

- **5:00 Non-Public (RSA 91-A:3, II(a) Personnel**

MEMORANDUM

DATE: January 22, 2018

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: Current Use Application and Discharge of LUCT Warrant
M 50 L1 247 Mile Slip Rd

In June of 2017, the then owner of the parcel 50-1 filed with Hillsborough County Registry of Deeds an approved subdivision plan creating two lots, and leaving the parcel known as 50-1, with 12.85 Acres and all improvements. In March of 2003, that same owner had removed 6 acres from current use.

In July of 2017, I sent a letter to the property owner notifying that upon sale of either lot, the lot known as 50-1 would be required to be removed from Current Use unless the property owner took steps to re-file a Current Use application in order to add land still in a natural state back into the CU program.

No such application was submitted, and in October of 2017, both parcels were sold. Prior to sale, I had multiple conversations and e-mail exchanges with the closing company that Land Use Change Tax would be due upon sale and I also provided the amount that would be due. After the sale, I presented the LUCT Warrant to the BOS, and the tax bill was sent to the buyers who were the responsible party for the tax payment.

I have since learned that neither the seller nor the closing company had informed the buyers of impending LUCT, nor did the closing company hold the LUCT monies in escrow. The buyers, receiving an LUCT Warrant seemingly out of the blue, were surprised and upset. After a bit of discussion, I informed the buyers that they had the same option to place enough undeveloped land into Current Use in order to re-establish that status.

The Current Use application is submitted this evening for the Board's approval and signature.

Once this application has been approved, the property owner would like forgiveness for the LUCT warrant, which is still outstanding. An abatement application is provided for that purpose.

The recommendation is to allow the property owner to put the land into Current Use and forgive or abate and LUCT billed.

Thank You

TY 2017 Abatement Recommendations									
App #	Map/ Lot	Address	Property Owner Request	Recommend	Reason	Letter Sent	2017 Assessed Value	Adjusted Assessed Value	Abatement Amount @ \$29.39 rate
1701	4/33-1	317 N. River Rd	Reconsider value based on utility of an old mobile home on the site.	Approve	Thought previously used as a rental unit, the mobile home has now been determined uninhabitable by the health department/community development. The value of the structure has been reduced based on its utility as a shed only.	Verbal discussion with Owner	121,300	117,300	117.56
1702	50/1	247 Mile Slip Rd	This property was recently purchased, and fell below the CU criteria for the land to remain in CU. In spite of appropriate communication between this office, the seller, and the title company, the buyer was unaware of pending LUCT. The buyer has opted to re-apply for CU by including additional qualifying acreage.	Approve	The assessing office had communicated with the seller that CU status could be maintained with proactive measures. Unfortunately that information was not acted on nor provided to the buyer. The LUCT warrant was issued before this office was aware that there had been communication issues amongst the parties.	Verbal discussion with Owner	N/A	N/A	3,083.00
									-
									-
									-
									-
									-
					Total Amount of Abatement Recommended for Approval this Session				3,200.56
					Total from prior granted 2017 Abatements				
					Appeals Settled in 2018				
					Total				3,200.56

2018
MS-DTB

Milford

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

GOVERNING BODY CERTIFICATION

Name

Position

Signature

[illegible]

<https://www.proptax.org/>

<http://www.revenue.nh.gov/mun-prop/>



**New Hampshire
Department of
Revenue Administration**

**2018
MS-DTB**

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
General Government					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
4130-4139	Executive	\$237,768	\$6,820	\$0	\$244,588
4140-4149	Election, Registration, and Vital Statistics	\$150,951	\$18,073	\$0	\$169,024
4150-4151	Financial Administration	\$791,318	\$22,100	\$0	\$813,418
4152	Revaluation of Property	\$0	\$0	\$0	\$0
4153	Legal Expense	\$40,000	\$0	\$0	\$40,000
4155-4159	Personnel Administration	\$2,881,568	(\$130,521)	\$0	\$2,751,047
4191-4193	Planning and Zoning	\$268,012	(\$1,298)	\$0	\$266,714
4194	General Government Buildings	\$406,529	\$433	\$0	\$406,962
4195	Cemeteries	\$112,901	\$58	\$0	\$112,959
4196	Insurance	\$188,302	\$0	\$0	\$188,302
4197	Advertising and Regional Association	\$0	\$0	\$0	\$0
4199	Other General Government	\$15,939	\$84	\$0	\$16,023
General Government Subtotal		\$5,093,288	(\$84,251)	\$0	\$5,009,037
Public Safety					
4210-4214	Police	\$2,273,441	\$32,439	\$0	\$2,305,880
4215-4219	Ambulance	\$809,676	\$36,561	\$0	\$846,237
4220-4229	Fire	\$609,824	\$9,177	\$0	\$619,001
4240-4249	Building Inspection	\$116,627	(\$5,011)	\$0	\$111,616
4290-4298	Emergency Management	\$8,100	\$0	\$0	\$8,100
4299	Other (Including Communications)	\$662,055	(\$2,720)	\$0	\$659,335
Public Safety Subtotal		\$4,479,723	\$70,446	\$0	\$4,550,169
Airport/Aviation Center					
4301-4309	Airport Operations	\$0	\$0	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0	\$0	\$0
Highways and Streets					
4311	Administration	\$162,313	\$978	\$0	\$163,291
4312	Highways and Streets	\$1,314,718	\$3,234	\$0	\$1,317,952
4313	Bridges	\$0	\$0	\$0	\$0
4316	Street Lighting	\$83,600	\$0	\$0	\$83,600
4319	Other	\$0	\$0	\$0	\$0
Highways and Streets Subtotal		\$1,560,631	\$4,212	\$0	\$1,564,843



**New Hampshire
Department of
Revenue Administration**

**2018
MS-DTB**

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Sanitation					
4321	Administration	\$0	\$0	\$0	\$0
4323	Solid Waste Collection	\$638,531	\$9,093	\$0	\$647,624
4324	Solid Waste Disposal	\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal	\$0	\$0	\$0	\$0
4329	Other Sanitation	\$0	\$0	\$0	\$0
Sanitation Subtotal		\$638,531	\$9,093	\$0	\$647,624
Water Distribution and Treatment					
4331	Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335	Water Treatment	\$0	\$0	\$0	\$0
4338-4339	Water Conservation and Other	\$0	\$0	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0	\$0	\$0
Electric					
4351-4352	Administration and Generation	\$0	\$0	\$0	\$0
4353	Purchase Costs	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0	\$0	\$0
4359	Other Electric Costs	\$0	\$0	\$0	\$0
Electric Subtotal		\$0	\$0	\$0	\$0
Health					
4411	Administration	\$0	\$0	\$0	\$0
4414	Pest Control	\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0	\$0	\$0	\$0
Health Subtotal		\$0	\$0	\$0	\$0
Welfare					
4441-4442	Administration and Direct Assistance	\$175,301	\$940	\$0	\$176,241
4444	Intergovernmental Welfare Payments	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	\$0	\$0	\$0	\$0
Welfare Subtotal		\$175,301	\$940	\$0	\$176,241
Culture and Recreation					
4520-4529	Parks and Recreation	\$281,296	\$627	\$0	\$281,923
4550-4559	Library	\$774,191	\$0	\$0	\$774,191
4583	Patriotic Purposes	\$0	\$0	\$0	\$0
4589	Other Culture and Recreation	\$3,000	\$0	\$0	\$3,000
Culture and Recreation Subtotal		\$1,058,487	\$627	\$0	\$1,059,114



New Hampshire
Department of
Revenue Administration

2018
MS-DTB

Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Conservation and Development					
4611-4612	Administration and Purchasing of Natural Resources	\$23,674	\$0	\$0	\$23,674
4619	Other Conservation	\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing	\$0	\$0	\$0	\$0
4651-4659	Economic Development	\$0	\$0	\$0	\$0
Conservation and Development Subtotal		\$23,674	\$0	\$0	\$23,674
Debt Service					
4711	Long Term Bonds and Notes - Principal	\$918,646	\$88,258	\$0	\$1,006,904
4721	Long Term Bonds and Notes - Interest	\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest	\$0	\$0	\$0	\$0
4790-4799	Other Debt Service	\$0	\$0	\$0	\$0
Debt Service Subtotal		\$918,646	\$88,258	\$0	\$1,006,904
Capital Outlay					
4901	Land	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment	\$0	\$0	\$0	\$0
4903	Buildings	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
Capital Outlay Subtotal		\$0	\$0	\$0	\$0
Operating Transfers Out					
4912	To Special Revenue Fund	\$25,000	\$0	\$0	\$25,000
4913	To Capital Projects Fund	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric	\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal		\$25,000	\$0	\$0	\$25,000
Total Operating Budget Appropriations		\$13,973,281	\$89,325	\$0	\$14,062,606



**New Hampshire
Department of
Revenue Administration**

**2018
MS-DTB**

Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
4311	Wages
4441-4442	Wages
4215-4219	Wages
4240-4249	Wages
4195	Wages
4140-4149	Wages/Elections
4130-4139	Wages/Contract
4150-4151	Wages/Contract
4220-4229	Wages
4194	Wages
4312	Wages
4711	Debt
4299	Contract
4199	Wages
4520-4529	Wages
4155-4159	Wages/Contract
4191-4193	Wages
4210-4214	Wages
4323	Wages/Contract

ORIGINAL WARRANT**GRAVEL TAX LEVY**

TAX YEAR: APRIL 1, 2017 - MARCH 31, 2018

THE STATE OF NEW HAMPSHIRE**HILLSBOROUGH COUNTY, SS**

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$50.00** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal at TOWN OF MILFORD, NH

(Selectmen/Assessors)

DATE: January 22, 2018

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Stephen Trombly 201 North River Rd Milford, NH 03055	Map 8-Lot31	17-303-03-E	\$50.00
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

TOTAL DUE: \$50.00

4. a) 3) Request for Approval of Donation to the Conservation
Commission from Rodney Richey for Rail Trail Maintenance - \$500.00

Town of Milford
CONSERVATION COMMISSION

Town Hall
1 Union Square
Milford, NH 03055-4240
(603) 249-0628
www.milford.nh.gov
conservation@milford.nh.gov



Board of Selectmen
January 12, 2018

Re: Acceptance of Donation from Rodny Richey

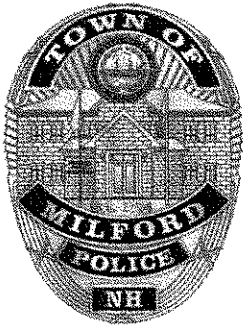
The Conservation Commission requests permission from the Board of Selectmen to accept a \$500.00 donation from Rodny Richey. He requests that this extremely generous donation be put into the Rail Trail Fund for trail maintenance.

Thank you for your continued support of the Conservation Commission.

Respectfully,

Andy Hughes, Chair
Milford Conservation Commission

4. a) 4) Request for Approval to use Town Owned Land for the Annual Police Department Fishing Derby on May 26, 2018.

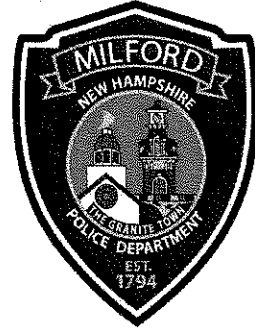


Town of Milford

POLICE DEPARTMENT

19 Garden Street
Milford, NH 03055
603-249-0630

Michael J. Viola
Chief of Police



To: Mark Bender
Town Administrator

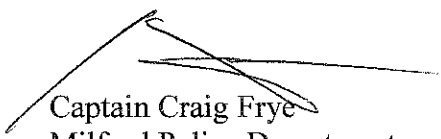
From: Captain Craig Frye

Date: January 17, 2018

Subject: Use of Town Owned Land

I am requesting permission to use the Town owned land next to Rail Road Pond (Bicentennial Park) and the area behind the World War II Monument (as the children have a tendency to use this area for walking access to Rail Road Pond) to conduct The Milford Police Department's Annual Fishing Derby. We have tentatively planned the Derby for May 26, 2018 from 7:00AM until 1:00PM. We have ample volunteers to supervise the area and make sure that any trash generated by the children is picked up before we leave.

Respectfully submitted,



Captain Craig Frye
Milford Police Department
(603) 249-0630 x359
cfrye@milford.nh.gov

4. a) 5) Request for Approval and Acceptance of new road - West Meadow Court.

Maps will be provided to the Board at the meeting.

MEMO TO: Board of Selectmen
FROM: Town Roads Researcher
DATE: January 18 2018
SUBJECT: Road Acceptance Request for
West Meadow Court.

Dear Selectmen,

This memo serves as a request of the Board of Selectmen to please accept West Meadow Court as a town roadway.

The roadway is depicted on Plan #38452 as recorded in the Hillsborough County Registry of Deeds, and entitled "Open Space Subdivision Plans, West Meadow Estates, Tax Map 39 Lot 70, 129 West Street, Milford, New Hampshire dated November 17 2014, last revised April 24 2015", copies of pages 1, 2 and 3 of said plan are attached.

Also attached is a copy of the As-Built Plan, West Meadow Estates dated November 15 2017; Pages 1 and 2.

The Roadway is 50 feet wide and approximately 2121 feet long, running from its intersection with West Street, westerly and northerly to a dead end.

Thank you for your assistance in this matter.

Regards,

A handwritten signature in cursive script that reads "Raine Carson". The signature is written in dark ink and has a long, sweeping underline that extends to the right.

Raine Carson
Town Roads Researcher

Town Status Report – January 22, 2018

Stormwater Cooperative Agreement - Milford has been working cooperatively with other communities in southern New Hampshire toward meeting the responsibilities of the MS4 (municipal separate storm sewer systems) Permit. The purpose of the collaboration is to minimize cost and effort for requirements common to all nearby towns. Recently, the Nashua Stormwater Coalition and the Manchester Stormwater Coalition combined efforts thereby increasing the number of member towns.

The newest EPA MS4 permit has been issued and towns are required to obtain coverage under the permit starting in October of this year. Our coalition has been working to identify the common areas and develop solutions. This has been coordinated by the regional planning agencies and DES with the assistance of UNH and the Seacoast Stormwater Coalition. We are now reaching the point where additional outside assistance is required. The Nashua/Manchester Coalition has drafted a Cooperative Agreement to share resources and accomplished this as a group. The Nashua Regional Planning Commission has agreed to be the fiduciary agent for the group as allowed by their enabling legislation. Milford staff worked closely with other coalition members to draft the agreement which calls for an investment of \$2,000 by each member community. There has been unanimous agreement among the active member towns to seek to proceed with this agreement. (Not all eligible towns have been active but the agreement allows these towns to join at a later date. This can further increase the cost effectiveness of the process). The program is run by the member towns.

Benefits of the funds will be assistance in developing town-specific data, such as:

- Mapping outfalls relative to water quality impaired river segments and seeking common solutions. This would resolve portions of the NOI.
- Develop Public Education and Public Outreach Programs.
- Preparation of the Annual Report.
- Costs will only be a fraction of the costs otherwise required to prepare this information under town-specific consultant contract or even in-house.

Staff supports this cooperative effort and asks the Board of Selectmen to authorize the document. Cost was included in the 2018 Operating Budget.

Snow Removal & Equipment – Asked Rick Riendeau, Public Works Director, to provide a mid-winter update on snow removal & equipment challenges including use of the grader.

Dispatch Consulting Update – MPD has received two responses to our recent comprehensive study request for dispatch services. Chief Viola and Captain Frye will provide a summary and recommendation.

Selectmen Rules of Procedure – Selectmen reviewed this document and made a few changes last year. It is intended to be a working document and a good information tool for any new selectmen. Any further discussion or changes required to the document? If none, we ask you to adopt the document effective with your signatures.

**COOPERATIVE AGREEMENT FOR PARTICIPATION IN THE NASHUA AND MANCHESTER
REGIONAL STORMWATER COALITIONS' 2017 MS4 COMPLIANCE PROJECT**

Agreement by and between the Nashua Regional Planning Commission (NRPC), acting by and through its Executive Director and the Town/City of _____ (town/city), New Hampshire, acting by and through its Governing Body/Municipal Department, in accordance to the provisions of NH RSA 36:49.

1.0 PURPOSE

- 1.1 Regional Coordination: New Hampshire's Regional Planning Commissions, including the Nashua Regional Planning Commission (NRPC) and the Southern NH Planning Commission (SNHPC) were formed to enable municipalities to join together and coordinate the planning efforts of the region taking into account present and future needs with a view toward encouraging the most appropriate use of land; the facilitation of transportation and communication; the proper and economic location of public utilities and services; the development of adequate recreational areas; the promotion of good civic design; and the wise and efficient expenditure of public funds in order to promote the health, safety, morals and general welfare of the region and its inhabitants.
- 1.2 Regional Stormwater Coalitions: The Nashua and Manchester Regional Stormwater Coalitions (NMRSC) convene to better municipal, inter-municipal, and regional planning and coordination relative to requirements in the 2017 National Pollutant Discharge Elimination System (NPDES) general permit to stormwater discharges from Small Municipal Separate Storm Sewer Systems (MS4).
- 1.3 Stormwater Management: The NMRSC convenes to encourage municipalities required to comply with MS4 Federal stormwater requirements within the NRPC and SNHPC regions in collaboration with one another, to plan, implement, and invest in stormwater and related land use planning and management approaches that protect the water quality, natural hydrology, and habitats within their watersheds and associated waters and that advance the state's economic growth, resource protection, and planning policy established in RSA 9-B.

2.0 SCOPE OF WORK AND BUDGET

- 2.1 Collaborative Stormwater Management Permit Compliance Project: This collaborative "Project" will provide each participating community with shared resources and an aggregated suite of resources and technical assistance such as outreach materials, ordinance templates, coordinated mapping, natural resources monitoring, system identification or other strategies needed to ensure communities can maintain compliance with the MS4 requirements, as well as take advantage of possible grant funding.
- 2.2 Budget: The NRPC agrees to work with the SNHPC and members of NMRSC and their individual participating municipalities on the "Project", with the established one-time fee for participation in the "Project" to be Two Thousand Dollars and No Cents (\$2,000). Payment of the established fee entitles _____ (town/city) to participate in all services, activities, and events associated with the NMRSC "Project."
- 2.3 Payment: _____ (town/city) shall make full payment of the established fee to the NRPC within 30-days of executing this Agreement.

3.0 ORGANIZATION AND RESPONSIBILITIES

- 3.1 "Project" Committee: Representatives of each of the participating communities together will constitute the NMRSC "Project" Committee. Each participating community will be entitled to one vote. The Committee will approve all projects for which any expenditure will be made.

- 3.2 Fiscal Agent: The NRPC agrees to be the lead organization for the "Project" as fiscal agent and is responsible for making required payments for all NMRSC subcontractors supplying services and all vendors supplying purchases in accordance with tasks authorized by the NMRSC "Project" Committee.
- 3.3 Other Participating Communities: In order to properly fund the NMRSC "Project", the NRPC and SNHPC agree to attempt to obtain inter-municipal agreements from each of the other NMRSC participating communities.
- 3.4 Effective Date: The agreement shall become effective as of the date the second municipality enters into the agreement, and shall expire at the completion of the "Project." Any member, including _____ (town/city) shall be able to withdraw from participating in the "Project" at any time. There will be no credit or prorating of the established fee upon withdrawal.
- 3.5 Amendments: This agreement sets forth the entire understanding of the parties with respect to its subject matter. Any amendments of this agreement must be in writing and authorized by the NRPC Executive Director and the _____ (town/city governing body). This agreement shall be governed by the laws of the State of New Hampshire. If any provision of this agreement is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, then both parties shall be relieved of their obligations under that provision, and the remainder of the agreement shall be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Cooperative Agreement by their proper officers and representatives.

NASHUA REGIONAL PLANNING COMMISSION

A. John Minkarah, Executive Director

Date

SOUTHERN NH PLANNING COMMISSION

Sylvia von Aulock, Executive Director

Date

CITY/TOWN OF _____, NEW HAMPSHIRE

Authorized Representative

Date

Print Name

PUBLIC WORKS WINTER UPDATE

JANUARY 22, 2018

We have had 11 snow events to date this season, very cold weather, an Indian summer thaw for a few days with rain following. We also have had 2 full snow removal operations this season so far.

Equipment – We have had many mechanical issues this season. Repairs in-house on resources have been challenging

- **Truck 16** - Out for refurbishing, a used dump body was installed. It was due back before Thanksgiving and didn't get it till Dec 14. Upon preparing it for service it was found the heat vent door was not operating correctly and could not be fixed unless the dashboard was removed, but it was temporarily repaired. We are searching for a used dashboard.
- **Truck 39** – The front plow assembly was bent and twisted during plowing and had to be removed and replaced with a new hitch assembly
- **Truck 63** – Lost a spreader chain that was only 1 ½ years old and had to be manufactured due to the unique dump body style of the truck.
- **Truck 5** – Had issues with the front plow trip edge and wing arm assemblies, metal fatigue and finding them are the issues
- **Truck 6** – Same wing arm issues as truck 5 and a hydraulic control box needs to be replaced, we found a new one but its all the lines to it may have to be replaced which will take some time.
- **Truck 11** - Had broken manifold bolts that had to be sent out and replaced
- **Other issues** – Cables and hydraulic lines (been through 75 gallons of hydraulic oil already)

Employees – We have had some hurdles this year,

- One open position (employee left in the fall was the grader person)
- Sprained ankle – out for 2 weeks
- Resignation given first of year
- Employee in hospital for a week with potential of being out a month
- One employee out with the flue for a week
- One employee out 1 week personal (Son to boot camp)

Other areas

Salt - We have had many discussions with the supplier

- Many loads this year with large solid chunks, they get caught in the gates and chains
- Wet salt, we have received some very wet salt at which it froze in the salt bin and took lots of time to break up for use

Two new employees plowing with wings, trained another employee on plowing with large truck

Turnover – We have 4 new people in the snow operations (Lots of training and learning)

Ads placed – We advertised for contractor, spent \$800, not one call, also have searched for part time plow drivers and laborers with no luck.

Grader

Clarify - Comments regarding use of the grader for sidewalks. The grader has functionality, but is not and never was intended to replace a sidewalk plow. I apologize for any confusion.

Size of the grader



1. When plows are attached, wing on, the machine is 38' long and 12' wide
2. When the wing is down, at the closest point, the machine is 15' wide
3. Fully extended wing, the machine is 18' wide

2 (two) winter operations, they are similar, but are performed differently – Plowing, Removal



Plowing – Push snow left or right, but leaving a ridge of snow, can also be done with the trucks, grader and holder with a plow or snow blower.

Removal – When snow is pushed or pulled off the sidewalk, into the roadway, placed in a windrowed and then removed by a loader mounted snow blower, bucket or pusher. This is usually done at night.



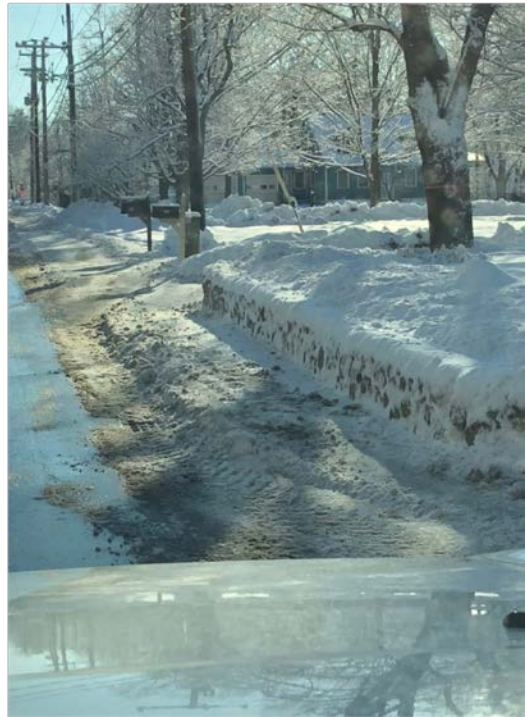
Grader limitations

Good for, Clear-wide open stretches



Examples where the grader can be used to plow sidewalks is Tonella, Ledgewood, Patch Hill and sections on Mt Vernon roads.

- Not good for,



Sidewalks with utility poles, signs, raised curbs, walls, trees, hedgerows and other obstructions found on most sidewalks in Milford.



Town of Milford

POLICE DEPARTMENT

19 Garden Street
Milford, NH 03055
603-249-0630

Michael J. Viola
Chief of Police



To: Mark Bender, Town Administrator
Board of Selectmen
From: Chief Michael J. Viola
Date: January 17, 2018
Ref: Dispatch Center Study

In December 2017, a purpose and scope document was completed in reference to identifying the Town of Milford's concerns and needs for a town owned and operated dispatch center. This approved document was then forwarded to vendors who would be able to complete a comprehensive study.

The comprehensive study would be based on management and technology. It would also take into account the following three options:

- A dispatch center owned and operated by the Town of Milford for the Town of Milford only. To include all our emergency services and DPW.
- A regional dispatch center owned and operated by the Town of Milford. The town would then offer dispatch services to other towns for a fee.
- The Town of Milford to continue to use MACC Base for their dispatch needs, paying approximately 71% of their annual budget and paying for needed upgrades to the equipment and infrastructure.

The purpose of using an independent consultant company to conduct a comprehensive study is to allow the Town of Milford and the Board of Selectmen to have an independent non bias review of our current provider and situation and also to provide the town with the resources, should they decide to move their dispatch operation in the future.

The purpose and scope document was sent out to two vendors:

- Communication Design Consulting Group, LLC, (CDCG), Normand Boucher. CDCG gave an estimated cost of \$24,485.00 for the study. Approximate start date February 5th.
- Municipal Resources Inc., (MRI), Alan Gould. MRI gave an estimated cost of \$19,500.00 for the study. Approximate start date March 1st.

After reviewing recent studies and taking into account the information that was obtained from both companies, I would respectfully recommend Municipal Resources, Inc. to conduct the comprehensive study for the Town of Milford.



January 18, 2018

Mike Viola
Police Chief
Town of Milford
19 Garden Street
Milford, NH 03055

Re: Regional Dispatch Center Feasibility Study

Dear Chief Viola:

MRI is pleased to present this proposal in response to your request for a Regional Dispatch Center Feasibility Study. Generally, the study will serve to:

- Analyze Milford Area Communication Center's (MACC Base) existing communication network and identify known deficiencies and potential future challenges within MACC Base.
- Review the existing regional dispatch operation – MACC Base.
- Review the feasibility for the Town of Milford to operate its own dispatch center for Police, Fire, DPW and Ambulance.
- Review the feasibility of the Town of Milford becoming a regional dispatch center for four surrounding Towns (Milford, Wilton, Mont Vernon and Lyndeborough).

SCOPE

The scope of work specified by the Town of Milford is as follows:

Technology

Evaluate current facilities and technology in the existing Milford Area Communication Center in light of ongoing issues/needs presented by member town departments.

Evaluate proposed upgrades presented to MACC Base to ensure that issues/needs will be addressed and that the upgrades present a comprehensive state of the art solution to meet member's future needs.

Evaluate the facilities and technology of a proposed Milford Dispatch Center to ensure that issues/needs will be addressed and that this option presents a comprehensive state of the art solution to meet member future needs.

Identify other dispatch solutions that are available.

The assessment should include, but not be limited to, the following:

- Evaluate the current dispatch center technology at MACC Base and how they serve member communities.
- Evaluate the potential to create a dispatch center at the Milford police station, and other locations that should be considered?
- Evaluate the location of existing and needed antenna sites for Milford only coverage and regional coverage.
- Conduct a thorough assessment and provide recommendations of the type, amount, and cost of additional or consolidated voice and data systems, radio systems, telephone systems, and other related equipment required to provide the most up-to-date technology and equipment available.
- Provide cost estimates for options.

Management

Evaluate MACC Base current operation including the Intermunicipal Agreement, operating expenses, staffing, service levels, etc. Evaluate options for a Milford only Dispatch Center or continue as a regional center (Milford acting as the host dispatch center with service agreements).

- Gather information and documentation regarding community demographics, MACC Base existing rules, regulations & standard operating procedures/guidelines, maps,



square mileage calculations, budgets for the current communication center, call volume data from the current center (MACC Base), mutual aid agreements, a list of communication lawsuits, personnel rosters, department organization charts, and past annual reports.

- Meet with local officials, MACC Base personnel, department heads from Police, Public Works, Fire and Ambulance to understand their needs and expectations.
- Ensure that current and proposed solutions meet all state and federal regulatory and statutory requirements.
- Perform an interoperability assessment and develop cost estimates for stand-alone and regional connections of all the existing jurisdictions to the host center.
- Conduct a thorough assessment of the staffing requirements and operating expenses, including budget development, cost allocation, and operational issues for all options.
- Evaluate and provide recommendations concerning other transitional issues including operational and human resource. Assess moving fire alarm infrastructure to possible new location.
- Evaluate and develop recommendations for a training program for public safety dispatchers, including start-up, new employee and continuing training.

TIMELINE

It will take approximately three months to complete a study of this nature. MRI is ready to begin work on this project upon receipt of the requested documents below. This timeline is dependent upon timely cooperation of the involved Towns.

DELIVERABLES

Draft Report:	Draft report, in pdf format, delivered to the client for review and comment and fact check.
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- Final Report: Three (3) bound copies of the final report, together with three (3) copies in pdf format on disk, delivered to the Client.
- Meeting: A post-report meeting to present and discuss findings of the report.

INFORMATION TO BE PROVIDED BY THE COMMUNITIES

MRI will require the following documents and information from the involved communities (multiple copies, as needed):

1. Demographic information regarding the population, employment data, tax base and any similar information available through Town Hall or the Planning Department.
2. A narrative describing the public safety communications system currently in operation. This information should include each primary and tactical frequency along with an overview of how each frequency is utilized.
3. A map of the entire area indicating communications sites such as the location of repeaters, back up.
4. Communications propagation studies for the subject area.
5. A copy of all rules, regulations, and written directives of the existing communications centers.
6. Maps of the community and any additional response areas. The following maps should be provided:
 - a. Street maps (indicating urban areas and structures above five stories and high hazard facilities).
 - b. Topographical maps.
7. Square mileage calculation for the entire response area.
8. A copy of communication center budgets for the past two years.
9. Service level trends during the last five years. This should include all 911 calls and business calls.

10. A copy of the current Town budgets. This fiscal information should include the percent of the total budget that is dedicated to public safety communications services.
11. Collective bargaining agreements.
12. Mutual aid agreements.
13. A list of any communications related lawsuits pending against the Town.
14. Such additional information as our consultants may need as the study proceeds.
15. MRI will need a primary contact person for scheduling interviews, coordinating meetings and access to information.

PRICE

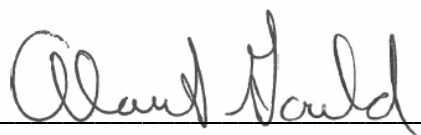
MRI will perform this study on a lump sum fee of **\$19,500.00** that is intended to cover all professional time and expenses.

MRI PERSONNEL IN CHARGE

Alan S. Gould, President, will serve as Principal-In-Charge of this engagement. Brian Duggan, Director of Fire/EMS Services will serve as the Project Team Leader, coordinating activities, interfacing directly with the Client, and participating throughout the engagement as required. Team members will be assigned and participate as deemed appropriate.

Respectfully submitted,

MUNICIPAL RESOURCES, INC.

By: 

Alan S. Gould, President
(603) 279-0352, x-320
(603) 765-5998 CELL
agould@mrigov.com



COST ESTIMATE BASED ON STAFF HOURS PROJECTED

General

Analyze Macc Base's existing communication network. Analyze known deficiencies and potential future challenges within Macc Base.

Existing regional dispatch operation – MACC Base.

The Town of Milford having its own dispatch center, for Police, Fire, DPW and Ambulance.

The Town of Milford becoming a regional center for four surrounding Towns (Milford, Wilton, Mont Vernon and Lyndeborough) all linked by our computer system.

Technology

Projected Staff Hours

N.Boucher	C.Langone	M.Allen	SOW
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P1

4

2

4

Evaluate current facilities and technology in the existing, Milford Area Communication Center (MACC Base) in light of ongoing issues/needs presented by member town departments.

2

2

0

Evaluate proposed upgrades presented to MACC Base to ensure that issues/needs will be addressed and that the upgrades present a comprehensive state of the art solution to meet member future needs.

0

0

0

Evaluate the facilities and technology of a proposed Milford Dispatch Center to ensure that issues/needs will be addressed and that this option presents a comprehensive state of the art solution to meet member future needs. /SEE BELOW

3

0

2

Identify other dispatch solutions that are available.

The assessment should include, but not be limited to, the following:

2

4

4

Evaluate the current dispatch center technology at MACC Base and how they serve member communities.

8

8

8

Evaluate the potential to create a dispatch center at the Milford police station, and what other locations should be considered?

Town of Milford, NH | ESTIMATED STAFF HOURS BASED ON SOW

N.Boucher	C.Langone	M.Allen	SOW
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12 0 0 Evaluate the location of existing and needed antenna sites for Milford only coverage and regional coverage. /ASSUMES SITE VISITS

8 8 8 Conduct a thorough assessment and provide recommendations of the type, amount, and cost of additional or consolidated voice and data systems, radio systems, telephone systems, and other related equipment required to provide the most up-to-date technology and equipment available.

Management

P2	4	4	8	Evaluate MACC Base current operation including Intermunicipal Agreement, operating expenses, staffing, service levels, etc. Evaluate options for a Milford only dispatch Center or continue as a regional center, (Milford acting as the host dispatch center with service agreements).
	0	2	4	Gather information and documentation regarding community demographics, MACC Base existing rules, regulations & standard operating procedures/guidelines, maps, square mileage calculations, budgets for the current communication center, call volume data from the current center (MACC Base), mutual aid agreements, a list of communication lawsuits, personnel rosters, department organization charts, and past annual reports.
	12	12	12	Meet with local officials, MACC Base personnel, department heads from Police, Public Works, Fire and Ambulance to understand their needs and expectations. 1 MTG
	2	0	0	Ensure that current and proposed solutions meet all state and federal regulatory and statutory requirements.
	4	2	2	Perform an interoperability assessment and develop cost estimates for stand-alone and regional connections of all the existing jurisdictions to the host center.
	4	4	8	Conduct a thorough assessment of the staffing requirements and operating expenses, including budget development, cost allocation, and operational issues for all options.

Town of Milford, NH | ESTIMATED STAFF HOURS BASED ON SOW

N.Boucher	C.Langone	M.Allen	SOW
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2	2	2	Evaluate and provide recommendations concerning other transitional issues including operational and human resource. Assess moving fire alarm infrastructure to possible new location.
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1	1	2	Evaluate and develop recommendations for a training program for public safety dispatchers, including start-up, new employee and continuing training.
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DELIVERABLE: REPORT & 1 MTG

COST

P1

39	24	26
\$150.00	\$135.00	\$100.00
\$5,850.00	\$3,240.00	\$2,600.00
	\$11,690.00	

hours
hourly rates
fees
TOTAL

P2

29	27	38
\$150.00	\$135.00	\$100.00
\$4,350.00	\$3,645.00	\$3,800.00
	\$11,795.00	

hours
hourly rates
fees
TOTAL

\$10,200.00	\$6,885.00	\$6,400.00
	\$23,485.00	
Mileage	\$1,000.00	
	\$24,485.00	

P1 & P2 TOTAL

Expenses/mileage
GRAND TOTAL

TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted _____

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Section I General Provisions

BOARD OF SELECTMEN MEETING – LOCATION

Rule 1. Board of Selectmen Meeting – Location and Posting

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

Rule 2. Board of Selectmen Meeting – Day/Time

Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date. Occasionally, meetings will be held at other times of the day as may be required. All Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th Monday forums are meetings held on months with a 5th Monday, start at 7:00 p.m and are open to anyone who wishes to attend. Notices for all Selectmen meetings must be posted in two locations, one of which may be the town website.

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

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

Rule 4. Responsibilities of Members of the Board

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

Rule 5. Election of Officers

Procedures for electing officers are as follows:

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

Rule 6. Presiding Officer

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

Rule 7. Quorum

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

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

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

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

Rule 8. Board of Selectmen's Meeting Agenda

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

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

Rule 9. Order of Business

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

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments (for items not on the agenda)**
 - a. Subjects not on the current agenda. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, generally five (5) minutes. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner's, vested interests, etc.
 - c. Any ruling by the Presiding Officer relative to the proceeding two subsections may be overruled by a vote of a majority of members present.
- 4. Decisions**
 - a. **Consent Calendar** - The Town Administrator shall place matters on the Consent Calendar which have been: (a) previously discussed by the Board of Selectmen, or (b) are based on the information previously delivered to the Selectmen that can be reviewed by a Selectman without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) as directed by the Town Board of Selectmen or Committee thereof. The motion on the Consent Calendar is as follows: "I move for adoption of the Consent Calendar". This motion shall be non-debatable and will have the effect of moving to adopt

all items on the Consent Calendar. Since adoption of any item on the Consent calendar implies unanimous consent, any Selectman shall have the right to remove any item from the Consent calendar. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Selectman wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.

- b. **Other Decisions** – The Selectmen may include the final vote of a item discussed at a previous meeting. Some public hearing require to meetings prior to a decision being made.

5. Town Status Report

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

6. Discussions

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

7. Selectmen's Reports/Discussions

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

8. Approval of Final Minutes – Selectmen approve Final minutes for previous meetings.

9. Information Items Requiring No Decisions

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

10. Notices – Future Board of Selectmen meetings, Town Wide Notices and/or Closings

11. Non-Public Session – Approval of non-public minutes and/or non-public sessions.

12. Adjournment

Rule 10. Town Administrator

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

Rule 11. Clerk of the Board of Selectmen

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

Rule 12. Meetings of the Board of Selectmen

- (a) **Organizational Meeting** – An organizational meeting to elect officers shall be held in accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuring year at this meeting, and shall designate the Selectmen ex-officio board and committee members. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The

Board shall establish a schedule of meetings for the upcoming year at its Organizational Meeting.

- (b) Regular Meeting – A more formal meeting of the Board generally conducted in accordance with the order of the “Agenda” contained in Rule 8.
- (c) Workshop Meetings – A less formalized meeting of the Board generally conducted for the purpose of providing Board members a more detailed understanding of a limited number of issues or to permit discussions of issues that require significant depth of discussion.
- (d) Non-Public Sessions – A meeting of the Board held in accordance with the provisions of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance at that specific session. The Board may have present, for all or part of the non-public session, those individuals the Board deems necessary to fulfill the purpose of the non-public session. This may include, but is not limited to: the Board's Secretary or Assistant, the Town Administrator, Town Counsel, and/or an employee whose actions are the subject of the non-public session, or for whom a personnel decision is before the Board. The decision to include or exclude an individual from a non-public session is entirely within the discretion of the Board. Minutes of non-public must include attendees and decisions.
- (e) Emergency Meetings – May be called by the Chair in accordance with NH RSA 91-A: 2, II; upon demand of two (2) members of the Board; or at the request of the Town Administrator. The Town Administrator, or his/her designee, shall ensure Emergency Meetings are properly noticed in accordance with RSA 91-A: 2, II.
- (f) Site Walk – May be held by the Board if a walk or inspection of a specific property or properties is required in order for the Board to have a full and complete understanding of a pending issue in order to render a decision. A site walk is considered to be a meeting of the Board, which shall be noticed in accordance with RSA 91-A: 2, II and a record or minutes of the site walk will be maintained. The Board will not engage in any deliberation or decision making as part of a site walk. Such a session is for information gathering purposes only. Any deliberations or decision will be made at a Regular or Emergency Meeting of the Board.
- (g) 5th Monday Forum – Meetings occur in a month that has 5 Mondays. The informal meeting allows the public to come in to speak to the Board of Selectmen without an appointment.

Rule 13. Appointment to Boards and Commissions

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

Rule 14. Procedure for Nominating and Appointing citizens to Town Boards, Commissions and Committees.

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

Rule 15. Placement of Selectmen Recommendations on Warrant

The Board shall place a “Recommended” or a “not Recommended” notation on each warrant article submitted directly to the Board or submitted through petition to any Town Meeting as may be required by RSA 32:5 V(a) or RSA 40:13, V-a. The Board may choose to place such notation on any warrant article, regardless of whether such actions is required, unless the Town has voted to prohibit such voluntary notations.

**SECTION II
DUTIES AND PRIVILEGES OF MEMBERS**

Rule 16. Forms of Address

The Chair of the Board of Selectmen shall be addressed as “Mr./Madame Chair or as “Chairman (surname).” The Vice Chair of the Board of Selectmen, when acting for the Chair, shall be addressed in the same manner. Members of the Board of Selectmen shall be addressed as “Selectman (surname).” This is an optional Rule that may be adopted at the annual organizational meeting.

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

- (a) Prior to any vote, each Board of Selectmen member should give consideration whether a conflict of interest or a potential violation of the Town Ethics Policy exists (See Appendix A). If the Board of Selectmen member believes a potential violation may exist, no matter how remote, the Board of Selectmen member should disclose such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities, the Board Member should speak up and refrain from voting on said matter.

- (b) Whenever a Board of Selectmen member discloses there is a potential violation of the Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the Board of Selectmen.
- (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate the decision. The party seeking to disqualify the Board of Selectmen member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall participate and/or vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the board of Selectmen.
- (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Board of Selectmen whether the Board of Selectmen member's participation would/would not violate the Town's Ethics Policy.
- (e) After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists, the Presiding Officer shall rule that the Selectman shall not participate and/or vote in the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may override the Presiding Officer's ruling and the Selectman shall be permitted to participate and vote in the matter before the Board of Selectmen.

Rule 18. Rules of Order

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

Rule 19. Motions

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

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

Rule 20. Suspension of Rules

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

Rule 21. Dissents and Protests

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

Rule 22. Procedures for a Public Hearing

- (a) Presiding Officer opens the public hearing at set time.
- (b) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Board of Selectmen.
- (c) If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing must be published in two locations, one of which may be the town web site.
- (d) The Presiding Officer may call upon the Town Administrator or other appropriate person to describe the matter under consideration.
- (e) Each speaker, for or against the matter before the Board of Selectmen for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to **five (5) minutes**. When everyone wanting to speak has had one opportunity to speak, the Presiding Officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen.
- (f) Once all Town residents wanting to speak for a second time have spoken, the Presiding Officers shall call for any non-residents wanting to speak. These speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen.
- (g) During the hearing any Selectman shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Board of Selectmen for Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.
- (h) The Presiding Officer closes the public hearing.
- (i) The Presiding Officer shall then inquire if there is a motion by any of the Selectman. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among Selectman. The Presiding Officer may call on an individual Selectman in the discussion.

Rule 23. Voting

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

- (a) The Presiding Officer may require any questions to be submitted in writing before the vote, and shall state each question before the vote.
- (b) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Selectman, a roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically, when the question is called shall vote on the question before the Board of Selectmen. Selectmen may, for good cause, recuse from a vote should they feel that to vote would

constitute a conflict of interest or other similar disqualifying circumstances. Such Selectman shall at the beginning of the debate on any such motion announce the intention to recuse himself/herself and shall take no part in the debate and the vote of the issue.

Rule 24. Committees

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

- (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of Selectmen for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Board of Selectmen meeting. Board of Selectmen study committees may consist of a specific number of individuals and no more than one Selectman, if any Selectman is to be included on the Committee. Special Board of Selectmen committees shall disband at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Board of Selectmen thereafter for a specified time period.
- (b) Special Ad Hoc Advisory or Study Committees shall:
 - 1) Be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
 - 2) Make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Board of Selectmen. The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Board of Selectmen.
 - 3) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a Special Ad Hoc Advisory or Study Committee unless specifically designated to do so by the Board of Selectmen.
 - 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

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

- (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Board of Selectmen action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- (b) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Board of Selectmen action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

- (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

Rule 26. Resolutions and Policies

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

Rule 27. Procedures for Ordinances

- (a) An ordinance shall be discussed, considered and approved at a public hearing, but shall not be voted and approved on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
- (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford Purchasing Policy.
- (c) A Selectman may, in open session, request of the Presiding Officer that the Board of Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion, the Board of Selectmen may assign the proposed ordinance to a specific department head or official, committee or the committee of the whole for the study and consideration. The department head, official or committee shall report its findings to the Board of Selectmen.
- (d) Action on all ordinances and resolutions shall be governed by the following rules:
 - 1) The Selectmen shall have the authority to establish, and amend town ordinances and codes after they hold 2 public hearings at least 10 but not more than 21 days apart on the establishment or amendment of the ordinance or code.
 - 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance or resolution may seek a motion to introduce the ordinance or resolution by title only and to waive a reading of the entire ordinance or resolution. If there is a second, and after discussion, the Presiding Officer shall call for the question and the Board of Selectmen shall vote whether to read the ordinance or resolution by title only. Lacking such a motion or should this motion fail, the ordinance or resolution shall be read in its entirety.
 - 3) If an ordinance or resolution is referred to committee, the committee shall report the item to the Board of Selectmen in due course and the item shall then be in order for further action. The reporting of an ordinance or resolution shall not require a motion or other Board of Selectmen action. The Board of Selectmen may, upon a motion made and seconded, call the ordinance or resolution out of committee. The item shall then be in order for further action before the Board of Selectmen.

- 4) At such time as further action is in order, any Selectmen may move that the ordinance or resolution be scheduled first for 2 public hearings at least 10 but not more than 21 days apart.
- 5) The selectmen's vote shall take place no sooner than 10 days nor later than 21 days after the second public hearing is held. The provisions of this section shall not apply to the establishment and amendment of a zoning ordinance, historic district ordinance, or building code under the provisions of RSA 675.

Rule 28. Public Complaints and Suggestions to Board of Selectmen

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

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

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

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

- (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2) Treat all staff and other elected officials as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A or at the Board level, usually in non-public session.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- (b) The individual members of the Board of Selectmen in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board of Selectmen or the Town.
 - 2) No member, including the chairperson or vice-chairperson, shall conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.

- 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session.
 - 4) Refrain from communicating the position of the town or the Board of Selectmen with other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement.
 - 5) Treat with respect the rights of all members of the Board despite differences of opinion.
- (c) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
 - (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
 - (e) Punishment for any violation of this code of conduct shall include but not be limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

Rule 30. Amendment Procedure

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

Rule 31. Effective Date

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

APPENDIX A

POLICY: ETHICAL CONDUCT

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

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

- ✓ Properly administer the affairs of Town government.
- ✓ Promote decisions that only benefit the public interest.
- ✓ Actively promote public confidence in government.
- ✓ Keep safe all funds and other properties of the Town
- ✓ Conduct and perform the duties of the office diligently and promptly dispose of the business of the town.
- ✓ Maintain a positive image to pass constant public scrutiny.
- ✓ Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- ✓ Inject the prestige of the office into everyday dealings with the public employees and associates.
- ✓ Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- ✓ Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- ✓ Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Officials shall not:

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

**Town of Milford
New Hampshire**

Board of Selectmen Rules of Procedure

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

Mark Fougere, Chairman

Kevin Federico, Vice-Chairman

Gary Daniels, Selectman

Mike Putnam, Selectman

Laura Dudziak, Selectman

Received and recorded this _____ day of _____, 2018.

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

6. 1) Warrant Articles including Petition Warrant articles, Pumpkin Festival and others; The Board has to take a position on the appropriation petition warrant articles so that Finance can complete the MS-636 Budget of the Town.
#28 Fireworks #29 Keyes Park Expansion Committee Project CR
#30 Conservation Land Fund

Town Of Milford Budgets and Bond Public Hearing

Pre-Deliberative Draft

January 8, 2018

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 Budget & Bond Hearing Meeting of the Town of Milford will be held, in accordance with "Senate Bill 2" (RSA 40:13), in said Milford, on Monday, the eighth (8th) day of January 2018, in the Milford Town Hall Board of Selectmen's Meeting room at six-thirty o'clock (6:30 p.m.) in the evening to discuss bond and budget hearing Articles to be presented at the Deliberative Session.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - MAIN FIRE STATION UPGRADE – BOND - \$3,864,300

Shall the Town vote to raise and appropriate \$3,864,300 for design and construction of needed electrical upgrades, parking lot expansion, facility renovations, and expansion of the downtown fire station, and to authorize the Selectmen to raise this appropriation by borrowing not more than \$3,864,300 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act, (RSA 33) and, further, to authorize the Selectmen to issue and negotiate such bonds, bond anticipation notes, or notes and to determine conditions and the rate of interest thereon, such funding to be repaid from general taxation, and to authorize the Selectmen to contract for and expend any Federal or State aid that may be available for this project? This is a Special Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty (60%) percent affirmative vote to pass. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).**

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$ 14,060,271

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 set forth in the budget for the purposes set forth herein, totaling \$14,060,271? Should this Article be defeated, the default budget shall be \$14,062,606, 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 operating budget warrant article does not include appropriations contained in ANY other Warrant Article. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (8-0-1). This Article has an estimated tax impact of \$0.34 less than the 2017 Budget or minus \$34.00 on a home value of \$100,000.**

WARRANT ARTICLE 5 - WATER DEPARTMENT OPERATING BUDGET - \$ 1,520,953

Shall the Town vote to raise and appropriate the sum \$1,520,953 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 \$1,480,538, 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 supports this Article (3-0). The Budget Advisory Committee supports this Article (8-0-1).**

WARRANT ARTICLE 6 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ 2,069,450

Shall the Town vote to raise and appropriate the sum of \$2,069,450 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 \$2,030,870, 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 supports this Article (3-0). The Budget Advisory Committee supports this Article (8-0-1).**

WARRANT ARTICLE 7 - BRIDGE REPLACEMENT CAPITAL RESERVE - \$ 175,000

Shall the town vote to raise and appropriate the sum of \$175,000 to be placed in the Bridge Replacement Capital Reserve Fund? This fund was identified in the May 2014 Hoyle, Tanner Associates, Inc. study that identified needed rehabilitation for 18 Town bridges. Expenditures from this fund would be authorized by the Board of Selectmen. The \$175,000 builds upon the Bridge Replacement Capital Reserve approved by voters in 2014. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.127 or \$12.70 on a home value of \$100,000.

WARRANT ARTICLE 8 - DPW VEHICLES AND HEAVY EQUIPMENT – CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of DPW Vehicles and Heavy Equipment, and to raise and appropriate the sum of \$40,000 to be placed in this fund? Expenditures from this fund will require a vote at town meeting. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.029 or \$2.90 on a home value of \$100,000.

WARRANT ARTICLE 9 - FIRE APPARATUS REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.

WARRANT ARTICLE 10 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.

WARRANT ARTICLE 11 - AMBULANCE VEHICLE REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Ambulance Vehicle Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Ambulance Vehicle Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.

WARRANT ARTICLE 12 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT – CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Public Safety Communication Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$20,000 builds upon the Public Safety Communication Equipment Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).** This Article has an estimated tax impact of \$0.015 or \$1.50 on a home value of \$100,000.

WARRANT ARTICLE 13 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

Shall the Town vote to raise and appropriate the sum of \$15,000 to be placed in the Assessing Revaluation Capital Reserve Fund? The purpose of Revaluation of Real Estate Assessment is to meet our constitutional and statutory requirement that periodically these assessments are at full and true value. The Board of Selectmen has authority to expend from this fund. The \$15,000 builds upon the Assessing Revaluation Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.011 or \$1.10 on a home value of \$100,000.**

WARRANT ARTICLE 14 - REPLACEMENT SIDEWALK PLOW LEASE/PURCHASE – \$155,000 (Annual Payment \$32,300/Total Purchase Price (\$155,000))

Shall the Town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement for a Sidewalk Plow in the amount of \$155,000, pursuant to RSA 33:7-e, and to raise and appropriate the sum of \$32,300 for the first years payment? This agreement contains a fiscal funding clause, which will protect the Town in the event of non-appropriation. This will replace the 2000 Holder tractor plow with a sander that is no longer in service. This piece of equipment is used for winter maintenance to plow 13.6 miles of sidewalks during winter conditions. If this article passes, future years' payments will be included in the operating budget. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.023 or \$2.30 on a home value of \$100,000.**

WARRANT ARTICLE 15 - 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 supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.029 or \$2.90 on a home value of \$100,000.**

WARRANT ARTICLE 16 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$30,000

Shall the Town vote to raise and appropriate the sum of \$30,000 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? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.022 or \$2.20 on a home value of \$100,000.**

WARRANT ARTICLE 17 - PUMPKIN FESTIVAL, HOLIDAY DECORATIONS AND PLANTINGS - \$23,000

Shall the Town vote to raise and appropriate the sum of \$23,000 for purposes of Pumpkin Festival support by Public Works, Police, Fire, and Ambulance Departments; purchase and planting of flowers for the Oval and Stone Bridge areas; purchase of lights, garland, etc. for holiday decorations; or to take any other action relative thereto? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee does not support this Article (3-6). This Article has an estimated tax impact of \$0.017 or \$1.70 on a home value of \$100,000.**

WARRANT ARTICLE 18 – AFSCME CONTRACT - \$21,572

Shall the Town vote to approve the cost items included in the one year extension of the Police Officers' Collective Bargaining Agreement (CBA) reached between the Board of Selectmen and Local 3657 of the American Federation of State, County and Municipal Employees (AFSCME) for contract year April 1, 2018 to March 31, 2019, which calls for the following increases in salaries and benefits, and to further raise and appropriate \$21,572 for fiscal year 2018? Said sum represents the additional costs over those of the current appropriation at current staffing levels paid in 2018 in the expiring Agreement. Upon approval of this Article, said cost allocation is to be transferred to the General Operating Budget. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.016 or \$1.60 on a home value of \$100,000.**

	2018	2019
	Estimated	Estimated *
Wages	\$ 16,482	\$ 5,494
Fringe Benefits	\$ 5,090	\$ 1,841
Totals	\$ 21,572	\$ 7,335

NOTE:

The contract calls for a 2.0% increase plus up to any additional merit increase which exceeds the 2.0% and is approved in the operating budget for all other employees not in the AFSCME bargaining unit.

*These figures represent the estimated increases for the first three months of 2019 to cover salary increases to contract termination date of March 31, 2019.

WARRANT ARTICLE 19 - SUMMER BAND CONCERTS - \$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. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.007 or \$0.70 on a home value of \$100,000.**

WARRANT ARTICLE 20 - FUNDING OF THE ANNUAL LABOR DAY PARADE – \$10,000

Shall the Town vote to raise and appropriate the sum of \$10,000 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 supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.007 or \$0.70 on a home value of \$100,000.**

WARRANT ARTICLE 21 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION - TOWN SUPPORT - \$6,500

Shall the Town vote to raise and appropriate the sum of \$6,500 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 Department and other Town departments, and to purchase flags to be placed on the graves of veterans on Memorial 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. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.005 or \$0.50 on a home value of \$100,000.**

WARRANT ARTICLE 22 - APPOINTING AGENTS TO THE KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE – \$0

Shall the town vote to appoint the Board of Selectman as agents to expend from the Keyes Park Expansion Committee Project Capital Reserve Fund? This Capital Reserve Account was established in 2017, Warrant Article 14. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (8-1-0). This article has no tax impact.**

WARRANT ARTICLE 23 - AUTHORITY TO GRANT INDUSTRIAL DEVELOPMENT TAX RELIEF - \$0

Shall the town adopt temporary property tax relief as outlined in RSA 72:81 for industrial development within approved zoning districts of the town? The intent is to provide incentives to businesses to build, rebuild, modernize, or enlarge with the town. The exemption shall apply only to municipal and local school property taxes. State education and county taxes are excluded from the exemption. The exemption shall be 50% for the first year, 40% for the second year, 30% for the third year, 20% for the fourth year and 10% for the fifth year of the increase in assessed valuation attributed to new construction, additions, renovations or improvements and shall run for 5 years. This is approved for industrial use only as defined in the statute RSA 72:80. "Industrial uses" shall include all manufacturing, production, assembling, warehousing, or processing of goods or materials for sale or distribution, research and development activities, or processing of waste materials. If approved by voters, the percentage rate and duration shall be granted uniformly to all projects for which a proper application is filed. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has no tax impact.**

WARRANT ARTICLE 24 - RENAME BRIDGE REPLACEMENT CAPITAL RESERVE FUND - \$0

Shall the town vote to rename the Bridge Replacement Capital Reserve Fund to Bridge Repair and/or Replacement Capital Reserve Fund, and to include culverts greater than \$75,000 replacement cost, and to use Capital Reserve funds to provide matching funds for grants? This would clarify the intent of the capital reserve fund which has always been "high priority projects for either replacement or repair in place". This article will require a 3/5 vote to pass. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has no tax impact.**

WARRANT ARTICLE 25 - SWING BRIDGE - \$0

Should we ask voters to utilize bridge repair and/or replacement capital reserve funds along with donations as matching funds to refurbish the Swing Bridge when grant funds become available? The Swing Bridge has been placed on the NH DOT Ten Year Plan. Rehabilitation funding is scheduled for 2020 and will require matching funds. Using the Bridge Capital Reserve Funds would expedite the work, should other grant funds become available. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has no tax impact.**

WARRANT ARTICLE 26 - MILE SLIP TOWN FOREST EASEMENT - \$0

Shall the Town vote to authorize the Board of Selectmen to transfer or convey such property rights in the below described parcel of town owned land as may be necessary so that the same shall be subject to a conservation easement, in perpetuity, the particular terms of the easement to be determined by the Board of Selectmen, with the concurrence of the Conservation Commission? Said authorization to include the authority to execute any and all deeds, documents or other instruments in the name of the Town that may be necessary to accomplish the foregoing. It is understood that the intent of this article is to cause the conservation easement to be held by a "qualified organization," as defined in section 170(h)(3) of the Internal Revenue Code of 1986, existing for the purchase of or holding of property interests or facilitating transactions relative thereto when such purchase carries out the purposes of RSA 36-A, said organization may be the Society for the Protection of New Hampshire Forests or other similar qualified organization as determined by the Board of Selectmen with the concurrence of the Conservation Commission. The property to which this authorization, if approved, will apply is land known as Map/Lot 50-9 and 55-5, which properties are commonly known as the Mile Slip Town Forest, the same having been acquired by the Town of Milford by purchase dated August 24, 2005 and recorded in the Hillsborough County Registry of Deeds at Book 7531 and Page 2372. **The Board of Selectmen supports this Article (3-2). The Budget Advisory Committee supports this Article (9-0). This Article has no tax impact.**

WARRANT ARTICLE 27 – KENO - \$0

Shall the Town vote to allow the operation of KENO within the town, pursuant to the provisions of NH RSA 284:41 through 51? **The Board of Selectmen supports this Article (3-2). The Budget Advisory Committee supports this Article (8-1). This Article has no tax impact.**

WARRANT ARTICLE 28 – FIREWORKS - \$8,500 by petition

Shall the Town vote to raise and appropriate the sum of \$8,500 for the purpose of providing the Independence Day celebration fireworks display at a time and location to be determined by the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (0-0). The Budget Advisory Committee supports this Article (7-2). This Article has an estimated tax impact of \$0.006 or \$0.60 on a home value of \$100,000.**

WARRANT ARTICLE 29 – KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000 by petition

Shall the town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016 and as amended). The \$25,000 builds upon the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (0-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.**

WARRANT ARTICLE 30 – CONSERVATION LAND FUND - \$20,000 by petition

To see if the town will vote to raise and appropriate the sum of \$20,000 to add to the Conservation Land Fund created in accordance with RSA 36-A, said land 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 purposes? Contribution furthers the protection of the town's natural resources. **The Board of Selectmen supports this Article (0-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.015 or \$1.50 on a home value of \$100,000.**

WARRANT ARTICLE 31 – COMPACT PART OF TOWN - \$0 by petition

Shall the town designate the Town Community Lands (BROX) to be deemed a "Compact Part" of the town in accordance with RSA 644:13? **The Board of Selectmen supports this Article (0-0). The Budget Advisory Committee did not take a position on this article. This article has no tax impact.**



New Hampshire
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**Proposed Budget
Milford**

For the period beginning January 1, 2018 and ending December 31, 2018

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

This form was posted with the warrant on: _____

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

Position

Signature

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THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE PROPOSED BUDGET PROCESS MUST BE COMPLETED IN
THE TAX RATE SETTING PORTAL BEFORE A FINAL REPORT CAN
BE GENERATED FOR THE PURPOSES OF CERTIFICATION AND
PUBLIC POSTING

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

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



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Appropriations

Account	Purpose	Article	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
General Government						
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0
4130-4139	Executive	4	\$237,768	\$207,614	\$219,679	\$0
4140-4149	Election, Registration, and Vital Statistics	4	\$150,951	\$147,915	\$173,885	\$0
4150-4151	Financial Administration	4	\$791,318	\$744,001	\$800,960	\$0
4152	Revaluation of Property		\$0	\$0	\$0	\$0
4153	Legal Expense	4	\$40,000	\$32,486	\$40,000	\$0
4155-4159	Personnel Administration	4	\$2,881,568	\$2,488,476	\$2,742,380	\$0
4191-4193	Planning and Zoning	4	\$268,012	\$251,573	\$259,813	\$0
4194	General Government Buildings	4	\$406,529	\$341,436	\$404,495	\$0
4195	Cemeteries	4	\$112,901	\$82,543	\$113,385	\$0
4196	Insurance	4	\$188,302	\$186,399	\$169,162	\$0
4197	Advertising and Regional Association		\$0	\$0	\$0	\$0
4199	Other General Government	4	\$15,939	\$16,466	\$16,148	\$0
General Government Subtotal			\$5,093,288	\$4,498,909	\$4,939,907	\$0
Public Safety						
4210-4214	Police	4	\$2,273,441	\$2,281,452	\$2,315,172	\$0
4215-4219	Ambulance	4	\$809,676	\$816,182	\$858,510	\$0
4220-4229	Fire	4	\$609,824	\$558,536	\$614,997	\$0
4240-4249	Building Inspection	4	\$116,627	\$110,044	\$141,625	\$0
4290-4298	Emergency Management	4	\$8,100	\$9,167	\$8,100	\$0
4299	Other (Including Communications)	4	\$662,055	\$662,049	\$659,335	\$0
Public Safety Subtotal			\$4,479,723	\$4,437,430	\$4,597,739	\$0
Airport/Aviation Center						
4301-4309	Airport Operations		\$0	\$0	\$0	\$0
Airport/Aviation Center Subtotal			\$0	\$0	\$0	\$0
Highways and Streets						
4311	Administration	4	\$162,313	\$163,323	\$166,603	\$0
4312	Highways and Streets	4	\$1,314,718	\$1,395,772	\$1,345,738	\$0
4313	Bridges		\$0	\$0	\$0	\$0
4316	Street Lighting	4	\$193,600	\$75,537	\$56,600	\$0
4319	Other		\$0	\$0	\$0	\$0
Highways and Streets Subtotal			\$1,670,631	\$1,634,632	\$1,568,941	\$0



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Appropriations

Account	Purpose	Article	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
Sanitation						
4321	Administration		\$0	\$0	\$0	\$0
4323	Solid Waste Collection	4	\$638,531	\$688,595	\$654,905	\$0
4324	Solid Waste Disposal		\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0
4326-4328	Sewage Collection and Disposal		\$0	\$0	\$0	\$0
4329	Other Sanitation		\$0	\$0	\$0	\$0
Sanitation Subtotal			\$638,531	\$688,595	\$654,905	\$0
Water Distribution and Treatment						
4331	Administration		\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0
4335	Water Treatment		\$0	\$0	\$0	\$0
4338-4339	Water Conservation and Other		\$0	\$0	\$0	\$0
Water Distribution and Treatment Subtotal			\$0	\$0	\$0	\$0
Electric						
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0
Electric Subtotal			\$0	\$0	\$0	\$0
Health						
4411	Administration		\$0	\$0	\$0	\$0
4414	Pest Control		\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0	\$0	\$0	\$0
Health Subtotal			\$0	\$0	\$0	\$0
Welfare						
4441-4442	Administration and Direct Assistance	4	\$175,301	\$159,805	\$175,135	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other		\$65,000	\$0	\$0	\$0
Welfare Subtotal			\$240,301	\$159,805	\$175,135	\$0
Culture and Recreation						
4520-4529	Parks and Recreation	4	\$281,296	\$249,022	\$294,220	\$0
4550-4559	Library	4	\$774,191	\$774,191	\$780,428	\$0
4583	Patriotic Purposes		\$14,500	\$0	\$0	\$0
4589	Other Culture and Recreation	4	\$45,000	\$3,000	\$3,000	\$0
Culture and Recreation Subtotal			\$1,114,987	\$1,026,213	\$1,077,648	\$0



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Appropriations

Account	Purpose	Article	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources	4	\$48,674	\$23,674	\$24,092	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0
Conservation and Development Subtotal			\$48,674	\$23,674	\$24,092	\$0
Debt Service						
4711	Long Term Bonds and Notes - Principal	4	\$918,646	\$830,475	\$1,006,904	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest		\$0	\$0	\$0	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0
Debt Service Subtotal			\$918,646	\$830,475	\$1,006,904	\$0
Capital Outlay						
4901	Land		\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$26,000	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$2,073,200	\$0	\$0	\$0
Capital Outlay Subtotal			\$2,099,200	\$0	\$0	\$0
Operating Transfers Out						
4912	To Special Revenue Fund	4	\$25,000	\$0	\$15,000	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0
4914O	To Proprietary Fund - Other		\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$2,322,540	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$1,442,008	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
4919	To Fiduciary Funds		\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal			\$3,789,548	\$0	\$15,000	\$0
Total Operating Budget Appropriations			\$20,093,529	\$13,299,733	\$14,060,271	\$0



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Special Warrant Articles

Account	Purpose	Article	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
4445-4449	Vendor Payments and Other	15	\$0	\$0	\$40,000	\$0
<i>Purpose: Social Services</i>						
4445-4449	Vendor Payments and Other	16	\$0	\$0	\$30,000	\$0
<i>Purpose: Non-Emergency Community Transportation Bus Service</i>						
4583	Patriotic Purposes	21	\$0	\$0	\$6,500	\$0
<i>Purpose: Memorial, Veterans & Labor Day Parades and Recogni</i>						
4583	Patriotic Purposes	28	\$0	\$0	\$0	\$8,500
<i>Purpose: Petition - Fourth of July Fireworks</i>						
4589	Other Culture and Recreation	17	\$0	\$0	\$23,000	\$0
<i>Purpose: Pumpkin Festival, Holiday Decorations and Planting</i>						
4589	Other Culture and Recreation	19	\$0	\$0	\$9,000	\$0
<i>Purpose: Summer Band Concerts</i>						
4589	Other Culture and Recreation	20	\$0	\$0	\$10,000	\$0
<i>Purpose: Funding of the Annual Labor Day Parade</i>						
4611-4612	Administration and Purchasing of Natural Resources	30	\$0	\$0	\$0	\$20,000
<i>Purpose: Petition - Fund Conservation Land Fund</i>						
4903	Buildings	3	\$0	\$0	\$3,864,300	\$0
<i>Purpose: Main Fire Station Upgrade</i>						
4914S	To Proprietary Fund - Sewer	6	\$0	\$0	\$2,069,450	\$0
<i>Purpose: Wastewater Department Operating Budget</i>						
4914W	To Proprietary Fund - Water	5	\$0	\$0	\$1,520,953	\$0
<i>Purpose: Water Department Operating Budget</i>						
4915	To Capital Reserve Fund	10	\$0	\$0	\$25,000	\$0
<i>Purpose: Fund Town Facilities Renovation and Major Repair R</i>						
4915	To Capital Reserve Fund	11	\$0	\$0	\$25,000	\$0
<i>Purpose: Fund Ambulance Vehicle Replacement Capital Reserve</i>						
4915	To Capital Reserve Fund	12	\$0	\$0	\$20,000	\$0
<i>Purpose: Fund Public Safety Communication Equipment Replace</i>						
4915	To Capital Reserve Fund	13	\$0	\$0	\$15,000	\$0
<i>Purpose: Fund Assessing Revaluation Capital Reserve Fund</i>						
4915	To Capital Reserve Fund	29	\$0	\$0	\$0	\$25,000
<i>Purpose: Petition - Fund Keyes Expansion Committee Project</i>						
4915	To Capital Reserve Fund	7	\$0	\$0	\$175,000	\$0
<i>Purpose: Bridge Replacement Capital Reserve</i>						
4915	To Capital Reserve Fund	8	\$0	\$0	\$40,000	\$0
<i>Purpose: Establish and Fund Capital Reserve Fund for DPW Ve</i>						
4915	To Capital Reserve Fund	9	\$0	\$0	\$25,000	\$0
<i>Purpose: Funding Fire Apparatus Replacement Capital Reserve</i>						
Total Proposed Special Articles			\$0	\$0	\$7,898,203	\$53,500



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Individual Warrant Articles

Account	Purpose	Article	Appropriations Prior Year as Approved by DRA	Actual Expenditures	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
4210-4214	Police	18	\$0	\$0	\$21,572	\$0
<i>Purpose: AFSCME Contract</i>						
4902	Machinery, Vehicles, and Equipment	14	\$0	\$0	\$32,300	\$0
<i>Purpose: Replacement Sidewalk Plow Lease/Purchase</i>						
Total Proposed Individual Articles			\$0	\$0	\$53,872	\$0



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Revenues

Account	Source	Article	Estimated Revenues Prior Year	Actual Revenues	Estimated Revenues Ensuing Year
Taxes					
3120	Land Use Change Tax - General Fund	4	\$90,000	\$139,694	\$80,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax	4	\$14,000	\$10,905	\$10,000
3186	Payment in Lieu of Taxes	4	\$41,060	\$39,108	\$41,100
3187	Excavation Tax	4	\$817	\$817	\$1,000
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	4	\$205,500	\$183,799	\$206,600
9991	Inventory Penalties		\$0	\$0	\$0
Taxes Subtotal			\$351,377	\$374,323	\$338,700
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	4	\$650	\$750	\$750
3220	Motor Vehicle Permit Fees	4	\$2,815,000	\$2,850,663	\$3,000,800
3230	Building Permits	4	\$90,000	\$102,186	\$90,000
3290	Other Licenses, Permits, and Fees	4	\$130,000	\$115,475	\$103,895
3311-3319	From Federal Government	4	\$1,295	\$14,195	\$103,300
Licenses, Permits, and Fees Subtotal			\$3,036,945	\$3,083,269	\$3,298,745
State Sources					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	4	\$785,478	\$785,478	\$790,000
3353	Highway Block Grant	4	\$325,671	\$325,665	\$326,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	4	\$1,717	\$1,717	\$1,700
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)	4	\$774	\$774	\$880
3379	From Other Governments		\$0	\$0	\$0
State Sources Subtotal			\$1,113,640	\$1,113,634	\$1,118,580
Charges for Services					
3401-3406	Income from Departments	4	\$890,000	\$491,083	\$957,870
3409	Other Charges		\$0	\$0	\$0
Charges for Services Subtotal			\$890,000	\$491,083	\$957,870
Miscellaneous Revenues					
3501	Sale of Municipal Property		\$50,000	\$50,428	\$0
3502	Interest on Investments	4	\$30,000	\$31,616	\$35,000
3503-3509	Other	4	\$254,000	\$184,777	\$262,400
Miscellaneous Revenues Subtotal			\$334,000	\$266,821	\$297,400
Interfund Operating Transfers in					
3912	From Special Revenue Funds	4	\$45,000	\$0	\$38,000



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Revenues

Account	Source	Article	Estimated Revenues Prior Year	Actual Revenues	Estimated Revenues Ensuing Year
Interfund Operating Transfers In					
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914O	From Enterprise Funds: Other (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)	6	\$1,947,540	\$0	\$2,069,450
3914W	From Enterprise Funds: Water (Offset)	5	\$1,442,008	\$0	\$1,520,953
3915	From Capital Reserve Funds		\$0	\$0	\$0
3916	From Trust and Fiduciary Funds	4	\$13,100	\$0	\$11,000
3917	From Conservation Funds		\$0	\$0	\$0
Interfund Operating Transfers In Subtotal			\$3,447,648	\$0	\$3,639,403
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes	3	\$2,448,200	\$0	\$3,864,300
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Other Financing Sources Subtotal			\$2,448,200	\$0	\$3,864,300
Total Estimated Revenues and Credits			\$11,621,810	\$5,329,130	\$13,514,998



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Budget Summary

Item	Prior Year	Ensuing FY (Recommended)
Operating Budget Appropriations	\$13,973,281	\$14,060,271
Special Warrant Articles	\$6,486,748	\$7,898,203
Individual Warrant Articles	\$0	\$53,872
Total Appropriations	\$20,460,029	\$22,012,346
Less Amount of Estimated Revenues & Credits	\$11,567,388	\$13,514,998
Estimated Amount of Taxes to be Raised	\$8,892,641	\$8,497,348

**Regional Data Collection
and Analysis
of Pay as You Throw (PAYT)
Trash Disposal Programs**

Submitted to the
Milford Board of Selectmen
by the
Solid Waste and Recycling Committee

December 19, 2017

Executive Summary

Pay As You Throw (PAYT) (also called trash metering, unit pricing, variable rate pricing, or user-pay) is a usage-pricing model for disposing of municipal solid waste. Users are charged a rate based on how much waste they present for collection to the municipality or local authority.

In December 2015, Town Administrator Mark Bender notified Selectman and Board of Selectmen representative to the Recycling and Solid Waste Committee Gary Daniels, DPW Director Rick Riendeau, and Transfer Station Manager Tammy Scott that he had attended an interesting session at the NHMA Convention recently by Waste Zero on pay-as-you-throw (PAYT) programs as a way to control municipal trash cost and improve recycling efforts.

Mr. Bender identified the following principles and benefits as being discussed at the session:

- Positive environmental benefit
- Landfill life extended
- Average 44% reduction in trash
- RI & VT are moving to mandatory PAYT
- 24% of NH communities have PAYT & trend is increasing
- 87% of communities would not go back after implementing PAYT

Mr. Bender asked that the Board take a look at the material, with the possibility of discussing the prospect of PAYT in the following few weeks, further offering to invite a company representative to make a presentation when we were ready. The Recycling and Solid Waste Committee took on the task of gathering information on the program.

Over the next two years the Recycling and Solid Waste Committee looked at various aspects of PAYT with the intent of providing comprehensive information on the program to the Board of Selectmen. This report and its attachments comprise the information accumulated and assembled by the committee over the study period.

PAYT communities charge their residents for the disposal of ordinary household trash based on the amount they throw away instead of charging everyone the same. This creates a direct economic incentive to recycle more and to generate less trash. Twenty six percent of NH residents are using Pay As You Throw Trash Disposal system. There are at least 25 towns that are using this system. Their populations range from a few 100 to 42,000 residents.

The Milford Recycling Committee invited WasteZero of Cambridge MA to make a presentation on this program, having met their representatives at the Northeast Resource Recovery Association Conference. WasteZero is the largest waste reduction company in the USA. WasteZero is a Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency. Their mission is to cut waste in the U.S. by one half. Mr. Steve Lisauskas of Waste Zero made a comprehensive public presentation to the Milford Recycling Committee on February 21, 2017. His presentation is attached. (Attachment I)

Northeast Resource Recovery Association (NRRA) in Epsom, NH, of which the Town of Milford is a member, also shared their data on NH towns and cities using PAYT systems. (Attachment II).

The Milford Recycling Committee wanted to conduct its own survey of towns and so in April 2017 created a list of questions to be asked of the towns they interviewed. (Attachment III). Though the survey is not

exhaustive, it was deemed a wide enough sampling of towns and produced very consistent findings. If information from additional towns becomes available, the report will be updated.

The results of this phone survey of 15 towns is attached in a spreadsheet (Attachment IV).

Summary of Findings

The price for disposal of bags of trash ranges from \$0.60 per 10 gallon bag to a high of \$3 for a 33 gallon bag. Each municipality has decided what the income from the sale of bags or trash stickers will be used for. In most communities, the price was set, at a minimum, to cover the cost of Municipal solid waste disposal tipping fees. Some towns priced the bags to cover the cost of trucking solid waste and to even offset the salaries of the DPW personnel that run the Recycling and Transfer stations. A couple of towns are saving the income in a fund to cover the future closure expenses of their landfills.

Though many of the municipalities interviewed do have curbside trash pickup (in some cases residents must pay a private hauler, not the town for this service), most of them still have a drop-off center for recycling and waste disposal if the residents prefer to use it.

No municipality reported an increase in household trash being dumped on the roadsides. Many of them said this is a common concern before the program is initiated but they did not experience this outcome.

The towns were fairly split on ordering, distributing and selling the bags themselves vs. having a provider handle that aspect of the business. Some towns do not have the personnel to take orders and distribute bags to stores while other towns prefer to do this and do not report having problems with it.

Most of the towns have been using PAYT for 10-22 years and so did not have fresh information to share on the methods and efforts used to educate their town's residents on the program. Several towns said to allow at least 1-1.5 years of preparation and education before implementing a new system. Public meetings and educational materials are key to educating the public on the benefits of this systems.

All municipalities, even if they did not have the data readily available, stated that their trash tonnage was significantly reduced and recycling rates significantly increased. All DPW directors were very welcome to answer additional questions from Milford.

I recommend reading the individual responses of the various DPW managers under the survey questions on:

- **Citizen Feedback**
- **Convincing Citizens they were not paying twice for trash disposal**
- **Transition to new Bags and Warnings for Noncompliance.**

Each interviewee provided valuable information about their town's experiences.

Some of the most succinct synopses from on the program as experienced by other municipalities included:

"PAYT It is the most perfect user fee. How much waste you create is how much you pay. It's simple. The city adopted it because budgetarily it was going to save the city so much money." Adam Clark, DPW Solid Waste Manager, Concord, NH.

"PAYT is a great concept. It requires education. There will always be a small percentage of the population that doesn't understand it." Brian Patnoe, DPW Solid Waste Manager, Littleton NH.

"People are more responsible about how much waste they generate, what they buy and how much they recycle when they have to pay for trash disposal. The biggest thing is people generally do not like change. Just present the facts to them as clearly as possible". Rich Malasky, Newmarket DPW Director.

"It's Human nature to understand that you only pay for what you generate. Recycling is free. There is little cost per household for actual trash disposal." Jay Perkins, Solid Waste Manager, Exeter NH

"Taxes rise because municipal expenses are rising: police, fire, schools and trash disposal. Reducing the expense of municipal trash disposal (because waste generation always goes down with PAYT) reduces the budget. People don't complain about paying for their exact water usage. They can also control their trash generation and costs." Michael Bobinsky, DPW Director Somersworth, NH

"There is nothing more effective than PAYT to increase recycling and reduce waste. Nothing will come close. There are no other tools or educational methods to accomplish the same result." D. Watson Asst. Public Works Dir. Keene, NH.

Searching the internet for PAYT pros and cons provides a variety of opinions on whether or not PAYT is good policy, and those varying opinions were present among committee discussions as well. The determination of whether or not PAYT is good for a community cannot be based on one factor alone. There are, in fact, numerous factors that must be taken into consideration, as identified on the attached Survey of Pay As You Throw Trash System Towns in Region matrix.

While numerous communities have benefitted by implementing a PAYT program, an accurate comparison of a community to Milford may be difficult to achieve because Milford has had an established recycling program for some time and any gains recognized in the amount of recycling, or decrease in the amount of solid waste, may not appear as robust as in other communities.

Recycling gains and solid waste reductions also need to be weighed against the cost, complexity and challenges of implementing an effective and coordinated PAYT system, as well as a determination on how any resultant savings would be used.

It is with this recognition that this report is submitted to the Milford Board of Selectmen.

Respectfully submitted by the Recycling and Solid Waste Committee,

Rob Canty, Chair
Jerry Guthrie, Vice Chair
Celeste Barr, Secretary
Gil Archambault
George Hoyt
Tammy Scott
Diane Varney-Parker
Leighton White
Bert Becker
David Bowden (Deceased)
Gary Daniels, Selectman Representative

Additional Resources

The attached resources were used in data collection and analysis of PAYT programs in New Hampshire:

- **WasteZero PAYT Presentation.pdf**
WasteZero, Cambridge, MA
- **NRRA Info. Sheet #12 - PAYT NH Experiences Highlight.pdf**
Northeast Resource Recovery Association, Epsom NH
- **Milford Recycling Committee Survey questions** to PAYT communities
- **Results of PAYT Survey**
https://docs.google.com/spreadsheets/d/1lMv6DhPSXjVtvDYTKqcEnJBefIKNh_sKFJhtHezzoi4/edit?usp=sharing
- **Cutting Trash in Half.pdf**
New Hampshire Municipal Association, Concord NH
- **PAYT Workshop 2015-06-25.ppt**
Northeast Waste Management Officials Association (NEWMOA) – NH DES Workshop
- **Milford SWM Survey of MFC final - Richey.doc**
Survey of Solid Waste Management (Collection and Disposal of Trash and Recyclables) at Multi-Family Complexes in Milford, New Hampshire – Rodney Richey

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
January 8, 2018

PRESENT: Mark Fougere, Chairman
Kevin Federico, Vice Chairman
Gary Daniels, Member
Mike Putnam, Member
Laura Dudziak, Member
Mark Bender, Town Administrator
Tina Philbrick, Recording Secretary
Mitchell Hemmer, Videographer

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

INSTRUCTIONS: Chairman Fougere called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Fougere informed the public that prior to this meeting, the Board was in a non-public meeting for (RSA 91-A:3, II(e)) – Legal and two decisions were made. We have a Budget and Bond Hearing at 6:30. Chairman Fougere indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS:

5:00 p.m. – Non-Public (RSA 91-A:3, II(e)) - Legal

6:30 p.m. – Budget and Bond Hearing. See separate set of minutes.

3. PUBLIC COMMENTS. (items not on the agenda). There were no public comments this evening.

4. DECISIONS.

a) **CONSENT CALENDAR.** Chairman Fougere asked if there were any items to be removed from the Consent Calendar for discussion. There were no items removed for discussion. Selectman Putnam moved to approve the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

- 1) Signature Pages for Pre-Deliberative Session Voting/Re-voting on all Appropriation/Non-Appropriation 2018 Warrant Articles.
- 2) Request for Approval of Donation to the Heritage Commission “Save the Swing Bridge” fund: LJB Consulting - \$100.00

b) **OTHER DECISIONS.**

5. TOWN STATUS REPORT. N/A

6. DISCUSSIONS

a) **Discussion – MACC Base Letter** – Chairman Fougere said that we have been communicating with adjoining communities relative to MACC Base. A letter was sent on October 3rd outlining some of Milford’s concerns. We received letters from Mont Vernon Board of Selectmen on December 11th and Wilton Board of Selectmen on December 8th. We crafted a response letter in more detail that we are getting ready to send out, which will include an opinion from Attorney Drescher. This information will be made public as soon as it goes out to those Boards. We are trying to keep the lines of communication open.

b) **Citizens Complaint: Traffic Control – tabled from 12/26/17** – Selectman Daniels moved that we remove from the table the Citizens Complaint. Selectman Putnam seconded. All were in favor. The motion passed 5/0. Selectman Putnam said that he reviewed the area of concern and found that east bound from the Oval to McDonalds starting at Franklin Street is 25 miles per hour. West bound from the Waste Water Treatment facility is 30 miles per hour and 25 miles per hour going towards the Oval. He said it made sense to him. Selectman Dudizak said that the complaint was also about an issue with people stopping at the Oval stop sign which wouldn’t allow for traffic to get out on Middle Street. She travels that area and hasn’t noticed a problem. It’s a busy time around 5:30 to 6:00. If the

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING - 01/8/2018

Police Bikes are patrolling that area, they do stop cars as needed. She doesn't feel that there is a problem. Selectman Putnam said that the speed limit is 25 miles per hour next to Shepard's Park and it should be because of the children playing in the park. Selectman Putnam said that another question came up over the weekend about why the Oval was 35 miles per hour. He looked at a few other roads and they all are 30 miles per hour to the Oval except for Nashua Street which is 25. On Union Street there is a school zone 20 miles per hour sign that may have been left over from when Garden Street had a school on it. He thinks it should be taken down. Chairman Fougere said it would be an ordinance. Administrator Bender asked if the Oval isn't posted, does it fall under the 30 mile an hour town speed limit unless otherwise posted. Selectmen Putnam said yes. The Board decided to leave the speed limits as is.

c) Designation of Majority/Minority Report Authors on 2018 Warrant Articles & Voting

Selectman Federico asked to discuss the KENO vote of 2/2 at the last meeting when he was absent. He feels that it should be left up to the voters and put on as a regular warrant article. He would like to take another vote on it. Selectman Putnam said it's being submitted as a petition warrant article. Selectman Federico said it hasn't been submitted yet. They were waiting until tonight's meeting was over. He signed it because he feels that it should go to the taxpayers and the town should decide. He would like to ask what the thoughts were against it. Selectman Daniels said that he was against it because it's a flawed bill. It picks winners and losers and you can only have KENO in your establishment if you are pouring liquor. Restaurants that don't serve liquor can't participate. Variety stores also can't participate. The bill specified pouring liquor and he doesn't think it's fair. During the legislative discussions he feels that it's only that way because it was easier for the liquor commissioners to keep control of it. Selectman Putnam said that he agrees with Selectman Daniels. Selectman Federico said he may not agree with the way it was passed, but Massachusetts allows it in places that don't pour. He would rather fight that decision at the state level as opposed to saying no at a local level. Selectman Daniels said that the state is leaving it to the locals to decide. The decision before us is that we can put something out there knowing that if it passes that there are some establishments that may want to have KENO but can't because of the way it's written. We can decide that it just not fair and we want our businesses treated fairly. Administrator Bender said he understands the logic but to take it a step further, aren't we taking any KENO players and asking them to go to the next town down the road where it is allowed so then all the Milford businesses are losing business. Selectman Daniels said that this is the carrot that has been dangling out there for kindergarten. He doesn't know that there is anyone who really believes that this will cover administrative fees and all the cost of kindergarten. If that doesn't happen then they will come back to the tax payers for the money. This may have consequence if the money raised doesn't cover the cost per student? Administrator asked if the bill set a limit in the revenue to the towns per student. Selectman Daniels said that if KENO is passed he understands that the school district will get \$1,100 per student. He thinks that the cost is around \$3,600 or \$3,800 per student. The school is estimating that it will generate around \$138,600 to defray the cost. Administrator Bender asked if they estimated the total cost? Selectman Daniels said \$583,000, which will be going on the school warrant this year. The KENO money will not be available until fiscal year 2019, which starts in July 2019. It looks like the town will be bearing the full \$583,000 this year. Janet Langdell asked Selectman Daniels if there were any business in town that has approached him or Town Administration about KENO?. Selectman Daniels said no one has approached him. Administrator Bender said that a few of the local restaurants have approached the Town Clerk about this bill. Joan Dargie, Town Clerk said that so far the Pasta Loft, American Legion and the VFW have approached her. Chairman Fougere said that the funding based on the NHMA Q&A said that the full funding from the state is only going to be available if there is money there down the road. Selectmen Federico said that it wouldn't cost the towns people anything to allow it to be present in Milford businesses. The income from it is questionable, but it would be there eventually, a year and a half later although we are not sure what amount that would be. Selectman Daniels said that is correct, but some money would be available. The gray area is whether KENO would generate enough money. There are places that KENO has already been approved: Manchester, Nashua, Claremont, Laconia, Somersworth, Franklin and Berlin. It was rejected in Concord, Rochester, Dover and Keene. Chairman Fougere said that in the Q&A the basic grant is \$3,561 per student, subject to certain adjustments. Kindergarten students are counted as "1/2 day attendance," even if they attend for a full day. In other words, adequate education grants are provided only for half-day kindergarten, a little under \$1,800 per student. Under SB 191, for fiscal year 2019 only, the state will distribute an additional \$1,100 (for a total of about \$2,900) for each student attending a full-day kindergarten program. These distributions do not depend on KENO revenue. For fiscal year 2020 and later years, the state will instead distribute an additional on-half share (approximately \$1,800) so that districts are receiving the full grant of \$3,561 for full-day kindergarten students. However, that amount is to be funded by KENO proceeds, which will be paid (after certain deductions) into the state's education trust fund. If the amount of revenue raised through KENO is less than enough to find these additional grants, the grants will be reduced proportionally, but not below \$1,100 per student. Getting the whole grant will depend on the revenue from the KENO. Selectman Putnam asked if

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1 revenue from our town will be mixed with the rest of the state and divided out to everyone so there would be no
2 direct revenue to us? Chairman Fougere said yes, unless we went full day. Selectman Daniels said that this past
3 March there was a warrant article for full day kindergarten and it passed but the participants would pay for it. He
4 questioned how it was setup or if it was even constitutional because they were going to limit it to 80 students and he
5 didn't know how you could take a public program and tell number 81 that they can't go. They didn't get half of what
6 they were going to allow in. They didn't get the participation and now they want everyone to go through it through
7 the state/KENO money and tax payer money as well. Selectman Federico said he still stands by his opinion that it
8 should go to the tax payers as a question and the town should make the decision. He knows that it isn't guaranteed
9 funding, and understands that is only allowed only in certain businesses but he doesn't have a problem with it. If
10 there is enough of a push from businesses that don't pour liquor then maybe the state will make a change to fix it.
11 He doesn't think that saying no would fix it either. He wants it to move forward as a warrant article. Selectman
12 Federico made a motion to move the KENO question "to see if the town will vote to allow the operation of KENO
13 within the town pursuant to the provisions of NH RSA 284:41 through 51 on the warrants. Selectman Dudizak se-
14 conded. The motion passed 3/2.

15
16 Selectman Daniels asked if the \$6,000 added to the operating budget for the part-time firefighter be found some-
17 where else because he feels that we need it to continue with the Bridge Street parking lot lease for employees. He
18 said that parking around the oval is difficult especially around Christmas. Chairman Fougere said that the Town
19 Administrator was asked to find the money for the firefighter and he did. Selectman Putnam asked if the parking
20 was for town employees only. Administrator Bender said that it was setup for town hall employee parking during
21 the day, and public parking after 4:30 with no overnight parking allowed. There were 20 spaces. Administrator
22 Bender said that in his observation during the day there was plenty of parking on Middle Street for employees, mer-
23 chants and the public. He rarely saw anyone from the public park use the leased parking lot. Selectman Putnam
24 asked if it was ever put out to the public. Administrator Bender said yes, there was a sign at the lot, discussed at
25 meetings, and it was put on the web site. Selectman Federico asked if Selectman Daniels wanted to add \$6,000 to
26 the budget or re-allocate \$6,000 that is already in the budget. Selectman Daniels said his preference would be to re-
27 allocate it. Parking has always been a high priority and for \$6,000 a year it's inexpensive. Administrator Bender said
28 that speaking for town hall employees; he didn't think that parking area was well received. They did it, but they
29 didn't like being forced to park over there, especially when they saw that the public and merchants are never utiliz-
30 ing it. Chairman Fougere said he understands that people don't want to walk far. Tina Philbrick, town hall em-
31 ployee, said that by having the employee's park on Bridge Street, it opened up the Middle Street parking for all the
32 tenants of the buildings close to the oval. In her opinion, a majority of the people who parked on Middle Street in the
33 past year have been tenants and it didn't do much for the businesses because everyone else used it. Chairman Foug-
34 ere asked if anyone had any other questions. Selectman Federico said that he wanted to continue with the warrant
35 articles and debate the parking later.

36
37 Because Selectman Federico was absent at the last meeting, Chairman Fougere reviewed warrant article 23, the Au-
38 thority to Grant Industrial Development Tax Relief. It's written as a 50% exception for 10 years which we threw in
39 for a place holder, limited to industrial development within approved zoning districts of the town. Selectman Federi-
40 co said he was in support of this article. Chairman Fougere said he would like to lower the length of time. He also
41 mentioned that the Town Administrator's suggested 50% for the first year and lowering it by 10% for each year
42 forward. Chairman Fougere said he liked that idea. Selectman Daniels said he was fine with the 5 years. He just
43 wondered what percentage was enough to entice someone. Selectmen Dudizak and Putnam said that they liked 50%
44 and 5 years. Selectman Daniels said he was good with 33% for 5 years. Selectman Daniels asked if there were other
45 towns doing this. Administrator Bender said Coos County and he knows of another town that is offering 50% for 5
46 years and lowering the percentage per year. Selectman Daniels said that he would be fine with that. Chairman Foug-
47 ere said it could be changed next year if it didn't work out. Chairman Fougere clarified that it would be a 5 year term
48 with 50% the first year, 40% the second year, 30% the third, 20% the fourth year and 10% the fifth year. The Board
49 supported this 5/0.

50
51 At this time, the Board assigned Majority and Minority authors for warrant articles.

52 Chairman Fougere took article 4, Town Operating Budget, article 18, AFSCME Contract, article 22, Appointing
53 Agents to the Keyes Park Expansion Committee Project CR, and article 23, Authority to Grant Commercial and
54 Industrial Development Tax Relief.

55 Selectman Federico took article 8, DPW Vehicles and Heavy Equipment CR, article 9, Fire Apparatus Replacement
56 CR, article 10, Town Facilities Renovation and Major Repair Replacement CR, article 11, Ambulance Vehicle Re-
57 placement CR, article 12, Public Safety Communication Equipment Replacement CR, article 14, Replacement
58 Sidewalk Plow Lease/Purchase and article 27, KENO.

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Selectman Dudizak took article 7, Bridge Replacement CR, article 13, Assessing Revaluation CR, article 15, Social Services, article 16, Non-Emergency Community Transportation Bus Services, article 24, Rename Bridge Replacement CR, article 25, Swing Bridge and article 26, Mile Slip Town Forest Easement.

Selectman Putnam took article 3, Main Street Fire Station Upgrade – Bond, article 17, Pumpkin Festival, Holiday Decorations and Plantings, and article 19, Summer Band Concerts.

Selectman Daniels took article 20, Funding of the Annual Labor Day Parade, article 21, Memorial, Veterans & Labor Day Parades and Recognition Town Support for majority and articles 26, Mile Slip Town Forest Easement, and article 27, KENO for minority.

At this time, petition warrant articles were not discussed. Chairman Fougere said that the Board will take a 10 minute break before starting the Budget and Bond Hearing, and then continue this meeting after the hearing.

7. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Chairman Fougere said that HB 1749 will be heard on Wednesday, January 10th in Concord. This is the bill that calls out the Town of Milford for not allowing target shooting at BROX. Chairman Fougere plans to speak at the hearing. He sent out his thoughts to the Board for their review. Selectmen Federico said it was well written. Selectman Dudizak said that she would try to make it. This information is available to the public.

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

8. APPROVAL OF FINAL MINUTES. Selectman Daniels had a change to the minutes. Selectman Putnam moved to approve the amended minutes of December 26, 2017 as presented. Selectman Dudizak seconded. All were in favor. Motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Notices were read by Chairman Fougere.

11. NON-PUBLIC SESSION. Approval of non-public minutes RSA 91-A:3,II(b) Personnel and (RSA 91-A:3,II(c)) Reputation - December 11, 2017

12. ADJOURNMENT: Selectman Putnam moved to adjourn at 8:10 p.m. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Laura Dudziak, Member

Mike Putnam, Member

DRAFT

MINUTES OF THE BUDGET & BOND PUBLIC HEARING

8 January 2018

PRESENT: Mark Fougere, Chairman
Kevin Federico, Vice Chairman
Mike Putnam, Member
Gary L. Daniels, Member
Laura Dudizak, Member
Mark Bender, Town Administrator
Tina Philbrick, Recording Secretary
Mitchell Hemmer, Videographer

BUDGET ADVISORY COMMITTEE MEMBERS

WATER COMMISSIONERS PRESENT:

Robert Courage
Mike Putnam
Dale White

Chairman Fougere opened the public hearing at 6:30 p.m. thanking everyone in attendance. Chairman Fougere then introduced Water Commissioners Dale White, Mike Putnam, and Bob Courage. Chairman Fougere thanked members of the Budget Advisory Committee. The Hearing will be held in accordance with RSA 40:14.

Chairman Fougere indicated that tonight's hearing is for the Town Budget and Bond Hearing, but the warrant articles will also be reviewed in order for the public to voice their opinion on all items. Chairman Fougere explained if any members of the public wish to comment or have questions, they should please use a microphone in order to be heard on the PEG Access Live broadcast.

Bond Hearing

WARRANT ARTICLE 3 - MAIN FIRE STATION UPGRADE – BOND - \$3,864,300

Administrator Bender read the bond wording as follows:

Shall the Town vote to raise and appropriate \$3,864,300 for design and construction of needed electrical upgrades, parking lot expansion, facility renovations, and expansion of the downtown fire station, and to authorize the Selectmen to raise this appropriation by borrowing not more than \$3,864,300 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act, (RSA 33) and, further, to authorize the Selectmen to issue and negotiate such bonds, bond anticipation notes, or notes and to determine conditions and the rate of interest thereon, such funding to be repaid from general taxation, and to authorize the Selectmen to contract for and expend any Federal or State aid that may be available for this purchase. This is a Special Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty (60%) percent affirmative vote to pass. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0).**

Hearing no questions or comments, Chairman Fougere moved to the next article.

Town Budget Hearing

Chairman Fougere read the article as follows and then turned the budget hearing over to Town Administrator Mark Bender.

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$ 14,060,271

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 set forth in the budget for the purposes set forth herein, totaling \$14,060,271? Should this Article be defeated, the default budget shall be \$14,062,606, 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 operating budget warrant article does not include appropriations contained in ANY other Warrant Article. **The Board of Selectmen supports this Article (4-0). The Budget Advisory Committee supports this Article (8-0-1). This Article has an estimated tax impact of \$0.34 less than the 2017 Budget or minus \$34.00 on a home value of \$100,000.**

Town Administrator Mark Bender thanked Chairman Fougere and the members of the Board of Selectmen, The Budget Advisory Committee, and staff for their work in helping with the 2018 budget. He then gave a brief presentation of budget decreases and increases by department. We are proposing a budget that is an increase of \$86,990 over the 2017 Operating Budget. The default budget is \$14,062,606. The operating budget is \$2,335 less than default budget. The budget includes a 2% salary increase. All departments were very responsible in the budget process. Current municipal tax rate is \$6.65. The Municipal portion of the tax rate has decreased each of the past three years. If the 2018 proposed operating budget and all warrant articles are approved, the municipal tax rate would decrease 4.7% to \$6.34. Non-tax revenue is projected to increase 5.5% to \$6,060,295. Net property assessment is projected to increase 1.7% to \$1,378,716,644. We proposed a very lean budget.

Selectman Putnam asked if the revenue projections were based on last year's numbers. Administrator Bender said yes. Selectman Daniels asked for an explanation of how we get to a default budget that is higher than the operating budget. Jack Sheehy, Finance Director said it's because we decreased cost. The default budget is last year's budget plus or minus contractual items and insurance. There is no wage increase in the default budget. The new budget eliminated a position in DPW. The default budget doesn't have to be less than the operating budget.

Selectman Putnam asked how confident are we on the revenue projections. Jack said he tries to stay conservative especially with the state figures. He has been keeping it the same as the year before. If we get a little more, we benefit from it and in the Fall the tax rate may go down a bit. Chairman Fougere asked Selectman Federico if he wanted to vote on the operating budget. Selectmen Federico said he is for it. The Board's position for the Town Operating Budget is now 5/0.

Hearing no further questions or comments, Chairman Fougere asked the Water Commissioner to speak for the next two articles.

Water/Wastewater Budget Hearing

Bob Courage read the warrant articles as follows:

WARRANT ARTICLE 5 - WATER DEPARTMENT OPERATING BUDGET - \$ 1,520,953

Shall the Town vote to raise and appropriate the sum \$1,520,953 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 \$1,480,538 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 supports this Article (3-0). The Budget Advisory Committee supports this Article (0-0).**

Bob Courage said that they have a 5.5% increase in the water operating budget. One addition is for a truck driver laborer. We had an employee retire several years ago, and we never replaced him. The activity with the economy and additional buildings in Milford has put a strain on the employees of the water department. We have, in addition to our wells, 57 miles of water pipe, over 3,500 customers and 497 hydrants and service calls. The new position will be approximately \$38,300. We had an update in the distribution system mapping of \$12,000, and an increase in employee benefits of \$9,300. The Curtis Well sub-station interior fence/paving was \$5,000 to include work on the water storage tank of \$6,500. We also replaced a utility truck mounted air compressor for \$8,000, and included a 2% merit increase. We had one decrease of debt service of \$13,300. Total increase is \$78,945 over 2017.

Chairman Fougere asked if the commissioners took a vote on the warrant article. Bob said yes, 3/0. Bob added that they have a capital reserve in the water and sewer department and in the operating budget under depreciation we put \$240,000 a year into the capital reserve and from that we do various projects. This year we are going to spend \$220,000 on a water main on King Street, where we had several water breaks. We have a contract with a ground water investigating firm to review all of the prior testing in Milford and are looking into other areas to search for ground water. We have been unsuccessful so far. They are the best and hopefully they will find water.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 6 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ 2,069,450

Shall the Town vote to raise and appropriate the sum of \$2,069,450 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 \$2,030,870, 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 supports this Article (3-0). The Budget Advisory Committee supports this Article (0-0).**

Bob Courage said that they have a budget increase of 6.3%. The increase is \$121,000. This includes new debt service on the ultraviolet disinfectant system upgrade and the emergency new generator for a total of \$118,700. We also have increases amounting to \$18,000 for process odor control chemicals and grit screening disposal. We have offsets of \$31,900 in employee benefits and 2% pay increases. Chairman Fougere asked if the commissioners took a vote on the warrant article. Bob said yes, 3/0.

Hearing no further questions or comments, Chairman Fougere moved to Appropriation Warrant Articles

Appropriation Warrant Articles

WARRANT ARTICLE 7 - BRIDGE REPLACEMENT CAPITAL RESERVE - \$ 175,000

Shall the town vote to raise and appropriate the sum of \$175,000 to be placed in the Bridge Replacement Capital Reserve Fund? This fund was identified in the May 2014 Hoyle, Tanner Associates, Inc. study that identified needed rehabilitation for 18 Town bridges. The Board of Selectmen have authority to make expenditures from this fund. The \$175,000 builds upon the Bridge Replacement Capital Reserve approved by voters in 2014. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.127 or \$12.70 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 8 - DPW VEHICLES AND HEAVY EQUIPMENT – CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of DPW Vehicles and Heavy Equipment, and to raise and appropriate the sum of \$40,000 to be placed in this fund? Expenditures from this fund will require a vote at town meeting. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.029 or \$2.90 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 9 - FIRE APPARATUS REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 10 – TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 11 - AMBULANCE VEHICLE REPLACEMENT – CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Ambulance Vehicle Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 builds upon the Ambulance Vehicle Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 12 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT – CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Public Safety Communication Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$20,000 builds upon the Public Safety Communication Equipment Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.015 or \$1.50 on a home value of \$100,000.**

Janet Langdell wanted to clarify that this equipment isn't for MACC Base. Chairman Fougere said correct.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 13 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

Shall the Town vote to raise and appropriate the sum of \$15,000 to be placed in the Assessing Revaluation Capital Reserve Fund? The purpose of Revaluation of Real Estate Assessment is to meet our constitutional and statutory requirement that periodically these assessments are at full and true value. The Board of Selectmen has authority to expend from this fund. The \$15,000 builds upon the Assessing Revaluation Capital Reserve approved by voters in 2017. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.011 or \$1.10 on a home value of \$100,000.**

Peggy Seward would like the town to put a capital reserve summary page in the Town Report. Selectman Daniels said that the Board of Selectmen has authority to expend from this fund, but this wording isn't in Warrant Article 7 Bridge Replacement Capital Reserve. He feels that it should be put in Warrant Article 7 as well. Administrator Bender said it would have to be inserted as, "expenditures from this fund would be authorized by the Board of Selectmen". Selectmen Federico said that on the Capital Reserve spreadsheet, he would like to see what out of the 18 bridges have been completed. Jack said that this information is available on the Trustees MS9 report. This report wasn't available for the Town Report last year, but we always have it available in the Town Hall. It is a good idea to have it in the Town Report as a separate article.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 14 - REPLACEMENT SIDEWALK PLOW LEASE/PURCHASE – \$155,000 (Annual Payment \$32,300/Total Purchase Price (\$155,000))

Shall the Town vote to authorize the Board of Selectmen pursuant to RSA 33:7-e to enter into a 5-year lease/purchase agreement, subject to a fiscal funding clause, which will protect the Town in the event of non-appropriation, for the purpose of lease/purchasing a Sidewalk Plow, and to raise and appropriate the sum of \$32,300 for the first years payment? This will replace the 2000 Holder tractor plow with a sander that is no longer in service. This piece of equipment is used for winter maintenance to plow 13.6 miles of sidewalks during winter conditions. The total purchase price of this vehicle is \$155,000. If this article passes, future years' payments will be included in the operating budget. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (0-0). This Article has an estimated tax impact of \$0.023 or \$2.30 on a home value of \$100,000.**

Chris Labonte asked how long has the sidewalk plow been out of service. Rick Riendeau, Public Works Director said about 2 years.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 15 - 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 supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.029 or \$2.90 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 16 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$30,000

Shall the Town vote to raise and appropriate the sum of \$30,000 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 sen-

1 iors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with RSA 32.
 2 **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-**
 3 **0). This Article has an estimated tax impact of \$0.022 or \$2.20 on a home value of \$100,000.**
 4

5 Hearing no questions or comments, Chairman Fougere moved to the next article.
 6

7 **WARRANT ARTICLE 17 - PUMPKIN FESTIVAL, HOLIDAY DECORATIONS AND** 8 **PLANTINGS - \$23,000** 9

10 Shall the Town vote to raise and appropriate the sum of \$23,000 for purposes of Pumpkin Festival support by Public
 11 Works, Police, Fire, and Ambulance Departments; purchase and planting of flowers for the Oval and Stone Bridge
 12 areas; purchase of lights, garland, etc. for holiday decorations; or to take any other action relative thereto? This is a
 13 Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0). The**
 14 **Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.017 or**
 15 **\$1.70 on a home value of \$100,000.**
 16

17 Chris Labonte asked if the Pumpkin Festival was still run by a town organization. Chairman Fougere said that it was
 18 run by the Chamber last year. Chris asked if we get any money back from the Chamber. Chairman Fougere said no.
 19 They are planning to bring that up to the Chamber soon. Chris asked that if anyone wanted to have an event, could
 20 they put it on a warrant article so the tax payers could pay for it. The tax payers are paying for this festival and not
 21 seeing any benefit from it. Chairman Fougere said that some people don't feel it has value, and some do. He feels
 22 that it has a significant amount of value. It's the biggest in the state and brings many people into the community.
 23 Chris said he feels that with such a lean budget, he thinks we could spend it on something else instead of having the
 24 money leave Milford. Chairman Fougere said that they will be speaking with the Chamber soon; they just haven't
 25 had time yet. Selectmen Putnam pointed out that the \$23,000 isn't just for Pumpkin Festival support. It's also used
 26 for Holiday Decorations and Plantings. Chris Labonte said that we didn't decorate this season like we have in the
 27 past. Administrator Bender said MIT also bought new banners. Chris asked how much is spent on the decorations.
 28 Administrator Bender said that he didn't have that information with him, but he would get it. Selectman Federico
 29 said that he thought it was \$6,000 but he wasn't sure. Everyone agreed that \$6,000 was too high. Administrator
 30 Bender said that Chris has some good points; they have raised those questions with the director that organizes the
 31 event. They are being receptive and we will discuss revenue further. Chris asked if they would get to it before the
 32 deliberative session. Administrator Bender said no. Chris assumes that it's just the Chamber that is going to run the
 33 festival. Administrator Bender said no, it's still MIT, the Chamber and the Town. Janet Langdell asked if there were
 34 budget figures, expenses and revenue from last year's festival. Administrator Bender said no, we don't have it. Ad-
 35 ministrator Bender asked if she would like the town to get it, or would she like to get it from MIT. Janet said the
 36 town. Janet asked what the over-sight committee was, she has never heard of it. Chairman Fougere said he was re-
 37 ferring to MIT. We have been having discussions with MIT and the Chamber about how we are going to proceed
 38 with the Festival, to include if MIT was going to fold. We are still in the discussion stage. Janet said that if this is a
 39 town event how is the town looking to continue it, she wouldn't think that going forward with this event it should be
 40 tied to one individual. Chairman Fougere said it would all be part of the discussion. We have the same questions as
 41 you have. Janet asked if there would be a solid plan prior to voting in March. Chairman Fougere said no. Wade
 42 Campbell asked with everything being so confusing on the article the Board voted 5/0. From what everyone else is
 43 saying, why is it even on the warrant because no one even knows where the money is going. Administrator Bender
 44 re-read the warrant article to explain that it is for Town support by Public Works, Police, Fire, and Ambulance De-
 45 partments. There is nothing in here about sharing revenue. It only mentions that the town is providing \$23,000 for
 46 support for the festival through those specific departments. We consistently spend \$20,000 plus for those services.
 47 Wade said he still feels that they should self-contain and we shouldn't have to for it. Administrator Bender said that
 48 is why it's on the warrant so that the town's people can vote to support or not to support it. Last year 64% of voters
 49 supported it. Wade said that he is looking at pumpkin festival and most of the voters see that, and not the rest of it.
 50 Administrator Bender said that it's pretty clear. Janet said she wanted to clarify why she is asking questions. We are
 51 being asked to vote primarily for support of emergency and DPW expenses related for the pumpkin festival. Since it
 52 started it's been used for a town project or organization, something within the town of Milford. Now comes a change
 53 within the lead organization and they have had a change in how they are going to run their organization and mission.
 54 We now have another regional party that is not a Milford organization. Do we want to bother to support this if it's
 55 not a Milford based organization. Some people may say that it's helping all the non-profits, and it is, but this event
 56 can generate a lot of money for the end organization.
 57

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 18 – AFSCME CONTRACT - \$21,572

Shall the Town vote to approve the cost items included in the one year extension of the Police Officers' Collective Bargaining Agreement (CBA) reached between the Board of Selectmen and Local 3657 of the American Federation of State, County and Municipal Employees (AFSCME) for contract year April 1, 2018 to March 31, 2019, which calls for the following increases in salaries and benefits, and to further raise and appropriate \$21,572 for fiscal year 2018? Said sum represents the additional costs over those of the current appropriation at current staffing levels paid in 2018 in the expiring Agreement. Upon approval of this Article, said cost allocation is to be transferred to the General Operating Budget or take any other action relative thereto. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.016 or \$1.60 on a home value of \$100,000.**

	2018	2019
	Estimated	Estimated *
Wages	\$ 16,482	\$ 5,494
Fringe Benefits	\$ 5,090	\$ 1,841
Totals	\$ 21,572	\$ 7,335

NOTE:

The contract calls for a 2.0% increase plus up to any additional merit increase which exceeds the 2.0% and is approved in the operating budget for all other employees not in the AFSCME bargaining unit.

*These figures represent the estimated increases for the first three months of 2019 to cover salary increases to contract termination date of March 31, 2019.

Selectmen Putnam mentioned a typo in the note section. Administrator said they would fix it. Selectman Putnam said he thought they did away with the me too clause in the note. Chairman Fougere said they would discuss it later.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 19 - SUMMER BAND CONCERTS - \$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. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.007 or \$.70 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 20 - FUNDING OF THE ANNUAL LABOR DAY PARADE – \$10,000

Shall the Town vote to raise and appropriate the sum of \$10,000 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 supports this Article (5-0). The Budget Advisory Committee supports this Article (8-0-1). This Article has an estimated tax impact of \$0.018 or \$1.80 on a home value of \$100,000.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 21 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION - TOWN SUPPORT - \$6,500

Shall the Town vote to raise and appropriate the sum of \$6,500 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 Department and other Town departments, and to purchase flags to be placed on the graves of veterans on Memorial 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. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an estimated tax impact of \$0.015 or \$0.50 on a home value of \$100,000.

Hearing no questions or comments, Chairman Fougere moved to the next article.

**WARRANT ARTICLE 22 - APPOINTING AGENTS TO THE KEYES PARK EXPANSION
COMMITTEE PROJECT CAPITAL RESERVE – \$0**

Shall the town vote to appoint the Board of Selectman as agents to expend from the Keyes Park Expansion Committee Project Capital Reserve Fund. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (8-1-0). This article has no tax impact.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

**WARRANT ARTICLE 23 - AUTHORITY TO GRANT INDUSTRIAL DEVELOPMENT TAX
RELIEF - \$0**

Shall the town adopt temporary property tax relief as outlined in RSA 72:80 for commercial and industrial development within approved zoning districts of the town? The intent is to provide incentives to businesses to build, rebuild, modernize, or enlarge with the town. The exemption shall apply only to municipal and local school property taxes. State education and county taxes are excluded from the exemption. The exemption shall be 50% percentage (not to exceed 50%) of the increase in assessed valuation attributed to new construction, additions, renovations or improvements and shall run for 10 years (maximum of 10 years). This is approved for industrial use only as defined in the statute. "Industrial uses" shall include all manufacturing, production, assembling, warehousing, or processing of goods or materials for sale or distribution, research and development activities, or processing of waste materials. If approved by voters, the percentage rate and duration shall be granted uniformly to all projects for which a proper application is filed. **The Board of Selectmen supports this Article (4-0). The Budget Advisory Committee supports this Article (0-0). This Article has no tax impact.**

Chairman Fougere said that at the earlier meeting the Board voted to change this warrant article to a 5 year term with 50% the first year, 40% the second year, 30% the third, 20% the fourth year and 10% the fifth year. The Board supported this 5/0. Audrey Frasier asked if this was only for new business or existing businesses that just started this year. Chairman Fougere said it was for any new construction, for example if a business adds on, and is an industrial user, that meets that definition. Audrey clarified that it wouldn't be for the Sand and Gravel business. Chairman Fougere said correct.

Hearing no further questions or comments, Chairman Fougere moved to the next article.

**WARRANT ARTICLE 24 - RENAME BRIDGE REPLACEMENT CAPITAL RESERVE FUND -
\$0**

Shall the town vote to rename the Bridge Replacement Capital Reserve Fund to Bridge Repair and/or Replacement Capital Reserve Fund, and to include culverts greater than \$75,000 replacement cost. This would clarify the intent of the capital reserve fund which has always been "high priority projects for either replacement or repair in place". **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has no tax impact.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 25 - SWING BRIDGE - \$0

Should we ask voters to utilize bridge repair and/or replacement capital reserve funds along with donations as matching funds to refurbish the Swing Bridge when grant funds become available? The Swing Bridge has been placed on

the NH DOT Ten Year Plan. Rehabilitation funding is scheduled for 2020 and will require matching funds. Using the Bridge Capital Reserve Funds would expedite the work, should other grant funds become available. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (8-0-1). This Article has no tax impact.**

Hearing no questions or comments, Chairman Fougere moved to the next article.

WARRANT ARTICLE 26 - MILE SLIP TOWN FOREST EASEMENT - \$0

Shall the Town vote to authorize the Board of Selectmen to transfer or convey such property rights in the below described parcel of town owned land as may be necessary so that the same shall be subject to a conservation easement, in perpetuity, the particular terms of the easement to be determined by the Board of Selectmen, with the concurrence of the Conservation Commission? Said authorization to include the authority to execute any and all deeds, documents or other instruments in the name of the Town that may be necessary to accomplish the foregoing. It is understood that the intent of this article is to cause the conservation easement to be held by a “qualified organization,” as defined in section 170(h)(3) of the Internal Revenue Code of 1986, existing for the purchase of or holding of property interests or facilitating transactions relative thereto when such purchase carries out the purposes of RSA 36-A, said organization may be the Society for the Protection of New Hampshire Forests or other similar qualified organization as determined by the Board of Selectmen with the concurrence of the Conservation Commission. The property to which this authorization, if approved, will apply is land known as Map/Lot 50-9 and 55-5, which properties are commonly known as the Mile Slip Town Forest, the same having been acquired by the Town of Milford by purchase dated August 24, 2005 and recorded in the Hillsborough County Registry of Deeds at Book 7531 and Page 2372. **The Board of Selectmen supports this Article (3-2). The Budget Advisory Committee supports this Article (8-0-1). This Article has no tax impact.**

Hearing no questions or comments, Chairman Fougere said that per the meeting at 5:30, the Board of Selectmen decided to add a KENO warrant article. Selectmen Federico read the KENO article.

WARRANT ARTICLE 27 – KENO

Shall the Town vote to allow the operation of KENO within the town, pursuant to the provisions of NH RSA 284:41 through 51?. **The Board of Selectmen supports this Article (3-2). The Budget Advisory Committee supports this Article (0-0). This Article has no tax impact.**

Selectman Daniels asked if that language was satutorily required. Selectman Federico said he would find out tomorrow morning. Selectman Daniels said that he was certain that no one would understand the language. Chairman Fougere said they would provide a good explanation.

There was a discussion on whether or not petition warrant articles needed to be reviewed tonight. Jack said that if they weren't discussed tonight, the Board would have to have another hearing because the articles need to be part of the budget. Tina said that the petition warrant articles came in late this afternoon, she didn't include them tonight because it was too late to put them in the Board package. She would like to discuss them tonight to avoid having to have another hearing. Chairman Fougere said they weren't posted. Jack said they didn't need to be. Chairman Fougere said the per the RSA, the due date is tomorrow. Janet Langdell asked if we normally have Budget and Bond Hearing after the petition warrants are due. Tina said that they usually come in prior to the hearing and are discussed that night. Selectman Federico requested that we review the ones that are in house tonight because they are already here. If nothing else is submitted tomorrow, we won't need to have another hearing. Jack said that if petition warrant articles are submitted tomorrow, you would have to have a meeting next week. Administrator Bender asked why do we have a hearing on petition warrant articles. They have to go on regardless and as presented. Selectmen Daniels said it was his understanding that we only had to have a hearing tonight on bond items and budget, as a courtesy, we have always included the others although it isn't necessary. Jack said that is incorrect because anything that affects the budget requires a bond or budget hearing. Each warrant article that has a tax impact has to be discussed at this meeting. Administrator Bender said that there are two dates for petition warrant articles, one for bond items and one for regular items and he didn't think petition warrant articles needed to be discussed. Chairman Fougere said that we will discuss them tonight, we can get clarity tomorrow and if we have to hold another meeting we will.

Hearing no questions or comments, Chairman Fougere moved petition warrant articles.

WARRANT ARTICLE 28 – FIREWORKS - \$8,500 by petition

Shall the Town vote to raise and appropriate the sum of \$8,500 for the purpose of providing the Independence Day celebration fireworks display at a time and location to be determined by the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. No vote was taken.

Hearing no questions or comments, Chairman Fougere moved to the next petition article.

WARRANT ARTICLE 29 – KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000 by petition

Shall the town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016 and as amended). The \$25,000 builds upon the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. No vote was taken.

Hearing no questions or comments, Chairman Fougere moved to the next petition article.

WARRANT ARTICLE 30 – CONSERVATION LAND FUND - \$20,000 by petition

To see if the town will vote to raise and appropriate the sum of \$20,000 to add to the Conservation Land Fund created in accordance with RSA 36-A, said land 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 purposes? Contribution furthers the protection of the town's natural resources.

Chairman Fougere asked what was the balance in the land fund. Chris Costantino said \$99,000.

Hearing no questions or comments, Chairman Fougere moved to the next petition article.

WARRANT ARTICLE 31 – COMPACT PART OF TOWN - \$0 by petition

Shall the town designate the Town Community Lands (BROX) to be deemed a "Compact Part" of the town in accordance with RSA 644:13.

Chairman Fougere said that this has to do with BROX, if it were to pass it would mean no shooting, to include hunting will be allowed at BROX. We would have to look more into it, we just received it today.

Chairman Fougere indicated the public hearing for the 2018 Bond & Budget is now complete at 7:50 p.m. Vice Chairman Federico moved to adjourn this Budget & Bond Hearing. Selectman Daniels seconded. All were in favor. Motion passed 5/0.

Chairman, Mark Fougere

Member, Mike Putnam

Vice Chairman, Kevin Federico

Member, Laura Dudizak

Member, Gary Daniels