

MEMORANDUM

To: Board of Selectmen
From: Eric Schelberg, Director
Date: January 22, 2024
Subject: Quote Request for Provision of EMS Services



This memorandum serves to inform the Board of a request to the department from the Mont Vernon Board of Selectmen for a quote for the provision of EMS.

Currently, Amherst Fire Rescue (AFR) provides EMS service to Mont Vernon (MV) and has done so for greater than 20-plus years. Additionally, AFR charges \$17,000 annually for this service.

At the November 13, 2023 MV Board meeting – attached, discussion ensued that AFR would be increasing the annual fee “somewhere north of \$100,000”.

This author received an email from Fire Chief Jay Wilson requesting a quote for the provision of EMS service.

Based on MV ambulance request call volume from 2021, 2022 and 2023 (through November 29), MV annually averages 130 requests for ambulance service.

The per call cost of the department is \$969.12. This amount is the sum of all department expenses – 2024 proposed budget, 2024 benefit expenses, facility bond, ambulance lease and utilities. Using the MV call volume, a quote for service is \$126,309.

In addition to an annual fee for service, ambulance transport revenue is estimated to be \$64,137. This amount is calculated using a 74% transport rate and an average revenue per call of \$665.

This author is of the belief the department could take on the additional call volume with the current ambulance schedule without the need to add personnel or infrastructure. This is predicated however on filling all open full-time positions, therefore a delay in implementation, if approved by both Boards, before proceeding.

Please reach out with questions regarding this request.

Ambulance Department - Annual Cost

Jan-24

Budget - 2024	\$ 1,269,745.00	
Benefits - wages	\$ 260,000.00	(24% of total wages)
Benefits - health	\$ 240,000.00	(health benefits for 12 employees at \$20K each)
Facility Bond	\$ 145,000.00	(last payment in 2033)
Amb. Lease	\$ 46,000.00	(last payment in 2025; 2025 ambulance begins 2025-2029)
Utilities	\$ 38,550.00	2023 - annualized
TOTAL:	\$ 1,999,295.00	

Revenue - 2023 \$ 866,000.00

Call Vol. - 2023 2063

Cost/Call \$ 969.12

Mont Vernon

MV Avg. Call 130.33 (Average of 2021, 2022 and 2023 thru November 29th)

% based calls: 6.32%

MV Cost/Call \$ 126,308.67 % based-cost: \$ 126,308.67

Est. MV Rev. \$ 64,137.03 Assumes 74% transport rate with avg. rev./call of \$665

Call Volume - 23:00-07:00

MAS

2022 Calls 23-07 318 0.87 calls per day

MV Calls 23-07 20 0.05 calls per day

338 0.93 calls per day

Selectmen's Public Meeting Minutes November 13, 2023

7:00 PM Selectman John **Quinlan** called the meeting to order. Also present was Selectman Jack **Esposito** and Selectman Howard **Brown**.

Bonnie Angulas commented on the minutes from 10/23/23 in regard to Zoe Fimbel's comment about Lamson Farm and the Library. Bonnie wanted it noted that the Mont Vernon Library Charitable Foundation was who requested to be at Lamson Farm Day, not the Library. When they were declined to show the project, it was a surprise to them because obviously projects have been shown in the past at Lamson Farm Day. It's their event and their choice, but picking and choosing projects is not really a good look. She would be happy to go to the Lamson Farm Commission as a Board member to speak with them.

The Board reviewed the minutes of 11/6/23. **Esposito** motioned to accept the minutes of 11/6/23 as amended seconded by **Brown**. All in favor.

Quinlan asked if anyone at MACC Base had any objection to the renaming of 2nd NH Tpke. to Caesars Road. Joan Cleary stated that the MACC Base Director, Ray Anderson, sent out a mass email stating that the matter has been put to rest. Our Highway Director has ordered the street sign.

Quinlan thanked the Patriotic Purpose Committee for the Veteran's Ceremony held on Saturday the 11th. It was very nice and a good introduction to traditional things like patriotism. He then gave an update on the Weston Hill Road issue. He spoke with Town Counsel and things should be moving forward quickly.

7:10 PM – Department Head Meeting

Chief Mark Slavin – Police Department

- In October they had their Prescription Drug Takeback Day. They took in 5.9 lbs of prescription drugs.
- They got good feedback from the Trunk-or-Treat done on Halloween. He thanked Sheriff Connelly for joining. They've gotten quite a few emails from people saying they want to be part of it next year; hopefully they will get a full parking lot next year.
- Town Administrator of Wilton has advised that as of May of 2024 they will not be renewing our prosecution contract. This is due to a staffing shortage; it has nothing to do with the PD personnel. Sgt. Daigneault and Officer Reppucci are both prosecutors; they will cover until we find a new prosecutor. They are in talks with Amherst right now trying to figure something out to join with Amherst.

Chief Jay Wilson – Fire Department

- Doing the maintenance of all apparatus with their mechanics who come to the Station to do the servicing.
- The Association handed out glow necklaces on Halloween.

Approved

- They are up 10% from last year in calls for service in Town/Mutual Aid.

Recreation Director – Heather Kennedy

- We had a successful Trick-or-Treat and candy collection. They collected candy in 4 locations; the General Store generated the most donations dropped off. They had 44 trick-or-treat locations on the map. Five of them provided their own candy/treats (FD, Library, Police/Trunk-or-Treat, Mary Brown/MVVS teachers and Peanut house) and Rec distributed odd items from the gazebo on the green. They distributed over 38,000 pieces of candy on two different weekends before Halloween.
- Tree lighting is on December 9th from 5:30pm – 7:00pm. There will be a tent in the Town Hall parking lot again, Santa, music, commemorative ornament and fire department involvement – similar to what they did last year. They are accepting nominations for Tree Lighter. She has a form for nominations that she will send out.
- Youth Development Ski Program at Crotchet Mtn. will likely start the first week of January. We get discounted group rates; usually 5-weeks of ski passes plus 2 additional passes, usually on Friday evenings.

Library Director – Bonnie Angulas

- Library 580 visitors on Halloween night; special thanks to the Friends of the Library for providing the treats.
- MVLCF hosted their One for the Books Charity Auction on Thursday November 2nd. They raised \$54,000; with the NEH match it was \$70,00 towards the library project. Twenty local businesses sponsored; 106 auction items were donated; 130 attendees.
- Seats and Feets Underwear Sock Drive for SHARE starts November 14th. For two weeks you can donate children and adult socks and underwear and SHARE will distribute through the month of December.
- Library Building Committee will be presenting on 12/6 at 6:00pm at the MVVS. Members of the Library Trustees, the Daland Trustees, DSK Architect Planners, Turnstone Construction and the Library Building Committee will be at the Village School to present an updated vision for the new library and for community questions about the project. A new 3-D model of the site and building will be on display. Also, the Library Trustees are hosting another session where you can go in and chat with them on Saturday, November 18th from 10:00am – 12:00pm.

Highway Director – Ben Crosby

- Getting the equipment ready for “that time of year”. One employee is back off short term disability; we are still down one employee.
- With the Boards approval, he will have 1-2 contractors on-call to assist with storms while he is short staffed, and then moving forward to fill in some gaps. He is trying to shorten the driver routes; they are at 4.5 hours; he wants to get that down to around 3 hours if possible. They are pushing to their limits and it can be dangerous. **Esposito** asked if we are covered with our insurance if a non-employee drives our equipment. Cleary will contact Primex for clarification.

Approved

- The 200-amp service change at the Transfer Station has been completed. There are a couple of floodlights that need to be repaired.
- Advanced Paving is supposed to be coming back to finish up the patching of pot holes, weather permitting.
- We have contracted again to have the snow removed from the sidewalks this winter.

Sgt. Daigneault – MACC Base

- They have their second Budget Hearing tomorrow night. Mont Vernon is all set; the 2024 increase is about 4%.

Quinlan reminded everyone that the Strategic Advisory Committee is wanting any feedback from Departments on the Draft CIP. They are meeting on the 21st to produce their second draft, which will be going in front of the Planning Board for approval on November 28th.

Quinlan spoke of his meeting with Amherst's Selectman Danielle Pray in regards to the ambulance service contract. We have been paying the Town of Amherst \$17,000 for the past 20 years or so. We have a couple of very outdated contracts; it's impossible to figure out how they ever arrived at that amount. They are in the process of reappraising everything they're doing and it was intimated to Quinlan that if we want to re-up the annual service with Amherst, it's going to be somewhere north of \$100,000 annually. We are waiting on figures. He asked the opinion of the PD and Fire Dept. as to whether we should be looking at other services besides Amherst. Chief Wilson feels that we should. They are charging the patients and the ins. company a minimum of \$1,000 per call. If there are 100 – 120 calls in Mont Vernon, that's \$200,000 to the residents. That's an insane amount of money to guarantee an ambulance. If they weren't charging it would be a different story. Randy Wilson said that if Amherst is still soft billing, he would be curious to find out what they are collecting from patients they're picking up in town on average over the past few years and how that factors in to covering their operating costs. Chief Wilson stated that the only choices we have are Amherst and Milford. New Boston is too far out; they have one ambulance in the center of New Boston and the other is off of Chestnut Hill at the Tracking Station. They are also volunteer, where Amherst and Milford have 24-hour coverage. We will reach out to Milford; as soon as we have numbers from Amherst, we will revisit the situation.

Esposito presented the Board with updated numbers on the Elderly Exemption, which has not been updated since 2007. He ran comparison numbers with the towns of Hollis, Brookline and New Boston. **Quinlan** wants to get some information from NRPC on the breakdown of demographics for all the towns.

Esposito presented the Board with a Town Building Use Policy for review. The Board will revisit at the next meeting.

The Board discussed the COLA for 2024. **Esposito** stands by 5%; **Brown** wants to let it go to the Budget Committee for their opinion before we make a decision. **Quinlan** said to tacitly set it at 4% and we can hear what the Budget Committee has to say.

Quinlan stressed that we need to update the Employee Handbook; mainly develop a personnel evaluation system.

Esposito wants to see a memorial area set up; something such as a bench on the side yard of the Town Hall. This had been discussed but never came to fruition.

Approved

Quinlan wants to meet again with the Library Trustees, Cemetery Trustees and the Conservation Commission on November 27th for an update on the Town Center parcel plans for the future. Cleary will reach out to set up.

8:15PM As there was no further business before the Board **Esposito** motioned to adjourn seconded by **Brown**. All in favor.

Respectfully submitted,
Joan Cleary

EMERGENCY MEDICAL SERVICES INTRASTATE MUTUAL AID AGREEMENT

THIS AGREEMENT (the "AGREEMENT") is entered into by and between each New Hampshire city or town that becomes a signatory hereto (hereinafter collectively "Towns" and individually a "Town") and shall be effective as to each such Town as of the date this Agreement is duly authorized and executed by: (i) the members of each such Town's governing body ("Governing Body") in accordance with such Governing Body's rules, regulations and procedures; and (ii) each such Town's duly authorized individual ("a Department Director") responsible for the operation of such Town's department(s) or division(s) providing emergency medical services (a "Department").

WHEREAS, each Town is located in geographic proximity to each other Town and is authorized pursuant to the provisions of RSA 151:B-17 (the "Emergency Medical Service Statute") to provide assistance to or request assistance from each other Town in accordance with the provisions and within the parameters of a mutual aid agreement whenever a need for mutual aid assistance exists within it or the boundaries as a result of or due to the imminence of a medical emergency, fire or other public disaster (an "Emergency"); and

WHEREAS, each Town recognizes that to assure the adequate provision of ambulance or other emergency medical emergency resources and assistance for its residents during an Emergency and to otherwise preserve and protect the health, safety and welfare of the public, in certain situations it may be desirable and necessary to use its ambulance or other emergency medical service resources and assistance to perform duties and provide emergency medical services outside of the territorial limits to which they are otherwise located, dedicated and employed;

WHEREAS, the Governing Body of the Town, by authorizing such Town to become a signatory hereto, endorses and encourages the concept of mutual aid and agrees to make available its resources and manpower to support mutual aid;

NOW, THEREFORE, in consideration of the covenants contained herein, each Town hereby agrees and covenants as follows:

Section 1. Authorization.

Each Town, pursuant to and in accordance with the terms of this Agreement and the provisions in the Mutual Aid Statute, hereby, (i) authorizes the provision of ambulance or other emergency medical services and ("Mutual Aid Assistance") to each other Town during an Emergency when such Mutual Aid Assistance would serve the interests of such other Towns, its residents, or the health, safety and welfare of the public, and (ii) authorizes and directs its Department Director (which shall include, in his or her absence, his or her designee) to render or request Mutual Aid Assistance to and from other Towns and their Departments to the extent of available personnel, equipment and other resources.

Section 2. Provision of Mutual Aid Assistance.

- A. Scene Control: Retention of Authority. The Department Director requested to render Mutual Aid Assistance shall report to, and receive instructions from, the Department Director to which assistance is being rendered; provided, however, personnel rendering Mutual Aid Assistance shall be directly supervised, controlled and deployed by their respective Department Director and shall be responsible for their individual actions and conduct under their respective Department's regulations, guidelines, and procedures, and by state and federal laws, regardless of the jurisdiction in which such personnel are providing Mutual Aid Assistance.
- B. Employment. When providing Mutual Aid Assistance, personnel rendering such assistance shall not be considered, for any purpose, to be employees of the Town to which such assistance is being rendered. All employment rights and compensation for work performed in or for any Town pursuant to this Agreement shall be the responsibility of the Town that employs such personnel.
- C. Vehicles/Equipment Vehicles or equipment furnished in or for Mutual Aid Assistance shall only be operated or utilized by the personnel of the Town furnishing the vehicle or equipment. It is understood that a Town will not utilize privately owned vehicles and equipment to provide Mutual Aid Assistance unless such use is commandeered or authorized by the appropriate agency if its Governing Body in such circumstances where a grave emergency, disaster or widespread conflagration or threat thereof shall exist to warrant such extraordinary measures.
- D. Liability/Insurance. If while rendering Mutual Aid Assistance pursuant to this agreement personal injury, death or property damage or loss occurs outside of the territorial limits of the Town rendering such assistance, the Town rendering such assistance and/or its insurance carrier(s) shall be liable for all legally determined damages that shall pertain to the rendering of such assistance. Each Town shall obtain and maintain sufficient insurance coverage to meet its responsibility hereunder. Such insurance coverage shall include, but need not be limited to: workmen's compensation insurance; vehicular comprehensive and collision

insurance; bodily injury and property damage liability insurance and general liability insurance; such insurance to be in accordance with the limits prescribed by the New Hampshire Property Liability Insurance Trust.

- E. No Response Obligation. The provisions of this Agreement shall not be construed to impose an affirmative obligation on any Town or Department to respond to a request for Mutual Aid Assistance. At any time such assistance is requested, the Town or Department so requested may, deem it inadvisable to respond and may so inform the requesting Town.
- F. No Charge or Compensation. Mutual Aid Assistance shall be rendered without charge to or compensation from the Town or Department to which such assistance is rendered.

Section 3. Rules and Regulations.

The Department Directors shall collectively establish, and may from time to time, amend rules and regulations for giving and receiving Mutual Aid Assistance, such rules and regulations and any amendments thereto be subject to the approval of each Town by action of its Governing Body. Additionally, specific Departments may establish separate agreements for and between them in response to their particular situation of circumstance, such agreements to be subject to the approval of their respective Governing Bodies, provided, however, that no such agreement shall be binding upon a Town which is not a signatory to such agreement.

Section 4. Filing with Town Clerk.

A current copy of: (i) this Agreement; (ii) any rules and regulation, complete with any amendments; adopted pursuant to Section 3 above; and (iii) any duly authorized separate agreements adopted pursuant to Section 3 above, shall be kept on file with the clerk of the Governing Body.

Section 5. Amendment Requires Unanimous Approval.

This Agreement may only be amended upon the approval of the Governing Bodies of all Towns and no action to amend this Agreement shall serve to obligate any Town which has not approved such amendment.

Section 6 Termination of Agreement

This Agreement shall remain in full force and effect until a Town, through its Governing Body at a duly authorized and noticed meeting, passes a resolution terminating such Agreement, such termination to be effective no earlier than sixty days after written notice of termination, which written notice shall include a duly certified copy of the resolution authorizing such termination, is delivered by certified mail to all Towns who are parties to this Agreement. Copies of the termination, shall be filed with the Clerk of the Governing Body.

Section 7. Listing of Towns.

Each Town or city in New Hampshire which becomes a party to this Agreement shall be appended to this Agreement, such schedule to be for the purposes of reference only.

Section 8. Paramedic Intercept Services.

~~It is understood that St. Joseph Hospital has agreed to make available paramedic intercept services to residents or other individuals within the geographic area covered by the Towns upon the request of a Department Director. Each Governing Body hereby authorizes its Department Director to develop operating policies and procedures with respect to the provision of such services within its respective territorial limits, provided, however, that unless and until expressly authorized and approved by the Governing Body, no such policies and procedures shall purport to establish or otherwise constitute a legally binding obligation or agreement of the Town.~~

IN WITNESS WHEREOF, the following, being the duly elected and authorized members of the Governing Body, have executed this Agreement as of the date set forth hereafter.

Town of

MILFORD

By its Governing Body:

John E. P...

Date: 4/11/94

Manuel Lopez

Date: 4/11/94

...

Date: 4/11/94

...

Date: 4/11/94

...

Date: 4/11/94

By its Department Director:

...

Date: 4/7/94

4. a) 1) Acceptance of Milford Emergency Operations Plan

MILFORD EMERGENCY OPERATIONS PLAN - 2023

STATEMENT OF ADOPTION – MILFORD

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

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

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

Statement of Adoption for the Town of Milford:

Adopted, this day, the _____ of _____, 2023

Select Board Chair

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Emergency Management Director

Signature

Print Name

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

NIMS RESOLUTION - MILFORD

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

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

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

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

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

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

National Incident Management System (NIMS)

Adopted, this day, the _____ of _____, 2023

Select Board Chair

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Member of the Select Board

Signature

Print Name

Emergency Management Director

Signature

Print Name

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

ADMINISTRATIVE DOCUMENTS

RECORD OF REVISIONS & CHANGES

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

SIGNATORIES TO THE MILFORD EMERGENCY OPERATIONS PLAN

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

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

4. a) 2) Approval of Donation for the Granite Town Rail Trail Revolving Fund from a Ghost Train Trail Runner processed through Piscataquog Land Conservancy - \$500.00.

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

Town of Milford
CONSERVATION COMMISSION



January 10, 2024

To: Board of Selectmen
Finance

Re: Donation for the Granite Town Rail Trail Revolving Fund

The Conservation Commission wishes to apprise the Board of Selectmen that it has accepted a \$500.00 donation from a Ghost Train Trail Race runner as part of her volunteer employee matching program. The donation was processed through the non-profit Piscataquog Land Conservancy. The donation is directed to the Granite Town Rail Trail Revolving Fund.

Respectfully,
Chris Costantino
Milford Conservation Commission (Alt) | Coordinator

4. a) 3) Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95)b))

Board of Selectmen

Agenda Date: 1/22/2024

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

Source	Amount	Purpose
Arthur L. Keyes Memorial Trust	\$1,200.00	Donation to the Milford DPW Department for the Robert Courage plaque at the DPW office facility on South Street Special Purpose Fund. See attached letter.

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

None at this time,

Arthur L. Keyes Memorial Trust
P.O. Box 363 Milford, New Hampshire 03055-0363

December 28, 2023

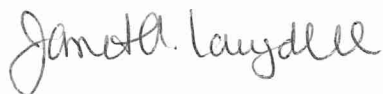
Mr. Gary Daniels, BOS Chairman
Mr. Lincoln Daley, Town Administrator
Town Hall
1 Union Square
Milford, NH 03055

RE: Robert Courage Plaque for South Street DPW Office Facility

Dear Gary and Lincoln,

The Arthur L. Keyes Memorial Trust was approached by Jay Duffy requesting a donation towards a proposed plaque to honor Robert Courage at the DPW office facility on South Street. It is our understanding that this is a Town sanctioned project supported by the Board of Selectmen. For that reason, the check has been made out to the Town of Milford with a notation that the \$1200 be used for said plaque. If for some reason this project does not come to fruition, please return the funds to the Arthur L. Keyes Memorial Trust and we will redistribute them to other worthy projects or programs benefiting the community of Milford.

Sincerely,



Janet A. Langdell, Trustee
On behalf of James Infanti and Tim Finan, Trustees

cc: via email Jay Duffy, Leo Lessard

5. Town Status report

TOWN STATUS REPORT

January 22, 2023

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

The Town and Northeast Sand & Gravel submitted responses and revised plan set to the NH Dept. Of Environmental Services (permitting agency) and NH Fish & Game (NHFG) on December 1, 2023. The submittal was in response to a list of detailed comments from NHFG involving several areas of the project. These include, but are not limited to the following: (1) the determining the area and location of onsite mitigation currently 75+ acres of proposed conservation area, (2) the legal conservation instrument to manage the proposed 75+ acre area, (3) flood plain management of Heron Pond, (4) the scope and development of a Stewardship plan, and (5) level of required monitoring by a qualified, 3rd party company/individual.

Town staff continues to communicate with NHFG and await their response/comments. It anticipated that the Town and Northeast Sand & Gravel will be meeting with both state agencies in February to resolve the remaining elements of the application/permit for approval and allow the Town to resume the gravel operation this year.

2. **Milford Community Power / Standard Power – Informational Meeting**

Milford Community Power is launching this spring after being approved by Milford voters in March 2023. The program provides stable rates for 20 months, from March 2024 to November 2025, and three options with more renewable energy for electricity customers up to 100%. There is no cost to the municipality for running the program, no individual customer contracts, and customers can leave, change products or rejoin the program with no fees or penalties effective on their next meter read date. See attached Press Release.

On Wednesday, January 31st, the Town will be hosting an informational meeting to present and discuss the program. The public meeting will be held in the Town Hall Auditorium (3rd floor) beginning at 6:00 pm. A short presentation will be followed by an opportunity for residents to ask questions about program options and how to enroll, opt out or make another choice. We encourage residents to bring their electric bill to the public session to ask questions. Please visit www.MilfordCommunityPower.com for more information.

3. **Library Building Maintenance**

Town Staff and two Selectmen attended the recent Library Trustees' meeting to discuss several maintenance items involving the library. In addition to discussing the remaining items to address concerns involving the roof project and the proposed warrant article to replace the electrical panels, it was discovered that water is most likely infiltrating the interior of the building from sections of the exterior brick walls causing additional water damage. Public Work Director, Mr. Lessard is currently assessing the building and will be contacting contractors to provide cost estimates, mostly likely in the early late Winter/early Spring. Staff will continue to apprise the Board of Selectmen and Library Trustees as this project moves forward and we have better information.

4. **Town Staff 2024 Goals & Objectives**

With the start of the new year, Department Heads were asked to submit their 2024 Departmental goals and objectives. In addition to the annual goals, Department Heads have been challenged to include several what are termed "Stretch Goals". A stretch goals is one that will be difficult (not impossible) and will "move the

needle” or make noticeable difference for the town. The Town Administrator will be meeting with each Department Head over the next two weeks to discuss and review the submitted goals and objectives and reflect upon 2023.

5. Ambulance Mutual Aid Agreement (DRAFT)

The purpose of this request is to introduce the draft Emergency Medical Services Mutual Aid agreement to the Board for consideration, discussion, and approval at a future meeting. The draft agreement would update and replace the previously executed agreement from 1994. Ambulance Director, Eric Schelberg will be present to discuss and provide an update to the Board regarding the potential changes and ongoing communications with the participating towns of Amherst, Brookline, Hollis and Wilton. Director Schelberg is awaiting final approval of wording from the four other communities with which the agreement is expected to be signatories to – Amherst, Brookline, Hollis and Wilton. As such, no request to approve and sign the agreement is being requested. Attached, please find the (1) memo from Director Schelberg and (2) proposed draft and 1994 Mutual Aid Agreements.

6. Board, Commission, Committee Volunteers

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

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

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

TOWN OF MILFORD



PRESS RELEASE

January 16, 2024

Milford Community Power is launching this spring after being approved by Milford voters in March 2023. The program provides stable rates for 20 months, from March 2024 to November 2025, and three options with more renewable energy for electricity customers up to 100%. There is no cost to the municipality for running the program, no individual customer contracts, and customers can leave, change products or rejoin the program with no fees or penalties effective on their next meter read date.

Customers on competitive electric supply are not eligible for automatic enrollment in the program, but they can opt in. 30% of Milford residential and small commercial customers have a competitive contract as of December. If you are uncertain whether or not you have a competitive contract, check your Eversource bill on the front where it says "Your supplier is". If it says anything other than 'Eversource' then you are on competitive supply and are not eligible for automatic enrollment. However, you can opt in. Reasons to opt into the program include no individual customer contracts, stable rates until November 2025, and renewable energy options.

If your supplier is 'Eversource', you will be automatically enrolled in the program default option, unless you opt out or choose another program option. This includes net-metering customers, who are responsible for making an informed decision about program participation. If you take no action you will be enrolled in the default option starting on your March monthly meter read date, and will see the change reflected on your April electric bill. Electric bills will continue to come from Eversource. Eligible customers can also choose another program option, opt out before the program starts, or opt out any time after the program starts, effective on their next available meter-read date.

Milford Community Power rates were set in October to compete favorably with recent and expected utility rates. After repeatedly warning of rising electric rates, Eversource announced a significant drop in its new six-month default service rate beginning February 1, 2024 that is lower than Milford Community Power's 20-month stable rates. Reasons for the deep rate drop for Eversource include unexpectedly abundant natural gas supplies in December due to unseasonable mild weather, and a downward utility default rate adjustment to account for past customer overcharges. Utility rates change every six months, so future rates and savings, or costs, are not known. All customers should make their own informed decision regarding participation in Milford Community Power.

A notification postcard and detailed informational letter will be mailed in the next few days with information about the program and customer options for participation. The enrollment period will open on or before January 22nd, at which time there will be several options for Milford customers to opt in or out of the program. In the meantime, the latest program information, forms and materials will be posted as they become available at www.MilfordCommunityPower.com. Also mark your calendar for a public information session to be held at the Milford Town House Wednesday, January 31st at 6pm. A short presentation will be followed by an opportunity to ask questions about program options and how to enroll, opt out or make another choice. Feel free to bring your electric bill to the public sessions to ask questions about your bill.

The towns of Jaffrey and New Boston are also launching their programs with Standard Power in the next few weeks.

Contact: Emily Manns, Standard Power 603 831-3817 or e.manns@standardpower.com

Town Contact: Lincoln Daley, Town Administrator 603 249-0602 or ldaley@milford.nh.gov

5. 5) Ambulance Mutual Aid Agreement (DRAFT)

MEMORANDUM

To: Lincoln Daley, Town Administrator

From: Eric Schelberg, Director

Date: January 18, 2024

Subject: Ambulance Mutual Aid Agreement - DRAFT



This memorandum serves as a request to place the proposed draft ambulance mutual aid agreement we have previously reviewed and discussed in your Town Status Report to the Board for the next meeting scheduled for Monday, January 22, 2024.

The purpose of this request is to introduce the draft agreement to the board for consideration, discussion and approval at a future meeting.

I am awaiting final approval of wording from the four other communities with which the agreement is expected to be signatories to – Amherst, Brookline, Hollis and Wilton, hence no request to approve and sign the agreement at this meeting.

I will be prepared to speak to the agreement on Monday.

EMERGENCY MEDICAL SERVICES INTRASTATE MUTUAL AID AGREEMENT

THIS AGREEMENT (the "AGREEMENT") is entered into by and between each New Hampshire city or town that becomes a signatory hereto (hereinafter collectively "Towns" and individually a "Town") for Emergency Medical Services (hereinafter referred to as "EMS") and shall be effective as to each such Town as of the date this Agreement is duly authorized and executed by: (i) the members of each such Town's governing body ("Governing Body") in accordance with such Governing Body's rules, regulations and procedures; and (ii) each such Town's duly authorized individual ("Department Director") responsible for the operation of such Town's department(s) or division(s) providing emergency medical services ("Department").

WHEREAS, each Town is located in geographic proximity to each other Town and is authorized pursuant to the provisions of RSA. 153-A:19 (the "Emergency Medical and Trauma Services Statute") to provide assistance to or request assistance from each other Town in accordance with the provisions and within the parameters of a mutual aid agreement whenever need for mutual aid assistance exists within it or the boundaries as a result of or due to the imminence of a medical emergency or other public disaster ("Emergency"); and

WHEREAS, each Town recognizes that to assure the adequate provision of ambulance or other emergency medical emergency resources and assistance for its residents during an Emergency and to otherwise preserve and protect the health, safety and welfare of the public, in certain situations it may be desirable and necessary to use its ambulance or other emergency medical service resources and assistance to perform duties and provide emergency medical services outside of the territorial limits to which they are otherwise located, dedicated and employed;

WHEREAS, the Governing Body of the Town, by authorizing such Town to become a signatory hereto, endorses and encourages the concept of mutual aid and agrees to make available its resources and manpower to support mutual aid;

NOW, THEREFORE, in consideration of the covenants contained herein, each Town hereby agrees and covenants as follows:

Section I - Authorization

Each Town pursuant to and in accordance with the terms of this Agreement and the provisions in the Mutual Aid Statute, hereby, (i) authorizes the provision of ambulance or other emergency medical services and ("Mutual Aid Assistance") to each other Town during an Emergency when such Mutual Aid Assistance would serve the interests of such other Towns, its residents, or the health; safety and welfare of the public and (ii) authorizes and directs its Department Director (which shall include, in his or her absence, his or her designee) to render or request Mutual Aid Assistance to and from other Towns and their Departments to the extent of available personnel, equipment and other resources.

Section II – Provision of Mutual Aid Assistance

- A. Scene Control: Retention of Authority. The Department Director requested to render Mutual Aid Assistance shall report to, and receive instructions from the Department

Director to which assistance is being rendered: provided, however, personnel rendering Mutual Aid Assistance shall be directly supervised, controlled and deployed by their respective Department Director and shall be responsible for their individual actions and conduct under their respective Department's regulations, guidelines, and procedures, and by state and federal laws, regardless of the jurisdiction in which such personnel are providing Mutual Aid Assistance.

- B. Employment. When providing mutual aid assistance, personnel rendering such assistance shall not be considered, for any purpose, to be employees of the Town to which such assistance is being rendered. All employment rights and compensation for work performed in or for any Town, pursuant to this Agreement shall be the responsibility of the Town that employs such personnel.
- C. Vehicles/Equipment. Vehicles or equipment furnished in or for Mutual Assistance shall only be operated or utilized by the personnel of the Town furnishing the vehicle or equipment. It is understood that a Town will not utilize privately owned vehicles and equipment to provide Mutual Aid Assistance unless such use is commandeered or authorized by the appropriate agency if its Governing Body in such circumstances where a grave emergency, disaster or widespread conflagration or threat thereof shall exist to warrant such extraordinary measures.
- D. Liability/Insurance. If while rendering Mutual Aid Assistance pursuant to this agreement personal injury, death or property damage or loss occurs outside of the territorial limits of the Town rendering such assistance., the Town rendering such assistance and/or its insurance carrier(s) shall be liable for all legally determined damages that shall pertain to the rendering of such assistance. Each Town shall obtain and maintain sufficient insurance coverage to meet its responsibility hereunder. Such insurance coverage shall include, but need not be limited to: workmen's compensation insurance; vehicular comprehensive and collision insurance; bodily injury and property damage liability insurance and general liability insurance; such insurance to be in accordance with the limits prescribed by the New Hampshire Property Liability Insurance Trust.
- E. Paramedic Intercept Services. Paramedic intercept services to residents or other individuals within the geographic area covered by the Towns upon the request of a Department Director. Each Governing Body hereby authorizes its Department Director to develop operating policies and procedures, including development and implementation of a 'Paramedic Intercept Fee' with respect to the provision of such services within respective territorial limits, provided, however, that unless and until expressly authorized and approved by the Governing Body, no such policies and procedures shall purport to establish or otherwise constitute a legally binding obligation or agreement of the Town.

A Paramedic Intercept Fee will be established and noted in Addendum A of this agreement. Said fee will be charged to and be the responsibility of the requesting town. Establishment of a fee greater than Zero Dollars (\$0.00), shall require a 90-day notice to the Towns that are party to this agreement prior to implementation.

Modifications to Town's Paramedic Intercept Fee require approval of a Town's Governing Body.

- F. No Response Obligation. The provisions of this Agreement shall not be construed to impose an affirmative obligation on any Town or Department to respond to a request for Mutual Aid Assistance. At any time such assistance is requested, the Town or Department so requested may, deem it inadvisable to respond and may so inform the requesting Town.
- G. No Charge or Compensation. Mutual Aid Assistance shall be rendered without charge to or compensation from the Town or Department to which such assistance is rendered.

Section III – Rules and Regulations

The Department Directors shall collectively establish, and may from time to time, amend rules and regulations for giving and receiving Mutual Aid Assistance, such rules and regulations and any amendments thereto be subject to the approval of each. Town by action of its Governing Body. Additionally, specific Department's may establish separate agreements for and between them in response to their particular situation of circumstance. such agreements to be subject to the approval of their respective Governing Bodies, provided, however, that no such agreement shall be binding upon a. Town which is not a. signatory to such agreement.

Section IV – Copies of Agreement

A current copy of (i) this Agreement (ii) any rules and regulation, complete with any amendments; adopted, pursuant to Section 3 above; and (iii) any duly authorized separate agreements adopted pursuant to Section 3 above, shall be kept on file with the Governing Body.

Section V - Amendment Requires Unanimous Approval

This Agreement may only be amended, upon the approval of the Governing Bodies of all Towns and no action to amend this Agreement shall serve to obligate any Town which has not approved such amendment.

Section VI - Termination of Agreement.

This Agreement shall remain in full force and effect until a Town, through its Governing Body at a duly authorized and noticed meeting, passes a resolution terminating such Agreement, such termination to be effective no earlier than sixty days after written notice of termination, which written notice shall include a duly certified copy of the resolution authoring such termination, is delivered by certified mail to all Towns who are parties to this Agreement. Copies of the termination shall be filed with the Governing Body.

Section VII - TERM AND TERMINATION

A. Term

This Agreement shall commence on the Effective Date and shall continue for one (1) year, with automatic renewals for additional one-year periods to a maximum of four (4) renewals,

wherein a review for updates and approval by the Governing Body shall be required unless terminated sooner as provided herein.

B. Termination

This Agreement may be terminated as provided below in this paragraph:

1. Without Cause. This Agreement may be terminated at any time without cause by either party upon sixty (60) days written notice to the other.

2. For Cause. This Agreement may be terminated immediately upon the occurrence of any of the following: (i) either party loses its licensure, certification, or accreditation to offer services or (ii) either party loses the ability to provide services for which this Agreement was sought. Either party may terminate this Agreement upon thirty (30) days prior written notice for a material breach of this Agreement by the other party unless the breach is cured by the breaching party within the thirty (30) days notice period.

3. Compliance with Laws. If, in the opinion of either party's legal counsel, this Agreement is found to violate any existing or future federal or state laws, including but not limited to, Medicare and Medicaid antikickback laws or laws regarding tax exemption, either party shall have the right to terminate the Agreement, effective upon written notice.

IN -WITNESS WHEREOF, the following; being the duly elected and authorized members of the Governing Body; have executed this Agreement as of the date set forth hereafter. The Towns agree to furnish mutual aid Emergency Ambulance Services as and when available, beginning at 12:00 AM March 1, 2024, and ending at 11:59 PM on February 28, 2029 unless expressly terminated in accordance with Section VII.

EMERGENCY MEDICAL SERVICES INTRASTATE MUTUAL AID AGREEMENT

(Beginning at 12:00 AM March 1, 2024, and ending at 11:59 PM on February 28, 2029)

Town of MILFORD

By its Governing Body

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

By its Department Chief/Director

_____	Date: _____
-------	-------------

Town of _____

By its Governing Body

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

By its Department Chief/Director

_____	Date: _____
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Addendum A

Paramedic Intercept Fee

Town of Milford: \$0.00

Effective: March 1, 2024

Revised:

6. 1) 2024 Warrant Article Votes

Town of Milford Warrant & Financials DRAFT Budget and Bond Hearing January 8, 2024

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

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

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

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - PENNICHUCK BOOSTER PUMP STATION - \$2,700,000 BOND (Final project cost to the water users offset by \$1,000,000 in American Rescue Plan Act (ARPA) funds).

Shall the Town will vote to raise and appropriate the sum of **\$2,700,000** for the purpose of constructing the Nashua Street Water Booster Pump Station. Such sum to be raised by the issuance of serial bonds and notes not to exceed \$2,700,000 under and in compliance with the provisions of the Municipal Finance Act (NH RSA 33:1 et. seq., as amended) and to authorize the Town to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Further, to take such actions as may be necessary to affect the issuance, negotiation, sale and delivery of such bonds or notes as shall be in the best interest of the Town. Additionally, to authorize the Town to apply for, receive, and expend grants or other funds that may reduce the amount to be repaid, and pass any vote relating thereto. Note: As this is for issuance of long-term debt, this vote requires, under State law, 3/5 ballot vote required. This is a Special Warrant Article in accordance with RSA 32. This warrant article is paid for by the water user fees. **The Board of Commissioners supports this Article (0-0). The Budget Advisory Committee supports this Article (8-0).**

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$18,264,516

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget for the purposes set forth herein, totaling \$18,264,516. Should this Article be defeated, the default budget shall be \$18,002,107, which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0). Voting YES on this article has an estimated tax impact of \$12.63 on an assessed valuation of \$100,000 when compared to voting NO on this article.**

WARRANT ARTICLE 5 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,711,808

Shall the Town vote to raise and appropriate the sum of **\$2,711,808** to operate and maintain the 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 **\$2,680,050** which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends this Article (8-0). The Budget Advisory Committee recommends this Article (8-0).**

WARRANT ARTICLE 6 - WATER DEPARTMENT OPERATING BUDGET - \$2,204,593

Shall the Town vote to raise and appropriate the sum of **\$2,204,593** to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be **\$2,107,269**, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0).**

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

Shall the Town vote to raise and appropriate the sum of **\$300,000** to reconstruct or repair Town roads? This will be a non-lapsing appropriation per RSA 32:7, VI. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0).** This Article has an estimated tax impact of **\$14.50** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 8 - WADLEIGH LIBRARY ELECTRICAL SYSTEM SAFETY AND EFFICIENCY UPGRADES - \$90,000 (Final project cost to tax payers offset by \$25,000 from the Wadleigh Library Maintenance and Upkeep Capital Reserve)

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

WARRANT ARTICLE 8 - SOCIAL SERVICES - \$40,000

Shall the Town vote to raise and appropriate the sum of **\$40,000**, for the purpose of providing funding to Social Service agencies for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0).** This Article has an estimated tax impact of **\$1.93** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 9 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Shall the Town vote to raise and appropriate the sum of **\$32,000** for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0).** This Article has an estimated tax impact of **\$1.55** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE 10 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of **\$20,000** to be placed in the Information Technology Infrastructure Capital Reserve Fund? The Board of Selectmen has the authority to expend from this fund. The \$20,000 adds to the Information Technology Infrastructure Capital Reserve Fund approved by voters in 2021. The current available balance in this capital reserve account as of August 31, 2023, is approximately \$41,186.59. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$0.97 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 11 - SUMMER BAND CONCERTS SUPPORT - \$9,000

Shall the Town vote to raise and appropriate the sum of **\$9,000** for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$0.43 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 12 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$8,000

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

WARRANT ARTICLE 13 - ANNUAL LABOR DAY PARADE - \$6,000

Shall the Town vote to raise and appropriate the sum of **\$6,000** for the purpose of funding bands, musicians, and other allied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$0.29 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 14 - DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND - \$0

Shall the Town vote to discontinue the Osgood Pond Capital Reserve Trust Fund created in 1997 and has a current balance of \$0.88, per RSA 35:16-a. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. This is a housekeeping Warrant Article. This fund is no longer utilized and has not been for some time. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (8-0). This article has no tax impact.**

WARRANT ARTICLE 15 - CONSERVATION LAND FUND - \$30,000 By Petition

Shall the Town vote to raise and appropriate the sum of **\$30,000** for the purpose of adding it to the Conservation Fund created in accordance with RSA 36-A, said fund being allowed to accumulate from year to year and to be available for the acquisition of property, conservation easements and other RSA 36-A allowable purposes, or take any other action relative thereto? Contributions further the protection of the town's natural resources. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (8-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$1.45 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 13 – WALKABLE MILFORD - \$0 By Petition

Shall the Town of Milford vote to prioritize transforming our town into a walkable community by setting this as a high-priority goal on the Town's Master Plan? Currently, the condition of our sidewalks and crosswalks, particularly in the Oval and Nashua Street areas, is dangerous and in need of repair. On Nashua Street, there are sections where the sidewalks themselves are so narrow that navigating them becomes impossible, especially for wheelchair users, due to insufficient space. The Town of Milford must prioritize the repair and improvement of our sidewalks and crosswalks to ensure they are accessible and safe for all community members. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (6-1-1). This article has no tax impact.**

draft

6. 2) Designation of Majority and Minority Report 2024

#	Pre and Post Deliberative Proposed Vote Tallies for 2024 Warrant Articles	2024 Proposed Amount	BOS Pre-Deliberative Vote	Water Commissioners Vote	BAC Pre-Deliberative Vote	BOS Post-Deliberative Vote	BAC Post-Deliberative Vote	BOS Majority Report Author	BOS Minority Report Author
3	Pennichuck Booster Pump Station (BOND) (Final project cost to the water users offset by \$1,000,000 in American Rescue Plan Act (ARPA) funds).	\$2,700,000		Recommend (3-0)	Recommend (8-0)				
4	Town Operating Budget	\$18,264,516			Recommend (8-0)				
5	Wastewater Department Operating Budget	\$2,711,808		Recommend (3-0)	Recommend (8-0)				
6	Water Department Operating Budget	\$2,204,593		Recommend (3-0)	Recommend (8-0)				
7	Reconstruction of Town Roads	\$300,000			Recommend (8-0)				
	Wadleigh Library Electrical System Safety and Efficiency Upgrades (Final project cost to tax payers offset by \$25,000 from the Wadleigh Library Maintenance and Upkeep Capital Reserve)	\$90,000							
8	Social Services	\$40,000			Recommend (8-0)				
9	Non-Emergency Community Transportation Bus Services (Blue Bus)	\$32,000			Recommend (8-0)				
10	Information Technology Infrastructure Capital Reserve	\$20,000			Recommend (8-0)				
11	Summer Band Concerts	\$9,000			Recommend (8-0)				
12	Memorial, Veterans & Labor Day Parades and Recognition	\$8,000			Recommend (8-0)				
13	Annual Labor Day Parade	\$6,000			Recommend (8-0)				
14	Discontinue Osgood Pond Capital Reserve Trust Fund	\$0			Recommend (8-0)				
15	Conservation Land Fund by petition	\$30,000			Recommend (8-0)				
16	Walkable Milford by petition	\$0			Recommend (6-1-1)				

N/A = Not applicable N/P = No position Recommend or Not Recommend

9. Approval of Final Minutes January 3, 2024 BOS/BAC joint work session

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN AND BUDGET ADVISORY
COMMITTEE BUDGET REVIEW WORK SESSION
January 3, 2024

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

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

Chairman Daniels called the meeting to order at 5:30 p.m. Budget Advisory Committee members in attendance were Chris Pank, Chairman, Karen Mitchell, Vice Chairman, and Mike Thornton, member.

Summary of Meeting:

The Select Board, Town Administration, and the Budget Advisory Committee reviewed the 2024 Budget and warrant articles.

Administrator Daley said the work session goal was to ask questions about the budget and warrant article and discuss and identify any concerns and or issues. Included in the conversation will be the surplus that has been identified. It was a challenging process with the budget presented tonight and sacrifices were made by staff. The proposed budget for 2024 is \$18,290,535. At the last Board meeting, the Selectman voted to authorize the removal of \$500,000 from the fund balance and the use of an additional \$330,000 from the surplus and apply it to the proposed budget number. The increase is 4.7% for 2023 which includes the current warrant articles.

Director Calabria, Finance Director, said per the Board's direction to spend the surplus, trucks were purchased for DPW and the Fire Department. The Town prebought salt, gas, and diesel fuel. Additional plow blades were purchased for DPW along with two copiers. We also bought ammunition and tasers for the Police Department. Money was transferred into a non-lapsing account to fix the roof on the scout house and pool furniture was bought for the town pool. Administrator Daley said the default budget is \$18,043,468 which is about \$247,000 difference from the proposed budget which is in line with the past few years. Additional funding was found for \$40,000 to fund one more Police position. There was additional discussion about what was spent last year in surplus and half funding positions.

Chairman Daniels commended the Town Administrator and Department Heads for their hard work. They started at over 14% and are now 4.7% including warrant articles. There was some discussion about fund balance, how to fund capital reserve accounts, and phasing things in.

Warrant articles were discussed:

Reconstruction of Town Roads warrant: The BAC is concerned that if there is a year that we don't get the block grant, where would we get additional money for upgrading roads? We usually keep around \$300,000 in the budget, not including the block grant, and we should be adding more. The Selectmen's goal is to keep increasing the amount up over the next few years. There was discussion about potential materials that might be used from the gravel operation once it gets back on track.

Wadleigh Library Electrical Upgrade warrant: The Library was getting another quote to reduce the amps and will have it for the next Board meeting. There was additional discussion about what was needed. Selectman Freel doesn't think this is a safety hazard and he doesn't feel it needs to be done this year. There was a lot of speculation of what was or wasn't needed and the library is still waiting for answers to a few questions. Selectman Dargie recommended leaving it on the warrants for now and figuring out what we would need later. There was discussion about whether any additional money could come from the Library Trust Fund. Selectman Finan said this is an example of phasing in a project, which is what we asked them to do. The BAC has concerns that the library is always pushed aside for another time. Katherine Kokko, Jay Duffy, and Mike Thornton, all Milford residents, advocated for the library's electrical upgrade.

58 **Social Services warrant:** Selectman Dargie said in future years, we should increase this number.
59

60 **Non-emergency Community Transportation Bus Services:** Selectman Dargie said in the future, this should be
61 included as part of the budget. It's been supported by taxpayers every year. There was concern about adding
62 multiple items to the budget and the amount of increase in taxes.
63

64 **Information Technology Infrastructure Capital Reserve:** There was no discussion about this.
65

66 **Fireworks:** Selectman Labonte said the reason to leave it on the ballot was to let the taxpayers decide, it was not
67 necessarily supported by the Board.
68

69 **Summer Band Concerts:** There was no discussion about this.
70

71 **Memorial, Veterans & Labor Day Parades, and Recognition Support:** Selectman Labonte would like to know
72 what each department spends on the parade for support. He would like to see parade support incorporated into
73 the budget. There was confusion about having two warrant articles for parades.
74

75 Jay Duffy, Co-Chairman of the Labor Day Committee, said it's always been presented like this. Flags are recycled
76 until they can no longer be used. He requested 300 new flags this year.
77

78 **Annual Labor Day Parade Support:** This parade funds the bands for the parade and the Labor Day Committee
79 supplements it by fundraising. Mr. Duffy said parades cost between \$12,000 and \$14,000 to fund a parade. We
80 are the oldest parade in the state and our 80th year will be in 2026. The current balance in the Labor Day Parade
81 account is \$9,500. Selectman Labonte repeated that he would like to see parade support incorporated into the
82 budget. There was additional discussion about how the details would be paid for if they went into the budget.
83 Administrator Daley said he doesn't feel comfortable looking for additional money in the budget at this time. It
84 was a challenge to find other monies that the Board wanted him to fully fund one of the two open positions
85 budgeted for the Police Department. Department Heads do a great job of funding their departments.
86

87 Arene Berry, Recreation Director, said this conversation is difficult to listen to. Department heads have spent the
88 last 4 months on this budget cutting it down to a bare-bones budget and now you are saying, "find \$7,000 more".
89 If the Chief had \$7,000 in his budget that he could find, it would have been cut 3 months ago. Karen Blow, HR
90 Director agreed with Ms. Berry. If you put it in the budget, it's not just a detail, now it's overtime, and now subject
91 to NHRS. She recommends leaving it to the voters.
92

93 There was more discussion with different scenarios discussed. Selectman Labonte wanted the Department Heads
94 to know that the Board has also spent hundreds of hours reviewing the budget. Selectman Finan said the two
95 warrant articles should be separate because they are two different things.
96

97 Mr. Thornton asked how many officers work the parades who are not on duty already. Chief Viola said all his
98 officers work the parades. Chairman Daniels said if you want to combine the warrants, we can discuss it when we
99 do the budget for next year.
100

101 **Discontinue Osgood Pond Capital Reserve Trust Fund:** There was no discussion about this.
102

103 There will be a couple of warrants coming in by petition.
104

105 Wade Scott Campbell, Pumpkin Festival Committee Chair, said they discussed a warrant article for the pumpkin
106 festival. The festival increased from \$23,000 to about \$39,000 over the past few years and most of that is from

107 the town services side. They will be raising our vendor prices this year. They haven't decided if they are going
108 to request a warrant article, they are just thinking about it.

109
110 Selectman Dargie recommends putting a warrant article on the warrants for the Pumpkin Festival for \$20,000.
111 There was additional discussion. Chairman Daniels said he would rather remove the \$15,000 from the fireworks
112 and put that towards the pumpkin festival. Selectman Freel agreed. Selectman Finan wants to see detailed num-
113 bers. Mr. Campbell said he isn't asking for taxpayers' money. Selectman Labonte asked to have the information
114 for details before Monday's meeting. Selectman Finan feels we should cap the expenses.

115
116 The consensus was to have Administration write a pumpkin festival warrant for \$20,000.

117
118 Administrator Daley asked the Board if they would consider the increase of \$30,000 for 20 employees that the
119 Compensation Committee identified as needed increases. If they are not on board with that, would they consider
120 the \$14,000 that was identified for Ambulance employees?

121
122 Selectman Labonte is not in favor, he felt there are different options they could do like raise the per diem rate. He
123 also didn't feel that some of the wage increases were not that far off. Director Calabria said the \$30,000 was just
124 to cover January through March.

125
126 Administrator Daley asked about the part-time person to help out in HR. Selectmen Labonte thought that the
127 payroll opportunity would take some of those responsibilities. Administrator Daley said it would be more for the
128 on-boarding and paperwork itself. Ms. Blow said they don't even know if the Board will approve a payroll com-
129 pany this year. The volume of ins and outs has not slowed down, and requires a lot of administrative time. Ms.
130 Blow asked if there was an opportunity for the Board to consider \$10,000 to act as a placeholder. If she doesn't
131 use it, it goes into surplus at the end of the year.

132
133 There was additional discussion about the payroll analysis and if it would slow Ms. Blow down by having to train
134 someone. Ms. Blow said it depends on the level of experience. She had \$8,000 in her budget for a part-time
135 person last year but didn't have time to interview. The money was removed from her budget. It would be between
136 \$18 to \$20 per hour and about 15 to 20 hours per week. They wouldn't get any compensation pay.

137
138 Selectman Freel said we should have a floater to help with all the departments. There was talk about interns from
139 the high school helping. Administrator Daley said HR needs some level of discretion. Selectman Freel said if this
140 position was needed, it should have stayed in the budget. There was some heated discussion about previously
141 adding money to the budget for a person to help with both HR and Finance.

142
143 Director Calabria said the budget that was run on December 11, 2023, included \$18,720 which included a part-
144 time position for HR. At that time, the budget was over \$18,900,000. We made an effort to lower the budget to
145 just under \$18,100,000 because of the huge increase over last year. The position was removed at that time.

146
147 Director Blow said we were directed by the Chair and Co-Chair to put out what we needed to run our department
148 and run it well. We put in \$20,000 to cover both HR and Finance for a part-time person and it was made clear in
149 the previous presentation. Administrator Daley said the position is needed, but we also needed to identify things
150 that could be reduced to bring the budget to a more viable level. Department Heads made a number of sacrifices
151 to make our current number work.

152
153 Ms. Kokko asked that when there are changes to the budget, and things are taken out of a line item, she would
154 like to see the changes. It's needed to keep everyone on the same page.

155
156 Selectman Finan said HR needs the help, she should get her money, having this conversation is ridiculous.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 1/03/2024

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Selectman Finan made a motion to add \$10,000 to the budget for a part-time position to help out in HR. Seconded by Selectman Freel. The motion passed 4/1 with Selectman Freel opposed.

Selectman Daniels made a motion to remove the fireworks warrant article from the budget. Seconded by Selectman Labonte. The motion passed with Selectmen Finan and Dargie opposed.

2. ADJOURNMENT: Selectman Labonte moved to adjourn at 8:00. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member

Paul Dargie, Member

9. Approval of Final Minutes - January 8, 2024

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

January 8, 2024

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

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - There were no appointments scheduled for this meeting.

3. PUBLIC COMMENTS (items not on the agenda) – There were no comments at this time.

4. DECISIONS

a. CONSENT CALENDAR

1. Approval of two (2) Polling Notification Forms for the Deliberative Session and Town Vote.
2. Acceptance of Milford Emergency Operations Plan
3. Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e))
 - Flag pole, flag, and installation at the DPW facility from MIT - \$1,964.
4. Approval to re-appoint Chris Costantino and Shirley Wilson as Library Trustee Alternates with Terms expiring in 2025

Selectman Labonte asked to remove 4. a) 3 and Chairman Daniels asked to remove 4. a) 2 from the consent calendar.

Selectman Dargie made a motion to approve the consent calendar except for 4. a) 2 and 4. a) 3. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

Chairman Daniels asked if (MIT) could be spelled out and he referenced that they were no longer operational. Tina Philbrick, Executive Assistant said they have only so long after disbanding to utilize any remaining funds.

Selectman Dargie made a motion to approve 4. a) 3 on the consent calendar. Seconded by Selectman Finan. All were in favor. The motion passed 4/0.

There was some discussion about what would happen if something changed in the report and which shelters could be utilized because of kitchens and showers.

Selectman Labonte wants more time to review the Milford Emergency Operations Plan, the Board tabled 4. a) 3 to January 22, 2024 Board of Selectmen's meeting.

b. OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT –

1. Town Department Expenditure Reallocation Request

Administrator Daley submitted a transfer request form from the Police Department exceeding \$10,000 for Board review. The amount is \$12,018.59 transferring from line item 12002-511202 Wages – F/T (Teamsters Union) to 12002-511000 Wages – F/T (non-Union). This was overspent partially due to the Teamsters Union being dissolved and the employees being placed into the Wages F/T non-union line item.

58 Chairman Daniels would like the Town Administrator and Finance Director to sign reallocation requests after
59 reviewing them and before presenting them to the Board so they will know that Administration and Finance ap-
60 proved/reviewed them. Selectman Labonte assumes that the money won't be spent before it comes to the Board
61 for review in 2024.

62

63 **Selectman Labonte made a motion to approve a transfer request from the Police Department for**
64 **\$12,018.59. Seconded by Selectman Dargie. All were in favor. The motion passed 4/0.**

65

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

67 At the December 27th meeting the Board authorized the Town Administrator to utilize up to \$350,000 of the 2023
68 estimated surplus to reduce the 2024 proposed budget. The Town Administrator generated a list totaling \$331,515
69 for Board consideration. All purchase orders have been cut for the items needed.

70

71 The items included:

72 \$125,000 pre-buy of gasoline and diesel fuel

73 \$ 65,000 Fire Department SUV

74 \$ 68,503 DPW Vehicle

75 \$ 20,000 DPW salt for roads

76 \$ 10,000 plowing supplies

77 \$ 5,000 Ambulance copier/printer/scanner

78 \$ 4,000 DPW copier/printer/scanner

79 \$ 6,000 Police Department Training Supplies

80 \$ 18,000 Scout House repair

81 \$ 4,212 Police Department radio maintenance

82 \$ 3,300 Police Department car wash maintenance

83 \$ 2,500 Recreation pool furniture

84

85 **Selectman Dargie made a motion to approve the 2023 budget surplus request for \$331,515. Seconded by**
86 **Selectman Labonte. All were in favor. The motion passed 4/0.**

87

88 **3. Boards, Commission, Committee Volunteers**

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

91

92 Zoning Board of Adjustments 2 alternate positions

93 Conservation Commission 2 alternate positions

94 Economic Development Advisory Council TBD (January 2024)

95 Recycling Committee 1 full-time position

96 Planning Board 2 alternate positions

97

98 **6. SELECTMEN'S REPORTS/DISCUSSIONS**

99 **1. N/A**

100

101 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

102

103 **b) OTHER ITEMS (not on the agenda)**

104

105 **7. PUBLIC COMMENTS -**

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 1/8/2024

106 Katherine Kokko, a Milford resident, said public officials should be trained in the National Incident Management
107 System (NIMS) which is called out in the Emergency Management Plan. Chief Flaherty, Fire Department let the
108 board know where they could go to be trained. He will send the link to the Board.

109
110 Katherine Parenti, Library Trustee, said the HVAC is almost complete.

111
112 **8. APPROVAL OF FINAL MINUTES – December 13, 2023 (work session) and December 27, 2023**

113
114 **Selectman Dargie made a motion to approve the final minutes of December 13, 2023, as presented. Se-**
115 **conded by Selectman Finan. All were in favor. The motion passed 4/0.**

116
117 **Selectman Dargie made a motion to approve the final minutes of December 27, 2023, as amended. Seconded**
118 **by Selectman Finan. All were in favor. The motion passed 4/0.**

119
120 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

121 a. Selectmen’s Goals and Initiatives

122
123 **11. NOTICES.** Notices were read.

124
125 **12. NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 5:55 in accordance**
126 **with (RSA 91-A:3, II(a)) Personnel and (RSA 91-A:3,II(c)) Reputation. Seconded by Selectman Dargie. All**
127 **were in favor. The motion passed 4/0.**

128
129 In nonpublic the Board discussed a personnel issue and one vote was taken.

130
131 At this time, the Board recessed to prepare for the Budget and Bond Hearing at 6:30.

132
133 **NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 7:09 in accordance**
134 **with (RSA 91-A:3,II (a)) Personnel and (RSA 91-A:3,II(c)) Reputation. Seconded by Selectman Dargie.**
135 **All were in favor. The motion passed 4/0.**

136
137 **In nonpublic the Board made one issue under personnel and one under reputation and took one vote.**

138
139 **Selectman Labonte made a motion to seal the minutes under Reputation as they would affect adversely the**
140 **reputation of any person other than a member of this board. Seconded Selectman Dargie. All were in**
141 **favor. The motion passed 4/0.**

142
143 **13. ADJOURNMENT: Selectman Dargie moved to adjourn at 7:48. Seconded by Selectman Finan. All**
144 **were in favor. The motion passed 4/0.**

145
146
147
148 _____
149 Gary Daniels, Chairman

148 _____
149 Tim Finan, Member

150
151
152 _____
153 Chris Labonte, Vice-Chairman

150
151
152 _____
153 Dave Freel, Member EXCUSED

154
155
156 _____
157 Paul Dargie, Member

9. Approval of Final Minutes - January 8, 2024 Budget and Bond Public Hearing

DRAFT

MINUTES OF THE BUDGET & BOND PUBLIC HEARING

January 8, 2024

PRESENT: Gary Daniels, Chairman Lincoln Daley, Town Administrator
Chris Labonte Vice Chairman Tina Philbrick, Executive Assistant
Paul Dargie, Member Andy Kouropoulos, Videographer
Tim Finan, Member Department Heads & Senior Staff
Dave Freel, Member EXCUSED

BUDGET ADVISORY COMMITTEE MEMBERS, WATER COMMISSIONERS, AND LIBRARY TRUSTEES

Chairman Daniels opened the public hearing at 6:30 p.m. thanking everyone in attendance. Chairman Daniels introduced members of the Board of Selectmen. Budget Advisory Committee, and the Water Commissioners.

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

Chairman Daniels opened the Bond hearing.

BOND HEARINGS

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

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

Water Utilities Director Jim Pouliot said one of the requirements with the new contract with Pennichuck Water was that we had to replace the Booster pump station. We decided to take over the maintenance of the booster station and design it ourselves because the town is eligible for grant monies that Pennichuck is not eligible for. We will have a solid number for Deliberative once the bids are back.

Devin Smith, Underwood Engineer, gave a brief presentation of the reasons for the Pennichuck Booster Pump Station Upgrade. The existing station is over 40 years old and has exceeded its useful life and has structural issues. The station will be located next to Lorden Plaza and have security cameras and motion-sensing lights around the building. They will only be utilizing the DOT easement for the building which is about ½ acre. There was additional discussion about how long the bond was for. Dale White, Water Commissioner, said they don't usually add the years of the bond on their warrant articles.

Katherine Parenti, a Milford resident questioned the dollar appropriation of the warrant. Director Calabria said the warrant article has to show the gross appropriation amount. A couple of items were corrected in the warrant article.

There were no other comments.

Chairman Daniels closed the Bond hearing.

TOWN BUDGET HEARING

WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$ 18,300,535

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget for the purposes set forth herein, totaling **\$18,300,535**. Should this Article be defeated, the default budget shall be **\$18,043,468** 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 meet-

63 ing in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Se-**
64 **lectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). Voting YES**
65 **on this article has an estimated tax impact of \$11.94 on an assessed valuation of \$100,000 when compared to voting**
66 **NO on this article.**

67
68 Administrator Daley gave a brief presentation of the town's operating budget. The difference between the 2023 and 2024
69 operating budget is \$826,169 which is 4.7%. The difference between the 2024 operating budget and the default budget is
70 \$246,168.

71
72 Selectman Labonte said they all worked hard on getting the numbers down. Previous partially funded positions have been
73 phased back into the budget. Administrator Daley said the town used the surplus and some of the fund balance to reduce the
74 cost of the budget going forward. The budget with all warrant articles passing shows an increase of 4.7%.

75
76 **There were no other comments.**

77
78 **Chairman Daniels opened the Water/Wastewater Budget Hearing.**

79
80
81 **WATER/WASTEWATER BUDGET HEARING**

82
83 **WARRANT ARTICLE 5 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ 2,711,808**

84
85 Shall the Town vote to raise and appropriate the sum of \$2,711,808 to operate and maintain the Wastewater Treatment Fa-
86 cility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user
87 charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be **\$2,680,050**
88 which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the govern-
89 ing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operat-
90 ing budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends**
91 **this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

92
93 Director Pouliot explained that the current budget is a 3.11% increase over last year. The drivers include payroll and soft-
94 ware upgrades. We just did a rate increase in 2022 which should carry us until 2025. The Commission is planning to do
95 smaller increases over the next couple of years so when we start paying on the bond from March, it won't be a shock to the
96 users. We just did a water increase in October and it should be all set for the next three years.

97
98 **There were no other comments.**

99
100 **WARRANT ARTICLE 6 - WATER DEPARTMENT OPERATING BUDGET - \$2,204,593**

101
102 Shall the Town vote to raise and appropriate the sum of \$2,204,593 to operate and maintain the Water Department, said
103 appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should
104 this article be defeated, the default budget shall be \$2,107,269, which is the same as last year, with certain adjustments re-
105 quired by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with
106 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
107 user fees. The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this
108 Article (0-0).

109
110 Director Pouliot explained the current budget is a 5.3% increase over last year. The drivers include payroll, we are finally at
111 full staff, and software upgrades.

112
113 **There were no other comments.**

114
115 Chairman Daniels opened the Town appropriation warrant articles portion of the hearing.

116
117
118 **APPROPRIATION WARRANT ARTICLES**

119
120 **WARRANT ARTICLE 7 - RECONSTRUCTION OF TOWN ROADS - \$ 300,000**

121
122 Shall the Town vote to raise and appropriate the sum of **\$300,000** to reconstruct or repair Town roads? This will be a non-
123 lapsing appropriation per RSA 32:7, VI. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory**
124 **Committee recommends this Article (0-0). This Article has an estimated tax impact of \$14.50 on an assessed valua-**
125 **tion of \$100,000.**

127 **There were no other comments.**

128

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

131

132 Shall the Town vote to raise and appropriate the sum of **\$90,000** for the purpose of the replacement of the four (4) obsolete
133 and unsafe Federal Pacific electrical panels in the library? Note: \$25,000 will be used from the Wadleigh Library Maintenance and Upkeep Capital Reserve account to offset this cost. This is a Special Warrant Article in accordance with RSA 32.
134 **The Board Library Trustees recommend this Article (7-0). The Board of Selectmen recommends this Article (0-0).**
135 **The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$3.10 on**
136 **an assessed valuation of \$100,000.**

137

138
139 Katherine Parenti, Library Trustee said they received a new quote on a 600 amp service for about \$10,000 less which would
140 bring it to \$78,000. Ms. Parenti said she isn't sure they want to go down to 600 amps, she would rather stay at 800 amps.
141 Selectman Labonte referenced an e-mail that was sent by Selectman Freel saying that there are circuit breakers that are serviceable. You are not limited to a certain kind. He mentioned doing a load test which has less than 50 amps. Ms. Parenti
142 said it doesn't include several things that we need. Ms. Parenti said it would have been nice to have been included in that e-mail.
143
144

145

146 Peggy Seward, Budget Advisory Committee Member, asked that the \$25,000 being used from the Library Capital Reserve
147 account be included in the header of the warrant article. Tina Philbrick, Executive Assistant said she could include it in the
148 header.
149

149

150 Mike Thornton, a Milford resident, said it's more cost-effective to increase the amps now, he's never seen the number of
151 circuits go down because of the number of devices using the circuits goes up.
152

152

153 Katherine Kokko, a Milford resident, said the library was asked to do a step approach to the changes being made to the
154 building. Preplanning for expansion makes sense. It's a small amount and we should not be spending this much time on
155 this.
156

156

157 **There were no other comments.**

158

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

160

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

166

167 **There were no other comments.**

168

169 **WARRANT ARTICLE 10 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS**
170 **SERVICES –**
171 **\$32,000**

172

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

177

178
179 **There were no other comments.**

180

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

183

184 Shall the Town vote to raise and appropriate the sum of **\$20,000** to be placed in the Information Technology Infrastructure
185 Capital Reserve Fund? The Board of Selectmen has the authority to expend from this fund. The \$20,000 adds to the Information Technology Infrastructure Capital Reserve Fund approved by voters in 2021. The current available balance in this
186 capital reserve account as of August 31, 2023, is approximately \$41,186.59. **The Board of Selectmen recommends this**
187

187

188 **Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax im-**
189 **act of \$0.97 on an assessed valuation of \$100,000.**

190
191 **There were no other comments.**

192
193 **WARRANT ARTICLE 12 - SUMMER BAND CONCERTS SUPPORT - \$9,000**

194
195 Shall the Town vote to raise and appropriate the sum of **\$9,000** for the purpose of holding the annual summer evening Band
196 Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a
197 non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory**
198 **Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.43 on an assessed valuation**
199 **of \$100,000.**

200
201 **There were no other comments.**

202
203 **WARRANT ARTICLE 13 - MEMORIAL, VETERANS & LABOR DAY PARADES AND**
204 **RECOGNITION SUPPORT - \$8,000**

205
206 Shall the Town vote to raise and appropriate the sum of **\$8,000** for the purpose of town support relative to the observance
207 of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs incurred by Public Works,
208 Police Departments, and other Town departments, and to purchase flags to be placed on the graves of veterans 30 days be-
209 fore Memorial Day and removed 30 days after Veterans Day. Departmental support costs and materials associated with the
210 provision of these services will be charged against this appropriation. This is a Special Warrant Article in accordance with
211 RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The**
212 **Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0.39 on an**
213 **assessed valuation of \$100,000.**

214
215 **There were no other comments.**

216
217 **WARRANT ARTICLE 14 - ANNUAL LABOR DAY PARADE SUPPORT - \$6,000**

218
219 Shall the Town vote to raise and appropriate the sum of **\$6,000** for the purpose of funding bands, musicians, and other al-
220 lied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with
221 RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this**
222 **Article (0-0). This Article has an estimated tax impact of \$0.29 on an assessed valuation of \$100,000.**

223
224 **There were no other comments.**

225
226 **WARRANT ARTICLE 15 - DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND - \$0**

227
228 Shall the Town vote to discontinue the Osgood Pond Capital Reserve Trust Fund created in 1997 with a current balance of
229 .88, per RSA 35:16-a. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipali-
230 ty's general fund. This is a housekeeping Warrant Article. This fund is no longer utilized and has not been for some time.
231 **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article**
232 **(0-0). This article has no tax impact.**

233
234 **There were no other comments.**

235
236 **WARRANT ARTICLE 16 - CONSERVATION LAND FUND - \$30,000 By Petition**

237
238 Shall the Town vote to raise and appropriate the sum of Thirty Thousand (\$30,000) Dollars for the purpose of adding it to
239 the Conservation Fund created in accordance with RSA 36-A, said fund being allowed to accumulate from year to year and
240 to be available for the acquisition of property, conservation easements and other RSA 36-A allowable purposes, or take any
241 other action relative thereto? Contributions further the protection of the town's natural resources. This is a Special Warrant
242 Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory**
243 **Committee recommends this Article (0-0). This Article has an estimated tax impact of \$1.45 on an assessed valua-**
244 **tion of \$100,000.**

245
246 **There were no other comments.**

247
248 Chris Pank, Budget Advisory Committee asked about a previously discussed warrant article for the pumpkin festival. Ad-
249 ministrator Daley said was withdrawn.

250

251 Chairman Daniels said the public hearing for the 2024 Bond & Budget is now complete at 7:07 p.m.

252

253

254

255

256 _____
Chairman, Gary Daniels

Member, Dave Freel

257

258

259

260 _____
Vice Chairman, Chris Labonte

Member, Tim Finan

261

262

263

264 _____
Member, Paul Dargie

10. a) BOS Goals and Initiatives

2023-24 BOS Goals and Initiatives

Initiative	Status	Target Date	
Financial			
Budget Expenditure Policy	Adopted 8/28/23	Completed	08/24/23
Reduce Warrant Articles		Completed	01/2024
Town Budget Development		Completed	02/2024
Town Budget Passage		In progress	03/2024
Projects			
Oval Improvements	Concept Design Completion	Completed	11/2023
127 Elm Street Study Feasibility Study	Presented 6/12/23	Completed	06/2023
Reactivate EDAC		Not started	01/2024
Gravel Operation	Meeting w/ F&G 6/15/23	In progress	2024?
Master Plan	Plan update bid awarded 12/27/23	Completed	12/2023
Personnel			
4.5-day work week Trial	Trial period started 05/01/23	Completed	05/01/23 – 09/2023
Policy Updates	Workers' Compensation	In progress	1/2024
	Right to Know Policy adopted 6/12/23	Completed	06/2023
	BOS Rules of Procedure	In progress	01/2024
	Personnel	Not started	1/2024
	Compensation	Completed	12/2023
Partnerships – school, private	School	In progress	3/2024
Communication			
BOS Representative to Committees		Completed	05/2023
Agenda and Minutes Updates		In progress	01/2024
Social Media utilization?		Not started	1/2024
5 th Monday Forums		In progress	01/2024
Website Update		In progress	02/2024
Department/Committee Updates – Quarterly		In progress	03/2024

01/22/2024