximum on a weekly basis will be about \$25,000. The pro-
489 gram runs eight weeks and two days and ends on June 30th.
490

491 Selectman Freel asked how long does it take for us to get funds back from the state. Paul said they are giving us several
492 options; we can take this first week and multiply it by 8.2 and get a lump sum payment in the next week for the entire
493 projected expenditure. Selectman Labonte asked if it would be better to pay it out in one lump sum versus weekly.
494 Paul said we haven't had a chance to look at all the options; we just got the information from all the directors. We need
495 approval tonight because it was rolled out so late we are still reviewing how we can get it processed in payroll.
496

497 **Selectman Dargie made a motion to approve the First Responders COVID-19 Stipend. Seconded by Selectman**
498 **Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes,**
499 **Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**
500

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501 **b. Traffic Safety Concern - 472 Federal Hill Road (follow up from April 27, 2020)** - A resident is requesting the
502 possibility of posting speed limit and slow children signs between 472 Federal Hill Road and 446 Federal Hill Road on
503 both sides of the road. A second letter was submitted after the April 27th Board meeting outlining additional concerns.
504

505 Chief Viola said we should continue to monitor this. There haven't been much traffic patterns up there. He gave statics
506 on how many vehicles were going at what speeds. As we start to see the traffic increase we will continue with directed
507 patrols for a couple more weeks. We will report back to the Board and come back with an update on May 26th.
508

509 Chairman Daniels said because traffic is low, you might see people speed up. He's okay with another update in two
510 weeks. He asked the Chief to make sure this correspondence gets to the resident. Selectman Dargie said the person
511 who made the request is looking for two things, go slow children signs and speed limit signs at both ends. He asked the
512 Chief to look into that. Chief Viola said they had concerns about bicycle traffic in that area as well.
513

514 Selectman Freel asked what a speed limit sign costs? Rick said about \$35 to \$40. For the whole setup it's about \$80 to
515 \$85 and about 1 hour of labor. Chairman Daniels said about 2/10 of a mile from there is already a speed limit sign as
516 you are entering Milford. He's not sure another sign 2/10 a mile down the road will make a difference. Chief Viola
517 said speeding is not an issued based on what they've seen so far.
518

519 Selectman Freel asked if DPW put up bicycle signs. Rick said they usually don't, we don't authorize them, the signs
520 usually come through the Selectman. If someone wants a sign, they go to the Selectman who send it to Traffic Safety
521 and they make their recommendations to the Board. If it's accepted, the Board will let him know and the sign will be
522 put up. Selectman Freel asked the Chief if he noticed a lot of bike traffic. Chief Viola said his guys didn't talk about
523 that.
524

525 **c. Traffic Safety Concern – Nashua Street and Ponemah Hill Road** – There have been numerous accidents at this
526 corner over the past few years. Three of the most notable ones:
527

528 1. In the winter 2 to 3 years ago a vehicle slid on ice and struck one of the homes damaging the corner of that home,
529 also hitting the oil tank.
530

531 2. A few months ago there was a rollover accident on that corner that snapped the utility pole in half and required
532 Eversource to replace the entire pole.
533

534 3. On May 3rd, a drunk driver slammed into the same home (Unit #8) yet again damaging the home at the bedroom
535 end, and also took out the oil tank behind their home and spilled Kerosene 120 gallons all over the place.
536

537 Residents of the cooperative are requesting that the Board of Selectmen review this situation to see what can be done as
538 far as some type of guard rail or bollards to protect our residents, especially those that live right on the corner in Unit
539 #8. Sadly, this family no longer feels safe in their home.
540

541 Gary Pinkham, Milford resident said there are many accidents in that area. His house has been hit twice, and it was his
542 oil tank that got taken out. He would like to put up some type of barrier or a guard rail. He eventually will be putting
543 up two raised gardens beds that will be anchored to the ground and no one will be able to go through those. He wants to
544 protect his home, property and his life. He is on the right from Ponemah Hill road.
545

546 Captain Frye gave an update on accidents. Four accidents in 2015, two accidents in 2016, four accidents in 2017, one
547 accident in 2018, three accidents in 2019 and so far seven for 2020. Linda Allen, Milford resident, wife of Gary, asked
548 if there have been any deaths. Captain Frye said no. Some of the accidents are weather related and some are the inter-
549 section itself. It's been discussed through Community Development. Most have been at night. He doesn't know what
550 the answer is for this. The intersection itself is congested. There haven't been any fatalities there. Lincoln has data on
551 that area.
552

553 Chairman Daniels asked if this should be turned over to Traffic Safety. Captain Frye said most of the accidents are in
554 the turning within the intersection. He will look deeper into the seven accidents. Rick said he suggest doing a traffic
555 study in that intersection. Chairman Daniels said previously they determined that there wasn't enough traffic in that area
556 for a light. Rick said the studies were done several years ago and it will give us a lot of new information.
557

558 Chairman Daniels asked if DPW could do this without going to Traffic Safety. Rick said yes. Chairman Daniels asked
559 Captain Frye to look into why people are not staying on the road. Captain Frye said this last accident was caused by a

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DWI, and the one before was a medical issue. Chairman Daniels said we can get started on this and if it has to go to Traffic Safety we can do that.

d. Milford Area Communications Center Inter-Municipal Agreement - The IMA agreement that is in the packet is the what the other two towns came up with that Milford never signed. He would like to identify things in that document. This doesn't mean we will stick with MACC Base. We spoke with CTA and the Board voted to get an RFP for equipment and we need to know what equipment will solve our problem no matter what location we are in. If we stay as a regional, all three towns need to be in agreement. He asked the Board if they had a chance to review this. There are dates and things that need to be changed. Selectman Labonte said they are minor.

Section 2 - Duration they had 10 years from 2019 until 2028. He feels that 10 years is too long. It also states that the towns may renew this agreement, unless the Milford Area Communications Board of Governors should give to the member Towns written notice of intent not to renew said services at least twelve months prior to the date of expiration. The date of expiration should be "discontinuing service".

Selectman Dargie isn't in favor of the new agreement. He would like to take the existing agreement and extended it for two more years. Chairman Daniels said there are numerous things that would need to be changed in order for him to be in agreement with this one. We started going through the current one last year. Do you want to only address the three or four primary points? There are little things that need to be cleaned up. There are issues on voting, issues on how to split payments and the by law section could be changed as well. Director responsibilities also need to be reviewed.

In the CTA study, if MACC Base is going to operate in a way that would be beneficial to us, they need to change equipment and the structure of MACC Base. Selectman Dudziak agrees with Selectman Dargie. Her preference would be to go off the one that we already have and extend it for two years.

Selectman Labonte said the Board of Governors has a meeting on Thursday. Captain Frye said it's a work session at 9:30 and he will need guidance if we are only going to do the two year agreement. Wilton and Mont Vernon will also need to know. Administrator Shannon said if we operate for two more years, with the RFP that's going out, it will get us to where we need to be as far as voting and instillation, whether it's at MACC Base or the Police Department.

Selectman Labonte said this has failed in front of the voters twice. No matter what equipment is needed, it doesn't matter if we sign into a 10 year agreement with MACC Base; it has no bearing on updating the equipment. If there are problems with MACC Base or equipment with emergency services, CTA has put out some definite things in their book and all of it doesn't condemn MACC Base, half of it condemns part of our equipment that we run in our emergency services. It doesn't matter where we dispatch from. We are going to do an RFP and put it back to the voters and the theory is that if we put it in front of the voters enough; they will pass it at some point.

Administrator Shannon said the voters requested that we do the RFP and we are following through on something that they did approve. Warrant 4 received 53% of the vote and Warrant 5 received 16% of the vote. Neither passed but us following through with the RFP was something that was voted on and passed. We are carrying out the will of the voters and if the Board approves, it will go back to the voters in March.

Selectman Labonte agrees that the original \$85,000 was yes to the study and RFP. The study was done and put in front of the voters at \$2,400,000 and still got voted down. He doesn't know what that changes. Administrator Shannon said it doesn't change the fact that we still need a fix so something will need to be put on the ballot in March and as a citizen of the town he would want that. We still need a solution. First responders are still having a problem and communications is still an issue. Something will be on the ballot in March and the RFP will give us a fixed number. The RFP will guide the discussion for later in the year during budget season.

Selectman Labonte said he doesn't disagree that something needs to be done. Whether you are looking at a five or ten year agreement with MACC Base, it doesn't really matter the timing of it, the length of term on the contract doesn't make a difference. Administrator Shannon doesn't agree, ten years is a very long time to be signing up for.

Chairman Daniels said we all agree that the equipment needs to be changed in order to have a properly running system. We can look at both locations. The question for the Board is, do we want an emergency Communications Center that is going to be up to today's current safety code or not. If that is what we want, we need to look more at MACC Base on what needs to be done. Those things are identified in CTA's study and we will need to talk more to the Fire Marshall about how much and what kinds of renovations are needed to get to do the 40% renovations at the Town Hall. If the

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618 renovations needs to take place on the 4th floor of town hall then the other towns that want to be a part of MACC Base
619 will need to buy into the renovations. Do we want to put a Band-Aid on it or get it up to safety code?
620

621 Captain Frye asked if they want the BOG to work on a longer agreement or look at the one we currently have. Chair-
622 man Daniels he has questions as to why somethings exists; like the Budget Committee. Why does it exist for MACC
623 Base when that member has to go back to the Board of Selectmen and bring them up to date and get approval going
624 forward just like our representative does on the BOG. This position could be eliminated if by the Boards communi-
625 cating more with their reps on the BOG.
626

627 Captain Frye said he can ask the Chairman of the BOG and asked to hold off meeting on Thursday until this Board has a
628 chance to dissect the current IMA. Chairman Daniels suggests a work session. Captain Frye will ask the BOG Chair-
629 man to put it on hold until this is reviewed.
630

631 Chairman Daniels sensed that a majority of this Board would rather look at the current IMA and not the proposed one
632 from the other towns. Selectmen's Dudziak, Dargie and Freel agreed. Selectman Labonte asked about the concept of
633 sitting down with the other towns. Chairman Daniels said we need to figure out what we want to do before sitting with
634 the other towns. We already did this twice. Selectman Labonte said he thought they had good conversations. Chair-
635 man Daniels said yes, until we got to the point when they wanted one vote per town. Selectman Labonte said they were
636 okay with us keeping our two votes. Chairman Daniels said yes, later on. That was dealing with the current IMA. He
637 found multiple problems in the IMA and we stand a better chance starting with the current one instead of one that has a
638 number of deficiencies in it.
639

640 Selectman Labonte said even starting with the current one, why can't we have a meeting with the other towns with all of
641 us sitting on the same screen. Chairman Daniels said he would like as a Board, to know where we are and it's much
642 more professional and productive for us to have a position before meeting with the other towns.
643

644 Selectman Freel agrees and said it wouldn't hurt to have the five of them meet. It would be beneficial for him. He
645 would like to discuss it with the other towns after.
646

647 Administrator Shannon agrees that this should be discussed as a whole before meeting with others and present changes
648 as a unified front. Chairman Daniels said we would have to meet with the other towns to come to an agreement and it
649 would be with a majority position. Selectman Freel asked if it would be good to have someone meet with the other
650 towns to find out what they are looking for before we get together.
651

652 Administrator Shannon said the contract that was sent to us was written by the other two towns and submitted to us, this
653 is what they want. Chairman Daniels said if they know that we will be starting with the current IMA they have the op-
654 portunity to get together with their own boards before we meet.
655

656 Selectman Labonte asked what would happens if we don't come to an agreement. Chairman Daniels said the contract
657 will end and everyone will be on their own. If they can't come to an agreement, they would just continue with the cur-
658 rent agreement. Selectman Labonte said if we went with the current one and Milford didn't want to adhere to changes
659 so we chose not to sign it, and the other two towns did, would they continue and we be out. Like if they didn't want to
660 extend it. He wants to make sure we are not left with nothing.
661

662 Captain Frye said the way the IMA is written; Milford has two votes so the current IMA would stay in place. Just like
663 what happened with the last one. Chairman Daniels said we wouldn't want the other towns to end up with nothing as
664 well.
665

666 Chairman Daniels asked Captain Frye to look into postponing the meeting on the May 14th and he can let them know
667 where Milford stands on May 28th.
668

669 A work session to discuss the IMA and By laws was setup for Monday, May 18th at 6:00.
670

671 **e. Dispatch Equipment RFP** - Chairman Daniels said we want to go forward with the RFP equipment. Cheryl Gig-
672 getts, CTA Consultant said they will provide information about the different areas that need to be addressed. Chairman
673 Daniels asked how long this would take. Cheryl said the RFP can be done in about two months. A drafts of all docu-
674 ments can be reviewed as we go along instead of waiting for a large document at the end. Chairman Daniels asked if
675 they needed any information from the Board. Cheryl said the Board would need to review the documents to see if there
676 is anything that they feel is out of place or missing a key feature or aspect that would make you more comfortable that
677 all obligations will be met. They will be sending out a set of terms and conditions, some of ours are more geared to-

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678 wards technical projects. You will need to craft them for what is best for the Town of Milford. We will be working
679 with all the emergency services to get all of their equipment counts and things. They will also work with Administrator
680 Shannon to make sure we know where all the commercial towers and town owned property is in town so they can pro-
681 vide that list to the potential vendors. We believe Summer Street will be the best location, when we ask our vendor
682 community to guarantee a coverage in your service area, we have to give them the latitude location for their tower site.

683
684 Chairman Daniels asked if they saw any benefits with having meetings with the Board as this is progressing as opposed
685 to finishing it up and giving it to us to review. Cheryl said it will be good. As they start to get sections done, they can
686 work with Administrator Shannon and come back to periodically update the Board in a work session after giving you a
687 few days to review the information. You might have questions and we can answer them as we go.

688
689 Administrator Shannon said the Board and Directors of Emergency services will also have access to the shared site that
690 was setup. Chairman Daniels said he remembers something about being a code that had to be entered within 15 minutes.
691 Administrator Shannon said when you get the e-mail and click on the link to go in; it will send you a code, that is when
692 the clock starts. Chairman Daniels asked if for some reason we clicked on it and didn't end up going in, would we have
693 to request another code. Cheryl said yes because it's a secured location and your information is private. We can also
694 walk you through the process on the phone.

695
696 **f. Review and Update of Board of Selectmen's Rules of Procedure and Parliamentary Procedure** – Chairman
697 Daniels is recommending changes to the Selectmen's Rules of Procedure. He asked if there were any questions on the
698 Parliamentary Procedures. There were none.

699
700 In the Rules of Procedure, it says that any amendments to this have to be brought in to a meeting but you don't vote on
701 those changes at the same meeting, you wait until the next meeting to adopt the changes. He asked if anyone had a
702 chance to review the rules to see if any changes needed to be made. Chairman Daniels recommend the following
703 changes:

704
705 Page 5 - This motion shall be non-debatable and will have the effect of moving to adopt the recommendation of all
706 items on the Consent Calendar. He recommends changing it to "move to adopt."

707 Page 6b. - **Change** "some public hearing require to" to "some public hearings require two"

708 Page 6 - **Change** "request" to "requests"

709 Page 7 - **Change** "it's" to "its"

710 Page 7d. - **Change** "present" to "in attendance"

711 Page 7 - **Change** "Boards" to "Board's"

712 Page 8 - **Change** "not Recommend" to "Not Recommend"

713 Selectman Freel said he would go with recommend and not recommended.

714 Page 8 rule 15. - Note: Need to change wording on future warrants to "Recommend" and "Not Recommend"

715 Page 8 - **Change** "actions" to "action"

716 Page 10 - **Delete** "If a motion is made, it shall be in the form of an affirmative motion."

717 Selectman Dargie said an affirmative motion is to deny something, you are affirming that you are denying it. It can be a
718 negative statement but it's an affirmative negative statement. Chairman Daniels said he wants something consistent.
719 He doesn't know if you need an affirmative motion.

720 Page 11 Rule 23 - Selectmen may, for good cause, recuse from a vote should they feel that to vote would constitute a
721 conflict of interest or other similar disqualifying circumstances. Chairman Daniels said it's important to remember that
722 needs to be done before the discussion starts.

723 Page 13 rule 29 b) 2) - No member, including the chairperson or vice-chairperson, act on behalf of the Board outside a
724 regular scheduled meeting without the prior knowledge and approval of the Board at a meeting. **Change** "shall conduct
725 any town business" to "act on behalf of the Board".

726
727 Administrator Shannon said if they want, they can send the changes to Tina like they do the minutes, she can change
728 them and send out a clean copy.

729
730 **7. PUBLIC COMMENTS:** Brendon Philbrick, Wilton NH, Milford Labor Day Committee, said we should caution
731 against deadlines on cancelling things. If there are no orders in place on Labor Day or the 4th of July then things should
732 move forward. You are making a decision to cancel the parade during lockdown orders during a pandemic when the
733 sun probably will be shining on Labor Day and the Governors orders will be lifted, that is the sunshine. The town is
734 being punished over a poorly run nursing home. He spoke about contingency funds and plans and the Recreation De-
735 partment should have a surplus so they can get reimbursed. He gave statics about flu season. Administrator Shannon
736 said we haven't cancelled the Labor Day parade.

737

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738 Chairman Daniels said we are putting those dates out there because some events take longer to prepare than others. We
739 are leaving it to the people who have volunteered to set those things up to give us information to go on. We have taken
740 no action on the Labor Day Parade.
741

8. SELECTMEN’S REPORTS/DISCUSSIONS.

743 Keith Waters, Milford resident, asked when we will be starting recycling back up at the transfer station. Administrator
744 Shannon said it’s been discussed and we haven’t come up with a date yet. We are looking at mid to late May or early
745 June depending on what the Governor says. It isn’t something the Board needs to vote on, it’s just going back to the
746 policy that was previously in place.
747

748 Chairman Daniels asked why we couldn’t start easing back into recycling glass. The residents dump their own glass
749 and it doesn’t get touched by town employees. Administrator Shannon said he would talk to Rick tomorrow.
750

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.

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

755 **9. APPROVAL OF FINAL MINUTES.** Selectman Dargie moved to approve the minutes of April 27, 2020 as
756 amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak
757 yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed
758 5/0.
759

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

763 **11. NOTICES.** Notices were read.

765 **12. NON-PUBLIC SESSION.** N/A

767 **13. ADJOURNMENT:** Selectman Dargie moved to adjourn at 8:50. Seconded by Selectman Dudziak. All were in
768 favor. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman
769 Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.
770

772 _____
Gary Daniels, Chairman

Chris Labonte, Member

775 _____
Paul Dargie, Vice Chairman

David Freel, Member

778 _____
Laura Dudziak, Member

10. Treasurer's Report - March 2020

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
3/31/2020
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 3/1/20	189,943.65	62,331.13	109,987.19	13,950,405.70	16,912.27	10,672.17	110,484.01	\$ 14,450,736.12
Receipts:								
Taxes and Interest	146,371.11	-	-	-	38,270.08	-	-	\$ 184,641.19
Water & Sewer User Fees	285,617.80	-	-	-	27,108.81	-	-	\$ 312,726.61
Other Revenues	255,256.80	344,661.46	-	-	150.00	-	-	\$ 600,068.26
Ambulance	-	-	-	-	73,891.81	-	-	\$ 73,891.81
Recreation	-	-	-	-	1,491.00	-	-	\$ 1,491.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	49.30	13,822.05	-	0.66	41.75	\$ 13,913.76
Investment Transfers	4,551,000.00	-	-	-	-	-	567,000.00	\$ 5,118,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 5,238,245.71	\$ 344,661.46	\$ 49.30	\$ 13,822.05	\$ 140,911.70	\$ 0.66	\$ 567,041.75	\$ 6,304,732.63
Disbursements:								
Accounts Payable Warrants	(1,866,939.69)	(88,646.99)	-	-	(13,569.99)	-	-	\$ (1,969,156.67)
Payroll Warrants	(454,797.65)	-	-	-	-	-	-	\$ (454,797.65)
Milford School District Appropriation	(3,087,816.00)	-	-	-	-	-	-	\$ (3,087,816.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(197,000.00)	(278,000.00)	-	(3,830,000.00)	(136,000.00)	-	(677,000.00)	\$ (5,118,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,344.25)	-	-	-	-	-	-	\$ (1,344.25)
Voided Checks	793.08	-	-	-	-	-	-	\$ 793.08
Total Disbursements:	\$ (5,607,104.51)	\$ (366,646.99)	\$ -	\$ (3,830,000.00)	\$ (149,569.99)	\$ -	\$ (677,000.00)	\$ (10,630,321.49)
Ending Balance as of 3/31/20	\$ (178,915.15)	\$ 40,345.60	\$ 110,036.49	\$ 10,134,227.75	\$ 8,253.98	\$ 10,672.83	\$ 525.76	\$ 10,125,147.26

Allen White

ALLEN WHITE
TOWN TREASURER

5/13/20