

TOWN OF MILFORD

RECREATION DEPARTMENT



Recreation Department Update April 22, 2024

- **What areas are the responsibility for your department.**
The Recreation Department is responsible for providing programs, events, and trips to the community. We also are responsible for the ice rink and the staffing and programming of the pool.
- **What is the financial status of your department vs. the budget (burn rate)?**
The financial status of the department is within the budget allocations at this time and no overages are expected.
- **Employee update: Turnover? Open positions? New employees? Positions vacated?**
The Recreation Department is staffed in regards to the 2 full time positions. We are currently in the hiring process for the summer seasonal positions
- **Vehicular update: Any out of service?**
The Recreation Bus does not have any issues at this time. It was not a purchase from the Town budget and any maintenance issues are not covered within the town budget of Recreation.
- **Any major projects in the next three months?**
The next 4 months are filled with summer programs, trips, and Keyes Memorial Pool. We also have the Keyes Summer Bash, Rotary Swim Meet and State Championship Meet.
- **How can residents report issues that require the attention of your department?**
Residents can email recreation@milford.nh.gov or call 603-249-0625.
- **Are their vacancies on any commissions, committees, or subcommittees with which your department is associated?**
There are 2 alternate vacancies on the Recreation Commission at this time.
- **Is there anything currently prohibiting the department from meeting its annual goals?**
Not at this time.
- **Is there anything the BOS can do to assist the department in meeting its goals?**
Not at this time.

June

July

August



Milford Recreation Summer Guide

www.milfordrec.com

2024



Adventure Camp



Keyes Summer Bash



Senior Trips



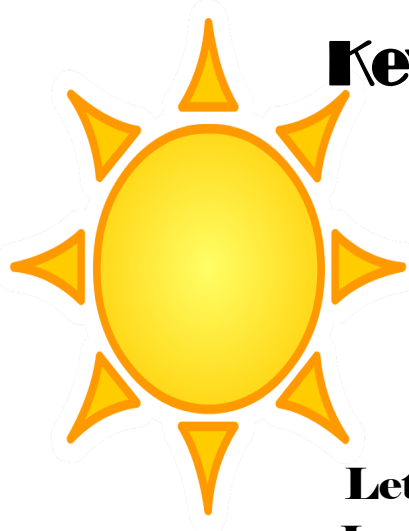
Summer Concerts

MEMBER OF
NH Parks &
Recreation Association

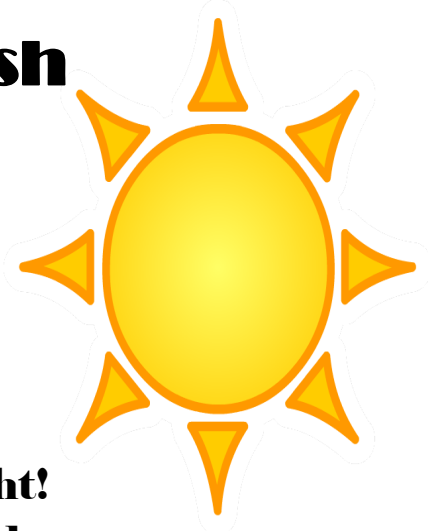
1 Union Square • Milford, NH 03055
Phone (603) 249-0625 • Fax (603) 673-2273
recreation@milford.nh.gov

Like us on:





Keyes Summer Bash
June 15, 2024
Keyes Park



11am-2pm

Let's kick the summer off right!
Local Vendors Food Trucks
Touch a Truck Water Games

For more information visit www.milfordrec.com

**Arthur L. Keyes
Memorial Trust**



2 Dates!!!

Puzzle Palooza!

June 7th and August 16th: 6-8 pm

Come join us at the Town Hall Auditorium where multiple teams of 1-4 compete against the clock to complete a puzzle in two hours. Everyone will be given the same puzzle.

Prizes will be awarded to the team who finishes first!

\$40 per team (1 person registers)

Deadline to Register May 24/August 2 @milfordrec.com

Need a team? Email recreation@milford.nh.gov



Make a splash with Milford Recreation!

Sounds on the Souhegan:

Milford Recreation invites all ages to join us each Wednesday during the summer for FREE public band concerts 7-8:30pm.

In the event of rain, concerts will be moved indoors to the Town Hall Auditorium

Hollis Town Band (Concert Band)
@Emerson Park 7/3

Cuarteto Bombo (Latin Jazz)
@The Stage 7/10

Eric Grant Band (New Country/Top 40)
@Emerson Park 7/17

Amherst Town Band (Concert Band)
@Emerson Park 7/24

Freese Brothers Big Band (Big Band/Swing/Jazz)
@Emerson Park 7/31

B Street Bombers (Pop, Rock, R & B, Oldies)
@The Stage 8/7

North River Music (Americana)
@Emerson Park 8/14

Windham Swing Band (Big Band)
@The Stage 8/21

Island Castaways (Tropical Rock Band)
@The Stage 8/28

Summer Scholarships

We are now able to offer a year round scholarship program thanks to the generous donations we received. If you would like to inquire about partial or full assistance with our programs please contact

Lisa Emerson, Milford Welfare Director
at 603-249-0672 or
lemerson@milford.nh.gov . Once approved the registration can then be completed with the Milford Recreation Department.

Milford Area Seniors

Seniors meet to socialize **every Tuesday, 10am-2pm, at the Milford Town Hall Banquet Room**

Coffee and other goodies will be available. The Milford Area Seniors welcomes all people 50 and older who wish to either volunteer or come to the activity center. Donna Thibodeau at (603) 721-9747

How to Watch a Good Program Die

Nothing kills a recreation program faster than participants who wait last minute to register.

There is a point when a program must be cancelled or modified if there is insufficient registration. All programs require a high level of coordination often including facility scheduling, staffing, volunteer recruitment and purchasing of supplies.

Please Register Early!



Bus Trips

**Winnepesaukee Play House & Hart’s Turkey Farm
Jersey Boys**

Follow the fascinating evolution of four blue-collar kids who became one of the greatest successes in pop-music history.

Join us as we head to the Winni Play House for an indoor fantastic performance. Before we get there we will stop for lunch at Hart’s Turkey Farm.

**Trip Includes: Transportation and Admission
Self pay at Turkey restaurant**

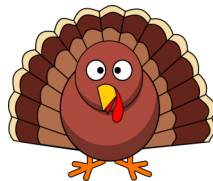
Date: 6/25 & 6/27

Fee:\$65

Min: 9 Max:14

Time: Depart Milford 9:45 am/Depart Meredith at 4 pm

Location: West Entrance Keyes Park 127 Elm St.



Squam Lake Cruise & Late Lunch

Join us for a nice tour of Squam Lake. Home to bald eagles and loons Squam Lake is surrounded by scenic mountains and beautiful wildlife.

Once we are done cruising around we will be stopping for a late lunch at T-Bones in Concord NH.

Self pay at T-Bones

Trip Includes: Transportation & Tour

Date Thursday 7/11 & 7/18

Fee: \$70

Min: 9 Max: 14

Time: Depart Milford at 8:15 am/

Depart Concord 2:30pm

Location: West Entrance Keyes Park 127 Elm St.

Fosters Clambake & Nubble Lighthouse

Join us for a feast this summer. We will eat lunch at Foster’s Pavilion where you will enjoy

lobster, clam chowder, steamed clams & mussels, sweet corn on the cob, roasted red bliss potatoes and onions, rolls and butter and blueberry cake.

Trip includes: Transportation & Clambake Meal

Dates: 8/15 & 8/22 Fee: \$70

Min: 9 Max: 14

Time: Depart Milford 9:30am/Depart Maine at 3:30pm

Location: West Entrance Keyes Park 127 Elm St.

Summer Programs

Horse Camp

Join Rose Wood Equine for a wonderful session of riding! Learn all about horsemanship including care, feeding, handling, grooming, tacking and yes even riding!

Ages: 5 and Up

Fee: \$140 Res \$160NRes

Session 1: 6/5, 6/12, 6/19, 6/26 @ 4-6pm

Session 2: 7/10, 7/17, 7/24, 7/31 @ 4-6pm

Session 3: 8/7, 8/14, 8/21, 8/28 @ 4-6 pm

Location: 62 Forest Rd. Greenfield NH, 03047

Tennis Clinic

Come learn the game of tennis with our Milford High School Coach Nancy McManus! This is a course for beginner players and intermediates! This class will include an introduction to the fundamentals of tennis.

Grades: 3-5 @ 4:30-5:30pm

Grades 6-8 @ 5:30-6:30pm

Fee: Res: \$75 NRes: \$80

Dates: Tuesdays 6/18-7/23

Registration Deadline: 6/11

Location: Keyes Park Tennis Courts

**Reserve Emerson Park or
Keyes Pavilion for your next event!**

Have an event and don’t want to host at your house. Reserve Emerson Park or Keyes Pavilion for your next family or business function. Reserve online at www.milfordrec.com or call 603-249-0625

Location	Mon-Fri.	Sat.-Sun.
Emerson Park Residents	\$15 hour	\$20 hour
Emerson Park Non-Residents	\$25 hour	\$35 hour
Keyes Pavilion Residents	\$20 hour \$100 Day	\$25 hour \$125 Day
Keyes Pavilion Non-Residents	\$20 hour \$100 Day	\$25 hour \$125 Day

Make a splash with Milford Recreation!

Summer Week Programs

Adventure Camp!

Join Milford Recreation in a week long camp of adventure! Each day is a different location of fun! Trips include Wallis Sands State Park, NH Fisher Cats, Hike Shannon's Trail, Blueberry Picking & Community Service, Gunstock Ariel Adventure Course. This is a week long day camp so make sure you pack your lunches, water and sunscreen!

Sign up early to make sure you have a spot!

Ages 8-12

Fee: Res \$225 NRes: \$245

Time 8am-4:00pm

Dates: Session 1—>July 22nd– 26th

Session 2—>August 5th– 9th

Registration is limited to 1 session. Activities will be the same for each session

Location: Keyes Memorial Park

Science Camp

Entering 2nd-5th Grade

Come and explore fun and exciting science topics this week! During the week, children will be able to dabble in many different scientific experiences and solve mysteries of the world around us. Children will have the chance to perform really cool experiments addressing the different branches of science.

There will be a trip to the McAuliffe-Shepard

Discovery Center on

7/11 (Included in price)

Instructor: Julia Anderson

Fee: Res \$85 NRes \$90 Min: 5 Max: 13

Registration Deadline: 7/2

Dates: 7/9-7/11 Time: 1-4pm

7/11 12-4 pm

Location: Banquet Hall



Summer Week Programs

Skyhawks Camps

Multi-Sport (8-12)

Multi-Sport is designed to introduce young athletes to a variety of different sports in one setting.

Ages 8-12

Fee: \$109 Min: 8 Max: 20

Time: 9am-12pm

Dates: 7/1-7/3

Registration Deadline: 6/24

Location: Keyes Multipurpose Field

Mini Hawk (5-7)

This is a multi-sport program designed to give children a positive first step into athletics. Sports are taught in a safe, structured environment filled with encouragement and fun.

Ages 5-7

Fee: \$109 Min: 8 Max: 20

Time: 9am-12pm

Dates: 7/1-7/3

Registration Deadline: 6/24

Location: Keyes Multipurpose Field

Pickleball

A fun, skill-intensive program that is designed for beginning to intermediate players. Your child will develop basic rules, fundamental skills, and strategies of game play. Participants are encouraged to bring their own paddles if they own one.

Ages: 7-12

Time: 9am-12pm

Min: 8 Max: 20

Fee: \$185

Date: 7/15– 7/19

Registration Deadline: 7/8

Location: Keyes Tennis Courts



Sports & Games (6-8) (9-12)

For this program, our patient and knowledgeable staff use a variety of skill-building games and activities to give each athlete a complete understanding and overview of many different popular sports and games. Sports and games include dodgeball, capture the flag, soccer, ultimate frisbee, basketball, kickball, baseball, 4 square, flag football, team handball and many more. Participants should bring multiple water bottles, two snacks, sunscreen and wear appropriate athletic attire.

Ages: 6-8/9-12

Fee: \$185

Min: 8 Max: 20

Dates: 7/22– 7/26

Registration Deadline: 7/15

Location: Keyes Multipurpose Field

**Registration for all
summer programming
opens on
Monday April 29th!!!**

REGISTER ONLINE AT WWW.MILFORDREC.COM

Milford Recreation

Summer Week Program Cont.**Basketball**

This fun, skill-intensive program is designed for beginning to intermediate players, we focus on the whole player - teaching sportsmanship and teamwork.

Ages 6-10 Time: 9am-12pm

Dates: 7/29-8/2

Fee: \$185 Min: 8 Max: 20

Registration Deadline: 7/22

Location: Keyes Basketball Court

Golf

Your young athlete will gain technical skills and sport knowledge. Areas of focus include hitting the ball, putting, chipping, pitching, and full swing motions. By the end of the program, your child will have learned new life skills such as sportsmanship and honesty by making new friends on the course to improve their skills.

Ages: 5-9

Dates: 8/12-8/16

Time: 9am-12pm

Min: 8 Max: 20

Fee: \$185

Deadline 8/5

Location: Keyes Multipurpose Field

Toddler/Youth Programs**Toddler Pop-up Playtime**

Make sure you keep an eye on social media! We will be releasing a new times for activities through out the summer for families to drop in and have fun. Join our Facebook page to receive updates on locations.

This program is in partnership with:
Milford Kids Thrives.

Safe Sitter: Babysitter Training Course

Ages 11-15. This fun and exciting course teaches sitters the importance of their job responsibilities. Topics include accident prevention, proper play and interaction with children of all ages, problem behavior and CPR introduction! Participants will be prepared to respond effectively in an emergency situation. Prepare your child for increased responsibilities and money earning potential. This is a 1-day (6.5 hour) intensive training course. Please pack a lunch. Safe Sitter course includes training manual and completion card.

Town Hall Auditorium

9:00am-3:30pm

August 14, 2024

Res \$90 Non - Res \$95

For the Family

Let's Go Fishing with NH Fish & Game

Ages 8+. Topics covered in this course include basic rods and reels, safety, knot tying, fish identification, ethics, rules and regulations, and aquatic ecology. After completing a classroom session you'll get the chance to put your new skills to the test; you'll head out to a local pond and do some fishing!

Instructor: NH Fish & Game Staff

Fee: Free Program Min: 8 Max: 18

Dates: Friday 5/31 6:00-8:30pm

Sat. 6/1 9:00am-12:00pm

Location: Town Hall Auditorium

Register Online:

<https://nh-events-web.s3licensing.com/Event/AllEvents?EventTypeID=161&ClassActivity=18>

Beginner Family Archery

Expect to learn the fundamentals of archery as you experience the magic sound of hitting the target. Fundamentals include: form, aiming, breathe work, and balloon popping. Join our week camp or take our classes.

Classes

Ages: 8 and Up

Dates: Wednesdays 7/10-7/31

Fee: \$79 Res \$84NRes

Time: 5-6pm Min: 5 Max: 12

Location: Adams Field

Week Long Camp

Ages 8 and Up

Dates: 8/5-8/8

Fee: \$140 Res \$160 NRes

Time: 9-11am Min: 5 Max: 12

Location: Adams Field

Exercise & Nutrition

This class will discuss the basic fundamentals of how to exercise and promote healthy nutrition to our bodies. For youth, you will gain a perspective on how to keep your brain, muscles, and body healthy. This is a class for all ages that want to improve their own personal health, nutrition, and lifestyle.

All classes 1-2 pm or 6-7 pm

Youth Class, Ages 6+ : June 12

Adult Class, Ages 18+: July 17th

Adult Class, Ages 18+: August 28

Fee: \$25

Location: Milford Town Hall, 3rd floor

Deadline to register: 1 week before



Milford Recreation Summer Guide 2024

Adult/Senior Programs**Tai-Chi**

Tai-Chi will be continuing this summer in the auditorium of the Milford Town Hall. If you have never done this before then you are in luck as this course is for all skill levels!

Ages: 18 and up

Location: Milford Town Hall Auditorium

Tai-Chi Foundations

Fee: \$10 per class

Mondays - 6-7pm

Dates: June 3– Aug 26

Tai-Chi Forms

Fee: \$40 per session

Times: 5:15-6:15pm

Summer 1 –Tuesdays: 6/11-7/16

NO CLASS 6/18, 7/2

Summer 1 –Thursdays: 6/13-7/18

NO CLASS 6/20, 7/4

Summer 2 –Tuesdays: 7/23-8/20

NO CLASS 7/30

Summer 2 –Thursdays: 7/25-8/22

NO CLASS 8/1

Zumba: Let's Dance Fitness!

This 55– minute workout combines cardio interval training with light weights (optional) and stretching, while movin' and shakin' to your favorite music. Come get your groove on and boogie down for some fabulous fitness fun! Please bring hand weights (optional) and water.

Ages: 18+

Time 11—12pm

Fee: Res \$40, NRes \$45

Session 1: June 4, 11, 18, 25

Session 2: July 9, 16, 23, 30

Session 3: August 6 & 13

**** \$20 Res, \$25 NRes****

Seated Yoga

Seated Yoga allows you to explore the benefits of standing yoga without the added strain. Whether you have done yoga before or not this is a fantastic opportunity.

Ages: Recommended 50+

Time: 10am-11am

Summer 1: 6/6-6/27 : \$30

NO Class 6/13

Summer 2: 7/11-7/25 : \$30

Summer 3: 8/8-8/29 : \$40

Location: Milford Town Hall Banquet Hall

Groovin' to the Oldies

We'll guide you through gentle stretching exercises, dancing and mindfulness meditation. This class is perfect for anyone looking to get active.

Mondays, 2-3pm

Fee: \$40 per session

Town Hall Banquet Room

Ages 18+

Registration required

Deadline one week before a session begins.

Session 1: June 3-24

Session 2: July 1-22 (NO CLASS 7/29)

Session 3: August 5-26

Senior Coffee Connections

June 12th: Craft Day

Come and let's great creative! There will be several different crafts to try. Come and create a little something for you to take home.

Registration required by June 5th.

603-249-0625

July 10th: Senior Water Fitness or Lawn Games & Lunch in the Park

Enjoy a low impact water aerobics class which helps improve flexibility and mobility for both swimmers and non-swimmers. Not a swimmer.. We will have some lawn games set up during the swim class that you can come and play while the class is going on. We will meet at Keyes Park. Class is 12:15-12:45pm then get dressed and enjoy lunch from 1:00-1:45pm at Keyes Park Pavilion.

Lunch & beverages will be provided.

Registration required by July 3rd 603-249-0625

Aug 14th: Wheel of Fortune & Ice Cream

Join us for an ice cream buffet with various items to choose from! Give your brain a workout by playing Wheel of Fortune!

Ice Cream will be provided.

Registration required by Aug 7th. 603-249-0625

Brunch B-I-N-G-O

Every 4th Wed. of the month, 12-2pm

Ages 18+ - Town Hall Banquet Hall

\$2 cash for bingo cards

Bring a lunch or Meals on Wheels can be provided (\$3 cash donation).

To reserve a lunch please call Carol McKillip 603-424-9967 by the Friday before.

REGISTER ONLINE AT WWW.MILFORDREC.COM

Keyes Pool Programs

Swim Like a Fish

Parent & Child Swim Lessons

Ages 6mos.-3yrs. Parent and child swim lessons are designed to introduce children to the water at an early age. Little ones will increase their comfort in the water through fun activities, singing, games and basic swim instruction.

(Friday rain make up)

Days: Tuesday & Thursday **Time:** 12:15 –12:45pm

Fee: Res \$25/NRes \$40

Session 1: 6/18-6/27 Session 2: 7/2-7/11*

Session 3: 7/16-7/25 Session 4: 7/30-8/8

***NO class 7/4, makeup 7/5**

Aqua Animals Swim Lessons

Ages 3-5. This program will teach young swimmers many different swimming and water safety skills and is taught without the parent in the water. Must be able to stand in shallow end of pool.

Days: Monday-Thursday **(Friday rain make up)**

Fee: Res \$50/NRes \$60

Times Slots: 9:30-10am, 10:15-10:45am,
11:45am-12:15pm

Session 1: 6/17-6/27 Session 2: 7/1-7/11*

Session 3: 7/15-7/25 Session 4: 7/29-8/8

***NO class 7/4, makeup 7/5**

Keyes Pool Youth Swim Lessons

Ages 5 and up.

Our swim lesson program helps children feel comfortable in the water, and as they progress, learn new strokes and learn to dive. Safety skills appropriate for each age level are taught during the lessons. Our instructors make the lessons fun and positive so that the kids feel proud of their accomplishments. The Pool Manager reserves the right to transfer students to proper class level, we would be happy to assist you in choosing the right level for your child.

Each two week session consists of 8 classes, 30 minutes each.

Days: Monday-Thursday **(Friday rain make up)**

Fee: Res \$50/NRes \$60

Times Slots: 9:30-10am, 10:15-10:45am,
11:45am-12:15pm

Session 1: 6/17-6/27 Session 2: 7/1-7/11*

Session 3: 7/15-7/24 Session 4: 7/29-8/8

NO CLASS 7/4, makeup 7/5

Senior Water Fitness

Low impact flexibility and mobility for both swimmers and non-swimmers. The class meets in the shallow end of the pool. Each class includes time for individual exercise activities and/or lap swimming.

Days: Monday and Wednesday

Time: 12:15-12:45 pm

Fee: \$15 session/Drop-in Fee \$3.00

Session: 7/1-8/7

Swim Team Prep

Ages 5 and up This new program is designed for those individuals who have an interest in competitive swimming. The class will work on refining the four competitive strokes, as well as starts, turns and finishes for each of the four strokes. Participants must be able to perform freestyle, backstroke, breaststroke and butterfly. Swim Team participation not required.

Minimum of 5 Participants

Days: Monday-Thursday **(Friday rain make up)**

Fee: Res \$50/NRes \$60

Times Slots: 9:30-10am

Session 1: 6/17-6/27 Session 2: 7/1-7/11

Session 3: 7/15-7/25 *NO CLASS 7/4, makeup 7/5*

Milford Keyes Swim Team

Ages 4-19. Milford Keyes Swim Team is open to swimmers of all abilities. The recreation swim team program offers swimmers the opportunity to advance their skills in strokes, improve endurance in the water and meet new friends. Milford Keyes Swim Team is a part of the Granite State Swim Association.

ADDITIONAL FEE FOR STATE MEET OPTIONAL.

ADDITIONAL FEE FOR TEAM SUITS

Days: Practice Monday-Friday **Team Meeting:** TBA

Fee: Res \$85/NRes \$95 \$10 Sibling Discount

Season:

Times: 11 & Up 7-8:15am 12 & Under 8:15-9:15am

Rotary Swim Meet: July 20th-21st

State Swim Meet: Aug 3rd-4th

59th Annual Milford Rotary Swim Meet

Join us at Keyes Park and Pool as we host the 59th annual Rotary swim meet. Cheer on the Milford Keyes Swim Team! Join the fun! **Keyes Pool will open for public swim at 4pm or at the end of the swim meets.**

Rotary Meet 7/20-7/21

State Meet 8/3-8/4



2024 Keyes Pool Pass

As a part of Keyes Pool Pass Registration, you will gain access to Keyes Memorial Pool for open swim. A Keyes Pool pass is required for participation in ALL pool programs.

Individual Fee: Res \$25 NRes \$50

Family Pass: Res \$100 NRes \$200

Children 4 and Under: Free, still need to register

Seniors 62 & Over: Free, still need to register

Day Pass: \$5 per person/\$10 non-resident

Replacement pass: \$5 per card

OPEN SWIM

Season 6/15-8/11 M-F 12:30-7pm Sat./Sun. 12-7pm

Swim Meets: 7/20, 7/21, 8/3, 8/4 Open Swim 4-7pm

***Pool subject to close for weather, cleaning and events.**

No refunds.*

All Pool Programs Held At Keyes Memorial Pool

REGISTER ONLINE AT WWW.MILFORDREC.COM

6:15 DPW Department Updates

Date: April 16, 2024
To: Select Board
Lincoln Daley, Town Administrator
From: Leo Lessard, Public Works Director
RE: Public Works Department Update

The purpose and intent of this agenda item is to provide the Select Board members an update on the operational and budgetary status of the Public Work Department.

Personnel/Employee Update:

The Public Works Department has recently experienced some turnover within the Highway, Cemetery, and Building Maintenance Departments.

1. Department hired new building maintenance foremen to replace departing employee end of March. Start date 5/1/24.
2. Department hired new Parks and Cemetery Foreman to replace departing employee end of March. Start date 4/29/24.
3. Department currently has 2 vacant positions:
 - a. Posted job opening for Highway Truck Driver Laborer. Departing employee cited salary concerns.
 - b. Posted job opening for vacant Parks and Cemetery Laborer position. Departing employee stated that the position did not “fit” him.

Vehicles and Equipment:

As the Department makes the necessary preparations and scheduling for the Summer season work, we continue to perform the required maintenance of winter vehicles and equipment. Along with minor repairs from every storm, several of our trucks required major repairs:

1. Truck #6-8 the (yellow truck) – Continued to experience problems with the 2018 truck and spent approximately \$4,000 in repairs. Costs for the repairs were partially mitigated due to the purchase of new diagnostic software that allowed staff to complete much of the repairs inhouse.
2. In addition, the Department purchased additional diagnostic software and hardware to evaluate the Cummings and International engines. By implementing the use of diagnostic tools, we estimated savings in repairs/labor and related towing costs of approximately \$10,000. The yearly cost for the software is \$1,300.00 per year. Just the savings this winter will pay for the next 7 plus years for the system.
3. Winter Maintenance Salting Process - The Department is now set up with full wet systems for 5 out of 6 larger six wheel dump trucks, which includes the 2 six wheel smaller trucks and 2 of the CV six wheel trucks.

6:15 DPW Department Updates

Overall, salt usage was down due to the milder winter. We estimate usage to be approximately 300 ton less at \$74.90 per ton for a total of \$22,470.00 to date. This allowed the Department to purchase Magnesium Chloride (MAG) as an alternative to salt for approximately \$5,500.00. The Department found that it's better than calcium for it can be applied in much lower temperatures, lasting longer and more environmental safer than the old calcium, even straight sand usage. In addition, the Department spent approximately \$8,000.00 of which, \$6600.00 was used for a truck that the existing wet system damaged due to lack of maintenance. The rest was for parts on other trucks for a total of \$13,500.00 for a net savings of \$8,970.00 in the salt budget.

Park Maintenance:

The winter being very light gave the department time to work on much needed items in the Town's parks.

1. The crews were able to finish the walkways at Keys with stone dust to the workout stations with loamed edges, installed approximately 1,500 feet of electrical pipe and seven concrete light Pole bases for the skate park, which now is lighted at night.
2. Repaired and rebuilt the ball field and two softball fields at Keys installing new clay infield mix. The MCAA purchased the infield mix, the school department supplied the new bases and pitcher's mound bricks.
3. Removed and updated the fence at the entrance by the kid's playground with granite curb edging. Will install flowers and bushes in the weeks to come. The Department has acquired about 1,000 feet of extra drain installation from the last storm to get repaired along with our already schedule for this season.

Roadway Paving and Maintenance:

The Town wide pavement Request for Proposal has been posted for 2024. Responses are due by April 24, 2024 for the following roadways listed in Attachment 1.

Summary of Items Completed To Date:

1. Removed old wood fence and flower bed at Keyes and install new fence and approx. 80ft granite curb.
2. Replaced 19 irrigation heads on Oval, 6 heads at Keyes, 3 heads at Shepard's Park.
3. Cut brush and removed 4 large trees at Emerson Park.
4. Layout and construct to meet regulation of all ball fields at Keyes, Shepard's.
5. Installed drainage in front of #344 Elm St. (old Motel) to rid of flooding issues during rain events.
6. Setup DPW facility with liquid storage as part of our ongoing salt reduction plan.
7. Diagnosed, repaired, replaced wet systems on trucks that have been purchased and just not utilized for many years to help with our salt reduction plan.
8. Implemented Fleet Maintenance software for DPW and Ambulance.
9. Purchased light, medium and heavy-duty diagnostic software.
10. Performed overhaul of DPW office (garage area).
11. Installed 7 light pole bases with associated electrical conduit at Keyes for skate park.

12. Repaired 3 water main breaks. Valhalla, Ridgefield, Webster.
13. Installed Catch Basin and repair drainage pipe at #9 Millbrook
14. Repaired catch basin and replace frame and grate at intersection of Shady In and Adams Street.
15. Installed catch basin and 180' of 12" pipe at #4 Orange Street.
16. Constructed new gravel walking path to gym stations at Keyes.
17. Completed flagger certification training .
18. Completed a confined space training and certification.
19. Cut brush utilizing bucket truck and chipper on Colburn, Dear, Tarry, Heritage, Berkeley, Melendy, Cortland, Baldwin, Tonella, Ledgewood, Foster.
20. Cut brush and cleanup at Adams field.
21. Dispose of old Conex box at Keyes.
22. Cut brush behind guardrails and culverts with excavator mower.
23. Swale work on Savage Road.
24. Swale work on Foster Road.

6:15 DPW Department Updates

Attachment 1. Town Wide Paving – Roadway Listing

Road	SY	Mill 2"	Break & Fine Grade 12"	3" 3/4 Binder Rolled	2" – 3/8 Top ROLLED	Berm Asphalt	Asphalt Sidewalk 3" Total
Ash Street	484		x	x	x		
Walker Street	122		x	x	x		
Night Street West	4831		x	x	x	1600	1600 ft
Night Street East	462		x	x	x		
Spaulding up to Wright Street	5518	x			x		
Lewis	1332	x			x		
Edgewood	1304	x			x		
Verona	1050	x			x		
Heritage Way	3612	x			x		
Terry Lane	4607	x			x		
Dear Lane	2614	x			x		
Rock Lane	2099		x	x	x	1000 ft	
Flag Lane	2561		x	x	x	500 ft	
Amherst St.(Grove to Mt Vernon)	1400	x			x		
Mont Vernon, Union SQ (Grove to Bridge)	1169	x			x		
Berkeley PL	1366		x	x	x		

MILFORD VIETNAM MEMORIAL PLANS MOVING FORWARD:

To date over ~~\$50,000~~ ^{\$76,000} has been raised from many generous local foundations, groups and individuals to fund the anticipated \$125,000 cost of construction. The Committee will be out in the Milford community seeking additional contributions towards this project. There will be sales of T-shirts with the Memorial's logo, caps, and engraved bricks at a contribution of \$50.00 per brick.

PROJECT INFORMATION

- Anticipated cost is \$125,000 for construction.
- As of October 1, 2022, we have raised over \$50,000.
- Bricks are on sale for \$50 each.
For more information visit:
www.milford.nh.gov/milford-memorial-committee
- Shirts and hats will be available coming soon!
- We have support form the Milford Board of Selectmen and town staff.
- The Milford Vietnam Memorial fund is an all volunteer committee. Want to get involved or volunteer your time? Contact us at:
www.milford.nh.gov/milford-memorial-committee
- Help us Honor our three fallen heroes from Milford:
 - Roger J McAllister, Jr.
 - Dennis F. Lorden
 - Robert J. Ollikainan

HELP US
REMEMBER
THOSE WHO
SERVED



Anyone who wishes to donate to the Vietnam War Memorial can donate to the Memorial GoFundMe page at [gf.me/u/y328xn](https://www.gofundme.com/u/y328xn) or by check or money order made payable to:

Vietnam Memorial Fund
P.O. Box 7252
Milford NH 03055

www.milford.nh.gov/milford-memorial-committee
Find us on facebook: Milford NH Memorial Committee
Donate at: [gf.me/u/y328xn](https://www.gofundme.com/u/y328xn)



HELP US
REMEMBER
THOSE WHO
SERVED



ELLERS • ROBERT
LEY • WILLIAM F LE GRAND • RONALD E
STUBBERFIELD • WILLIAM T BOWMAN • J
ARDE • ROGER J McALLISTER Jr • ROBERT
CULBREATH • HENRY A DEUTSCH • JHUE F
H • JOSEPH R WYNN Jr • DONALD E CLOSE
• JOSE RODRIQUEZ ACOSTA • JOS
• JAMES M CALE



BACK VIEW

VIETNAM MEMORIAL

Located in the heart

of the Milford Oval, the Vietnam Memorial will be situated on Town property behind the existing World War II Memorial.

**Please Support
the Milford Vietnam Memorial
Donate Today!**



In 2019, the Town of Milford voted by warrant article to allow the creation of a Vietnam Memorial trust fund the growth of which depend upon voluntary contributions.

The Committee is now seeking your support to help construct the Milford Vietnam Memorial.

OUR MISSION:

“The purpose of the Vietnam Memorial is to honor those men and women of Milford who served and sacrificed for our country in the Vietnam War; and to provide a place of serene reflection to honor and remember all who may have been personally and physically impacted by the War.”



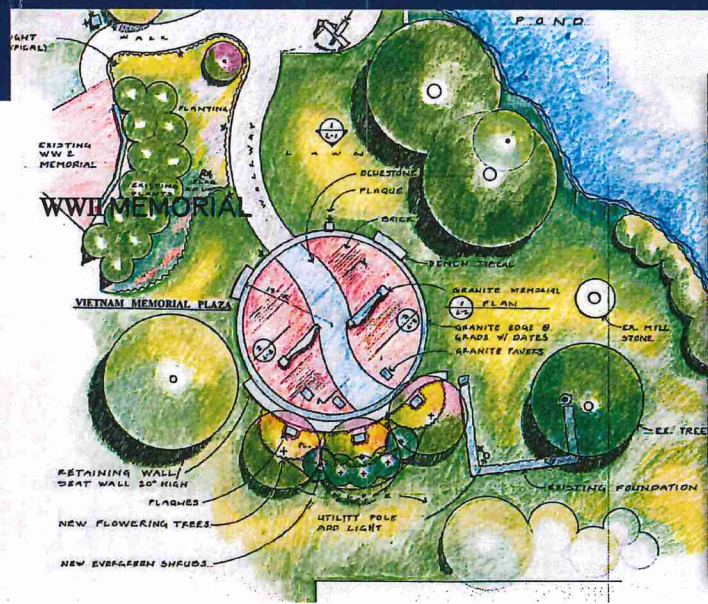
HONORING THE MEN AND WOMEN OF MILFORD WHO SERVED AND SACRIFICED FOR OUR COUNTRY IN THE VIETNAM WAR



Formed in 2017,

the Milford Memorial Committee’s purpose is to present to the Board of Selectmen a design and location of a Vietnam War Memorial and the ability to raise money through donations, fund raisers, grants for the construction of the project. The project has been expanded to include the design for a second memorial, the Freedom Memorial.

CONCEPTUAL DESIGN



FRONT VIEW

Things to accomplish in 2024 VMC

1. Finish our fundraising - (\$50,000 more to go)

2. Acquire the main granite stone from the quarry in Milford

- cut the stone in half
- move from quarry for trimming to size
- design final plans for work to continue
- finalize the names for the wall
- start engraving on stones
- get stones ready for installation in spring of 2025

o JOHN WEIDMAN
o JIM LARSON
o ADAM MEDLYN

3. Acquire columns and caps for memorial wall

TOWN OF QUARRY

- cut material to size
- move material for engraving and finishing

4. Work on finding contractors to do the work

o KNOTT'S LANDSCAPE SERV. o BROOKLYN CONTRACTOR
o TOWN OF MILFORD

5. Collect & cut the granite given to us from the Town of Milford

- (2) - light posts 1 GRANITE @ STORAGE 12" LONG CUT FACE
- (1) - monolith stone NEED TO SMOOTH ONE SURFACE
- (5) - bollards NEED TO CUT
- (1) - base stone HAVE @ TOWN SITE 5'X5'-6"X 24"
- (2) - benches ? MAY GET BENCHES FROM LIONS CLUB
- (3) - granite pavers 16"X 24"X 4" EACH
- (3) - granite stone (for plaque) 18"X 24"X 8" EACH

6. Medlyn Monument will start engraving timeline in the spring

(25) GRANITE - 10" X 4" X 4" CUT BY MARCH 1, 24

7. Present to the Board of Selectmen on our progress

APRIL

8. Present to the Conservation Commission

SUMMER

9. Contact Cappy regarding granite for retaining wall

FALL

1. SORLAC ?

ENCL 2

o GET WRITING FROM ZONING ADM. ABOUT SETBACK

o LEGAL DOC. ABOUT CHURCH ACCESS



VIETNAM MEMORIAL MAIN GRANITE BLOCK (MILFORD)



44T STONE FOR GRANITE EDGE (TIME LINE)



MILFORD NH VIETNAM WAR MEMORIAL
Remembering Those Who Served

Brick Order Form - \$50.00 per brick
Use one order form per brick.

A brick walkway will be installed as part of the Milford NH Vietnam War Memorial located at Memorial Park in downtown Milford. The walkway will honor all those who served and sacrificed. Each brick is 4" x 8" with up to three lines of text, and 14 characters per line. The installation of all bricks is planned for 2025.

Bricks may be inscribed with a person's name, a business name, or a message of remembrance. If the brick names a veteran who was KIA, MIA, POW or died as a result of serving in a war, enter a star (*) after the name. The star (*) counts as one character.

Please use all UPPER-CASE letters when filling in the form. One letter per block.

Line one:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line two:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Line three:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IMPORTANT: *Please proofread carefully. There will be a \$30 added charge to remake a brick because of an error in the information provided by the purchaser.*

Ordered by: Name _____
Mailing Address _____
City/Town _____ State _____ Zip _____
Phone: () _____ Email _____

Send check (\$50 per brick) payable to: *Vietnam Memorial Fund*
P.O. Box 7252
Milford, NH 03055

For more information: <https://www.milford.nh.gov/milford-memorial-committee>

6:15 Vietnam Memorial

Vietnam Memorial Alpha Roster: ~~11/29/2023~~

9/9/2024

Aborn, Glen C.
Adams, Dennis L.
Adams, Herbert R.
Albert, Henry
Anderson, Karl R.
● Annand, Doug
● Aveni, Roger A.
Aventi, Ronald
Barry, Charles
Bayleat, Charles B.
Beach, Brian
Belden, Russell J.
Bell, David M.
Bell, James N.
Bills, Joseph
Blake, Robert P.
Blakely, Charles
● Bottazzi, Louis D.
Bourke, Robert E.
Bradsell, Peter
Briggs, Stephen I.
Brodeur, Ronald
Browning, Gerald M.
Brunelle, Leo
Brunelle, Robert E.
Burgess, Gary L.
Butler, Randy
Caldwell, Daniel E.
Caldwell, Warren N., Jr.
Callahan, Richard E.
Carlson, David R.
● Carmen, Nate
Carpentieri, Archie D., Jr.
Carrigan, William M.
Carter, Edward F., Jr.
Cassidy, James P., Jr.
Castanino, Leonard
● Chamberlain, Barry H.
Champion, William
Chappell, Kent
Chappell, Lewis
● Charest, Kenneth
Chartier, William N.
Chastain, Peter T.
Ciardelli, David E.
Ciardelli, Richard D
Cincotta, James L.
Clegg, Thomas
Clinton, James W.
Conroy, Bruce
Cote, Gary
Coughlin, David P.
Courage, David M.
Craig, Charles B.
Cullinan, Gary J.
Cushing, Leonard F.
Dart, Douglas W.
DeSilva, Manuel A.
Dorries, Philip T.
Draper, Curt E.
Dutton, Stephen
Estey, Kenneth
Ethrige, Charles E., Jr.
● Falcetti, Victor H.
Fay, Joseph H., III
Flanagan, Leo
Fletcher, Richard
Fraser, Daniel
Frye, Gary A.
Gagnon, Norman
Gaidmore, Gerald P.
Galarneau, Peter E.
Gangloff, Jay
Gangloff, Jon
Garnham, Daniel
Garnham, Dennis
● Gautier, George H.
Gibbons, William H.
Gillis, James A.
● Goding, Frank H Jr
Goss, Harold W., II
Greene, Fred
Grindle, Timothy
Grant, Roland A.
Grugnale, Alan R.
● Grugnale, Robert N.
Hagar, Bruce F.
Hagar, Dennis A.
Hammond, Benjamin W.
Harding, Gregg B.
Hartson, James
Hastey, Gregg P.
Heater, Robert T.
Hendrickson, Arthur A., Jr.
Hereford, Leland A.
Hokinson, Peter F.
Holcombe, Peter
Holt, Charles
Hopkins, Eugene G.
Horton, John P.
Hunter, Graham C., II
Jackson, Craig M.
● Jameson, Daniel K.
Jameson, Kenneth J.
Jewett, Willis Elbridge, Jr.
Jarest, Vincent
Jefferson, Malcolm
Johnson, Perley S.
Judkins, Everett M.
Kaplan, Ronald C.
Karle, Frederick D.
Karle, Herbert, Jr.
Karle, Paul T.
Kendall, Thomas L.
Kenyon Jr., Lloyd D.
Kiernan, Hugh V.
● Kirby, John W.
Landers, Joseph
Lawrence, Jaaies A.
Lawrence, Leonard
Lawrence, Richard D., Jr.
Lefleur, Larry
Lord, William O.
● Lorden, Barry N.
● Lorden, Dennis F.
Lorden, John
Luternow, Alfred G.
Manley, Richard P.
Manley, Robert E.
Manley, Thomas E.
Mazza, Robert A.
McAllister, Raymond
McAllister, Robert
● McAllister, Roger J.
McCormack, Daniel T.
● McCormack, David W.
● McEntee, Malcolm
McGee, William E.
McLeod, Douglas A.
McNeil, Lloyd A.
Medlyn, David E.
Miller, Roland H.
Morell, Arthur J.
● Mosier, Wayne E.

6:15 Vietnam Memorial

Vietnam Memorial Alpha Roster: 11/29/2023

Norton, Barry E.

O'Keefe, Stephen

● **Ollikainen, Robert J.**

Peacock, Richard R.

Peaslee, Robert M., Jr.

Perham, George

Pezzullo, Joseph A.

Plant, Donald W.

Plunkett, Richard

Potter, David M.

Pringle, Hugh

Proctor, Jonathan R.

Putnam, Walter, Jr.

Rand, Charles A.

Rebidue, Douglas

Reeves, Ancel W., Jr.

Reid, Stuart

Rocco, Carlo

Rock, Robert W., Jr.

Rockwell, James A.

Rockwell, Warren G.

Ruonala, John E.

Rush, Norman

Rush, Raymond, Jr.

Saraceno, Charles M.

Sawtelle, Paul

Sear, Paul

● Sears, Stephen L.

● Shinn, William D., III

Signor, Benjamin, Jr.

Silva, Carl L.

Sizemore, Kerwin A.

Simpson, Curtis L.

Smith, Fred W.

Smith, Monty

Smith, Norman W.

Smith, Wayne

Staiti, John

Staiti, Thomas P.

St. Cyr, Richard

Stetson, Donald P.

Stimson, Kenneth

Stitham, Michael

Sullivan, Gregory T.

● Swiezynski, Michael H.

~~Talarico, Ralph~~

Theberge, Paul J.

Theroux, Michael

Theroux, Roland A.

Tighe, Lawrence

Tilden, Freeman, III (Spike)

Trempe, Gene F.

Trott, Daniel B.

Tucker, Erick A.

Turner, William C.

● Ullricson, Bruce

● Ullricson, John R. Jr.

Vrandenberg, Douglas H.

Von Iderstine, Richard

Wagi, Gilbert G.

Wells, John T.

Wells, Ronald A.

Wheeler, Donald E.

White, Russell J.

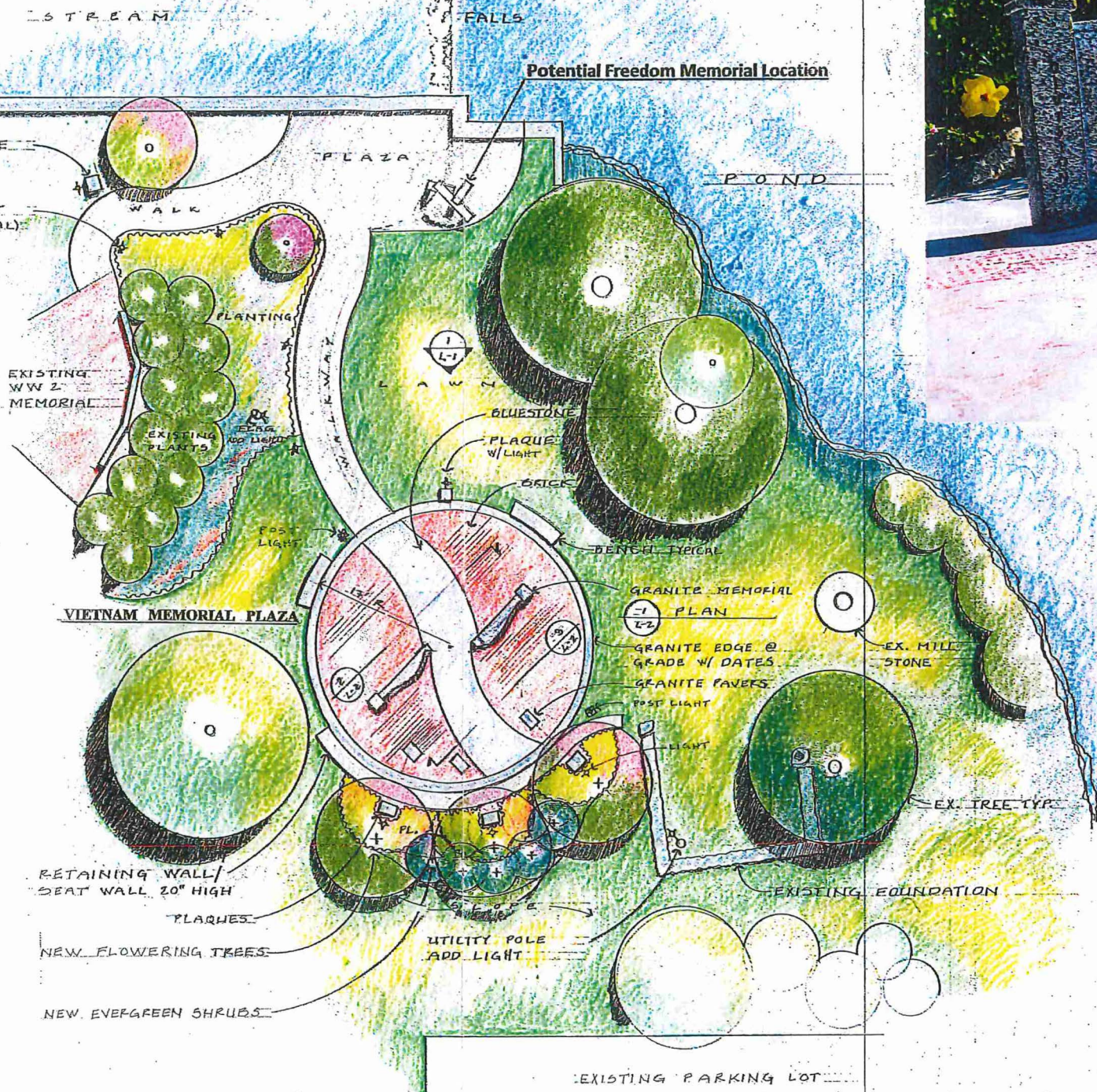
Wright, Winfield D.

● DIED IN COMBAT

● SERVED IN WAR ZONE

* DIED ON ACTIVE DUTY

6:15 Vietnam Memorial



Milford Memorial Committee

Vietnam Memorial Design Concept - Plan and Elevations

Theme: To show Countries divided - simple yet educational

Site Plan:

1. Two walls - division in countries
2. Angle of walls show direction countries are located
3. Circular Plaza - the runaround
 - a. 17 foot radius = Vietnam divided at the 17th parallel
 - b. Walls/name brick area split by bluestone = Pacific Ocean
 - c. One wall is for the USA the other Vietnam
 - d. Three trees/granite pavers/plaques = (3) Milford fallen soldiers
 - e. Seat wall/retaining wall for viewing Memorial
 - f. Granite edge with timeline
 - g. Quiet/reflective site - peaceful, screened by vegetation
 - h. Plaque at plaza - describes events about the War
4. Plaza to the north - takes advantage of falls/pond
5. Granite entry stone (vertical) - sign for Memorial
6. Site lit for safety and viewing Memorial
7. Benches for reflection/meditation
8. Site is connected to the WW2 Memorial via walkway/similar stone, brick, etc.

Elevations:

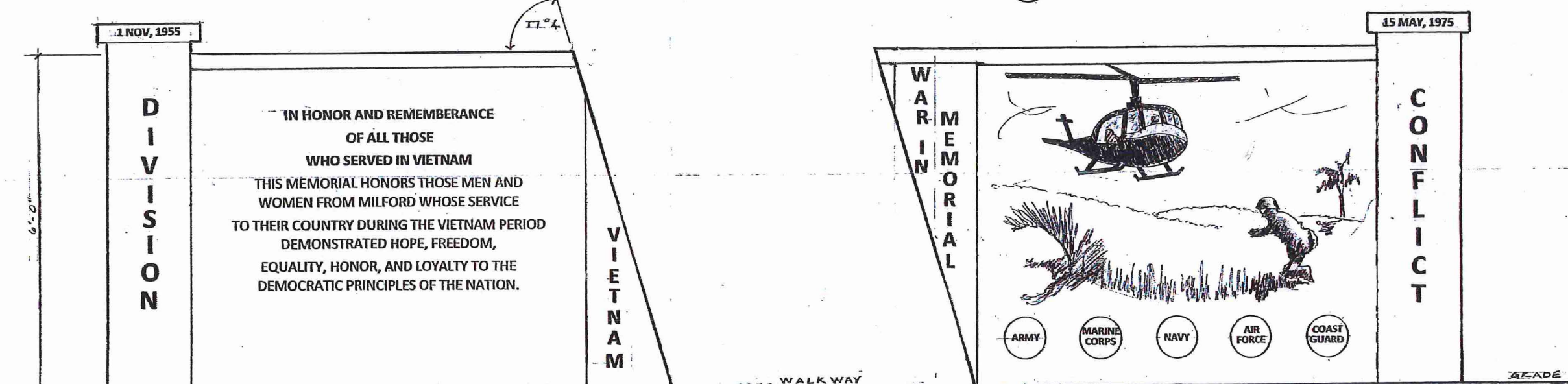
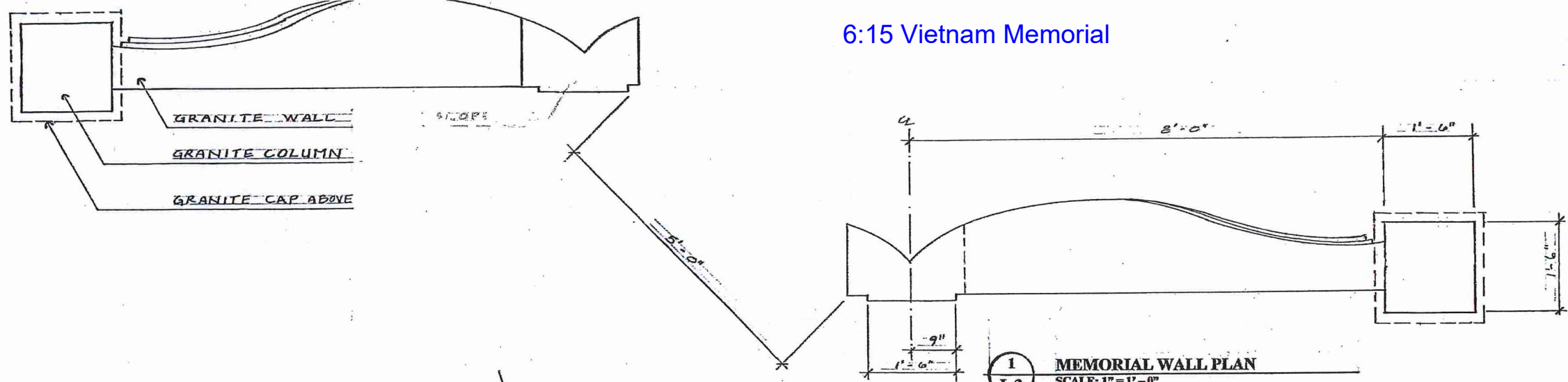
1. Four small wall elevations with walkway between
2. One wall representing Vietnam the other back home in America
3. The wall is like an open book, telling a story
4. At the split section the surface is shiny and reflective
5. The wall is split at a 17 degree angle to represent the DMZ in Vietnam
6. Scale of walls is similar to existing Memorials in town
7. Simple graphics with verbiage and names
8. Walls show division in both Countries
9. Walls low profile and angle does not block view to pond

Scale: 1/8" = 1'-0"	SITE PLAN	L-1
Date: 10/09/2019	WAR IN VIETNAM	Drawing # 1
REV: 1-3-20	MEMORIAL	
File: 100919	UNION STREET	
Drawn by: JG	MILFORD, NH 03065	
Rev:	PREPARED FOR:	
	THE TOWN OF MILFORD	
	PREPARED BY:	
	THE MILFORD MEMORIAL COMMITTEE	

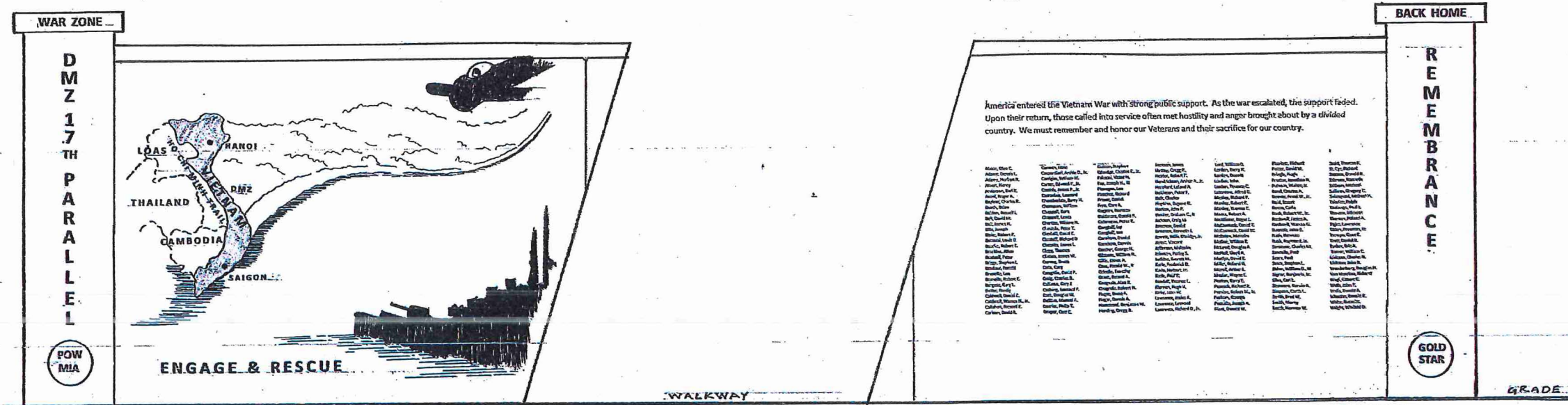
SITE PLAN

Jimmy Hurd

6:15 Vietnam Memorial



2
L-2
MEMORIAL WALL ELEVATION
(LOOKING SOUTHEAST) SCALE: 1" = 1'-0"



3
L-2
MEMORIAL WALL ELEVATION
(LOOKING NORTHWEST) SCALE: 1" = 1'-0"

ELEVATIONS / PLAN
L-2

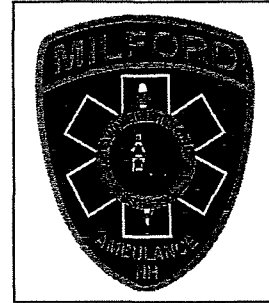
WAR IN VIETNAM MEMORIAL
UNION STREET
MILFORD, NH 03055

PREPARED FOR:
THE TOWN OF MILFORD

PREPARED BY:
THE MILFORD MEMORIAL COMMITTEE

Scale: AS SHOWN
Date: 10/09/2019
File: 100919
Drawn by: J G
Rev:

MEMORANDUM



To: Board of Selectmen

From: Eric Schelberg, Director

Date: April 22, 2024

Subject: Ambulance Transport – Fee Schedule Update

This memorandum serves to request the Board to approve an updated ambulance transport fee schedule of the one approved on April 8, 2024, and further, if so inclined, consider for approval a new proposed ambulance transport fee schedule based on NH Senate Bill 407 proposed EMS transport reimbursement language.

Concerning approval of an updated ambulance transport fee schedule, this author inadvertently selected the proposed 2022 BLS, ALS 1 and ALS 2 rates and not the discussed and approved rates when generating the 2024 proposal that were approved on April 8, 2024. The request is still for a 5% increase as follows:

	<u>PROPOSED</u>	<u>CURRENT</u>
Basic Life Support (BLS) – Emergency:	\$ 893.00	\$ 850.00
Advanced Life Support (ALS 1) – Emergency:	\$1,365.00	\$1,300.00
Advanced Life Support (ALS 2) – Emergency:	\$1,890.00	\$1,800.00
Advanced Life Support (ALS SCT):	\$2,166.00	\$2,063.00
Mileage:	\$ 18.25	\$ 17.35

Estimated increase in revenue for the remaining eight months of 2024 is \$26,583.

SB 407 EMS Reimbursement

As mentioned at the April 8th Board meeting, SB 407 addresses two issues facing NH EMS licensed transporting agencies. First, the legislation requires insurance carriers to reimburse providers directly and second, for insurance plans that include ambulance coverage, establishes EMS reimbursement rates tied to the federal Medicare EMS transport base rate fee schedule multiplied by 325 percent.

The language from the bill is as follows: “An insurer shall provide reimbursement for ambulance services at rates negotiated between the insurer and the provider of such services. In the absence of agreed upon rates, an insurer shall pay for such services at the rates set by the local government or contracted entity subject to a public process prior to adoption or readoption, or at the rate of 325 percent of the published rate for ambulance services under the Medicare law for the same ambulance service provided in the same geographic area, or according to the participating ambulance provider’s billed charges, whichever is the lesser

amount. All current rates set by local government and the entities shall remain in place unless a change is proposed.”

The bill passed the Senate last week and has been sent to a House committee for a public hearing on Tuesday, April 23rd. If the bill is moved out of the committee without significant changes, the House will need to pass the bill for submission to the Governor for signature. I recommend the Board revising the department ambulance transport base rates to reflect Medicare plus 325 percent as follows:

	<u>PROPOSED</u>	<u>CURRENT</u>
Basic Life Support (BLS) – Emergency:	\$1,479.40	\$ 893.00
Advanced Life Support (ALS 1) – Emergency:	\$1,756.79	\$1,365.00
Advanced Life Support (ALS 2) – Emergency:	\$2,542.74	\$1,890.00
Advanced Life Support (ALS SCT):	\$3,005.00	\$2,166.00

Based on department 2023 transport invoicing, if adopted, the estimated annual revenue could increase by an additional \$170,345.

Please do not hesitate with questions regarding this subject.

SB 407 NH EMS Reimbursement Rate Impact

4/17/2024

	Current	% Inc.	Difference	2023 % Transport	2023 # Transports	Estimated Revenue
BLS	\$ 850	\$ 893	\$ 42.50	31.53%	477	\$ 3,909.86
ALS 1	\$ 1,300	\$ 1,365	\$ 65.00	67.35%	1019	\$ 15,509.43
ALS 2	\$ 1,800	\$ 1,890	\$ 90.00	1.06%	16	\$ 386.10
ALS SCT	\$ 2,063	\$ 2,166	\$ 103	0.07%	1	\$ 103.15
					1513	\$ 19,908.54
Mileage	\$ 17.35	\$ 18.25	\$ 0.90		22184	\$ 19,965.60
Grand Total for 12-months:						\$ 39,874.14
Grand Total for 8-months:						\$ 26,582.76

Medicare Rates - 2024		Payer Mix - 2023	
BLS	\$ 455.20	Commercial	318
ALS 1	\$ 540.55	Medicare	914
ALS 2	\$ 782.38	Medicaid	136
ALS SCT	\$ 924.63	Self	92
Mileage (1-17)	\$ 13.53	Tricare & VA	44
Mileage (18+)	\$ 8.94	Auto & W/Comp	9
			1513

Invoice Type - 2023: 5% Increase

	BLS	ALS 1	ALS 2	SCT	TOTAL		BLS	ALS 1	ALS 2	SCT	TOTAL
Commercial	84	229	4	1	318		\$ 3,570.00	\$ 14,885.00	\$ 360.00	\$ 103.15	\$ 18,918.15
Medicare	291	614	9	0	914		\$ -	\$ -	\$ -	\$ -	\$ -
Medicaid	52	84	0	0	136		\$ -	\$ -	\$ -	\$ -	\$ -
Self	31	58	3	0	92		\$ 127.36	\$ 364.43	\$ 26.10	\$ -	\$ 517.89
Tricare & VA	14	30	0	0	44		\$ -	\$ -	\$ -	\$ -	\$ -
Auto & W/Comp	5	4	0	0	9		\$ 212.50	\$ 260.00	\$ -	\$ -	\$ 472.50
	477	1019	16	1	1513		\$ 3,909.86	\$ 15,509.43	\$ 386.10	\$ 103.15	\$ 19,908.54

	Current	% Inc.	SB 407	5% to SB 407 Difference	2023 % Transport	2023 # Transports	Estimated Revenue
BLS	\$ 850	\$ 893	\$ 1,479.40	\$ 586.90	31.53%	477	\$ 53,992.84
ALS 1	\$ 1,300	\$ 1,365	\$ 1,756.79	\$ 391.79	67.35%	1019	\$ 93,483.11
ALS 2	\$ 1,800	\$ 1,890	\$ 2,542.74	\$ 652.74	1.06%	16	\$ 2,800.23
ALS SCT	\$ 2,063	\$ 2,166	\$ 3,005.05	\$ 103	0.07%	1	\$ 103.15
						1513	\$ 150,379.34
Mileage	\$ 17.35	\$ 18.25		\$ 0.90		22184	\$ 19,965.60
Grand Total for 12-months:							\$ 170,344.94
Grand Total for 8-months:							\$ 113,563.29

Medicare Rates - 2024		Payer Mix - 2023	
BLS	\$ 455.20	Commercial	318
ALS 1	\$ 540.55	Medicare	914
ALS 2	\$ 782.38	Medicaid	136
ALS SCT	\$ 924.63	Self	92
Mileage (1-17)	\$ 13.53	Tricare & VA	44
Mileage (18+)	\$ 8.94	Auto & W/Comp	9
			1513

Invoice Type - 2023: SB 407 Increase

	BLS	ALS 1	ALS 2	SCT	TOTAL		BLS	ALS 1	ALS 2	SCT	TOTAL
Commercial	84	229	4	1	318		\$ 49,299.60	\$ 89,719.34	\$ 2,610.94	\$ 103.15	\$ 141,733.03
Medicare	291	614	9	0	914		\$ -	\$ -	\$ -	\$ -	\$ -
Medicaid	52	84	0	0	136		\$ -	\$ -	\$ -	\$ -	\$ -
Self	31	58	3	0	92		\$ 1,758.74	\$ 2,196.62	\$ 189.29	\$ -	\$ 4,144.66
Tricare & VA	14	30	0	0	44		\$ -	\$ -	\$ -	\$ -	\$ -
Auto & W/Comp	5	4	0	0	9		\$ 2,934.50	\$ 1,567.15	\$ -	\$ -	\$ 4,501.65
	477	1019	16	1	1513		\$ 53,992.84	\$ 93,483.11	\$ 2,800.23	\$ 103.15	\$ 150,379.34

Information

Medicare Rates - 2024		Payer Mix - 2023	
BLS	\$ 455.20	Commercial	318
ALS 1	\$ 540.55	Medicare	914
ALS 2	\$ 782.38	Medicaid	136
ALS SCT	\$ 924.63	Self	92
Mileage (1-17)	\$ 13.53	Tricare & VA	44
Mileage (18+)	\$ 8.94	Auto & W/Comp	9
			1513

Transport Mileage (total) - 2023 22184

Self Pay Collection % Rate - 3-Year average (2021, 2022 & 2023) 9.67%

Self Pay Invoices - 3-Year average (2021 - 136, 2022 - 178 & 2023 - 92) 135

SB 407-FN - AS AMENDED BY THE SENATE

03/21/2024 0999s

04/11/2024 1422s

2024 SESSION

24-3036

05/10

SENATE BILL **407-FN**

AN ACT relative to direct pay for ambulance services.

SPONSORS: Sen. Prentiss, Dist 5; Sen. Fenton, Dist 10; Sen. Watters, Dist 4; Sen. Altschiller, Dist 24; Sen. Perkins Kwoka, Dist 21; Sen. Soucy, Dist 18; Sen. Rosenwald, Dist 13; Sen. Whitley, Dist 15; Sen. Gannon, Dist 23; Sen. Innis, Dist 7; Sen. Birdsell, Dist 19; Sen. Carson, Dist 14; Sen. Chandley, Dist 11; Sen. D'Allesandro, Dist 20; Rep. Goley, Hills. 21; Rep. S. Pearson, Rock. 13; Rep. Stringham, Graf. 3; Rep. Wolf, Merr. 7

COMMITTEE: Health and Human Services

AMENDED ANALYSIS

This bill regulates insurance reimbursement for ambulance services.

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears [~~in brackets and struck through~~].
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

SB 407-FN - AS AMENDED BY THE SENATE

03/21/2024 0999s
04/11/2024 1422s

24-3036
05/10

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty Four

AN ACT relative to direct pay for ambulance services.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 1 Accident and Health Insurance; Individual Policies; Reimbursement for Ambulance Service
2 Providers. Amend RSA 415:6-q to read as follows:

3 415:6-q Reimbursement for Ambulance Service Providers.

4 I. Each insurer that issues or renews any individual policy, plan, or contract of accident or
5 health insurance that constitutes health coverage under RSA 420-G:2, IX, and that provides benefits
6 for medically necessary ambulance services shall reimburse the ambulance service provider directly
7 ~~[or by a check payable to the insured and the ambulance service provider subject to the terms and~~
8 ~~conditions of the policy, plan, or contract].~~ *An insurer shall provide reimbursement for*
9 *ambulance services at rates negotiated between the insurer and the provider of such*
10 *services. In the absence of agreed upon rates, an insurer shall pay for such services at the*
11 *rates set by the local government or contracted entity subject to a public process prior to*
12 *adoption or readoption, or at the rate of 325 percent of the published rate for ambulance*
13 *services established under the Medicare law for the same ambulance service provided in*
14 *the same geographic area, or according to the participating ambulance provider's billed*
15 *charges, whichever is the lesser amount. All current rates set by local government and the*
16 *entities shall remain in place unless a change is proposed. This section shall apply to*
17 *unscheduled emergency calls and emergency interfacility transfers. This section shall not*
18 *apply to policies that do not include coverage for ambulance services.*

19 II. Nothing in this section shall preclude an insurer from negotiating with and subsequently
20 entering into a contract with a non-participating ambulance provider that establishes rates of
21 reimbursement for emergency medical services.

22 III. *In the event of a dispute between a health care provider and an insurance*
23 *carrier relative to this process, RSA 420-J:8-e shall apply.*

24 2 Accident and Health Insurance; Group Policies; Reimbursement for Ambulance Service
25 Providers. Amend RSA 415:18-v to read as follows:

26 415:18-v Reimbursement for Ambulance Service Providers.

27 I. Each insurer that issues or renews any policy of group or blanket accident or health
28 insurance that constitutes health coverage under RSA 420-G:2, IX, and that provides benefits for
29 medically necessary ambulance services shall reimburse the ambulance service provider directly ~~[or~~
30 ~~by a check payable to the insured and the ambulance service provider subject to the terms and~~

1 ~~conditions of the policy, plan, or contract].~~ *An insurer shall provide reimbursement for*
2 *ambulance services at rates negotiated between the insurer and the provider of such*
3 *services. In the absence of agreed upon rates, an insurer shall pay for such services at the*
4 *rates set by the local government or contracted entity subject to a public process prior to*
5 *adoption or readoption, or at the rate of 325 percent of the published rate for ambulance*
6 *services established under the Medicare law for the same ambulance service provided in*
7 *the same geographic area, or according to the participating ambulance provider's billed*
8 *charges, whichever is the lesser amount. All current rates set by local government and the*
9 *entities shall remain in place unless a change is proposed. This section shall apply to*
10 *unscheduled emergency calls and emergency interfacility transfers. This section shall not*
11 *apply to policies that do not include coverage for ambulance services.*

12 *II. Nothing in this section shall preclude an insurer from negotiating with and subsequently*
13 *entering into a contract with a non-participating ambulance provider that establishes rates of*
14 *reimbursement for emergency medical services.*

15 *III. In the event of a dispute between a health care provider and an insurance*
16 *carrier relative to this process, RSA 420-J:8-e shall apply.*

17 *3 Effective Date. This act shall take effect 60 days after its passage.*

SB 407-FN- FISCAL NOTE
AS AMENDED BY THE SENATE (AMENDMENT #2024-0999s)

AN ACT relative to direct pay for ambulance services.

FISCAL IMPACT: State County Local None

Estimated State Impact - Increase / (Decrease)				
	FY 2024	FY 2025	FY 2026	FY 2027
Revenue	\$0	Indeterminable	Indeterminable	Indeterminable
<i>Revenue Fund(s)</i>	General Fund Insurance Premium Tax Revenue			
Expenditures	\$0	Indeterminable	Indeterminable	Indeterminable
<i>Funding Source(s)</i>	None			
Appropriations	\$0	\$0	\$0	\$0
<i>Funding Source(s)</i>	None			

- Does this bill provide sufficient funding to cover estimated expenditures? N/A
- Does this bill authorize new positions to implement this bill? No

Estimated Political Subdivision Impact - Increase / (Decrease)				
	FY 2024	FY 2025	FY 2026	FY 2027
County Revenue	\$0	\$0	\$0	\$0
County Expenditures	\$0	Indeterminable	Indeterminable	Indeterminable
Local Revenue	\$0	\$0	\$0	\$0
Local Expenditures	\$0	Indeterminable	Indeterminable	Indeterminable

METHODOLOGY:

This bill regulates insurance reimbursement for ambulance services. The Insurance Department indicates this bill would amend RSA 415:6-q (individual) and RSA 415:18-v (group) insurance laws by requiring insurers to reimburse ambulance service providers at negotiated rates. In the absence of negotiated rates (e.g., ambulance provider is out-of-network), this bill would require insurers to pay ambulance providers at rates set by local (municipal or county) government, or their contracted entity providing such services, subject to a public approval process. This requirement would apply to unscheduled emergency calls and emergency inter-facility transfers. The Department assumes an estimated increased total claims cost for emergency ground ambulance services of at least approximately \$11.8 million or \$4.55 per member per month

(PMPM) if the local rate is set at billed rates for 2022. It is assumed that localities could increase rates in future years causing upward pressure on future years' premiums.

To estimate potential fiscal impact, a descriptive assessment of claims from plan year 2022 (PY2022), was performed using the New Hampshire All-payer Claims Database (NH CHIS). The Department defined the potential increased claims cost as the difference between the current billed amount, and the payer-negotiated allowed amount for two candidate emergency ground ambulance service base rates (CPT codes: A0427 ALS-emergency; A0429 BLS-Emergency). To estimate the mileage charges for each of the base rate services, we used reference values from the 2018 NHID Ground Ambulance Report—which uses 2017 medical claims data. The mean mileage charge per event was \$327.18 (11.4 miles at a rate of \$28.70/mile); this value was added to the difference in median billed vs. allowed base rates to derive a total cost increase per emergency ground ambulance encounter. Then the projected total cost increase was multiplied by the frequency of each service billed to derive a total, aggregated value (Table 1). In PY2022, there were 6,976 paid claims for A0427 and 3,194 paid claims for A0429.

Projected Total Cost increases of two commonly-billed emergency ambulance services

A	B	C	D	E	F	G
Procedure	Frequency - PY2022	Median Billed Amount	Median Allowed Amount	Difference (C-D)	Average Mileage Charge	Total Increase (B * (E+F))
A0427-ALS Emergency	6,976	\$1,500	\$547.50	\$952.50	\$327.18	\$8,927,048
A0429-BLS-emergency	3,194	\$1,032	\$455.33	\$576.67	\$327.18	\$2,886,897
						\$11,813,945

Source: NH Comprehensive Healthcare Information System (NH CHIS), PY2022 Data representative of commercial fully-insured and self-insured opt-ins, managed care organizations, and Medicare supplemental plans.

AGENCIES CONTACTED:

Insurance Department

Acceptance and Appropriation of Unanticipated Revenues Under \$10K

Board of Selectmen
Agenda Date: 4/22/2024

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

Source	Amount	Purpose
Arthur L. Keyes Memorial Trust	\$ 5,000.00	Donation to be used for the restoration/repair of the Scout House at Shepard Park. See attached.

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

None at this time.



Milford Heritage Commission

Town Hall
1 Union Square
Milford NH 03055

Arthur L. Keyes Memorial Trust
P.O. Box 363 Milford
NH 03055
keyestrust@gmail.com

Subject: Abbott/Laurel Schoolhouse Restoration

6 April 2024

Dear Trustees:

The Commission remains thankful for generous donations to preserve our unique town heritage. We would like to thank you for your recent donation of \$5,000 to the Laurel-Abbott School restoration-repairs project. This donation is submitted to the Town of Milford Board of Selectmen for their approval.

This donation will be leveraged in the maximum way possible for this important restoration project of the town's last publicly owned one-room schoolhouse. These donations can be used to match grants from State agencies to bring even more funding toward lead mitigation, restoration of external clapboards and encroaching wood decay. A recent preservation assessment guarantees that the funds will be used in the most genuine and speedy renovation.

The Heritage Commission submits their recommendation to the Milford Board of Selectmen to approve this non-lapsing donation restricted for the purpose stated.

Reference: Arthur L. Keyes Memorial Trust, check number 983, check dated 3/26/24, amount \$5000, donation for Laurel-Abbott School restoration-repairs project. Check hand delivered to Town Hall Finance Office Kathy Townsend on 4/2/24 by Keyes Trustee Janet A. Langdell

Respectfully,

A handwritten signature in red ink, appearing to read "David Palance", is written over a decorative background of vertical lines and a stylized red flourish.

David Palance
Chairman
Milford Heritage Commission

Consent - Intent to Cut Wood Application



Assessor's Office • 1 Union Square • Milford, NH 03055
Phone 603.249-0615 • Fax 603.673.2273
www.milford.nh.gov

Memorandum

To: Board of Selectman
From: Monica Hurley, Assessing Agent
Date: 4/15/2024
Re: Notice of Intent to Cut Wood or Timber– **For Approval (1)**

The following property owner, as a matter of public record, has applied for approval to cut wood or timber (form PA-7) for the 2024 tax year. The PA-7 will need signatures from the Board of Selectmen.

Map/Lot	Property Address	Property Owner/Veteran	Date Received
52-93-2	Ruonola Road	Kenneth Lehtonen	04/12/2024

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

Consent - Veteran's Tax Credits



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Phone 603.249-0615 ▪ Fax 603.673.2273
www.milford.nh.gov

Memorandum

To: Board of Selectman
From: Monica Hurley, Assessing Agent
Date: 4/15/2024
Re: Regular and Disabled Veterans Tax Credits – **For Approval (7)**

The following list of Milford residents, as a matter of public record, have applied for the Regular Veterans Tax Credit (RSA 72:28b) and/or Disabled Veterans Tax Credit (RSA 72:36-a).

I have reviewed the applications along with the supporting documentation and am recommending that the selectman **approve** the following list of qualified veterans. These will need the PA-29 signed.

Map/Lot	Property Address	Property Owner/Veteran	Amount	Date Received
53-60	31 Heritage Way	Burke, Kimberly	400.00	03/12/2024
53-60	31 Heritage Way	Burke, Jason	\$400.00, \$1200.00	03/12/2024
42-37-31	52 Curtis Common Circle	Ottenwess, James	\$400.00 \$1,200.00	03/20/2024
53-90	14 Dear Lane	Veno, Richard	\$400.00	01/09/2024
51-26-84	161 Badger Hill Dr	Rodriguez, Roberto	\$400.00	03/28/2024
3-9-1	749 North River Rd	Mossey, Richard	\$400.00	08/03/2023
45-8-9	11 Stonewall Dr	Hull, Dean	400.00	02/21/2024

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



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent *MH*

DATE: March 18, 2024

RE: **34 Union Street: Map 25 Block 55**
2023 Assessed Value: \$299,900

OWNER: Hsieh, Hanshin
P O Box 552
Hollis, NH 03049

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 34 Union Street is a three-unit apartment building with 2,666 square feet of living area. The building was originally constructed in 1930 and is situated on .16 acres in the commercial zone.

The taxpayer has filed an abatement due to a fire that occurred on October 13, 2023 which left the building uninhabitable. Fire Marshall reports and the local fire department have confirmed this. RSA 76:21 allows for abatement due to damage caused by fire or natural disaster if filed within 60 days of the incident or March 1, whichever comes later. The abatement was timely filed on November 21, 2023.

The statute has the town calculate the number of days the building was utilized during the tax year / 365 and then that number is multiplied by the original building assessing. The calculation for this property is as follows:

Number of days building was utilized: April 1 – October 13, 2023 = 193 days / 365 = .53
Building assessed value at \$213,500 x .53 = \$113,200 (rounded)
There is no change to the assessment of the land at \$86,400

Based on the information above, I am recommending that this Board approve the abatement application and reduce the assessment from \$299,900 to \$199,600.

Consent - Abatement Recommendation

34 Union Street
25-55

ABATEMENT RECORD
TY 2023

Date:	4/15/2024	Record #	135
		Current Assessment	Revised Assessment
Owner	Hsieh, Hanshin	Building:	213,500
		OBY	-
Address	P O Box 552	Land	86,400
	Hollis, NH 03049	Total:	199,600
Map/Lot	25-55	AV Difference	100,300
Property Location:	34 Union Street	Tax Rate:	22.17
		Abatement Amount:	\$2,223.65

REASON FOR ABATEMENT: Three unit apartment building sufferend a fire on Oct. 13, 2023 leaving the property unusuable. RSA 76:21 allows for abatement due to damage. Building was utilized for 193 days for the 2023 tax year.

BOARD OF SELECTMEN:	Date:	4/15/2024
Abatement Approved:	Abatement Denied:	
_____	_____	
Tim Finan		
_____	_____	
Paul Dargie		
_____	_____	
Christ Labonte		
_____	_____	
David Freel		
_____	_____	
Tina Philbrick		

TAX COLLECTOR:	Original Tax Due	_____
Date Abatement Executed: ___/___/___	Abated Amount:	2,223.65
Dae Corrected Bill Sent: ___/___/___	Interest/Costs:	_____
Date Corrected Tax Bill Due: ___/___/___	Total Tax Now Due:	_____

If tax has been paid and a refund is due:	Amount:	_____
	Interest:	_____
Refund Date: ___/___/___	Total Refund:	_____



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www.milford.nh.gov

TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent *MH*

DATE: March 18, 2024

RE: **529 Nashua St # 17: Map 43 Block 59 Lot M17**
2023 Assessed Value: \$37,700

OWNER: Wheeler, David K
523 Mason Road
Milford, NH 03055

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 524 Nashua Street #17 is a single wide mobile home with 672 square feet of living area. The building was originally constructed in 1984 and is situated in a mobile home park with no individual land attributed to the building.

The taxpayer has filed an abatement stating the building is in very poor condition, is unlivable and is beyond repair. The taxpayer states the home has zero value.

Upon speaking with the taxpayer, our office confirmed that as of March 18, 2024 the mobile home was still on site. The taxpayer stated the property was largely gutted and hopes to have the building removed from the site in April.

Per RSA 72:7-a a mobile home is required to be assessed if the mobile home is in place on or before April 1 and still there as of January 1 of the following year. Given that the home was there, the Town is required to assess it for the entire 2023 tax year. However, I would recommend a "physical damage" adjustment to 5% good for the building based on this condition of the home as of 4/1/2023.

Based on the information above, I am recommending that this Board approve the abatement application and reduce the assessment from \$37,700 to \$4,200.

Consent - Abatement Recommendation

529 Nashua Rd. #17
43-59-17

ABATEMENT RECORD
TY 2023

Date:	4/15/2024	Record #	3106
		Current Assessment	Revised Assessment
Owner	Wheeler, David K	Building:	37,200
		OBY	500
Address	523 Mason Road	Land	-
	Milford, NH 03055	Total:	<u>37,700</u>
			<u>4,200</u>

Map/Lot 43-59-17
 Property Location: 529 Nashua Rd # 17
 Tax Rate: 22.17
 Abatement Amount: \$2,224.40

REASON FOR ABATEMENT: Mobile home was unlivable for the 2023 tax year. The building was still there as of 4/1/23 and so the value can not be zero. Assessing department has determined the value of the structure at 5% for 4/1/2023.

BOARD OF SELECTMEN: _____ Date: 4/15/2024
Abatement Approved: _____ **Abatement Denied:** _____

Tim Finan

Paul Dargie

Christ Labonte

David Freel

Tina Philbrick

TAX COLLECTOR: _____ Original Tax Due _____
 Date Abatement Executed: ____/____/____ Abated Amount: 2,224.40
 Date Corrected Bill Sent: ____/____/____ Interest/Costs: _____
 Date Corrected Tax Bill Due: ____/____/____ Total Tax Now Due: _____

If tax has been paid and a refund is due: Amount: _____
 Interest: _____
 Refund Date: ____/____/____ Total Refund: _____



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent *MH*

DATE: March 25, 2024

RE: **32 Mayflower Drive: Map 17 Block 57**
2023 Assessed Value: \$272,500

OWNER: Poplar, Kristine (aka Ebbert, Kristine)
34 Franklin Street, #417
Nashua, NH 03064

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 32 Mayflower Drive is a single-family home with 1,236 square feet of living area. The building was originally constructed in 1957 and is situated on .44 acres.

The taxpayer has filed an abatement stating the building is in fair condition with most of the interior original to the year built. The taxpayer has also supplied two spreadsheets of ranch and split entry homes that have sold in Milford from 2021 through 2024 with a list of assessment to sale ratios. The taxpayer does not provide an opinion of value nor do these spreadsheets provide a valuation conclusion.

Our office requested an interior inspection of the property as the last known interior inspection was done in 2013. Our staff appraiser visited the property on March 19, 2024 and made some changes to the sketch to delineate between finished and unfinished basement area. The appraiser noted the finished basement was low quality and the interior condition/finish was average to fair based on the age of the home. Also noted was a patio that was removed from the record card as it was not permanent and the fireplace was noted as being capped due to damage. The overall condition has been changed from average to fair.

Based on the information above, I am recommending that this Board approve the abatement application and reduce the assessment from \$302,200 to \$272,500.

Consent - Abatement Recommendation

ABATEMENT RECORD
TY 2023

Date: 4/15/2024

Record #

Current
Assessment

Revised
Assessment

Owner Poplar, Kristine aka Ebert, Kristine
Address 34 Franklin Street #417
Nashua, NH 03064

Building: 206,500
Land 95,700
Total: 302,200

176,800
95,700
272,500

Map/Lot 17/57

Property Location:

Tax Rate: 22.17

Abatement Amount: 658.00

REASON FOR ABATEMENT: After staff appraiser visit in March of 2024, it was deemed necessary to change condition of home from average to fair.

BOARD OF SELECTMEN:

Date: 5/8/2023

Abatement Approved:

Abatement Denied:

Tim Finan

Chris Labonte

Paul Dargie

David Freel

Tina Philbrick

TAX COLLECTOR:

Original Tax Due _____

Date Abatement Executed: ____/____/____

Abated Amount: _____

Date Corrected Bill Sent: ____/____/____

Interest/Costs: _____

Date Corrected Tax Bill Due: ____/____/____

Total Tax Now Due: _____

If tax has been paid and a refund is due:

Amount: _____

Interest: _____

Refund Date: ____/____/____

Total Refund: _____



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 Phone 603.249-0615 ▪ Fax 603.673.2273
www.milford.nh.gov

Memorandum

To: Board of Selectman
From: Assessing Department
Date: 04/22/2024
Re: PA-9 Certification of Yield Taxes Assessed – **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. A copy of the PA-8 (Report of Wood or Timber Cut) has been included for reference.

Map/Lot	Property Address	Property Owner	Date Received
51-1	79 Woodhawk Drive	Conley, Gary & Sandra	04/02/2024

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

Consent - PA-9 Certification of Yield Taxes

TOWN / CITY:	MILFORD
COUNTY:	HILLSBOROUGH
OWNER:	Conley, Gary & Sandra
COMPANY / OWNER 2:	
ADDRESS:	79 Woodhawk Drive
TOWN / STATE / ZIP:	Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2023 to March 31, 2024

ACCOUNT & SERIAL #:	
TAX MAP & LOT #:	51/1
OPERATION #:	23-303-01-T
DATE OF BILLING:	April 23, 2023

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)			
WHITE PINE	\$100.00	\$200.00			\$100.00	0.50	\$ 150.00	85.135			
HEMLOCK	\$25.00	\$65.00			\$40.00	0.50	\$ 45.00	0.515			
RED PINE	\$25.00	\$70.00			\$45.00	0.50	\$ 47.50	0.000			
SPRUCE & FIR	\$60.00	\$150.00			\$90.00	0.50	\$ 105.00	0.000			
HARD MAPLE	\$125.00	\$300.00			\$175.00	0.50	\$ 212.50	0.000			
WHITE BIRCH	\$50.00	\$125.00			\$75.00	0.50	\$ 87.50	0.100			
YELLOW BIRCH	\$90.00	\$250.00			\$160.00	0.50	\$ 170.00	2.015			
OAK	\$200.00	\$400.00			\$200.00	0.50	\$ 300.00	18.350			
ASH	\$90.00	\$225.00			\$135.00	0.50	\$ 157.50	0.000			
SOFT MAPLE	\$75.00	\$175.00			\$100.00	0.50	\$ 125.00	2.950			
BEECH/PALLET/TIE LOGS	\$25.00	\$100.00			\$75.00	0.50	\$ 62.50	34.650			
PINE BOX / PALLET	\$10.00	\$40.00			\$30.00	0.50	\$ 25.00	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
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	\$1.00			\$1.00		0.50	\$ 0.50		0.000	
HARDWOOD & ASPEN	\$1.00	\$4.00			\$3.00		0.50	\$ 2.50		0.000	
PINE	\$0.00	\$0.50			\$0.50		0.50	\$ 0.25		0.000	
HEMLOCK	\$0.00	\$5.00			\$5.00		0.50	\$ 2.50		0.000	
BIOMASS CHIPS	\$0.00	\$0.50			\$0.50		0.50	\$ 0.25		360.000	
HIGH GRADE SPRUCE	\$15.00	\$20.00			\$5.00		0.50	\$ 17.50		0.000	
CORD WOOD/FUELWOOD			\$10.00	\$20.00		\$10.00	0.50		\$ 15.00		46

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

Consent - PA-9 Certification of Yield Taxes

Form PA-9

CERTIFICATION OF YIELD TAXES ASSESSED INTENT FILED DURING TAX YEAR: April 1, 2023 to March 31, 2024

TOWN / CITY OF: MILFORD
COUNTY OF: HILLSBOROUGH
DATE OF BILLING: April 23, 2023

SEND SIGNED COPY TO: NH DEPARTMENT OF REVENUE ADMINISTRATION
 MUNICIPAL AND PROPERTY DIVISION
 PO BOX 487
 CONCORD, NH 03302-0487
 or E-mail to timber@dra.nh.gov

Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date
Selectman/Assessor	Date

# 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 VALUE	TAX AT 10 %	
Conley, Gary & Sandra 79 Woodhawk Drive Milford, NH 03055	WHITE PINE	85.135			\$150.00	\$12,770.25	\$1,277.03	Subtotal of TAXES Due (Col. #9)
	HEMLOCK	0.515			\$45.00	\$23.18	\$2.32	
	RED PINE				\$47.50			
	SPRUCE & FIR				\$105.00			
	HARD MAPLE				\$212.50			
# 2 DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH	0.100			\$87.50	\$8.75	\$0.88	\$2,196.43
	YELLOW BIRCH	2.015			\$170.00	\$342.55	\$34.26	
	OAK	18.350			\$300.00	\$5,505.00	\$550.50	
MAP & LOT NUMBER	ASH				\$157.50			Less bond or amount previously paid, if applicable
51/1	SOFT MAPLE	2.950			\$125.00	\$368.75	\$36.88	
	BEECH/PALLET/TIE LOGS	34.650			\$62.50	\$2,165.63	\$216.56	
	PINE BOX / PALLET				\$25.00			
	OTHER:							
# 3	OTHER:							
OPERATION NUMBER					TONS	CORDS		
23-303-01-T	SPRUCE & FIR				\$ 0.50			Total Amount Due
	HARDWOOD & ASPEN				\$ 2.50			
	PINE				\$ 0.25			
	HEMLOCK				\$ 2.50			
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		360.00		\$ 0.25	\$90.00	\$9.00	\$2,196.43
	HIGH GRADE SPRUCE				\$ 17.50			
	CORDWOOD			46	\$ 15.00	\$690.00	\$69.00	
						\$21,964.11	\$2,196.43	

Consent - PA-9 Certification of Yield Taxes

**ORIGINAL WARRANT
YIELD TAX LEVY
April 23, 2023
THE STATE OF NEW HAMPSHIRE**

COUNTY OF: HILLSBOROUGH

TO: KATHY DOHERTY, 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 the 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 yield tax due, below, 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**,

_____	_____
Selectman/Assessor	Date
_____	_____
Selectman/Assessor	Date
_____	_____
Selectman/Assessor	Date
_____	_____
Selectman/Assessor	Date
_____	_____
Selectman/Assessor	Date

DATE OF BILLING: April 23, 2023

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Conley, Gary & Sandra 79 Woodhawk Drive Milford, NH 03055	51/1	23-303-01-T	\$2,196.43
DATE YIELD TAX DUE:			May 23, 2023

Consent - PA-9 Certification of Yield Taxes

TOWN OF MILFORD
1 UNION SQUARE

MILFORD, NH 03055
(603) 249-0655

Conley, Gary & Sandra

79 Woodhawk Drive
Milford, NH 03055

YIELD TAX ON TIMBER CUT

Account & Serial #:

Tax Map & Lot #: **51/1**

Operation #: **23-303-01-T**

Date of Billing: **April 23, 2023**

Subtotal of Taxes Due: **\$2,196.43**

Less bond or amount previously paid, if applicable:

Amount Committed to me for Collection Per RSA 79: **\$2,196.43**

18% APR interest will be charged on unpaid taxes after: May 23, 2023

APPEAL: An owner may, within 90 days of Notice of Tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX COLLECTOR OFFICE HOURS:

MONDAY THRU FRIDAY 8AM TO 4PM

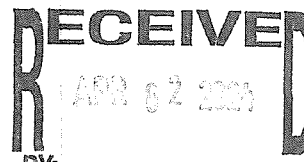
Sincerely,

KATHY DOHERTY
Tax Collector

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form



BY:

For Tax Year April 1, 2023 to March 31, 2024

OPERATION # 23-303-01-T

Mailing Address:

SANDRA CONLEY
GARY CONLEY & SANDRA CONLEY
79 WOODHAWK DR
MILFORD NH 03055-3317

1. City/Town of: MILFORD

2. Tax Map/Lot # or USFS sale name/unit #: 51 / 1

3. Exact Acreage of Cut:

4. Is the cutting complete? Yes [] No [X]

5. If yes, date cutting was completed?

6. Names of ALL purchasers that the forest products were sold to:

Chappell Farms LLC

IRVING Forest Product

Rene Bernard

7. I hereby report the wood or timber cut under penalty of perjury.

(If a corporation, an officer must sign)

Sandra J Conley 4-2-24

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

CORPORATE OFFICER NAME AND TITLE DATE

PRINT OWNER(S) NAME - (Attach a signature page for additional owners).

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

TELE NO. []

8. Description of Wood or Timber Cut

Table with columns for SPECIES, EXACT SCALE CUT, and TONS. Rows include White Pine (85.135), Hemlock (.515), Red Pine, Spruce & Fir, Hard Maple, White Birch (.100), Yellow Birch (2.015), Oak (18.350), Ash, Soft Maple (2.950), Beech/ Pallet/ Tie Logs (34.650), Others (Specify), PULPWOOD, Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Biomass Chips (360), MISCELLANEOUS: High Grade Spruce/Fir =TONS, Cordwood & Fuelwood =CORDS (46)

9. Species and Amount of Wood or Timber for Personal Use or Exempt. See exemptions on back of form.

Table with columns for Species and Amount

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that all information in Sections 6, 8, & 9 are true and correct.

Doa Chappell

SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 3/27/24

PENALTY: Pursuant to RSA 21-J:39, a person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration, in accordance with RSA 79:11, may be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess dooamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on dooamage.

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

From: Paul Dargie
136 Prospect St
Milford, NH 03055

Date: April 17, 2024

Re: Request for LGBTQ+ Pride Flag Display on Bandstand, May 30 to June 3, 2024

This June is the 55th anniversary of the Stonewall riots that occurred in New York City in 1969, and those riots are recognized as the start of the ongoing Pride movement. In honor of this event, June has been established as Pride month in many jurisdictions. Milford has celebrated June as Pride month for each of the past six years, and this request is to continue this recognition for a seventh year.

This request is to allow for the display of Pride flags on the Pillsbury bandstand on the Oval from Thursday May 30th, 2024, to Monday, June 3rd, 2024. This display will be substantially the same as the display of flags in previous years as shown below.

There will be a large MILFORD PRIDE FEST 2024 event held at "The Stage" at the entrance to Keyes Field on Saturday June 1st from Noon to 4. The event will include vendors, food, live music, and other activities. Please contact pauldargie@gmail.com If you want more information about the event.



ARPA FUNDS

**AMERICAN RESCUE PLAN ACT
SUBRECIPIENT AGREEMENT
Between Hillsborough County, New Hampshire and
Town of Milford, New Hampshire**

THIS AGREEMENT, effective _____, 2024 by and between Hillsborough County, New Hampshire (hereinafter called the "County") and Town of Milford, (hereinafter called the "Subrecipient").

WHEREAS, On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (hereinafter "SLFRF" or "ARPA") program, with the assistance listing number (ALN) 21.027; and

WHEREAS, the SLFRF program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19, including assistance to vulnerable populations, education and housing stabilization to assist local governments in their efforts to contain impacts on their communities, residents, and businesses; and

WHEREAS, the County issued a Request for Proposals to assist the County in addressing community needs under its ARPA Program; and

WHEREAS, the County has concluded the Subrecipient's proposal, received March 2, 2023 is consistent with both the SLFRF implementing regulations, as described in Attachment B, Scope of Services, and the County's adopted Recovery Plan under "Community Needs; Track Two – Subrecipients"; and

WHEREAS, the Hillsborough County Commissioners approved, subject to funds transfers statutory approval under RSA 24:13-c, the funding request from the Subrecipient under the American Rescue Plan Act on May 31, 2023 in the amount of One Million and 00/100 Dollars (\$1,000,000); and

WHEREAS, the Subrecipient is willing to execute this Agreement obligating itself to comply with the terms and conditions hereof and to fulfill such obligations in a manner complementary to and in furtherance of the County's SLFRF Recovery Plan and as described herein.

NOW, THEREFORE, the County and the Subrecipient hereto do mutually agree as follows:

1. **Scope of Services.** The Subrecipient shall, to the sole satisfaction of the County, perform services as described in Attachment B, Scope of Services, attached hereto and made a part hereof under *Eligible Category 5.11 Drinking Water: Transmission & Distribution*. In exchange for the satisfactory performance of services in compliance with this agreement, the County will provide a not to exceed amount of \$1,000,000 of ARPA funds in the form of a reimbursement grant to the Subrecipient for costs incurred for the services outlined in Attachment B and as described in the Scope of Services, inclusive of the Project Budget. Subrecipient shall be responsible for procurement of all supplies, equipment, services, staffing and location necessary for implementation and completion of the Scope of Services, consistent with the rules and regulations that govern the funds.
2. **Term of Agreement.** The effective date of this Agreement is the date it is fully executed by the County. Unless terminated or extended, this Agreement will expire upon the completion of the project listed in the Scope of Work section, which shall be no later than June 30, 2025, unless otherwise amended by the County.
3. **Compensation and Method of Payment.**
 - A. The County shall pay to the Subrecipient on account of full and satisfactory performance of services in accordance with this Agreement the amounts set forth in Attachment C – Method of Payment/Expenditure of Funds. It is expressly understood and agreed that in no event will the total amount paid by the County to the Subrecipient under this Agreement exceed One Million and 00/100 Dollars (\$1,000,000).

ARPA FUNDS

B. All expenditures made by the Subrecipient shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in detail the nature, validity and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.

4. Records.

A. Records shall be maintained by the Subrecipient in accordance with 2 CFR 200.334 with respect to all matters covered by this Agreement. Except as otherwise authorized by the United States Department of Treasury (USDT), such records shall be maintained for a period of three (3) years after receipt of the final payment under this Agreement. All records shall be made available to the County upon request. If a financial audit determines that Subrecipient has improperly expended SLRF funds, resulting in the disallowance of such expenditures by the County and/or US Treasury, the county reserves the right to demand, and subrecipient shall issue funds, for full recovery for any repayment required.

5. Reports. The Subrecipient shall submit monthly reports to the County using the specified form (provided in Attachment F), and as described in Attachment B, Scope of Services Such report shall include required information on expenditures and performance of services, in the form and manner set forth herein, together with such other reports as may be from time to time be required by the Subrecipient in fulfillment of the County's administrative responsibilities to the USDT.

6. Registration. The Subrecipient agrees to maintain, throughout the term of this Agreement, a valid Unique Entity Identifier in the Universal Identifier and System for Award Management (SAM), consistent with 2 C.F.R. Part 25.

7. Program Income. The Subrecipient shall remit any program income it receives to the County, including any program income on hand when this Agreement expires or received after such expiration.

8. Federal Requirements. The Subrecipient shall comply with all applicable requirements of the Final Rule issued April 1, 2022, by the U.S. Department of Treasury; [SLFRF-Final-Rule.pdf \(treasury.gov\)](#) and certain federal rules and regulations including but not limited to the following:

- A. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award;
- B. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference;
- C. OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19;
- D. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference;
- E. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20;
- F. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601- 4655) and implementing regulations; and
- G. Generally applicable federal environmental laws and regulations.
- H. Whistleblower Protection Act. Contractor must comply and ensure the compliance by subcontractors, with 41U.S.C. 4712, Program for Enhancement of Employee Whistleblower Protection. Contractor must inform subcontractors and employees, in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC § 4712.

ARPA FUNDS

- I. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.
- J. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and establish workplace safety policies to decrease accidents caused by distracted drivers.

9. **Suspensions and Terminations.** In accordance with 2 CFR 200 Subpart D, Remedies for noncompliance, the following conditions regarding suspension and terminations shall be in effect:

- A. **Termination of Contract for Cause.** If, through any cause, the Subrecipient shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Subrecipient shall violate any of the covenants, agreements or stipulations of this Agreement, the County shall thereupon have the right to terminate this Agreement by giving written notice to the Subrecipient of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In such event, all records, assets, property and documents of any nature, prepared or purchased by the Subrecipient under this Agreement, shall at the option of the County, become its property and the Subrecipient shall be entitled to receive just and equitable compensation for any work satisfactorily completed to the date of termination. Notwithstanding the above, the Subrecipient shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Agreement by the Subrecipient and County may withhold any payments to the Subrecipient for the purpose of set-off until such time as the exact amount of damages to the County from the Subrecipient is determined.
- B. **Termination for Convenience.** The County may terminate this Agreement at any time by giving at least thirty (30) days' notice in writing to the Subrecipient. If the Agreement is terminated by the County as provided herein, the Subrecipient shall be paid an amount which bears the same ratio to the total compensation, as the services actually performed, bear to the total services of the Agreement.

In the event that the County elects to terminate the contractual relationship with the Subrecipient, but rather because it is no longer feasible for the County to continue the Agreement by reason of the terms of the Agreement, the County may terminate with a request to renegotiate. In this event, it is expected that the parties will renegotiate in good faith in an effort to reach a new Agreement so that the purposes of the program may be carried out.

10. **Subcontracts.**

- A. The Subrecipient may not subcontract any of the services required under this Agreement without the prior written approval of the County. The procurement of normal commercial supplies and services under procedures approved by the County and/or USDT under applicable rules and regulations shall not be considered as subcontracting. All such approved subcontracts shall be in the same form as the Agreement and subject to the same terms, conditions, and covenants contained herein.
- B. **Suspension and Debarment.** This Agreement is a covered transaction for purposes of 2 CFR pt. 180 and 2 CFR pt. 3000. As such, Subrecipient is required to verify that none of its Subcontractor's principals (defined at 2 CFR § 180.995) or its affiliates (defined at 2 CFR § 180.905) are excluded (defined at 2 CFR § 180.940) or disqualified (defined at 2 CFR § 180.935), and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. **Restriction on Disbursements.** No money under this Agreement shall be disbursed by the Subrecipient to any contractor except pursuant to a written contract which incorporates the applicable requirements herein and unless the contractor is in compliance with USDT requirements with regard to accounting and fiscal matters, to the extent they are applicable.

11. **Audits and Inspections.**

Subrecipient agrees that any audit performed shall be at its own cost and that it will comply with all County and Federal Auditing and Inspection Standards required for use of ARPA funds including as outlined below:

ARPA FUNDS

- A. At any time during normal business hours and as often as the County, USDT and/or the Comptroller General of the United States may deem necessary, there shall be made available to the County, USDT and/or representatives of the Comptroller General for examination, all of its records with respect to all matters covered by this Agreement and will permit the County, USDT and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, employment and other data relating to all matters covered by this Agreement, i.e. "The Yellow Book" issued by the Comptroller General, United States General Accounting Office.
 - B. Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part, i.e. The Single Audit Act of 1984 (p.L.98-502).
 - C. Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
 - D. Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
 - E. Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
12. **Political Activity Prohibited.** Subrecipient agrees that none of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.
 13. **Lobbying Prohibited.** Subrecipient agrees to comply with 31 C.F.R. Part 21, New Restrictions on Lobbying and certifies:
 - A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - B. If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and
 - C. The Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements).

ARPA FUNDS

14. **Antidiscrimination, Affirmative Action & Equal Employment.** Subrecipient agrees to comply with statutes and regulations prohibiting discrimination applicable to this award to include, without limitation, the following:

- A. In all hiring or employment made possible by or resulting from this Agreement,
- 1) Subrecipient will certify there will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, marital or familial status, age, mental or physical handicap; and
 - 2) Affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, marital or familial status, age or mental or physical handicap. This requirement shall apply to but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. There shall be posted in conspicuous places available to employees and applicants for employment, notices to be provided by the U.S. Department of Labor setting forth the provisions of this clause. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin, marital or familial status, age or mental or physical handicap.
- B. No person in the United States shall, on the ground of race, color, religion, national origin, gender identity, or political affiliation, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement. The Subrecipient and each employer will comply with all requirements imposed by or pursuant to the regulations of USDT effectuating Title VI of the Civil Rights Act of 1974. The Subrecipient agrees that the following language is incorporated by reference in this agreement and must include it in every contract or agreement with all subcontractors, successors, transferees and assignees:
- “The Contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with “Limited English Proficiency” in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*
- C. The Subrecipient hereby agrees that it will incorporate into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained pursuant to this Agreement, the equal opportunity clause as listed at 41 CFR §60.14.
- D. The Subrecipient agrees that it will be bound by the equal opportunity clause and other provisions of 41 CFR Chapter 60 with respect to its own employment practices which it participates in federally assisted construction work: Provided, that if the Subrecipient so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality, or sub-division of such government which does not participate in work on or under the Agreement.
- E. The Subrecipient agrees that it will assist and cooperate actively with the County, USDT and/or the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish such information as may be required for the supervision of such compliance, and that it will otherwise assist in the discharge of its primary responsibility for securing compliance.
- F. The Subrecipient agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246, as amended, with a contractor debarred from or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant

ARPA FUNDS

to the Executive Order. In addition, the Subrecipient agrees that if it fails or refuses to comply with these undertakings the County may take any or all of the following actions: terminate or suspend in whole or in part this Agreement; refrain from extending any further assistance to the Subrecipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from such Subrecipient; and refer the case to the Department of Justice for appropriate legal proceedings.

- G. Compliance with the Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - H. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - I. Compliance with the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - J. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
15. **Insurance and Bonding.** The Subrecipient shall carry sufficient insurance coverage to protect Agreement assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall carry sufficient insurance coverage to cover all employees in an amount equal to cash advances from the County. The Subrecipient shall comply and/or mandate any subcontractors to comply with the bonding and insurance requirements of 2 CFR part 200. See Attachment D and E.
16. **Hold Harmless.** The Subrecipient does hereby agree to release, indemnify, and hold harmless the County, its employees and agents from and against all costs, expenses, claims, suits, or judgments arising from or growing out of any injuries, loss, or damage sustained by any person or corporation including employees of Subrecipient and property of Subrecipient, which are caused by or sustained in connection with the tasks carried out by the Subrecipient under this Agreement. Subrecipient further agrees to comply with all County indemnification and insurance requirements as outlined in Attachment E.
17. **Severability.** If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.
18. **Section Headings and Subheadings.** The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of the Agreement.
19. **Waiver.** The County's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the County to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.
20. **Publicity** Subrecipient shall ensure that the County and the U.S. Department of Treasury are provided proper public recognition for the award of ARPA funds and support provided to Subrecipient pursuant to this agreement.

ARPA FUNDS

IN WITNESS WHEREOF, the County and the Subrecipient have respectively caused this Agreement to be duly executed in duplicate as of the day and year first above written.

HILLSBOROUGH COUNTY, NEW HAMPSHIRE

BY:

Toni H. Pappas, Chair, Board of Commissioners

TOWN OF MILFORD, NEW HAMPSHIRE

BY:

Authorized Signatory (Print Name)

Print Title

Signature

ARPA FUNDS

ATTACHMENT B SCOPE OF SERVICES

The Subrecipient shall perform all activities required to carry out the following program:

Project Description: The Town of Milford is improving its distribution system to convey water from Pennichuck Water Works (PWW)'s Amherst franchise area into the Town of Milford via an existing interconnection. This project will implement a new booster pump station at the Amherst/Milford Town line to allow a current peak flow of 0.9 MGD and a future peak flow of 2.0 MGD, a second future peak flow of 4.0 MGD to pass into Milford. This project will serve to replace an existing below-grade pump station in Amherst that currently conveys water from PWW's system into Milford. Work under this project shall be carried out according to the specifications prepared for the Subrecipient by Underwood Engineers, Inc. of Concord, NH, including the Project Manual and Construction Drawings dated January 2, 2024. Said documents are incorporated by reference to this Agreement.

1. **Eligible Category:** All funding expended by this program will fall into the Expenditure Category of *5.11 Drinking Water: Transmission & Distribution*. The activities covered by this Agreement are aligned with Department of the Treasury's enumerated eligible uses to support installation or replacement of transmission and distribution pipes to improve water pressure to safe levels or to prevent contamination caused by leaks or breaks in the pipes. The subrecipient agrees to take all necessary actions to comply with requirements, certifications and assurances needed to abide by the use restrictions applicable to County as outlined in this agreement and in the laws, rules and regulations; acknowledging that the County remains responsible for monitoring and overseeing the Subrecipient's use of SLFRF funds and other activities related to the award to ensure that the Subrecipient complies with the statutory and regulatory requirements and the County's SLFRF Award Terms and Conditions.
2. **Performance Outcome Measures:**
 - A. Reimbursement for costs incurred under this Agreement will be related to specific, measurable, performance-based benchmarks as follows:
 - a. Submission of monthly progress reports that include details resulting from the regularly scheduled monthly construction meetings between the Subrecipient (Town of Milford), the Project Manager (Underwood Engineers), and the Construction Manager (Hampstead Area Water Services, Co. (HAWSCO)). The Subrecipient may utilize monthly reports generated by the Project Manager and/or Construction Manager, if they are sufficient in detail for the County to assess progress and identify potential delays/issues. The Subrecipient remains responsible for providing an adequate level of detail and to respond to questions by the County as needed.
 - b. Construction meetings shall be open and available to the County to attend, for the purpose of monitoring progress under this Agreement.
 - c. Participation in periodic updates and/or meetings with County ARPA Coordinator and Hillsborough County. Review meetings enable assessment of the work performed under the Award and determination of whether the Subrecipient has timely achieved the technical milestones.
 - d. Subrecipient's technical progress compared to the schedule of technical milestones developed described in the Project Manual, developed by Underwood Engineers, dated January 2, 2024; as well as the contract between the Subrecipient and Lewis Builders Development, dba HAWSCO, executed April 5, 2024. Both documents being fully incorporated herein.
 - e. The Subrecipient's actual expenditures compared to the technical milestone's and approved budget.
 - B. The County will monitor performance of the Subrecipient against the performance standards stated above. Substandard performance, as determined by the County, will constitute noncompliance with this Agreement. The County will notify the Subrecipient in writing of such a determination. If action to correct substandard performance is not taken by the Subrecipient within 30 days of written notification the following procedures may be initiated:

ARPA FUNDS

- a. Subrecipient placed on probationary period under a “work-out” plan
 - b. Restrict payment requests until Subrecipient is in compliance
 - c. Recommend Subrecipient not be funded in future program years
 - d. Terminate Agreement
 - e. Require repayment of funds
3. **Project Budget:** The Subrecipient will utilize funding under this Agreement toward the estimated total project cost of \$3,250,737, as detailed in the Opinion of Cost, prepared by Underwood Engineers, Inc., dated February 16, 2023. Actual costs will be determined through a bidding process and subject to allowable costs, as described in this Agreement.

ATTACHMENT C
METHOD OF PAYMENT/DOCUMENTATION OF COSTS

1. **Payments.**

- A. **Documentation of Costs.** All payments are based on the submission of certified documentation for the budget related to this Subrecipient Agreement. It is expressly understood and agreed that in no event will the total amount paid under this Agreement exceed \$1,000,000 which amount is allocated only for the Scope of Services described in Attachment B. The Subrecipient should note federal cost principles (provided below) in carrying out the Scope of Services.
- B. **Cost Principles Policy Guide (2 CFR § 200.400 [Subpart E]).** The application of these cost principles is based on the fundamental premises that:
- (a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
 - (b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
 - (c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.
 - (d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles and must provide for adequate documentation to support costs charged to the Federal award.
 - (e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered. See the definition of *indirect (facilities & administrative (F&A)) costs* in § 200.1 of this part.
 - (f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.
 - (g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award. See also § 200.307.

C. **Method of Payments**

Payments to the Subrecipient shall be made on a reimbursement-based transfer of funding and shall be based upon the actual costs incurred by the Subrecipient in providing the services under this Agreement. Eligible expenses are limited to those required to carry out the Scope of Services (Attachment B).

Requisitions for payment may be submitted monthly using Attachment F and shall be accompanied by such documentation of incurred costs (such as the Contractor's AIA form) as may be from time to time required by the County, followed by satisfaction of the Reporting Requirements as set forth in Attachments B and F. At least ten percent (10%) of the total grant award, an amount equal to at least \$100,000, will be withheld as final payment, until Substantial Completion of the project, as defined in the contract between the Subrecipient and HAWSCO, dated April 5, 2024. Substantial Completion shall be evidenced by supporting documentation, including certification by Underwood Engineers.

ATTACHMENT D
PROCUREMENT REQUIREMENTS
GENERAL PROCUREMENT STANDARDS (2 CFR § 200.318)

- A. The Subrecipient must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The Subrecipient's documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317-200.327.
- B. Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. Conflict of Interest:
- (1) The Subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.
- (2) If the Subrecipient has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the Subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the Subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- D. The Subrecipient's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- E. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the Subrecipient is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.
- F. The Subrecipient is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- G. The Subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- H. The Subrecipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

ARPA FUNDS

- I. The Subrecipient must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- J. Time and materials contracts.
- (1) The Subrecipient may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a Subrecipient is the sum of:
- The actual cost of materials; and
 - Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
- (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the Subrecipient awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- K. The Subrecipient alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Subrecipient of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the Subrecipient unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.
- L. Davis-Bacon Act, as amended. All prime construction contracts with total project costs of \$10M or more; or in projects where other federal assistance triggers applicability (normally \$2,000), must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The County must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The County must report all suspected or reported violations to the County. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The County must report all suspected or reported violations to Treasury.
- M. Capital Projects of \$10M or more. The following also applies to capital Improvement projects with a total project cost of \$10M:
- (1) Project Labor Agreements. Contractor must certify that the project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the Contractor does not provide such certification, they must provide a workforce continuity plan containing certain required details, to be provided upon request, as applicable.
- (2) Local Hires. Contractor must indicate whether the project prioritizes local hires. Check here if yes.
- (3) Community Benefit Agreement. Contractor must indicate whether the project has a Community Benefit Agreement, with a description of any such agreement.

ARPA FUNDS

- N. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333). For purchases over \$100,000, when laborers or mechanics are used, Subrecipient agrees that the employment of mechanics or laborers shall comply with 40 U.S.C. 3702 and 3704 of the Contract Work Hours and Safety Standards Act, as supplemented by Department of Labor regulations (29 CFR part 5).
- O. Minority and Women Business Enterprises. Subrecipient agrees to comply with the requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise), when applicable. Accordingly, Subrecipient hereby agrees to take affirmative steps to assure that women and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. Affirmative steps shall include the following:
- Including qualified women's business enterprises and small and minority businesses on solicitation lists;
 - Assuring that women's enterprises and small and minority businesses are solicited whenever they are potential sources;
 - When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business, and women's business enterprises;
 - Where the requirement permits, establishing delivery schedules which will encourage participation by women's business enterprises and small and minority business
 - Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and
 - If any subcontracts are to be let, requiring the prime Contractor to take the affirmative steps in a through e above.
- P. Prohibition on certain telecommunications and video surveillance services or equipment (Huawei and ZTE): Subrecipient is prohibited from obligating or expending loan or grant funds to:
- (1) Procure or obtain;
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

ARPA FUNDS

Q. Buy USA - Domestic Preference for certain procurements using federal funds: Subrecipient should, to the greatest extent practicable under this Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

For purposes of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

**ATTACHMENT E
HILLSBOROUGH COUNTY, NH
INSURANCE REQUIREMENTS**

INDEMNIFICATION AND INSURANCE REQUIREMENTS:

In consideration of the utilization of American Rescue Plan Act monies and other valuable consideration, the receipt of which is hereby acknowledged, Subrecipient agrees that all persons furnished by Subrecipient to carry out the project outlined in the Scope of Services shall be considered the Subrecipient's employees or agents and that Subrecipient shall be responsible for payment of all unemployment, social security and other payroll taxes including contributions from them when required by law.

SUBRECIPIENT hereby agrees to protect, defend, indemnify, and hold the County and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the indemnified parties arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees of the County, death or damages to property (including property of the County) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of or related to this Agreement. Subrecipient agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of the Subrecipient. Subrecipient also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against Subrecipient or the County or to enlarge in any way the Subrecipient's liability but is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from Subrecipient's performance hereunder.

SUBRECIPIENT is agrees to maintain in full force and effect:

- A. Comprehensive General Liability Insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.
- B. Automobile liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$500,000 each accident, combined single limit for bodily injury and property damage.
- C. Workers' Compensation insurance whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 for each accidental injury and, with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy year.
- D. Professional Liability insurance covering negligent acts, errors or omissions committed in connection with or arising directly or indirectly out of the services and activities funded under this Agreement being provided to the County. The minimum limits of liability carried on such insurance shall be \$1,000,000 each claim and \$1,000,000 per policy year.

ARPA FUNDS

- E. Any and all deductibles on the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of Subrecipient. Any and all Subcontractors will be required to meet insurance standards and deductibles set forth for the Subrecipient. Insurance companies utilized must be admitted to do business in New Hampshire or be on the Insurance Commissioner's list of approved non-admitted companies and shall have a rating of (A) or better in the current edition of Best's Key Rating Guide.
- F. Subrecipient agrees to furnish certificate(s) of the above mentioned insurance to the County within fourteen (14) days from the date of this Agreement and, with respect to the renewals of the current insurance policies, at least thirty (30) days in advance of each renewal date. Such certificates shall, with respect to comprehensive general liability and auto liability insurance, name the County as an additional insured (except worker's compensation) and, with respect to all policies shall state that in the event of cancellation or material change, written notice shall be given to the County at least thirty (30) days in advance of such cancellation or change.
- G. The purchase of the insurance required or the furnishing of the aforesaid certificate shall not be a satisfaction of Subrecipient's liability hereunder or in any way modify the Subrecipient's indemnification responsibilities to the County.

**ATTACHMENT F
AMERICAN RESCUE PLAN ACT
MONTHLY REPORTING INFORMATION**

Project Name:	Nashua Street Pump Station	Project Number:	4140WS5.11FY24053
Reporting Period:		Agency Name:	Town of Milford, NH
Prepared By:		Contact email:	

I. Project Obligation and Expenditures

Obligation		Expenditure	
Current Month Obligation:	\$	Current Month Expenditure:	\$
Previous Months Obligation:	\$	Previous Months Expenditure:	\$
Total Project Obligation:	\$	Total Project Expenditure:	\$

II. Project Status

- Not Started
 Completed less than 50%
 Completed 50% or more
 Completed

III. Project Service Area/Demographic Distribution - identify whether the project is serving an economically disadvantaged community.

- Program or service is provided at a physical location in a Qualified Census Tract

List Tract(s) [Click or tap here to enter text.](#)

- Primary intended beneficiaries live within a Qualified Census Tract

List Tract(s) [Click or tap here to enter text.](#)

- Not applicable to this Project

IV. Project Benchmark Reporting – Please provide the following information in each report (250- word limit)

Brief description of activities/progress made during this quarter.

Continued Next Page

ARPA FUNDS

- V. **Subawards of \$50,000 or more** – If your project contained any contract / grant / loan / transfer / or direct payment to an individual (i.e. consultant, trades-person, etc.), business or agency greater than or equal to \$50,000, please provide the following information for each recipient Agency/Business/Individual Legal Name. Please note this does not apply to payments to Beneficiaries.

Address: Click here to enter text.

SAM UEI #:Click here to enter text.

Award date: Click to enter a date.

Award amount: \$Click here to enter text.

Award type: Choose an item.

Primary place of performance: Click here to enter text.

Period of performance - Start date: Click to enter a date. **End date:** Click to enter a date.

Activity general description: Click here to enter text.

TOWN STATUS REPORT

April 22, 2024

1. Milford Swing Bridge Project Update

The Milford Swing Bridge Project (NHDOT #41587) was originally added to the 2019-2028 NHDOT 10 year plan with the understanding that the project would be fully funded by the State with the local 20% match funded through Toll Credits. The estimated total cost of the project is approximately \$906,000. Staff learned recently through the amendment/adjustment process and direct conversations with NHDOT, the agency is requiring a local 20% match from the Town (approx. \$181,200). The initial programming of fund for initial engineering work was scheduled for later this year. However, in light of the current situation, the project will be put on hold until the funding issue can be resolved. Staff will continue to work with NHDOT and explore options and other funding sources (State and local).

2. Requests for Proposal – Financial Auditing Services

The Request for Proposal received two proposals from qualified firms of independent certified public accountants to audit the Town's financial statements. The Town Administrator is currently reviewing both submitted responses and anticipate a recommendation for Select Board consideration and approval at the next scheduled meeting. The anticipated start date for the selected auditing firm will be May 2024.

3. Milford Community Lands (Formally Brox) Alteration of Terrain Permit – Gravel Operations (Update)

The Town and Northeast Sand & Gravel submitted responses and revised plan set to the NH Dept. Of Environmental Services (permitting agency) and NH Fish & Game (NHFG) on December 1, 2023. The submittal was in response to a list of detailed comments from NHFG involving several areas of the project including the legal conservation instrument to manage the proposed 75+ acre area conserved area on the Milford Community Land. We have received limited/minimal follow up comments that have been addressed and added to the final plan set for final submittal. One of the remaining the items to be discussed involves the finalization of the language and terms of the conservation deed restriction.

Town staff and the project engineer are scheduled to meet with NHDES and NHFG in early May to resolve the remaining elements of the application/permit for approval and allow the Town to resume the gravel operation this year.

4. 127 Elm Street Property – Site-Specific Quality Assurance Project Plan (SSQAPP)

Crede Associates, LLC was retained by the Nashua Regional Planning Commission (NRPC) on behalf of the Town of Milford to prepare a Site-Specific Quality Assurance Project Plan (SSQAPP) for the 127 Elm Street building/property (formerly the Permattech Diamond Tool & Die Company) owned by the Town. (Please see attached draft SSQAPP). The NRPC is using funding from a 2022 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant (BF00A01028) to conduct this assessment and complete the report.

The plan will investigate and detail possible source areas and contaminants of potential concern (COPCs) (e.g. asbestos, lead, polychlorinated biphenyls) within the building and site, nature and extent of contamination, exposure pathways, and potential human and environmental receptors. The final report will provide the needed information to inform the for the Select Board/Town to determine a course of action for the building and property. The final report is scheduled to be completed by August 2024.

5. Public Works Department - Parks and Cemetery Maintenance

Automation of Town Park Lawncare Maintenance - Public Works Director Lessard is exploring opportunities to better utilize current staffing and automate the mowing of the grounds and fields within the Town parks. More specifically, DPW is evaluating robotic mowers that are currently being utilized by other municipalities and school

systems. Mr Lessard will be present to provide additional information and associated costs.

Cemetery Maintenance Request for Proposal – Public Works Director Lessard is also exploring opportunities to better utilize current staffing and potentially outsource the lawncare/landscaping responsibilities to a third party. An RFP was published to contract with a third party contractor to provide lawn maintenance services for the Town cemeteries. Mr. Lessard will be present to provide additional information and cost information.

6. 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 and download /complete the volunteer application.

1. TITLE AND APPROVAL PAGE

DRAFT SITE-SPECIFIC QUALITY ASSURANCE PROJECT PLAN (SSQAPP)
ADDENDUM TO CREDERE GENERIC QAPP FOR BROWNFIELDS WORK IN MAINE,
NEW HAMPSHIRE, MASSACHUSETTS, AND VERMONT RFA #19043

PROPERTY:

127 Elm Street
Permattach Diamond Tool & Die Company
Milford, New Hampshire 03055
EPA Brownfields Assessment Grant #BF00A01028

PREPARED BY:

Credere Associates, LLC
776 Main Street, Westbrook, Maine 04092
(207) 828-1272

April 15, 2024

Below is a listing of the names, titles, signatures, and signature dates of officials approving this Site-Specific Quality Assurance Project Plan (SSQAPP):

Amanda Van
EPA Brownfields Project Officer

Date

TBD
EPA Quality Assurance Officer

Date

Melinda Bubier
NHDES Brownfields Program Coordinator

Date

Jay Minkarah
City of Nashua, New Hampshire

Date

Judd Newcomb, LG, PG
Credere Associates, LLC Project Manager

Date

Allison Drouin, PG, LG
Credere Associates, LLC QC Manager

Date

TABLE OF CONTENTS

1. TITLE AND APPROVAL PAGE	1
2. INTRODUCTION.....	4
3. PROBLEM DEFINITION	5
3.1 Site Description.....	5
3.2 Site Utilities	5
3.3 Site History	5
3.4 Prior Site Investigations.....	6
4. PROJECT DESCRIPTION & TIMELINE	12
4.1 Redevelopment Scenario	12
4.2 Proposed Project Timeline.....	12
5. CONCEPTUAL SITE MODEL	13
5.1 Site Description.....	13
5.2 Site History	13
5.3 Physical Setting.....	13
5.4 Source Area & Current Contaminants of Potential Concern	14
5.5 Nature and Extent of Contamination	14
5.6 Exposure Pathways and Potential Receptors	15
5.7 Exposure Pathway and Receptor Summary.....	16
6. SAMPLING DESIGN.....	17
6.1 Objectives	17
6.2 Bulk Asbestos Building Material Sampling	17
6.3 Lead Paint Survey	17
6.4 Bulk PCB-Containing Building Material Sampling	17
6.5 Bulk Concrete Slab Sampling.....	18
6.6 Universal, Hazardous or Other Waste Inventory	18
7. SAMPLING & ANALYTICAL METHODS REQUIREMENTS	19
7.1 Asbestos Sampling.....	19
7.2 Lead Paint Survey	19
7.3 PCB-Containing Building Material Sampling.....	19
7.4 Bulk Concrete Sampling.....	20
8. REGULATORY STANDARDS	21
8.1 Asbestos	21
8.2 Lead Paint	21
8.3 PCB-Containing Building Materials.....	21
8.4 Bulk Concrete Sampling.....	21



FIGURES

Figure 1 Site Location Plan
Figure 2 Detailed Site Plan
Figure 3 Project Organization Flow Chart

TABLES

Table 1 Sample Reference Table
Table 2 Standard Operating Procedure Reference Table

APPENDICES

Appendix A Analytical Sensitivity and Project Criteria Tables
Appendix B Previous Investigations - Figures & Site Plans



2. INTRODUCTION

Credero Associates, LLC (Credero) was retained by the Nashua Regional Planning Commission (NRPC) on behalf of the Town of Milford (Town; User), to prepare this Site-Specific Quality Assurance Project Plan (SSQAPP) for the Permattach Diamond Tool & Die Company (“the Site”) located at 127 Elm Street in the Town of Milford, New Hampshire (Site). NRPC is using funding from a 2022 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant (BF00A01028) to conduct these assessment activities.

This SSQAPP presents the following information:

- Problem definition including a Site description and summary of background information for the Site.
- Project description and timeline
- Preliminary conceptual site model (CSM)
- Assessment objectives and proposed sampling design and rationale
- Site-specific field sampling and analytical methodology
- Regulatory standards applicable to the Site for each proposed sampling media

This SSQAPP was prepared to be used in concert with Credero’s Generic Quality Assurance Project Plan (QAPP) for Brownfields Work in Maine, New Hampshire, Massachusetts, and Vermont, EPA Quality Assurance Tracking: Request for Assistance (RFA) #19043, Revision 4 dated September 2023, which was prepared for all of Credero’s EPA Brownfields work. The quality assurance and quality control (QA/QC) procedures outlined in Credero’s Generic QAPP will be followed for this investigation program including sample collection, handling, and analysis of samples; chain-of-custody; and data management, documentation, validation, and usability assessment. Sampling as outlined in this SSQAPP will not occur until receipt of approval from EPA and the New Hampshire Department of Environmental Services (NHDES).



3. PROBLEM DEFINITION

3.1 SITE DESCRIPTION

The Site comprises one 13-acre parcel in Milford, New Hampshire. The location of the Site is shown on **Figure 1** and is designated on the Town Assessors Map as Tax Map 10 Lot 10. The Site is developed with a two-story slab on grade commercial building totaling 34,110-square feet (SF) and a shed. Site details are shown on **Figure 2**.

The parcel is zoned for commercial use, was last used for light industrial purposes, and has been vacant since circa 2022. The Site is accessed via Elm Street to the south from a driveway between two adjoining properties. A paved area surrounds all sides of the building. The remainder of the property is unpaved and wooded.

3.2 SITE UTILITIES

Electricity service to the building is provided by Eversource. The Site building is heated by natural gas and electricity and is currently connected to a public water and sewer system. Portions of the building were formerly heated by No. 2 fuel oil stored in an 8,000-gallon underground storage tank (UST). No past releases were associated with the former heating oil UST, which was removed from the ground on October 4, 1994. According to prior environmental investigations, the building sanitary waste formerly discharged to an on-site septic system (now abandoned) and located west of the building.

3.3 SITE HISTORY

The building was previously occupied and used by Permattach Diamond Tool & Die Company (Permattach) and conducted metal fabrication from 1963 until circa 2002. Permattach fabricated diamond tip tooling and used a metal plating process involving nickel, copper and zinc plated on to steel. Wastewater from the facility was handled by a metal industrial wastewater pretreatment system. Building Unit A was built in 1963, Unit B was built between 1984 and 1985, and Building Unit C was built between 1989 and 1990.¹ The easternmost building Unit C contained four offices as well as the larger of the machining center. The machining center included a rotary dresser department, metal bond wheels plating department, a casting room, and a sinter room. Site details showing the interior areas of Former Permattach operations are shown on the historical figures in **Appendix B**.

Chemicals used in tool manufacturing and fabrication included: various metals (nickel, lithium and titanium), metal compounds (titanium hydride, titanium sponge powder, aluminum powder, zirconium powder), various acids, VOCs (methyl ethyl ketone), chlorinated solvents and petroleum (penetrating oil, lube oil and other aliphatic hydrocarbons). Permattach was a generator of RCRA hazardous waste from 1981 until 2001 (NHD001083336 as a FQG2 or EPA small quantity generator [SQG]).² A review of NHDES on-line record files indicates hazardous waste

^{1,2} 2003, Phase I Environmental Site Assessment, Enpro Services, Inc. 127 Elm Street, Milford, NH, dated November 22, 2002 (revised January 7, 2003).



codes associated with Permattach's processes included various F-listed wastes. According to a 2003 Phase I Environmental Site Assessment (ESA) by ENPRO Services, Inc., no Resource Conservation Recovery Act (RCRA) violations were associated with the company, and waste and unused chemicals were being transported off-site for disposal, except for metals waste which was treated on-site prior to discharge to the Town's sewer system by permit.

The Site has been owned by the Town of Milford since 2015 and has remained vacant during this time.

Surrounding Area

Surrounding properties are used for residential and commercial purposes. The southwestern adjoining property (135 Elm Street) is developed with a residential apartment complex built in 1920. Southern adjoining properties consist of an office built in 1799 (123 Elm Street), a restaurant built in 1960 (115 Elm Street), and two additional residential properties (109 and 103 Elm Street) built in 1986 and 1920, respectively. The eastern adjoining property (45 Elm Street) is a park owned by the Town of Milford.

3.4 PRIOR SITE INVESTIGATIONS

Note: Credere reviewed the site history and previous site investigations at the Site to evaluate whether additional investigation (other than a Hazardous Building Material Survey (HBMS) as proposed in this SSQAPP) are needed. This review also supports the removal and disposal of the building concrete slab which is anticipated as part of future building demolition and future site use as a park (Section 4.1).

The following is a summary of environmental documents identified for the Site:

Former USTs 1984 – 1986

A Site Plan dated February 1, 1984, was completed by Dutton & Garfield, Inc. Notable features on the plan include an 8,000-gallon oil UST, three wastewater USTs and a test port for sewer discharge. USTs are further described in the UST registration (see below). Permattach filed a UST registration on May 5, 1986, for four (4) USTs: one 8,000-gallon fuel oil, one 2,194-gallon wastewater, and two 360-gallon wastewater. Wastewater at the Site contained nickel as a result of nickel-plating operations and was treated before being discarded (under permit) into the Town's sewer system. A permit for the USTs was issued April 12, 1991. NHDES indicated that one of Permattach's USTs was out of compliance with tightness testing requirements. A closure form for the 8,000-gallon #2 fuel oil UST was submitted on October 4, 1994. According to 2015 Remedial Action Implementation documents, the three wastewater tanks are concrete inside the building and were decommissioned concurrent with closure of the wastewater treatment system.

EPA Preliminary Assessment and Final Inspection 1985 and 1987

In July 1985, the NUS Field Investigation Team (NUS) completed a Preliminary Assessment for the U.S. Environmental Protection Agency (EPA). This assessment identified twelve (12) drums on the north side of building and were identified to contain the following chemicals - sodium



hydroxide, calcium chloride, sodium bisulfate, sulfuric acid, hydrochloric acid, nickel, chloride, nickel-plating solution, ammonium peroxydisulfate, and aluminum potassium sulfate. Additionally, NUS observed an empty and removed 10-foot diameter tank.

Sampling by NUS included collection of soil samples from around the drums and next to the on-ground removed tank, sediment and surface water samples from the drainage swale, surface water sample from Souhegan River (located approximately 600 feet north of the Site), and a water sample from the on-site catch basin. No soil, sediment or surface water impacts were identified except for the catch basin waste sample which contained nickel (6,765 parts per billion or ppb) and zinc (12,565 ppb) at elevated levels. Metals impacts were attributed to Permattach activities. Permattach stated that the catch basin received surface runoff only from the asphalt paved area behind the Site building.

In 1987, NUS completed an inspection as a follow-up to the 1985 preliminary assessment. NUS recommended more comprehensive river sediment sampling to determine if Site contaminants impacted surface water quality in Souhegan River and resampling of the catch basin.

Notification of Release 1991 and 1992 Removal Activities

On October 24, 1991, Permattach (while still in operation) filed a Notification of Release to NHDES related to a leak from a trough in Building Unit B. Thermo Consulting Engineers of Concord, New Hampshire, assisted in the containment of the leak and removal of approximately 4 cubic yards of nickel-impacted soil and recommended taking additional soil samples to test for nickel. Pollution Solutions, Inc. of Williston, Vermont, submitted a plan for the remediation of the nickel-contaminated soil to the NHDES and which was approved. The plan included removal of the concrete slab, excavation of nickel-impacted soils, collection of 5 confirmatory (post-excavation) soil samples, and backfilling with clean sand. The soil removal work was completed in circa 1992 and confirmatory sample results were submitted via fax to NHDES. According to an August 27, 1998, memo, the file copy of the post excavation analytical results were illegible and a legible copy could not be obtained. The NHDES memo stated that since the soil in question were located beneath the footprint of the building and additional samples would require a disruption of the facilities production schedule, the Site would be removed from the active sites list and closed.

Phase I ESA and Limited Subsurface Investigation, January 2003

In January 2003, NHDES requested a new Site Investigation, and approved a Work Scope for a Phase I, including additional groundwater monitoring at the Site. In turn, ENPRO Services, Inc. prepared a Phase I ESA and limited subsurface investigation for the Site for the NHDES waste management division. The Site was identified to be a small-quantity generator of RCRA hazardous waste, a CERCLIS site, and a listing on two state databases. One state listing related to a spill that was sufficiently cleaned up and a second listing was related to a former UST on Site. Hazardous chemicals were reportedly disposed off-site.

The limited subsurface investigation included the advancement of four soil borings, including installation of groundwater monitoring wells around the building parameter, and soil and groundwater sampling. TPH, VOC, and SVOC concentrations were below method detection limits in groundwater, and nickel concentrations in one monitoring well (MW-2) was at 120 micrograms per liter ($\mu\text{g/L}$), above the Ambient Groundwater Quality Standard (AGQS) of 100 $\mu\text{g/L}$. In



response, the NHDES requested a work scope for a Site Investigation (SI) to assess groundwater contamination.

Supplemental Site Investigation 2003

In May 2003, Aries Engineering, Inc. of Concord, New Hampshire, submitted and obtained work scope approval for a supplemental SI. The supplemental SI included: installation of an additional five monitoring wells, collection of soils samples during advancement of well borings, and collection of groundwater samples after well installation. Groundwater sampling conducted in June 2003 indicated dissolved nickel at 170 µg/L in one of the wells (MW-5) but were below AGQS in the three downgradient monitoring wells. The one elevated detection was attributed to drilling activities. As such, NHDES requested continued groundwater sampling through June 2005. Subsequently, groundwater sampling was conducted in October 2003, December 2003 and April 2004. Nickel was detected at 43 µg/L in MW-8 in October 2003. In April 2003, nickel was below the AGQS of 100 µg/L in five wells samples. Aries recommended closing the Site. In May 2004, the NHDES filed a Letter of No Further Action and closed the Site.

Additional Groundwater Sampling 2010 and Notification of Groundwater Violation 2011

In October, November and December 2010, GeoInsight conducted an ESA including soil and groundwater sampling at the Site for a potential buyer of the property. Samples were collected both from the property and from two outfall pipes at the northern edge of the parking lot. In January 2011, Environmental Associates, LLC of Newburyport, Massachusetts, on behalf of Mayo Group, (the responsible party) prepared a Notification of Groundwater Violation which was submitted to the NHDES. The following violations were noted:

October 2020 – Soil exceedances of Soil Remediation Standards (SRS) (antimony, arsenic, nickel)

November 2020 – Soil exceedances of SRS (arsenic)

December 2020 – Soil exceedances of SRS (arsenic)

December 2010 – Groundwater exceedances of AGQS (cadmium and nickel)

The groundwater exceedances were in temporary wells near the two outfall pipes. In response to the reported groundwater violation of AGQS, the NHDES requested a Site Investigation with a focus on a discharge pipe and the surrounding area, as that pipe may be a source of contamination.

Supplemental Site Investigation – Discharge Pipe 2011

In response to the January 2011, Notice of Groundwater Violation letter, the NHDES issued a letter in May 2011 requesting performance of a supplemental site investigation (of both soil and groundwater) targeted on the portion of the Site that exceeded AGQS in the vicinity of the two discharge pipes adjacent to the drainage swale and an investigation of the former wastewater treatment system, which was reported to contain liquid-filled trenches and sumps and thus was not properly decommissioned. The NHDES required the system to be cleaned and properly decommissioned, and any waste generated be characterized and disposed in accordance with the state regulations. Due to past access issues into the building interior, the NHDES also questioned whether additional tanks or containers are present at the facility and thus requested an inventory of remaining container or tanks at the Site.

Limited Site Investigation, May 2011

In July 2011, Terracon Consultants, Inc. completed a Limited Site Investigation to further investigate contamination sources on Site previously identified by GeoInsight in 2010. This investigation was documented in a report dated July 2011. Recognized Environmental Conditions (RECs) identified and investigated included:

- REC-1 – Historic use of Site by Permattach that reportedly included use of hazardous and solid waste materials, the disposal of which could not be documented.
- REC-2 – Septic system reportedly used on Site and likely in western portion of Site,
- REC-3 – Several documented releases of metals at the Site including a release to a catch basin that went uninvestigated, and a subslab release that resulted in soil excavation.
- REC-4 – Discharge outfalls from unknown sources along the southern embankment of the discharge swale.

RECs 1 and 3 were previously investigated by GeoInsight. Terracon's investigation focused on REC-2 (former septic system area) and REC-4 (discharge outfall swale area). Terracon's scope of work (SOW) included: advancement of two soil borings/groundwater monitoring wells (TB-101 and TB-102) and five mini wells, near-surface soil sampling with a field portable XRF analyzer (for arsenic, lead, total chromium, nickel and zinc) and chemical analysis of soil and groundwater.

Terracon's findings were: 1) no significant metal impacts were found in test boring soil samples advanced between the leach field and the upgradient building (operation/former release area), 2) no significant metal impacts were found in the 53 soil samples screened with the field XRF except for one swale location which had elevated nickel (458 milligrams per kilogram [mg/kg]) but below the SRS and 8 XRF arsenic soil samples above NHDES standards, including one arsenic lab soil sample above the SRS. Concentrations of arsenic were considered to be due to background conditions, 3) dissolved metals in groundwater were below AGQS and localized to the wells near the pipe discharge point within the swale and consistent with previous GeoInsight findings.

Terracon recommended: 1) further investigation of the origin of the 2-inch diameter pipe that discharges to the drainage swale to assess the origin if the apparent discharge and then sealed to prevent future impacts, and 2) preparation and submittal of a Site Investigation Report (SIR) that satisfies NHDES Env-Or 606.03. In September 2011, Mayo Group (in the interest of a potential new buyer) requested a No Further Action Letter from NHDES be issued for the Site#198506003 although the basis for the request was not clear.

NHDES Request for Supplemental Investigation and Wastewater System Decommissioning, 2012

In December 2012, NHDES requested a status update for the requested scope of work and information (which was not submitted on time) for an additional site investigation, and information on the wastewater treatment system decommissioning. Terracon submitted a supplemental SOW in July 2013. According to Terracon's SOW dated July 26, 2013, the Mayo Group was contracting Cyn Environmental to "dismantle the former wastewater treatment system inside the building and



removal of the baghouse filters from the outside of the building”. Terracon proposed to do oversight of the decommissioning of the wastewater system including in-ground concrete tanks #2, #3 and #4.

Supplemental Limited Site Investigation, July – August 2014 – 2015

Terracon’s SOW included: 1) preparation of an access agreement and a wetland permit application for drilling and sampling around the 3-inch diameter discharge pipe located on the adjacent property, 2) installation of one groundwater monitoring well (immediately downgradient of discharge pipe, 3) collection and analysis of 16 subsurface soil samples 4) collection and analysis of groundwater sample for metals, cyanide, and VOCs, and assessing the integrity of the discharge pipe, 5) collection and analysis of 16 surface soil samples for metals and cyanide from the swale, 6) a video camera assessment of the 3-inch diameter PVC discharge pipe to trace the alignment and origin of the pipe, and 7) a structural assessment of the condition of the concrete sumps and from drainage trenches inside the building following the decommissioning of the wastewater system. NHDES approved the work scope in August 2013 and field activities were conducted in 2014. The results of the 2014 investigation were documented in a Terracon report dated April 10, 2015. The findings of the LSI were as follows:

3-inch Diameter Discharge Pipe: The 3-inch pipe was video inspected by a plumber and was confirmed to be connected to the floor drain in the Building Unit A and which connected to an outfall/discharge pipe located on the adjacent property to the north (Tax Map 19, Lot 25-9) as shown on **Figure 2** and on the site plans in Appendix B The floor drain inside the building was observed to be plugged and partially filled with concrete. Video inspections from both ends of the pipe revealed the pipe was broken and partly blocked in the vicinity of an electrical conduit, making additional investigations unsafe. Terracon stated that based on their 2015 and prior 2011 soil and groundwater investigation around this pipe that metal concentrations in soil were below SRSs and metals concentrations in groundwater were significantly less than AGQS. Terracon concluded that no further investigation of the 3-inch PVC drain line was warranted.

Wastewater Sumps and Drain Lines: In 2015, Terracon confirmed that the liquids and sediments from various concrete tanks, sumps and trenches located within the buildings were removed by Cyn Environmental Services. Terracon oversaw the decommissioning of the wastewater treatment system, including emptying and cleaning of the concrete tanks and removal of the baghouse from the building exterior. Terracon’ observed that the concrete tanks were not leaking and that the concrete sumps had an epoxy liner. The concrete walls and floors (presumably of the tanks) were observed to be in excellent condition with no evidence of cracks or deterioration.

Soils Impacts in Swale: Near surface (0 to 2 inches deep) and shallow soil samples (2 to 6 inches deep) contained arsenic, chromium and nickel above NHDES SRS immediately downgradient of the 3” drainage pipe. A surface soil sample with chromium Cr+3 (4,020 mg/kg) was analyzed and found to be below the toxicity characteristic leaching procedure (TCLP) limit for hazardous waste. The extent of chromium and nickel impacts was localized to a small area around and to the east and west of the discharge pipe. The volume of metals-impacted soil was estimated to be 50 cubic yards.



Groundwater Impacts: On-site, groundwater concentrations of the contaminants of concern (COCs) were below AGQS. However, cadmium, nickel, and cyanide concentrations were above NHDES standards in well TB-301 located adjacent to the discharge pipe, which according to previous studies is/was located on the adjacent off-site property to the north (Tax Map 19, Lot 25-9); however, appears to currently be located on the Site (see **Appendix B**).

Terracon recommended that NHDES issue a Certificate of No Further Action for the Site but recommended excavation of metal-impacted soil from the swale on the adjacent off-site property, including post-excavation/post remedial soil and groundwater sampling. Based on a review of the 2014 LSI findings, the NHDES requested in August 2015 additional soil sampling be conducted to assess the concentrations of arsenic, chromium, and nickel in locations away from the discharge pipe to establish background levels of arsenic in surface soil. NHDES also requested groundwater sampling to assess dissolved chromium and nickel because previous samples were not field filtered. NHDES concluded that the discharge pipe investigation and the wastewater treatment system decommissioning (including floor drains, trenches, sumps, concrete tanks and exterior bag house) were satisfactorily completed, and no additional action was needed. However, excavation of metals-impacted soil in the discharge swale was required.

Remedial Action Implementation, November 2015

Boston Environmental Corporation (BEC) submitted a Remedial Action Plan (RAP) to NHDES for the removal of contaminated soil. Soil remediation was documented by BEC in a Remedial Action Implementation Report (RAIR) dated November 25, 2015, to the NHDES. In November 2015, a total of 46.28 tons of soil from the drainage swale in the vicinity of the 3-inch discharge outfall pipe was excavated and transported as non-hazardous waste to Waste Management in Rochester, New Hampshire. Confirmatory soil sampling was conducted which prompted excavation of an additional 4.16 tons of soil. The excavation in the swale was backfilled and restored. As shown on the historical Site figures in Appendix B, the contamination originated on the Former Permattach Site but contaminants were released via the 3-inch drain and outfall pipe onto the adjacent property to the north (Tax Map 19, Lot 25-9).

Three rounds of post-remedial groundwater sampling were conducted, the results of which showed VOCs, cyanide and metals (except for low level detection of nickel and zinc) were not detected. BEC concluded that 1) the work was completed to remove the source containing metals in the outfall area in order that it no longer poses a direct contact risk to humans or a continuing source to groundwater, 2) the soil results from the post-excavation sampling were all below S-1 standards for metals with the exception of arsenic in some samples that was consistent with local background. 3) VOCs and total cyanide were all non-detectable (ND), and 4) the remaining area was considered to be adequately remediated.

Based on the completion of remedial activities and post-remedial groundwater sampling, the NHDES issued a Certificate of No Further Action for the Site on December 10, 2015. All criteria for the certificate had been met, including elimination of groundwater contamination. Accordingly, NHDES removed the Site from its active project list and closed the regulatory site file.



4. PROJECT DESCRIPTION & TIMELINE

4.1 REDEVELOPMENT SCENARIO

The Site, which is currently owned by the Town, is proposed for future use as recreational space. The building is proposed for demolition to make way for construction of a new dog park and public parking lot to support downtown and a proposed community center on the adjoining park property east of the Site.

4.2 PROPOSED PROJECT TIMELINE

The following schedule is proposed for the assessment work. This is a dynamic schedule and tasks may be performed later or earlier based on document regulatory review time and contractor availability.

TENTATIVE DATE	ACTION
April 2024	Submit Draft SSQAPP
May 2024	EPA and NHDES Review Period
May/June 2024	Finalize SSQAPP
June 2024	Execute Field Investigation
July 2024	Submit Draft Report
July/August 2024	NHDES/EPA Review Period
August 2024	Finalize Report



5. CONCEPTUAL SITE MODEL

A CSM was developed using the findings from the past Site investigation and will be updated in subsequent reports as new information becomes available. This CSM includes a Site description, Site history, description of the physical setting of the Site, source areas and contaminants of potential concern (COPCs), nature and extent of contamination, exposure pathways, and potential human and environmental receptors.

5.1 SITE DESCRIPTION

A detailed Site description consisting of Site use, Site location as depicted on **Figure 1**, and Site utilities is included in **Section 3.1**.

5.2 SITE HISTORY

A brief description of Site history as it relates to current environmental conditions at the Site is included in **Section 3.3**.

5.3 PHYSICAL SETTING

Topography

According to elevation data from Google Earth Pro, the Site is located approximately 250 feet AMSL. Based on the United States Geological Survey (USGS) Topographic Map of the Milford Quadrangle, Site topography slopes gradually to the north-northeast. An excerpt from the USGS map is included as **Figure 1**.

Geology

Surficial Geology

According to the NHDES surficial geologic map for the Milford quadrangle, the Site is underlain primarily by alluvium, which consists of sand, silt, and minor gravel in the floodplain of the Souhegan River, which may be up to 25 feet thick. Previous environmental investigations indicated the presence of fill (up to 6 feet thick) overlying poorly graded sand with trace gravel and silt to depths of 22 ft below grade.

Bedrock Geology

According to the USGS Bedrock Geologic Map of New Hampshire, the Site is underlain by Permian age gray biotite granite, which contains minor muscovite. Previous environmental soil borings were advanced to shallow depths up to 22 ft bgs, thus depth to bedrock was not determined.

Hydrology

The Site and vicinity are located within the surficial drainage basin of the Souhegan River, located approximately 600 feet north of the Site. The Souhegan River flows east to the Merrimack River. On-Site groundwater is inferred to flow north/northwest towards an onsite drainage swale along the northern boundary of the parcel. Surface water in the swale then flows easterly consistent with



regional surface water flow towards the river. This flow direction is consistent with topography and groundwater contours from previous investigations (see **Section 3.4**).

5.4 SOURCE AREA & CURRENT CONTAMINANTS OF POTENTIAL CONCERN

The Site has been assessed and remediated for a past release of metals from a floor drain in Building A. This CSM focuses on just the scope of work planned for this SSQAPP involving hazardous building materials (HBM), including the building concrete slab and related subsurface concrete structures associated with the former metals plating operations in Building Units A, B and C.

Source Area

The following potential contaminant source areas have been identified at the Site:

- Hazardous building materials components, including concrete slab and concrete subsurface structures (i.e., tanks, sumps and trenches)

Contaminants of Interest (COI)

Based on the historical use of the Site, prior investigation, and above source areas, current COI include the following:

- Asbestos
- Lead
- Polychlorinated biphenyls (PCBs)
- VOCs, petroleum, PCBs and metals (primarily nickel, copper, zinc), cyanide and corrosivity (pH) in concrete slabs and subsurface structures

5.5 NATURE AND EXTENT OF CONTAMINATION

Hazardous Building Materials – Bulk Asbestos, Lead Paint and PCBs

Asbestos, lead paint, and PCB-containing building materials are COPCs given common construction practices at the time the Site buildings were constructed. Because a hazardous building materials survey (HBMS) has not been conducted to date, the extent of these materials throughout the buildings is an environmental data gap.

Hazardous Building Materials – Bulk Concrete Slabs

It is anticipated that the building's concrete slab, former WWT tanks, footings and foundation will be removed as part of building demolition/site redevelopment. Permattach conducted metal plating processes in the building, including operation of a metal wastewater treatment system in former Unit B – central building section) for approximately 30 years. As noted in previous sections, the wastewater treatment system was decommissioned to the satisfaction of the NHDES and the below grade concrete structures were structurally in excellent condition and not considered to have leaked. However, the housekeeping on the inside of the building by Former Permattach is unknown. Because concrete is a porous material, it has the potential to be contaminated from the



associated chemicals (many of which were hazardous liquids and sludges) which they contained and should be assessed/characterized given the planned building demolition and likely disposal. Given the history of metals manufacturing and machining activities at the Site, concrete slabs and subsurface concrete structures may not meet the requirements for off-site management (recycling) as “clean concrete”. Thus, sampling of the concrete for potential impacts is recommended.

Universal, Hazardous or Other Wastes

The building is vacant and other wastes may be present in the building and require management prior to future building demolition. Other wastes include Universal Waste (i.e. fluorescent lamps and ballasts, batteries, mercury-containing devices) and possibly left over unused or spent chemical containers.

5.6 EXPOSURE PATHWAYS AND POTENTIAL RECEPTORS

Exposure pathways describe how a human or environmental receptor comes into contact with contaminants that may be present at the Site. Potential migration pathways through groundwater, surface water, air, soils, sub-slab soil vapor, and sediments, were considered for each COPC and each source. A migration pathway is considered an exposure pathway if there is a mechanism of contaminant release from primary or secondary sources, a transport medium, and a point of potential contact with receptors.

At the Site, the following current and potential future migration pathways between the COPCs and receptors include:

- | | |
|--------------------|---|
| Dermal Absorption: | Exposure via dermal absorption occurs when receptors are exposed to chemical concentrations present in soil, groundwater, surface water, or hazardous building materials through direct contact with the skin. |
| Active Ingestion: | The active ingestion pathway represents exposure which may occur through the active ingestion of contaminant concentrations via a drinking water supply well, through agricultural products, or through direct consumption of soil (e.g., typically by children or improper hygiene/health and safety of soil workers). |
| Incidental Uptake: | This pathway is applicable when receptors may incidentally inhale and ingest impacted media in the form of contaminated dust, chips, or airborne asbestos fibers. |

Potential Receptors are categorized by duration of exposure and intensity of use at the Site. The receptor categories identified in this CSM include the following:

- | | |
|---|---|
| Recreational/
Park/ Passive
User: | Park users are characterized by low duration, i.e., less than two hours per day, and low intensity usage such as that which would occur during activities such as walking, shopping, and bird watching. |
|---|---|

Excavation or Construction Worker: Excavation or construction workers are present at the Site for short durations though intensity of use is high, such as during non-routine activities including construction or utility work. Examples include utility and construction contractors and landscapers.

5.7 EXPOSURE PATHWAY AND RECEPTOR SUMMARY

Current Use: The building is vacant and only trespassers are considered to be potential human receptors at the Site. Trespassers may potentially be exposed to Site COPCs (i.e. asbestos through incidental uptake if present) if they enter into the closed building and disturb building materials containing asbestos or come in direct contact with lead and PCB-containing materials.

Future Use: The Town proposes to demolish the existing building and redevelop the property into a dog park and parking lot, which will be connected to the existing municipal park adjacent to the east of the Site. Future receptors include a construction/utility worker during redevelopment and recreational park users and their pets (when using the dog park). During building abatement, construction workers may be exposed to COPCs (asbestos, lead, and/or PCBs) via inhalation (inside the building) and/or by incidental uptake of contaminated dust or asbestos. However, construction workers would be working under health and safety plan and will limit potential exposures.



6. SAMPLING DESIGN

6.1 OBJECTIVES

The main objective of this project is to perform an HBMS. The data collected at the Site during this assessment will be used to support proposed building demolition and future waste management activities. The following specific objectives were established for the Site:

- Assess for the presence of asbestos containing materials (ACM) in/on Site building
- Assess for the presence of lead-paint in/on Site building
- Assess for the presence of PCB-containing materials in/on Site building
- Assess for the presence of chemical impacts in concrete slab and subsurface structures (sumps, trench and tanks)
- Inventory quantities of universal, hazardous and/or other wastes present

Specific sampling methodologies are described in **Section 7**. **Table 1** includes the number and type of samples that are proposed to be collected with accompanying rationale, selected analytical methods, and sample volume and preservation details. **Table 2** is a Standard Operating Procedure (SOP) reference table detailing the version of each SOP that will be used during the field sampling program.

6.2 BULK ASBESTOS BUILDING MATERIAL SAMPLING

Credero will perform a survey of the buildings to identify suspect ACM (SACM), and each suspect ACM will be sampled. Sample results will be used to properly manage ACM during renovation of the Site buildings. Up to 40 suspect ACMs (designated CA-SACM-01 through CA-SACM-040) will be collected in triplicate (i.e., 120 total ACM samples). This sampling will be performed in accordance with NHDES Chapter Env-A 1800 – Asbestos Management and Control. The number of samples collected will be dependent on the number and volume of suspect ACMs that are encountered but will not exceed 40 materials collected in triplicate (120 individual samples) without project team approval.

6.3 LEAD PAINT SURVEY

Painted surfaces throughout the Site buildings will be surveyed for lead paint. The number of survey points will be dependent on the number of different types/colors of painted surfaces encountered in/on the Site building. As the Site buildings are currently vacant and will not be used for residential purposes without substantial renovation, this lead paint survey will not meet the definition of a lead inspection.

6.4 BULK PCB-CONTAINING BUILDING MATERIAL SAMPLING

Credero will collect up to 20 samples (designated CA-PCB-1 through CA-PCB-20) of suspect PCB-containing building materials for analysis from the Site buildings. Samples will be collected to assess if any hazards are present associated with PCBs in building materials and if the building materials are regulated as PCB bulk product waste as defined by 40 CFR 761.3. If, based on the



initial results, additional assessment of PCB-containing building materials is needed, approval for additional samples will be proposed and approved under a separate SSQAPP amendment. Data will be used to properly manage building materials that may contain PCBs during renovation of the Site buildings.

6.5 BULK CONCRETE SLAB SAMPLING

Concrete slabs and floors in contact with asbestos-containing and/or PCB-containing floor materials and mastics may themselves become impacted and require proper management during future building demolition and site redevelopment activities. Thus, the concrete slab and surfaces will require sampling and analysis to check for presence and/or absence of contamination. Additionally, concrete slab from all portions of the building may contain residuals associated with former metals plating and/or wastewater treatment activities. Minor destructive sampling will be required.

Up to 14 concrete samples (CA-CC-01 through CA-CC-014) from Buildings Units A, B and C (four from each building unit) will be collected. Samples will be collected of the concrete floor in all Units and from the subsurface concrete structures which include former tanks, sumps and/or trenches of the WWTP in Unit B. Both uncoated and coated concrete surfaces (if present) will be collected. Coated concrete surfaces if present and/or identified will also be analyzed for asbestos (disposal facility requirement).

Most of the samples will be collected in areas where known machine operations (i.e. waste plating area, wastewater treatment room, chemical storage areas) were conducted. One concrete sample will be collected from an area not impacted by metal plating operations (i.e. office area, closet or bathroom). This data will be used to identify the COPCs and assist with further testing requirements for profiling and management of the bulk concrete debris during future building demolition.

6.6 UNIVERSAL, HAZARDOUS OR OTHER WASTE INVENTORY

Materials that once removed meet the definition of Universal Waste per 40 CFR Part 273, a hazardous waste, or other wastes that require special disposal include, but are not limited to, fluorescent lighting, smoke detectors, thermostats (that contain mercury), and lead acid batteries. These types of materials at the Site will be inventoried. Inventory results will be used to properly manage universal and/or hazardous waste during demolition of the Site building.



7. SAMPLING & ANALYTICAL METHODS REQUIREMENTS

The proposed sampling activities will be conducted according to **Table 1**. Field activities will be conducted in accordance with Credere's Generic QAPP and the SOPs referenced in **Table 2**.

7.1 ASBESTOS SAMPLING

Sampling of suspect ACM at the Site will be conducted by a New Hampshire Certified Asbestos Inspector and in accordance with New Hampshire Chapter Env-A 1800 – Asbestos Management and Control. Three discrete bulk samples will be collected from each type of homogenous suspect ACM (up to 40 suspected ACMs sampled in triplicate for a total of 120 samples). Minor destructive sampling may be required. Each sample will require a minimum of one teaspoon or 1 square inch of material. If access to the roof is not available using safe work practices, the roofing material will be inventoried as accurately as possible from the ground surface and sampling can be performed with appropriate equipment (e.g., man lift) at a later date. Samples will be analyzed by EMSL Analytical, Inc. (EMSL) of South Portland, Maine, using Polarized Light Microscopy (PLM) according to EPA Method 600/R-93/116.

7.2 LEAD PAINT SURVEY

Painted surfaces will be screened for the presence of lead using an x-ray fluorescence (XRF) meter in accordance with Credere SOP CA-18. Each accessible color and type of paint throughout the Site buildings will be screened. For QC purposes, 10 random survey points will be rescreened to assess if the deviation meets the tolerance limit. Additionally, the instrument calibration will be completed in the morning, mid-day and/or at the completion of the screening.

7.3 PCB-CONTAINING BUILDING MATERIAL SAMPLING

To assess the potential presence of PCB-containing building materials, the Site buildings will be inspected, and suspect materials will be inventoried and considered for sampling. Materials that typically contain PCBs include caulk/sealants, paint, and mastics/adhesives that were manufactured between approximately 1930 and 1980 and are most commonly in areas that endure high wear, weather, high heat, or moisture. Typical materials and locations that PCBs are encountered include, but are not limited to:

- Caulks and sealants around doors and windows or within expansion joints.
- Wall paints in high heat or moisture areas such as boiler rooms, equipment rooms, or basements.
- Floor paints in high traffic areas such as hallways, stairs, or building entrances.
- Mastics beneath floor or wall tiles and/or carpets.

The Site buildings will be surveyed to locate the materials that are likely to contain concentrations of PCBs exceeding the PCB bulk waste criteria. Samples will be collected using dedicated disposable tools and placed in laboratory provided glassware. Each sample will require a minimum of 20 grams of materials for analysis to be confirmed with a scale at the time of sampling.



Samples will be submitted to Alpha Analytical of Westborough, Massachusetts, for analysis of PCBs by EPA Method 8082 using Soxhlet extraction method 3540C.

7.4 BULK CONCRETE SAMPLING

PCB concrete samples will be collected using a 0.5-inch masonry drill bit advanced 0.5 inches into the concrete with a rotary hammer drill. This method will be duplicated in adjoining holes to collect adequate sample volume (20 grams or more as needed). Concrete dust will be collect using a dedicated scoopula into laboratory provided glassware. Each concrete sample will require a minimum of 20 grams of materials for analysis to be confirmed with a scale at the time of sampling.

The concrete samples will be collected and. submitted to Alpha Analytical of Westborough, Massachusetts, for analysis of VOCs by EPA Method 8260E, polycyclic aromatic hydrocarbons (PAHs) by EPA Method 8270D, total petroleum hydrocarbons (TPH) by Method 8015, PCBs by Method 8082 with Soxhlet extraction Method 3540C, RCRA8 metals plus nickel, copper and zinc by Method 6020, total cyanide and corrosivity/pH. If concrete is coated then a sample will also be collected and submitted for asbestos analysis to EMSL of South Portland, Maine.



8. REGULATORY STANDARDS

Sample results will be compared to the applicable state and/or federal standards/guidelines described below. **Appendix A** includes Analytical Sensitivity and Project Criteria Tables for the Site, which compares regulatory standards for each contaminant to the analytical limits of the laboratory method used.

8.1 ASBESTOS

Laboratory analytical results for asbestos bulk samples will be compared to the 1% limit specified in New Hampshire Chapter Env-A 1800 – Asbestos Management and Control.

8.2 LEAD PAINT

All paint containing lead (i.e., >0 milligrams per square centimeter [mg/cm^2]) will be considered lead-containing paint (LCP) for purposes of management according to the OSHA Lead in Construction Standards (29 CFR 1926.62).

8.3 PCB-CONTAINING BUILDING MATERIALS

PCB-containing building material analytical results will be compared to the TSCA Title 40 CFR Part 761.3 definition of PCB Bulk Product Waste threshold criteria (≥ 50 milligrams per kilogram [mg/kg]). According to Part 761.20(a), materials with PCB concentrations ≥ 50 mg/kg require removal from use and proper disposal. Materials that contain PCB concentrations ≤ 50 mg/kg are not regulated by TSCA for removal as long as they remain in use. However, when these materials are removed from use (e.g., during renovation or demolition), they must be disposed at a facility that is licensed to accept this waste in accordance with 40 CFR §761.61(a)(5)(i)(B)(2)(ii). Building materials with total PCBs at concentrations less than 1 mg/kg are unrestricted for future use and/or disposal (40 CFR §761.61(a)(4)(i)(A)).

Additionally, if concrete slab samples are found to contain PCBs (≥ 1 mg/kg) as a result of a spill or release then the concrete slab may potentially be considered a PCB Remediation Waste as defined in 40 CFR 761.61, the TSCA regulations.

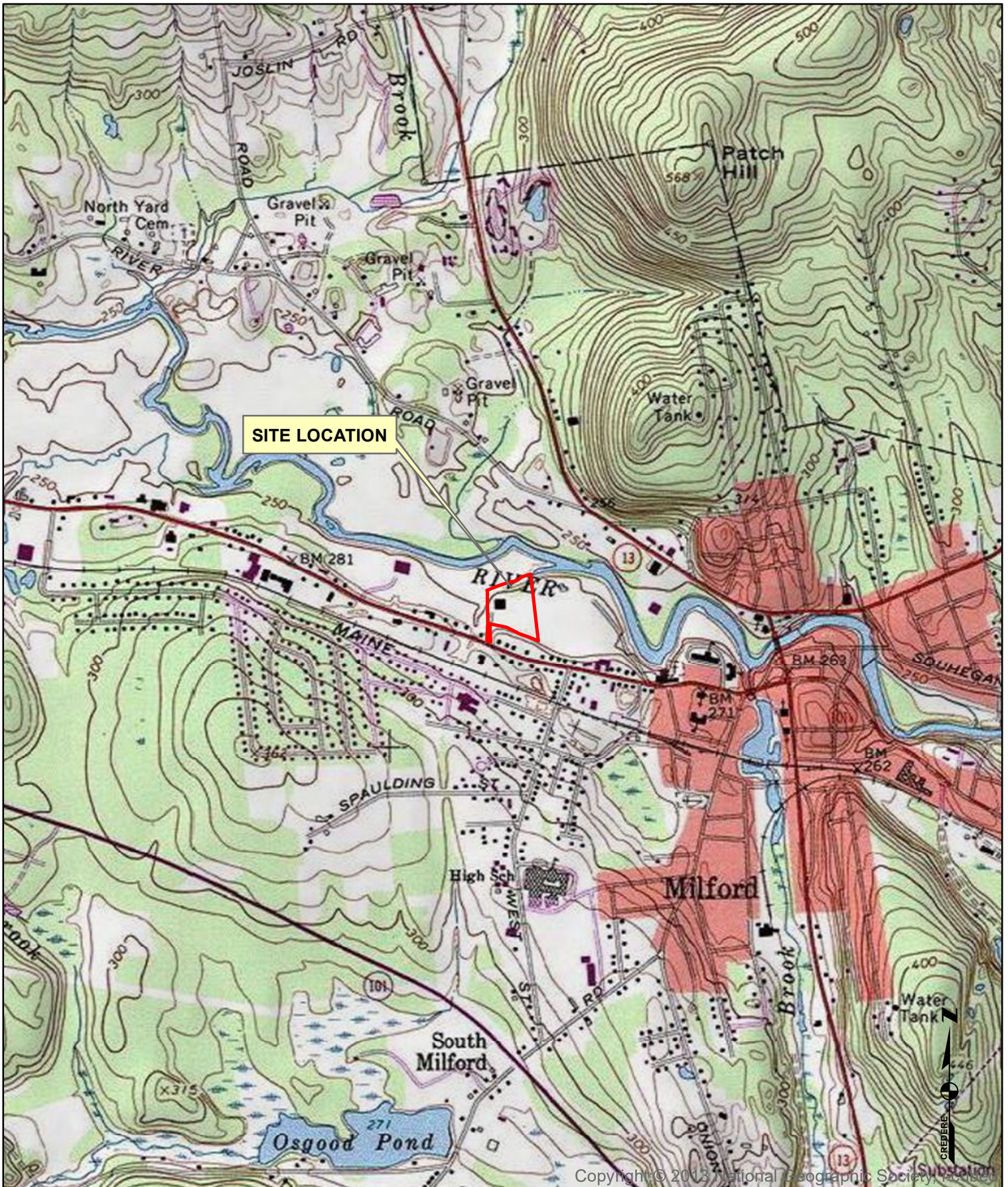
8.4 BULK CONCRETE

Results of bulk concrete sampling will be used to identify the contaminants of concern (COCs) present and to assist with evaluating final disposition of concrete (if removed) during demolition. Clean concrete may be crushed and potentially reused on-site and/or off-site to a materials recycling facility. Contaminated concrete will likely require off-site management and disposal to a landfill and the concrete sampling results will be used to evaluate final disposition options. If concrete is determined to be impacted then the results can be used to prepare a preliminary waste profile for off-Site disposal. Additional waste characterization of the concrete may be required to obtain final landfill approval/acceptance according to the selected facility's permit criteria.



FIGURES



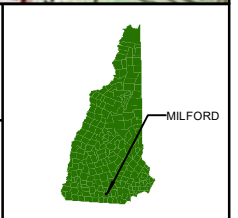


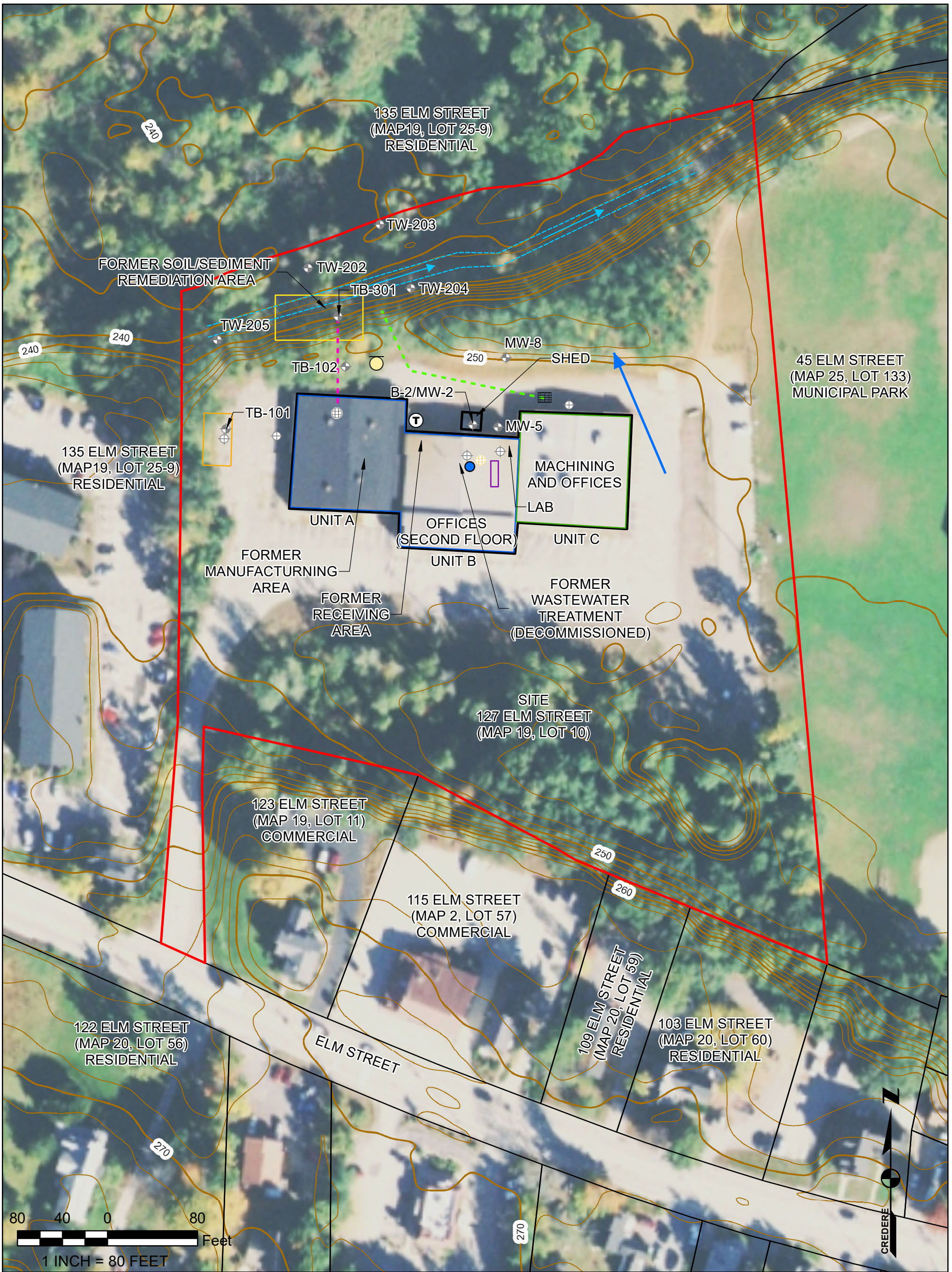
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DRAWN BY: PCH	DATE: 12/22/2023
CHECKED BY: JRN	PROJECT: 19001538
Credere Associates, LLC 776 MAIN STREET WESTBROOK, MAINE Tel. 207.828.1272 Fax 207.887.1051 WWW.CREDERELLC.COM	

FIGURE 1
SITE LOCATION PLAN

PERMATTACH DIAMOND TOOL CO. 127 ELM STREET MILFORD, NEW HAMPSHIRE	1,000 0 2,000 Feet 1 INCH = 2,000 FEET
---	--





NOTES:
 1. EXISTING CONDITIONS AND FEATURES SHOWN ON THIS PLAN ARE APPROXIMATE AND ARE BASED ON INFORMATION OBTAINED FROM THE TOWN OF MILFORD, ESRI ORTHO IMAGES, AND THE NEW HAMPSHIRE OFFICE OF GIS.
 2. PREVIOUS SOIL BORINGS AND GROUNDWATER WELLS BY ENPRO (2002), GEOINSIGHT (2010), AND TERRACON (2015).

DRN BY: **PCH** DATE: **12/13/2023**
 CHKD BY: **JRN** PROJECT: **19001538**

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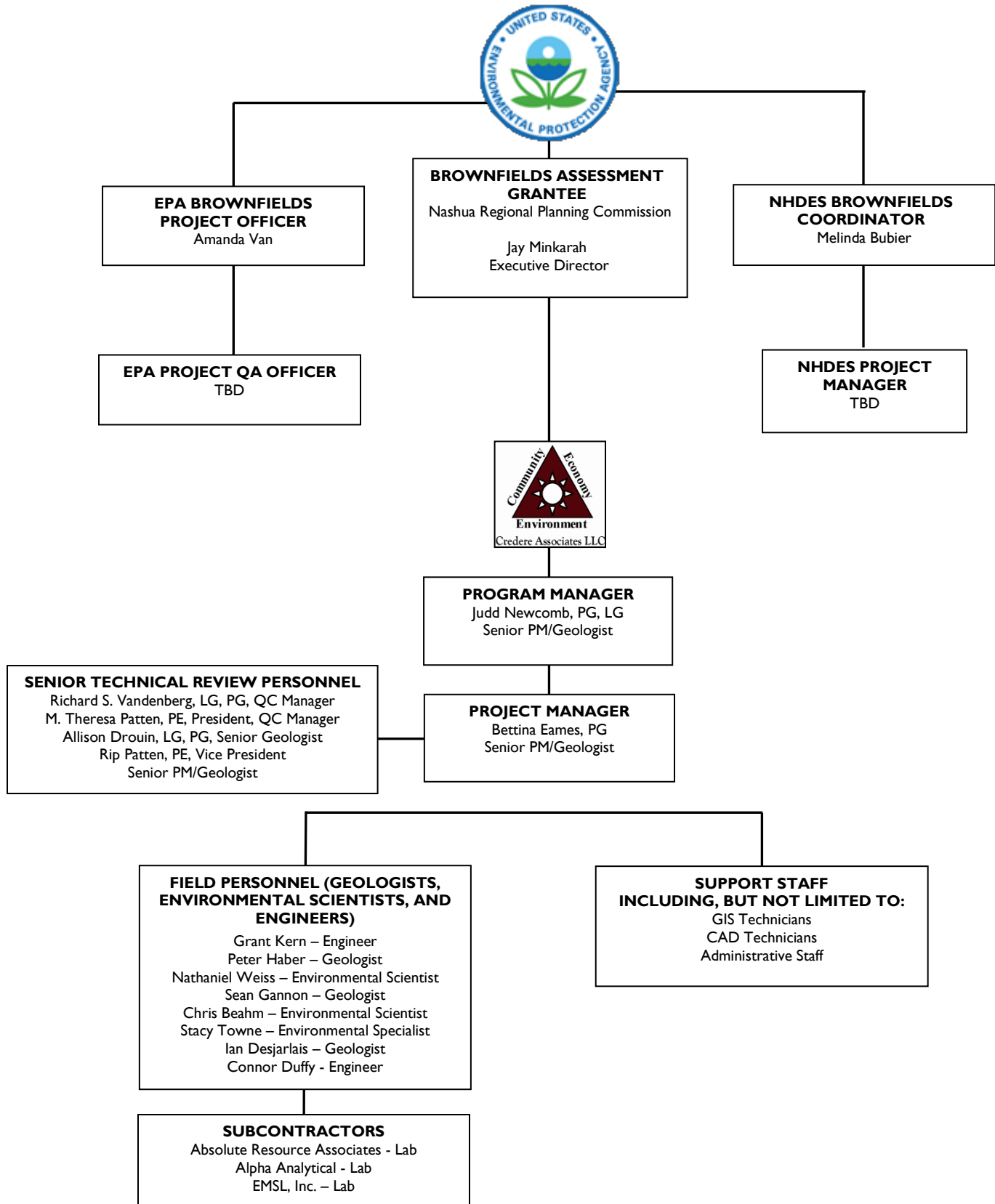
Community Economy Environment

**FIGURE 2
 DETAILED SITE PLAN**

PERMATTACH DIAMOND TOOL CO.
 127 ELM STREET
 MILFORD, NEW HAMPSHIRE

SITE BOUNDARY	PRESUMED GROUNDWATER FLOW	ADDITION CA. 1989	TRENCH DRAIN
SITE BUILDING	FORMER FLOOR DRAIN	ORIGINAL 1963 BUILDING	SWALE FLOW DRAINAGE
PARCEL BOUNDARIES	PREVIOUS SOIL BORINGS BY OTHERS	SUMP	SWALE
PVC DRAIN LINE	FORMER GROUNDWATER WELLS	ABANDONED LEACH FIELD	REMEDIATION AREA
CATCH BASIN	FORMER UST	8" DRAIN LINE	
TRANSFORMER	2 FOOT CONTOURS	3" DRAIN LINE	

Figure 3 – Project Organization Flow Chart



TABLES



**Table 1: Sample Reference Table
Former Permattech Diamond Tool Co.
NHDES Site No. 198506003
127 Elm Street, Milford, New Hampshire**

Media to be Collected	Proposed Sample IDs	QA/QC Samples (per sample type)	Sample Type	Sample/Location Rationale	Sample Depth (feet bgs)	Field Analysis/Observations	Analytical Methods	Sample Container Information & Preservative (per location) ¹	Laboratory To be Used
Bulk Building Materials	CA-SACM-1 (A-C) through CA-SACM-40 (A-C)	Triplicate Sampling	Potential asbestos-containing materials	To assess for the presence of suspect asbestos-containing materials (SACM) in the building (interior and exterior) prior to future building demolition. Concrete will be analyzed for asbestos if concrete is coated.	NA	Visual	Asbestos - Polarized Light Microscopy EPA 600/R-93/116	Plastic zipper bags	EMSL Analytical, Inc., South Portland, Maine
	CA-LP-01, CA-LP-02, etc.	None	Potential Lead Paint in building materials	To assess for presence of Lead Paint (LP) in building materials prior to future building demolition.	NA	Visual	Lead Field Screening Using XRF Analyzer	None	None
	CA-PCB-1 through CA-PCB-20	Field DUP-1	Potential PCB-containing building materials (door/window caulk, mastic, painted concrete CMU/walls)	To assess for the presence of suspect PCB-containing building materials in the Site building (interior and exterior) prior to building demolition.	NA	Visual	PCBs (EPA Method 8082A with soxhlet extraction method 3540C)	(2) 4oz glass with Teflon lined cap and at least 20 grams of sample	Alpha Analytical, Westborough, Massachusetts
	CA-CC-01 through CA-CC-04	None	Concrete Slab (discrete grab)	To assess the presence of contamination in concrete slab in Building Unit A prior to demolition.	0.5 inches	Visual (staining)	VOCs (EPA Method 8260D) PAHs (EPA Method 8270E) PCBs (EPA Method 8082A/3540C with soxhlet extraction) TPH (EPA Method 8015C) RCRA8-Metals plus Nickel, Copper, Zinc (EPA Method 6020A/7471B) Total Cyanide (Method 9014) Corrosivity/pH (Method 9045C)	(1) 4oz glass with Teflon lined cap and at least 20 grams of sample	Alpha Analytical, Westborough, Massachusetts
	CA-CC-05 through CA-CC-08	Field DUP-2 MS/MSD	Concrete Slab and Subsurface Structures (i.e. tanks, sump, trench) (discrete grab)	To assess the presence of contamination in concrete slab in Building Unit B (prior to demolition).	0.5 inches	Visual (staining)	VOCs (EPA Method 8260D) PAHs (EPA Method 8270E) PCBs (EPA Method 8082A/3540C with soxhlet extraction) TPH (EPA Method 8015C) RCRA8-Metals plus Nickel, Copper, Zinc (EPA Method 6020A/7471B) Total Cyanide (Method 9014) Corrosivity/pH (Method 9045C)	(1) 4oz glass with Teflon lined cap and at least 20 grams of sample	
	CA-CC-09 through CA-CC-12	None	Concrete Slab (discrete grab)	To assess the presence of contamination in concrete slab in Building Unit C prior to demolition.	0.5 inches	Visual (staining)	VOCs (EPA Method 8260D) PAHs (EPA Method 8270E) PCBs (EPA Method 8082A/3540C with soxhlet extraction) TPH (EPA Method 8015C) RCRA8-Metals plus Nickel, Copper, Zinc (EPA Method 6020A/7471B) Total Cyanide (Method 9014) Corrosivity/pH (Method 9045C)	(1) 4oz glass with Teflon lined cap and at least 20 grams of sample	
	To Be Decided	None	Coated-Concrete Slab (discrete grab)	To assess the presence of contamination in concrete slab in Building Unit C prior to demolition. Concrete will be analyzed for asbestos if concrete is coated.	0.5 inches	Visual - Based on Presence of coating on Concrete	Asbestos - Polarized Light Microscopy EPA 600/R-93/116	Plastic zipper bags	

Notes:

1 - Soil, groundwater, and PCB-containing building material samples will be chilled to 4°C (+/- 2°C) and submitted to the laboratory on ice. Additional details regarding analytical method, sample preservation, sample volume and hold times can be found in Table 7-3 of Crede's Generic QAPP For Brownfields Work in Maine, New Hampshire, Massachusetts, and Vermont RFA #19043.

EPA - US Environmental Protection Agency
SACM - suspect asbestos-containing material
LP - lead paint
PCB - polychlorinated biphenyls

TPH - Total Petroleum Hydrocarbons
VOCs = Volatile Organic Compounds
RCRA8 = Resource Conservation and Recovery Act
PAHs = polycyclic aromatic hydrocarbons

QA/QC - quality assurance/quality control
bgs - below ground surface
NA - not applicable

Table 2: Standard Operating Procedure Reference Table
Permattach Diamond Tool Co.
NHDES Site No. 198506003
127 Elm Street, Milford, New Hampshire

Field SOPs		
SOP	SOP Description	Date
CA-1	Field Activity Documentation	Rev #1, August 2, 2016
CA-2	Equipment Decontamination Procedures	Rev #0, March 17, 2016
CA-15	Asbestos Containing Materials (ACM) Surveys, and Asbestos Abatement Air Monitoring and Clearances	Rev #2, June 17, 2021
CA-16	Chain of Custody	Rev #0, November 29, 2017
CA-17	Packaging and Shipping Samples	Rev #0, August, 22, 2017
CA-18	Lead Screening, Determination or Inspection and XRF Safety	Rev#1, July 15, 2022
CA-19	Universal Waste Inventory	Rev# 0, March 4, 2019
CA-23	Collection of PCB-Containing Building Material Samples	Rev #0, October 25, 2017
Laboratory SOPs (EMSL) - Bulk Building Materials (Asbestos)		
SOP	SOP Description	Date
ASB-SOP-200-PLM	Polarized Light Microscopy SOP	Rev. January 17, 2022
Laboratory SOPs (Alpha Analytical) - Bulk PCB-Containing Material and Bulk Concrete		
SOP	SOP Description	Date
32639	Volatile Organic Compounds by Gas Chromatography/Mass Spectrometry (GC/MS), Revision 8	November 8, 2022
1948	Separatory Funnel Liquid-Liquid Extraction EPA 3510C, Revision 30	June 12, 2023
25691	Semivolatile Organics by GC/MS EPA 625.1, Revision 11	July 13, 2023
26801	TPH – Diesel Range Organics, Maine 4.1.25, EPA 8015C, EPA 8015D, Revision 12	July 27, 2023
2129	PCBs by Capillary Column Gas Chromatography, EPA 8082A, Revision 12	November 8, 2022
1954	Soxhlet Extraction (EPA 3540C), Revision 24	December 20, 2022
26797	Inductively Coupled Plasma – Mass Spectrometry 6020B (ICP/MS), Revision 4	January 25, 2022
2139	Mercury Determination in Solids by Cold Vapor Atomic Absorption Technique (CVSAA), Revision 7	July 29, 2015
2148	Acid Digestion of Solid Samples for Metals Analysis, Revision 16 (metals digestion)	January 12, 2023
2203	pH, Soil and Waste, EPA 9045D & 9040C, Revision 8	January 5, 2018
2210	Total and Amenable Cyanide, EPA 9010C & 9012B, SM 4500 Cn, Modified 9014, Revision 14	March 17, 2023

All SOPs are referenced in Credere's Generic QAPP For Brownfields Work in Maine, New Hampshire, Massachusetts, and Vermont RFA #19043, Updated 9/20/2023.
Laboratory SOPs are from the labs indicated in Table 1

APPENDIX A

Analytical Sensitivity and Project Criteria Tables

As of the date of this SSQAPP, the current state and/or federal standards have been reviewed for accuracy.



Asbestos in Solids by PLM by EPA Method 600/R		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
Asbestos	0.20%	1%

Notes:

1 - New Hampshire Code of Administrative Rules Chapter Env-A 1800: Asbestos Management Control, October 21, 2008.
PQL from EMSL of South Portland, Maine

Lead in Paint by X-Ray Fluorescence Meter (XRF)		
Analyte	Field Detection Limit	Regulatory Standards
		Lead-Containing Paint (LCP)²
Lead	0-0.1 (XRF unit specific)	>0 (i.e., any detection)

Notes:

All units in milligrams per square centimeter (mg/cm²)

2 - OSHA Lead in Construction Standards (29 CFR 1926.62)

*Any detection above 0.6 mg/cm² will be considered LBP due to the instruments inconclusive range when using the Innov-X XRF Analyzer, and 0.8 mg/cm² when using the Hueresis XRF.

[†]The XRF Meter used to determine lead in paint is calibrated to 0.0 mg/cm² and 1.0 mg/cm², therefore allowing the instrument to detect concentrations of lead between 0.0 and 0.6 mg/cm²

PCBs in Building Materials by EPA Method 8082A

Analyte	Laboratory Practical Quantitation Limit	Remediation Waste Cleanup Goals 40 CFR 761.61	Regulatory Standard (40 CFR 761.3)
		High Occupancy	
PCB-1016	1	1 (Total)	50 (Total)
PCB-1221	1		
PCB-1232	1		
PCB-1242	0.5		
PCB-1248	1		
PCB-1254	1		
PCB-1260	1		

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Westborough, Massachusetts

VOCs in Soil by EPA Method 8260D

Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard ¹
1,1,1,2-tetrachloroethane	0.05	0.8
1,1,1-trichloroethane	0.05	78
1,1,2,2-tetrachloroethane	0.05	4
1,1,2-trichloroethane	0.075	0.1
1,1-dichloroethane	0.075	3
1,1-dichloroethene	0.05	14
1,1-dichloropropene	0.25	NE
1,2,3-trichlorobenzene	0.25	6.3*
1,2,3-trichloropropane	0.5	0.1
1,2,4-trichlorobenzene	0.25	19
1,2,4-trimethylbenzene	0.25	130
1,2-dibromo-3-chloropropane (DBCP)	0.25	0.0053*
1,2-dibromoethane (EDB)	0.2	0.1
1,2-dichlorobenzene	0.25	88
1,2-dichloroethane	0.05	0.1
1,2-dichloropropane	0.175	0.1
1,3,5-trimethylbenzene	0.25	96
1,3-dichlorobenzene	0.25	150
1,3-dichloropropane	0.25	160*
1,4-dichlorobenzene	0.25	7
1,4-dioxane	5	5
2,2-dichloropropane	0.25	NE
2-butanone (MEK)	0.5	51
2-chlorotoluene	0.25	15
2-hexanone	0.5	20*
4-chlorotoluene	0.25	680
4-isopropyltoluene	0.05	NE
4-methyl-2-pentanone (MIBK)	0.5	29
acetone	1.8	75
benzene	0.05	0.3
bromobenzene	0.25	29*
bromochloromethane	0.25	15*
bromodichloromethane	0.05	0.1
bromoform	0.2	0.1
bromomethane	0.1	0.3
carbon disulfide	0.5	460
carbon tetrachloride	0.05	12
chlorobenzene	0.05	28*
chloroethane	0.1	1400*
chloroform	0.075	3
chloromethane	0.25	3
cis-1,2-dichloroethene	0.05	2
cis-1,3-dichloropropene	0.05	0.1
dibromochloromethane	0.05	1
dibromomethane	0.5	2.4*
dichlorodifluoromethane	0.5	1,000
diethyl ether	0.25	3,900
ethylbenzene	0.05	120
hexachlorobutadiene	0.25	17
isopropylbenzene	0.05	330
m&p-xylenes	0.1	500

VOCs in Soil by EPA Method 8260D

Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard ¹
methyl t-butyl ether (MTBE)	0.1	0.2
methylene chloride	0.5	0.1
naphthalene	0.25	5
n-butylbenzene	0.05	110
n-propylbenzene	0.05	85
o-xylene	0.1	500
sec-butylbenzene	0.05	130
styrene	0.1	17
tert-butylbenzene	0.25	100
tetrachloroethene (ethylene, PCE)	0.05	2
tetrahydrofuran (THF)	1	1,800*
toluene	0.075	100
trans-1,2-dichloroethene (ethylene)	0.075	9
trans-1,3-dichloropropene	0.05	NE
trichloroethene (TCE)	0.05	0.8
trichlorofluoromethane	0.25	1,000
vinyl chloride	0.1	1

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Westborough, Massachusetts

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy, unless marked with an *.

* - United States Environmental Protection Agency Regions 3, 6, and 9. Regional Screening Levels for Chemical Contaminants at Superfund Sites. http://www.epa.gov/reg3hwmd/risk/human/rb-concentration_table/index.htm

NE = Regulatory guideline not established

BOLD - laboratory PQL exceeds regulatory criteria. PQL will be considered regulatory criteria unless the compound is identified as a COC.

PAHs in Soil by EPA Method 8270E		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
2-methylnaphthalene	0.007	96
acenaphthene	0.007	340
acenaphthylene	0.007	490
anthracene	0.007	1,000
benzo(a)anthracene	0.007	1
benzo(a)pyrene	0.007	0.7
benzo(b)fluoranthene	0.007	1
benzo(g,h,i)perylene	0.007	NE
benzo(k)fluoranthene	0.007	12
chrysene	0.007	120
dibenzo(a,h)anthracene	0.007	0.7
dibenzofuran	0.007	7.8*
fluoranthene	0.007	960
fluorene	0.007	77
indeno(1,2,3-cd)pyrene	0.007	1
naphthalene	0.007	5
phenanthrene	0.007	960
pyrene	0.007	720

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Westborough, Massachusetts

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

NE = Regulatory guideline not established

* - United States Environmental Protection Agency Regions 3, 6, and 9. Regional Screening Levels for Chemical Contaminants at Superfund Sites. http://www.epa.gov/reg3hwmd/risk/human/rb-concentration_table/index.htm

TPH in Solids by EPA Method 8100		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
Total Petroleum Hydrocarbons	33.5	10,000

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Westborough, Massachusetts

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

Metals in Soil by EPA Method 6010C		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
Aluminum	4	7700*
Antimony	2	9
Arsenic	0.4	11
Barium	0.4	1,000
Beryllium	0.2	12
Boron	1.2	1,000
Cadmium	0.4	33
Chromium (+3)	0.4	1,000
Chromium (total)**	0.4	130
Cobalt	0.8	2.3*
Copper	0.4	310*
Lead	2	400
Nickel	1	400
Selenium	0.8	180
Silver	0.4	89
Sodium	80	NE
Thallium	0.8	10
Tin	4	4700*
Vanadium	0.4	39*
Zinc	2	1,000

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Mansfield, Massachusetts

** - The chromium VI standard was used because it is the lowest and most conservative chromium standard.

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

* - United States Environmental Protection Agency Regions 3, 6, and 9. Regional Screening Levels for Chemical Contaminants at Superfund Sites. <http://www.epa.gov/reg3hwmd/risk/human/rb->

RCRA 8 Metals in Soil by EPA Methods 6010C

Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard ¹
Arsenic	0.4	11
Barium	0.4	1,000
Cadmium	0.4	33
Chromium (III)	0.4	1,000
Chromium (Total)**		130
Lead	2	400
Selenium	0.8	180
Silver	0.4	89

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Mansfield, Massachusetts

** - The chromium VI standard was used because it is the lowest and most conservative chromium SRS.

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

Hg in Soil by EPA Methods 7471B		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
Mercury	0.08	7

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Mansfield, Massachusetts

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

PCBs in Building Materials by EPA Method 8082A

Analyte	Laboratory Practical Quantitation Limit	Remediation Waste Cleanup Goals 40 CFR 761.61		Regulatory Standard (40 CFR 761.3)
		High Occupancy	Low Occupancy	
PCB-1016	1	1 (Total)	25 (Total)	50 (Total)
PCB-1221	1			
PCB-1232	1			
PCB-1242	0.5			
PCB-1248	1			
PCB-1254	1			
PCB-1260	1			

Notes:

All values are in milligrams per kilogram (mg/kg)

PQLs from Alpha Analytical of Westborough, Massachusetts

Cyanide in Solids by EPA Methods 9010C		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
Cyanide	1	22

Notes:

PQLs from Alpha Analytical of Westborough, Massachusetts

All values are in milligrams per kilogram (mg/kg)

1 - New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Sites Management, Soil Remediation Standards and Appendix E, Method 1 Soil Standards from NHDES Risk Characterization and Management Policy.

pH in Solids by EPA Methods 9045C		
Analyte	Laboratory Practical Quantitation Limit	Regulatory Standard¹
pH	0-14 pH units	6.5-8.5

Notes:

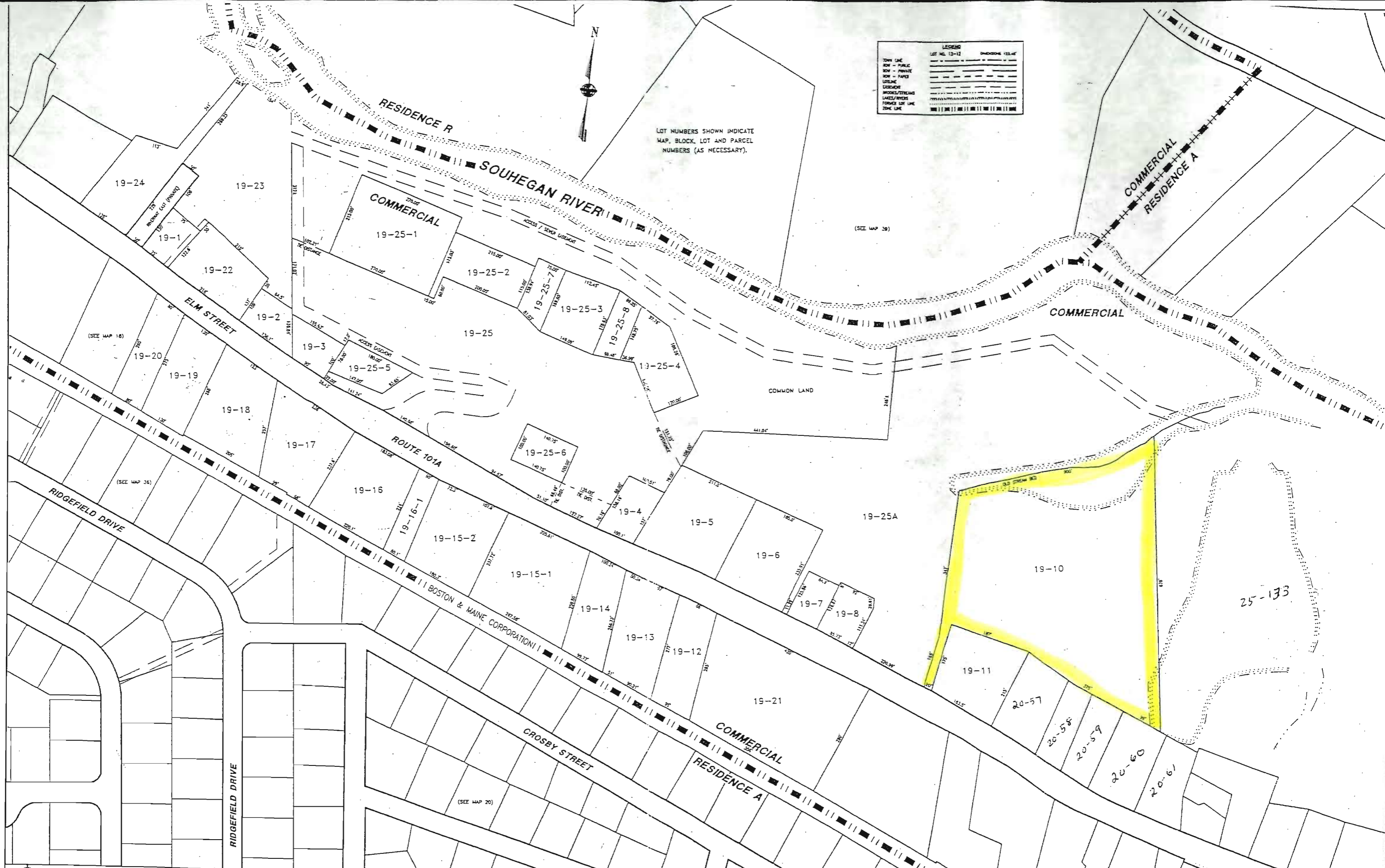
PQLs from Alpha Analytical of Westborough, Massachusetts

1 - National Secondary Drinking Water Regulation (May 2009) will be used assuming a solid acid/base in solution could adjust the groundwater pH.

APPENDIX B

Previous Investigations – Figures & Site Plans





LEGEND

LOT NO. 12-12	DIMENSIONS 123.4'
TOBY LINE	---
ROW - PUBLIC	---
ROW - PRIVATE	---
ROW - FENCED	---
LOTLINE	---
ENCLOSURE	---
WICKS/STREETS	---
LANDS/PIERS	---
FORMER LOT LINE	---
TOBY LINE	---

LOT NUMBERS SHOWN INDICATE MAP, BLOCK, LOT AND PARCEL NUMBERS (AS NECESSARY).

(SEE MAP 38)

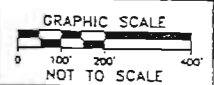
(SEE MAP 20)

MERIDIAN LAND SERVICES, INC.
 31 OLD NASHUA ROAD, AMHERST, NH 03831
 TEL. 603-473-1443 FAX 603-473-1444
 ENGINEERS - LAND SURVEYORS - SCIENTISTS - LAND PLANNERS

THIS DOCUMENT HAS BEEN PREPARED TO SHOW APPROXIMATE LOT LOCATION ONLY. INFORMATION SHOWN IS NOT TO BE USED FOR DEED DESCRIPTIONS

MILFORD, N.H.

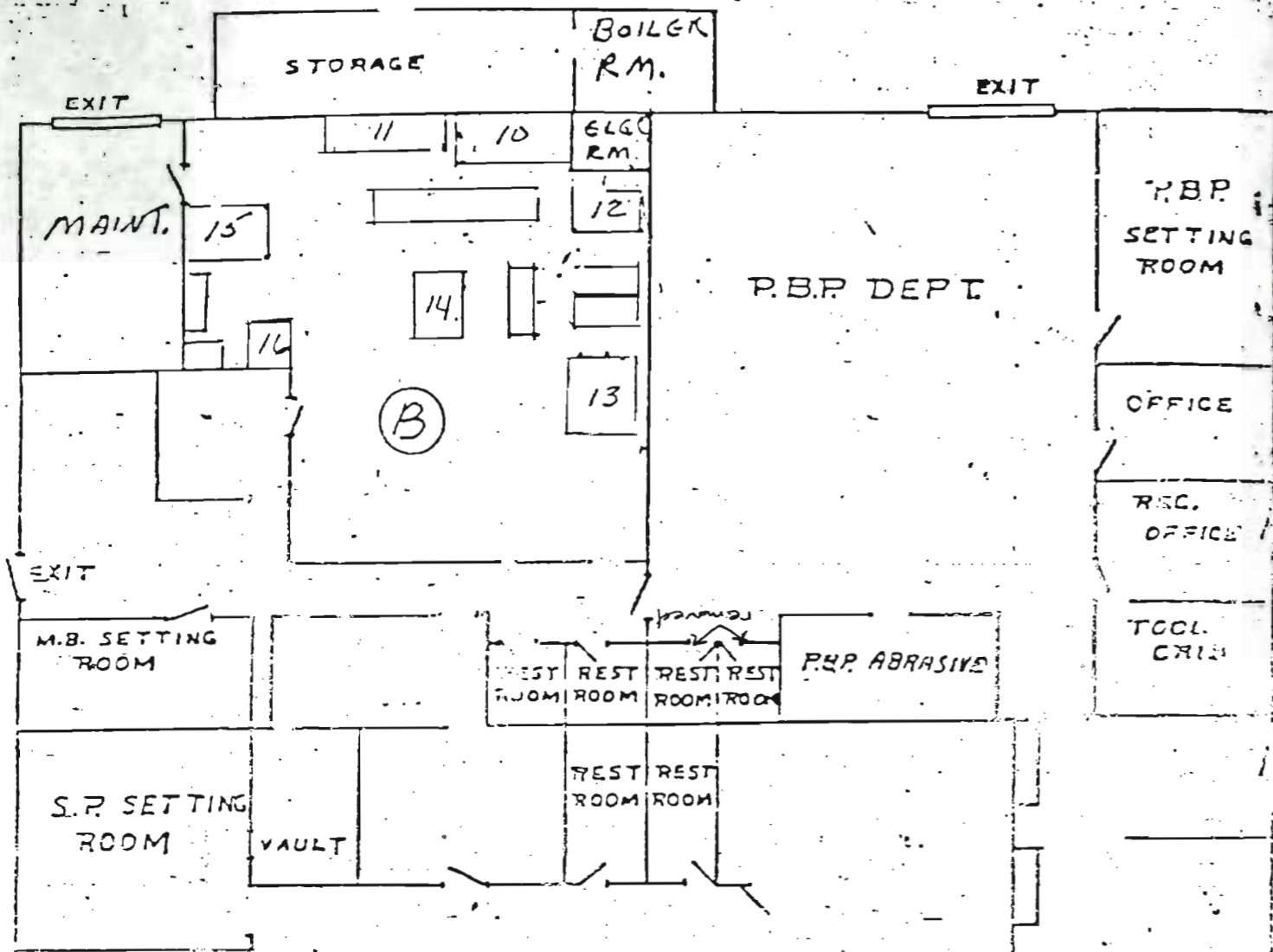
TAX MAP
 SCALE: 1 INCH = 200 FEET
 JUNE, 2002
 DATE OF LATEST REVISION



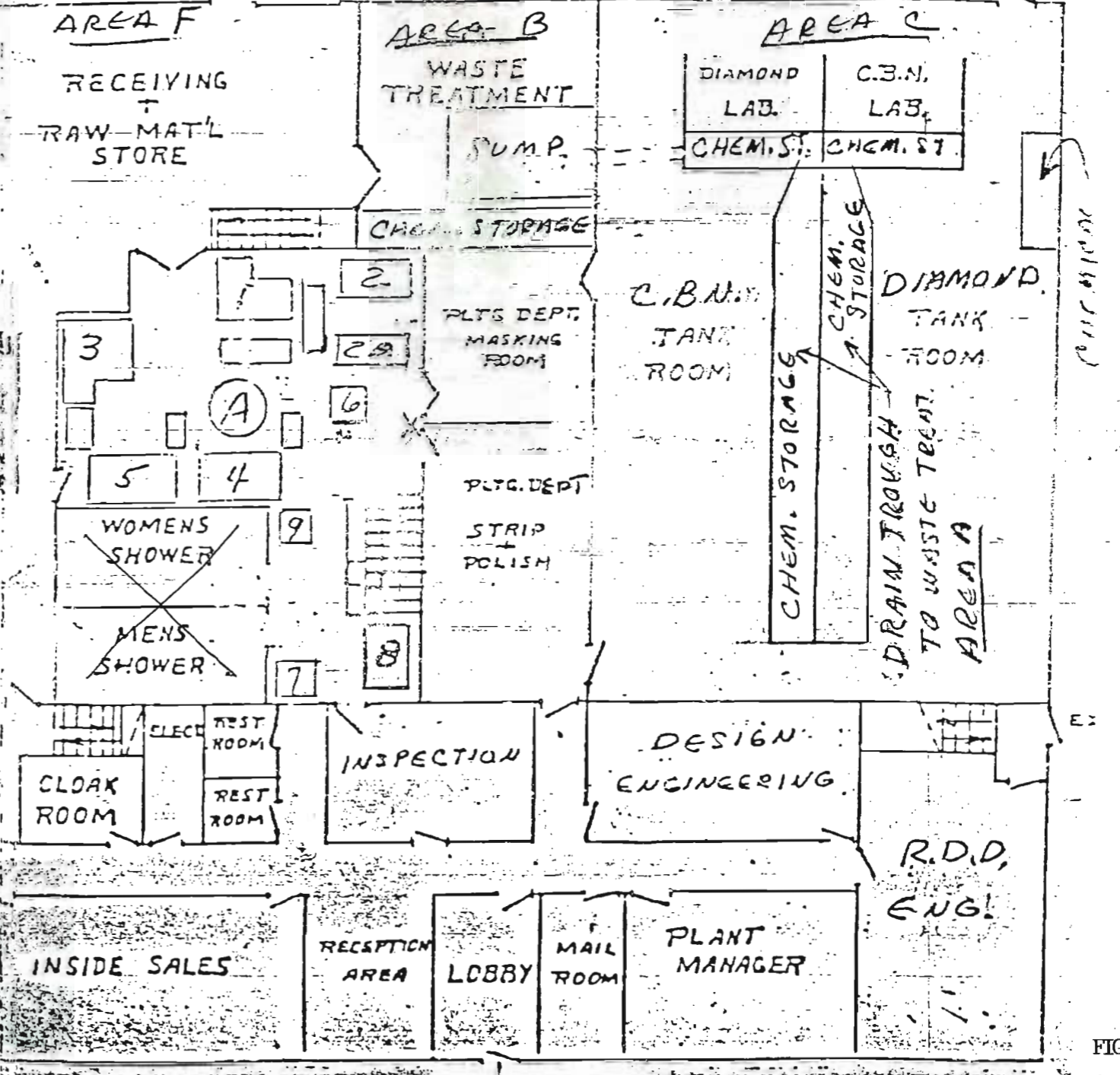
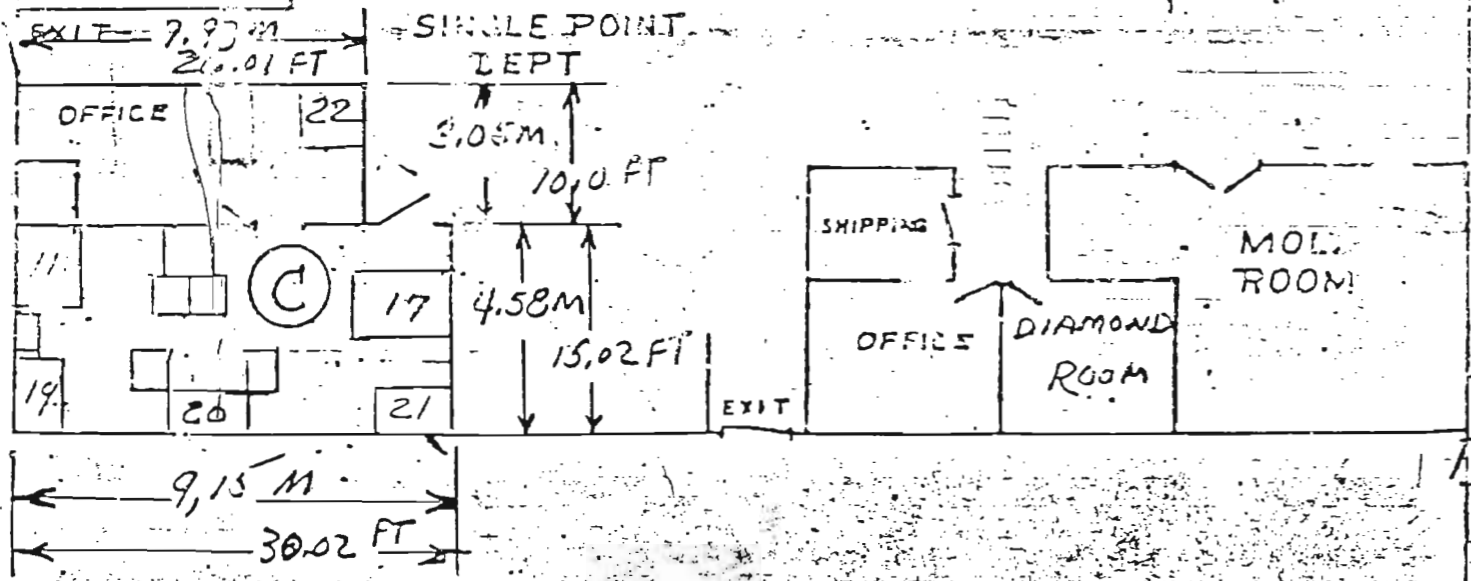
16	39	39
18	25	25
58	20	20

19

FIGURE 2

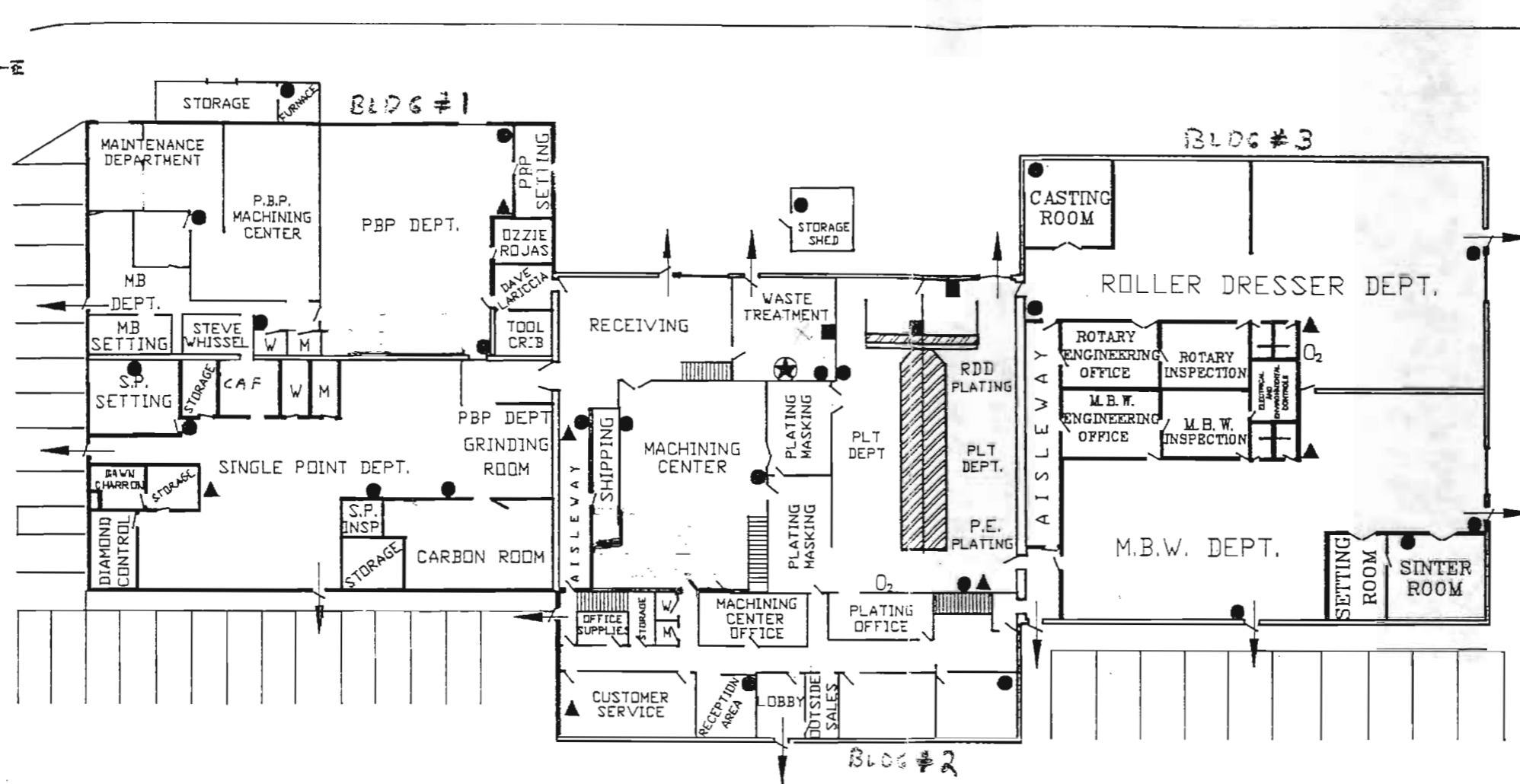
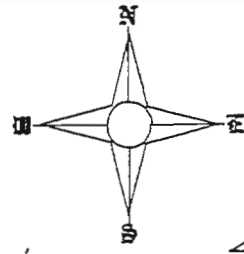


- ① MORI SEIKI
- ② ROMI LATHE
- ②A WACHON LATHE
- ③ OPTICAL GRIND.
- ④ UNIVERSAL GRIND.
- ⑤ CYLINDRICAL GRIND
- ⑥ CENTER HOLE GRIND.
- ⑦ RADIUS DRESS. MCH.
- ⑧ ELOX WIRE EDM.
- ④ TOS TRENCIN LATHE
- ⑩ CLAUSING LATHE
- ⑫ MORI-SEIKI
- ⑬ CNC MILL
- ⑭ BRIDGPORT
- ⑮ O.K. TOOL GRIND.
- ⑯ HARIC 6x12 S.G.R.
- ⑰ CYLINDRICAL
- ⑱ BUFFING MCH
- ⑳ DRESSING MCH
- ㉑ RUN-OUT INSP.
- ㉒ PROJECTOR
- A ROLLER DR.
- B MACHINE SH
- C - PENCIL EDGING DEPT.



PERMATTACH DIAMOND TOOL CORP.
 67 ELM ST. MILFORD, N.H. 03055
 1ST FLOOR LAYOUT
 11/27/85

FIGURE 3



- EMERGENCY SPILL CONTAINMENT AREA
- EMERGENCY EXITS
- FIRE EXTINGUISHER
- EMERGENCY EYE WASH AND SHOWER STATION
- FIRST AID STATION
- OXYGEN CENTER
- DEPARTMENT MEETING AREAS

TO ELM STREET

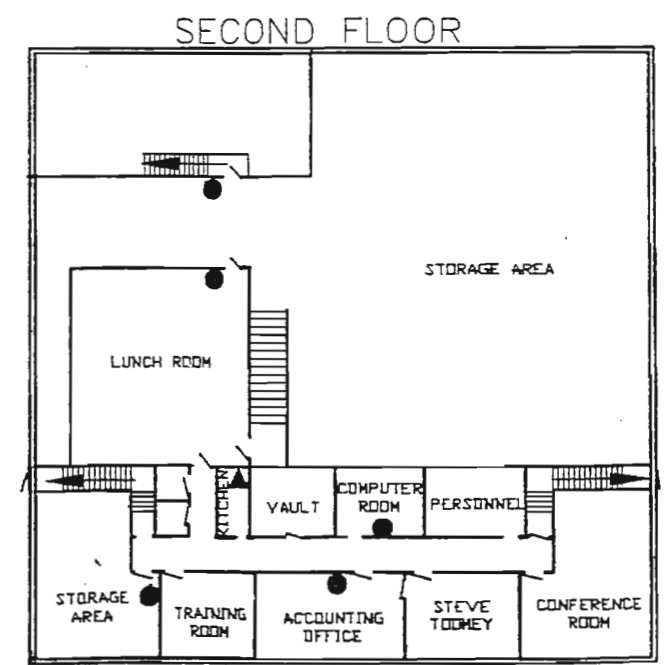
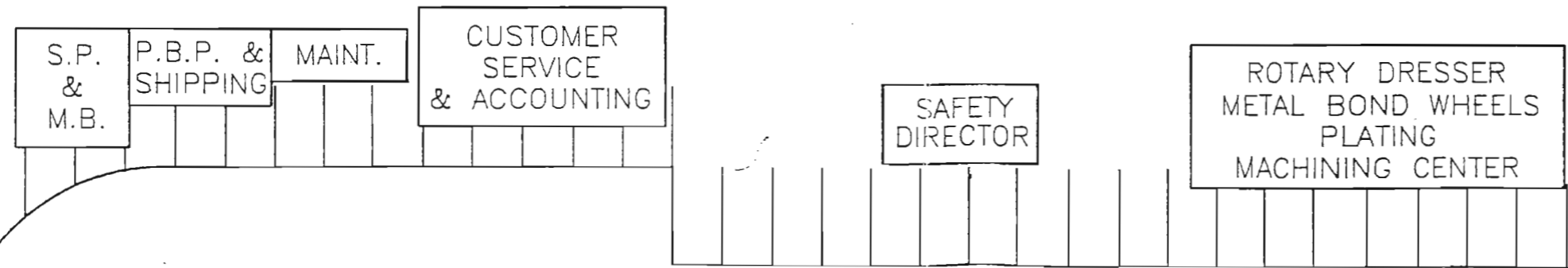
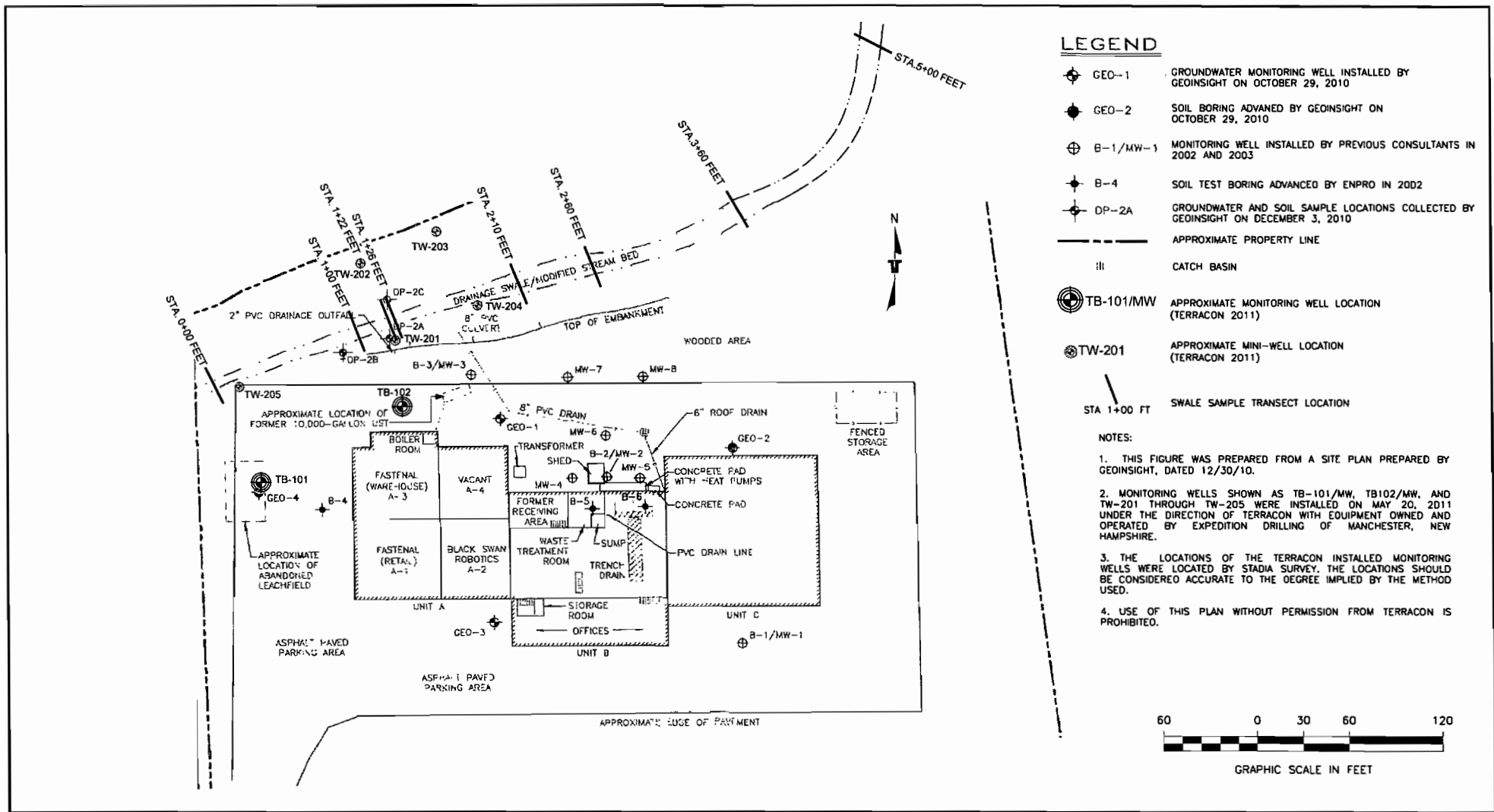
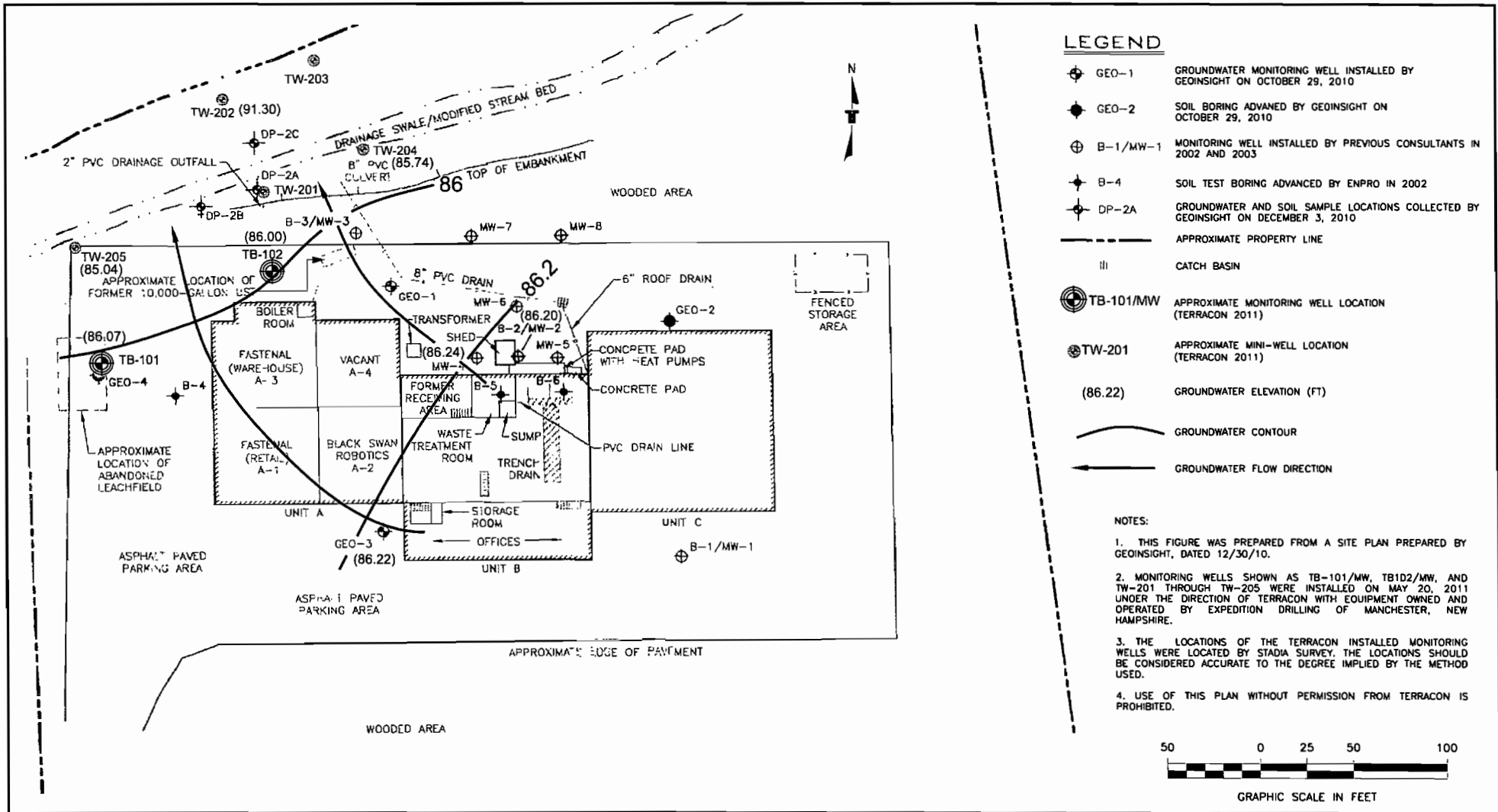


FIGURE 4



Prepared For:	Project Mngr: MRH	Project No. J1117127		SAMPLE/EXPLORATION LOCATION PLAN FORMER PERMATATCH 127 ELM STREET MILFORD, NH	EXHIBIT A-2
	Drawn By: MCR	Scale: 1" = 60'			
	Checked By:	File No. J1117127.dwg			
	Approved By:	Date: JUNE 2011			
	77 Sundial Ave. Manchester, NH 03103 PH. (603) 947-9700 FAX (603) 947-4432				



Prepared For:	Project Mgr: MRH	Project No. J1117127
	Drawn By: MCR	Scale: 1" = 50'
	Checked By:	File No. J1117127.dwg
	Approved By:	Date: JUNE 2011

Terracon

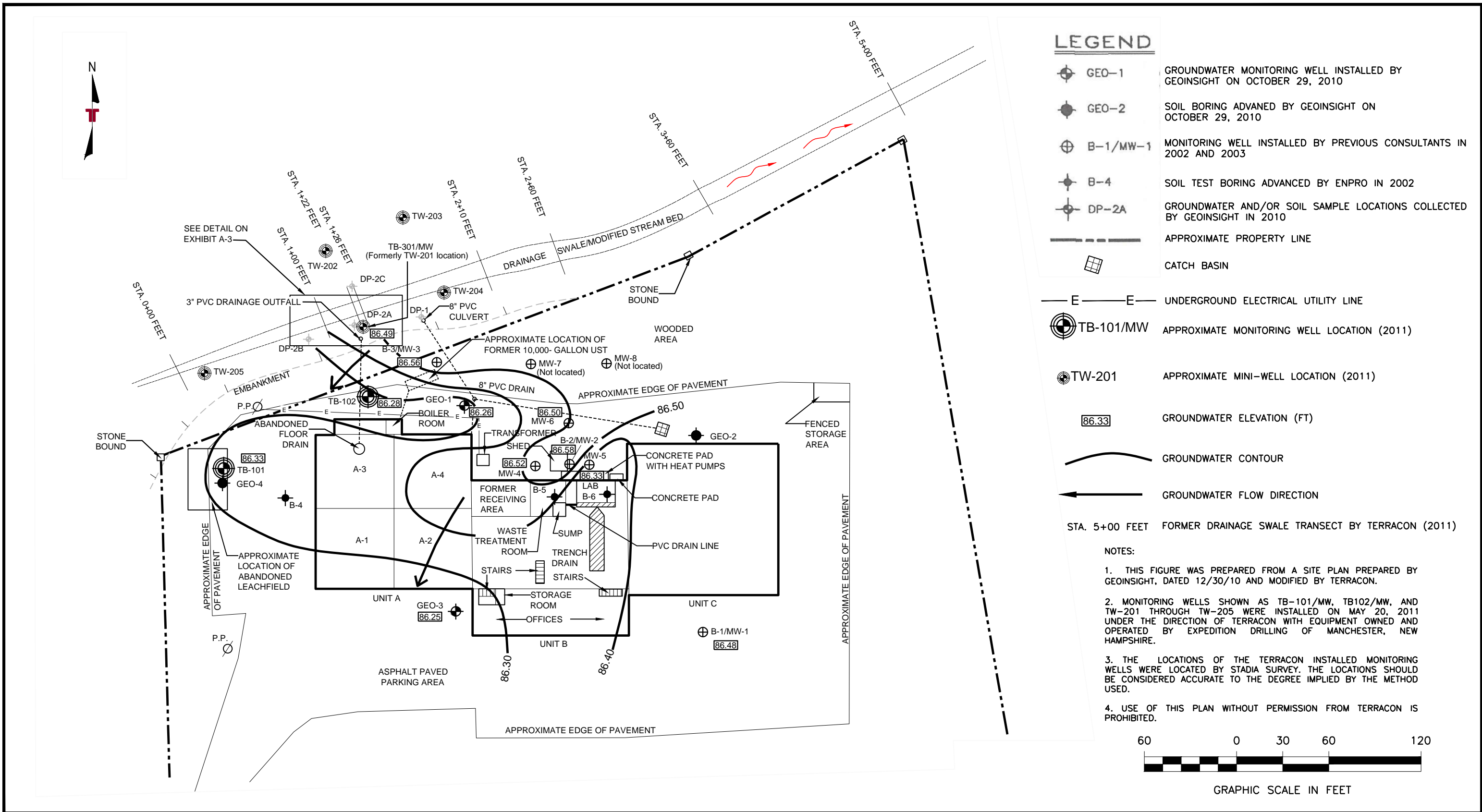
77 Sundial Ave. Manchester, NH 03103
 PH. (603)847-9700 FAX (603) 847-4432

GROUNDWATER CONTOUR PLAN (JUNE 6, 2011)

FORMER PERMATTACH
 127 ELM STREET
 MILFORD, NH

EXHIBIT

A-3

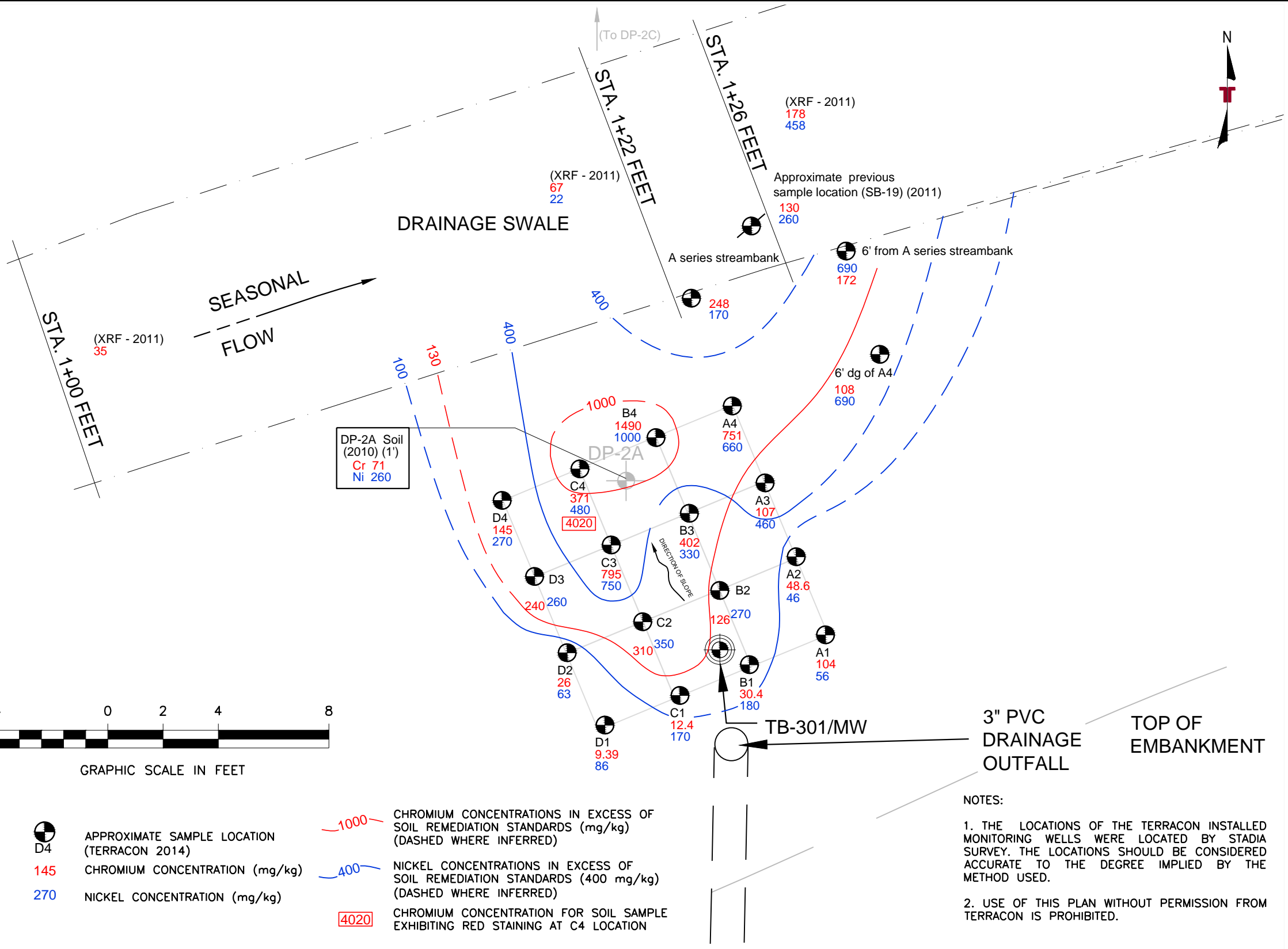


Prepared For: The Mayo Group Quincy, MA 02169	Project Mngr: JLC	Project No. J1147138		GROUNDWATER CONTOUR PLAN (11-12-14) FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY 127 ELM STREET MILFORD, NH	EXHIBIT A-2
	Drawn By: MCR	Scale: 1" = 60'			
	Checked By: JLC	File No. J1147138.dwg			
	Approved By: JLC	Date: April 2015			

TABLE 2
Former Permattech Diamond Tool & Die Company
Milford, New Hampshire
Terracon Project No. J1147138
Soil Laboratory Analytical Results

Method 1, S-1 Soil Remediation Standard			Antimony	Arsenic	Cadmium	Chromium (III)	Lead	Nickel	Zinc	Total Cyanide	Weak and Dissociable Cyanide	
Standard			9	11	33	1,000	400	400	1,000	100	100	
Sample	Date	Depth	Concentration (mg/kg)									
TB-301/MW, 3'	10/29/14	3'	<2.67	8.19	1.09	31.4	7	81	27.6	<4	NA	
TB-301/MW, 6'	10/29/14	6'	<2.85	12.8	1.66	67.2	13	230	32	6.26	NA	
TB-301/MW, 9'	10/29/14	9'	<2.91	14.4	0.616	9.22	3.9	37	26.5	<4	NA	
A-1	11/12/14	0-2"	<3.41	11.7	5.76	104	52	56	819	<4	NA	
A-2	11/12/14	0-2"	<3.97	20.3	2.21	48.6	49	46	50.5	<4	NA	
A-3	11/12/14	0-2"	<3.77	26.4	17.8	107	55	460	109	15.2	NA	
A-4	11/12/14	0-2"	<4.51	24.9	13.7	751	120	660	140	11	NA	
B-1	11/12/14	0-2"	<3.57	14.2	1.57	30.4	24	180	61.7	4.82	NA	
B-2	11/12/14	0-2"	<3.86	16.7	3.94	126	31	270	67.9	17.8	NA	
B-3	11/12/14	0-2"	<3.75	25.3	5.52	402	66	330	88.9	42	NA	
B-4	11/12/14	0-2"	<3.7	27.3	18.4	1,490	160	1,000	103	47.1	25.1	
C-1	11/12/14	0-2"	<3.33	14.3	0.999	12.4	20	170	47.3	4.17	NA	
C-2	11/12/14	0-2"	<3.54	17.3	4.41	310	53	350	69.3	5.34	NA	
C-3	11/12/14	0-2"	<3.85	18.6	7.63	795	84	750	94.8	28.9	NA	
C-4	11/12/14	0-2"	<3.35	16.1	5.11	371	59	480	85.3	28.4	NA	
D-1	11/12/14	0-2"	<3.91	16.1	1.06	9.39	18	86	61.2	<4	NA	
D-2	11/12/14	0-2"	<3.27	14.8	1.21	26	34	63	57.1	<4	NA	
D-3	11/12/14	0-2"	<3.59	18.4	9.25	240	57	260	95.1	28.1	NA	
D-4	11/12/14	0-2"	<3.67	20.2	6.58	145	38	270	78	7.7	NA	
C4- brown soil	12/13/14	6"	NA	22.8	NA	186	NA	860	NA	11.5	<0.02	
C4- red soil	12/13/14	6"	NA	36.7	NA	4,020	NA	1,800	NA	44	40.9	
A series along streambank	12/13/14	0-6"	NA	9.75	NA	248	NA	170	NA	11.6	<0.02	
6' downgradient of A series along streambank	12/13/14	0-6"	NA	26.8	NA	172	NA	690	NA	7.96	<0.02	
6' downgradient of A-4 sample	12/13/14	0-6"	NA	19.2	NA	108	NA	690	NA	7.96	<0.02	

Notes:
Concentrations are reported in milligrams per kilogram (mg/kg) (parts per million equivalent) except where noted.
-- indicates the sample was not tested for that parameter.
Method 1, S-1 soil standards are generally equivalent to NHDES Soil Remediation Standards established in NHDES Administrative Rule Part Env-Or 606.19.
Bold indicates soil sample exceeds Method 1, S-1 Soil Remediation Standards.



LEGEND:

- APPROXIMATE MINI-WELL LOCATION (TERRACON 2014)
- APPROXIMATE HISTORICAL SAMPLE LOCATION (TERRACON 2011)
- APPROXIMATE PREVIOUS SAMPLE LOCATION BY GEOINSIGHT (2010)
- FORMER DRAINAGE SWALE TRANSECT BY TERRACON (2011)

DP-2B
27
17
(2010) (1')

TB-301/MW

GRAPHIC SCALE IN FEET

- APPROXIMATE SAMPLE LOCATION (TERRACON 2014)
- 145 CHROMIUM CONCENTRATION (mg/kg)
- 270 NICKEL CONCENTRATION (mg/kg)
- 1000- CHROMIUM CONCENTRATIONS IN EXCESS OF SOIL REMEDIATION STANDARDS (mg/kg) (DASHED WHERE INFERRED)
- 400- NICKEL CONCENTRATIONS IN EXCESS OF SOIL REMEDIATION STANDARDS (400 mg/kg) (DASHED WHERE INFERRED)
- 4020 CHROMIUM CONCENTRATION FOR SOIL SAMPLE EXHIBITING RED STAINING AT C4 LOCATION

NOTES:

- THE LOCATIONS OF THE TERRACON INSTALLED MONITORING WELLS WERE LOCATED BY STADIA SURVEY. THE LOCATIONS SHOULD BE CONSIDERED ACCURATE TO THE DEGREE IMPLIED BY THE METHOD USED.
- USE OF THIS PLAN WITHOUT PERMISSION FROM TERRACON IS PROHIBITED.

Prepared For:
The Mayo Group
Quincy, MA 02169

Project Mngr: JLC
Drawn By: MCR
Checked By: JLC
Approved By: JLC






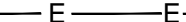



Project No. J1147138
Scale: 1" = 4'
File No. J1147138.dwg
Date: April 2015

Terracon
77 Sundial Ave. Manchester, NH 03103
PH. (603)647-9700 FAX (603) 647-4432

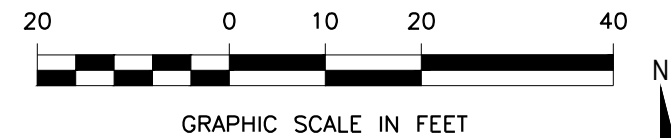
0-2" SOIL SAMPLING PLAN
FORMER PERMATTECH DIAMOND TOOL & DIE COMPANY
127 ELM STREET
MILFORD, NH

EXHIBIT
A-3

LEGEND

-  GEO-1 GROUNDWATER MONITORING WELL INSTALLED BY GEOINSIGHT ON OCTOBER 29, 2010
-  GEO-2 SOIL BORING ADVANCED BY GEOINSIGHT ON OCTOBER 29, 2010
-  B-1/MW-1 MONITORING WELL INSTALLED BY PREVIOUS CONSULTANTS IN 2002 AND 2003
-  DP-2A GEOINSIGHT IN 2010
-  APPROXIMATE PROPERTY LINE
-  UNDERGROUND ELECTRICAL UTILITY LINE
-  TB-101/MW APPROXIMATE MONITORING WELL LOCATION (2011 AND 2014)
-  TW-201 APPROXIMATE MINI-WELL LOCATION (2011)
-  STA. 5+00 FEET FORMER DRAINAGE SWALE TRANSECT BY TERRACON (2011)

NOTE:
 AGQS FOR NICKEL = 0.100 mg/L
 AGQS FOR CADMIUM = 0.005 mg/l



TW-203	Groundwater
Jun-11	(mg/L)
Nickel	NS (Dry)
Cadmium	NS (Dry)



TW-202	Groundwater
Jun-11	(mg/L)
Nickel	0.003
Cadmium	<0.001



DP-2C	Groundwater
Dec-10	(mg/L)
Nickel	<0.050
Cadmium	<0.004



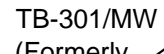
TW-204	Groundwater
Jun-11	(mg/L)
Nickel	0.035
Cadmium	0.001



DP-2A	Groundwater
Dec-10	(mg/L)
Nickel	5.7
Cadmium	0.064

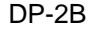


TB301/MW	Groundwater	Groundwater
2014	Nov. (mg/L)	Dec. (mg/L)
Nickel	1.05	1.41
Cadmium	0.022	0.022



MW-3	Groundwater
Jun-03	(mg/L)
Nickel	0.001

DP-2B	Groundwater
Dec-10	(mg/L)
Nickel	1.8
Cadmium	0.026



TB-102/MW	Groundwater
Jun-11	(mg/L)
Nickel	0.002
Cadmium	<0.001



GEO-1	Groundwater
Nov-10	(mg/L)
Nickel	<0.050
Cadmium	<0.004



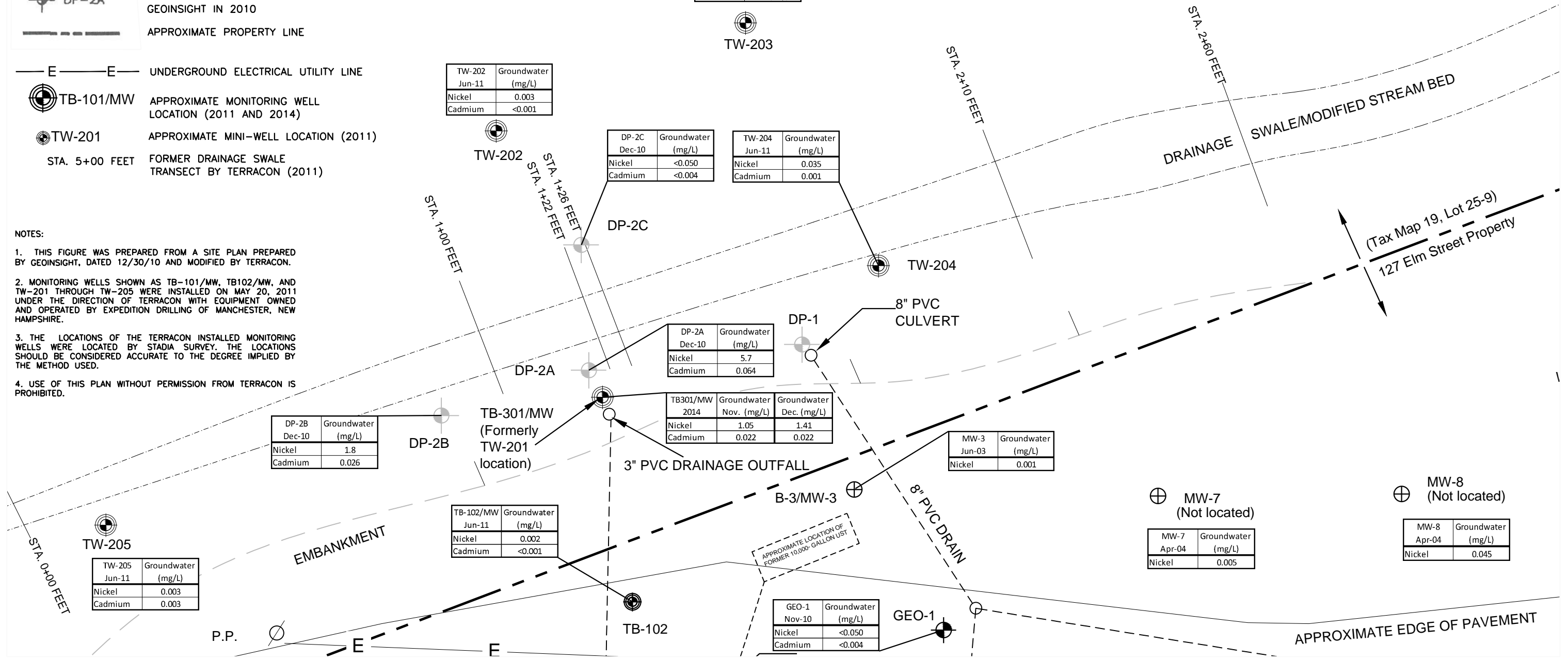
MW-7 (Not located)


MW-7	Groundwater
Apr-04	(mg/L)
Nickel	0.005

MW-8 (Not located)










MW-8	Groundwater
Apr-04	(mg/L)
Nickel	0.045







- NOTES:
1. THIS FIGURE WAS PREPARED FROM A SITE PLAN PREPARED BY GEOINSIGHT, DATED 12/30/10 AND MODIFIED BY TERRACON.
 2. MONITORING WELLS SHOWN AS TB-101/MW, TB102/MW, AND TW-201 THROUGH TW-205 WERE INSTALLED ON MAY 20, 2011 UNDER THE DIRECTION OF TERRACON WITH EQUIPMENT OWNED AND OPERATED BY EXPEDITION DRILLING OF MANCHESTER, NEW HAMPSHIRE.
 3. THE LOCATIONS OF THE TERRACON INSTALLED MONITORING WELLS WERE LOCATED BY STADIA SURVEY. THE LOCATIONS SHOULD BE CONSIDERED ACCURATE TO THE DEGREE IMPLIED BY THE METHOD USED.
 4. USE OF THIS PLAN WITHOUT PERMISSION FROM TERRACON IS PROHIBITED.

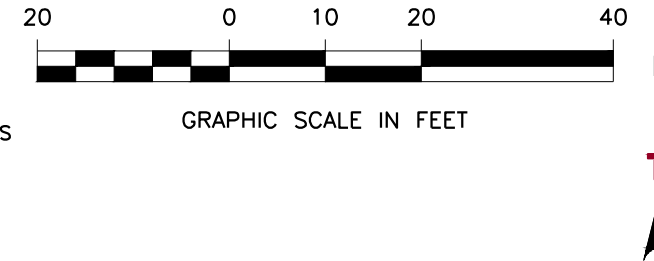


Prepared For: The Mayo Group Quincy, MA 02169	Project Mngr: JLC Drawn By: MCR Checked By: JLC Approved By: JLC	Project No. J1147138 Scale: 1" = 20' File No. J1147138.dwg Date: April 2015	 77 Sundial Ave. Manchester, NH 03103 PH. (603)647-9700 FAX (603) 647-4432	SUMMARY OF SELECTED HISTORICAL GROUNDWATER MONITORING RESULTS FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY 127 ELM STREET MILFORD, NH	EXHIBIT <h1 style="font-size: 2em;">A-4</h1>
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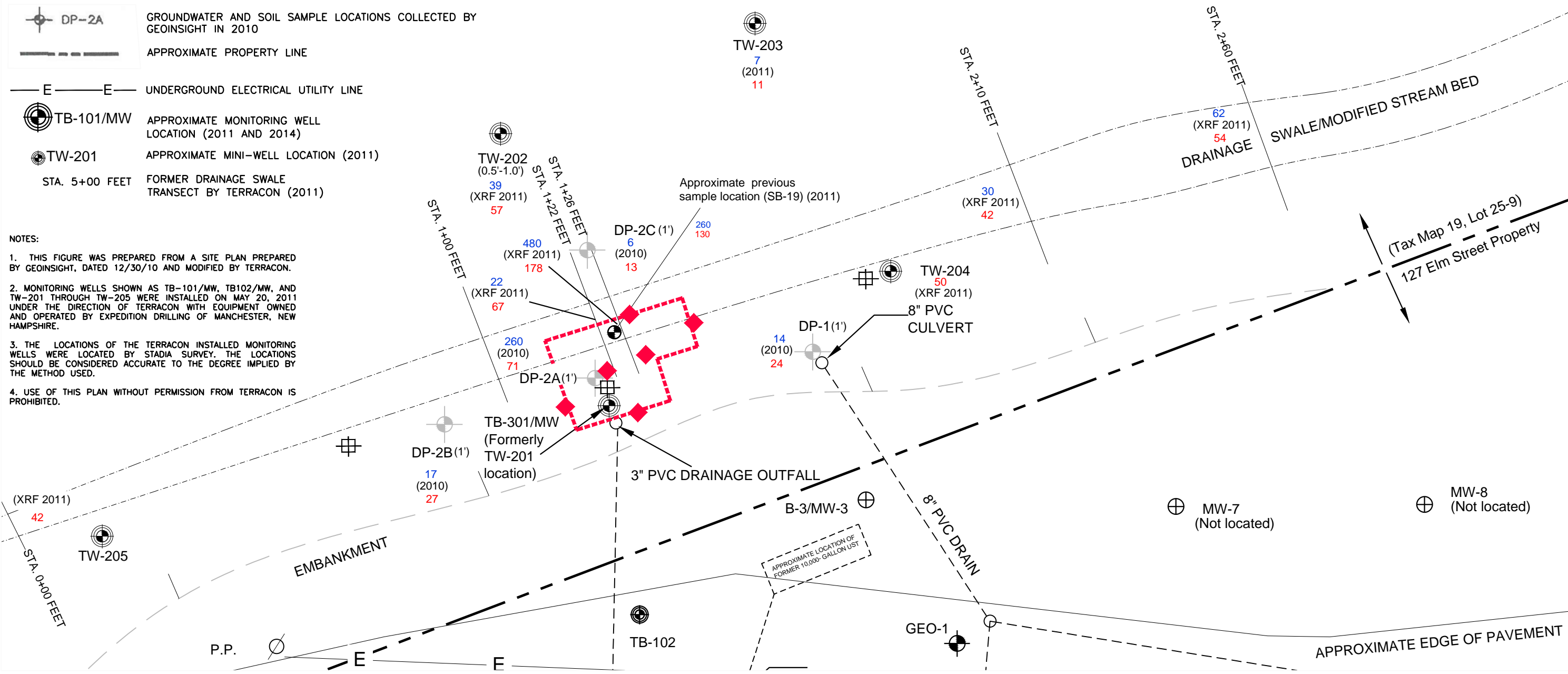
LEGEND

-  GEO-1 GROUNDWATER MONITORING WELL INSTALLED BY GEOINSIGHT ON OCTOBER 29, 2010
-  GEO-2 SOIL BORING ADVANCED BY GEOINSIGHT ON OCTOBER 29, 2010
-  B-1/MW-1 MONITORING WELL INSTALLED BY PREVIOUS CONSULTANTS IN 2002 AND 2003
-  DP-2A GROUNDWATER AND SOIL SAMPLE LOCATIONS COLLECTED BY GEOINSIGHT IN 2010
-  APPROXIMATE PROPERTY LINE
-  UNDERGROUND ELECTRICAL UTILITY LINE
-  TB-101/MW APPROXIMATE MONITORING WELL LOCATION (2011 AND 2014)
-  TW-201 APPROXIMATE MINI-WELL LOCATION (2011)
-  STA. 5+00 FEET FORMER DRAINAGE SWALE TRANSECT BY TERRACON (2011)

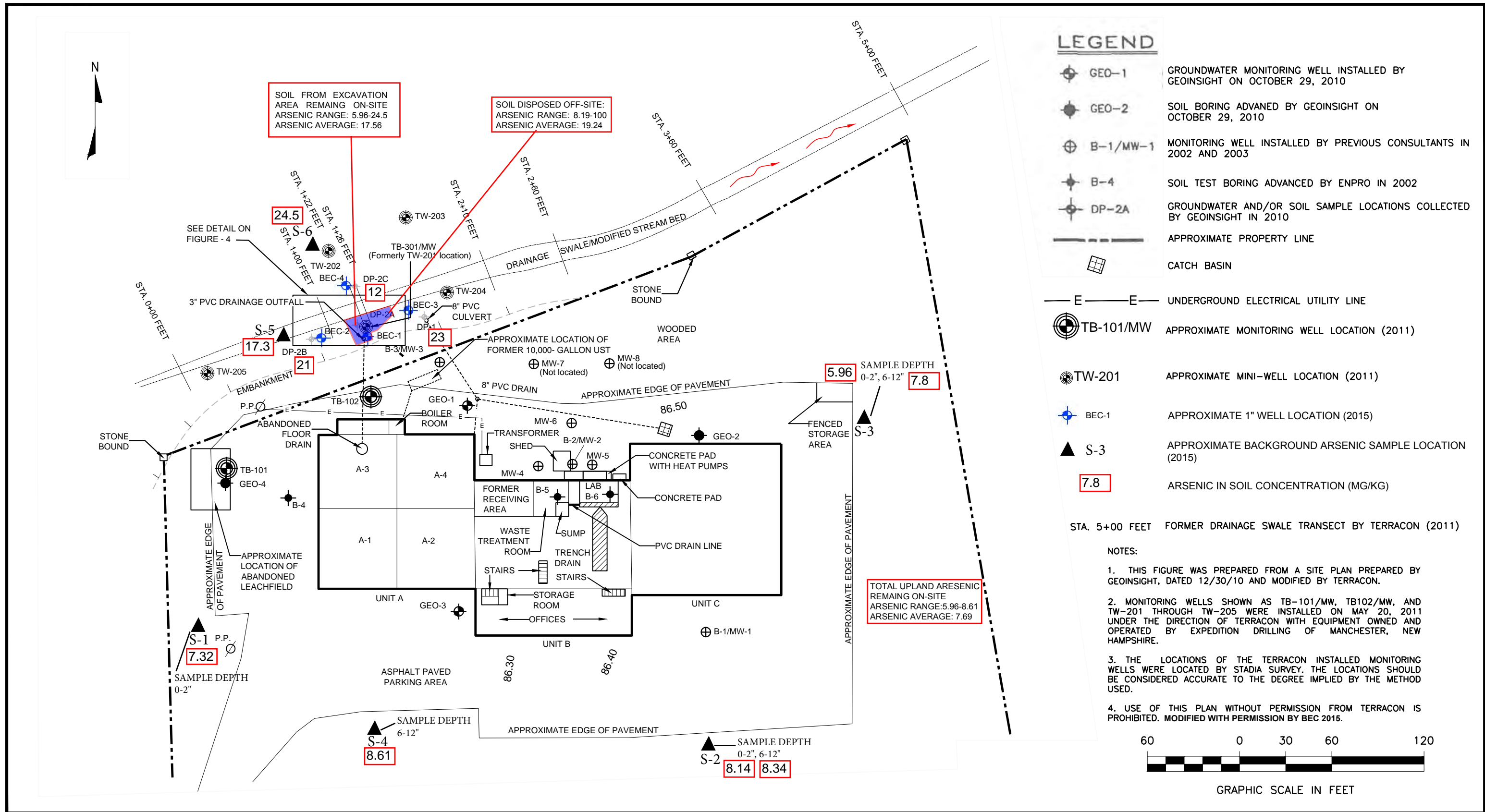
-  APPROXIMATE SAMPLE LOCATION (TERRACON 2011)
-  270 NICKEL CONCENTRATION (mg/kg)
-  145 CHROMIUM CONCENTRATION (mg/kg)
-  PROPOSED CONFIRMATORY SOIL SAMPLE LOCATIONS
-  PROPOSED POST EXCAVATION MONITORING WELL LOCATIONS
-  PROPOSED AREA OF EXCAVATION



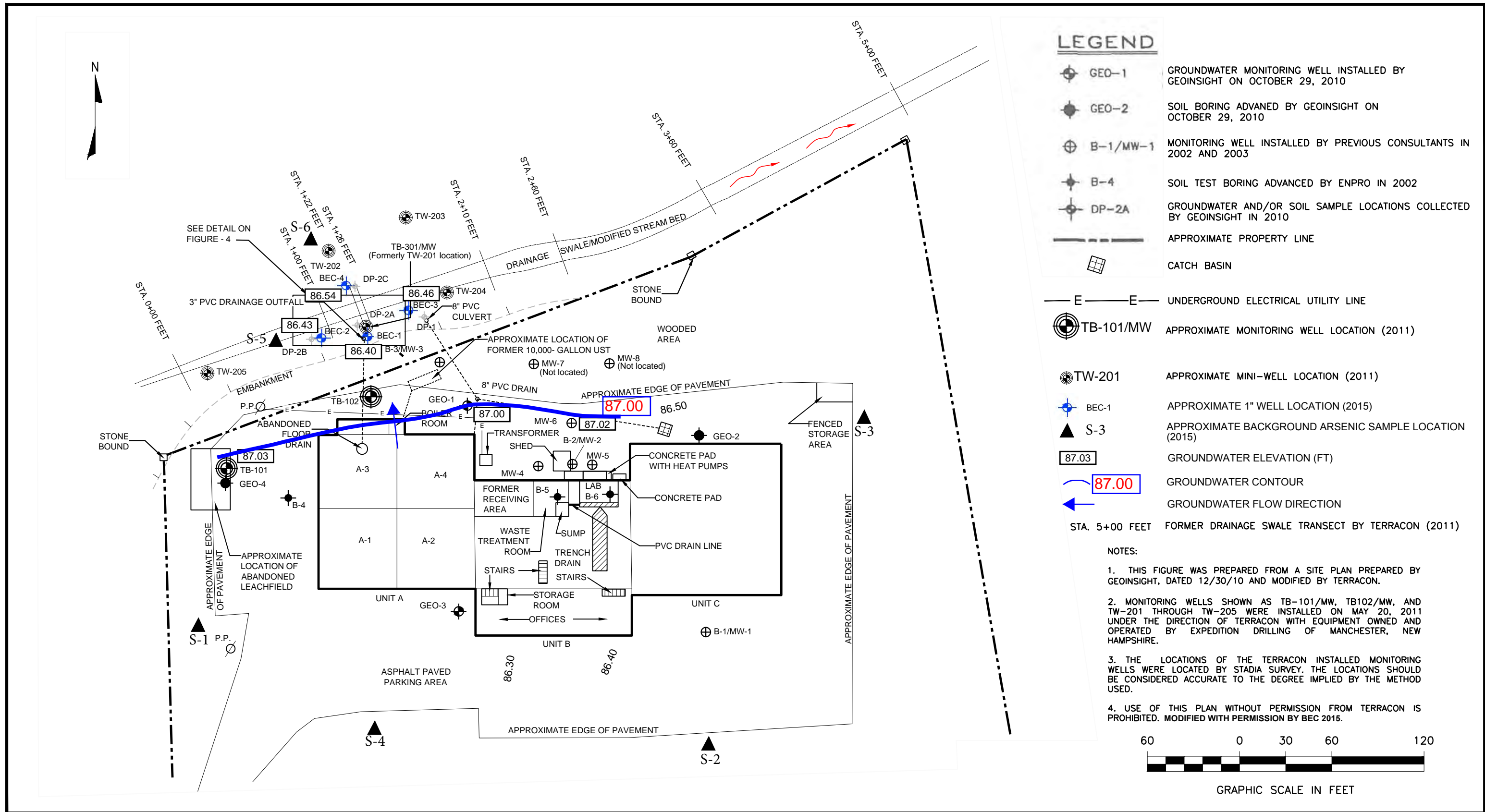
- NOTES:**
1. THIS FIGURE WAS PREPARED FROM A SITE PLAN PREPARED BY GEOINSIGHT, DATED 12/30/10 AND MODIFIED BY TERRACON.
 2. MONITORING WELLS SHOWN AS TB-101/MW, TB102/MW, AND TW-201 THROUGH TW-205 WERE INSTALLED ON MAY 20, 2011 UNDER THE DIRECTION OF TERRACON WITH EQUIPMENT OWNED AND OPERATED BY EXPEDITION DRILLING OF MANCHESTER, NEW HAMPSHIRE.
 3. THE LOCATIONS OF THE TERRACON INSTALLED MONITORING WELLS WERE LOCATED BY STADIA SURVEY. THE LOCATIONS SHOULD BE CONSIDERED ACCURATE TO THE DEGREE IMPLIED BY THE METHOD USED.
 4. USE OF THIS PLAN WITHOUT PERMISSION FROM TERRACON IS PROHIBITED.



Prepared For: The Mayo Group Quincy, MA 02169	Project Mngr:	JLC	Project No.	J1147138	Terracon 77 Sundial Ave. Manchester, NH 03103 PH. (603)647-9700 FAX (603) 647-4432	PROPOSED SOIL EXCAVATION AND GROUNDWATER MONITORING PLAN		EXHIBIT A-5
	Drawn By:	MCR	Scale:	1" = 20'		FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY 127 ELM STREET MILFORD, NH		
	Checked By:	JLC	File No.	J1147138.dwg				
	Approved By:	JLC	Date:	April 2015				



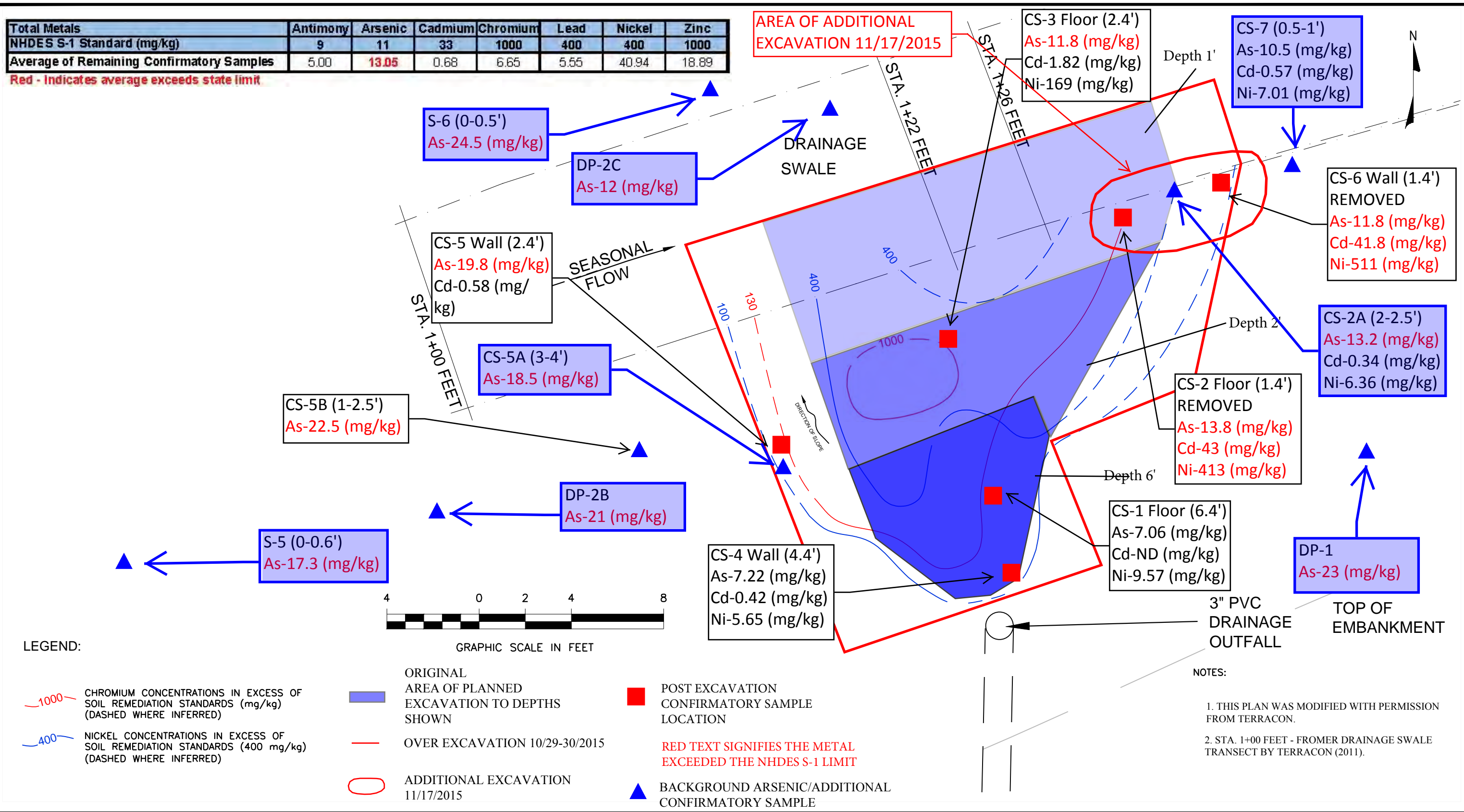
Prepared For: The Mayo Group Quincy, MA 02169	Project Mngr:	RS		SITE LAYOUT PLAN WITH BACKGROUND ARSENIC IN SURFACE SOILS FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY 127 ELM STREET MILFORD, NH	FIGURE 2
	Drawn By:	BP			
	Checked By:	RS			
	Approved By:	RS			
Project No.	BEC-15193		203 Spark Street PH. (508) 897-8033	Brockton, MA 02302 FAX (508) 897-8551	
Scale:	1" = 60'				
File No.	BEC-15193				
Date:	NOVEMBER 2015				



Prepared For: The Mayo Group Quincy, MA 02169	Project Mngr:	RS	Project No.	BEC-15193	203 Spark Street Brockton, MA 02302 PH. (508) 897-8033 Brockton, MA 02302 FAX (508) 897-8551	GROUNDWATER FLOW MAP 11/2/2015 FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY 127 ELM STREET MILFORD, NH	FIGURE 3
	Drawn By:	BP	Scale:	1" = 60'			
	Checked By:	RS	File No.	BEC-15193			
	Approved By:	RS	Date:	NOVEMBER 2015			

Total Metals	Antimony	Arsenic	Cadmium	Chromium	Lead	Nickel	Zinc
NHDES S-1 Standard (mg/kg)	9	11	33	1000	400	400	1000
Average of Remaining Confirmatory Samples	5.00	13.05	0.68	6.65	5.55	40.94	18.89

Red - Indicates average exceeds state limit



Prepared For:
The Mayo Group
Quincy, MA 02169

Project Mngr: RS
Drawn By: BP
Checked By: RS
Approved By: RS

Project No. BEC-15193
Scale: 1" = 4'
File No. BEC-15193
Date: November 2015

BOSTON ENVIRONMENTAL CORPORATION

203 Spark Street
PH. (508) 897-8033

Brockton, MA 02302
FAX (508) 897-8551

CONFIRMATORY SOIL SAMPLING & METAL IMPACTED SOILS PLAN

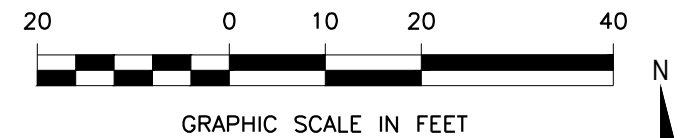
FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
127 ELM STREET
MILFORD, NH

LEGEND

- GEO-1 GROUNDWATER MONITORING WELL INSTALLED BY GEOINSIGHT ON OCTOBER 29, 2010
- GEO-2 SOIL BORING ADVANCED BY GEOINSIGHT ON OCTOBER 29, 2010
- B-1/MW-1 MONITORING WELL INSTALLED BY PREVIOUS CONSULTANTS IN 2002 AND 2003
- DP-2A GEOINSIGHT IN 2010
- APPROXIMATE PROPERTY LINE

- UNDERGROUND ELECTRICAL UTILITY LINE
- TB-101/MW APPROXIMATE MONITORING WELL LOCATION (2011 AND 2014)
- TW-201 APPROXIMATE MINI-WELL LOCATION (2011)
- STA. 5+00 FEET FORMER DRAINAGE SWALE TRANSECT BY TERRACON (2011)

NOTE:
 AGQS FOR NICKEL = 0.100 mg/L
 AGQS FOR CADMIUM = 0.005 mg/l



TW-203	Groundwater
Jun-11	(mg/L)
Nickel	NS (Dry)
Cadmium	NS (Dry)

TW-202	Groundwater
Jun-11	(mg/L)
Nickel	0.003
Cadmium	<0.001

DP-2C	Groundwater
Dec-10	(mg/L)
Nickel	<0.050
Cadmium	<0.004

TW-204	Groundwater
Jun-11	(mg/L)
Nickel	0.035
Cadmium	0.001

DP-2A	Groundwater
Dec-10	(mg/L)
Nickel	5.7
Cadmium	0.064

TB301/MW	Groundwater	Groundwater
2014	Nov. (mg/L)	Dec. (mg/L)
Nickel	1.05	1.41
Cadmium	0.022	0.022

MW-3	Groundwater
Jun-03	(mg/L)
Nickel	0.001

DP-2B	Groundwater
Dec-10	(mg/L)
Nickel	1.8
Cadmium	0.026

TB-102/MW	Groundwater
Jun-11	(mg/L)
Nickel	0.002
Cadmium	<0.001

TW-205	Groundwater
Jun-11	(mg/L)
Nickel	0.003
Cadmium	0.003

GEO-1	Groundwater
Nov-10	(mg/L)
Nickel	<0.050
Cadmium	<0.004

MW-7 (Not located)

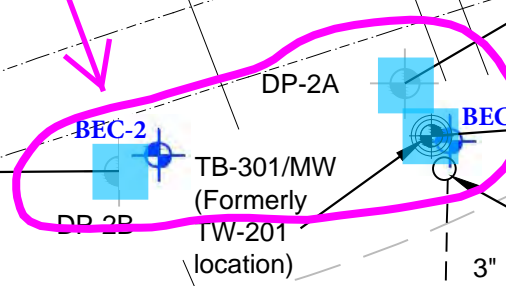
MW-7	Groundwater
Apr-04	(mg/L)
Nickel	0.005

MW-8 (Not located)

MW-8	Groundwater
Apr-04	(mg/L)
Nickel	0.045

- NOTES:
- THIS FIGURE WAS PREPARED FROM A SITE PLAN PREPARED BY GEOINSIGHT, DATED 12/30/10 AND MODIFIED BY TERRACON.
 - MONITORING WELLS SHOWN AS TB-101/MW, TB102/MW, AND TW-201 THROUGH TW-205 WERE INSTALLED ON MAY 20, 2011 UNDER THE DIRECTION OF TERRACON WITH EQUIPMENT OWNED AND OPERATED BY EXPEDITION DRILLING OF MANCHESTER, NEW HAMPSHIRE.
 - THE LOCATIONS OF THE TERRACON INSTALLED MONITORING WELLS WERE LOCATED BY STADIA SURVEY. THE LOCATIONS SHOULD BE CONSIDERED ACCURATE TO THE DEGREE IMPLIED BY THE METHOD USED.
 - USE OF THIS PLAN WITHOUT PERMISSION FROM TERRACON IS PROHIBITED. MODIFIED WITH PERMISSION BY BEC 2015.

NICKEL AND CADMIUM AREA >AGQS



- NEW WELLS INSTALLED BY BEC (BEC-1,2,3)
- PREVIOUS WELLS DESTROYED (6 WELLS)
- GW DATA ABOVE AGQS
- MW-8 (Not located)

SUMMARY OF SELECTED HISTORICAL GROUNDWATER MONITORING RESULTS AND NICKEL/CADMIUM >AGQS

FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
 127 ELM STREET
 MILFORD, NH

FIGURE

5






Prepared For:
 The Mayo Group
 Quincy, MA 02169

Project Mngr: RS
 Drawn By: BP
 Checked By: RS
 Approved By: RS

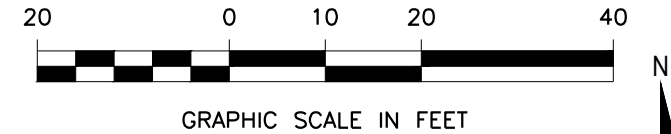
Project No. BEC-15193
 Scale: 1" = 20'
 File No. BEC-15193
 Date: NOVEMBER 2015

203 Spark Street Brockton, MA 02302
 PH. (508) 897-8033 FAX (508) 897-8551

LEGEND

-  GEO-1 GROUNDWATER MONITORING WELL INSTALLED BY GEOINSIGHT ON OCTOBER 29, 2010
-  GEO-2 SOIL BORING ADVANCED BY GEOINSIGHT ON OCTOBER 29, 2010
-  B-1/MW-1 MONITORING WELL INSTALLED BY PREVIOUS CONSULTANTS IN 2002 AND 2003
-  DP-2A GEOINSIGHT IN 2010
-  APPROXIMATE PROPERTY LINE

NOTE:
 AGQS FOR NICKEL = 0.100 mg/L
 AGQS FOR CADMIUM = 0.005 mg/l



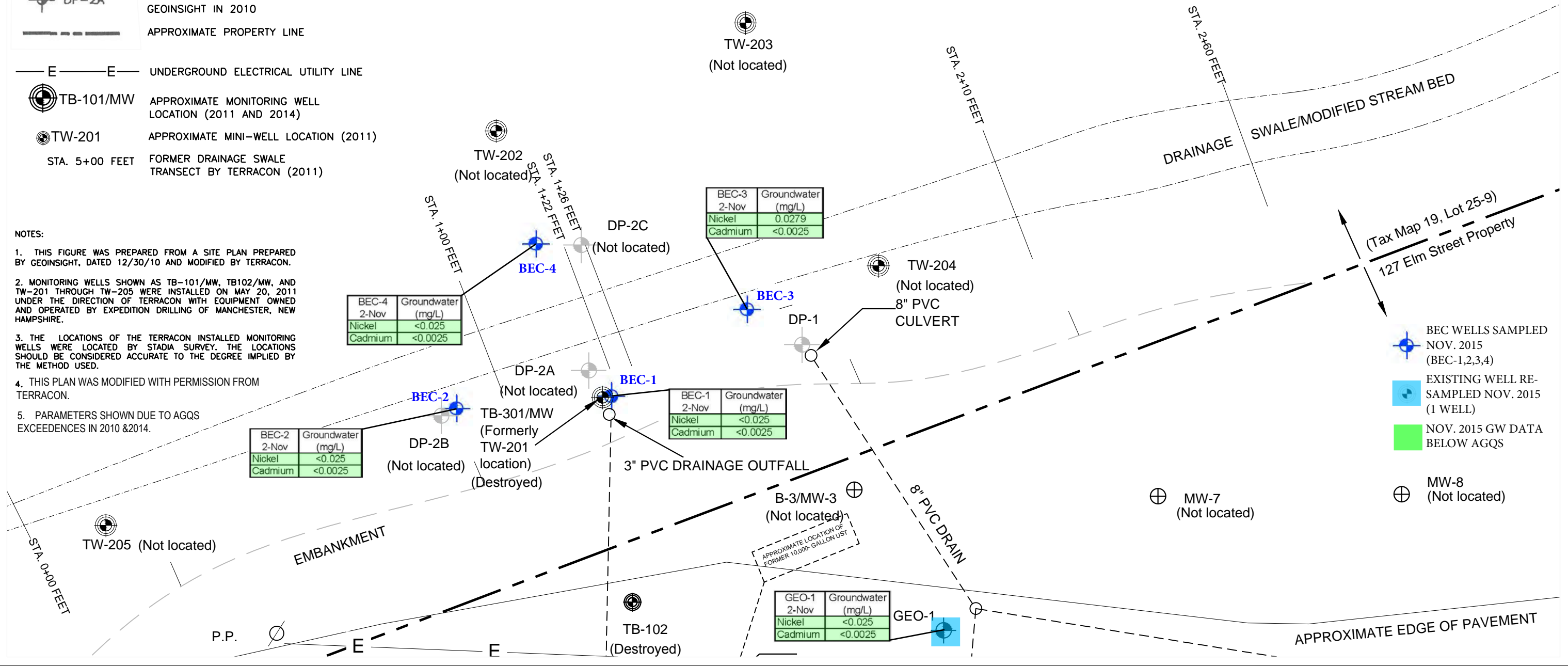
E—E UNDERGROUND ELECTRICAL UTILITY LINE





 TB-101/MW APPROXIMATE MONITORING WELL LOCATION (2011 AND 2014)

 TW-201 APPROXIMATE MINI-WELL LOCATION (2011)

STA. 5+00 FEET FORMER DRAINAGE SWALE TRANSECT BY TERRACON (2011)

- NOTES:
1. THIS FIGURE WAS PREPARED FROM A SITE PLAN PREPARED BY GEOINSIGHT, DATED 12/30/10 AND MODIFIED BY TERRACON.
 2. MONITORING WELLS SHOWN AS TB-101/MW, TB102/MW, AND TW-201 THROUGH TW-205 WERE INSTALLED ON MAY 20, 2011 UNDER THE DIRECTION OF TERRACON WITH EQUIPMENT OWNED AND OPERATED BY EXPEDITION DRILLING OF MANCHESTER, NEW HAMPSHIRE.
 3. THE LOCATIONS OF THE TERRACON INSTALLED MONITORING WELLS WERE LOCATED BY STADIA SURVEY. THE LOCATIONS SHOULD BE CONSIDERED ACCURATE TO THE DEGREE IMPLIED BY THE METHOD USED.
 4. THIS PLAN WAS MODIFIED WITH PERMISSION FROM TERRACON.
 5. PARAMETERS SHOWN DUE TO AGQS EXCEEDENCES IN 2010 & 2014.




-  BEC WELLS SAMPLED NOV. 2015 (BEC-1,2,3,4)
-  EXISTING WELL RE-SAMPLED NOV. 2015 (1 WELL)
-  NOV. 2015 GW DATA BELOW AGQS
-  MW-8 (Not located)

Prepared For:
 The Mayo Group
 Quincy, MA 02169

Project Mngr: RS
 Drawn By: BP
 Checked By: RS
 Approved By: RS

Project No. BEC-15193
 Scale: 1" = 20'
 File No. BEC-15193
 Date: November 2015



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SUMMARY OF NOVEMBER 2015 GROUNDWATER MONITORING RESULTS

FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
 127 ELM STREET
 MILFORD, NH

FIGURE
6



Tables

TABLE 1 - BACKGROUND ARSENIC SOIL DATA
 FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
 127 ELM STREET, MILFORD, NH
 BEC JOB # 15193

SOIL REMAINING ON-SITE																										
Client Sample	S-1	S-2	S-2	S-3	S-3	S-4	CS-1	CS-2	CS-2A	CS-3	CS-4	Field Duplicate CS-4	CS-5	CS-5A	CS-5B	CS-6	CS-7	S-5	S-6	TB-301/MW	DP-1	DP-2B	DP-2C			
Sample Date	10/14/15	10/14/15	10/30/15	10/14/15	10/30/15	10/30/15	10/29/15	10/29/15	11/09/2015	10/29/15	10/29/15	10/29/15	10/29/15	11/9/2015	11/9/2015	10/29/15	11/9/15	11/9/15	11/9/15	11/9/15	10/29/14	10/29/10	12/3/10	12/3/10		
Sample Depth	0-2"	0-2"	6-12"	0-2"	6-12"	6-12"	6.4'	1.4'	2-2.5'	2.4'	4.4'	4.4'	2.4'	3-4'	1-2.5'	1.4'	0.5-1'	0-6"	0-6"	9'	soil	1'	1'			
Matrix	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil		
Background																										
Units																										
Total Metals																										
Arsenic	11	7.32	8.14	8.34	5.96	7.8	8.61	7.06	13.8	13.2	11.8	7.22	6.86	19.8	18.5	22.5	11.8	10.5	17.3	24.5	14.4	23	21	12		
Average Arsenic Conc. Upland Area	--	7.695																								
Average Arsenic Conc. Swale Area	--	17.55																								

SOIL THAT HAS BEEN DISPOSED OF OFF-SITE																										
Client Sample	TB-301/MW	TB-301/MW	A-1	A-2	A-3	A-4	B-1	B-2	B-3	B-4	C-1	C-2	C-3	C-4	D-1	D-2	D-3	D-4	C4-brown soil	C4- red soil	A series along streambank	6' downgradient of A series along	6'downgradient of A-4 sample	DP-2	DP-2A	
Sample Date	10/29/14	10/29/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	11/12/14	12/13/14	12/13/14	12/13/14	12/13/14	12/13/14	10/29/10	12/3/10
Lab Sample ID																										
Sample Depth	3'	6'	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	0-2"	6"	6"	0-6"	0-6"	0-6"	soil	1'	
Matrix	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	soil	
Background																										
Units																										
Total Metals																										
Arsenic	11	8.19	12.8	11.7	20.3	26.4	24.9	14.2	16.7	25.3	27.3	14.3	17.3	18.6	16.1	16.1	14.8	18.4	20.2	22.8	36.7	9.75	26.8	19.2	100	23
Average Arsenic Concentrations	--	19.24																								

Highlight Exceedances
 Red - Result for this analyte exceeds NHDES S-1 Standard but is local background in swale.

Qualifiers
 DP-2 was not used in average since it appears to be an outlier to the data set.

TABLE 2 - CONFIRMATORY SOIL SAMPLES (REMAINING SOIL)
 FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
 127 ELM STREET, MILFORD, NH
 BEC JOB # 15193

Client Sample			CS-1	CS-2A	CS-3	CS-4	Field Duplicate CS-4	CS-5	CS-5A	CS-5B	CS-7									
Sample Date			10/29/2015	11/09/2015	10/29/2015	10/29/2015	10/29/2015	10/29/2015	11/9/2015	11/9/2015	11/9/2015									
Lab Sample ID			1510877-01	1511194-01	1510877-03	1510877-04	1510877-07	1510877-05	1511196-01	1511196-02	1511194-02									
Sample Depth			6.4'	2-2.5'	2.4'	4.4'	4.4'	2.4'	3-4'	1-2.5'	0.5-1'									
Matrix			Solid	Solid	Solid	Solid	Solid	Solid	Solid	Solid	Solid									
	NH S-1	Units																		
	Standard	Units																		
5035/8260B Volatile Organic Compounds / Low Level																				
Total VOCs	NA	mg/kg	ND	U	--	--	ND	U	ND	U	--	--	--	--						
Classical Chemistry																				
Total Cyanide	NA	mg/kg dry	0.96	U	--	-	1.2	U	0.94	U	0.94	U	1.35	U	--	--	--	--		
Total Metals																				
Antimony	9	mg/kg dry	5.06	U	--		5.82	U	4.06	U	4.29	U	5.79	U	--	--	--	--		
Arsenic	11	mg/kg dry	7.06		13.2		11.8		7.22		6.86		19.8		18.5	--	22.5	--	10.5	
Cadmium	33	mg/kg dry	0.51	U	0.34	U	1.82		0.42		0.43	U	0.58	U	--	--	--	--	0.57	U
Chromium	1000	mg/kg dry	3.32		--	--	9.71		3.08		3.33		13.8		--	--	--	--	--	--
Lead	400	mg/kg dry	5.06	U	--	--	5.82	U	4.06	U	4.29	U	8.54		--	--	--	--	--	--
Nickel	400	mg/kg dry	8.57		6.36		169		5.65		5.31		84.7		--	--	--	--	7.01	
Zinc	1000	mg/kg dry	10.9		--	--	28.9		10.4		9.47		34.8		--	--	--	--	--	--

Highlight Exceedances

Red - Result for this analyte exceeds NHDES S-1 standard. Arsenic represents local background in the swale.

Qualifiers

U = Not Detected

-- = Not Analyzed

Field Duplicate is from CS-4

**TABLE 3 - GROUNDWATER ELEVATION TABLE
FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
127 ELM STREET, MILFORD, NH
BEC JOB # 15193**

Well ID TOC Elevation (feet)	Date	Depth to Water Table (feet)	Groundwater Elevation (feet)
TB-101/MW 99.62	11/12/2014 11/2/2015 11/17/2015	13.29 12.59 12.94	86.33 87.03 86.68
GEO-1/MW 100.11	11/12/2014 11/2/2015 11/17/2015	13.85 13.11 13.38	86.26 87.00 86.73
MW-6 99.85	11/12/2014 11/2/2015 11/17/2015	13.35 12.83 13.09	86.50 87.02 86.76
BEC-1 99.44	11/2/2015 11/17/2015	13.04 13.31	86.40 86.13
BEC-2 93.66	11/2/2015 11/17/2015	7.23 7.55	86.43 86.11
BEC-3 92.41	11/2/2015 11/17/2015	5.95 7.30	86.46 85.11
BEC-4 94.76	11/2/2015 11/17/2015	8.22 8.61	86.54 86.15
TB-102/MW 100.04	11/12/2014	13.76	86.28
MW-1 100.00	11/12/2014	13.52	86.48
MW-2 100.36	11/12/2014	13.78	86.58
MW-5 100.23	11/12/2014	13.90	86.33
GEO-3/MW 99.96	11/12/2014	13.71	86.25
MW-3 101.86	11/12/2014	15.30	86.56
MW-4 100.6	11/12/2014	14.08	86.52
TB-301/MW 100.6	11/12/2014	10.32	90.28

NOTES:

TOC - Top of PVC casing

Depth of water measured from top of PVC riser.

Elevation Datum Arbitrary

TABLE 4 - GROUNDWATER RESULTS
FORMER PERMATTACH DIAMOND TOOL AND DIE COMPANY
127 ELM STREET, MILFORD, NH
BEC JOB # 15193

Client Sample Sample Date Lab Sample ID Matrix			BEC-1 11/02/2015 1511039-04	BEC-1 11/17/2015 1511428-04	BEC-2 11/02/2015 1511039-01	BEC-2 11/17/2015 1511428-01	BEC-3 11/02/2015 1511039-03	BEC-3 11/17/2015 1511428-03	BEC-4 11/02/2015 1511039-02	BEC-4 11/17/2015 1511428-02	GEO-1 11/02/2015 1511039-05	GEO-1 11/17/2015 1511428-05
	AGQS	Units	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous	Aqueous
8260B Volatile Organic Compounds												
1,1,1,2-Tetrachloroethane	70	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,1,1-Trichloroethane	200	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,1,2,2-Tetrachloroethane	2	ug/L	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U
1,1,2-Trichloroethane	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,1-Dichloroethane	81	ug/L	1.3 U	1 U	1.1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,1-Dichloroethene	7	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,1-Dichloropropene	NA	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
1,2,3-Trichlorobenzene	NA	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2,3-Trichloropropane	40	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2,4-Trichlorobenzene	70	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2,4-Trimethylbenzene	330	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2-Dibromo-3-Chloropropane	0.2	ug/L	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U
1,2-Dibromoethane	0.05	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2-Dichlorobenzene	600	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2-Dichloroethane	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,2-Dichloropropane	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,3,5-Trichlorobenzene	40	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,3,5-Trimethylbenzene	330	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,3-Dichlorobenzene	600	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,3-Dichloropropene (Total)	NA	ug/L	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U	0.4 U
1,4-Dichlorobenzene	75	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
1,4-Dioxane - Screen	3	ug/L	500 U	500 U	500 U	500 U	500 U	500 U	500 U	500 U	500 U	500 U
2,2-Dichloropropane	NA	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
2-Butanone	4000	ug/L	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U
2-Chlorotoluene	100	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
2-Hexanone	NA	ug/L	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U
4-Chlorotoluene	NA	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
4-Isopropyltoluene	260	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
4-Methyl-2-Pentanone	2000	ug/L	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U
Acetone	6000	ug/L	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U
Benzene	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Bromobenzene	NA	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
Bromochloromethane	NA	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Bromodichloromethane	0.6	ug/L	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U
Bromoform	4	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Bromomethane	10	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
Carbon Disulfide	70	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Carbon Tetrachloride	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Chlorobenzene	100	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Chloroethane	NA	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
Chloroform	70	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Chloromethane	30	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
cis-1,2-Dichloroethene	70	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Dibromochloromethane	60	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Dibromomethane	NA	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Dichlorodifluoromethane	1000	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
Diethyl Ether	1400	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Di-isopropyl ether	120	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Ethyl tertiary-butyl ether	40	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Ethylbenzene	700	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Hexachlorobutadiene	0.5	ug/L	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U	0.5 U
Hexachloroethane	1	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Isopropylbenzene	800	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Methyl tert-Butyl Ether	13	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Methylene Chloride	5	ug/L	4 U	4 U	4 U	4 U	4 U	4 U	4 U	4 U	4 U	4 U
Naphthalene	20	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
n-Butylbenzene	260	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
n-Propylbenzene	260	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
sec-Butylbenzene	260	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Styrene	100	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
tert-Butylbenzene	260	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Tertiary-amyl methyl ether	140	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Tertiary-butyl Alcohol	40	ug/L	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U	25 U
Tetrachloroethene	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Tetrahydrofuran	154	ug/L	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U	5 U
Toluene	1000	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
trans-1,2-Dichloroethene	100	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Trichloroethene	5	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Trichlorofluoromethane	2000	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Trihalomethanes (Total)	NA	ug/L	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U	0.6 U
Vinyl Chloride	2	ug/L	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U	1 U
Xylenes (Total)	10000	ug/L	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U	2 U
Classical Chemistry												
Total Cyanide (LL)	NA	mg/L	0.005 U	0.0243	0.005 U	0.005 U	0.005 U	0.005 U	0.005 U	0.005 U	0.005 U	0.005 U
Dissolved Metals												
Antimony	6	ug/L	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U
Arsenic	10	ug/L	2.5 U	2.5 U	2.5 U	3.1	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U
Cadmium	5	ug/L	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U	2.5 U
Chromium	100	ug/L	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U
Lead	15	ug/L	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U	10 U
Nickel	100	ug/L	25 U	25 U	25 U	25 U	27.9	25 U	25 U	25 U	25 U	25 U
Zinc	NA	ug/L	101	117	25 U	25 U	38.6	39.2	25 U	25 U	32.9	25 U

Highlight Exceedances

Red - Result for this analyte exceeds NHDES AGQS.
Blue - The method requested for this

Qualifiers

U = Not Detected

**TABLE 5 - MONITORED NATURAL ATTENUATION DATA
 FORMER PERMATTACH DIAMOND TOOL & DIE COMPANY
 127 ELM STREET, MILFORD, NH
 BEC JOB # 15193**

Sample Location (Well Elevation in Feet)	Sample Date	FIELD PARAMETERS					
		Temperature (°C)	Conductivity (µs/cm ²)	Dissolved Oxygen (mg/L)	pH	Oxidation Reduction Potential (mV)	Turbidity (NTU)
BEC-1	11/2/15	15.3	0.304	4.86	6.20	-18	428
99.44	11/17/15	12.1	0.259	6.95	6.01	131	52.1
BEC-2	11/2/15	15.4	0.174	0.24	5.39	28	105
93.66	11/17/15	7.7	0.199	0	5.29	161	90.7
BEC-3	11/2/15	13.2	0.199	0.00	5.64	-33	36.9
92.41	11/17/15	8.9	0.164	0	5.42	93	65
BEC-4	11/2/15	13.7	0.346	10.85	5.53	200	7.9
94.76	11/17/15	9.5	0.329	8.76	5.51	229	24.1
GEO-1	11/2/15	14.3	0.468	8.4	5.93	218	18.5
100.11	11/17/15	13.3	0.527	10.05	5.88	246	51.9

NOTES:

mg/L is milligrams per liter
 °C is degrees Celsius
 mV is millivolts
 -- is not recorded

µS/cm² is microsiemens per centimeter squared
 NTU is nephelometric turbidity units
 ND is not detected above the laboratory reporting limit shown in parenthesis



Discussion - Email from Resident

Good morning,

We've lived in Milford for 52 years and on Armory Road since 1990, which is a somewhat narrow, two lane country road with hills and curves.

Since 1990, traffic on this narrow country road (with a few blind driveways), has increased considerably.

Over the last few years, there has been a large increase in truck traffic including tractor trailers and over-sized dump trucks hauling heavy loads of gravel, logs, mulch, water, etc. However, these large trucks are not limited to the businesses on Armory Road - they are back and forth from Mason Road near Mile Slip Road.

While we understand we live in a neighborhood that is a mix of residential and commercial zones, we do not understand why there should be tractor trailer traffic on Armory Road around 3:30 AM. Why are these large trucks rumbling through our neighborhood at this very early hour?

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TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY ON EMAIL

DATE: JUNE 05, 2006

At a meeting of the Milford Board of Selectmen held on Monday, May 22, 2006, the Board of Selectmen voted to adopt the following Policy regarding email correspondence:

Definitions:

Administrative matters – the one-way dissemination of information to Town Board members, where no further related email correspondence is exchanged between Town Board members on the subject matter of the information being disseminated.

Conduct business - make decisions or discuss substantive matters or affairs related to the town or the Town Board when such activity takes place among a quorum of Town Board members.

Meeting – two-way communication among a quorum of Town Board members.

Scheduling – the activity specifically associated with determining a date and time at which Town Board members would be available to meet in public session or non-public session.

Application:

This Email Policy applies to email initiated by the Board of Selectmen and all other town boards, committees, subcommittees and commissions whose members are appointed by the Board of Selectmen. This Email Policy shall also apply to email initiated by all other boards and commissions whose members adopt the provisions of this policy. Each such organization is referred to herein as a “Town Board”.

Accepted Use:

This Email Policy is not meant to limit or restrict emails sent between individual members of a Town Board as long as the number of members involved in the email exchange does not constitute a quorum.

Policy Review Page 2

Members of a Town Board may use emails for scheduling or other administrative matters and to send information and updates to one another, subject to the “Restrictions” section below.

Restrictions:

Email exchanges shall be considered public information and subject to disclosure under the Right to Know law if they:

- ❖ ·pertain to the business or affairs of a Town Board; and
- ❖ ·are initiated by a Town Board member; and
- ❖ ·involve a quorum of a Town Board.

Example: If three members of a Town Board constitute a quorum, then an email regarding the business of the Board that is sent by one member to two or more other members is public information.

A Town Board will not use email to hold a meeting or conduct business.

Record Keeping:

Each Town Board shall designate a person (who may be a member of the board or a town employee) who shall maintain a hard copy of public emails.

A member of a Town Board who sends an email regarding the business or affairs of such Town Board to other members of the same Town Board, such that a quorum is involved, shall make the email public by forwarding a copy of the email to the person so designated for record keeping.

Those individuals designated by Town Boards to maintain a hard copy of public emails shall make the email available as follows:

- ❖ Hard copies of public emails shall, upon request, be made available to members of the public for inspection.
- ❖ Public emails shall, upon request, be copied for members of the public upon payment of reasonable copying charges.
- ❖ Hard copies of public emails shall be kept no less than one year, after which they may be destroyed.

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-03

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

SUBJ : POLICY ON DEDUCTIONS FROM SALARIES FOR EMPLOYEES
EXEMPT FROM OVERTIME PAY REQUIREMENTS (SAFE HARBOR POLICY)

DATE: OCTOBER 9, 2006

At a meeting of the Milford Board of Selectmen held on Monday, August 14, 2006, the Board of Selectmen voted to adopt the following Policy regarding Deductions From Salaries For Employees Exempt From Overtime Pay Requirements (Safe Harbor Policy):

Introduction:

The US Department of Labor regulations regarding payment of overtime require – as a preliminary threshold for exemption from overtime pay requirements – that an employee be paid on a salary basis.

The Regulations review the types of deductions which may be made from an employee's salary during any pay period and their effect on the employee's status as exempt or non-exempt from overtime pay requirements

The Department of Labor has provided some examples of permissible deductions in Fact Sheet 17G – a copy of which is attached to this Policy and made a part hereof. As with any sampling, caution must be exercised by noting that the specific requirements in any given case will be governed by application of the laws and rules in question. Here is how the US Department of Labor describes exemptions from salary:

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

Policy Review Page 4

Policy:

The Town of Milford is committed to avoiding improper deductions and will act promptly to remedy any situation in which such a deduction may have been made by reimbursing the employee for any such improper deduction not later than the first pay day upon which the reimbursement reasonably may be made following a timely final determination that the deduction was improper.

Any employee who believes that a deduction from salary is improper should discuss the matter with his/her supervisor who will promptly (normally within twenty-four (24) hours) make an initial determination as to whether the deduction is proper, including a written explanation if it is found that the deduction was proper. The employee should ordinarily initiate this inquiry within forty-eight (48) hours after being paid or being notified of the deduction unless special circumstances justify later action. If the employee is not satisfied with the decision of the Supervisor, the employee may file a written appeal within forty-eight (48) hours to the Board of Selectmen which states the basis for disagreeing with the decision. The appeal shall be considered within seventy-two (72) hours with a final decision issued within ninety-six (96) hours whenever possible. Any final decision of the Board of Selectmen may be appealed in accordance with State or Federal requirements as applicable.

If any deduction was found to have been made improperly, the Town of Milford shall make a sincere and good faith effort to avoid any such improper deductions in the future for the employee and any similarly situated employees.

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-04.08

TO: ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, AND COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

SUBJ: POLICY AND PROCEDURE ON TOWN OFFICIALS AND TOWN EMPLOYEE ETHICS

DATE: ENACTED TUESDAY, DECEMBER 26, 2006 (AMENDED JUNE 25, 2012, MAY 23, 2011, NOVEMBER 2009, JULY 14, 2008, JUNE 23, 2008, MAY 27, 2008 & AUGUST 27, 2007)

At a meeting of the Milford Board of Selectmen held on Tuesday, December 26, 2006, the Board of Selectmen voted to adopt the following Policy regarding Town Officials and Town Employee Ethics (this Policy amended by the Board of Selectmen on June 25, 2012, May 23, 2011, November 2009, July 14, 2008, June 23, 2008, May 27, 2008 & August 27, 2007):

2006.04.010 Definitions

In this policy:

- A. "Town official" means any elected Town official or individual appointed by the Board of Selectmen to serve on a Town board, committee, subcommittee or commission.
- B. "Town employee" means any individual employed by the Town of Milford.
- C. "Gift" or "Contribution" means any money, discount, or thing of value received in excess of \$50 from any single source during any calendar year. "Gift" shall not include contributions as defined in RSA 664; a commercially reasonable loan made in the ordinary course of business; meals and beverages consumed in the course of official business; ceremonial gifts or awards which have insignificant monetary value; unsolicited gifts of nominal value or trivial items of informational value; reasonable expenses for food, travel, and lodging for a meeting at which a Town official or Town employee participates in a panel or a speaking engagement; gifts of tickets or free admission extended to a Town official to attend charitable or political events, if the purpose of such gift or admission is a courtesy customarily extended to the office; gifts that are purely private and personal in nature; or gifts from relatives by blood or marriage, or a member of the same household.

2006.04.020 Principles of Public Service

The following section describes a set of values that should be aspired to by all Town officials and Town employees. These items in and of themselves *do not* form the basis for an ethics complaint.

A. Public Service as a Public Trust -

Town officials and Town employees should treat their positions as a public trust, only using the powers and resources of their positions to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.

B. Principle of Independent Objective Judgment -

Town officials and Town employees should employ independent objective judgment in performing their duties, deciding all matters on the merits free from conflicts of interest and both real and apparent improper influences.

C. Principle of Accountability -

Town officials and Town employees should assure that government is conducted openly, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold Town officials and Town employees accountable.

2006.04.030 Grounds for an Ethics Complaint

The following sections describe the items upon which an ethics complaint may be based. Any ethics complaint must specify the section or sections of this paragraph upon which the complaint is based.

A. Impression of Influence

Town officials and Town employees shall conduct their official and personal affairs in such a manner that they cannot be improperly influenced, and so as to avoid any appearance of improper influence, in the performance of their official duties.

B. Conflict of Interest

Town officials and Town employees shall avoid conflicts of interest. "Conflict of interest" means a situation, circumstance, or financial interest, which has the potential to cause a private interest to interfere with the proper exercise of a public duty. Town officials and Town employees shall not participate in any matter in which they, or their spouse or children, have a private interest which may directly or indirectly affect or influence the performance of their duties. In any instance where there is a conflict of interest or there could be the appearance of a conflict of interest, the Town official or Town employee shall disclose the circumstances prior to the time the matter arises for official consideration or decision. Such disclosures by Town officials shall be made to the board, committee, subcommittee or commission on which the official serves, and disclosures by Town employees shall be made to the Town Administrator.

C. Misuse of Position

No Town official or Town employee shall disclose or use confidential or privileged information for personal benefit or for financial gain. Town officials and Town employees shall not use their governmental positions to secure privileges or advantages for themselves, which are not generally available to Town officials or Town employees, or to improperly secure governmental privileges or advantages for others.

D. Acceptance and Giving of Gifts

Any Town official and any Town official's spouse or dependent, and any Town employee and any Town employee's spouse or dependent, who gives, solicits, accepts, or agrees to accept a gift from a person or entity who is subject to any matter or action pending before or contemplated by the Town official, Town employee, or by the governmental body with which that individual is affiliated shall disclose the gift prior to the time the matter or action arises for official consideration or decision. Disclosure by Town officials shall be made to the board, committee, subcommittee or commission on which the official serves, and disclosure by Town employees shall be made to the Town Administrator. Disclosure made by Town officials or Town employees shall be recorded in the official minutes of all meetings at which the matter or action is discussed or considered. Nothing in this section shall be construed to prohibit gifts made to the Town of Milford and accepted in accordance with the law.

2006.04.040 Supplemental Policies

In addition to this Ethics Policy, each Town board, committee, subcommittee and commission, and each Town department, may promulgate a supplemental ethics policy to address issues specific to that organization. In the event of a conflict, the provisions of this Ethics Policy shall supersede any such supplemental policy; provided however, that for those Town of Milford departments or agencies who have established Codes of Conduct or Codes of Ethics with provisions that are more stringent than those contained herein, then those more stringent provisions shall apply.

2006.04.050 Milford Board of Selectmen Procedure for Implementing the Ethics Policy

A. Filing the Complaint

1. Any individual having information that any town official or town employee is or has been engaged in activities, or is or has been subject to a condition that constitutes a violation of the Ethics Policy, may present a complaint to the Ethics Committee. The conduct that is the basis for the complaint must have occurred within one year prior to the date the complaint is filed.
2. The complaint form can be obtained from the Town's Web site or in person from the Board of Selectman's office at Town Hall during normal business hours.

3. A complaint shall be presented in writing and shall be signed under oath before a notary public. The complaint shall allege the specific facts constituting the alleged violation of the Ethics Policy, shall name a specific person or persons who are alleged to have violated the Ethics Policy, and shall specifically state the particular provisions of section 2006.04.030 of this document that are alleged to have been violated.
 4. The complaint shall be submitted to the Board of Selectmen's office at Town Hall during regular business hours in a sealed envelope addressed to the Ethics Committee
- B. Requests for advice relating to compliance with the Ethics Policy can be submitted in writing or by email directed to the Ethics Committee. A request for advice must identify the person requesting the advice.
- C. The Ethics Committee

In the event of an alleged ethics violation, the complaint will be addressed according to one of the following three scenarios:

1. If the individual being accused is a town employee (excluding the Town Administrator), the complaint will be turned over to the Town Administrator to be addressed according to established town procedures.
2. If the individual being accused is a member of the Board of Selectmen, a town official who has been appointed by the Board of Selectmen, or if the person being accused is the Town Administrator, the complaint will be heard by the Ethics Committee.
3. If the individual being accused is a member of the Ethics Committee itself, the complaint shall be heard by the Board of Selectmen, according to the procedures described herein.

In any of the above scenarios, if a member of the Ethics Committee, Board of Selectmen, or the Town Administrator feels that he or she would not be able to impartially conduct the business of the Committee/Board, he or she shall bring it to the attention of the Committee/Board chair person for replacement or recusal.

- D. Formation of the Ethics Committee
1. The Ethics Committee shall consist of five (5) voting members and two (2) alternates. Members and Alternates shall be private citizens who are residents of the Town of Milford and who do not hold any town official position in the Town.
 2. The first Ethics Committee shall be appointed by the Board of Selectmen with preferential consideration being given to members of the ad hoc Ethics Committee that was appointed by the Board of Selectmen in March of 2008. At the Committee's first meeting the appointed members shall determine by lot:
 - a. which member will serve for a one-year term
 - b. which two members will serve for a two-year term

- c. which two members will serve for a three-year term
 3. The two Alternate members shall be appointed by the Board of Selectmen to serve terms of three (3) years.
 4. The Board of Selectmen will appoint members to the Ethics Committee after these initial terms are completed. All newly appointed and reappointed members shall serve terms of three (3) years.
 5. Should a vacancy on the Committee arise, the remaining members of the Ethics Committee will nominate to the Board of Selectman a town resident to serve out the remainder of the term.
- E. Purpose and Charge

The purpose of the Ethics Committee is to:

 1. Educate Town Officials regarding the provisions of the Town of Milford Ethics Policy.
 2. Provide advice and counsel to Town Officials regarding ethical issues with which they are confronted.
 3. Hear and resolve ethics complaints which are filed against Town Officials.
- F. Confidentiality
 1. All regular business of the Ethics Committee, including training, working on policies, and deliberations on requests for advice shall be conducted in public sessions, in accordance with RSA 91-A.
 2. All reviews of complaints, preliminary hearings, hearings, and deliberations on complaints or hearings shall be conducted in non-public session, in accordance with RSA 91-A:3(c).
 3. Any complaint received by the Ethics Committee is a confidential document and is not disclosable under RSA 91-A.
 4. If the person against whom the complaint is made requests that the proceedings be conducted in public session, that request will be honored only if permissible by law.
- G. Preliminary Review
 1. Within two weeks of receiving a complaint, the Ethics Committee shall consider the complaint at a meeting and determine if the complaint has sufficient merit to warrant a hearing or further investigation. The Ethics Committee shall dismiss the complaint if any of the following applies:
 - a. The complaint does not meet the requirements of section 2006.04.050 (A) of this document. If the complaint is dismissed on this basis, the committee shall invite the complainant to resubmit the complaint in proper form.

- b. The complaint alleges facts that, if true, would not constitute a violation of the Ethics Policy or alleges facts that constitute constitutionally protected or legally protected conduct.
 - c. The complaint is frivolous, scurrilous, or retaliatory in nature.
 - d. The complaint alleges facts that may constitute a violation of criminal law. In this case, the Ethics Committee may consult with the Town's Chief of Police, in accordance with all confidentiality provisions of RSA 91-A, and, if necessary, shall refer the complaint to the applicable law enforcement authorities and shall take no further action on the complaint until notified of the conclusion of any criminal investigation or criminal proceeding.
 - e. If the complaint is being investigated by law enforcement, the Ethics Committee shall notify the complainant that the matter has been transferred to law enforcement.
 - f. If the complaint is investigated by law enforcement and there is a determination that no criminal activity occurred, the complaint shall be returned to the Ethics Committee and it shall follow its standard process for reviewing a complaint.
2. Regardless of whether the Ethics Committee dismisses the complaint or finds the complaint to have sufficient merit to warrant a hearing or further investigation, the Committee shall promptly notify the complainant and the person against whom the complaint is made. The notification shall be in writing and shall include a copy of the Committee's written finding.
 3. If the complainant fails to move forward to proceed with the complaint, the Ethics Committee may, at its discretion, continue to review the complaint and make a determination if a violation of the Ethics Policy has occurred.

H. The Hearing

1. The hearing shall be held within four weeks of the date the complaint is received by the Ethics Committee.
2. The Ethics Committee shall request that the complainant and the person against whom the complaint is made attend the hearing.
3. The hearing shall provide the opportunity for all parties to be heard and to present evidence. Witnesses shall testify under oath.
4. The Ethics Committee shall determine all cases by a preponderance of the evidence in deciding whether or not there has been a violation of the Ethics Policy.
5. The Ethics Committee shall have all powers at the hearing available under applicable law, including subpoena authority.

6. The Ethics Committee may dismiss the complaint at any stage of the proceedings if the Ethics Committee determines that one or more of the reasons for dismissal, as stated in section 2006.04.050 (F:1) of this document, are applicable.

I. The Findings

1. Within one week of the conclusion of the hearing, the Ethics Committee shall make a determination, in writing, of whether the person against whom the complaint is made has violated the Ethics Policy.
2. The Ethics Committee shall notify the complainant, the person against whom the complaint is made, and the Selectmen, in writing, of the determination of the complaint and the applicable recommendation.
3. Any determination by the Ethics Committee shall become public upon being forwarded to the Board of Selectmen. If it is determined by the Ethics Committee that a violation has occurred, the Ethics Committee shall recommend such sanctions, if any, that it deems appropriate. Such sanctions may include, but are not limited to, any one or more of the following:
 - a. In the case where the person who violated the Ethics Policy is a Selectman or the town administrator, the Ethics Committee may:
 - I. Vote to recommend the removal of the person from office (to the extent authorized by law);
 - II. Vote to recommend that the person resign from his or her office;
 - III. Vote to recommend a public censure of the person;
 - IV. Vote to recommend a private censure of the person;
 - V. Vote to recommend that a letter of counseling be issued to the person regarding the determination.
4. The factual findings and determination of the Ethics Committee shall be final and are not to be overruled or modified by the Board of Selectmen, it being further understood that the Board of Selectmen is not obligated to take action on any recommendations forwarded to it by the Ethics Committee.
5. The Board of Selectmen shall notify the complainant and the person against whom a complaint is made, in writing, of the disposition of the complaint.

J. Other Issues

1. To the extent that these procedures may conflict with the terms of any collective bargaining agreement that is binding on the Town of Milford, the terms of the collective bargaining shall apply.

Severability:

If any provision of this Policy or the application thereof to any person or circumstance is held invalid, the invalidity does not affect the other provisions or applications of this Policy which can be given effect without the invalid provision or application, and to this end the provisions of this Policy are severable.

Effective Date:

This Policy shall become effective upon adoption by the Milford Board of Selectmen and upon its distribution to Town Departments and any other relevant governing bodies/organizations (if applicable).

Gary L. Daniels, Chairman

Tim Finan, Vice Chairman

Katherine Bauer, Member

Mike Putnam, Member

Mark Fougere, Member

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2007-01

TO: ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES
FROM: JOHN SHANNON, TOWN ADMINISTRATOR
SUBJ: POLICY ON PURCHASING AND PROCUREMENT
DATE: MONDAY, FEBRUARY 8, 2021

At a meeting of the Milford Board of Selectmen held on Monday, February 8, 2021, the Board of Selectmen voted to amend the following Policy regarding Purchasing and Procurement:

SECTION I: PURPOSE

The Procurement Policy of the Town of Milford, is adopted for the purpose of providing the best guarantees that tax money and public funds are spent in the most prudent fashion, as well as assuring the goods and services required by the departments of the Town are acquired in a timely manner and at the most economical price. This policy provides direction as to the steps involved in the procurement of all goods and services for the Town.

SECTION II: AUTHORITY

This Policy is adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to their management of the Town's prudential affairs and their authority over expenditures.

SECTION III: CONFLICT OF INTEREST

In accordance with RSA 95:1 no person holding a public office in the Town of Milford, either appointed or elected, shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities, or other personal property of a value in excess of \$250 at any one sale to or from the Town of Milford. This shall also apply to all employees of the Town of Milford.

SECTION IV: OBJECTIVES

- A. To seek competitive quotations based on the dollar limits outlined.
- B. To, wherever possible, consider the use of State contracts for goods and services.
- C. To, wherever possible, consider to use one vendor and purchase in bulk, in order to take advantage of any available discounts.
- D. To provide a procedure for the disposal of surplus property.

SECTION V: EXEMPTIONS

Select exemptions from the Procurement Policy shall be permitted as specifically authorized by the Board of Selectmen each calendar year.

SECTION VI: PROCUREMENT AUTHORITY

Authority for the procurement of goods and services shall be as outlined below.

- A) **\$0 to \$7,500:** A Department Head shall have full authority to approve procurement of departmental goods and services up to **\$7,500** provided such good(s) or service(s) are identified within the department's annual budget.
- B) **Greater than \$7,500:** The Town Administrator shall have full authority to approve procurement of goods and services provided such good(s) or service(s) are identified within the Town's budget.

- C) **Greater Than \$25,000:** Approval of the majority of the Board of Selectmen is required for the procurement of goods and services in excess of \$25,000, which are not otherwise approved in the budget, or when the low bid is not recommended by Staff.

SECTION VII: PROCUREMENT PROCESS

The process for procurement of goods and services shall be as outlined below with each amount designated to be a gross amount:

- A) **Less than \$2,500:** For procurement of \$2,500 or less there is no requirement to obtain written or verbal quotes.
- B) **\$2,501 to \$10,000:** For total procurement between \$2,501 and \$10,000, contact as many vendors as necessary in order to obtain at least three (3) quotations. Quotation may be written or verbal, although final procurement shall not be permitted without a written quotation. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- C) **\$10,001 to \$25,000:** For total procurement between \$10,001 and \$25,000, contact as many vendors as necessary in order to obtain at least three (3) *written* quotations. The Department Head shall present these quotations to the Town Administrator, along with a recommendation, for their approval. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- D) **Greater than \$25,001:** All procurements having an estimated cost in excess of \$25,001 shall be bid pursuant to the competitive procurement guidelines established in this policy

Competitive Bidding and Request for Proposal requirements are provided for in Appendix A which is hereby made part of this policy.

In no instance may the Authority or Process levels be circumvented by making multiple individual purchases in succession or breaking up common service or vendor procurements. Any justified changes to an original procurement that moves procurement from one level or Authority or Process shall be acted on by the higher level.

SECTION VIII: ADDITIONAL PROVISIONS

- A) **Sole Source Proposals:** The Town of Milford will not entertain the solicitation of a single source vendor for supplies and/or services unless the competitive bid requirements are explicitly waived by vote of the Board of Selectmen. Absent such vote, the Town will consider a vendor if they are the only bidder, provided that the procedural steps in soliciting bids has been followed and documented.
- B) **Emergency Procurements:** An emergency purchase may be made by a Department Head only if the normal operations of the department are in jeopardy. This shall generally mean or relate to emergency repairs to equipment or facilities which must be kept operating to protect the health and/or safety of persons, or property.
For purposes of this paragraph only, the competitive procurement provisions of these policies may only be waived in case of an emergency by the Town Administrator, Chairman of the Board of Selectmen, or their designee (whoever is most readily available). This waiver shall only be considered when there exists a special emergency involving the health and safety of the people or their property.
- C) **Disposal of Surplus Property:** The Department Head must present any property (non-real estate), which is considered to be surplus and valued at over \$500, to the Town Administrator with a recommended method of disposition for approval. Various possible disposition means are the sealed bid or auction process, State surplus auction, trade in usage, retained for usage as parts, or transfer to another Town Department. The Department Head may dispose of any surplus items with a value of less than \$500, as they deem appropriate.

SECTION IX: AMENDMENTS

These policies may from time to time be amended by the vote of the Board of Selectmen at a properly scheduled Selectmen's Meeting.

SECTION X: EFFECTIVE DATE

These policies shall be effective upon a vote of the Board of Selectmen and shall replace any and all bid procedures or policies previously enacted by the Town.

SECTION XI: PURCHASE ORDERS

All purchases in excess of \$2,500 shall require a purchase order following the approval process detailed in Section VI.

SECTION XII: CREDIT CARDS

Credit cards purchases are subject to the Procurement Policy. Policies specific to the use of credit cards are covered in the "Credit Card Purchasing Policy" adopted May 14, 2012.

Appendix A

REQUEST FOR PROPOSALS

Certain professional services, such as architectural and engineering, auditing, and legal services are more appropriately solicited through a Request for Proposals (RFP). This is due to the need to consider factors other than price, such as professional qualifications, previous experience in related projects, and review of support staffs backgrounds.

When soliciting for RFP's the specifications must contain the following information: scope of services to be performed; timing; evaluation criteria; minimum qualifications of professional experience; and price.

The Town shall solicit proposals from at least three (3) vendors providing the professional service. Selection should be made by utilizing the following criteria: proposal review; interview of individual; and reference checks, including site visits if applicable.

COMPETITIVE BID

1. The Town will maintain a contractors /vendors file according to type of good or service provided, which will be used to send specific specifications to particular vendors.
2. Each department shall maintain contract files in accordance with the State of NH's record retention rules. Each file shall contain the following, minimum information for the retention period, as appropriate:
 - a) Bid specifications, public notice of bid solicitation and other relevant pre-solicitation documents;
 - b) Records of recommendations, justifications, and approvals;
 - c) Lists of those vendors/individuals sent the bid specifications;
 - d) Copy of each offer or quotations and any records or documentation. Any unsuccessful offers will be maintained in the contract file;
 - e) Record of any required approvals;
 - f) Notice of bid award;
 - g) The original of the signed contract or bid award, all contract modifications, and other change orders or amendments;
 - h) Bid, performance, or other bond documents or a reference thereto.
3. **BID SPECIFICATIONS:** The Department Head shall prepare specifications for bid items, and shall submit the final specifications to the Town Administrator for approval prior to solicitation of bids. As part of the specifications, the Department Head should always include the following minimum items or requirements:
 - a) Bidders must clearly identify the product or service on which they are bidding on all envelopes.
 - b) Bidders shall provide samples with the bid when applicable. All samples will be returned to the vendors after the bid completion.
 - c) The Town's Tax Exempt Number: #xx-xxxxxxx.
 - d) The terms of the contract, including effective dates, extension terms, termination clauses, and other applicable terminology.
 - e) The party responsible for the freight and insurance charges, as well as how damaged goods will be returned and the extent of guarantees.
 - f) Where applicable, performance bonds will be required and shall always be required, as specified by RSA 447:16, for construction projects with a value greater than \$25,000.
 - g) A statement which reserves the Town's right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.
 - h) A statement, which reserves the Town's right to consider substitution of equivalent items and

under what conditions. The specifications shall include a statement, which requires the bidder to submit documentation for all substitutions and exceptions.

- i) Where applicable, the Town will hold a bidders conference to acquaint the bidders with the process, and to address any special concerns, questions or request for exceptions that may arise.
- j) Minimum quantity and quality requirements. These requirements should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.
- k) The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

(Name of person signing bid)

(Date)

(Company)

4. **PUBLIC NOTICE:** The Town Administrator shall invite all bids by advertisement in at least one (1) newspaper of general circulation in the Town of Milford, such publication to be at least fourteen (14) days before the time of the bid opening. All bid notices must remain posted in at least two public places, one of which must be at the Town Hall, for a period of not less than two weeks (14 days). To save on advertising costs, multiple bids should be advertised in single advertisements where deemed practical.

The invitation to Bid shall include the following information:

- a. time and date of receipt of bids
- b. address to which the bid is to be delivered
- c. date by which the Town may accept the bid and contract with the vendor
- d. a general description of the good or service being purchased
- e. any and all contractual terms and conditions applicable to the purchase
- f. indicate where and when an invitation to Bid may be obtained
- g. indicate where and by what date bids must be submitted
- h. indicate where and when bids will be opened, and by whom
- i. provide a description of the good or service requested
- j. reserve the Town's right to reject any and all bids

5. **AVAILABILITY OF SPECIFICATIONS:** The Town Administrator shall mail copies of the specifications to those firms/vendors as listed in the contract files as well as additional firms who may request a copy. The Town Administrator reserves the right to charge for copies according to size and complexity (i.e. construction drawings, etc.)

6. **SAMPLE BID PUBLIC NOTICE:** "The Town of Milford, New Hampshire is currently accepting bids for the (name of bid item). Bid specifications are available from the Town Administrator's Office, 1 Union Square, Milford, New Hampshire, 03055, (603) 673-2257. Sealed bids will be received until 2:00 PM, October 23, xxxx. Bids will be publicly opened and read at that time, and approved by the Town Administrator with time to be determined. The Town of Milford reserves the right to reject any and all bids if deemed in the best interest of the Town."

7. **ACCEPTANCE OF BIDS:** The Town Administrator shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be dated and time stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's Office before the time and date set for the bid opening.
 - a) Telegraphic bids (meaning by telegram, mailgram, or by facsimile) will be considered or accepted unless prohibited by the solicitation.
 - b) Bids must be submitted in accordance with the bid solicitation. If a bidder chooses to use its own bid form or a letter to submit a bid, the bid will be considered only if the bidder explicitly, in written form, accepts all the terms and conditions of the invitation and further that the award of the bid would result in a binding contract under the terms and conditions of the solicitations and other terms and conditions contained in the submitted bid which do not conflict with those in the solicitation.

8. **BID OPENING:** All bids will be opened by the Town Administrator at the time and date specified in the Public Notice. The names and quotes for all bidders recorded, and made available for public inspection. The Town Administrator may authorize a designee to open the bids. The Town Administrator shall notify all bidders of any changes in the opening time and/or date.

9. **BID CORRECTIONS:** After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town of Milford or fair competition. The Town Administrator may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.

10. **BID AWARD:** Bids meeting the specifications shall be reviewed by the Department Head in consultation with the Town Administrator and others as needed. A recommendation shall be made to the Board of Selectmen for approval, if the preferred vendor is not the low bidder.

The Town Administrator shall award the contract to the successful bidder or Board of Selectmen approved bidder and be responsible for preparing Notice of Bid Awards and submitting same to the successful bidder as well as all other bidders.


11. **CONTRACTOR QUALIFICATIONS:** To be determined responsible, a prospective contractor must:
 - a) have adequate financial resources to perform the contract, or the ability to obtain them;
 - b) be able to comply with the required or proposed delivery or performance schedules;
 - c) have a satisfactory performance record;
 - d) have a proven record of integrity and business ethics;
 - e) have the necessary organization, experience, technical skills, and support staff, or the ability to obtain them;
 - f) have the necessary production, construction, and repair equipment and parts required to fulfill the contract requirements.
 - g) provide at least two references and phone numbers.

February 8, 2021
Date

Gary Daniels
Chairman

Paul Dargis
Vice Chairman

Lauram Dodge
Selectman


Selectman

Selectman

Town of Milford
Town Hall
1 Union Square
Milford NH 03055

Credit Card Purchasing Policy

1. Authority

This policy is adopted by the Board of Selectmen in accordance with NH RSA 31:39 as it relates to its management of the Town's prudential affairs and its authority over expenditures.

2. Purpose

To establish the policy for the use of Town credit cards by Town employees for Town purchases and intended to accomplish the following:

- a. To ensure that the procurement with credit cards is accomplished pursuant to the policy established by the Board of Selectmen.
- b. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost associated with approved purchases.
- c. To ensure appropriate internal controls are established so that credit cards are used for authorized purposes only.
- d. To ensure that the Town bears no legal liability from inappropriate use of credit cards.

3. Scope

The Finance Director along with the Town Administrator will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use.

4. Policy

- a. A Town Credit card shall only be issued to a Department Manager, or the Department Manager's designee with approval of the Town Administrator.
- b. The credit limit of each card shall be \$2,000 with the exception of the Recreation Departments Director's credit card, which shall be \$5,000.
- c. All requirements of the Town's Purchasing Policy shall apply to the use of credit cards.
- d. All purchases of goods or services made with the Town credit card shall be budgeted and allowable.
- e. Town issued credit cards SHALL NOT be used:
 - To purchase alcohol or entertainment.
 - For cash advances (ATM's, traveler's checks, money orders, etc.)
 - To pay invoices or statements of any kind.
 - For personal purchases of any kind, even with the intention of reimbursing the town.
 - For any purchase not for the benefit of the Town of Milford.
- f. All purchases made with credit cards shall be paid for within the grace periods so that no interest charges or penalties will accrue.

TOWN OF MILFORD FINANCE DEPARTMENT
Policy 2012-01

TO: ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: JACK SHEEHY, DIRECTOR OF FINANCIAL OPERATIONS

SUBJECT: CREDIT CARD PURCHASING POLICY

DATE: 6/7/2012

A credit card purchasing policy was adopted by the Board of Selectmen at their May 14, 2012 meeting. Please read the attached policy. Also attached for your information is the Town's Purchasing and Procurement Policy which is referenced by the credit card policy.

The Credit Card Purchasing Policy is in effect immediately and requires a signed agreement to accept town credit card form for those employees with a Town credit card. This form is attached. Please complete, sign and return to the Finance Department.

If you have any questions, please feel free to call me or stop by to see me.

Please remember that all credit card transactions shall be processed immediately upon use by submitting a completed and signed Accounts Payable Distribution slip along with the credit card receipt to the Finance Department. Do not wait for the credit card statement, as this will result in delays in processing payments and could result in unnecessary finance charges.

Town of Milford Board of Selectmen Policy No. 2013-001

Administration of Commissions, Committees, and Special Boards

Policy applies to: All Department Heads, Staff, Boards, Commissions, Committees, and Volunteers

Approved: September 9, 2013

Amended: NA

Sections:

1. Authority and Purpose
2. Definitions
3. Group Basics
4. Setting Up Meetings
5. Conducting a Meeting
6. Meeting Minutes
7. Communication within Groups, with the Public and with Other Groups
8. Appendixes

1. Authority and Purpose

The Board of Selectmen adopted this policy to facilitate efficient and consistent administration of the various commissions, committees, and special boards created by the Board of Selectmen and/or town vote.

2. Definitions

- a. **“Chair”** – nominated or appointed administrative leader of a group who serves as the head administrative officer. In most instances, the chair is appointed/elected/chosen annually by the other members of the group. Typically, the chair runs meetings, maintains meeting flow and order, and oversees the overall purpose of the group.
- b. **“Group”** – an officially sanctioned (elected, appointed, nominated, etc.) group of volunteers and/or staff members tasked to accomplish, study, support, or steward a particular project, goal, or overall vision/mission
- c. **“Meeting”** –The convening of a quorum (majority) of any public body to discuss or act on any of that body’s business.
- d. **“Member”** – volunteers and/or staff members (elected or appointed) to fill an open position within a group
- e. **“Quorum”** – a simple majority of the membership of a group
- f. **“Subcommittee”** – any members of a group that have been directed to accomplish a specific task.
- g. **“Secretary”** - nominated or appointed officer of a group who fills the roll of maintaining the group’s documents, and taking or ensuring that meeting minutes are taken, maintained, posted or submitted for posting. In most instances, the other members of the group appoint/elect/choose the secretary annually.
- h. **“Session”** –This word shall have the same meaning as “meeting”

- i. **“Term”** – the length of time that a member is appointed, reappointed, or elected to serve on a group. Typically the term length is 3 years and expires on March 31st of the final year of their term.
- j. **“Vice-Chair”** - nominated or appointed alternate administrative leader of a group who serves as the secondary administrative officer. In most instances, the other members of the group appoint/elect/choose the vice-chair annually. The vice-chair is typically tasked with running meetings, maintaining meeting flow and order, and overseeing the overall purpose of the group in the absence of the chair.

3. Group Basics

a. Creation of Groups

Groups can be created by a town-vote-approved warrant article that details the purpose and construction of a group, or they can be created by a majority vote of a different group that has the authority to create subordinate groups.

b. Membership

Members are approved, appointed, or elected to participate by a group, town voters, or other sanctioned official that has the authority to appoint members to a subordinate group. As example, the Board of Selectmen appoint members to the Conservation Commission, the Planning Board appoints members to the Capital Improvements Plan Advisory Committee, and the Town Moderator appoints members to the Budget Advisory Committee (see Appendix A for details on specific groups and by whose authority members are appointed).

c. Appointment and Reappointment of Members

I. Budget Advisory Committee

Appointments or reappointments to the Budget Advisory Committee are made by the Town Moderator.

II. Trustees

Appointments or reappointments to the Cemetery Trustees and Library Trustees are made via election by the voters.

III. Land Use Boards - Planning Board and Zoning Board of Adjustment candidates desiring appointment are required to have a face-to-face interview with the Board of Selectmen. No face-to-face interview is required for candidates desiring reappointment. Prior to the appointment or reappointment of a candidate, the Chair of the respective board may submit a memo of recommendation to the Board of Selectmen that includes:

- The name of each candidate;
- If they are being appointed as a full or alternate member;
- The length of the term they are being reappointed to;
- Their address;
- A brief statement of endorsement for their appointment or reappointment.

Appointments or reappointments to subcommittees created by the Planning Board and Zoning Board of Adjustment are made by the respective boards.

IV. All Other Groups

Appointments or reappointments to all other groups are made by the Board of Selectmen.

a. New Appointments

Face-to-face interviews are necessary for new appointments.

The Board of Selectmen requests that new candidate appointments also have a memo from the chair of each group forwarded for the Board's review prior to the appointment. The memo shall include:

- The name of each appointment candidate;
- If they are being appointed as a full or alternate member;
- The length of the term for which they are being appointed;

- Their address;
- A brief statement of endorsement for their appointment;
- A brief bio (two or three sentences) stating their interest for joining and what skills, experience, or focus they have stated that they would like to bring to the group.

b. Reappointments

Face-to-face interviews are not necessary for reappointment.

In lieu of face-to-face interviews, the Board of Selectmen requests that candidate reappointments be forwarded to the Board of Selectmen in the form of a memo from the chair of each group. The memo shall include:

- The name of each reappointment candidate;
- If they are being reappointed as a full or alternate member;
- The length of the term for which they are being reappointed;
- Their address;
- A brief statement of endorsement for their reappointment.

d. Subcommittees

A subcommittee shall only consist of members previously appointed to the group forming the subcommittee.

4. Setting Up Meetings

a. Posting Meeting Notices

Except in an emergency, notice of the time and place meetings (including subcommittee meetings and nonpublic sessions), shall be posted in two appropriate places, one of which may be the town's web site, or in a newspaper of general circulation, at least 24 hours in advance (excluding Sundays and legal holidays). An emergency shall only mean a situation where immediate action is deemed to be imperative by the chair or presiding officer of the group. In the case of an emergency notice, the time and place of such meeting shall be posted as soon as practicable, and beyond the postings all reasonable efforts shall be made to inform the public that a meeting is to be held.

b. Meeting Cancellations/Weather Postponements

In the event of inclement weather, groups have the authority to cancel their meetings at their discretion. If a meeting is going to be canceled, all members shall be contacted to apprise them of the cancellation, every effort shall be made to notify the public of the cancellation, and the staff at the meeting location shall be notified to best accommodate facility arrangements.

c. Access To The Public

All meetings shall be open and accessible to the public. Consideration should be given for the size of the room reserved for the meeting in relation to the expected turn out for the meeting. Parking space for the meeting should also be assessed, and if it's anticipated that available parking spaces will be an issue, every effort should be made to resolve the situation well in advance of the meeting.

d. Meeting Space Coordination

As it is required that all meetings be held in locations that are open and accessible to the public, most of the time meetings will take place in one of several town facilities. When arranging for meeting space the staff responsible for coordinating space within that building must be contacted in advance of the meeting to reserve the space.

e. Meeting Safety/Security

It is hoped that every meeting is conducted smoothly and without undue interruption or unreasonable discourse. However, topics and situations can arise that are disruptive or that put the safety of the participants or members at risk. Prior to any meeting security protocol should be reviewed/discussed amongst the members of each group and the meeting space should be assessed for emergency response, should it ever be needed. When considering these matters,

the chair of each group should consult with the Chief of Police, or with the Police Captains for their guidance and input.

5. Conducting A Meeting (please see Appendix E – ‘Is it A Meeting?’ Flowchart)

a. Public Sessions

- I. A public session is the convening of a quorum (majority) of any public body to discuss or act on any of that body’s business, including work sessions.
- II. All public sessions shall be open to any members of the public, not just Milford residents. In a public session it is up to the discretion of the chair if testimony, comments, or input, will be accepted.
- III. Any member of the public, not just Milford residents, may attend, take notes, record or photograph any part of a public session. However, except for certain people at public hearings, the public is not guaranteed the right to speak.

b. Non-Public Sessions (NPS)

On occasion, groups may have a need to conduct a non-public session to discuss matters that are not appropriate for public participation. For further details, including the statutory requirements and procedures for conducting non-public sessions, please see Appendix C – Non-Public Session.

c. Public Hearings

All public hearings shall be open to any members of the public, not just Milford residents. In a public hearing it is required that all testimony, comments, or input, will be accepted.

d. Non-Meetings

Consultation with legal counsel; chance or social meetings neither planned nor intended to discuss official matters and at which no decisions are made; and strategy or negotiations regarding collective bargaining are considered non-meetings and do not required that notification of the event be posted.

e. Unacceptable Meetings

The convening of less than a quorum (majority) of any public body shall be deemed an unacceptable meeting. The members in attendance may discuss issues, but may not make any decisions nor take any minutes regarding the discussions. In cases where the lack of a quorum prevents a public meeting from taking place, minutes should be presented for posting on the Web site simply stating that a quorum was not present and therefore the meeting was postponed. This will inform the public that the meeting was postponed, versus leaving the public wondering if the meeting had taken place, but that the minutes had not been posted.

6. Meeting Minutes

a. Minimum Content of Minutes

The minimum content of meeting minutes includes: (1) names of members present; (2) other people participating (it is not necessary to list everyone present, however); (3) a brief summary of subject matter discussed; and (4) any final decisions reached or action taken.

b. Draft Minutes Availability

Minutes must be kept of all public meetings and must be available to the public not more than five business days after the public meeting. A business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding holidays. Though there is no legal requirement to accept or approve the minutes, groups are strongly encouraged to review, amend if needed, and approve minutes at their next meeting. Even if minutes have not yet been approved, they still must be made available not more than five business days after the meeting. When the five business day deadline is reached before the minutes are approved, they can be made available to the public with a notation that they are a draft version.

Groups are encouraged to distribute draft minutes to its members and Board of Selectmen’s assigned representative prior to the next meeting of the group.

c. Approval of Final Minutes

While there is no legal requirement for groups to approve their minutes, groups are encouraged to approve minutes of meetings prior to having the minutes posted on the Web site, thus ensuring

an accurate depiction of the proceedings of the respective meeting. However, all groups shall review their draft minutes, and if they wish to amend them for additions, deletions and corrections, they may do so, but the discussion and vote must take place at a posted public meeting of a quorum of the group. The actual discussion to amend and approve the minutes must be documented in the minutes of that subsequent meeting as an item of business the group considered.

d. Archive of Electronic Minutes

Groups are required to forward electronic versions of their minutes to the department that they are most closely connected so that they may be archived on the town network.

e. Hard Copies

Minutes must be retained forever in hard copy format (RSA 33-A:5-a), and cannot be kept solely as electronic records. Each group shall determine who shall be tasked with printing and archiving hard copy minutes, and designate the location that they shall be retained in.

f. Posting Minutes on the Web

It is required that all groups have their approved minutes posted on the town's web site in a timely manner. Each group is required to establish who and how the groups minutes will be processed to have the posted on the web (see Appendix A – Description of Various Groups for specifics on each group). It is incumbent of the chair of each group to ensure that minutes are being handled properly to facilitate their posting on the web in a timely manner. Draft minutes should not be posted on the web site.

Dependent on the skill level and administrative accessibility to the web site groups have a variety of opportunity to post meeting minutes on the web:

- I. Town Staff Group Member Posts Minutes Option - If a group has a town staff member that participates in the group, and that staff member has the necessary skillset to post meeting minutes on the web, they can be designated to accomplish that task.
- II. Town Staff Member of Connected Department Posts Minutes Option - A group forwards electronic minutes to a staff member of a designated department (that has a connection to the group) who has the necessary skillset to post meeting minutes on the web.
- III. Community Media Department Posts Minutes Option – If a group does not have a reasonably connected town staff member that can post minutes they can be forwarded to the Community Media Department for posting.

7. Communication Within Groups, With the Public and With Other Groups

a. Selectmen Representatives

Please see Appendix F to determine the Selectman Representative(s) to your group.

b. Responding to Interested Volunteers

Residents interested in volunteering to serve on a particular group should submit written correspondence expressing their interest to the Executive Assistant in the Town Administrator's Office, who then shall forward this correspondence to the individual or group with appointment authorization as detailed in Section 3(c) of this document. The chair of the group with appointment authorization shall be responsible for contacting the individual interested in volunteering and scheduling an appointment.

c. Responding to the Public

If an inquiry is made by a resident to an individual or group, the subject matter and the legality of the response shall be considered before determining whether the response comes the Board of Selectmen, the Town Administrator, or the chair of the group.

d. Meeting with Selectmen

If your group wishes to meet with the Board of Selectmen, please schedule an appointment through the Executive Assistant in the Town Administrator's Office.

e. Meetings Broadcast on PEG Access

Please contact to Community Media Director to arrange to have your meeting broadcast on the local cable access channel.

8. Appendixes

- a. Appendix A – Description of all sanctioned groups [to include mission statements if available]
- b. Appendix B – Form for Starting a Group
- c. Appendix C – Non-Public Session Procedures
- d. Appendix D – Non-Public Session (NPS) Minutes Checklist
- e. Appendix E – 'Is it a Meeting?' Flowchart
- f. Appendix F – Selectmen Representatives

Appendix A - Description of all sanctioned groups

GROUP NAME

Information Updated on: ###/###/###

Group Roster as of ###/###/###:

Name	Address	Phone	Email

Group created by: GROUP (on x/x/xxxx)

Membership: X number full members
X number alternate members

Terms: 3-year staggered terms

Associated Town Department: NAME

Minutes Archived on Network: N:\DRIVE\FOLDER\FILE

Meeting Minutes Posted on Web by: NAME

Charge:
Text

Excerpts of Board of Selectmen's meeting minutes regarding GROUP:
Text

Appendix C – Non-Public Session (NPS) Procedures

There are extremely specific State Statute requirements regarding what few types of discussions are allowed to take place in non-public session. It is mandatory that non-public sessions are ONLY undertaken for one or more of the following reasons (definitions shorted, please see cited Statute for full details):

- **Non-Public Session (RSA 91-A:3, II(a)) – Personnel.** Discussion of dismissing, promoting, or compensating a public employee (used for performance reviews).
- **Non-Public Session (RSA 91-A:3, II(b)) – Personnel.** Discussion of hiring a public employee.
- **Non-Public Session (RSA 91-A:3, II(c)) – Reputation.** Discussion of anything that could damage the reputation of someone, except that the Board of Selectmen cannot enter NPS to discuss the reputation of one of its members. If a discussion needs to take place that could potentially damage a member of the group, or the group itself it needs to take place out in public session. If you think there is the potential that you need to go this route, please contact the Administration Department for guidance sooner rather than later.
- **Non-Public Session (RSA 91-A:3, II(d)) – Land Acquisition.** Discussion of buying or selling of land by the town or a group.
- **Non-Public Session (RSA 91-A:3, II(e)) – Legal.** Discussion of pending lawsuits or claims that have been filed, or threatened to file, in writing against the group or any member of the group in direct relation to their being a member of the group, until it is fully and finally settled. Having a discussion with Town Counsel or other lawyer regarding anything other than a filed or threatened suit CANNOT be discussed in non-public session, no exceptions. If a discussion needs to take place with Town Counsel or any other lawyer it needs to take place in a non-meeting, which is something completely different. If you think there is the potential that you need to go this route, please contact the Administration Department for guidance sooner rather than later.
- **Non-Public Session (RSA 91-A:3, II(f - h)) – not applicable to Milford groups.**
- **Non-Public Session (RSA 91-A:3, II(i)) – Emergency Preparedness.** Discussions of preparing for a situation where people or properties are in peril.

I. Entering Non-Public Session

- Mandatory - A motion shall be made to go into non-public session and the motion shall state which of the above sections the NPS pertains to (i.e., "I make a motion to enter into non-public session to discuss a land acquisition matter per NH RSA 91-A:3, II(d)").
- Mandatory - Each member casts their vote on the motion and if the majority is in favor, the group goes into NPS.
- Mandatory - If members of the public are present at the meeting when a motion is made to enter non-public session, the members of the public need to leave the meeting space once the motion to enter NPS has been approved. Aside from voting members of the group, the only people allowed to remain are those deemed necessary for the discussion by the group. If a group utilizes a meeting transcriptionist consideration should be given if that person should be excused from the NPS (in which case a member of the group would take the necessary minutes in their absence).
- Mandatory – The minutes shall reflect who made the motion to enter NPS and who seconded the motion, and either state that the vote was unanimous, or list who was and was not in favor.
- Optional, but strongly encouraged – If the group is aware that a NPS will take place at an upcoming meeting, the NPS session should be announced as a notice for the upcoming meeting, and it should cite the specific reason as listed above.

- Optional, but strongly encouraged – If members of the public are generally present a group's meeting, and if a NPS is anticipated at an upcoming meeting, consideration should be given to having the NPS either at the very beginning or the very end of the meeting so that the public is inconvenienced as little as possible.
- Optional, but strongly encouraged – If there is public present and the group will be going back into public session once they have exited NPS, the chair should give members of the public a general idea of how long the discussion is anticipated to take.
- Optional, but strongly encouraged - The minutes should state what time the motions to enter and leave NPS were made.

II. Once in Non-Public Session:

- Mandatory – While in NPS, if decisions are made or actions are approved, those decisions or actions must be tracked and noted during the NPS. Once NPS is exited, it is required that the decisions or actions be specifically stated and included in the meeting minutes. (Care must be taken not to divulge confidential information that formed the basis for entering NPS.)
- Mandatory – Once the NPS discussion concludes a motion shall be made and seconded to exit the NPS.
- Optional, but strongly encouraged – Every effort should be made to ensure that NPS discussion is not inadvertently overheard by anyone other than those participating in the non-public discussion.
- Optional, but strongly encouraged – Candid discussion is productive and encouraged, however care should be taken to maintain civil discourse that is respectful of all group members. Many of the reasons that necessitate non-public session inadvertently lend themselves to lively debate and once the public is not present, it can unintentionally increase the intensity of the discussion. If it is anticipated that the discussion could get heated once in non-public session the chair should remind the members present that mutual respect is imperative to a productive outcome. The Chair also needs to maintain control of the discussion to ensure that the discussion stays focused on non-public information and that public session information is not discussed in non-public session.
- Optional, but strongly encouraged – Once the discussion of the main topic is finished, the group should discuss how they would like the minutes of the non-public session handled (see minutes options below).

III. Exiting non-public session:

- Mandatory – Once the group has left non-public session the chair should announce that a discussion regarding the specific statutorily-cited reason took place. Any decisions that were made should be noted, and any associated announcements shall be made (i.e., "While the group was in non-public session to discuss a land acquisition matter per NH RSA 91-A:3, II(d), the group voted to accept the offered price on the property, and we are announcing that the group will be purchasing Map X/Lot Y – otherwise known as the NAME property").
- Optional, though encouraged – If there were public participants at the meeting prior to the group going into NPS, once the group has exited NPS an effort should be made to notify the public participants in the immediate area outside the meeting space that the NPS is concluded and the group will be going back into public session.

IV. Minutes of Non-Public Session (please also see Appendix D – NPS Minutes Checklist):

- Mandatory – Minutes of NPS must include the referenced Statutory citation that the NPS was for (see list above), who motioned to go into NPS, who seconded, whether or not all were in favor, a tally of votes to enter NPS, who motioned to come out of NPS, who seconded, what decisions were made, if any, and what announcements were made, if any, (please see below example):

"Member X motioned to enter into non-public session at 0:00 p.m. [optional to include time] in accordance with RSA 91:A3(d) to discuss a

matter regarding land acquisition. Member Y seconded. All were in favor. Motion passed #/##.

Upon exiting from non-public session Member X announced that while in non-public session the group discussed a land acquisition matter per NH RSA 91-A:3, II(d), the group voted to accept the offered price on the property, and the group would like to announce that the group will be purchasing Map X/Lot Y – otherwise known as the NAME property. No other decisions were made. No other votes were taken. Member X motioned to seal the minutes of this non-public session. Member Y seconded. All were in favor. Motion passed #/## [optional to seal the minutes].

- Mandatory – NPS minutes (if unsealed, as above), must be available for public inspection within 72 hours of the meeting. It is acceptable that the minutes be released in draft form to the public, and no statutorily set timeline is needed to have them approved.
- Optional, though encouraged – If the time was noted when the group entered into NPS the minutes should reflect it.
- Optional – If the group desires to have longer minutes kept than the above, but do not wish to have them viewable by the public, the group has the option to seal the minutes (see above for what the minutes need to contain if the group wishes to go this route). Sealing the minutes would be done in circumstances where greater detail is needed for future reference, but those greater details would have the potential to be detrimental if released to the public in the present day.

Using the context of the fictional situation mentioned above, let us say that the group while in that NPS has discussed several offers on several different properties all of which had potential to meet the need. They discussed each parcel in addition to the price they were willing to pay for each property. At the conclusion of the discussion, it was decided that the NAME property was the best overall fit. If at some point in the near future the deal on the NAME property fell through, there would be benefit to have detailed minutes of the discussion that included, what the group's second choice was, and the applicable price they were willing to pay, etc. If that detail on the second choice were to be made public and the NAME property deal had fallen through, it would give the owner of the second choice an unfair advantage during negotiations.

If the minutes are sealed the transcriptionist types them up as is the usual course, but seals the hard copies of the drafts to only be reviewed by the group at the meeting where the minutes are considered for approval. At that meeting the group would go into NPS to review the NPS minutes of the previous meeting (see below for minute's language – those paragraphs would go directly below the ones exemplified above if the group had reviewed NPS minutes from a previous meeting while in that NPS). The group reads the drafts in NPS and amends or approves the minutes. Once approved the minutes are literally sealed in an envelope with the date, who was present in the NPS, and the applicable references state statute. That sealed envelope is then stored in the same place that non-sealed minutes of the group are stored. Example of sealed minutes contents:

Member X motioned to approve the non-public minutes of DATE (land acquisition) as presented. Member Y seconded. All were in favor. Motion passed #/##.

Member X motioned moved to seal the non-public minutes of DATE (land acquisition). Member Y seconded. All were in favor. Motion passed #/##.

Those minutes will then remain sealed forever, literally, or until such time that the group votes to unseal them, or they are opened by Town Counsel (the only person who can unseal minutes without the group needing to approve their unsealing).

Appendix D – Non-Public Session (NPS) Minutes Checklist

**Nonpublic Session Minutes
[INSERT NAME OF TOWN AND BOARD]**

Date: _____

Members Present: [board member name] ____
[board member name] ____
[board member name] ____
[board member name] ____
[board member name] ____

Motion to enter Nonpublic Session made by _____ seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

_____ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

_____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

_____ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

_____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

_____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

_____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session:

[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N

Remove public meeting tape (if applicable).

Entered nonpublic session at _____ a.m./p.m.

Other _____ persons _____ present _____ during _____ nonpublic session: _____

Description of matters discussed and final decisions made:

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would...

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:	[name]	Y	N
	[name]	Y	N
	[name]	Y	N
	[name]	Y	N
	[name]	Y	N

Motion: PASSED / DID NOT PASS (circle one)

Motion to leave nonpublic session and return to public session by _____, seconded by _____.

Motion: PASSED / DID NOT PASS (circle one)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

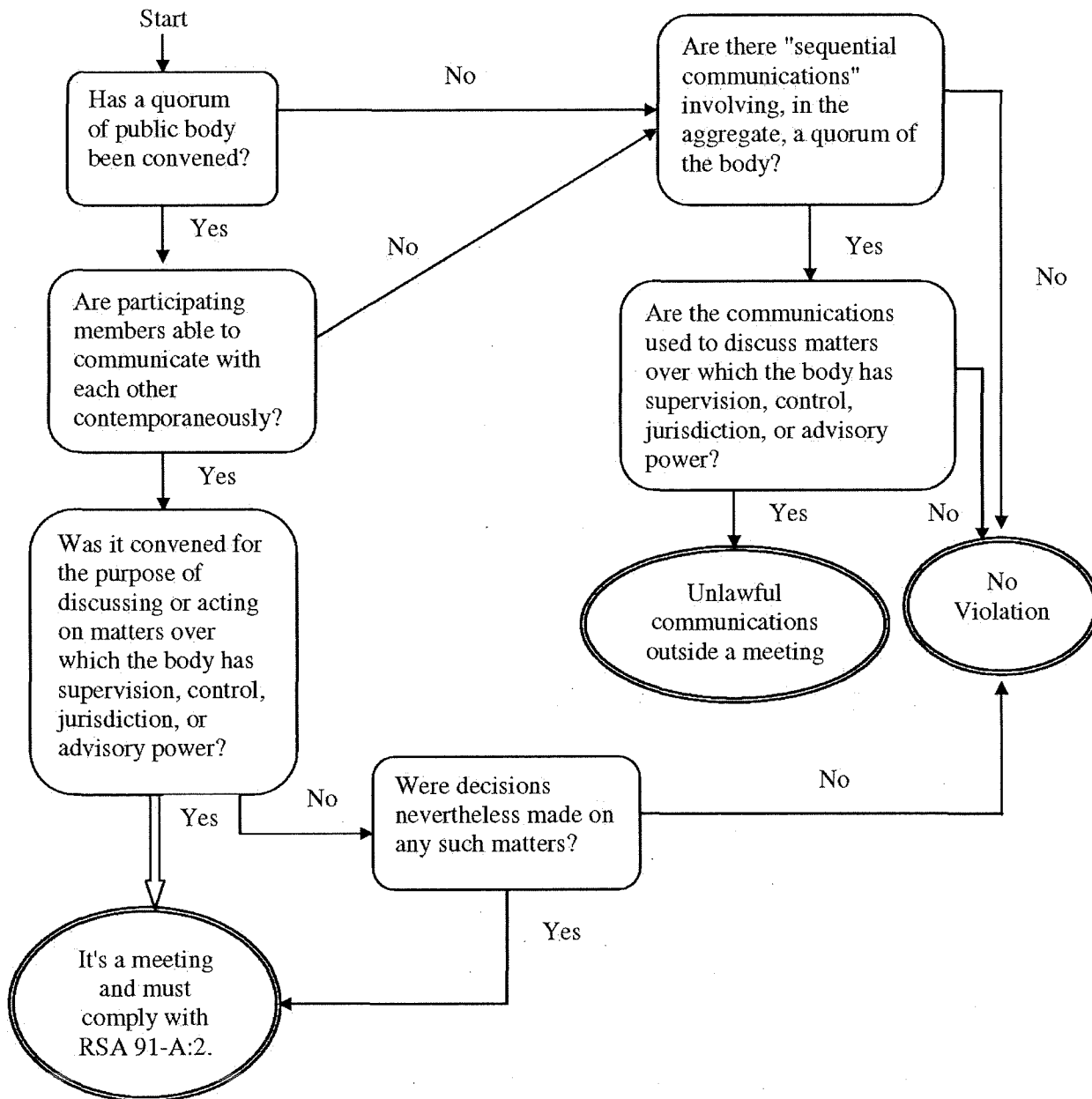
Public session reconvened at _____ a.m./p.m.

These minutes recorded by: _____

Appendix E – ‘Is it a Meeting?’ Flowchart

Is It a Meeting?

Use this flow chart to determine whether communications among members of a public body constitute a meeting subject to the Right to Know Law, or, if they do not constitute a meeting, whether they are unlawful communications outside a meeting.



New Hampshire Local Government Center, 10/08

Appendix F – Selectmen Representatives

BOS Representatives on 2018 - 2019 Committees, Commissions, Boards, & Organizations

-
- Conservation Commission (2nd Thursday, 7:00 p.m., Town Hall, BOS Room) - Selectman Dudziak
 - Economic Development Advisory Committee (Varied) – Selectman Dargie
 - Granite Town Media (Formerly PEG Access) Advisory Committee (3rd Thursday, 6:00 p.m., Library) - Selectman Federico
 - Heritage Commission (2nd Wednesday, 7:00 p.m., Library) – Selectman Daniels
 - Joint Loss Management Committee (quarterly, 2nd Tuesday (March, June, September, and December), 9:00 a.m., Police Facility, Community Room) - Selectman Putnam
 - Library Trustees (3rd Tuesday, 7:00 p.m., Library) – Selectman Dudziak
 - NHMA (Varied) – Administrator Bender
 - MACC Base (2nd Wednesday, 6:00 p.m., Town Hall, MACC Base Offices) - Selectman Putnam
 - Planning Board (1st & 4th Tuesdays, 6:30 p.m., Town Hall, BOS Room) - Selectman Federico, Selectman Dargie (Alternate)
 - Recreation Commission (2nd Wednesday, 7:00 p.m., Town Hall, BOS Room) – Selectman Dargie
 - Recycling/Solid Waste Committee (3rd Tuesday, 6:30 p.m. – Selectman Daniels
 - Tax Increment Finance District (Varied) - Selectman Dargie
 - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - Selectman Daniels
 - Zoning Board of Appeals (1st & 3rd Thursdays, 7:00 p.m., Town Hall, BOS Room) – Selectman Dudziak
 - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) – Selectmen Dargie & Selectmen Putnam (Alternate)
 - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) – Selectmen Putnam & Selectman Federico (Alternate)

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2017-01

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, AND COMMITTEES

FROM: MARK BENDER, TOWN ADMINISTRATOR

SUBJ : TARGET SHOOTING ON TOWN PROPERTY PROHIBITED

DATE: MONDAY, MARCH 27, 2017

1. Authority and Purpose

At a meeting of the Milford Board of Selectmen held on Monday, March 27, 2017, the Board of Selectmen voted to adopt the following Policy (RULE) regarding Target Shooting on Town Property (BROX Property).

2. Policy

No person shall target shoot with a firearm on the town owned property known as "BROX" Property.

If a person is reported to be target shooting on posted town property they could receive a warning from the police. If the same person is reported to be target shooting a second time on the posted town property, they could receive a trespass notice, which notifies the individual that they are no longer allowed on the property. Should a third time occur, the person could be arrested and charged with Criminal Trespassing.

Chairman

Vice-Chairman

Selectman

Selectman

Selectman

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2023-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LINCOLN DALEY, TOWN ADMINISTRATOR

SUBJ : BUDGET EXPENDITURE POLICY – POLICY NO. 2023-02

DATE: NOVEMBER 10, 2023

At their meeting on Monday, 10 November 2023, the Milford Board of Selectmen adopted the following Policy concerning the budget transfers as follows:

NOTE: This policy supersedes and eliminates Policies 2000-1 and 2000-2.

POLICY:

Department Heads will manage their budgets in such a way that they follow the adopted budget endorsed by the Board of Selectmen and funded by the Town for the current fiscal year.

Department Heads shall be prepared to discuss at the annual presentation of the ensuing year's budget all line-item accounts that are over-expended or under-expended.

All over-expenditures or under-expenditures in line- items shall be documented, including supporting reasons.

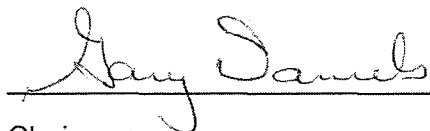
Intradepartmental:


- Any over-expenditures or under-expenditures in the aggregate of less than \$5,000 in a fiscal year in or out of an individual line-item account shall be documented and submitted monthly by Department Heads to the Finance Director, provided the total amount at the department level is not over-spent.
- Any over-expenditures or under-expenditures in the aggregate of \$5,000 or more in a fiscal year in or out of an individual line-item account shall be documented and shall require the approval of the Finance Director and the Town Administrator.
- Any over-expenditures or under-expenditures in the aggregate of \$10,000 or more in a fiscal year in or out of an individual line-item account shall be documented and shall require the approval of the Finance Director, Town Administrator, and the Board of Selectmen.

Interdepartmental:


- Over-expenditures within a department of less than \$10,000 in the aggregate in a fiscal year that are to be offset by the reduction of the budget of a different department shall require the approval of the affected Department Heads, the Finance Director, and the Town Administrator.
- Over-expenditures within a department exceeding the aggregate of \$10,000 or more in a fiscal year that are to be offset by the reduction of the budget of a different department shall require the approval of the affected Department Heads, the Finance Director, the Town Administrator, and the Board of Selectmen.
- Over-expenditures within a department that are to be offset by the reduction of Wages and Salaries in a different department shall require the approval of the Department Heads, Finance Director, Town Administrator, and the Board of Selectmen.

Exceptions to this policy are allowed only with concurrence of the Department Heads, Finance Director, Town Administrator, and the Board of Selectmen.


Chairman


Vice Chairman


Selectman


Selectman


Selectman

FFECTIVE DATE: 10 November 2023

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. -2024-01 (DRAFT)

TO: ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LINCOLN DALEY, TOWN ADMINISTRATOR

SUBJECT: GRANT APPLICATION PROCEDURE - POLICY NO. 2020-0044-01

DATE: MARCH 11, 2024 APRIL 22, 2024

At their meeting on Monday, (Day), (Month, April 22, 2024), the Milford Board of Selectmen adopted the following Policy concerning the procedure to be followed for the application of a Federal, State or other Grants as follows:

POLICY:

- 1. Any entity under the jurisdiction of the Board of Selectmen can not apply for any grant involving (1) financial match/commitment, (2) creation of new position and/or addition of an employee, and (3) requiring Board recommendation/letter of support, unless a submittal request is made in advance to the Board of Selectmen for authorization to apply for said grant. This submittal should outline all of the cost issues relating to the grant such as current match required during the period of the grant and all future obligations that the Town could incur as a result of said grant. The Board of Selectmen will then review this information and vote on whether or not they desire to have the grant applied for.
2. After the grant is applied for, the administrative and financial aspects of the grant will be "managed" by the Town Administrator and the Finance Director and will be coordinated with the lead person from each respective department.

This policy replaces in its entirety, Policy 2000-08 that was repealed Repealed on 11/27/2023.

Approved on April 22, 2024.

Chairman

Vice Chairman

Selectman

Selectman

Selectman

Selectman

EFFECTIVE DATE: _____

DRAFT MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 3, 2024

PRESENT: Tim Finan, Chair
Paul Dargie, Vice Chair
David Freel, Member
Chris Labonte, Member
Tina Philbrick, Member

Lincoln Daley, Town Administrator (online)
Susan Mallett, Executive Assistant

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

2. APPOINTMENTS – (Approximate times)

5:00 – Committee Assignments were discussed. Final choices attached to these minutes.

5:30 p.m. – Goals and Objectives

Reviewed TA Daley’s goals and objectives, section by section, and provided feedback. Suggestion was made to create a to-do list of items we don’t want to fall off with dates to execute by, with the acknowledgment not all are going to be met due to unavoidable circumstances like budget. Selectman Freel suggested looking at roads and have in mind what needs to be done. TA Daley said items like this would fall in the CIP committee. Working with this Board can identify the projects and TA Daley will submit to the CIP. TA Daley will get the finalized schedule and share with the Board at future meeting.

FINANCE GOALS: Need to have some focus on inter-department financial issues.

HR GOALS: Brainstorm ideas to make benefits more attractive. Make employees appreciated and valued avoid and address employee turnover. Give ample time to address these items.

COMMUNITY RELATIONS: Chair Finan likes idea of a Podcast, suggests maybe a biweekly blog post. Selectman Labonte suggests website updates, using official Facebook page. Facebook page should be to post but not allow the comments back by public or to comment directly to the person responsible.

At this point the Board changed focus from the Town Administrators goals to the Boards goals.

Chair Finan read the goals for the Boards, which included Reviewing Policies and consider new ones such as ethics and social media, be involved in the Master Plan process, manage growth of Fire/Ambulance departments, sort out Finance for instance, hire new Director and Payroll system. Sort out MOU (Memorandum of Understanding) with library and determine who does what.

Selectman Freel suggested reviewing the water leak at library and what is in DPW budget for that. Recreation and DPW move Finance to later week.

TA Daley will provide periodic updates regarding the Oval Improvement project for comment and input to the Board. TA Daley suggested 127 Elm St property needs to have a decision made. Second revising Master Plan for Brox Property, work with Planning Board and SAU. Also, the Select Board discussed Keyes field. These should all be discussed in a future meeting or work session.

Selectwoman Philbrick moved to go into non-public at 6:20. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

3. NON-PUBLIC SESSION – In accordance with (RSA 91-A:3, II(a)) – Personnel

a. **No decisions, no action**

4. ADJOURNMENT: Selectman Freel moved to adjourn at 6:45. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

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Tim Finan, Chairman

Paul Dargie, Vice-Chairman

Dave Freel, Member

Chris Labonte, Member

Tina Philbrick, Member

DRAFT