

## APPOINTMENT 5:30 - ELECTION OF NEW CHAIR & VICE CHAIR

5:30 - Swearing in of New Selectmen/Selection of New Board of Selectmen, Chairman and Vice Chairman

New Selectman/Re-appointed Selectman procedure:

1. Town Administrator Lincoln Daley calls BOS meeting to order, introduces the Board members and explains that he will conduct the swearing in of the Recently Elected Board Members, Paul Dargie and Tina Philbrick, and conducts the nomination for officers. Administrator Daley leads the audience in the Pledge of Allegiance. Administrator Daley notes that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.
2. Appointments:
  - a. Swearing in of Selectman **Paul Dargie** and Selectwoman **Tina Philbrick** by Town Clerk, Joan Dargie.
  - b. Administrator Daley asks for nominations for Chairman. After the Chairman is nominated, the Town Administrator steps down and hands the gavel to the Chairman to continue.
  - c. The Chairman then asks for nominations for Vice Chairman for this coming year.

## 2024 – 2025 Selectmen Information

<u>Name</u>	<u>E-mail</u>	<u>Address</u>	<u>Phone Number</u>
Chris Labonte – Vice-Chair	<a href="mailto:crlground@gmail.com">crlground@gmail.com</a>	45 Marcy's Way	603-765-3942
Paul Dargie	<a href="mailto:PaulDargie@gmail.com">PaulDargie@gmail.com</a>	136 Prospect Street	603-233-5888
Tim Finan	<a href="mailto:timothy.finan@gmail.com">timothy.finan@gmail.com</a>	29 Berkeley Place	603-801-1797
David Freel	<a href="mailto:dave@freelandsonelectric.com">dave@freelandsonelectric.com</a>	130 Stable Road	603-235-8476
Tina Philbrick	<a href="mailto:tphilbrick@milford.nh.gov">tphilbrick@milford.nh.gov</a>	111 Cortland Road	603-554-7036

All selectmen can be reached at [BOSMembers@milford.nh.gov](mailto:BOSMembers@milford.nh.gov)

Lincoln Daley	<a href="mailto:ldaley@milford.nh.gov">ldaley@milford.nh.gov</a>	263 Wilsons Crossing Rd. Auburn, NH 03032	603-769-1286
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***D. SIGNED CERTIFICATE OF ADOPTION***

**CERTIFICATE OF ADOPTION**

**MILFORD, NH**

**SELECT BOARD**

**A RESOLUTION ADOPTING THE MILFORD, NH HAZARD MITIGATION PLAN UPDATE 2024**

WHEREAS, the Town of Milford has historically experienced severe damage from natural hazards, and it continues to be vulnerable to the effects of those natural hazards profiled in this plan, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

WHEREAS, the Town of Milford has developed and received Approved Pending Adoption (APA) status from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan Update 2024 under the requirements of 44 CFR 201.6; and

WHEREAS, public and committee meetings were held between March 17, 2020, and November 17, 2020, regarding the development and review of the Hazard Mitigation Plan Update 2024 and

WHEREAS, the plan specifically addresses hazard mitigation strategies and plan maintenance procedures for the Town of Milford; and

WHEREAS, the plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Milford with the effect of protecting people and property from loss associated with those hazards; and

WHEREAS, adoption of this plan will make the Town of Milford eligible for funding to alleviate the impacts of future hazards; now, therefore, be it

RESOLVED by the Select Board:

1. The plan is hereby adopted as an official plan of the Town of Milford;
2. The respective officials identified in the mitigation action items of the plan are hereby directed to pursue implementation of the recommended actions assigned to them;

**Milford, Hazard Mitigation Plan Update Certificate of Adoption, page two**

- 3. Future revisions and plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for five (5) years from the date of this resolution;
- 4. The Emergency Management Director shall present an annual report on the progress of the plan's action items to the Select Board.

Adopted this day, the \_\_\_\_\_ of \_\_\_\_\_, 2024

**Select Board Chair**

**Select Boar Vice-Chair**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Member of the Select Board**

**Member of the Select Board**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Member of the Select Board**

**Emergency Management Director**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**IN WITNESS WHEREOF**, the undersigned has affixed his/her signature and the corporate seal of the Town of Milford on this day, \_\_\_\_\_, 2024

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Expiration

\_\_\_\_\_  
Dates

**Signatures are scanned facsimiles; original signatures are on file.**



**E. CWPP APPROVAL LETTER FROM DNCR**

**Milford, NH  
A Resolution Approving the  
Milford, NH Hazard Mitigation Plan Update 2024  
As a Community Wildfire Protection Plan**

Several public meetings and committee meetings were held between March 17, 2020, and November 17, 2020, regarding the development and review of the Milford, NH Hazard Mitigation Plan Update 2024. The Milford, NH Hazard Mitigation Plan Update 2024 contains potential future projects to mitigate hazard and wildfire damage in the Town of Milford.

The Fire Chief/Emergency Management Director, along with the Select Board, desires that this plan be accepted by the Department of Natural and Cultural Resources (DNCR) as a Community Wildfire Protection Plan, having adhered to the requirements of said plan.

The Select Board and the Fire Chief/Emergency Management Director approve the Milford, NH Hazard Mitigation Plan Update 2024 and understand that with approval by DNCR, this plan will also serve as a Community Wildfire Protection Plan.

**For the Town of Milford,**

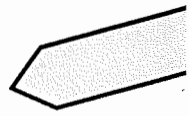
APPROVED and SIGNED this day, \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chairman of the Select Board

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Fire Chief/Emergency Management Director

\_\_\_\_\_  
Printed Name



**For the Department of Natural & Cultural Resources (DNCR)**

APPROVED and SIGNED this day, \_\_\_\_\_, 2024.

\_\_\_\_\_  
Forest Ranger – NH Division of Forest and Lands, DNCR

APPROVED and SIGNED this day, \_\_\_\_\_, 2024.

\_\_\_\_\_  
Steve Sherman, Chief, Forest Protection Bureau – NH Division of Forests & Lands, DNCR

**Signatures are scanned facsimiles; original signatures are on file.**

# APPOINTMENT 5:55 SAFER GRANT - KEN FLAHERTY



## Fire Department MEMORANDUM

**TO:** Board of Selectman  
**FROM:** Milford Fire Department  
**DATE:** 03/20/2024  
**SUBJECT:** Grant Opportunity

The Milford Fire Department is requesting permission and support from the Board of Selectpersons to apply for a Staffing for Adequate Fire and Emergency Response (SAFER) grant. The grant application period opened on March 11, 2024, and closes on April 12, 2024.

The purpose of the SAFER Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist with increasing the number of firefighters to help communities meet industry minimum standards, to attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. Using a competitive process that is informed by fire service subject-matter experts, grant activities are awarded to applicants whose requests best address the priorities of the SAFER Program.

Regards,

A handwritten signature in black ink that reads 'Ken Flaherty'.

Kenneth Flaherty  
Chief of Department



**Town of Milford**  
FIRE DEPARTMENT

17 February 2020

Mr. Amer Khater  
Amerco Trade LLC  
Dan Cloutier, Agent  
37 Juniper Drive  
Amherst NH 03031

39 School Street  
Milford, NH 03055-4544  
(603) 249-0680  
Fax (603) 673-0657

TDD Access:  
Relay NH 1-800-735-2964

Re: 369 Elm St, Map 16, Lot 1/1, Milford NH 03055

**ORDER TO RAZE AND REMOVE  
BUILDING**

In accordance with the authority granted under the New Hampshire RSA 155-B, the undersigned have determined that the building located at 369 Elm St., Map 16, Lot 1/1, Milford, New Hampshire has conditions that exist, that make the building hazardous and dilapidated and a hazard to the public.

The building suffered a fire on 6 November 2014 in the garage portion. The fire and smoke damage extending into the attic and throughout the home making it uninhabitable.

The building has remained open to the elements resulting in further deterioration of the building. On 20 January 2020, the Milford Fire and Health departments conducted an inspection of the building under the authority of an administrative inspection warrant issued by the State of New Hampshire 9<sup>th</sup> Circuit Court, District Division, Milford. During the course of the inspection it was noted by Captain Jason A Smedick that the fire and smoke damage was still present throughout the structure. It was further noted that the building was in a state of disrepair and open to the outside elements resulting in a major amount of black mold in the basement of the building.


Based on the results of the inspection and at the recommendation of the Fire and Health Department we find that the conditions as such pose a health and safety risk to the public.

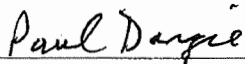
By the authority granted by New Hampshire RSA 155-B:2, the undersigned as members of the Town of Milford's governing body as defined by New Hampshire RSA 155-B:1 III do hereby order the building razed and removed within 90 days of service of this order.

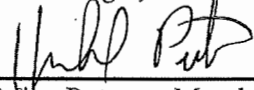
A motion for summary enforcement of this order will be made to State of New Hampshire 9<sup>th</sup> Circuit Court, District Division, Milford or the Town of Milford unless

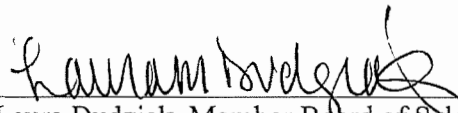
corrective action is taken, or unless an answer is filed within 20 days of the date of service as required by New Hampshire RSA 155-B:6. In addition any cost, attorney's fees, and expenses incurred by the Town of Milford in bringing the building into compliance may be enforced as a lien against the property and any other property owned by the same owner in the state pursuant to New Hampshire RSA 155-B:9, II.

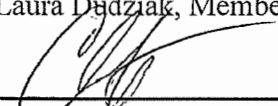
So ordered,

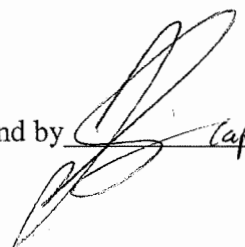
  
\_\_\_\_\_  
Gary Daniels, Chairman Board of Selectmen

  
\_\_\_\_\_  
Paul Dargie, Vice Chairmen Board of Selectmen

  
\_\_\_\_\_  
Mike Putnam, Member Board of Selectmen

  
\_\_\_\_\_  
Laura Dudziak, Member Board of Selectmen

  
\_\_\_\_\_  
Chris Labonte, Member Board of Selectmen

Served in hand by  Capt. Jason A. Smerchek on this date of 2/25/2020



# TOWN OF MILFORD

## FIRE DEPARTMENT

39 SCHOOL STREET  
MILFORD, NEW HAMPSHIRE 03055

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20 March 2024

Mr. Jose Anaya  
369 Elm Street  
Milford, NH 03055

Re: 369 Elm St, Map 16, Lot 1/1, Milford NH 03055

### RESCINDING OF ORDER TO RAZE AND REMOVE BUILDING

In accordance with the authority granted under the New Hampshire RSA 155-B, the undersigned have determined that the building located at 369 Elm St., Map 16, Lot 1/1, Milford, New Hampshire had conditions that existed, that made the building hazardous and dilapidated and a hazard to the public.

The building suffered a fire on 6 November 2014 in the garage portion. The fire and smoke damage extended into the attic and throughout the home making it uninhabitable.

Based on the results of the independent inspection and at the recommendation of the Fire and Health Department we find that the conditions have been corrected or repaired such it no longer poses a health and safety risk to the public.

Serving our community with pride

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By the authority granted by New Hampshire RSA 155-B, the undersigned as members of the Town of Milford's governing body as defined by New Hampshire RSA 155-B:1 III do hereby rescind the order to the building razed effective March 20, 2024.

So ordered,

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Chris Labonte, Board of Selectmen

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Dave Freel, Board of Selectmen

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Tim Finan, Board of Selectmen

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Paul Dargie, Board of Selectmen

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Tina Philbrick, Board of Selectmen

# Alpha Home & Commercial Building Inspections

## Property Inspection Report



369 Elm St, Milford, NH 03055  
Inspection prepared for: Jose Anaya  
Real Estate Agent: -

Date of Inspection: 2/23/2024 Time: 10:00 AM  
Age of Home: 94 years old  
Order ID: 16748

Inspector: Tom Pelletier  
381 Daniel Webster Hwy, Merrimack, NH 03054  
Phone: 603.816.1014  
Email: [tom@alphabuildinginspections.com](mailto:tom@alphabuildinginspections.com)  
[www.alphabuildinginspections.com](http://www.alphabuildinginspections.com)



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### Report Summary

The summary below consists of potentially significant findings. These findings can be a safety hazard, a deficiency requiring a major expenses to correct or items I would like to draw extra attention to. ALL ITEMS NOTED IN THE REPORT SHOULD BE ASSESSED PRIOR TO CLOSING ON THE PROEPRTY. The summary is not a complete listing of all the findings in the report, and reflects the opinion of the inspector. Please review all of the pages of the report as the summary alone does not explain all the issues. All repairs should be done by a licensed & bonded trade or professional. I recommend obtaining a copy of all receipts, warranties and permits for the work done.

You can always call us after you have reviewed your report, so we can go over any questions you may have. Remember, when the inspection is completed and the report is delivered, we are still available to you for any questions you may have, throughout the entire closing process.

Attic		
Page 9 Item: 2	Structure	<p>2.8. Previously damaged roof trusses have been repaired, while this is not a structural engineering report, the roof framing system appears to adequately support the loads as intended. Recommend monitoring attic framing / roof structure for any movement or settlement and adding additional support as needed by a qualified contractor.</p> <p>2.9. Staining on surfaces in attic appear to consist mostly from smoke staining / soot from previous fire. The staining did not appear to be active mold growth, as all surface staining in attic was dry at the time of inspection, and the staining was reported to have been previously treated. Client may consider spraying attic surfaces with paint / sealer to encapsulate the staining. Recommend monitoring area for any additional staining and or moisture, and treat as needed by a qualified contractor.</p>
Foundation		
Page 12 Item: 2	Under Floor Framing	<p>2.7. Areas of prior damage in basement have been repaired (3/6/2024), the repairs / "sistered" framing to previously damaged joists appears to adequately address basement framing structural concerns. Recommend monitoring areas for any further settlement and adding additional support as needed.</p>



# Inspection Details

Thank you for choosing Alpha Home & Commercial Building Inspections

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 This Inspection Report is supplemental to the Property Disclosure Statement. It is the responsibility of the Client to obtain any and all disclosure forms relative to this real estate transaction. This inspection does not include testing for radon in air, pest, private septic systems, lawn irrigation, portable hot tubs, swimming pools, fire suppression, low voltage systems, alarm systems or home automation, central vacuum systems, laundry equipment, water quality, mold or other hazardous materials unless specifically requested. The client may wish to have additional testing or inspections performed by a qualified professional on these or other items that are not covered by this inspection as outlined by the State of NH Standards of Practice. This report supercedes any alleged verbal comments. The investigation and service recommendations that we make in this report should be completed DURING YOUR INSPECTION CONTINGENCY PERIOD and PRIOR TO CLOSING ON THE PROPERTY by qualified, licensed specialists, who may well identify additional defects or recommend some upgrades that could affect your evaluation of the property.

COMPONENT LIFE EXPECTANCIES: Although a home inspection cannot determine how long any particular system will last we have provided information regarding the Estimated Life Expectancies of Home Systems at:

<http://www.alphabuildinginspections.com/life-expectancy-of-home-components/>

## USE OF PHOTOS AND VIDEO:

Your report includes many photographs which help to clarify where the inspector went, what was looked at, and the condition of a system or component at the time of the inspection. Some of the pictures may be of deficiencies or problem areas, these are to help you better understand what is documented in this report and may allow you see areas or items that you normally would not see. A pictured issue does not necessarily mean that the issue was limited to that area only, but may be a representation of a condition that is in multiple places. Not all areas of deficiencies or conditions will be supported with photos. To view videos in the report the PDF needs to be downloaded and viewed with a full PDF reader such as Adobe.

This report is based on the State of NH Home Inspection Standards of Practice.

Click below to view

<http://www.alphabuildinginspections.com/chapter-home-600-standards-of-practice/>

A home inspection:

is intended to assist in evaluation of the overall condition of the dwelling. The inspection is based on observation of the visible and apparent condition of the structure and its components on the date of the inspection and not the prediction of future conditions. Material defects that are hidden or located at inaccessible areas or non observable areas are excluded.

A home inspection will not reveal every concern that exists or ever could exist, but only those material defects observed on the day of the inspection. Conditions in the home can change from the time of inspection to the time of closing. A home inspection is not an insurance policy protecting against all present or future deficiencies that may or may not have been observable at the time of inspection. The client may wish to buy a home warranty.

See link for warranty providers

<http://www.alphabuildinginspections.com/home-warranty-companies/>

A material defect:

is a condition with a residential real property or any portion of it that would have a significant adverse impact on the value of the real property or that involves an unreasonable risk to people on the property. The fact that a structural element, system or subsystem is near, at or beyond the end of the normal useful life of such a structural element, system or subsystem is not by itself a material defect.

Note:

Comments in **BLUE** below, indicate a condition that should either be monitored closely, assessed or be repaired by a qualified contractor .

Comments highlighted in **YELLOW** can be hovered on for additional information found in report



glossary.

1. Attendance

Client

2. Home Type

Single Family Home

3. Occupancy

Vacant

4. House Faces

South

5. Weather Conditions

Rain

30-39 degrees

ground is damp

6. Inspector Comments

- Due to the age of the house it is assumed that lead paint and asbestos may be present. They are in and of themselves not necessarily a hazard. It is important when doing repairs on a building this age to use proper protocol to prevent contamination from lead or asbestos debris and dust. As of February 22, 2010 EPA is requiring any contractor doing work on a home built prior to 1979 and disturbing more than 6 square feet in any room be certified lead disturbance and containment. For more information contact your realtor or visit [www.epa.gov](http://www.epa.gov). This inspection takes into consideration that the house is over 94 years old and an expected amount of deterioration, wear and tear will be present and considered typical for a home this age.
- There are areas of interior finish and trim and electric wiring and fixtures that are not fully installed.
- This report is limited to structural components and potential mold from prior fire.

## Exterior Areas

The proper installation of flashings around doors and windows is critical to water proofing the exterior walls. Missing, damaged or improperly installed flashings are the most common cause of moisture intrusion to walls and baseboards beneath windows. Because these flashings are concealed by the exterior wall covering, we cannot endorse them and specifically disclaim any evaluation of these flashings, and leaks may become evident only during heavy, prolonged or wind driven rainfall. The window screens are not evaluated, they are easily damaged and often removed. Home Inspectors cannot always determine the integrity of the thermal seal in double glazed windows. Evidence of failed seals may be more or less visible from one day to the next depending on the weather and inside conditions (temperature, humidity, sunlight, etc.).

### 1. Siding Condition

Material: Vinyl siding, wood frame construction

Observations:

1.1. A visual inspection of exterior surfaces is performed, checking for evidence of significant deterioration, damage, excessive staining, or improper installation.



Front of house



Rear of house



## Roof

This report describes the roof coverings and the method used to inspect the roof. Inspectors are required to inspect the roof covering, roof drainage systems, flashings, skylights, chimneys and roof penetrations. The following web site is an excellent resource of information on roofs:

<http://www.roofhelper.com>

### Limitations of Roof Inspection

- This inspection may not reveal future leaks. Roofs may leak at any time. Leaks often appear at roof penetrations, flashings, changes in direction or changes in material. A roof leak should be addressed promptly to avoid damage to the structure, interior finishes and furnishings. A roof leak does not necessarily mean the roof has to be replaced. We recommend an annual inspection and tune-up to minimize the risk of leakage and to maximize roof life.
- It is not always possible to inspect the total underside surface of the roof sheathing for evidence of leaks. Evidence of prior leaks may be disguised by interior finishes. Leakage can develop at any time and may depend on rain intensity, wind direction, ice buildup, and other factors.
- Estimates of roof life are approximations only and do not preclude the possibility of leakage.
- It is advised to inquire and obtain roof documentation & history of permits from the previous owner.
- Chimney flue is not included in this inspection, recommend having flue inspected by a qualified masonry / chimney contractor.

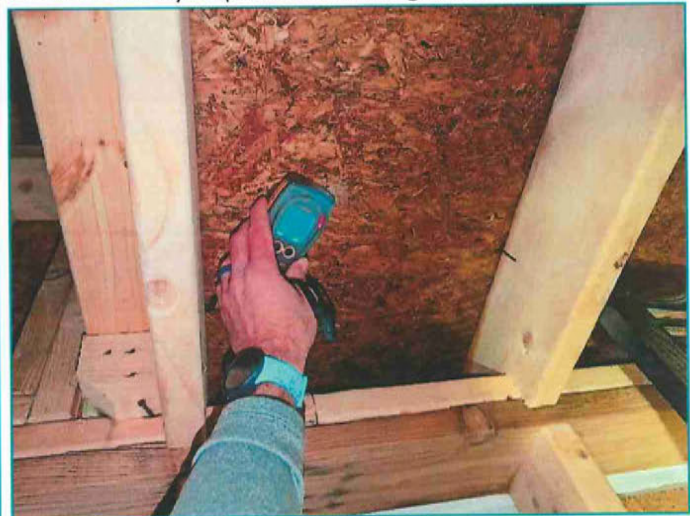
### 1. Roof Condition

#### Observations:

1.1. There area interior surfaces with staining and or elevated moisture present, this is evidence past or present roof leaks, recommend assessment and repairs as needed by a qualified roofing contractor.



Roof is leaking / wet conditions at interior of basement entry.



Wet conditions / roof leak at rear basement entry.



Wet conditions / roof leak at rear basement entry.



## Attic

### Limitations of Attic and Insulation Inspection

- Present or possibility of future water leaks is not always observable.
- Access to all areas of attic space is often limited due to lack of permanently installed walkways, the possibility of damage to insulation, low height and/or stored items. These areas are excluded from this inspection.
- Insulation/ventilation type and levels in concealed areas, like exterior walls, are not inspected.
- Potentially hazardous materials such as Asbestos and Urea Formaldehyde Foam Insulation (UFFI) cannot be positively identified without a detailed inspection and laboratory analysis. This is beyond the scope of the inspection.
- Any estimates of insulation R values or depths are rough average values.

### 1. Access

#### Observations:

1.1. Some attic areas were inaccessible due to lack of permanently installed walkways, the possibility of damage to insulation, low height and/or stored items. These areas are excluded from this inspection.



Attic access in garage.



## 2. Structure

### Observations:

#### 2.1. Engineered Roof Trusses

#### 2.2. Plywood

#### 2.3. Oriented Strand Board (OSB)

2.4. Limited visibility to attic framing due to finish surfaces, insulation, stored items or lack of safe access.

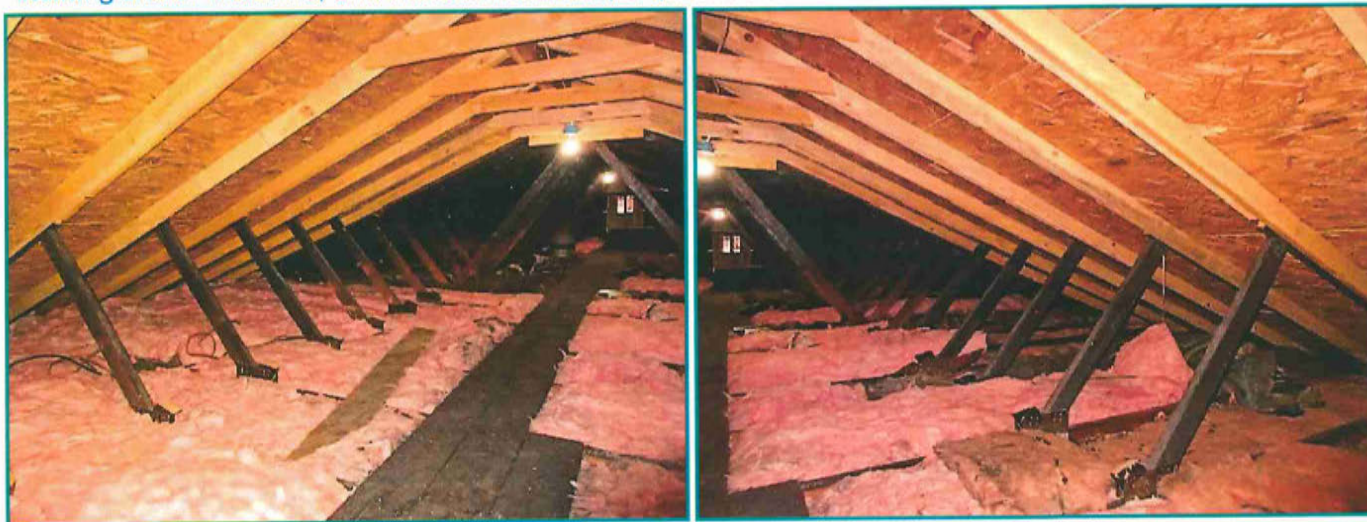
2.5. Although inspection for the presence of mold is specifically excluded in NH standards of practice and in our inspection agreement we do note suspected evidence when observed. There is staining that may be fungal growth at one or more area of attic surfaces. Recommend further assessment and removal or cleaning / treating affected areas by a qualified contractor and monitor condition for further staining and or elevated moisture levels.

2.6. Stains were found in one or more surfaces that tested or appeared to be dry. The stain(s) may be due to past or present roof and/or plumbing leaks. Recommend asking the property owner(s) about this, and monitoring the stained area(s) in the future, especially after heavy or prolonged rain. If elevated moisture is found in the future, a qualified contractor should evaluate and repair areas as necessary.

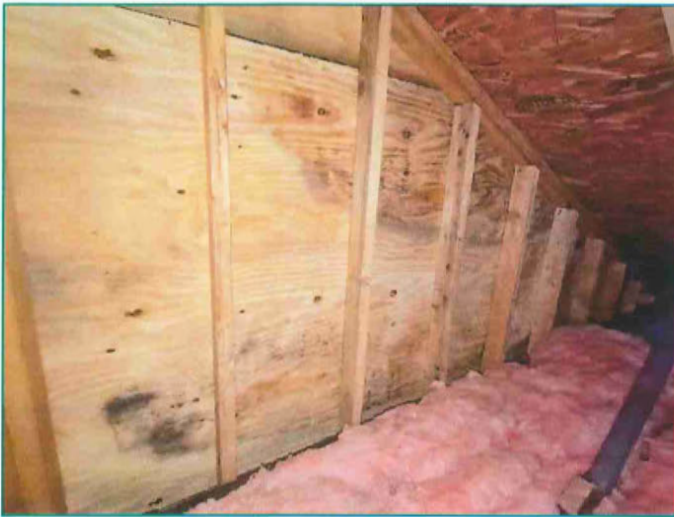
2.7. Roof trusses have been cut or altered, this may compromise the integrity of the structure. We recommend review by a licensed structural engineer for evaluation and repair or replacement, as necessary, prior to close.

2.8. Previously damaged roof trusses have been repaired, while this is not a structural engineering report, the roof framing system appears to adequately support the loads as intended. Recommend monitoring attic framing / roof structure for any movement or settlement and adding additional support as needed by a qualified contractor.

2.9. Staining on surfaces in attic appear to consist mostly from smoke staining / soot from previous fire. The staining did not appear to be active mold growth, as all surface staining in attic was dry at the time of inspection, and the staining was reported to have been previously treated. Client may consider spraying attic surfaces with paint / sealer to encapsulate the staining. Recommend monitoring area for any additional staining and or moisture, and treat as needed by a qualified contractor.



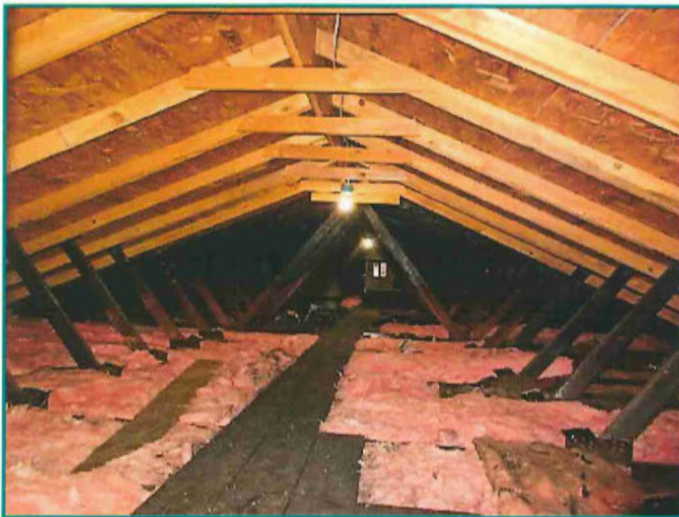




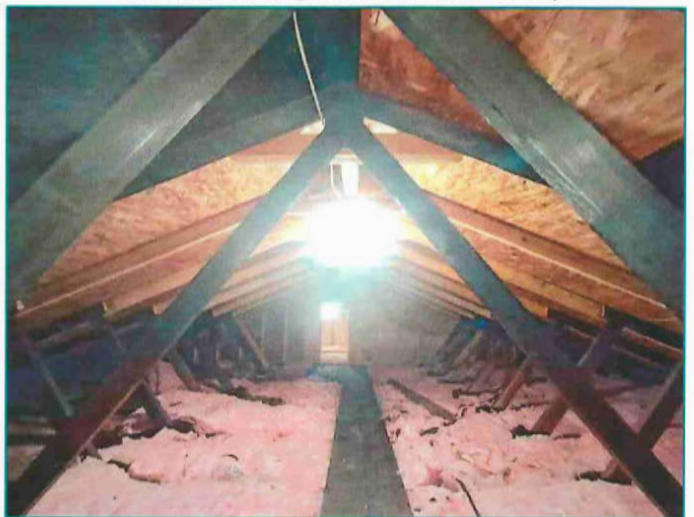
Staining, suspected mold. Area tested dry.



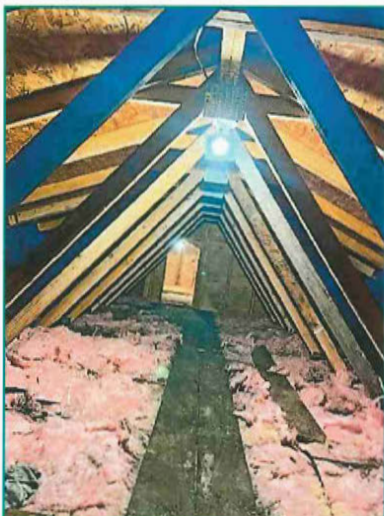
Staining on framing from previous fire. Staining on framing throughout attic tested dry.



Prior repairs noted / altered trusses.



Repairs to trusses / altered trusses in attic.



Additional repairs to attic framing (3/6/2024). Roof structure repairs appear to adequately address prior damage.



Additional repairs to attic framing (3/6/2024). Roof structure repairs appear to adequately address prior damage.



## Foundation

Despite all efforts, it is impossible for a home inspection to provide a guaranty that the foundation, and the overall structure and structural elements of the building is sound. Alpha Building Inspections suggests that if the client is at all uncomfortable with this condition or our assessment, a structural engineer be consulted to independently evaluate any specific concern or condition, prior to making a final purchase decision.

### Limitations of Structure Inspection

- Full inspection of all structural components (posts/girders, foundation walls, sub flooring, and/or framing) is not possible in areas/rooms where there is insulation, stored items, shelves, appliances or are finished walls, ceilings and floors. A representative sample of the visible structural components was inspected.
- No representation can be made to future leaking of foundation walls.

### 1. Foundation walls

Observations:

#### 1.1. Concrete

1.2. Areas of streaking / staining on walls, this is evidence of past or present water intrusion. Recommend asking current home owner for the source and history of any leaks or water intrusion, and monitor condition for further water intrusion and repairs as needed by a qualified contractor.



## 2. Under Floor Framing

### Observations:

2.1. Beam Material: Wood

2.2. Steel lally columns

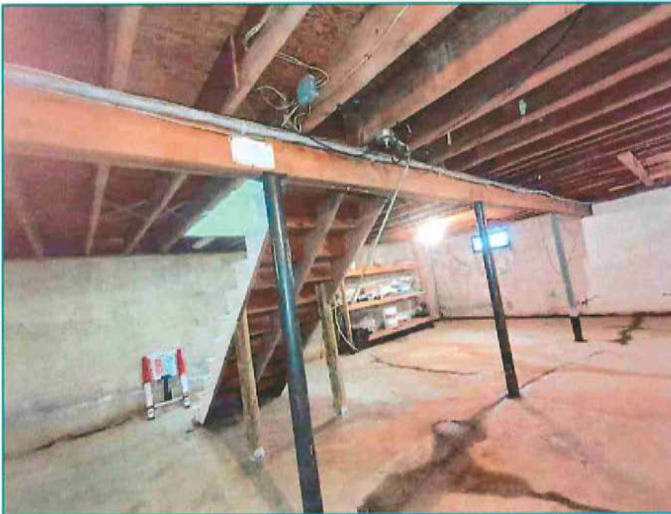
2.3. Dimensional lumber wood Joists

2.4. Plywood sheathing sub floor.

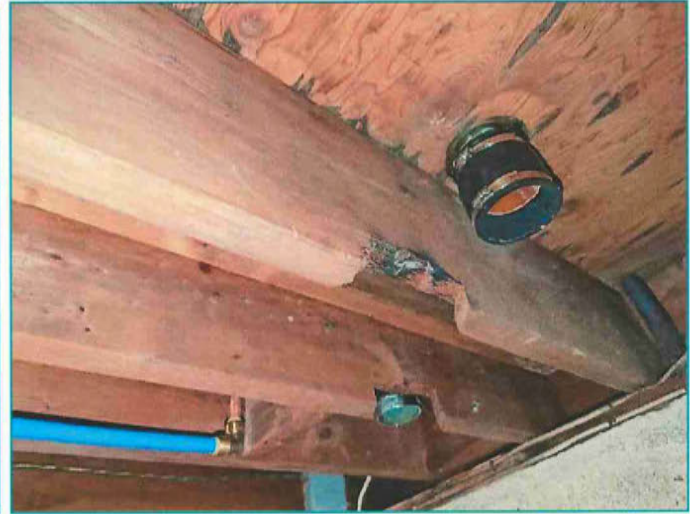
2.5. Limited visibility due to finish basement, insulation or cluttered conditions.

2.6. Water staining on framing, elevated moisture levels observed, recommend investigation and repairs as needed by a qualified contractor.

2.7. Areas of prior damage in basement have been repaired (3/6/2024), the repairs / "sistered" framing to previously damaged joists appears to adequately address basement framing structural concerns. Recommend monitoring areas for any further settlement and adding additional support as needed.

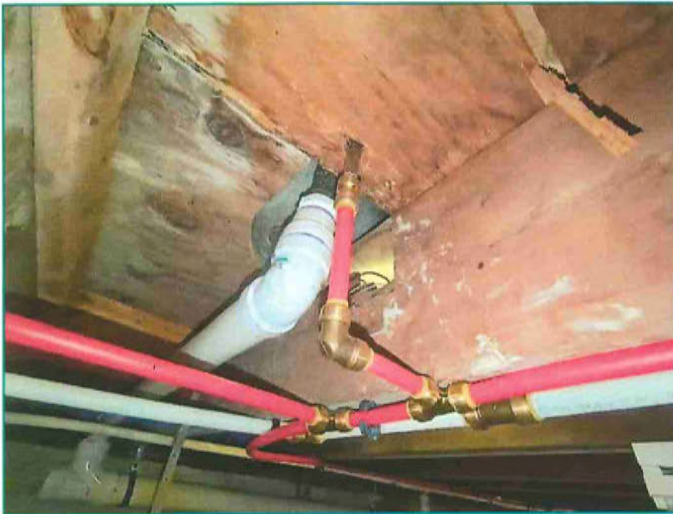


Basement framing



Improprly cut joists / improper notching at basement framing.

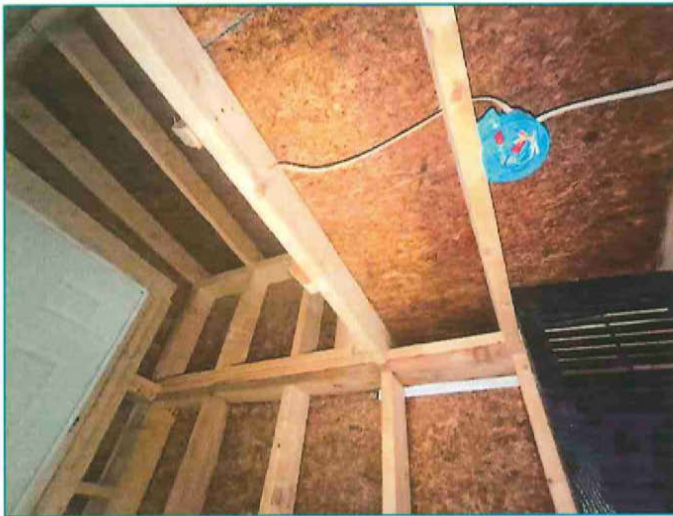




Improperly cut joists / improper notching at basement framing. Area tested dry.



Water staining with elevated moisture below front door.



Wet conditions and suspected mold staining at basement rear entry. (outside of living space)



Wet conditions and suspected mold staining at basement rear entry. (outside of living space)



Repairs to previously damaged / notched joists in basement (3/6/2024). Repairs appear to adequately address prior damage.

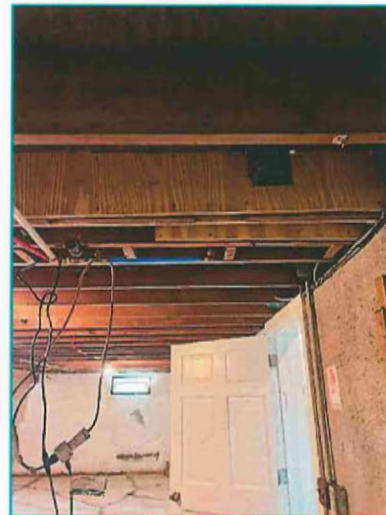


Repairs to previously damaged / notched joists in basement (3/6/2024). Repairs appear to adequately address prior damage.





Repairs to previously damaged / notched joists in basement (3/6/2024). Repairs appear to adequately address prior damage.



Repairs to previously damaged / notched joists in basement (3/6/2024). Repairs appear to adequately address prior damage.

### 3. Floor Slab

Observations:

#### 3.1. Concrete Floor Slab

3.2. Typical settlement cracks, recommend monitor for further movement and water intrusion and repairs by a qualified contractor as needed.

3.3. Wet conditions. recommend further investigation by a basement water proofing company.



Typical cracks



Wet conditions in basement



## Interior Areas

The Interior section covers all surfaces at interior spaces as well as other interior components. Interior areas usually consist of bedrooms, kitchens, bathrooms, hallways, foyer, living room, dining room, work areas, offices and other open areas. Within these areas the inspector is performing a visual inspection and will report visible damage, wear and tear, and moisture problems if seen. Stored items, occupant fit up and fixtures in the structure may prevent the inspector from viewing all areas on the interior.

The inspector does not usually test for mold or other hazardous materials. A qualified expert should be consulted if you would like further testing.

Alpha Building Inspections and The National Fire Protection Association ([www.nfpa.org](http://www.nfpa.org)) advises that each chimney receive a Level II inspection each time a residence is sold. Inspection levels are explained at [www.csia.org/pressroom/press-inspection-levels-explained.htm](http://www.csia.org/pressroom/press-inspection-levels-explained.htm). It is also advised that this inspection be conducted by a chimney sweep certified by the Chimney Safety Institute of America ([www.csia.org](http://www.csia.org)).

### 1. Walls

Observations:

1.1. Stains on wall at one or more area, dry at time of inspection. Recommend asking current home owner for the source and history of any leaks or water intrusion and assessment and repairs of any affected areas by a qualified tradesman.

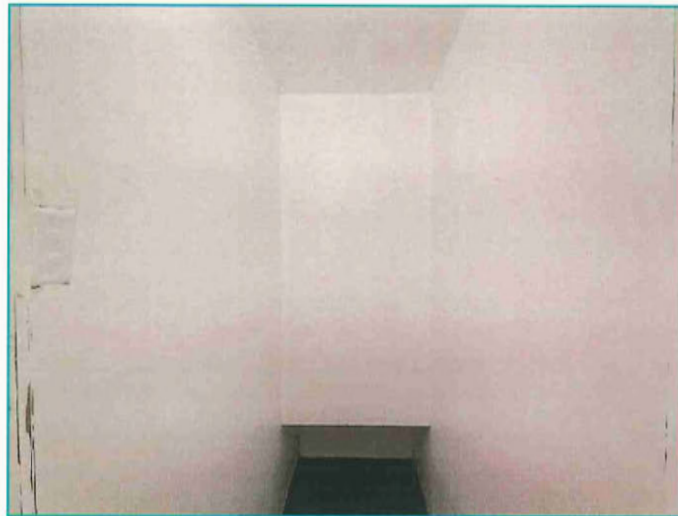
1.2. Staining on surfaces in garage / outside of living area. The staining did not appear to be active mold growth, as all surface staining in the garage area was dry at the time of inspection. Client may consider spraying attic surfaces with paint / sealer to encapsulate the staining. Recommend monitoring area for any additional staining and or moisture, and treat as needed by a qualified contractor.



Repairs in garage for prior fire damage. Water staining throughout garage tested dry.



Suspected mold staining at garage ceiling. Area tested dry.



Reported prior mold at basement stairway. Area tested dry at the time of inspection. NO visible mold staining.

# TOWN OF MILFORD

## TOWN ADMINISTRATION

Date: March 21, 2024  
To: Board of Selectmen  
From: Lincoln Daley, Town Administrator  
Re: Milford, NH Updated Dam Removal Feasibility Study



The Town Administrator and Town Engineer working with the New England Water Infrastructure Network (NEWIN) and New Hampshire's Department of Environmental Services (NHDES), are before the Board to discuss a proposal to update the 2014 McLane and Goldman Dam Removal Feasibility Study, completed by Gomez and Sullivan Engineers. See attached presentation slides. For purposes of the evening, staff is seeking Board approval to submit the required pre-application (non-committal) to the NH Clean Water State Revolving Fund to meet the deadline date of May 31, 2024 (if selected, final application due June 2025). The updated study would:

- Reexamine the feasibility, impacts, and costs associated with removing both dams with new data;
- Describe impacts on infrastructure, flooding, water quality, sediment, fisheries, historic resources, recreation, and aesthetics;
- Account for changes in state regulations, site conditions, funding sources, etc.

# Restoration & Resilience on the Souhegan River

*Revisiting the McLane and Goldman Dam Removal  
Feasibility Study*

## **Name, Title**

Presentation to the Selectboard | March 25, 2024

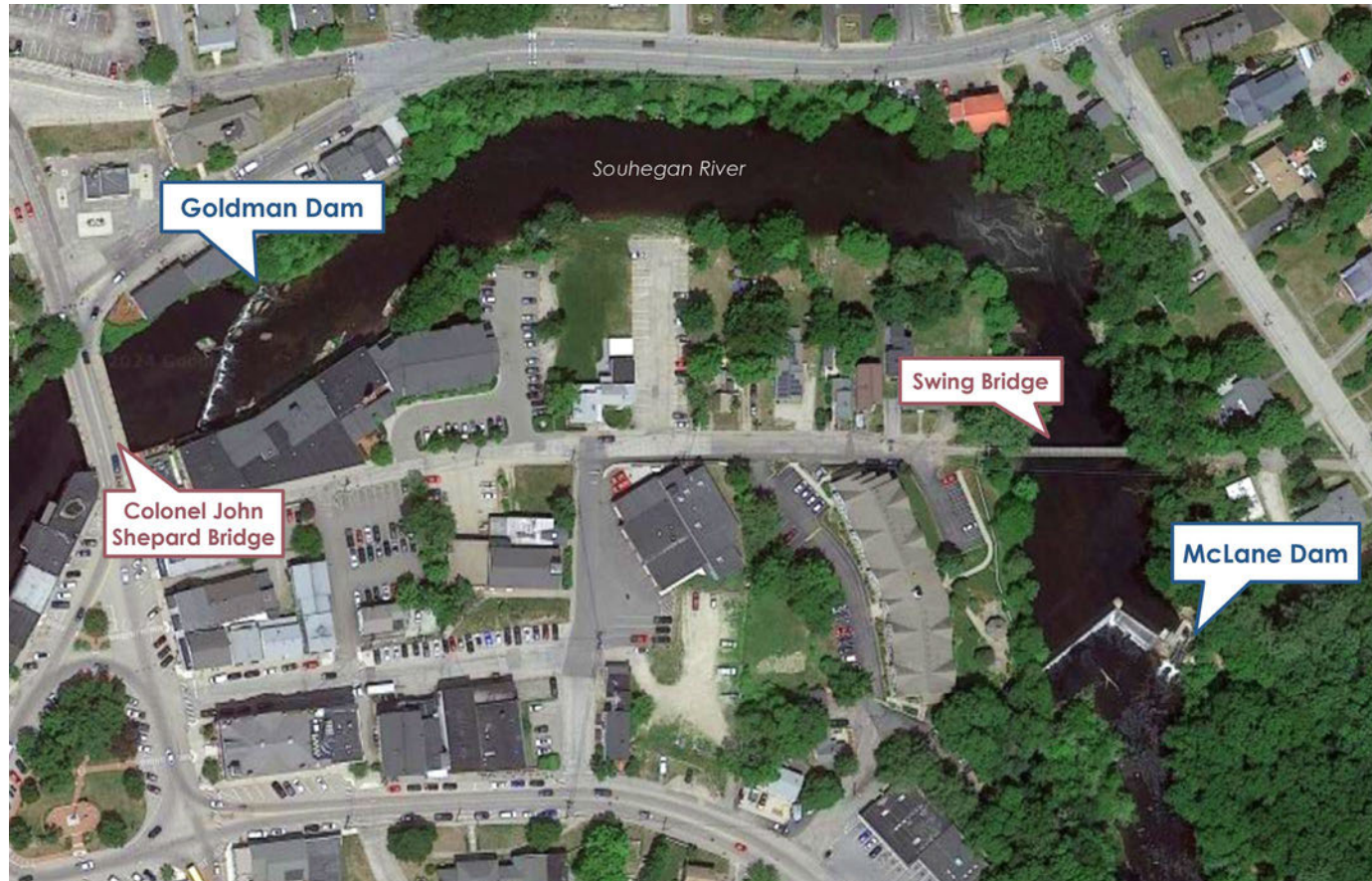
# Outline

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- McLane & Goldman Dams
- Why are NH communities considering dam removal?
  - Restoring Resiliency: Merrimack Village Dam Removal
- 2014 McLane & Goldman Dam Removal Feasibility Study
- 10 Years Later: Why take a second look at feasibility of removal?
- Considerations for an Updated Feasibility Study
- Funding Sources for an Updated Feasibility Study
- Technical Assistance Partners
- Next Steps/Timeline
- Questions/Comments



# Souhegan River's McLane & Goldman Dams



## McLane Dam

- Constructed 1846, reconstructed 1992
- Town owned & maintained
- Poor condition, low hazard

## Goldman Dam

- Constructed 1810, reconstructed 1960s
- Privately owned, maintained by Town
- Poor condition, low hazard

# Souhegan River's McLane & Goldman Dams



- **Historic** and **prominent features** of downtown Milford
- Once powered local mills, but **no longer functional/in operation**
- Run-of-river dams – do not provide flood protection and **may increase flooding** with increased heavy rain events
- Contribute to **poor water quality** conditions in **violation of state standards**

# Why are NH communities considering dam removal?

## Environmental & Social

- Flood mitigation
- Fish passage and habitat
- Water quality (e.g., bacteria, dissolved oxygen)
- Recreational opportunities

## Economic

- Infrastructure at/past expected useful life
- Safety and liability
- Operations and maintenance costs

## Regulatory

- Compliance with Municipal Separate Storm Sewer Systems (MS4s) permit requirements



# Restoring Resiliency: Merrimack Village Dam Removal



Video: American Rivers

## Pre-Removal Context

- Lowermost dam on the Souhegan River
- Undermaintained, no longer functional, did not meet NHDES dam safety criteria
- Blocked access to critical fish habitat and spawning ground

## 2008 Removal

- Created 14 miles of free-flowing river and restored fish diadromous habitat
- Improved water quality and eliminated high maintenance costs
- NH Fish and Game Department has since seen river herring and sea lamprey return to the area

# 2014 McLane & Goldman Dam Removal Feasibility Study

Examined feasibility, impacts, and costs associated with potential removal of both dams

Draft Feasibility Study for Removal of the  
McLane and Goldman Dams  
Souhegan River  
Milford, NH



Volume 1 of 3: Main Report

Prepared for:  
Town of Milford

Prepared by:  
Gomez and Sullivan Engineers

- Determined removal **was feasible**
- Described impacts on infrastructure, flooding, water quality, sediment, fisheries, historic resources, recreation, aesthetics
- Estimated removal costs
  - **\$493,000** (McLane)
  - **\$285,000-\$332,000** (Goldman)
  - Numerous grants available to defray costs

# 2014 McLane & Goldman Dam Removal Feasibility Study

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## *How would the Souhegan River change with removal?*

- Decrease in river **width** and **depth** *upstream* of each dam
- Increased **velocity** *through* the former impoundments
- No change to **magnitude/timing of flow** *downstream* of dams
- Potential to mobilize accumulated sediment for transport *downstream*, but would not “**dry up**” the river

*In the end, no action was taken*



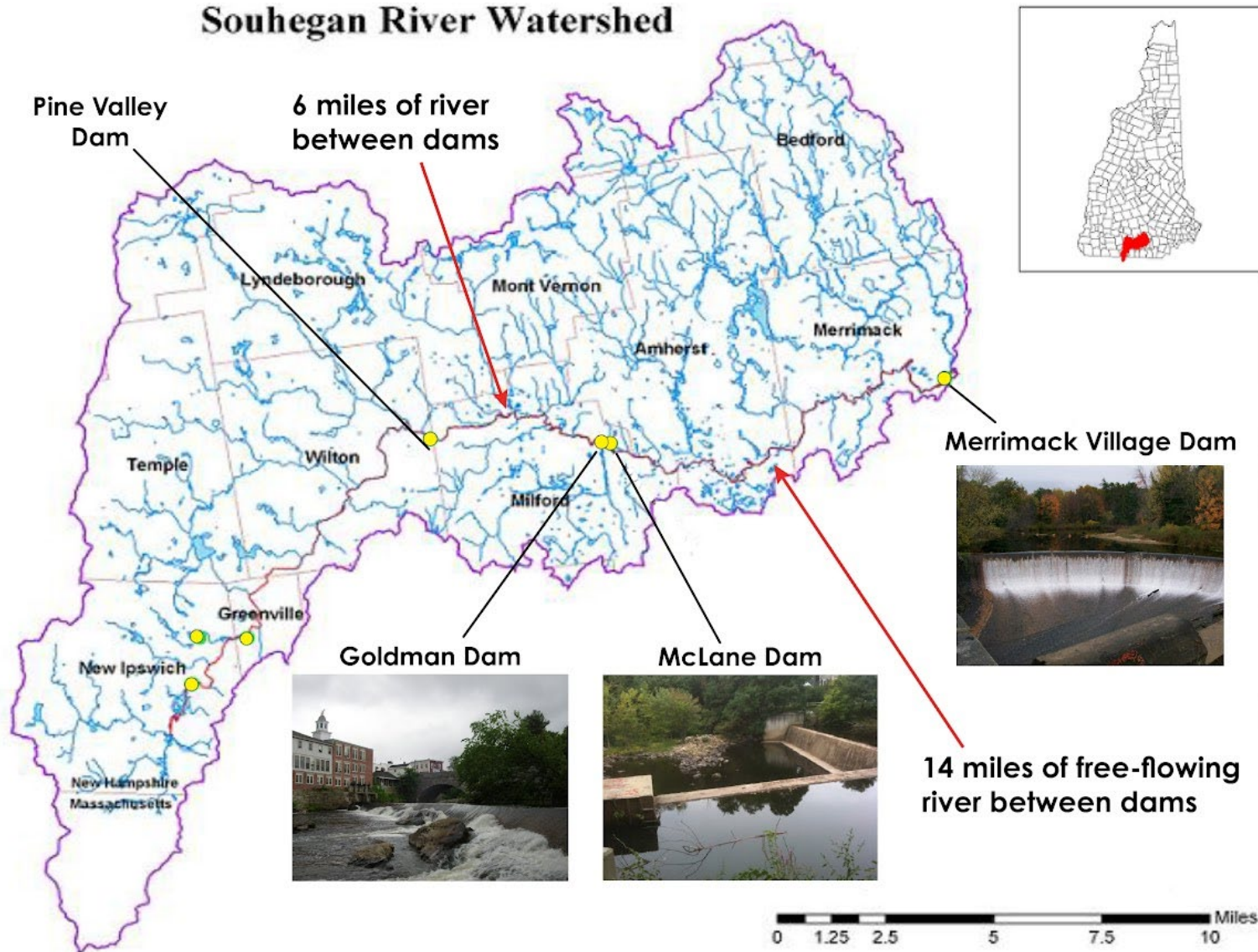
# 10 Years Later: Why take a second look at feasibility of removal?



Photos: Town of Milford, NH – 2007 flood

- Dams are **undermaintained** and well **past their life expectancy**
- Opportunity to be **proactive**, remove the threat of dam failure
- Eliminate high future **maintenance costs**
- More frequent and intense **heavy rain events** increase potential for **flooding** and susceptibility to failure

# 10 Years Later: Why take a second look at feasibility of removal?



- Participate in broader movement to restore Souhegan River Basin - improve **water quality**, enhance **fish passage and habitat**
- Available **funding** and **free technical assistance**
- Milford's **chance to get it's share** of Bipartisan Infrastructure Law's historic investment in water infrastructure



# Considerations for an Updated Feasibility Study

## Evaluate impacts of no action and dam removal on:

- Safety and liability
- Infrastructure (flooding, water/sewer, bridge)
- Environment (water quality, fisheries, sediment)
- Cultural/historic resources
- Recreation
- Aesthetics
- Costs (maintenance, removal)

## Updated to account for changes in:

- Site conditions
- State regulations
- Data on frequency/intensity of heavy rain/flood events
- Sediment quality, quantity, and ecological implications
- Fletcher's Paint Superfund site clean up
- Helen Goodwin Trustee (Goldman Dam owner)
- Funding sources/availability

***Ensure multiple opportunities for public engagement!***



# Funding Sources for an Updated Feasibility Study

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## Clean Water State Revolving Fund (CWSRF)

- Apply for a stormwater planning loan from NH Department of Environmental Services (NHDES)
- Principal forgiveness (i.e., grant) up to \$100,000 (expected cost of study)
- Minimal costs to town (staff time, interest on loan)
- CWSRF is a competitive solicitation and funding is not guaranteed, but we've received strong indications that this project would be competitive!
- Multiple additional sources of funding *if* town is interested in the removal alternative

# Technical Assistance Partners

## New England Water Infrastructure Network, a program of the New England Environmental Finance Center

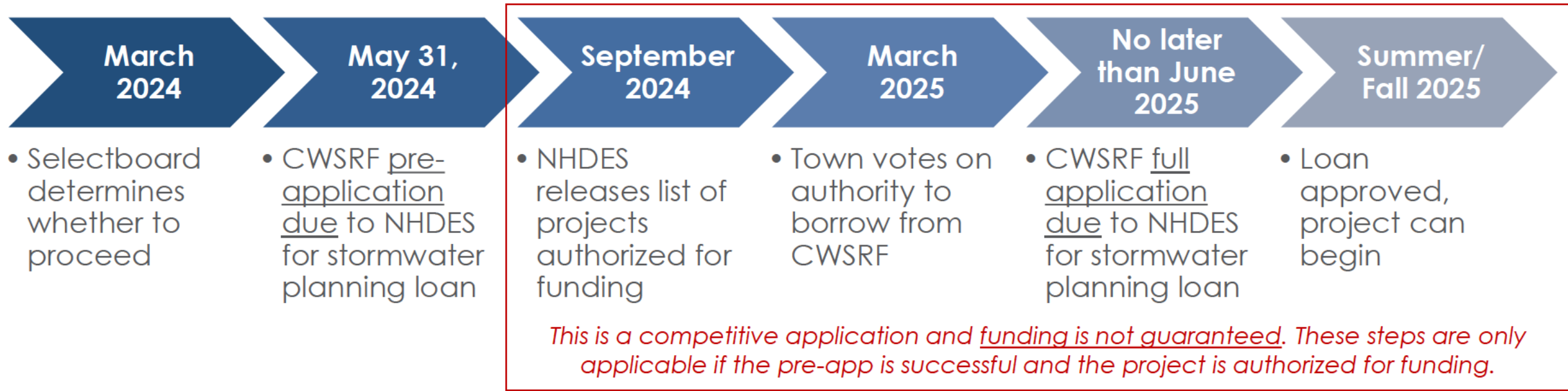
- Provide CWSRF application support
- Work with town and 2014 study engineer to scope project within \$100,000 budget
- Coordinate with NHDES to ensure a complete and competitive application
- Help town navigate next steps

## Supporting Organizations

Many local and national organizations have expressed interest in supporting a feasibility study, including:



# Next Steps/Timeline



**We are asking the Selectboard for permission to apply for a CWSRF stormwater planning loan to update the 2014 McLane and Goldman Dam Removal Feasibility Study.**

The aim of the study is not to decide on removing or retaining these dams, but to provide updated information for the Town to make an informed decision.



# Questions/Comments



## Town of Milford

Lincoln Daley, Town Administrator  
Nicole Crawford, Engineer



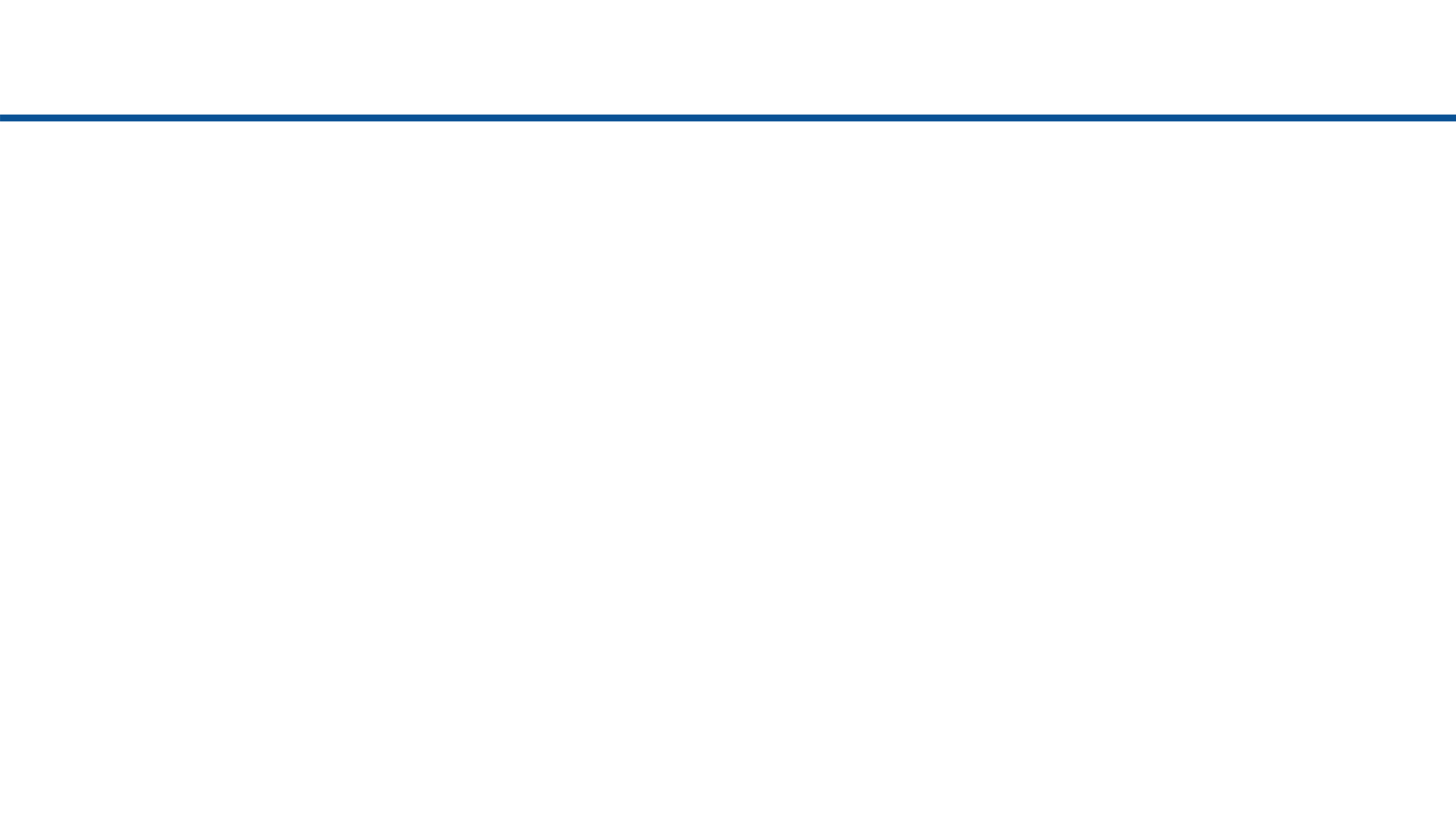
## Technical Assistance Partners

Chloe Shields, Deputy Director  
Laura Collins, Program Manager



## State Agency Partners

William Thomas, River Restoration  
Coordinator  
Deb Loiselle, Stormwater Coordinator



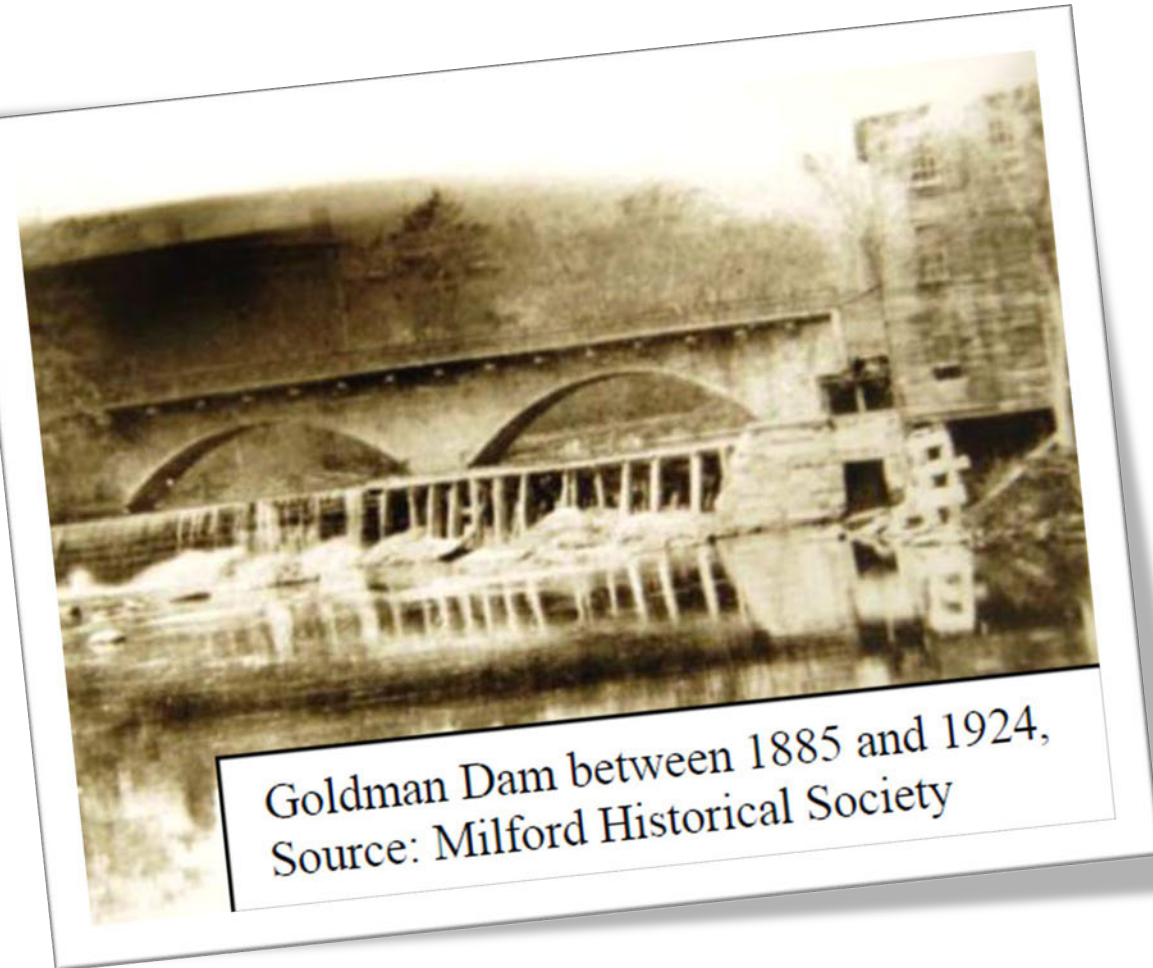
# Key Findings from the 2014 Study Cont'd

---

- Dams do not provide any flood protection as they cannot “store” water; may contribute to flooding by artificially raising the water level
- Removal would reduce flooding (10-year flood or greater) on the inside bend of the river between the dams, benefiting property owners
- Removal would eliminate barrier to upstream and downstream fish passage and open ~6 miles of free-flowing habitat
- Removal would have negligible impacts on recreation, but may result in increased angler activity with change in number/diversity of fish
- Did not monitor water quality, but points to ample scientific literature on impacts of dams on water quality; removal would likely mean increase in DO
- Risk posted by contaminant levels in sediment (including from adjacent Fletcher’s Paint site) to downstream humans/fish found to be acceptable
- Given underlying bedrock, unlikely removal would lead to any scouring of Route 13 Bridge infrastructure



# Key Findings from the 2014 Study Cont'd



- NH Division of Historic Resources recommended eligibility for the **National Register of Historic Places** as **contributing elements** to the district
- NOAA determined the dams are **not individually significant** as historic structures, but contribute to the significance of the surrounding district
- Removal would require a MOA developed with NHDHR and others on **appropriate mitigation** and **archaeological surveying** would likely occur

# NH DES CWSRF solicitation and authorization timeline

CWSRF Solicitation Announced

March/April 2024

CWSRF Pre-Applications Due

May 28, 2024

CWSRF Pre-Applications Reviewed and Ranked

June/July 2024

CWSRF IUP & PPL Published for Public Review

July/August 2024

CWSRF IUP & PPL Public Hearing

August 2024

CWSRF IUP & PPL Finalized and Projects Authorized

September 2024

**APPOINTMENT 6:55 APPROVAL OF JUDY HOHENADEL AS MEMBER OF  
HERITAGE COMMISSION**



**Milford Heritage Commission  
Town Hall  
1 Union Square  
Milford NH 03055**

Board of Selectmen  
Town of Milford  
1 Union Square  
Milford NH 03055

9 February 2024

The Heritage Commission is honored to nominate the following members to the terms described:

- Katherine Kokko to continue until the term of the year 2027. *Consent*
- Judy Hohenadel is nominated for a full 3 yr term ending in 2027 *Appointment*

The terms are suggested to minimize the number of elections in a given year and to provide overlapping service for consistency. Included here is a brief biography the new nominee.

Thank you for the consideration.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

**Judy Hohenadel**

Judy has been a strong and seasoned volunteer for the Town of Milford for a remarkable 50 years. She came highly recommended by three Milford Citizens of Year recipients for her work with children, town history, recorder of graves, conservation and several charities as varied as SHARE and the Clothing Barn, Recycling, Boy Scouts, Work Camp in Tennessee and other states, and the Milford Garden Club's Plant Sale. Judy's work outside of town is equally varied and extensive, one example is her membership with the Find a Grave group where she personally recorded over 3000 graves and twice that many photos. There are few people in Milford that have humbly contributed in the breadth and depth of causes for the care of the heritage of Milford.

Meets 2<sup>nd</sup> Wednesday of each month 7:00PM  
Wadleigh Memorial Library  
Lull Room



**APPOINTMENT 7:10 FOSTER ROAD**  
**TOWN OF MILFORD**

**TOWN ADMINISTRATION**



Date: March 21, 2024  
To: Board of Selectmen  
From: Lincoln Daley, Town Administrator  
RE: Foster Road – Class VI Section of Roadway

Joe Vallier is before the Board to seeking permission to maintain the Class VI section of Foster Road between Federal Hill and Wallingford Road. See aerials depicting the Class VI section of Foster Road. In speaking with Mr. Vallier, he stated that the request to create said snowmobile trail is no longer being pursued and he is seeking approval to provide occasional maintenance (mowing) of the Class VI portion of Foster Road to create a safe/accessible pathway for the general public access and use.

Past unauthorized improvements have been made to the Class VI portion of Foster Road earlier this year and prior years. This includes the removal of a fallen tree across the right of way and smaller trees/debris within the general bounds of the Foster Road Right of Way. In addition, there has been increased level of ATV activity through the Class IV and Class V portions of Foster Road.

**Board Action:**

At the conclusion of the discussion, the Board will need to take action on the request and determine what (if any) additional steps are required to limit certain activities on the Class VI section of Foster Road.

# Aerial Photograph – Foster Road





# 4 a 1 Confirm selection of Current and alternate reps for NRSWMD

4.a.1

February 27, 2024

Gary Daniels, Chair  
Town of Milford Board of Selectmen  
1 Union Square  
Milford, NH 03055



Dear Chairman Daniels:

The Town of Milford is a member of the Nashua Region Solid Waste Management District (NRSWMD). Involvement in the NRSWMD provides many benefits to your municipality, including participation in six household hazardous waste (HHW) collections annually. In 2023, 1,717 households participated in these events district-wide, diverting 158,598 pounds of hazardous materials from the waste stream, saving members money, and protecting the local environment. These events and other services are funded by municipal assessments, user fees, and grant funding received by the Nashua Regional Planning Commission (NRPC) from the NH Dept. of Environmental Services. The NRSWMD is staffed by NRPC.

The NRSWMD is comprised of eleven member municipalities, each of which has a district representative. We want to ensure that your community is fully represented on the NRSWMD and to provide you with the opportunity to reappoint your current representative or appoint a new representative at your discretion. The NRSWMD meets quarterly in March, June, September, and December at the NRPC office in Nashua. The meetings usually last for 1-1.5 hours. Members are notified of upcoming meetings via email, and meeting dates and times are also posted to the NRPC website: [www.nashuarpc.org](http://www.nashuarpc.org).

It is important that you select a representative who can regularly attend these quarterly meetings and an alternate who can fill in when your primary representative is unavailable. The NRSWMD's Cooperative Agreement requires that a quorum of six member municipalities be present to conduct business during the meetings. If a quorum is not present, time-sensitive decisions cannot be made. More importantly, we have found that municipalities with more active representatives tend to have higher participation rates in the HHW collection events.

To confirm or change your representative to the NRSWMD, please review and update the information on the following page. We would appreciate it if you could return the attached appointment form by May 1, 2024. If you have any questions, you can contact me at 417-6570 or email [jaym@nashuarpc.org](mailto:jaym@nashuarpc.org).

Sincerely,

Jay Minkarah  
Executive Director  
**NASHUA REGIONAL PLANNING COMMISSION**

RECEIVED MAR 14 2024





**The Town of Milford would like to confirm its current representative on the NRSWMD**

Current Milford NRSWMD Representative

Name/Title: Tammy Scott, Supervisor of the Transfer Station  
Address: Transfer Station, North River Road, Milford, NH 03055  
Cell/Work Phone: 603-673-8939  
Email: [TScott@milford.nh.gov](mailto:TScott@milford.nh.gov)

**The Town of Milford would like to appoint a new representative to the NRSWMD**

New Milford NRSWMD Representative

Name/Title:  
Address:  
Cell/Work Phone:  
Email:



**The Town of Milford would like to appoint an alternate representative in the event that the primary representative cannot participate in NRSWMD meetings or official business.**

Alternate Milford NRSWMD Representative

Name/Title: Leo Lessard, Public Works Director  
Address: 289 South Street, Milford, NH 03055  
Cell/Work Phone: 603-673-1662  
Email: [llessard@milford.nh.gov](mailto:llessard@milford.nh.gov)

The signature of the Appointing Official as listed below confirms the above named individual(s) shall be appointed as the Town of Milford NRSWMD representative(s) for the period of July 1, 2024 to June 30, 2025.

\_\_\_\_\_  
Board of Selectmen Chair

\_\_\_\_\_  
Date

**Please return to:**  
*Jay Minkarah, Nashua Regional Planning Commission  
30 Temple St, Suite 310  
Nashua, NH 03060*

## 4 a 2 thru 5 Acceptance and Appropriation of Unanticipated Revenue under \$10K

Board of Selectmen

Agenda Date: 3/25/2024

### Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))

Source	Amount	Purpose
HealthTrust	\$ 1,000.00	Donation to the Town of Milford for the Town Wellness Campaign Special Purpose Fund. See attached memo.
HealthTrust	\$ 500.00	Donation to the Milford Fire Department for the Town Wellness Campaign Special Purpose Fund. See attached memo.
Joan Dargie	\$100.00	Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached memo.
Janet Langdell	\$1,200.00	Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached memo.

### Acceptance of Gifts of Property Under \$5,000 (31:95(e))

None at this time.



## Fire Department MEMORANDUM

**TO:** Finance/Board of Selectmen

**FROM:** Jodie Gaffney, Milford Fire Department

**DATE:** 03/15/24

**SUBJECT:** Health Trust

The Milford Fire Department and The Town of Milford received 2 checks, amount of \$500.00 and \$1000.00 from Health Trust for the Wellness Committee. The checks are for having 3 returning Wellness Coordinators for 2024.

Please accept these 2 checks, and deposit into the Wellness Campaign Account# 48274-470820.

Regards,

A handwritten signature in cursive script that reads "Jodie Gaffney". The signature is written in black ink and is positioned to the right of the typed name.

Jodie Gaffney  
Administrative Assistant II  
Milford Fire Department



March 6, 2024

To: Kathy Townsend

Please accept donation of \$100.00 from Joan Dargie to the Pillsbury Bandstand Restoration Fund

Please accept a donation in the Amount of \$1200.00 from Janet Langdell to the Pillsbury Bandstand Restoration Fund.

# 4 a 7 MS 232 Report of Appropriations



New Hampshire  
Department of  
Revenue Administration

2024  
MS-232

## Report of Appropriations Actually Voted

### Milford

For the period beginning January 1, 2024 and ending December 31, 2024

Form Due Date: **20 Days after the Annual Meeting**

#### GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
<https://www.proptax.org/>

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



**Appropriations**

<b>Account</b>	<b>Purpose</b>	<b>Article</b>	<b>Appropriations As Voted</b>
<b>Sanitation</b>			
4321	Sanitation Administration		\$0
4323	Solid Waste Collection	04	\$867,520
4324	Solid Waste Disposal		\$0
4325	Solid Waste Facilities Clean-Up		\$0
4326	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
<b>Sanitation Subtotal</b>			<b>\$867,520</b>
<b>Water Distribution and Treatment</b>			
4331	Water Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338	Water Conservation		\$0
<b>Water Distribution and Treatment Subtotal</b>			<b>\$0</b>
<b>Electric</b>			
4351	Electric Administration		\$0
4352	Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
<b>Electric Subtotal</b>			<b>\$0</b>
<b>Health</b>			
4411	Health Administration		\$0
4414	Pest Control		\$0
4415	Health Agencies and Hospitals		\$0
4419	Other Health		\$0
<b>Health Subtotal</b>			<b>\$0</b>
<b>Welfare</b>			
4441	Welfare Administration	04	\$157,677
4442	Direct Assistance		\$0
4444	Intergovernmental Welfare Payments		\$0
4445	Vendor Payments	08,09	\$72,000
4449	Other Welfare		\$0
<b>Welfare Subtotal</b>			<b>\$229,677</b>





Appropriations

Account	Purpose	Article	Appropriations As Voted
<b>Operating Transfers Out</b>			
4911	To Revolving Funds		\$0
4912	To Special Revenue Funds		\$0
4913	To Capital Projects Funds		\$0
4914A	To Airport Proprietary Fund		\$0
4914E	To Electric Proprietary Fund		\$0
4914O	To Other Proprietary Fund		\$0
4914S	To Sewer Proprietary Fund	05	\$2,711,808
4914W	To Water Proprietary Fund	06	\$2,204,593
4915	To Capital Reserve Funds	10	\$20,000
4916	To Expendable Trusts		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
<b>Operating Transfers Out Subtotal</b>			<b>\$4,936,401</b>
<b>Total Voted Appropriations</b>			<b>\$26,023,581</b>

# 4 a 8 Notice of Intent to Excavate



Assessor's Office • 1 Union Square • Milford, NH 03055  
Phone 603.249-0615 • Fax 603.673.2273  
[www.milford.nh.gov](http://www.milford.nh.gov)

## Memorandum

**To:** Board of Selectman  
**From:** Assessing Department  
**Date:** 3/21/2024  
**Re:** Notice of Intent to Excavate – **For Approval (1)**

The following applicant, as a matter of public record, has submitted a Notice of Intent to Excavate (RSA 72-B) for your review and signatures.

Map/Lot	Property Address	Property Owner	Date Received
3-12	625 North River	Gardent, Andrew & Krista	03/18/2024

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		
PAUL DARGIE		
TIM FINAN		
DAVE FREEL		
CHRIS LABONTE		
TINA PHILBRICK		

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO EXCAVATE  
RSA 72-B

RECEIVED MAR 20 2024  
JA

For Tax Year April 1, 24 to March 31, 25

(Assigned by Municipality)

YR TOWN OP#  
24 - 303 - 01 - E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: Milford
- Tax Map/Block/Lot #: 3-12
- Name of Access Road: North River Rd.
- Total Acreage of Lot: 31
- Date of Permit per RSA 155-E:2: \_\_\_\_\_  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: # 20201116-157  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 4.25
- Excavation Area (acres) as of April 1: 1
- Reclaimed Area (acres) as of April 1: 0
- Remaining Cubic Yards of Earth to Excavate: 46,236
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways
- DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	13,234
SAND	25,075
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	38,309

check + 13504 + 100.00

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Andrew Gardent  
PRINT CLEARLY OR TYPE NAME OF OWNER  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED 3/5/24

Krista Gardent  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED 3/5/24

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

10 Edwards St.  
MAILING ADDRESS

Wilton NH 03086  
CITY OR TOWN STATE ZIPCODE

\_\_\_\_\_  
HOME PHONE (Enter number without dashes) out dashes)

DATE INTENT SENT TO TOWN: 3/6/24

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
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SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION



# 4 b 1 REQUEST FOR INPUT AND APPROVAL OF 2024-2025 BOS Meeting Schedule

## Board of Selectmen - Yearly Calendar 4.b.1

### 2024 - 2025

All scheduled meetings are **SUBJECT TO CHANGE** at the discretion of the **BOARD OF SELECTMEN**.  
 All regular meetings will begin at 5:30 p.m. unless otherwise noted. **5th Monday forums start at 6:00 p.m.**

January	8	&	22	&	29*	2024	8th is the Budget and Bond Hearing
February	12	&	26			2024	
March	11	&	25			2024	
April	8	&	22	&	29*	2024	
May	13	&	28**			2024	Tuesday meeting
June	10	&	24			2024	
July	8	&	22	&	29*	2024	
August	12	&	26			2024	
September	9	&	23	&	30*	2024	
October	14	&	28			2024	
November	12**	&	25			2024	Tuesday meeting
November	16***					2024	Dept. Head & BOS/BAC Meeting 9:00 a.m. Saturday
December	9	&	23	&	30*	2024	
January	13	&	27			2025	13th is the Budget and Bond Hearing
February	1***					2025	Deliberative Session 9:00 a.m. Saturday
February	10	&	24			2025	
March	10	&	24	&	31*	2025	
March	11					2025	Town Vote - 6:00 a.m. - 8:00 p.m.

\* 5th Monday Public Forum (6:00 pm)  
 \*\* Tuesday meeting due to a Monday Holiday  
 \*\*\* Saturday meeting (9:00 am)

MILFORD, NH - BOARD OF SELECTMEN'S MEETING AGENDA  
Monday, March 25, 2024 – Selectmen's Meeting Room- 5:30 p.m.  
2<sup>nd</sup> Floor - Town Hall, 1 Union Square, Milford NH 03055

The Public can participate remotely, call in on your phone at 1-646-558-8656 and enter the meeting ID# **876 7372 0779**. The password is **007050**. You may also join the Zoom Meeting at <https://us02web.zoom.us/j/87673720779?pwd=dmYwSXlwT0hESkZUU1RweFF6cE5HQOT09>  
Please log in five minutes before the meeting's scheduled start time in case there are any technical difficulties. This meeting will be a HYBRID meeting.

**BOS Representatives on 2023 - 2024 Committees, Commissions, Boards, & Organizations**

- 
- Conservation Commission (2<sup>nd</sup> Thursday, 7:00 p.m., Town Hall, BOS Room) - **Selectman Dargie (Liaison)**
  - Economic Development Advisory Committee (Varied) - **Selectman Labonte (Voting member)**
  - Granite Town Media (Formerly PEG Access) Advisory Committee (4<sup>th</sup> Thursday, 6:00 p.m., Town Hall, BOS Room) - **Selectman Finan (Voting member) & Selectman Freel (Alternate)**
  - Heritage Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Town Hall) - **Selectman Dargie (Voting member) & Selectman Daniels (Alternate)**
  - Joint Loss Management Committee (quarterly, March 7<sup>nd</sup>, June 6<sup>th</sup>, Sept 5<sup>th</sup> and Dec. 5<sup>th</sup>), 9:00 a.m., Police Facility, Community Room) - **Selectman Daniels (Liaison)**
  - Library Trustees (3<sup>rd</sup> Tuesday, 6:30 p.m., Library) - **Selectman Finan (Liaison)**
  - MACC Base Meeting time and dates TBD at each meeting - **Captain Frye (Voting member)**
  - Master Plan Steering Committee - **Selectman Labonte**
  - Milford Energy Advisory Committee (1<sup>st</sup> and 3<sup>rd</sup> Thursday, 5:30, Police Facility, Community Room) - **Selectman Dargie (Voting member)**
  - NHMA (Varied) - **Town Administrator Lincoln Daley & Selectman Dargie (Alternate)**
  - Planning Board (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays, 6:30 p.m., Town Hall, BOS Room) - **Selectman Freel (Voting member) & Selectmen Finan (Alternate)**
  - Recreation Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Town Hall, BOS Room) - **Selectman Finan (Liaison) & Selectman Freel (Alternate)**
  - Recycling/Solid Waste Committee (3<sup>rd</sup> Tuesday, 6:30 p.m. - **Selectman Daniels (Liaison)**
  - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - **Selectman Labonte (Voting member)**
  - Zoning Board of Appeals (1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 7:00 p.m., Town Hall, BOS Room) - **Selectman Freel (Liaison)**
  - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) - **Selectmen Dargie & Selectmen Labonte (Alternate)**
  - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) - **Selectmen Labonte & Selectman Freel (Alternate)**



# 2024 MILFORD, NH TOWN BOARDS & COMMISSIONS

## ~ BUDGET ADVISORY COMMITTEE ~

Chris Pank, Chairman	Term 2023 - 2024
Karen Mitchell, Vice Chairman	Term 2023 - 2024
Paul Bartolomucci	Term 2023 - 2024
Wade Campbell	Term 2023 - 2024
Claudia Lemaire.	Term 2023 - 2024
Peggy Seward	Term 2023 - 2024
Vanessa Sheehan	Term 2023 - 2024
Kevin Hunter	Term 2023 - 2024
Mike Thornton	Term 2023 - 2024

## ~ CONSERVATION COMMISSION ~

John Yule, Chairman	Term Expires 2025
Andy Hughes, Vice Chairman	Term Expires 2027
Kim Rimalover	Term Expires 2026
Anita Stevens	Term Expires 2026
Rodney DellaFelice	Term Expires 2026
Andrew Seale	Term Expires 2025
Richard Elliott	Term Expires 2026
Marie Nickerson, Alternate	Term Expires 2027
Chris Costantino, Alternate	Term Expires 2027
_____, Board of Selectmen's Representative	

## ~ ETHICS COMMITTEE ~

Mark Genovesi, Chairman	Term Expires 2026
Chris Masucci, Secretary	Term Expires 2025
Dave Alcox	Term Expires 2026
Bill Parker	Term Expires 2026
Tracy Gomes	Term Expires 2025
George Scollin, Alternate	Term Expires 2027

## ~GRANITE TOWN MEDIA ADVISORY COMMITTEE ~

Josh Breault, Chairman	Term Expires 2024
Tom Schmidt, Secretary	Term Expires 2024
Dave Alcox	Term Expires 2025
Nathalie Watson	Term Expires 2026
Lisa Griffiths	Term Expires 2025
Tina Philbrick	Term Expires 2025
Mike Thornton	Term Expires 2026
Jon Teger, School District Representative	
_____, Board of Selectmen's Representative	

Thursday, March 21, 2024

## 2024 MILFORD, NH TOWN BOARDS & COMMISSIONS (cont.)

### ~ HERITAGE COMMISSION ~

David Palance, Chairman	Term Expires 2026
Chris Thompson, Vice Chair	Term Expires 2026
Paul Lamos, Secretary	Term Expires 2026
Sara Weyant-Bunn	Term Expires 2025
Dave Alcox, Alternate	Term Expires 2026
Katherine Kokko, Alternate	Term Expires 2027
Judy Hohenadel	Term Expires 2027

\_\_\_\_\_, Board of Selectmen's Representative

### ~ MILFORD ENERGY ADVISORY COMMITTEE ~

Mike Thornton, Chairman	Term Expires 2024
Paul Bartolomucci	Term Expires 2024
John Yule	Term Expires 2024
Rob Costantino	Term Expires 2024
Scott Lawrence	Term Expires 2024
Eric Fischer	Term Expires 2025

\_\_\_\_\_, Board of Selectmen's Representative  
???, Planning Board Representative

### ~ NASHUA REGIONAL PLANNING COMMISSION (NRPC) ~

Janet Langdell	Term Expires 2028
Chris Costantino	Term Expires 2026
John Yule	Term Expires 2025

### ~ PLANNING BOARD ~

Douglas Knott, Chairman	Term Expires 2025
Janet Langdell, Vice Chairman	Term Expires 2026
Paul Amato	Term Expires 2026
Susan Robinson	Term Expires 2025
Pete Basiliere	Term Expires 2025
Andrew Ciardelli	Term Expires 2026
Susan Smith, Alternate	Term Expires 2025

\_\_\_\_\_, Board of Selectmen's Representative

### ~ RECREATION COMMISSION ~

Zach Williamson, Chairman	Term Expires 2026
Paul Bartolomucci	Term Expires 2026
Pat Nickerson	Term Expires 2027
Kierstyn Williamson	Term Expires 2025
Stacy Cusack	Term Expires 2025
Bethany Haerinck	Term Expires 2027
Karen Desjardins	Term Expires 2026
Melissa Sherman, Alternate	Term Expires 2025
Eleanor Spargimino, Alternate	Term Expires 2025

\_\_\_\_\_, Board of Selectmen's Representative

Thursday, March 21, 2024

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## 2024 MILFORD, NH TOWN STANDING COMMITTEES (cont.)

### ~ RECYCLING/SOLID WASTE COMMITTEE ~

Celeste Barr, Chairman	Term Expires 2026
Mary Burdett, Secretary	Term Expires 2025
Nancy Amato	Term Expires 2025
LaShanta Magnusson	Term Expires 2026
Fred Hobbs	Term Expires 2025
Dan Sadkowski	Term Expires 2026
Tammy Scott (Advisory)	

\_\_\_\_\_, Board of Selectmen's Representative

### ~ TRAFFIC SAFETY COMMITTEE ~

Jason Plourde, Chairman	Term Expires 2027
Dave Wheeler, Vice Chairman	Term Expires 2027
Nick Darchik	Term Expires 2026
Bill Parker	Term Expires 2026
Gary Daniels	Term Expires 2026
Lincoln Daley (Advisory)	
Leo Lessard (Advisory)	
Mike Viola (Advisory)	
Tina Dishong, Secretary	

\_\_\_\_\_, Board of Selectmen's Representative

### ~ ZONING BOARD OF ADJUSTMENT ~

Andrea Kokko Chappell, Chairman	Term Expires 2025
Joan Dargie	Term Expires 2027
Michael Thornton	Term Expires 2027
Tracy Steel	Term Expires 2025
Daniel Sadkowski	Term Expires 2025
Rich Elliott, Alternate	Term Expires 2025

\_\_\_\_\_, Board of Selectmen's Representative

Thursday, March 21, 2024

# 5. TOWN STATUS REPORT

## TOWN STATUS REPORT

March 25, 2024

### 1. Requests for Proposals

The Request for Proposal seeking proposals from qualified firms of independent certified public accountants to audit the Town's financial statements for the fiscal year ending December 31, 2023, with the option of auditing the organization's financial statements for potential future years will be posted on March 26, 2024. The anticipated start date for the selected auditing firm will be May 2024.

Town Administration and the Public Works Department will be issuing a second Request for Proposal mid-April seeking proposals from qualified firms to establish price agreements (labor, fixtures, and materials inclusive) for the replacement and/or retrofit of all existing light fixtures with LED smart- technology (or similar) with all municipal buildings.

### 2. Keyes Memorial Park Update

The Public Works Department remains very active at Keyes Memorial Park and is cleaning up the park in preparation for Spring time activities. The Department recently installed a stone dust pedestrian path providing direct/ safe access to the donated outdoor exercise equipment previously installed and portions of the park. In addition we anticipate that the previously approved lighting (poles/lights) for the skate park will be installed by April.

### 3. Board, Commission, Committee Volunteers

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

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

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

# 9. MINUTES FOR REVIEW AND APPROVAL

## MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

March 11, 2024

**PRESENT:** Gary Daniels, Chairman Lincoln Daley, Town Administrator  
Chris Labonte, Vice Chairman Susan Mallett, Executive Assistant  
Paul Dargie, Member  
Tim Finan, Member

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

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

### 2. APPOINTMENTS – (Approximate times)

#### 5:30 p.m. – Public Hearing held in compliance with NH RSA 31:95(b) Appropriation for Funds, Property & Items Made Available during the Year over \$10,000

Moose Plate grant to the Town of Milford for the Pillsbury Bandstand in the amount of \$20,000 was discussed and accepted.

**Selectman Labonte made a motion to approve the Appropriation. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.**

#### 5:45 p.m. – Approval of Veteran Tax Credits – Monica Hurley, Assessing Consultant

Monica presented the 5 Veterans Tax Credits, and they consist of the ALL Veterans Tax Credit, they served outside the existing wars and were honorably discharged. These were submitted a while ago, so they are outside the normal April presentation.

**Selectman Dargie made a motion to approve the Veteran Tax Credits. Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.**

#### 6:00 p.m. – Review and approval of the Milford Hazard Mitigation Plan – Fire Chief Ken Flaherty

Chief Flaherty presented the Hazard Mitigation Plan. Some members of the BOS have not had a chance to review it completely. Selectman Labonte had some questions and wants to review completely. Chief Flaherty noted it is a living document, and can be updated if and when needed. Selectman Dargie suggested reviewing before approving. It was determined to review at the next Board of Selectmen meeting on March 25, 2024. That would allow it to be submitted by the April 1, 2024 to avoid the extension again. This is the third extension due to COVID and FEMA backups.

**3. PUBLIC COMMENTS –** Mr. Mike Thornton commented that in the past, the Town Administrator's Executive Assistant would post the agendas and minutes onto the Town Website for the Cemetery Trustees. Town Administrator Daley noted he and Chris Gentry had created a worksheet of the primary and secondary persons responsible for updating their assigned pages.

### 4. DECISIONS

#### a. CONSENT CALENDAR

1. Approval to re-appoint Janet Langdell to serve on the Nashua Regional Planning Commission with a term expiring in 2028
2. Approval to re-appoint Joan Dargie and Michael Thornton to serve on the ZBA with terms expiring in 2027
3. Approval of Property Tax Interest Waiver Request for 59 Ponemah Hill Road

**Selectman Daigle requested to abstain on #2.**

**Selectman Finan made a motion to approve the consent calendar with the exception of #2. Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.**

**Selectman Finan made a motion to approve the consent calendar for item #2. Seconded by Selectman Labonte. All were in favor. The motion passed 3/0/1 with Selectmen Dargie abstaining.**



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**b. OTHER DECISIONS**

**5. TOWN STATUS REPORT –**

**1. Automatic Fingerprint Identification System – Police Chief Mike Viola**

TA Daley introduced Chief Viola and how we are going to modernize the way we do fingerprinting in our community. Automatic Fingerprinting System is offered by the State Police and paid for with State Grant Money. The only identified cost would be the optional printer one time cost of about \$1400.00 and maintenance about \$212.00 a year, the system remains property of the state so they could possibly take it back. The pros are that you can get a match much quicker, rather than sending them off, so much more time efficient and accurate. It goes into a tri-state area (NH, VT and ME) and tap into their databases to see if a match.

Town Administrator Daley noted that right now there are no fees related for staff and others needing fingerprinting services, and in the future the BOS may need to look into a fee structure.

Chief Viola suggested that charging non-citizens a fee might be something the BOS might want to consider. He did not have a volume of people that would need fingerprinting. Other Towns charge up to \$50 for this service. He would leave up to the board who gets charged or not, i.e.: businesses, school, citizens.

**2. Foster Road – Class VI section**

Foster Road was discussed and input from public was heard. No decisions were made in public session. Some information has come forward from the Town’s attorney and should be discussed in a non-public session. Public comments were heard and seemed to be in favor of using it as walking trail, but not for motorized vehicles. David Wilson, 20-year resident, people are coming through and he feels the town should maintain, not a third party with heavy equipment. People were cutting brush at night, and giving the finger to cameras, and he would like it addressed.

Mr. David Palance, understood other commissions in Town were going to provide feedback. He asked who is the point of contact for this issue, and Town Administrator Daley noted it is the Board of Selectmen as part of the discussion this evening.

Michael Casey, appears an appropriate process is missing or a fundamental disrespect for the process there. If allowed to go unchecked it will set an unfortunate precedent for the future

Jeff Wells, Bear Court, a current tax map appears to have incorrect property ownership exactly where this trail goes. Town Administrator Daley noted that our tax maps are not 100% correct. The tax maps are not considered survey quality maps.

Kat Perket, Foster Road, why can’t this be decided right now? Board of Selectmen Chair noted that under state law it is a non-public meeting with the lawyers to discuss information, and the decision will be made in a public session.

**3. Contradance events at the Town Hall**

Letter to the Board of Selectmen outlined the issue with the Contradance and fees associated. Mr. David Palance noted he was misquoted in the Feb 26 letter, and they did not discussed fees. The Heritage Commission supports the Contradance event. The organizers work with Custodial staff to clean up after the events. Recreation Dept is quite proud of the Contradance and list it as one of their accomplishments. HE would like the letter withdrawn and perhaps re-written to correct the facts.

Selectman Labonte asked what they have been charged in the past. It was noted that it’s been \$100 a month and is going up to \$150 a month. He also asked if all Town Hall events go under Recreation.

Town Administrator Lincoln will look into this and he is the contact for the cost. He noted if staff stays late there are overtime costs incurred.

**4. House Bill 1479 – Relative to prohibiting the use of federal, state, or local funds for lobbying activities**



107 Town Administrator Daley introduced the new House Bill 1479, relative to using funds to lobby the state. State  
108 Representative Vanessa Sheehan along with Representative Josh Yokela appeared to summarize the bill and ex-  
109 pand on the amendments. Rep. Sheehan noted they will be voting on the amendment on the house floor. She  
110 noted that there are exceptions that allow municipal officials to speak. Rep Sheehan has some concerns about  
111 the issues NHMA has brought up. For instance, a ban on members of municipality going to testify is not true.  
112 The bill would require NHMA to delineate the cost of lobbying. The amendment would require detailed bill that  
113 outlines the lobbying on your behalf and would need to have a separate account to pay for it. Joan Dargie, Town  
114 Clerk spoke and noted discussion between separation of funds only for lobbyists that received grants or money  
115 from state. Rep Josh Yokela, said most municipalities are in non-compliance with 15-1 already, per 15-2 you  
116 shall segregate the state funds so that they are physically and financially separate, mere bookkeeping is not suffi-  
117 cient. Rep Yokela sent out a letter to the AG to investigate municipalities for compliance. He also noted there  
118 are a couple of amendments that will be voted on. Rep. Yokela handed out copies of the proposed amendments.  
119

120 **6. DISCUSSIONS**

121 **1. Policy Review**

122  
123 **Policy 2000-06 Policy on Cashing out of Sick Leave due to Worker's Comp Injury**

124 Town Administrator Daley noted that upon review with HR there were no changes. The policy was read aloud to  
125 the audience. Karen Blow, HR to follow up with Finance on questions re taxable vs nontaxable revenue being  
126 taken out.

127  
128 No vote taken

129  
130 **Policy 2003-01 Procedure to be followed in Establishment of New Positions**

131  
132 Town Administrator Daley read the full policy to the audience. Minor change made to #5 to now read **Depart-**  
133 **ment Head presents** to the Board of Selectmen for approval/consideration **of the requested new position.**  
134 The purpose of this is to put the onus on Department Heads as they understand the position and its benefits best.

135  
136 **Selectman Dargie made a motion to accept Policy 2003-01 Policy on Establish New Positions as amended.**  
137 **Seconded by Selectman Finan. All were in favor. The motion passed 4/0.**

138  
139 **Policy 2004-02 Policy on Exit Interviews**

140  
141 Town Administrator Daley read the full policy to the audience and noted this is a voluntary process not manda-  
142 tory. Karen Blow, HR Director notes she is not always able to speak with the employee. Minor change made to  
143 the policy description to change as follows: It is the policy of the Town of Milford to **provide the opportunity for**  
144 any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview.  
145 Also, a change from bullet points to numbering system was made to the document under Policy.

146 Under the Procedure section, the text in #4 was updated to note this is a voluntary process. It reads: The depart-  
147 ing employee will be asked to complete the Exit Interview Form (sample  
148 attached) as thoroughly as possible **noting that this is a voluntary process.**

149 Selectman Finan suggested the form be updated to allow the employee to acknowledge they are waiving right to  
150 exit interview if they so choose.

151 It was suggested to track trends to see why employees are leaving. Karen said this can be provided to the Board  
152 of Selectmen. Town Administrator Daley also said to capture for voluntary vs involuntary departures. Karen  
153 noted that not all departments get seen by her, as some are gone before she is aware.

154  
155 **Selectman Dargie made a motion to accept Policy 2004-02 Policy on Exit Interviews as amended. Seconded**  
156 **by Selectman Finan. All were in favor. The motion passed 4/0.**

157

158 **Policy 2006-02 Policy Hiring Process/Criminal Check**

159

160 Town Administrator Daley suggested we table this one because after speaking with Karen Blow, it's best to ta-  
161 ble this discussion until they speak with other departments to see what different requirements they each have.

162

163 **No vote taken.**

164

165 **Policy 2006-03 Policy on Deductions from Salaries for Employees Exempt from Overtime Pay Require-**  
166 **ments**

167

168 Town Administrator Daley reviewed this quickly and noted that further review is necessary.

169

170 **No vote taken.**

171 **Further review of policies to continue at the next Board of Selectmen meeting on March 25, 2024**

172

173

174 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

175

**a) FROM PROJECTS, SPECIAL BOARDS, COMMISSION & COMMITTEES**

176

**a. GTM was approved and we are officially 98.1, and applied for WGTM call letters.**

177

**b. Chris is investigating a new website platform, all investigated providers have come in  
178 cheaper. Demos will be occurring with three of the providers.**

179

**c. Master Plan kickoff will be early April 2 at 4:00, goal is to have members of the board to be  
180 part of the team. It was suggested to wait until after the election to determine who it will be  
181 on the subcommittee assignments.**

182

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

183

**8. PUBLIC COMMENTS -**

184

Jennifer Barbor on topic of Foster Road trail, she is opposed to it as a snowmobile trail. She feels children and  
185 pets would be endangered. Not opposed to it as a walking trail.

186

Jane Texiera, on topic of Foster Road trail, is a snowmobile trail being discussed? She would like to enjoy the  
187 neighborhood walking trails but not snowmobiles or other motorized vehicles. Selectman Daniels indicated no  
188 longer considering snowmobile trail.

189

190

191

**9. APPROVAL OF FINAL MINUTES - Feb 26, 2024**

192

**Selectman Dargie made a motion to approve the final minutes of February 26, 2024 as amended. Seconded  
193 by Selectman Finan. All were in favor. The motion passed 4/0.**

194

195

196

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

197

198

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

199

**a. Town Voting Tuesday March 12<sup>th</sup>, 2024 at the Milford High School on 100 West St from 6:00am  
200 until 8:00pm**

201

**b. The next Board of Selectmen's meeting is March 25, 2024 at 5:30 in the Board of Selectmen's meet-  
202 ing room, 1 Union Square, Milford NH at 5:30pm. This will be a HYBRID meeting. Information to  
203 access ZOOM will be posted on the Town's website on or before March 22, 2024.**

204

205

**12. NON-PUBLIC SESSION - No Decisions**

206

207

**13. ADJOURNMENT: Selectman Finan moved to adjourn at 8:30. Seconded by Selectman Labonte. All  
208 were in favor. The motion passed 4/0.**



APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 3/11/2024

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\_\_\_\_\_  
Gary Daniels, Chairman

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Tim Finan, Member

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Chris Labonte, Vice-Chairman

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Dave Freel, Member

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Paul Dargie, Member