

5:30 Regular Board of Selectmen's Meeting

4. a) 1) Approval of two (2) Polling Notification Forms for the Deliberative Session and Town Vote

THE STATE OF NEW HAMPSHIRE

THE MILFORD TOWN HALL AUDITORIUM WILL BE OPEN AT 9:00

on the 3rd day of February, 2024, for the 1st Session

for voting on all matters in

the Warrant and other matters

TO THE INHABITANTS OF THE TOWN OF MILFORD, NEW HAMPSHIRE in the [L.S.] County of Hillsborough in said State, qualified to vote in Town Affairs:

YOU ARE HEREBY NOTIFIED TO MEET AT THE MILFORD TOWN HALL AUDITORIUM in said Milford on Saturday, the 3rd day of February 2024, at 9:00 am to act upon the following subjects in accordance with NH RSA 40:13 with the first session on Saturday, the 3rd day of February, 2024, to transact all business other than voting, and on the 12th day of March, 2024, for the second session for voting by official ballot at the polls, at Milford High School, and at the times mentioned above, to act on all matters in the Warrant as well as officers and other matters to be voted on.

Additionally, we hereby certify that we gave notice to the inhabitants within named, to meet at the time and place and for the purposes above-mentioned, by posting up an attested copy of the within Warrant at the place of meeting within named, and a like attested copy at the Milford Town Hall, it being a public place in said Town, on the 29th day of January, 2024

GIVEN UNDER our hands and seal, this 8th day of January, 2024.

A TRUE COPY OF WARRANT - ATTESTED:

Selectmen

of

Milford

THE TOWN VOTE POLLS WILL BE OPEN FROM 6:00 AM to 8:00 PM
on the 12th day of March, 2024, for the 2nd Session
for voting on all matters in
the Warrant as well as Officers and other matters

TO THE INHABITANTS OF THE TOWN OF MILFORD, NEW HAMPSHIRE in the
[L.S.] County of Hillsborough in said State, qualified to vote in Town Affairs:

YOU ARE HEREBY NOTIFIED TO MEET AT MILFORD HIGH SCHOOL in said
Milford on Tuesday, the 12th day of March 2024, next for the
second session for voting by official ballot at the polls, at the same location mentioned
above, and at the times mentioned above, to act on all matters in the Warrant as well as
officers and other matters to be voted on.

Additionally, we hereby certify that we gave notice to the inhabitants within
named, to meet at the time and place and for the purposes above-mentioned, by posting
up an attested copy of the within Warrant at the place of meeting within named, and a like
attested copy at the Milford Town Hall and Milford High School, they being public places
in said Town, on the 29th day of January, 2024.

GIVEN UNDER our hands and seal, this 8th day of January, 2024.

A TRUE COPY OF WARRANT - ATTESTED:

Selectmen
of
Milford

4. a) 2) Acceptance of Milford Emergency Operations Plan

MILFORD EMERGENCY OPERATIONS PLAN - 2023

STATEMENT OF ADOPTION – MILFORD

This publication of the Milford, NH Emergency Operations Plan represents a concerted effort by the Town's government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

This Plan and associated supporting documents aim to facilitate the delivery of local government, town, and mutual aid resources and provide needed assistance and relief to disaster victims and the Community. As no town has the resources to manage a significant emergency without outside assistance, this Plan represents Milford's best intentions to deal with disaster within the framework of town and statewide coordination.

Adopting this Plan nullifies all previously adopted emergency operations plans for Milford, NH.

Statement of Adoption for the Town of Milford:

Adopted, this day, the _____ of _____, 2023

Select Board Chair

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Emergency Management Director

Signature

Print Name

****Signatures are scanned-original signatures on file.***

NIMS RESOLUTION - MILFORD

It is hereby resolved by the Town of Milford, New Hampshire, that:

WHEREAS Emergency response to critical incidents, whether natural or human-caused, requires integrated professional management and

WHEREAS Unified command of such incidents is recognized as the management model to maximize the public safety response and

WHEREAS The National Incident Management System, herein referred to as NIMS, has been identified by the federal government as being the requisite emergency management system for all political subdivisions and

WHEREAS Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

Therefore, it shall be the public policy of this municipality to adopt the NIMS concept of emergency planning and Unified Command. It shall further be the policy of this municipality to train public officials responsible for emergency management.

National Incident Management System (NIMS)

Adopted, this day, the _____ of _____, 2023

Select Board Chair

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Emergency Management Director

Signature

Print Name

****Signatures are scanned-original signatures on file.***

ADMINISTRATIVE DOCUMENTS

RECORD OF REVISIONS & CHANGES

Milford Emergency Operations Plan (15 ESF format): 2017
 Milford Emergency Operations Plan (This Plan; 18 ESF Format): 2023

SIGNATORIES TO THE MILFORD EMERGENCY OPERATIONS PLAN

Name	Position	Signature
The signatures below indicate the signee has read the Milford Emergency Operations Plan 2023 and understands their responsibilities as outlined in the Plan.		
Ken Flaherty	Fire Chief, EMD & Health Officer	
Jeff Marshall	Deputy EMD	
Mike Viola	Police Chief	
Leo Lessard	Public Works Director	
Eric Schelberg	Milford Ambulance Service Director	
Jamie Ramsay	Building Official & Code Enforcement	
Lincoln Daley	Town Administrator	
Gary Daniels	Select Board Chair	
Chris Labonte	Select Board Vice Chair	
Paul Dargie	Select Board Member	
Tim Finan	Select Board Member	
Dave Freel	Select Board Member	

**Signatures are scanned-original signatures on file.*

4. a) 3) Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e))

Board of Selectmen

Agenda Date: 1/8/2024

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

Source	Amount	Purpose
None at this time,		

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

MIT		Donation of flag pole, flag and installation at the DPW facility - 2589 South St. The value is \$1,964. See attached memo.
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**TOWN OF MILFORD
DEPARTMENT OF PUBLIC WORKS
-Highway -**

MEMO

To: Finance, BOS

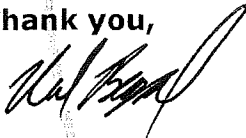
From: Milford DPW

Date: 12/29/2023

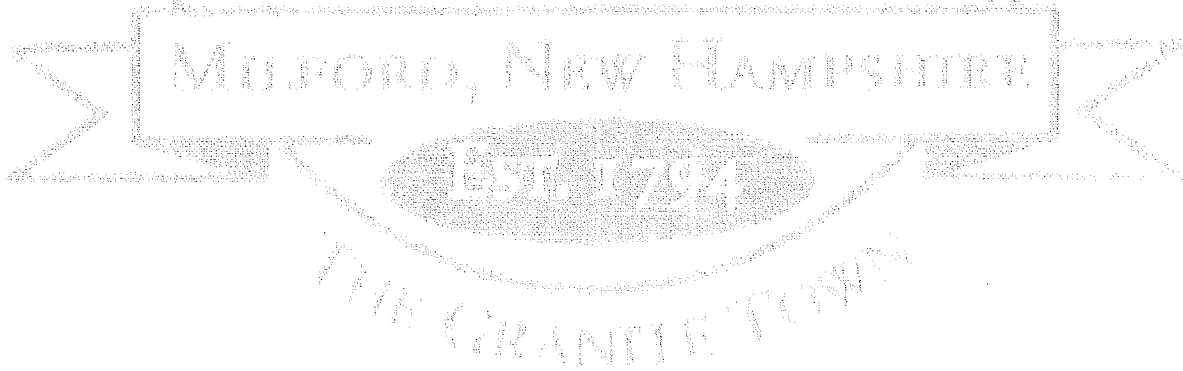
Re: Donation

The Milford DPW has received a donation of a flag pole, flag and installation of such flag pole at the DPW facility located at 289 South St. The above referenced was graciously donated by MIT. We ask that you accept this donation. The total cost of the flag pole was \$1,964.

Thank you,



**Neal Beauregard
DPW Foreman**



289 South Street
Milford, NH 03055
(603) 673-1662 Fax (603) 673-2206

March 2015

Payment Receipt

Invoice #62

for MIT
paid on Dec 26, 2023

Yankee Flagpoles
892 CENTER RD
Lyndeborough, New Hampshire 03082-6321
United States
Phone: 6036546479
Mobile: 603-654-6700

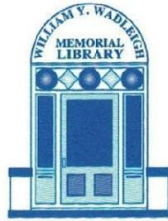
Payment for Invoice #62

Payment Amount: \$1,964.00 USD

PAYMENT METHOD:  (BANGOR SAVINGS BANK ...
490)



Thanks for your business. If this invoice was sent in error,
please contact yankeeflagpoles@gmail.com



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

(P) 603-249-0645 (F) 603-672-6064

www.wadleighlibrary.org

wadleigh@wadleighlibrary.org

4. a) 4) Approval to re-appoint Chris Costantino and Shirley Wilson as Library Trustee Alternates with terms expiring in 2025

January 3, 2024

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that Chris Costantino be reappointed as an alternate to our Board, with an expiration date of March 2025.

Feel free to contact me if you have any questions. Thank you.

Sincerely,

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648

Chris Costantino
603-320-5335
chris.costantino@gmail.com
ccostantino@wadleighlibrary.org



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

(P) 603-249-0645 (F) 603-672-6064

www.wadleighlibrary.org

wadleigh@wadleighlibrary.org

January 3, 2024

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that Shirley Wilson be reappointed as an alternate to our Board, with an expiration date of March 2025.

Feel free to contact me if you have any questions. Thank you.

Sincerely,

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648

Shirley Wilson
603-320-5335
susanjwilson@gmail.com
swilson@wadleighlibrary.org

5. Town Status

TOWN STATUS REPORT

January 8, 2023

1. Town Department Expenditure Reallocation Requests

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

2. Utilization of the 2023 Budget Surplus for the 2024 Proposed Budget

At the December 207, 2023 Board of Selectmen meeting, the Board authorized the Town Administrator to utilized up to \$350,000 of the 2023 estimated surplus to reduce the 2024 proposed budget. The Board’s direction was to primarily identify line items that were not reoccurring budget expenses. Department Heads subsequently generated a list of the line items totaling \$331,535 for review for consider by the Board. Below, please find the final list of recommended surplus items for Board consideration. See attached.

3. Board, Commission, Committee Volunteers

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

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

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

TOWN OF MILFORD

BUDGET REALLOCATION REQUEST FORM

DATE: 12/29/23 DEPT: Police Dept.

SUBMITTED BY: Mike Viola, Police Chief

FROM:

ORG/OBJECT	DESCRIPTION	AMOUNT
12002-511202	Wages-F/T (Teamsters Union)	\$12,018.59

TO:

ORG/OBJECT	DESCRIPTION	AMOUNT
12002-511000	Wages-F/T (Non-Union)	\$12,018.59

REASON FOR REALLOCATION:

Respectfully request to transfer \$12,018.59 from ORG/OBJ #12002-511202, (Wages F/T - Teamsters Union) to ORG/OBJ #12002-511000 (Wages F/T Non Union). ORG/OBJ #12002-511000 is overspent \$17,654.08, which is partially due to the Teamsters Union being dissolved and the employees being placed into the Wages F/T Non Union line item. The requested transfer is the amount that is currently in ORG/OBJ #12002-511202.

APPROVAL: Finance: _____ Town Administrator: _____

Select Board: _____

FOR FINANCE USE ONLY

Date: _____ Entered By: _____ Budget Reallocation Journal Entry # _____

Budget Surplus Request 12/21/23

Department	Account	Reason / Purpose	\$ Adjustments
Fire Department	12202-576000 - Vehicles	Remove MFD SUV from budget and buy from surplus.	\$65,000.00
Public Works Department	12702-576000 - Vehicles	Remove from Highway & Street Dept. and buy from surplus	\$68,503.00
Public Works Department	12702-563720 - Salt	Remove from Highway and buy from surplus	\$20,000.00
Public Works Department	12702-563710 - Plowing Supplies	Remove from Highway and buy from surplus	\$10,000.00
IT Department	11232-574000 - Machinery & Equipment	Remove copier/printer/scanner replacement for Ambulance	\$5,000.00
IT Department	11232-574000 - Machinery & Equipment	Remove copier/printer/scanner replacement for DPW	\$4,000.00
Police Department	12002.S-561004 - Police Support Training Supplies	Remove and purchase ammunition and taser supplies	\$6,000.00
Public Works Department	Scout House	Repair Scout House	\$18,000.00
Police Department		Remove radio maintennce from budget	\$4,212.00
Police Department		Remove car wash servcies from budget	\$3,300.00
Recreation Department	13552-561000 - General Supplies	Remove pool furniture from budget and buy from surplus	\$2,500.00
Fire Department	12202-563800 - Gasoline	Pre-buy a portion of gallons requested	\$125,000.00
Fire Department	12202-563900 - Diesel Fuel	Pre-buy a portion of gallons requested	
Ambulance Department	12102-563800 - Gasoline	Pre-buy a portion of gallons requested	
Police Department	12002.O-563800 - Gasoline	Pre-buy a portion of gallons requested	
Public Works Department - Cemeteries	11702-563800 - Gasoline	Pre-buy a portion of gallons requested	
Public Works Department - Cemeteries	11702-563900 - Diesel	Pre-buy a portion of gallons requested	
Public Works Department - HWY	12702-563800 - Gasoline	Pre-buy a portion of gallons requested	
Public Works Department - HWY	12702-563900 - Diesel	Pre-buy a portion of gallons requested	
Public Works Department - Solid Waste Disposal	12902-563900 - Diesel	Pre-buy a portion of gallons requested	
Community Development	12302-563800 - Gasoline	Pre-buy a portion of gallons requested	

Total \$331,515.00

9. Approval of Final Minutes December 13, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN BUDGET REVIEW WORK SESSION December 13, 2023

PRESENT: Gary Daniels, Chairman
Chris Labonte, Vice Chairman
Paul Dargie, Member
Tim Finan, Member
Dave Freel, Member
Lincoln Daley, Town Administrator

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

Chairman Daniels called the meeting to order at 6:00 p.m.

Summary of Meeting:

The Select Board and Town Administration review the 2024 Budget, Employee Benefit/Compensation and Town Department Transfer Policy. Handouts included the budget, the default budget, surplus requested by department heads, and 2024 revenues.

Director Calabria provided details of how the default budget and proposed budget were comprised. There is about \$300,000 remaining in surplus. The total surplus request by Department heads is about \$266,000. Many of the items are one-time purchases. There were two vehicle requests, one by the Police Department and one by the Fire Department. The fire vehicle is about \$65,000 and the police vehicle including the computer and other accessories is about \$72,000. Multiple departments explained what they wanted to use surplus monies for.

The major budget drivers are salaries. They will be reducing a line item in the Public Works budget by \$96,194.11 and adding that same amount in per the state aid money approved at the last meeting. Lincoln will confirm that \$10,000 will be removed from the Library budget under building maintenance and added to the Public Works budget.

There was some discussion about the part-time position of 20 hours to help with HR duties. The total would be \$20,000 with no benefits. Selectman Labonte would like to see some of HR duties outsourced.

Selectman Labonte made a motion to remove the part-time HR person out of the budget. Selectman Freel asked Administrator Daley to make a list of items they wanted to remove from the budget and discuss it at the next meeting in December.

There was some discussion about the open positions in the Police Department. Selectman Labonte would like to eliminate one of the open positions and re-fund it for 2025. Chief Viola said he would rather give up a vehicle than an open police position. The two 6 month Police Department positions were added to the list of possible reduction items.

There was discussion about \$12,000 associated with hiring interns to collect data for the MS4 permit between the Community Development and Public Works Departments. Administrator Daley suggested removing \$6,000 from Community Development and keeping \$6,000 in the Public Works budget.

There was a lengthy discussion of where other things could cut and additional surplus items that could or couldn't be encumbered and when to hire new officers.

Warrant articles were discussed but no formal votes were taken to either leave on the warrants or remove from the warrants.

2. ADJOURNMENT: Selectman Freel moved to adjourn at 9:00. Seconded by Selectman Labonte. All were in favor. The motion passed 4/0.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/09/2023

Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member

Paul Dargie, Member

9. Approval of Final Minutes December 27, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 27, 2023

PRESENT: Gary Daniels, Chairman Lincoln Daley, Town Administrator via zoom
Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
Paul Dargie, Member Chris Gentry, Videographer
Tim Finan, Member
Dave Freel, Member

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - On December 11th Joe Vallier came before the Board to discuss the potential creation of a snowmobile trail connection through the Class VI portion of Foster Road between Federal Hill Road and Wallingford Road. Multiple abutters spoke in opposition to the trail. Tonight's meeting is to allow the public to weigh in on the subject and have the Board's opinion on the use of the road.

Chairman Daniels said the only question before us is if this Board wants to authorize the use of a class V road for snowmobiling.

Mike Thornton, a Milford resident asked how we would distinguish this class V road from others. Class V roads have been accepted by the town. Class VI roads are not town-maintained.

Joe Vallier, a Milford resident, they are asking permission to use the road and give the snowmobile club permission to maintain the road.

Bill Tessier, a Milford resident, said this trail will dump into Wallingford Road. Does this town want to open up liability for this class V section? There are small children in this neighborhood.

Jane Tessier, a Milford resident, asked if the Board looked into this area. She is opposed to having snowmobiles drive through her neighborhood. It's currently a quiet neighborhood.

Mr. Vallier recapped his previous conversation with the Board so that Selectman Freel could understand what was being suggested. He said maybe 8 snowmobilers would use the trail. His snowmobile club has the skills and labor to maintain the class VI road which is now neglected. This portion of Foster Road could be part of a larger trail network, connecting contiguous public and private properties. He admitted to making unauthorized improvements to the class VI portion of Foster Road. He also wants to erect gates to discourage unauthorized vehicles from using the trails. It's a nice trail with stone walls on both sides. He said the snowmobiles would be the least amount of people to use this area. He wants permission to keep the roadway clear for passage.

Selectman Finan doesn't support this. All they are talking about is a little piece of road that goes nowhere. It's pointless. Selectman Dargie agrees.

Tina Philbrick, a Milford resident, said she has no weigh-in on this property but abutters are here who don't want this on their property. The Board should be listening to them and not the single person who wants to do something on property he doesn't own and doesn't belong. She asked if the trails were scenic and if the Heritage Commission had been informed of this. She doesn't think the Board should allow this.

Mr. Tessier fears it will open the area to more snowmobiles than Mr. Vallier is thinking. He appreciates that Mr. Vallier wants to maintain trails. It's going to cause safety issues for the families.

Mr. Wilson showed the Board photos of the area and houses this will impact. He provided some history of why the road was maintained in its current state. There is already a walking trail in that area that is used. No one was

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 12/27/2023

58 asked if they wanted this. He asked the Board to declassify that section of road. Selectman Labonte said Selectmen
59 can't do that.

60
61 Administrator Daley, said to declassify a town road, it requires a warrant article at a town meeting. If that occurred
62 and it passed, that small section would be given to abutters on both sides of the property.

63
64 Ryan Lamb, a Milford resident, said his children use this trail and sometimes they are not useable. He is in favor
65 of fixing these trails. The Nor'easters Snowmobile club will do high-quality work. He observes about 20 people
66 a day walking the Federal Hill area.

67
68 Jessie Mills, a Milford resident, said his wife owns horses and he would like the trails fixed for use.

69
70 Amos White, a Milford resident, said this is keeping with the master plan and connecting Milford. He said the
71 snowmobile club usually gets only about 3 weeks of the season. He agrees with the snowmobile club maintaining
72 these trails. There is no crime in this area.

73
74 Selectman Freel asked if the Board would have to look into Heritage or Conservation look into this. He sees a
75 benefit for this but we should be having the other committees input on it as well. Selectman Finan agrees. There
76 are two issues. We have committees that do this. He isn't willing to let snowmobiles go up the class V road. If
77 we don't want snowmobiles to use the class V road then it's a dead issue and we are done here and we can ask for
78 the other committee's input.

79
80 Selectman Labonte asked if the Board decides to not allow on the class V road, would Mr. Vallier still be looking
81 for permission to maintain the class VI road? Mr. Vallier said yes. He just won't have funding for the gates if we
82 do that. The snowmobile club has the tools to do this. Selectman Labonte said that it isn't a dead issue if they still
83 want to do this. He isn't opposed to having other committees look into this. Selectman Finan said if we don't do
84 anything, things don't change. Conservation has a Trails Committee.

85
86 Katherine Kokko clarified that we have been maintaining class V road, but not class VI road. She sent the Board
87 information about what would happen if you maintain a class VI for some time. She questioned who could main-
88 tain the road without it reverting to a class V road. Selectman Dargie said the town can't spend money on main-
89 taining a class VI road. If the conservation commission maintains a trail for free. You can gate it but you can't
90 lock the gate.

91
92 Chairman Daniels said we need to look at liability about who maintains the road. We could take a vote on the use
93 of a class V road for snowmobiling and put off any other decisions until the other committees discuss this.

94
95 Mr. Wilson said we are here today about the road being used as a snowmobile trail to be maintained by a snow-
96 mobile club. He would be happy to get some scouts and others to help clear the trails after that decision.

97
98 There was additional discussion about maintaining different properties.

99
100 Ken Flaherty, Fire Chief was asked his opinion of whether or not the class VI road should be maintained to the
101 level spoken about here tonight. Chief Flaherty said any access to any development is good for if anything happens
102 so there is always another way out of a development. This would get us out on foot.

103
104 Jeff Wells, a Milford resident, said no authorization was given to Mr. Vallier to do this, he was wrong. The mate-
105 rials removed caused ditches to be filled spilling into other properties. It makes no sense to him that the people
106 who did this may be allowed to come and do this again. He isn't in favor of this at all.

107

108 Beth Birkett, a Milford resident, is against this. There was an accident in that area this past summer and kids were
109 thrown from the back of a truck before the class V section started. She doesn't know how emergency vehicles
110 would be able to get to anyone if they had to go into the woods. She is concerned about noise and safety.
111

112 After additional discussion, the Board decided to refer the road to the Planning Board, Heritage Commission, and
113 the Conservation Commission and will reconvene sometime in February after all parties have met.
114

115 **Selectman Finan made a motion to affirm the current law that snowmobiles are not allowed on the class V**
116 **section of Foster Road. Seconded by Selectman Dargie.**
117

118 **Selectman Labonte made a motion to table the discussion. Seconded by Selectman Freel. The motion failed**
119 **2/3 with Selectman's Daniels, Dargie, and Finan opposed.**
120

121 **To continue with Selectman Finan's motion, all were in favor. The motion passed 5/0.**
122

123 **5:45 p.m.** - At their December 19, 2023 meeting, the Planning Board voted by majority to recommend that the
124 Board of Selectmen award the Master Plan contract to Resilience Planning & Design to prepare and update the
125 Town's comprehensive Master Plan. On September 12, 2022, the Board of Selectmen appropriated \$100,000 of
126 the Federal American Rescue Plan Act (ARPA) funding to the Town to complete a new Master Plan. Funds need
127 to be expended by mid-2026. Staff recommends that the Board award the contract to Resilience Planning & De-
128 sign, LLC.
129

130 Selectman Labonte agrees the master plan needs to be updated. He is concerned that we couldn't get anyone else
131 to bid, how do we know they are the right one? Mr. Dolan said we don't, but we've heard nothing but good things
132 about this company. Selectman Finan said Amherst has nothing but great things to say about Resilience Planning
133 & Design.
134

135 Administrator Daley said they have an opportunity to work with the consultant to reduce the overall cost. They
136 are one of the better consultants that focus on Master Planning for New England.
137

138 **Selectman Dargie made a motion to award the contract to Resilience Planning & Design LLC to prepare**
139 **and update the Town's comprehensive Master Plan not to exceed \$100,000. Seconded by Selectman Finan.**
140 **All were in favor. The motion passed 5/0.**
141

142 **3. PUBLIC COMMENTS (items not on the agenda) -**

143 Katherine Kokko brought up the bandstand and it being added to the budget. The Board voted to remove the
144 bandstand from the warrants and put it into the budget on November 27th. Selectman Dargie said he is advocating
145 to have the bandstand monies added to the budget tonight.
146

147 **4. DECISIONS**

148 **a. CONSENT CALENDAR**

- 149 1. Donation to the Granite Town Rail Trail Revolving Fund from Faye Richey - \$500.00
 - 150 2. Acceptance and Appropriations of Unanticipated Revenues Under \$10K NH (RSA (31:95(b))
 - 151 • From the American on-line Giving Foundation to the Milford Fire Department - \$100.00
- 152

153 **Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Dargie. All were**
154 **in favor. The motion passed 5/0.**
155

156 **b. OTHER DECISIONS**

157 **1. Fire Works**

158 Two Fire Works quotes were presented for review. American Thunder Fireworks Inc. proposes to provide a Fire-
159 works Display on 6/29/2024 with a proposed budget 85 of \$15,000. The rain date will be 6/30/2024. Pyrotecnico,
160 formally Atlas Fireworks, proposes to provide a Fire-86 works Display on 6/28/2024 with a proposed budget of
161 \$13,000. Both companies provided a breakout of shells.

162
163 There was some discussion about fireworks and the cost and letting the public decide if they want it or not.

164
165 Mr. Thornton said he heard people mention that they would help bring forth privately funded displays. He also
166 heard that Amherst would be interested in doing a joint fireworks display.

167
168 **Selectman Dargie made a motion to add fireworks for \$15,000 to the warrants. Seconded by Selectman**
169 **Finan. All were in favor. The motion passed 3/2. Selectman Daniels and Labonte opposed.**

170
171 **5. TOWN STATUS REPORT –**

172 **1. Town Department Expenditure Reallocation Request**

173 The Board received transfer request forms submitted by Department Heads exceeding \$10,000 for their review.
174 The submission of departmental transfer request forms (when applicable) will be submitted every month for re-
175 view and approval by the Board.

176
177 Selectman Labonte asked how many requests came through under \$10,000. Administrator Daley said one or two.
178 Selectman Labonte asked if this money had been spent or not. Selectman Dargie said he expected that we would
179 get this in December and the policy would kick in in 2024. Selectman Labonte asked when he should ask the
180 questions. Selectman Daniels agreed with Selectman Dargie. He thinks the form needs work and gave an example
181 to the Town Administrator.

182
183 **Selectman Labonte made a motion that the Board acknowledge the transfers for 2023. Seconded by Select-**
184 **man Dargie. All were in favor. The motion passed 5/0.**

185
186 **2. Waste Management Contract**

187 The current 5 ½ year waste management contract with Waste Management of New Hampshire, Inc., is set to
188 expire December 31, 2023. Previous and proposed contracts were submitted for review. The solid waste hauling
189 and disposal fee will increase from \$118 per ton to \$125 per ton in 2024. The monthly compactor rental will be
190 \$900 for 2 units but we use 4 and they are charging us for only 2. Hauling and disposal fees for Construction and
191 Demo will increase from \$102 per ton to \$110 per ton in 2024. The Trash Disposal Budget (\$300,000) and Demo
192 Disposal Budget (\$170,009) will fully fund the increased rates. Usually, this type of contract would be sent out
193 to bid however, given the timing of the expiration of the existing contract, the Board should consider executing a
194 shorter term (1 year) contract and then determine if the Town should issue an RFP to qualified waste management
195 companies. The current company agreed to a one-year contract with the option to extend an additional 4 years
196 using the rates listed. We have until March to decide to go out to bid and if we choose to do so, the company will
197 raise their prices.

198
199 Ms. Scott said the rates are not going up very much. The service is great with this company. They don't charge
200 us for some of the things they do.

201
202 Selectman Labonte asked about working with a co-op. Tammy Scott said Waste Management comes in during
203 working hours. In co-ops, they have keys to the gates, there in and out and you get charged whatever they get
204 charged. You have a hauler who hauls privately. We are very demanding; this company is here every day. This
205 company is fair.

206

207 Selectman Labonte asked about approving this for a year and checking around for other places. Ms. Scott said
208 we don't have time; the contract ends on December 31st. They can look within the 5 years at other prices.
209

210 Chairman Daniels asked that the Town Administrator go through all the contracts that are coming up for renewal
211 at least a couple of months before they are due and bring them to the Board so they can have time to review them.
212

213 Selectman Labonte isn't opposed but we have a policy about going out to bid and we should use it. Administrator
214 Daley said this was discussed in 2018 and the Board decided not to go out to bid.
215

216 **Selectman Freel made a motion to approve the waste management contract with Waste Management of**
217 **New Hampshire for five years. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**
218

219 **Selectman Labonte made a motion to allow the Chairman to sign the Waste Management Contract. Se-**
220 **conded by Selectman Dargie. All were in favor. The motion passed 5/0.**
221

222 **3. Third-Party Payroll Services Request for Proposal**

223 At the December 11, 2023 meeting, the Board of Selectmen meeting was provided a draft Request for Proposal
224 to outsource payroll services to a third-party company. The Board asked staff to contact payroll companies directly
225 to provide general costs for payroll and human resource services. Staff continues to interview companies who
226 currently provide services for the public and private sectors. They hope to come back with an overview of the
227 three companies to review with the Board.
228

229 **4. Wadleigh Memorial Library – Memorandum of Understanding (MOU)**

230 The Library Trustees submitted a Memorandum of Understanding (MOU) for review and consideration between
231 the Wadleigh Memorial Library Board of Trustees (LBOT) and the Town of Milford Board of Selectmen (BOS).
232 This is not a contract; it just outlines the roles and responsibilities of both parties. Kathy Parenti, Library Trustee
233 said this is not a contract.
234

235 Identifying responsibilities stated in the MOU will require some reallocation of the funds from the Library budget
236 to Public Works related to utilities and building/property maintenance and will become part of the Public Works
237 Department 2024 budget.

238 **Library - Purchased Services**

239 43002-541000 ELECTRICITY	\$21,600
240 43002 - 541100 - HEAT & OIL	\$ 8,400
241 43002 - 541200- WATER	\$ 900
242 43002 - 541300- SEWER	\$ 900
243 43002 - 543300 - CONTRACTUAL-BLDS	\$10,000

244
245 Jenny Siegrist, Library Trustees said the MOU would help other Trustees understand what they should and
246 shouldn't be doing. This is a living document that can be changed at any time.
247

248 Chairman Daniels said section 8 and asked that the word "required" be removed. Ms. Parenti said the wording
249 comes from the RSA. Selectman Finan agrees about that word and the seems like the library will be preparing
250 part of DPW's budget. Selectman Labonte said it can be looked at like the library is a tenant.
251

252 There was additional discussion about the budget who will prepare it and who has authority over the amounts
253 requested. Selectman Freel feels the shell and maintenance of the building should fall under DPW. The contents
254 of the building should fall under the library. Captain Frye explained how they work with DPW.
255

256 Selectman Finan suggested having a work session with the Trustees, the Board, and DPW to finalize the MOU. It
257 was decided that the Board and Library Trustees would take their time to get the MOU correct.

258

259 **5. Boards, Commission, Committee Volunteers**

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

262

263 Zoning Board of Adjustments	2 alternate positions
264 Conservation Commission	2 alternate positions
265 Economic Development Advisory Council	TBD (January 2024)
266 Recycling Committee	1 full-time position
267 Planning Board	2 alternate positions

268

269 **6. SELECTMEN’S REPORTS/DISCUSSIONS**

270 **1. 2024 DRAFT Warrant Articles**

271 Administrator Daley explained the spreadsheet tax rate calculation in detail. The average amounts taken from the
272 fund balance over the past 5 years have been

273

274 Selectman Labonte asked what makes up the fund balance. Director Calabria said many things make up the fund
275 balance including, exceeding revenue, and lower spending than anticipated, (like open positions). If you don’t
276 spend the surplus, it goes into the fund balance. They have been trying to keep the surplus amount at 7.5%

277

278 **Warrant articles discussed and/or removed from the warrants:**

279

280 WARRANT ARTICLE – TOWN HALL HVAC REPLACEMENT

281 There was some discussion about the HVAC amount and what the system would entail. Selectman Freel said there
282 is no reason that we would only have one bid. Companies should be bidding on this. Ms. Philbrick said the first
283 time this went out to bid, no one replied. The second time it went out to bid we received one bid.

284

285 **Selectman Freel made a motion to remove the Town Hall HVAC Replacement from the warrants. Se-**
286 **conded by Selectman Labonte. The motion passed 3/2 with Selectman Finan and Dargie opposed.**

287

288 WARRANT ARTICLE – RECONSTRUCTION OF TOWN ROADS

289 The Board decided to keep this at \$300,000 and keep this warrant on the warrants.

290

291 WARRANT ARTICLE – 58K Gross Vehicle Weight (or similar) 10-WHEEL DUMP TRUCK WITH PLOW
292 AND SANDER ASSEMBLY – 5-YEAR LEASE/PURCHASE

293 **Selectman Dargie made a motion to remove 10 Wheel Dump Truck with Plow and Sander Assembly from**
294 **the warrants. Seconded by Selectman Finan. The motion passed 5/0.**

295

296 WARRANT ARTICLE – WADLEIGH LIBRARY ELECTRICAL SYSTEM SAFETY AND EFFICIENCY
297 UPGRADES

298 Ms. Parenti said the quote came in at \$88,000 but they would like \$90,000 to be on the warrant. Director Calabria
299 suggested that the \$25,000 remaining in the Library Capital Reserve be put towards this warrant article. There
300 was a lengthy discussion about what was needed. The Board agreed. Ms. Parenti said that money is under the
301 Trustees, she thinks they will be okay with using it but they have to vote on it. Director Calabria said if they could
302 get a re-quote for 600 amps instead of 800 amps, that would help. Selectman Freel would like to get with DPW
303 to review the electrical panels.

304

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 12/27/2023

305 Ms. Kokko clarified that there is a 400 amp that is recommended to be upgraded to 800 amp. She asked Ms.
306 Parenti to send the quote to the Board. Mr. Thornton said the CIP rated the electrical panel replacement as number
307 one because of the safety aspect.

308
309 The Board decided to keep this warrant article on the warrants.

310
311 WARRANT ARTICLE – AMBULANCE REPLACEMENT REVOLVING FUND

312 **Selectman Labonte made a motion to remove the Ambulance Replacement Revolving Fund from the war-**
313 **rants. Seconded by Selectman Freel. The motion passed 3/2 with Selectman Finan and Dargie opposed.**

314

315 WARRANT ARTICLE – TOWN GRANT WRITER

316 **Selectman Labonte made a motion to remove the Town Grant Writer from the warrants. Seconded by**
317 **Selectman Freel. The motion passed 3/2 with Selectman Finan and Dargie opposed.**

318

319 WARRANT ARTICLE – SOCIAL SERVICES

320 The Board decided to keep this warrant article on the warrants.

321

322 WARRANT ARTICLE – DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE

323 Selectman Labonte said he would have no problem phasing these capital reserve warrants back in starting last
324 year.

325

326 Ms. Kokko said it would be helpful if there were some recordings of what the plans were for capital reserve
327 accounts. Capital reserve funds are supposed to help plan for things.

328

329 **Selectman Freel made a motion to remove DPW Vehicles and Heavy Equipment Capital Reserve from the**
330 **warrants. Seconded by Selectman Labonte. The motion passed 4/1 with Selectman Finan opposed.**

331

332 WARRANT ARTICLE – NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES

333 Selectman Dargie said he would like to get this into the budget sometime in the future.

334

335 The Board decided to keep this warrant article on the warrants.

336

337 WARRANT ARTICLE - CONSERVATION LAND FUND

338 Selectman Finan said this came off the warrants last year because we had too many warrants, and Conservation
339 voluntarily removed it. Chairman Daniels said they still have over \$82,000 in their fund. Selectman Dargie said
340 there is a reasonable chance that this will be a petition warrant.

341

342 **Selectman Labonte made a motion to remove the Conservation Land Fund from the warrants. Seconded**
343 **by Selectman Freel. The motion passed 3/2 with Selectman Finan and Dargie opposed.**

344

345 WARRANT ARTICLE - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT
346 CAPITAL RESERVE

347 **Selectman Freel made a motion to remove the Town Facilities Renovation and Major Repair Replacement**
348 **Capital Reserve from the warrants. Seconded by Selectman Labonte. The motion passed 3/2 with Select-**
349 **man Finan and Dargie opposed.**

350

351 WARRANT ARTICLE - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE

352 There was some discussion about capital reserves and what amounts should be in them to save the cost of a down
353 payment instead of the total amount.

354

355

356 **Selectman Freel made a motion to remove the Fire Apparatus Replacement Capital Reserve from the war-**
357 **rants. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

358
359 WARRANT ARTICLE - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE

360 Peggy Seward said this account is down to \$6,000 and it would be important to get \$25,000 so they have something
361 to work with. Selectman Finan said they can do some of the smaller items with this money towards their long-
362 term plan since the building isn't being torn down. It's important to encourage a group that does a lot of things for
363 our town. This is never high on anyone's priority list. There was additional discussion about things that could be
364 phased in.

365
366 **Selectman Freel made a motion to remove the Keyes Park Expansion Committee Project Capital Reserve**
367 **from the warrants. Seconded by Selectman Labonte. The motion passed 3/2 with Selectman Finan and**
368 **Dargie opposed.**

369
370 WARRANT ARTICLE - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE

371 **Selectman Freel made a motion to remove the Wadleigh Library Maintenance and Upkeep Capital Reserve**
372 **from the warrants. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

373
374 WARRANT ARTICLE – INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE

375 The Board decided to keep this warrant article on the warrants.

376
377 WARRANT ARTICLE - SUMMER BAND CONCERTS SUPPORT

378 Administrator Daley said at the work session the Board discussed potentially removing this and maybe putting it
379 into Recreation's budget for fund raising for this event. Both Selectman Labonte and Freel agreed with Select-
380 man Labonte already knowing some companies who would be willing to put money towards this.

381
382 There was a discussion about when these bands need to be booked for the bands to hold their place for the dates
383 we need. Paul Bartolomucci said these bands are usually booked in January or February with paperwork being
384 officially signed after the March town vote. Recreation is already fundraising for a variety of things and it would
385 be impossible to do more at this time. If local businesses would like to contribute a set amount of money that we
386 could count on for one concert, we would be happy to accept that money. Selectman Labonte said he stated at the
387 work session that he knows of one company that is willing to put their money where their mouth is. He doesn't
388 know if you will get people to give donations while you still have this warrant article on the warrants.

389
390 Ms. Philbrick agrees with Selectman Dargie and Mr. Bartolomucci, that you won't be able to fundraise at this late
391 date. Keep the warrant article on for now and have Recreation look into it over the next year. Hundreds of people
392 go to those concerts. There were at least 4 or 5 hundred people at the last concert of the season alone. Let the
393 citizens decide on this.

394
395 Selectman Labonte and Selectman Freel asked if there was additional surplus money, could if this money be put
396 into the Recreation revolving fund. Director Calabria said it would be similar to the scout house. Selectman
397 Labonte asked what would happen if we left it for this year while Recreation looked into fundraising. What would
398 happen if we gave the money for the first year with the notion of telling Recreation that you now have a year to
399 raise the money for next year? Ms. Philbrick said it could happen should you take some of the surplus and put it
400 aside for the concerts, but you might say you're going to do that, take this warrant off, and then change your mind
401 later. Selectman Labonte asked if we could transfer \$9,000 into the revolving fund. Director Calabria said he
402 would have an answer in the morning.

403
404 Mr. Bartolomucci said Recreation is already raising ½ of one salary. Selectman Dargie said this warrant is popular
405 and passes every year, it's not a huge amount of money. Selectman Labonte said, what if this is the year that
406 someone votes it down? He loves the concerts.

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The Board decided to keep this warrant article on the warrants.

WARRANT ARTICLE – MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION

Selectman Labonte asked if there was a reason, we couldn't add this to the budget. Chairman Daniels said he can't see separating this now. Selectman Freel said what if it doesn't pass. Director Calabria said it passed by 1,500 votes last year.

The Board decided to keep this warrant article on the warrants.

WARRANT ARTICLE – ANNUAL LABOR DAY PARADE SUPPORT

Selectman Labonte felt this number was low at \$3,000. Director Calabria said that they currently have \$8,115 in their account. There was discussion about what is usually spent on the parade, which is about \$13,000 to \$15,000. The Selectman discussed increasing the support amount.

Selectman Dargie made a motion to increase the Annual Labor Day Parade Support to \$6,000. Seconded by Selectman Freel. The motion passed 4/1 with Selectman Daniels opposed.

WARRANT ARTICLE – DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND

The Board decided to keep this warrant article on the warrants.

2. Budget Surplus

Ms. Kokko wanted to confirm that the bandstand would be built into the budget. She asked about the roof of the scout house. Director Calabria said we could transfer the surplus into non-lapsing funds. Selectman Dargie said he wants to make sure we get \$28,000 into the budget for the bandstand and address the scout house roof for \$18,000. He also asked about the \$30,000 in wage adjustments for some of the employees.

Per the 2024 BOS Work Session – Adjustment sheet, Chairman Daniels asked if there was anything the Select-board would like removed from the previously discussed adjustments.

Administrator Daley asked if there was a way the Board might consider fully funding one of the vacant Police positions and then fund the other position for 6 months. They have a viable candidate to fill one of the positions right now and he would hate to lose an opportunity to hire someone that won't need to attend the Police Standards Training Class. This allows the Police Department to hire a more qualified person and reduces the amount of overtime required to fill open shifts.

Selectman Labonte said they can hire a full-time person as of January 1, 2024. They can get the part-time person with their noticeable savings in their part-time budget by making a transfer on the wage adjustment line with the potential savings identified with not having to pay overtime.

Selectman Dargie asked how much money were we talking about and if there was anything we could replace this with like pre-buying something. Administrator Daley said they would need about \$40,000 and they could find it. There was additional discussion about where to find the money.

Selectman Labonte said they compromised by going from five positions at half time to only going down to two positions that are less than half time and if it's going to reduce the over-time there should be a noticeable savings. Administrator Daley said last year we had 5 positions that were half funded and the default budget was increased. We are hurting ourselves in the long term because we had to fully fund those positions in our default budget. Going forward we should get away from half-funding positions because it hurts us. Selectman Labonte agrees but we have to transition positions back into the budget.

458 Chief Viola clarified that it won't reduce the over-time budget because this year we spent well over what was
459 budgeted. We haven't increased our overtime budget in years even though salaries went up. Selectman Labonte
460 said there are sacrifices that every department is going to have to make. It's a position that has been vacant for
461 two to three years. Chief Viola said we made the sacrifice last year and paid our price. Selectman Labonte said
462 it's a phased approach to try and put it back instead of trying to do it all in one year. Chief Viola said he isn't
463 trying to do it all in one year. If we have a chance to go full staff based on the increase of people in this town, it's
464 only the smart thing to do. It benefits the town because public safety is the number one concern. He doesn't need
465 our officers to be burnt out again.

466
467 Selectman Labonte asked if they could find somewhere to fund \$40,000 in the budget. Administrator Daley said
468 they could make an effort through all departments to locate \$40,000. We may have to make a sacrifice collectively.
469 Selectman Labonte asked what else they could fine for money in other places. Administrator Daley said they are
470 at the point where we are picking at the bones. The challenge to department heads was to fully fund their depart-
471 ments at the level of service that this town deserves and requests. There may be small opportunities we could
472 realize but not much.

473
474 **Selectman Dargie made a motion to reduce the budget by \$414,000 with the exception of finding an addi-**
475 **tional \$40,000. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

476
477 **Selectman Dargie made a motion to remove \$18,000 from the surplus to use for the scout house repairs and**
478 **put it in the Heritage Commission non-lapsing fund. Seconded by Selectman Finan. All were in favor. The**
479 **motion passed 5/0.**

480
481 The Board discussed the \$28,000 for the bandstand and Director Calabria said he would find out how we can
482 process it tomorrow. Selectman Dargie supports the bandstand even if we need to add it to the budget although
483 he would rather take it from surplus. Selectman Freel said no means no as far as the warrant article being voted
484 down this year.

485
486 Ms. Kokko said the reasoning that is used for applying the no means no clause includes what is proposed compared
487 to what is originally proposed which includes the dollar amount. Selectman Dargie said the project scope is the
488 same but the money is different. Ms. Kokko said the work that the money is covering could be defined as different
489 as well. Selectman Freel isn't for this. Ms. Kokko would prefer to see the bandstand in the budget.

490
491 **Selectman Dargie made a motion to add \$28,000 to the budget for the bandstand renovation. Seconded by**
492 **Selectman Finan.**

493
494 Selectman Freel said they will struggle to find \$40,000 for a police officer position already. Selectman Labonte
495 asked Administrator Daley what the odds were to find another \$28,000 for the bandstand. Selectman Finan sug-
496 gested using the surplus to pre-buy something else. Administrator Daley said there are opportunities but the Board
497 discussed items that were one-off. Some items could be purchased like a vehicle or copier for example. Selectman
498 Dargie said one-offs are better but those are limited.

499
500 Ms. Kokko said the Board already voted to put the bandstand into the budget at a previous meeting. Administrator
501 Daley said he could try to find \$28,000 but he made no promises. Selectman Dargie said just pre-buy something.

502
503 The Board went on to the budget surplus request and Selectman Labonte asked if they had purchase and sales on
504 all of the items proposed. Director Calabria said they do on the Fire Department vehicle. There was some discus-
505 sion on pre-buying additional fuel.

506 Selectman Dargie asked if there was any way to put surplus towards the additional \$30,000 requested for increases
507 in some of the salaries. Director Calabria said no. Selectman Labonte isn't in favor of this. He has a hard time

508 doing a wage adjustment and a 4% increase. They are not large increases. There is a 10% increase in health
509 benefits which we kept at 85/15 and to him, that's a monetary benefit that the town is paying out.

510
511 Selectman Dargie asked Director Schelberg what the implications were if the recommended wage increases didn't
512 occur for ambulances. Director Spielberg said they are currently down two full-timers and he doesn't have any
513 applicants for the current rate they are posting. They are falling further behind and are not being competitive, the
514 increases and 4% increase would help. They are below where they should be for recruiting and retaining. There
515 was additional discussion on how to utilize other money to find staff.

516
517 Neal Beauregard, Public Works, said they currently don't have a purchase and sales on a truck. They have their
518 eyes on one. Director Lessard won't be back until after the New Year but he will be calling with specs for a truck
519 soon. The truck will be to replace the one at the parks and cemetery. Director Calabria said they don't have a
520 purchase and sales in hand but can make it contingent on having one executed by December 31st. If they can't get
521 one, it goes away and we lose that opportunity to take the money out of surplus.

522
523 Selectman Dargie recommends that staff fully expend the full surplus amount. Selectman Freel asked about two
524 vehicles being in the police budget. Administrator Daley said there is currently only one vehicle in that budget.
525 They originally had two. A second vehicle could be included as far as surplus. There was additional discussion
526 about surplus

527
528 **Selectman Dargie made a motion to task Administration to spend \$350,000 out of the forecasted surplus by**
529 **removing things from the budget and giving Administrator Daley temporary authority to sign po's over**
530 **\$25,000. Seconded by Selectman Finan. All were in favor. The motion passed 5/0**

531
532 The Board will host a joint work session with the Budget Advisory Committee on January 3rd. There were some
533 questions as to whether or not the CIP document was approved in a public forum. Administrator Daley said he
534 would find out.

535
536 Selectman Dargie referred to a sheet that estimated fund balance used over the past few years. He recommends
537 using about \$500,000 to help offset taxes. Selectman Labonte asked what percentage would that leave us at.
538 Director Calabria said he wouldn't know until July or August. There was additional discussion about the amount
539 and what the impact would be. Selectman Labonte isn't in favor of \$500,000, he recommends \$350,000. Admin-
540 istrator Daley said the average has been about \$617,000 over the last few years.

541
542 **Selectman Finan made a motion to use \$500,000 from the fund balance to offset taxes. Seconded by Select-**
543 **man Dargie. The motion passed 4/1 with Selectman Labonte opposed.**

544
545 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

546 Chairman Daniels mentioned that Dorothy Cooper celebrated her 100th birthday yesterday and he brought over a
547 proclamation from the Town.

548
549 **b) OTHER ITEMS (not on the agenda)**

550
551 **7. PUBLIC COMMENTS** - There were no public comments at this time.

552
553 **8. APPROVAL OF FINAL MINUTES** – December 11, 2023.

554
555 **Selectman Dargie made a motion to approve the final minutes of December 11, 2023, as presented. Se-**
556 **conded by Selectman Freel. All were in favor. The motion passed 5/0.**

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

558 a. Selectmen's Goals and Initiatives

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 12/27/2023

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11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – N/A

13. ADJOURNMENT: Selectman Labonte moved to adjourn at 11:14. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0 by roll call vote.

Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member

Paul Dargie, Member

10. a) Board of Selectmen's Goals and Objectives
2023 BOS Goals and Initiatives

Initiative	Status	Target Date
Financial		
Budget Expenditure Policy	Adopted 8/28/23	Completed
Reduce Warrant Articles		In Progress
Town Budget Development		In progress
Town Budget Passage		Not started
Projects		
Oval Improvements	Concept Design Completion	In progress
127 Elm Street Study Feasibility Study	Presented 6/12/23	Completed
Reactivate EDAC		Not started
Gravel Operation	Meeting w/ F&G 6/15/23	In progress
Master Plan	Questions deadline 6/8	In progress
Personnel		
4.5-day work week	Trial period started 05/01/23	In progress
Policy Updates	Workers' Compensation	In progress
	Right to Know Policy adopted 6/12/23	Completed
	BOS Rules of Procedure	In progress
	Personnel	Not started
	Compensation	Not started
Partnerships – school, private	School	In progress
Communication		
BOS Representative to Committees		Completed
Agenda and Minutes Updates		In progress
Social Media utilization?		Not started
5 th Monday Forums		In progress
Website Update		In progress
Department/Committee Updates – Quarterly		In progress

10/23/2023

Budget & Bond Public Hearings Agenda

Monday, **January 8, 2024, 6:30 pm**, Board of Selectmen's Meeting Room

I. Meeting Opening

- BOS Chairman gives opening remarks and briefly explains the purpose of the Budget and Bond Public Hearing
- BOS Chairman introduces Board Members and staff, and then thanks members of the Budget Advisory Committee for their efforts (BAC members are in the audience)
- BOS Chairman thanks the audience for attending & gives direction for microphone usage etc.
- BOS Chairman introduces the Water & Sewer Commissioners and the Water Utilities Director
 - Dale White
 - Robert Courage
 - Hunter Philbrick
 - Jim Pouliot

II. Bond Hearing(s)

- BOS Chairman opens the Bond Hearing, gives a brief explanation of what a bond article is, and turns the meeting over to whoever is presenting any Town Bond article(s) **In this case, Jim Pouliot**
- The floor is opened for discussion on the Bond issue(s)
- BOS Chairman closes the Bond Hearing

III. Town Operating Budget Hearing

- BOS Chairman opens the Budget Hearing.
- TA presents the Operating Budget
- The floor is opened for discussion on the Town Operating Budget

IV. Water and Sewer Operating Budget Hearings

- BOC Chairman or Director presents the Water and Waste Water Warrants
- The floor is opened for discussion on the Water and Waste Water Operating Budgets

V. Warrant Article Presentations & Discussions

- BOS Chairman gives a brief and general explanation of what a Warrant Article is
- Each WA is presented in turn by the BOS Chairman or Town Administrator
- As each WA is presented the audience is given opportunity to give input and/or ask questions

VI. Meeting Adjournment

- BOS Chairman asks for any final questions, announces the dates and times for Deliberative Session (**Saturday, February 3rd at, 9 am**) and Town Vote (**Tuesday, March 12th 6 am to 8 pm**), thanks everyone for attending the Budget and Bond Public Hearing, and adjourns the meeting.
- If needed, the Board will resume the regular BOS meeting to complete agenda items and or enter into non-public.

Town of Milford Warrant & Financials DRAFT Budget and Bond Hearing

January 8, 2024

To the inhabitants of the Town of Milford in the County of Hillsborough, in the State of New Hampshire, qualified to vote in Town Affairs:

You are hereby notified that the Annual Meeting of the Town of Milford will be held, in accordance with RSA 40:13, in said Milford, with the first session (also known as "Deliberative Session") at the Town Hall Auditorium on Saturday, February 3, 2024, at 9:00 am, to transact all business other than voting, and on Tuesday, March 12, 2024, at the Milford High School Gymnasium, for the second session (also known as "Town Vote") for voting by official ballot at the polls on all matters in the warrant as well as officers and other matters to be voted on. The polls will be open on March 12, 2024, at 6:00 a.m. and will not close earlier than 8:00 p.m.

In accordance with the Americans with Disabilities Act, the services of an interpreter will be provided as requested. Such requests must be received in the Milford Board of Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240, at least two (2) calendar weeks before the event. The Town will attempt to honor any requests received after this time.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - PENNICHUCK BOOSTER PUMP STATION - \$2,700,000 BOND (Project cost offset by \$1,000,000 in American Rescue Plan Act (ARPA) funds and loan forgiveness).

Shall the Town will vote to raise and appropriate the sum of \$2,700,000 for the purpose of constructing the Nashua Street Water Booster Pump Station. Such sum to be raised by the issuance of serial bonds and notes not to exceed \$2,700,000 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Town to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Further, to take such actions as may be necessary to affect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town. Additionally, to authorize the Town to apply for, receive, and expend grants or other funds that may reduce the amount to be repaid, and pass any vote relating thereto. Note: As this is for issuance of long-term debt, this vote requires, under State law, 3/5 affirmative vote to pass. This is a Special Warrant Article in accordance with RSA 32. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners supports this Article (0-0). The Budget Advisory Committee supports this Article (0-0).**

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$18,292,635

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget for the purposes set forth herein, totaling **\$18,292,635**. Should this Article be defeated, the default budget shall be **\$18,046,467** which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). Voting YES on this article has an estimated tax impact of \$11.94 on an assessed valuation of \$100,000 when compared to voting NO on this article.**

WARRANT ARTICLE 5 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ 2,204,593

Shall the Town vote to raise and appropriate the sum of **\$2,204,593** to operate and maintain the Wastewater Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be **\$2,107,269** which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE 6 - WATER DEPARTMENT OPERATING BUDGET - \$ 2,711.808

Shall the Town vote to raise and appropriate the sum of **\$2,711,808** to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be **\$2,680,050**, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE 7 - RECONSTRUCTION OF TOWN ROADS - \$ 300,000

Shall the Town vote to raise and appropriate the sum of **\$300,000** to reconstruct or repair Town roads? This will be a non-lapsing appropriation per RSA 32:7, VI. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of **\$14.50** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 8 - WADLEIGH LIBRARY ELECTRICAL SYSTEM SAFETY AND EFFICIENCY UPGRADES - \$ 90,000

Shall the Town vote to raise and appropriate the sum of **\$90,000** for the purpose of the replacement of the four (4) obsolete and unsafe Federal Pacific electrical panels in the library. Note: \$25,000 will be used from the Wadleigh Library Maintenance and Upkeep Capital Reserve account to offset this cost. This is a Special Warrant Article in accordance with RSA 32. **The Board Library Trustees recommend this Article (7-0). The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of **\$3.14** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 9 - SOCIAL SERVICES - \$40,000

Shall the Town vote to raise and appropriate the sum of **\$40,000**, for the purpose of providing funding to Social Service agencies for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of **\$1.93** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 10 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Shall the Town vote to raise and appropriate the sum of **\$32,000** for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of **\$1.55** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 11 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of **\$20,000** to be placed in the Information Technology Infrastructure Capital Reserve Fund? The Board of Selectmen has the authority to expend from this fund. The \$20,000 adds to the Information Technology Infrastructure Capital Reserve Fund approved by voters in 2021. The current available balance in this capital reserve account as of August 31, 2023 is approximately \$41,186.59. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.97 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 12 - SUMMER BAND CONCERTS SUPPORT - \$9,000

Shall the Town vote to raise and appropriate the sum of **\$9,000** for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.43 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 13 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$8,000

Shall the Town vote to raise and appropriate the sum of **\$8,000** for the purpose of town support relative to the observance of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs incurred by Public Works, Police Departments, and other Town departments, and to purchase flags to be placed on the graves of veterans 30 days before Memorial Day and removed 30 days after Veterans Day. Departmental support costs and materials associated with the provision of these services will be charged against this appropriation. This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.39 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 14 - ANNUAL LABOR DAY PARADE SUPPORT - \$6,000

Shall the Town vote to raise and appropriate the sum of **\$6,000** for the purpose of funding bands, musicians and other allied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.29 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 15 - DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND - \$0

Shall the Town vote to discontinue the Osgood Pond Capital Reserve Trust Fund created in 1997 with a current balance of .88, per RSA 35:16-a. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. This is a housekeeping Warrant Article. This fund is no longer utilized, and has not been for some time. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has no tax impact.**

WARRANT ARTICLE 16 - CONSERVATION LAND FUND - \$30,000 By Petition

Shall the Town vote to raise and appropriate the sum of Thirty Thousand (\$30,000) Dollars for the purpose of adding it to the Conservation Fund created in accordance with RSA 36-A, said fund being allowed to accumulate from year to year and to be available for the acquisition of property, conservation easements and other RSA 36-A allowable purposes, or take any other action relative thereto? Contributions further the protection of the town's natural resources. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$1.45 on an assessed valuation of \$100,000.**

**Town of Milford, NH
2024 Operating Budget
January 8, 2024**

Operating Budget		Difference	
Adopted 2023	Proposed 2024	Amount	Percentage %
17,466,466	18,292,635	826,169	4.7%

Estimated 2024 Default Budget	Difference to 2024 Budget	
	Amount	Percentage %
18,046,467	(246,168)	-1.36%

Significant Drivers In Proposed 2024		Increase From 2023
Salaries & Wages	4% COLA overall wage increase effective 4/1/24 less staffing adjustments	\$155,357
Employee Benefits	Rate increase and staffing	\$160,665
Milford Police Department	Increase due to fully funding 5 full-time positons	\$248,100
Public Works	Increase in roadway maintenance and supplies/materials	\$78,000
Water Utilites	Increase in hydrant rental costs	\$57,798
Library	Increase in operating costs	\$34,000
MACC Base	Increase in operating costs	\$28,609
Voter Registration	Increase due to 2024 elections	\$24,510
Total		\$787,039



2024
MS-DTB

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
General Government					
000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
130-4139	Executive	\$209,718	\$0	\$0	\$209,718
140-4149	Election, Registration, and Vital Statistics	\$191,672	\$27,435	\$0	\$219,107
150-4151	Financial Administration	\$984,622	\$0	\$0	\$984,622
152	Revaluation of Property	\$0	\$0	\$0	\$0
153	Legal Expense	\$42,500	\$0	\$0	\$42,500
155-4159	Personnel Administration	\$3,906,314	\$307,080	\$0	\$4,213,394
191-4193	Planning and Zoning	\$263,297	\$0	\$0	\$263,297
194	General Government Buildings	\$421,344	\$24,000	\$0	\$445,344
195	Cemeteries	\$110,927	\$0	\$0	\$110,927
196	Insurance	\$177,022	\$12,042	\$0	\$189,064
197	Advertising and Regional Association	\$0	\$0	\$0	\$0
199	Other General Government	\$19,683	\$0	\$0	\$19,683
	General Government Subtotal	\$6,327,099	\$370,557	\$0	\$6,697,656
Public Safety					
210-4214	Police	\$2,757,599	\$43,528	\$0	\$2,801,127
215-4219	Ambulance	\$1,183,827	\$0	\$0	\$1,183,827
220-4229	Fire	\$798,178	\$0	\$0	\$798,178
240-4249	Building Inspection	\$152,474	\$0	\$0	\$152,474
290-4298	Emergency Management	\$8,000	\$0	\$0	\$8,000
299	Other (Including Communications)	\$797,632	\$86,507	\$0	\$884,139
	Public Safety Subtotal	\$5,697,710	\$130,035	\$0	\$5,827,745
Airport/Aviation Center					
301-4309	Airport Operations	\$0	\$0	\$0	\$0
	Airport/Aviation Center Subtotal	\$0	\$0	\$0	\$0
Highways and Streets					
311	Administration	\$294,171	\$0	\$0	\$294,171
312	Highways and Streets	\$1,835,511	(\$329,626)	\$0	\$1,505,885
313	Bridges	\$0	\$0	\$0	\$0
316	Street Lighting	\$75,600	\$0	\$0	\$75,600
319	Other	\$0	\$0	\$0	\$0
	Highways and Streets Subtotal	\$2,205,282	(\$329,626)	\$0	\$1,875,656
Sanitation					
321	Administration	\$0	\$0	\$0	\$0
323	Solid Waste Collection	\$901,738	\$0	\$0	\$901,738
324	Solid Waste Disposal	\$0	\$0	\$0	\$0
325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
326-4328	Sewage Collection and Disposal	\$0	\$0	\$0	\$0
329	Other Sanitation	\$0	\$0	\$0	\$0
	Sanitation Subtotal	\$901,738	\$0	\$0	\$901,738



New Hampshire
 Department of
 Revenue Administration

2024
MS-DTB

Appropriations

Capital Outlay

901	Land	\$0	\$0	\$0	\$0
902	Machinery, Vehicles, and Equipment	\$250,465	(\$250,465)	\$0	\$0
903	Buildings	\$23,953,000	(\$23,953,000)	\$0	\$0
909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
Capital Outlay Subtotal		\$24,203,465	(\$24,203,465)	\$0	\$0

Operating Transfers Out

912	To Special Revenue Fund	\$0	\$0	\$0	\$0
913	To Capital Projects Fund	\$0	\$0	\$0	\$0
914A	To Proprietary Fund - Airport	\$0	\$0	\$0	\$0
914E	To Proprietary Fund - Electric	\$0	\$0	\$0	\$0
914O	To Proprietary Fund - Other	\$0	\$0	\$0	\$0
914S	To Proprietary Fund - Sewer	\$2,677,050	(\$2,677,050)	\$0	\$0
914W	To Proprietary Fund - Water	\$2,083,269	(\$2,083,269)	\$0	\$0
915	To Capital Reserve Fund	\$25,000	(\$25,000)	\$0	\$0
916	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
919	To Fiduciary Funds	\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal		\$4,785,319	(\$4,785,319)	\$0	\$0
Total Operating Budget Appropriations		\$47,022,070	(\$28,975,603)	\$0	\$18,046,467

TOWN OF MILFORD
2024 BUDGET SUMMARY & ESTIMATED TAX RATE CALCULATION
 12/27/23 BOS Meeting & 1/3/24 BOS/BAC Work Session

					Proposed 2024		
Art #		2024 GROSS APPROPRIATION	ESTIMATED NON-PROPERTY TAX REVENUE	FED. GRANTS & BONDS	USE OF FUND BALANCE	AMOUNT TO BE RAISED IN PROPERTY TAXES	TAX \$
	OPERATING BUDGETS:- (See Budget Detail)						
4	TOWN OPERATING BUDGET	\$ 18,292,635	\$ (7,925,000)			\$ 10,367,635	
	SEPARATE & SPECIAL WARRANT ARTICLES						
7	RECONSTRUCTION OF TOWN ROADS	300,000				300,000	14.50
8	WADLEIGH MEMORIAL LIBRARY ELECTRICAL UPGRADE	90,000		(25,000)		65,000	3.14
9	SOCIAL SERVICES	40,000				40,000	1.93
10	NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICE	32,000				32,000	1.55
11	INFORMATION TECHNOLOGY INFRASTRUCTURE CRF	20,000				20,000	0.97
12	SUMMER BAND CONCERTS SUPPORT	9,000				9,000	0.43
13	MEMORIAL, VETERANS & LABOR DAY PARADES	8,000				8,000	0.39
14	ANNUAL LABOR DAY PARADE SUPPORT	6,000				6,000	0.29
15	DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND	-				0	0.00
16	CONSERVATION LAND FUND	30,000				30,000	1.45
	TOTAL PER WARRANT	\$ 18,827,635	\$ (7,925,000)	\$ (25,000)	\$ -	\$ 10,877,635	
	TAX RATE CREDITS AND ADJUSTMENTS						
	Overlay - (Reserve for Abatements)	75,000				75,000	
	Veteran's Credits	218,800				218,800	
	County Portion of Shared Revenue						
	TOTAL CREDITS & ADJUSTMENTS	\$ 293,800	\$ -		\$ -	\$ 293,800	
	AMOUNT OF TAXES TO BE RAISED					\$ 11,171,435	
	LESS: ESTIMATED USE OF UNRESERVED FUND BALANCE TO REDUCE TAXES				(500,000)	(500,000)	
	TOTAL:	\$ 19,121,435	\$ (7,925,000)	\$ (25,000)	\$ (500,000)	\$ 10,671,435	

TAXABLE NET ASSESSMENT (est.)

2024 ESTIMATED TAX RATE

2023 ACTUAL TAX RATE

ESTIMATED INCREASE/(DECREASE) OVER 2023 TAX RATE

\$ 2,069,135,041	5.16
\$	5.16
\$	4.93
\$	0.23
	4.7%

\$.01 on the Tax Rate = \$20,691

