

5:30 Approval of George Scollin as an alternate member to the Ethics Committee with a term expiring in 2027

MILFORD ETHICS COMMITTEE

February 12, 2024

Chairman Daniels,

The Ethics Committee would like to submit the name of George Scollin to serve as alternate member.

George Scollin – Term Expires 2027
24 LedgeWood Drive
Milford, NH 03055

Mark Genovesi,

Chairman, Milford Ethics Committee

George F. Scollin Brief Biography

Jan. 25, 2024

I have been asked by Mark Genovesi to provide a brief biography. Prior to moving to the Ledgewood Community in 2019; I had lived in Amherst, NH for 45 years. Since my wife had Cancer we felt that a condo with first floor living would be beneficial for her.

I have been a member of the Amherst Business Golf League since 2000; and taught Psychology for 36 years (part-time).

I joined the Milford Rotary in 2020 and both the League members and fellow Rotarians refer to me as "Professor". I also worked as a Census taker in 2020.

I retired from Manchester Central HS as a Counselor in 2004; prior to Manchester I was a Counselor in Amherst; Chelmsford and Whitefield, NH.

I also had a Top Secret Security Clearance at the National Security Agency.

I am a member of St. Patrick's parish in Milford; and served on the Pastoral Council at St. John Neumann Parish prior to moving to Milford.

I enjoy playing Bridge at the Community House; also Golf when the season opens, and Wordle daily.

Also love to travel.

References available if needed

**George F. Scollin
24 Ledgewood Drive
Milford, NH 03055-6704
603-673-8336
603-930-1081
Scollin.george@comcast.net**

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.*

6:00 Cost Savings Recommendation for Roads - Public Works Director, Leo Lessard

BOARD OF SELECTMEN

DEPARTMENT OF PUBLIC WORKS

Pro Melt Mag Winter Salt Additive

LEO LESSARD 2/12/24

The DPW has had in its possession a 3000-gallon tank for calcium chloride from years past. It has not been used in many years. When I started that first winter, I wanted to use it but, I was told that the trucks are not set up for it, parts are missing, leaky tanks, just not worth it.

The following winter was Neal's first year. Neal was introducing to me a system that is backed by the state DOT and DES. It also is going to be mandatory in years to come. It is a system that is just used with salt and additive. It cuts down the amount of salt used and the chemicals are environmentally friendly.

Half way through the year last season the DPW started using the system with just the salt as a preapplication. With this system Neal and Sean, the head mechanic calibrated the trucks at the spinners, this will be helping the amount of salt coming out to the road. With this Neal follows the trucks in there assign routs to let them know whether to turn up the spinners and feeders for the proper application. This could have never been done with the two-way radios in the trucks.

Myself being old school always using salt sand, Neal had hard time convincing me of the process. Talking with other towns such as Amherst that has been using this process for a few years because DES encourages it and will make it mandatory in years to come. I agreed to try it and it worked very well. not as much sand to enter the catch basins. Which means less sweeping in the spring? Less catch basin cleaning. The sand makes a harsher environment than salt, for you have to use more sand. The sand enters the water ways which creates a foam like substance which is harmful to the wild life.

This season Neall and Sean had the time to take each truck and calibrate it, made sure all the liquid tanks that were on the trucks were operating. The ones that were not installed for whatever reason was installed. All the pumps and mechanicals were repaired and updated. The trucks that do not have a wet system we spray the material as loaded, not the best way but helps somewhat till we can add wet systems to them. we have the 6 larger 6-wheel trucks now set up; we have 4 that are now set up, but they are new enough to spend the money to set them up a little at a time. Perhaps one or two this season followed by a few more next seasons.

The ProMelt Mag is a high-performance magnesium chloride liquid that delivers strong residual effect on road surfaces, improving melting on roads surface and results in long lasting performance. This three in one liquid de-icing product will save the town time, money and most importantly deliver proven results and safer roads. this is all DES lead.

Our intention is to get another 3000-gallon tank combined this would be about 6000 gallons, so we can get 4300 gallons delivery at a time. The delivery is minimum of 4300 gallons.

The pricing will be based on the town entering a 3-year equipment agreement with innovative. Innovative will provide 1x3000 gallon storage tank in this program. The prewet tank that goes on the back of a truck is not needed at this time for the department has one. the mechanics did some work to installing new lines, this should be sufficient for the mains.

Innovative surfaces solution, with its US operations in Glenmont NY, is one of the leading manufacturers, distributors and marketers of the surface maintenance products in the North America. They provide a high-performance cold mix as well a complete line of dust control and winter control products including PNS approved Magnesium Chloride.

With the prewet system we will use less salt during the storms. Also, we will be having the salt sprayed at the discharge point (at the spinners) this will stop the separation of the salt bounce. Wetting the salt as it dropped down, this helps the salt by bouncing off the roadway. The wetting at the discharge also activates the bond to the asphalt and sticking to the surface for longer warmth to the asphalt. Stopping packing of he snows. Also makes it easier to strip the packing if occurs, for it keeps a warm blanket on the asphalt.

With the Mag22 the temperature can drop down to a -20F and still work where as regular not treated will no longer work at temperatures lower than 18F.

With the cost of salt, I believe with this system which has been proven will use less salt even with the cost of the Mag22 added to it. With the 3000-gallon tank and the cost of the Mag22 it will be \$1.29 per gallon. This will come from the salt line item for it is a product for salting the roadways.

We have tried this operation with the older Sodium chloride that was left over in the tanks not knowing how old it is or if it is still good. it seemed to work better than just salt. This is an outdated product we had, but didn't want to throw it out.

I recommend that the DPW make the change to use the Mag22 to pretreat and use as an additive to help the ice build up on the roads. This is DES approved and will be mandatory in years to come. It is also better for the environment. The funds will come from the salt account. The savings of the salt used will help with the cost of material and should still have a savings.

Thank you

X 
Leo Lessard
Public Works Director



Using Premium Liquids for Chloride Reduction

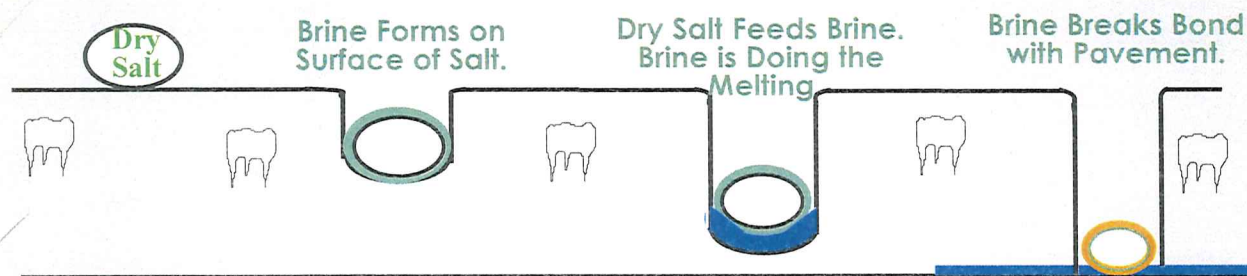
by

Midford DPW

Innovative Surface Solutions

www.innovativecompany.com





In colder temperatures, salt cannot even generate a brine to begin melting. With a liquid treated salt you do not need traffic or sunlight to get melting started.

DLA

D direct L liquid A application

The use of only liquids no granular (salt) either prior to a snow event (anti-icing) or during or after a snow event.



- ▶ If the dew point is 2 to 4 degrees lower than temperature and the humidity is at 70% or less



Anti-Icing



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Best Practices for Reductions

Top 4 Things to Consider Before Product Choice



Calibrate

All equipment



Log

Keep records



Equipment

Utilize what is available



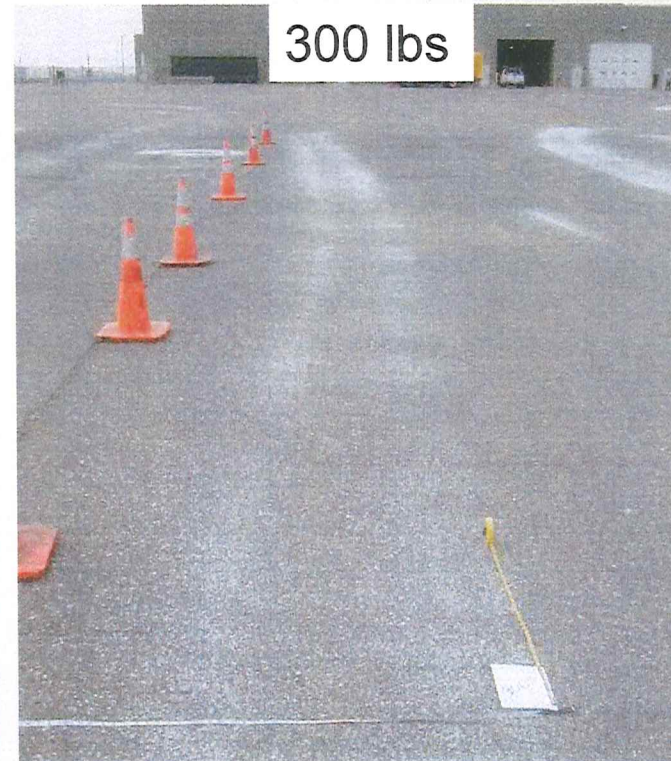
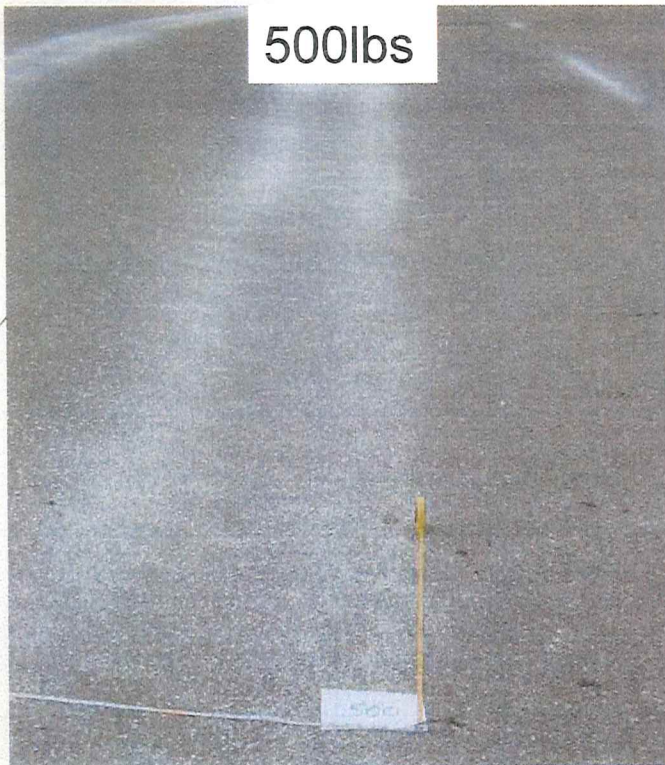
DLA

Direct liquid application



Looks Can Be Deceiving

Almost twice the rate doesn't "look" that different



www.innovativecompany.com

BASIC
CHLORIDES

ORGANIC BASED
PERFORMANCE
ENHANCED

Types of
Liquids

MULTI CHLORIDE
BRINE

NON CHLORIDE

innovative
35
innovative

Basic Chlorides

Must be applied via an applicator or on-board system - Should not be mixed in stockpile

Sodium Chloride



Calcium Chloride



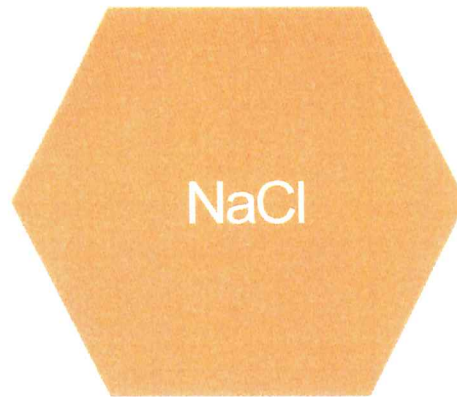
Magnesium Chloride



Sodium Chloride – Salt Brine

Characteristics

- Works at high temperatures
- Very corrosive
- 100 on QPL/PNS scale
- Dilutes quickly
- Dries quickly
- Must be a 23.3% to be effective
- Over 23.3 % or under 23.3 % causes problems
- Losses effectiveness below 18°F



Requirements

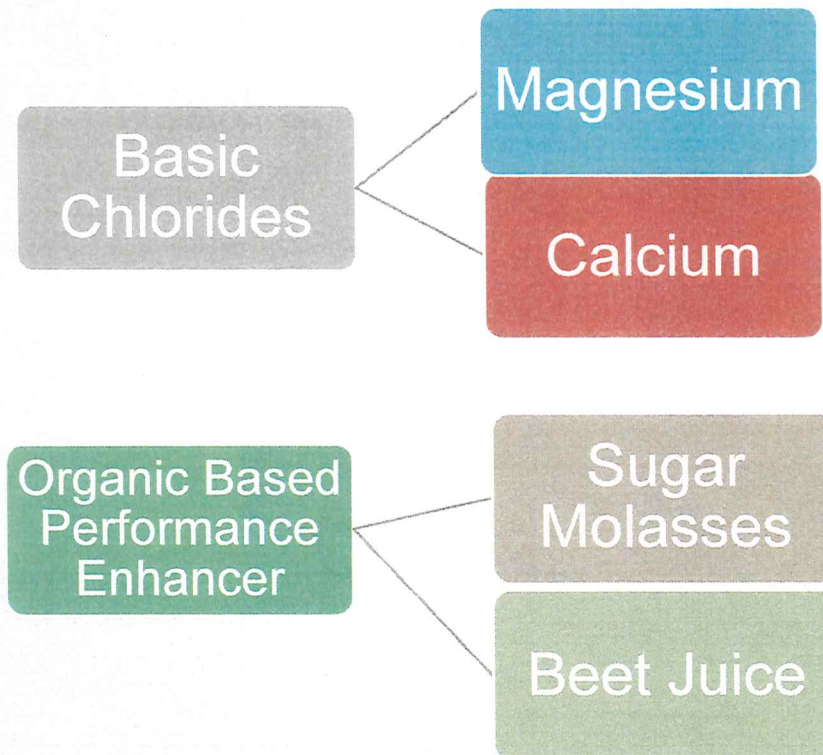
- Salt Brine Generator
- \$10,000-\$150,000 investment
- Electricity
- Dedicated staffing for production
- Roofed building for generator
- Water source
- Source of clean or solar salt
- Storage Tank
- Application Method (\$\$\$)

Why / What is Enhanced Salt Brine?

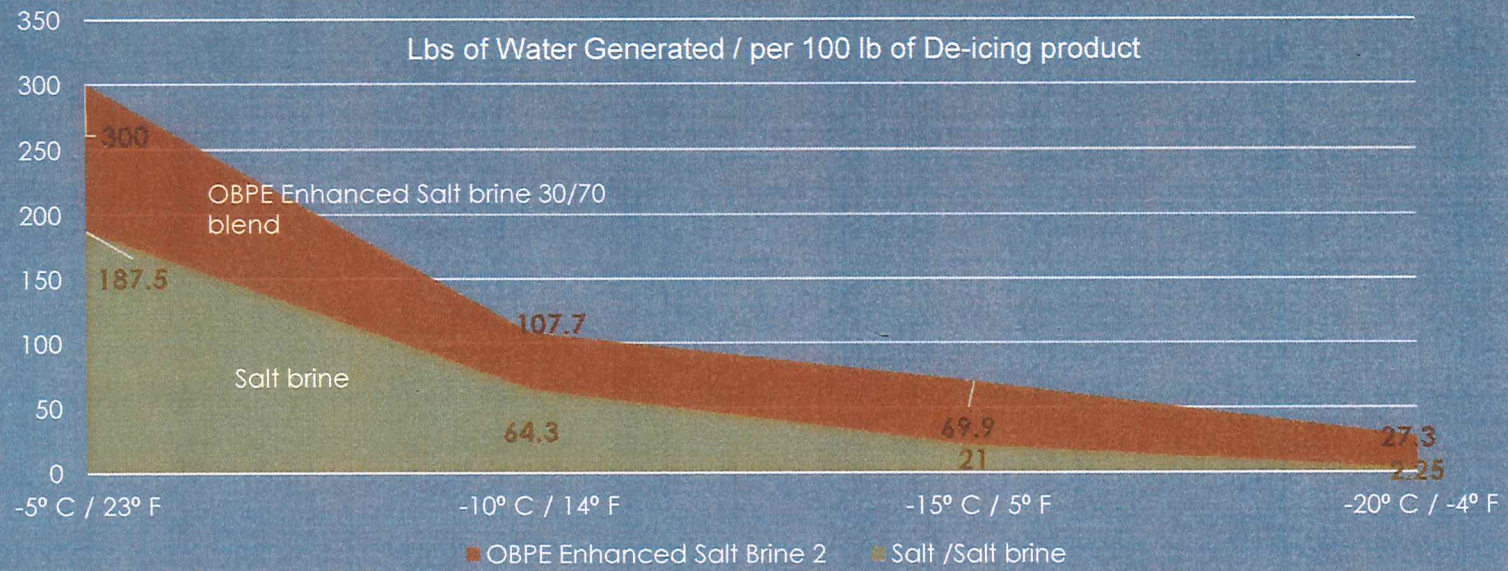
Salt brine mixed with an additional liquid with the goal to:

- Improve eutectic / freeze point
- Improve melting capacity
- Reduce product application rate
- Improve residual effect (longevity)
- Reduced impact to infrastructure and ecosystem

Types of Enhancers



MELTING POTENTIAL



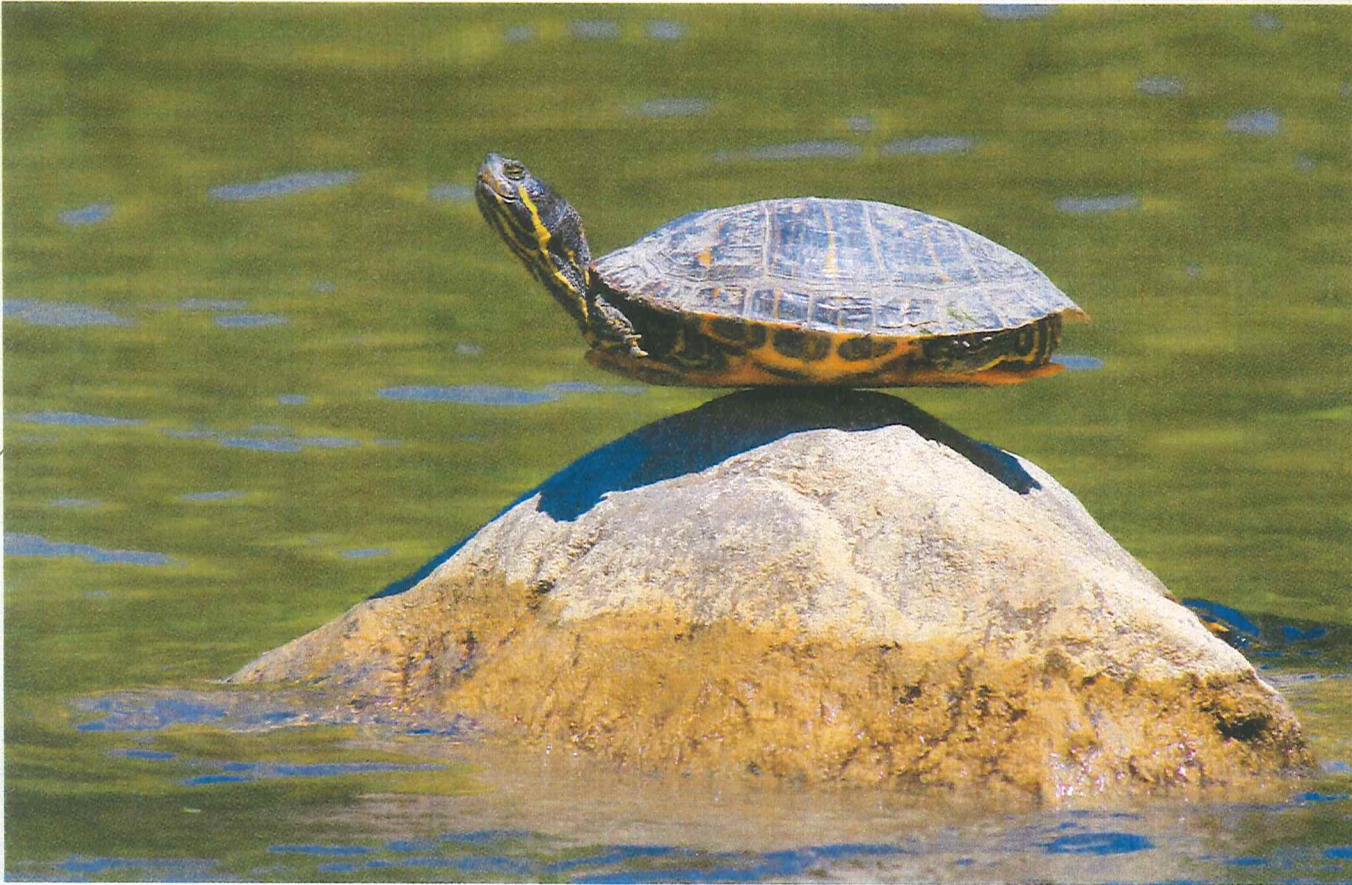
www.innovativecompany.com



Organic Based Performance Enhancer

The most effective OBPE products are a combination of a premium chloride and a refined sugar.

- ▶ Low working temperatures
- ▶ Increased melting potential (when a chloride is present)
- ▶ Versatile products used for anti-icing, pre-wet, pretreating salt, DLA
- ▶ Reduces bounce and scatter of salt = salt savings
- ▶ Corrosion reduction – QPL approved products are less than 70 % as corrosive as salt or salt brine.
- ▶ Increased residual effects
- ▶ Check the BOD and COD of your enhancer (your waterways will thank you)



BOD / COD Water Testing

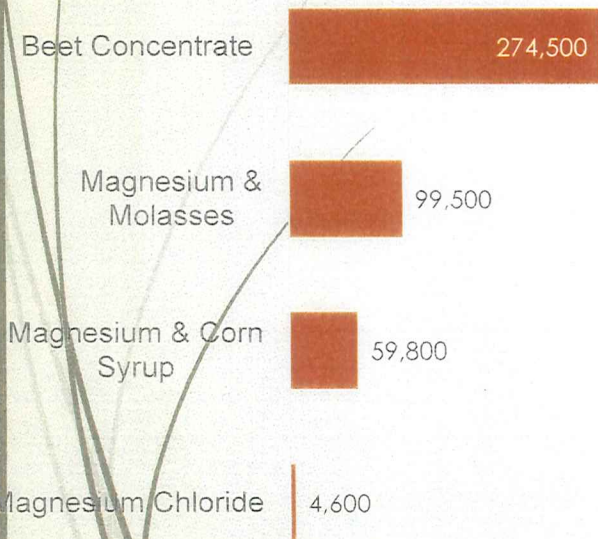


- ▶ In water, Oxygen is needed for breaking down material.
- ▶ Higher BOD = more oxygen needed to break it down
- ▶ Less Oxygen is available for the rest of the ecosystem
- ▶ This also equates to higher Phosphorus levels
- ▶ Less Oxygen for the ecosystem can throw off the balance and results in things like extreme algae blooms or wildlife death

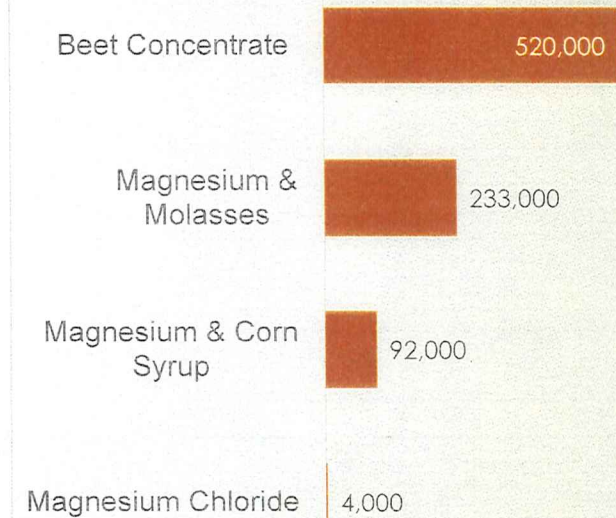


BOD & COD Values

■ BOD ppm
(Biological Oxygen Demand)



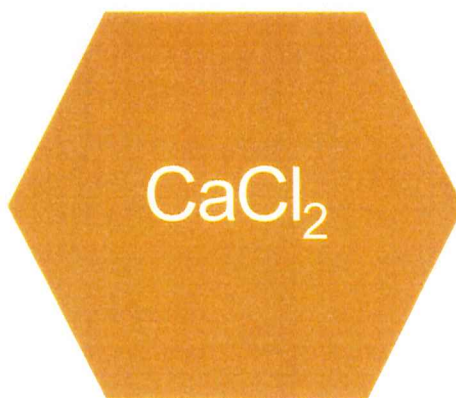
■ COD ppm
(Chemical Oxygen Demand)



Calcium Chloride

Characteristics

- Premium chloride
- Works at low temperatures
- Can reduce application rates*
- Very corrosive (& available with inhibitors)
- Dilutes **quickly**
- Increased melting capacity
- Little residual



Requirements

- Finished product delivered on spec.
- Use for summer and winter
- Requires concentration adjustment between summer and winter use
- Storage Tank
- Equipment can be available from the vendor
- Application Method (\$\$\$)

*compared to salt brine

Magnesium Chloride

Characteristics

- Premium chloride
- Works at low temperatures
- Can reduce application rates*
- Less corrosive (& available with inhibitors to meet QPL spec.)
- Dilutes **slowly**
- Increased melting capacity
- Little residual

*compared to salt brine



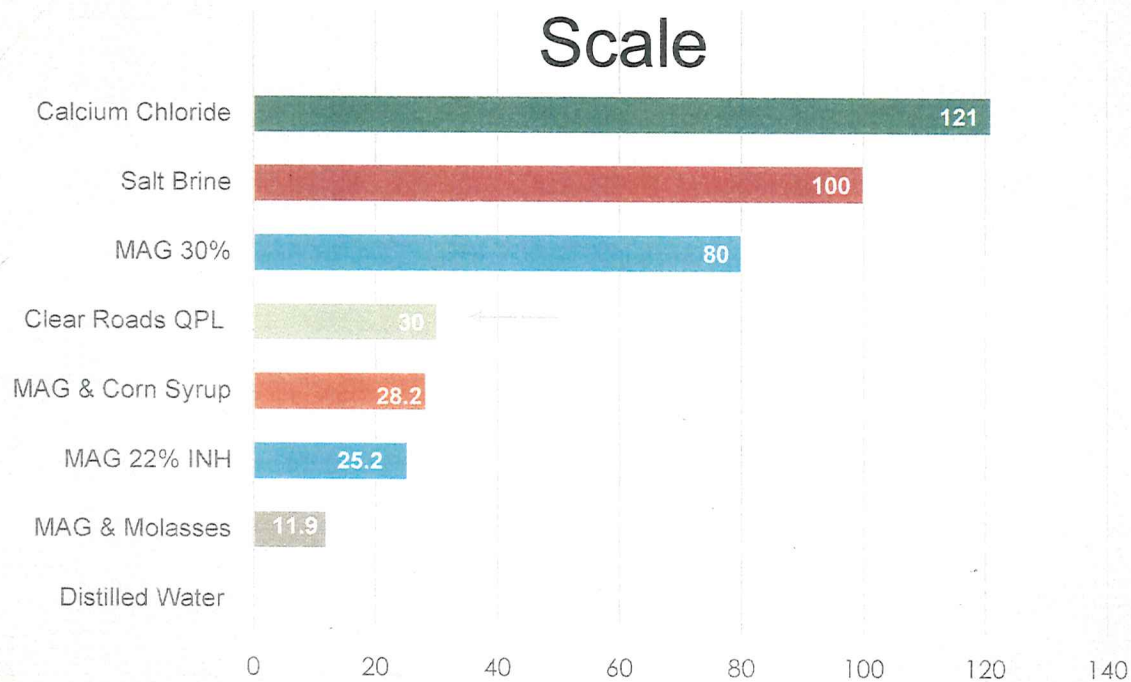
Requirements

- Finished product delivered on spec
- Use for summer and winter
- Easily transfer between season
- Able to change between magnesium & enhanced mag as colder temperatures dictate
- Storage Tank
- Equipment can be available from the vendor
- Application Method (\$\$\$)

Other Benefits of Premium Liquids?

- ▶ Reduce volume of salt used.
- ▶ Reduce corrosion impacts of salt use on infrastructure & related expenses.
- ▶ Increase levels of service.

PNS/Clear Roads - Corrosion Scale



Qualified Products List (QPL) – List of products that have been tested and evaluated and determined to meet requirements. Products must be under 30 on the corrosion scale



Why Premium Liquids

- Better melting capacity
- Better residual (longevity)
- More solids on road
- Work at lower temperatures

www.innovativecompany.com

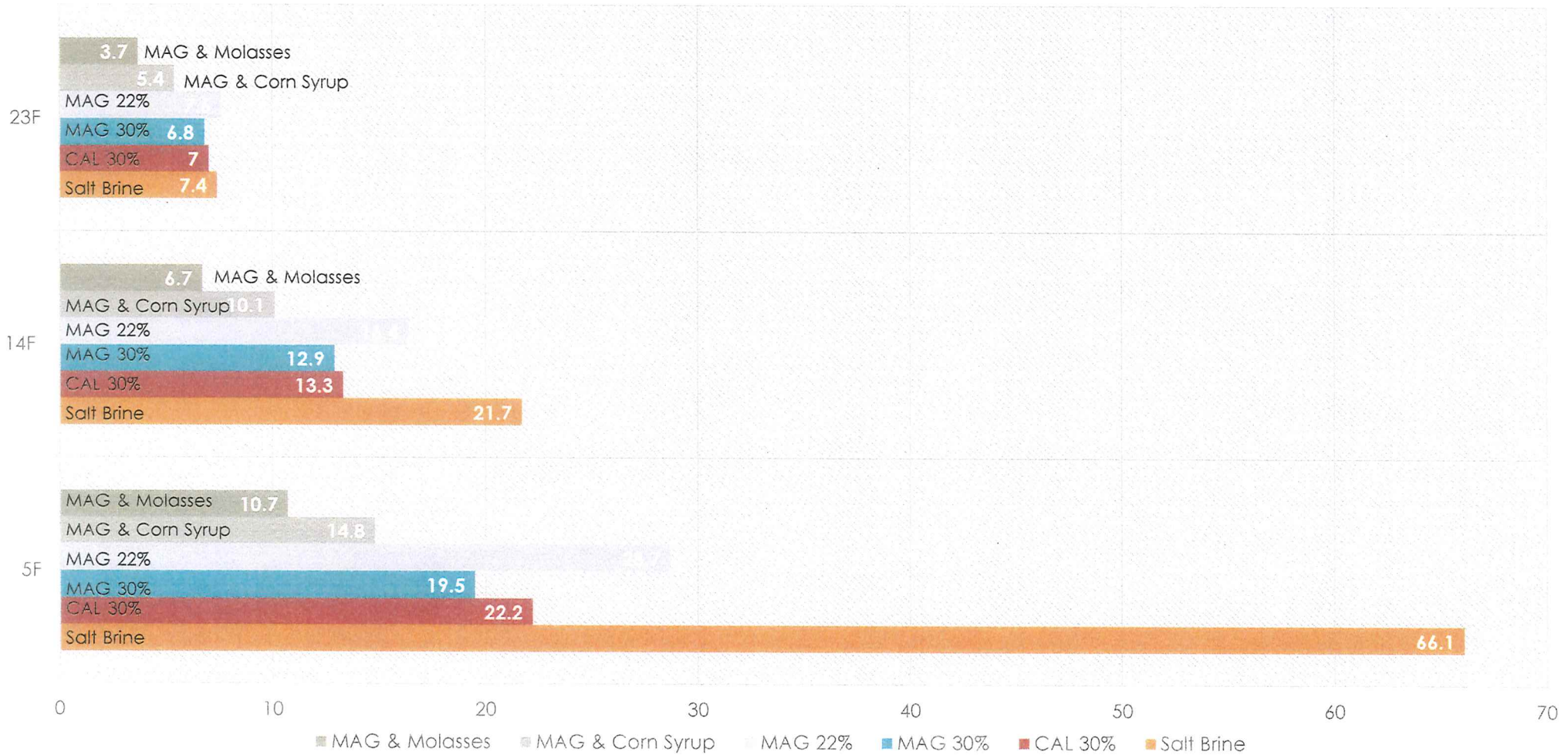


Why Premium Liquids

- Corrosion reduction
- QPL products have undergone rigorous independent testing Reduce salt usage
- Reduce impact on the environment



Chloride Ion Contribution Pounds of Chlorides contributed to Melt 100lbs of Ice



We've Come a Long Way !

- *This is how I started out salt and sanding the roads.*



This circa-1940s photo released by the New Hampshire Department of Transportation archives shows salt being applied for anti-icing on a New Hampshire roadway. Some 20 million tons of salt is dispersed every year on American roads.

New Hampshire Department of Transportation via AP

www.innovativecompany.com

4. a) 1) Request to re-appoint Andy Hughes and Chris Costantino to the Conservation Commission with Terms expiring in 2027.

Town of Milford
CONSERVATION COMMISSION
(603) 249-0628
conservation@milford.nh.gov



INTEROFFICE MEMORANDUM

January 31, 2024

TO: Board of Selectmen

SUBJECT: Renewal of Member Andy Hughes

Mr. Andy Hughes requests that the BOS renew his membership on the Conservation Commission.

Andy has served on the Conservation Commission for several years. His interest in the natural world has guided his efforts to familiarize himself with the rich diversity of our town's natural resources and how to care and manage them. His critical thinking has been crucial in our deliberations as we work to permanently protect town lands and wisely manage our natural resources.

We recommend that the Board of Selectmen renew Andy's term of service to the Town and the Conservation Commission.

Respectfully,

Chris Costantino, coordinator
for the Milford Conservation Commission

Town of Milford
CONSERVATION COMMISSION
(603) 249-0628
conservation@milford.nh.gov



INTEROFFICE MEMORANDUM

January 31, 2024

TO: Board of Selectmen

SUBJECT: Renewal of Alternate Member Chris Costantino

Ms. Chris Costantino requests that the BOS renew her membership on the Conservation Commission.

Chris has served on the Conservation Commission for several years. Her interest in the natural world has guided her efforts to familiarize herself with the rich diversity of our town's natural resources and how to care and manage them.

We recommend that the Board of Selectmen renew Chris' term of service to the Town and the Conservation Commission.

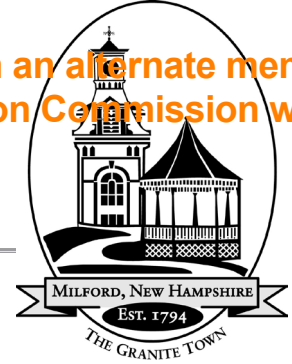
Respectfully,

John Yule, Chair
Milford Conservation Commission

Town of Milford
CONSERVATION COMMISSION
(603) 249-0628
conservation@milford.nh.gov

4. a) 1 & 2 Request to re-appoint and change Marie Nickerson from a full member to an alternate member to the Conservation Commission with a term expiring in 2027.

Request to change Rich Elliot from an alternate member to a full member to the Conservation Commission with a term expiring in 2026.



February 15, 2023

TO: Board of Selectmen

SUBJECT: Renewal of Member Marie Nickersen and Rich Elliott

Ms. Marie Nickerson requests that the BOS renew her membership on the Conservation Commission.

Marie has served on the Conservation Commission since 2021. Her interest in the natural world has guided her efforts to familiarize herself with the rich diversity of our town's natural resources and how to care and manage them. Her experience with landscape design and botanical knowledge has been extremely relevant in our deliberations as we work to wisely manage our natural resources.

The Milford Conservation Commissioners request that the Board of Selectmen renew Marie's term of service to the Town and the Conservation Commission. She would like to be appointed as an Alternate Member. This request has been accepted by the MCC and we are notifying the BoS that Rich Elliott will become a Full Member so that we have a full 7-member Conservation Commission.

Respectfully,

Chris Costantino (Alt) | Coordinator
for the Milford Conservation Commission

TOWN STATUS REPORT

February 12, 2024

1. Deliberative Session Review

The Deliberative Session was held on Saturday, February 8th. I would like to thank the Board of Selectmen, Budget Advisory Committee, and staff for their continued efforts in the development of a balanced and fiscally responsible municipal budget that will continue to provide the Town with high level of service and meet the needs of the community. The updated 2024 Town Warrant and Financials can be found on the main page of the Town Website at www.milford.nh.gov.

The Town Vote will occur on March 12th at the Milford High School, 100 West Street from 6am to 8pm.

2. Milford Community Power / Standard Power Program

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 held an informational meeting to present and discuss the program. Based on the attendance and continued number of questions from residents, Town staff and Standard Power will conduct a second public information session in the Town Hall over the next two weeks (TBD). Please visit www.MilfordCommunityPower.com for more information on the program.

3. Requests for Proposals

Town Administration will be issuing a Request for Proposal in March seeking proposals from qualified firms of independent certified public accountants to audit the Town's financial statements for the fiscal year ending December 31, 2024, with the option of auditing the organization's financial statements for potential future years.

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

4. 2024 Town Administrator and Staff Goals & Objectives

With the start of the new year, Department Heads were asked to submit their 2024 Departmental goals and objectives. The Town Administrator in meeting with each Department Head over the next two weeks to discuss and review the submitted goals and objectives and reflect upon 2023.

Similarly, the Town Administrator is also responsible for submitting annual goals and objectives to the Board of Selectmen for review and consideration. See attached memo providing the draft 2024 Town Administrator Goals & Objectives.

5. Board, Commission, Committee Volunteers

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

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

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

5. 4) Town Administrator and Staff Goals & Objectives

TOWN OF MILFORD

TOWN ADMINISTRATION

Date: February 9, 2024
To: Board of Selectmen
From: Lincoln Daley, Town Administrator
Re: 2024 Town Administrator Goals & Objectives



The Select Board and Town Administrator set annual goals and objectives for the Town Administrator and local government to meet each year. The attached document provides a summary of the strategic and operational priorities of the Town Administrator and establishes specific outcomes sought. The purpose of this meeting is to circulate the draft document for Board review/consideration for discussion at the February 26th scheduled meeting.

MILFORD TOWN ADMINISTRATOR

STATEMENT OF VISION, GOALS, OBJECTIVES AND ACTIONS

February 2024

I. Financial

Town Administrator shall work closely with the Board of Selectmen, Budget Advisory Committee, and appropriate municipal staff/officials in providing financial leadership. Objectives:

1. In coordination with Finance Director, examine the existing policies and fiscal management practices involving the development and creation of the annual Town budget and default budget.
2. Develop itemized plan to complete the budget for submittal to the Board of Selectmen for review and consideration in September 2024. This will include establishing hard deadlines, meeting dates, and improved coordination with the Board, staff, and Budget Advisory Committee.
3. Develop monthly financial reports as to how the current fiscal year's budget is being maintained. Reports will be presented to Board of Selectmen at the first Board of Selectmen meeting of each month as part of the Town Status Report.
4. As a function of the budget preparation process, identify areas for operating and capital cost avoidance without negatively impacting the overall quality of municipal infrastructure and services. Identify areas of potential savings and potential budget crises with emphasis of one area of the budget per year.
5. In coordination with the Town's external auditor and Finance Department, pursue changes to existing policies and fiscal management practices that will enhance internal controls and/or otherwise lead to "clean" annual audits and their timely submittal by September 2024.

II. Human Resources Management and Labor Relations

1. Organize and facilitate bi-weekly meetings with Department Heads and Town Hall staff.
2. Complete an in-depth review of the Town's existing Personnel Policy and provide the Board of Selectmen with recommended modifications as appropriate by July/August 2024.
3. Work proactively with Primex (the Town's provider of all non-medical insurance coverage) to reduce unnecessary risk exposure and manage long-term costs.
4. Annual review and consideration of the Town's health care costs and prioritization of benefits by the Town Administrator, Human Resources, and Board of Selectmen.
5. Ensure that the Town is adhering to pertinent laws and regulations with respect to workers compensation and unemployment practices.
6. Review employee compensation and suggest adjustments (where applicable) as part of the 2024-2025 budget cycle.
7. Continue planning for staff retirements that will likely take place over the next 1-5 years and develop succession plans.
8. Complete at least one training in human resources, personnel management, supervisory leadership, or related discipline.

9. Make a concerted effort to continue fostering a congenial, close-knit and supportive work environment for all employees of the town.

III. Community Relations

The Town Administrator shall be an active participant and engaged with the Milford community. Objectives:

1. Attend off hour's community events as time allows.
2. Develop positive and productive relationships with civic, business, and other groups important to the Town.
3. Meet with businesses and other groups in Milford at least twice per year and document said meetings.
4. With the assistance of Granite Town Media produce a podcast and/or show that informs the public of Town projects/events/news and introduces department heads, elected officials, and businesses to the residents of Milford.

IV. Planning and Economic Development

The Town Administrator shall actively participate in the strategic planning process especially with regards to economic development, residential/commercial/industrial growth, open space and recreation enhancement, historic preservation, and transportation improvements. Objectives:

1. Provide direct support and guidance to the Community Development Office and Planning Board regarding the long-term/master planning process, and help ensure that a complete draft of an updated Master Plan is prepared by mid-2025.

As a component of the Town Master Plan, facilitate and provide direct support to the Board of Selectmen, Planning Board, and Milford SAU to identify/prioritized the needs of the community and update the 2005/2014 Community Lands (Former Brox Property) Master Plan in 2024/2025.

2. Facilitate and manage the NHDES Alteration of Terrain permit application for the Milford Community Lands (Former Brox Property) Gravel Removal Operation. Seek approval and receipt of the permit in 2024.
3. Re-establish the Milford Economic Development Counsel and foster improved communications/relationships with the business community.

V. Town Government Communication/Efficiency and Effectiveness

The Town Administrator shall strive to improve community/interdepartmental communications and transparency and the effectiveness/efficiency of Town government. Objectives:

1. Identify & develop improved communication channels & policies (e.g. a Town Facebook Groups, Granite Town Media, easier to navigate website),

2. Improve Town Website:
 - Ensure consistent branding.
 - Utilize as marketing tool for town and as a conduit to communicate to the public/stakeholders. Ensure regular maintenance of content and information.
 - Modify/update the social media policy to relative to consistent content updates and maintenance responsibilities.
3. Focus outreach efforts to encourage and promote volunteerism in the Milford. Identify at least one new method of recruiting new board and committee members to open positions.

VI. Service and Support to the Board of Selectmen

The Town Administrator shall be responsive to the needs of the Board of Selectmen.
Objectives:

1. Work diligently to ensure that the policy directives established by the Board of Selectmen are effectively implemented.
2. Keep the Board of Selectmen well informed of the matters under its control.
3. Prepare high quality analyses and accurate information regarding the various issues facing the Town.
4. Include an update on at least one project or department at each meeting of the Board, as time allows.
5. Help ensure that the Board of Selectmen continues to conduct its official business in a manner that appropriately adheres to the Open Meeting Law and/or other pertinent state laws and regulations.

VII. Relationships with Other Levels of Government

The Town Administrator shall strive to establish positive working relationships with agencies of other towns, county-wide organizations, the State of New Hampshire, and the Government of the United States. Objectives:

1. Continue to foster positive working relationships with surrounding towns and other towns within the County and Souhegan Valley by quarterly contact with the other towns' managers and administrators.
2. Review, analyze, represent and present the position of the town and Board of Selectmen relative to implemented and proposed legislation and governmental policies and regulations.
3. Stay abreast of and perform research involving pertinent governmental legislation, policies and regulations.
4. Engage in regular meetings and develop productive working relationships, with the key external government officials and agencies (i.e., Governor's Office, members of the state legislative delegation, NH-DRA, NH-DOT, other state agencies, Nashua Regional Planning Commission, Hillsborough County Commission, Milford School District, the

administrations of neighboring towns, etc).

VIII. Professional Growth

The Town Administrator shall pursue his continued growth and advancement and enhance his education for the good of the town. Objectives:

1. Complete at least one formal training in municipal finance, capital planning, or a related discipline provided by the NH-DRA, NHMA or other appropriate authority.
2. Attend pertinent professional meetings, seminars and conferences including the New Hampshire Municipal Association (NHMA) annual conference.
3. Maintain membership in pertinent regional, state and national professional organizations.

6. 1) Policy Review

**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2000-06
(NEEDS HR REVIEW)**

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LEE F. MAYHEW, TOWN ADMINISTRATOR

SUBJ : CASHING OUT OF SICK LEAVE DUE TO WORKER'S COMPENSATION INJURY
– POLICY NO. 2000-06

DATE: APRIL 26, 2000

At their meeting on Monday, 24 April 2000, the Milford Board of Selectmen adopted the following Policy concerning the annual cashing out of sick leave balance due to worker's compensation injury as follows:

POLICY:

If, in the course of employment, an employee is injured and, as a result of this injury, has to be absent from work and out on Worker's Compensation, the Town will charge that employee's sick leave hours in order to make that employee "whole" during the course of this absence so that there is no loss of income to the employee. Any sick leave hours charged as a result of this worker's compensation absence will reduce the number of sick leave hours remaining to the employee for the remainder of the year, however, this absence will be considered as "non-chargeable" sick leave hours towards the sick leave incentive cash out at the end of the year. If and when the employee is compensated for the absence by Compensation Funds of New Hampshire as a result of the injury, that income shall be conveyed to the Town of Milford and applied towards the reinstatement of the charged sick leave hours, thereby increasing the number of sick leave hours available to that employee for the remainder of the year.

EFFECTIVE DATE: Retroactive to 1 January 1999 for Non-Union Personnel

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2000-08

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LEE F. MAYHEW, TOWN ADMINISTRATOR

SUBJ : GRANT APPLICATION PROCEDURE - POLICY NO. 2000-08

DATE: JUNE 2, 2000

At their meeting on Monday, 30 May 2000, the Milford Board of Selectmen adopted the following Policy concerning the procedure to be followed for the application of a Federal, State or other Grants as follows:

POLICY:

Any entity under the jurisdiction of the Board of Selectmen cannot apply for any grant unless a submittal request is made in advance to the Board of Selectmen for authorization to apply for said grant. This submittal should outline all of the cost issues relating to the grant such as current match required during the period of the grant and all future obligations that the Town could incur as a result of said grant. The Board of Selectmen will then review this information and vote on whether or not they desire to have the grant applied for.

After the grant is applied for, the administrative and financial aspects of the grant will be "managed" by the Town Administrator and the Finance Director and will be coordinated with the lead person from each respective department.

EFFECTIVE DATE: 30 May 2000

2001

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2001-02 (READY)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LEE F. MAYHEW, TOWN ADMINISTRATOR

SUBJ : POLICY RE EMPLOYEE PERFORMANCE REVIEWS – POLICY NO. 2001-02

DATE: AUGUST 24, 2001

At a meeting of the Milford Board of Selectmen held on Monday, 23 August 2001, the Board of Selectmen adopted the following Policy concerning employee performance reviews as follows:

POLICY:

- (1) Employee performance reviews will be based on a supervisor's review of the employee's performance during the past year;
- (2) The employee may, if he/she so desires, accomplish a self-evaluation and share same with the Supervisor, however, it is the responsibility of the Supervisor to accomplish the annual review based upon his/her direct observation of the employee's performance and other work-related materials but *not* on the employee's self-evaluation;
- (3) It is apparent to the Board of Selectmen that departmental employees produce various levels and quality of work and, as such, it is not appropriate that all departmental employees should receive the same score / pay raise;
- (4) As such, all Department Heads are to submit their employee performance reviews to the Town Administrator for review to ensure compliance with the aforementioned concepts and with the Town of Milford Wage and Compensation Administration Manual.

2003

**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2003-01
(NEEDS HR REVIEW)**

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : PROCEDURE TO BE FOLLOWED IN THE ESTABLISHMENT OF NEW POSITION(S)

DATE: FEBRUARY 25, 2003 (REVISED APRIL 28, 2003)

At the April 28, 2003 Board of Selectmen's meeting an amendment to Policy No. 2003-1 was approved removing procedure number 5 which stated "Presentation to Personnel Committee for concurrence of job classification and placement on the Town's Wage and Salary Plan." The policy now reads as follows:

- Initial consultation with the Town Administrator to explain unmet staffing needs; concept of the duties to be performed by the position; and structure and placement of this position in the overall departmental organization.
- Preliminary discussion by the Department Head and the Town Administrator with the Board of Selectmen to determine if the members will entertain new position(s) in the budget process.
- Preparation of a draft job description to include minimum knowledge, skills, and ability requirements; and whether these are exact or if any combination of education and experience is appropriate for this position. Identification of ADA characteristics.
- Review by the Town Administrator and Human Resources Director of the draft job description to determine Fair Labor Standards Act (FLSA) characteristics, placement on the Wage and Salary Plan, and review of the job description to insure clarity of position description.

- Presentation to the Board of Selectmen for approval/support.

The foregoing is intended to outline a standard process for department heads to follow when requesting new positions.

EFFECTIVE DATE: 1 March 2003

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2003-02
(NEEDS HR REVIEW)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY REGARDING EMPLOYEE IDENTIFICATION BADGES

DATE: SEPTEMBER 9, 2003 (REVISED NOVEMBER 24, 2003)

At a meeting of the Milford Board of Selectmen held on Monday, Monday, November 24, 2003, the Board of Selectmen voted to amend Paragraph 2 of the Policy Regarding Employee Identification Badges. This amended language appears below:

All employees of the Town of Milford will be issued an "Employee Identification" badge ("Badge") which shall contain at a minimum: Town of Milford logo, photo of the employee, employee name, department, department phone number, department supervisor and the Town seal.

The "Badge" must be maintained securely in the employee's possession when the employee is working. The "Badge" shall be offered as identification if requested by a member of the public or by another Town employee. Whether or not employees must wear the "Badge" in a visible location on their person during working hours shall be determined at the sole discretion of the employee's Department Head.

Unauthorized or inappropriate use of the "Badge" is prohibited and may result in disciplinary action up to and including termination.

The Human Resources Director shall be responsible for issuing the "Badge" upon commencement of employment. Should a "Badge" be lost, damaged or destroyed, it should be immediately reported to the Human Resources Director.

The "Badge" shall contain accurate information at all times. Employees may request that the Human Resources Director re-issue their "Badge" – at no charge to the employee – to reflect a change in name or department. All "Badges" shall be returned to the Human Resources Director

before a new "Badge" can be issued. The Town will replace lost, damaged or destroyed "Badges" one time at no cost to the employee. The employee will reimburse the Town in the amount of Five (\$5.00) Dollars for the cost of issuing subsequent "Badges."

All "Badges" are the property of the Town of Milford and shall be returned to the Human Resources Director during the exit interview or upon termination of employment if no exit interview is warranted.

EFFECTIVE DATE: September 8, 2003 and November 24, 2003

2004

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2004-01 (READY)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY REGARDING MATTERS BEFORE THE NH HOUSE OF REPRESENTATIVES
OR SENATE

DATE: JULY 20, 2004

At a meeting of the Milford Board of Selectmen held on Monday, July 12, 2004, the Board of Selectmen voted to adopt the following Policy regarding Town of Milford employees taking positions on matters before the State of New Hampshire House of Representative or the Senate:

No Town of Milford employee shall, without the prior approval of the Board of Selectmen or the Town Administrator, make statements or release for publication any written materials or photographs concerning the operations or administration of the Town to any body of the State Legislature while holding themselves out as representing the Town or the Department in such matters.

When an individual is acting as a representative or employee of the Town, the use of discretion regarding public statements on governmental policy shall at all times be consistent with the philosophy, Mission Statement, goals, and objectives of the Town of Milford.

Any employee who is found to be in violation of this policy shall be subject to disciplinary procedures as outlined in the current Town of Milford Employee Handbook of Personnel Rules.

There is nothing in the foregoing policy to preclude an employee from taking a personal

Position on matters before anybody of the State Legislature, so long as the employee does so solely as a private citizen and does not hold him/herself out as representing the philosophy, Mission Statement, goals or objectives of the Town of Milford or his/her department.

EFFECTIVE DATE: July 20, 2004

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2004-02
(NEEDS HR REVIEW)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY ON EXIT INTERVIEWS

DATE: OCTOBER 28, 2004

At a meeting of the Milford Board of Selectmen held on Monday, October 25, 2004, the Board of Selectmen voted to adopt the following Policy regarding Exit Interviews:

Purpose:

To ensure that exiting employees are informed of their benefits and rights and to maintain accurate records on reasons for employee terminations.

Policy:

It is the policy of the Town of Milford to ensure that any employee whose employment is being terminated (voluntarily or involuntarily) receives an exit interview. The exit interview shall be held at the time of the employee's discharge. The interview will be conducted by the Human Resources Director. The objectives of the exit interview are as follows:

- ❖ To determine the actual reason for an employee's resignation;
- ❖ To discover any grievances the employee may have about the department in order that corrective action(s) may be undertaken;
- ❖ To discover any misunderstandings the employee may have had about his/her job, or with his/her supervisor(s) in order that corrective action(s) may be undertaken;
- ❖ To retain the goodwill of the employee toward the Town;

- ❖ To review administrative details with the employee such as benefits continuation rights and conversion privileges, if any, final pay, re-employment policy, and employment compensation; and
- ❖ To arrange for the return of any Town of Milford property which has not already been returned to the department supervisor.

Procedure:

1. When an employee announces his/her intention to resign, the supervisor/department head should schedule an exit interview for the employee with the Human Resources Director as soon as possible.
2. When a decision has been made to terminate an employee, the employee should meet with the Human Resources Director for an exit interview as soon as possible, as appropriate.
3. During the exit interview, the Human Resources Director will seek to meet all objectives listed in this Exit Interview Policy statement.
4. The departing employee will complete the Exit Interview Form (sample attached) as thoroughly as possible.
5. Any information obtained during the exit interview shall be disclosed to (and/or discussed with) the supervisor, the Department Head, the Town Administrator and the Board of Selectmen in order to investigate any allegation(s) made and/or to be made aware of emerging problem(s). The Department Head, the Town Administrator and/or the Human Resources Director may make recommendations to the Board of Selectmen for corrective action based on the information contained in the exit interview.

EFFECTIVE DATE: October 28, 2004

2006

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-01

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY ON EMAIL

DATE: JUNE 05, 2006

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

Definitions:

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

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

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

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

Application:

This Email Policy applies to email initiated by the Board of Selectmen and all other town boards, committees, subcommittees and commissions whose members are appointed by the Board of Selectmen. This Email Policy shall also apply to email initiated by all other boards and

commissions whose members adopt the provisions of this policy. Each such organization is referred to herein as a "Town Board".

Accepted Use:

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

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

Restrictions:

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

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

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

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

Record Keeping:

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

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

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

- ❖ Hard copies of public emails shall, upon request, be made available to members of the public for inspection.

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

Effective Date: May 23, 2006

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-02
(NEEDS HR REVIEW)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

SUBJ : POLICY ON HIRING PROCESS/CRIMINAL RECORD CHECK

DATE: OCTOBER 9, 2006

At a meeting of the Milford Board of Selectmen held on Monday, August 14, 2006, the Board of Selectmen voted to adopt the following Policy regarding Hiring Process/Criminal Record Check:

Purpose:

It is the intent of this Policy to establish a written guideline in order to ensure that all potential employees/volunteers meet or exceed the hiring standards of the Town of Milford.

Policy:

The Town of Milford shall maintain a standardized hiring policy inclusive of conducting or requiring criminal record checks on potential employees/volunteers in certain job categories. In order to maintain a professional work force within the Town of Milford, the following procedures shall be used by Department Heads during the hiring process:

- 1) Following a conditional offer of employment being tendered, potential employees/volunteers in the following work force categories shall be required to undergo criminal records checks:
 - a) Employees/volunteers working directly in contact with children (e.g., Recreation Department personnel).
 - b) Employees/volunteers working around children (e.g., Library personnel)

- c) Employees/volunteers working with/handling money (e.g., Town Clerk's Office; Tax Collector's Office, Finance Department, etc.)
 - d) Employees/volunteers having to enter residences (e.g., Building Inspector's Office; Assessor's Office, Welfare Office; etc.)
 - e) Employees/volunteers working with sensitive/potentially hazardous equipment/chemicals (e.g., WWTF personnel)
 - f) Employees/volunteers for the Police Department, the Fire Department and the Ambulance Service.
- 2) Following acceptance of the conditional offer of employment being tendered, the applicant will be required to complete an FBI Identification Record Request (\$18.00/fee) and a State of NH Criminal Record Release Authorization Form (\$15.00/fee) authorizing the release of this information to the Human Resources Director. Fees to cover the costs of these record checks will be paid out of the Human Resources budget for employees. Fees to cover costs of record checks for Volunteers will be paid by the appropriate department/office.
 - 3) If the results of the criminal records check are negative, the Human Resources Director shall inform the Department Head that he/she may proceed with the hiring process. The negative criminal record check shall be destroyed immediately as required by law.
 - 4) If the criminal records check reveals any court records, the Human Resources Director shall inform the Department Head who shall review same as follows:
 - a) The Department Head shall make a determination as to whether the applicant is suitable for the position applied for.
 - b) The Department Head may solicit the opinion of the Chief of Police or designee relative to the criminal record check document.
 - c) The Department Head shall be responsible for making the final decision as to the suitability of the candidate – taking the totality of the circumstances into consideration.
 - d) Regardless of the decision of the Department Head as to whether or not to hire the candidate, the criminal record check will be destroyed within thirty (30) days as required by law.

- 5) Failure to comply with the foregoing process will result in the termination of the application process.

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-03
(NEEDS HR REVIEW)

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

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

DATE: OCTOBER 9, 2006

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

Introduction:

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

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

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

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made

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

Policy:

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

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

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

**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-04.08
(NEEDS HR REVIEW)**

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

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

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

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

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

2006.04.010 Definitions

In this policy:

"Town official" means any elected Town official or individual appointed by the Board of Selectmen to serve on a Town board, committee, subcommittee or commission.

"Town employee" means any individual employed by the Town of Milford.

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

2006.04.020 Principles of Public Service

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

A. Public Service as a Public Trust -

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

B. Principle of Independent Objective Judgment -

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

C. Principle of Accountability -

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

2006.04.030 Grounds for an Ethics Complaint

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

A. Impression of Influence

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

B. Conflict of Interest

Town officials and Town employees shall avoid conflicts of interest. "Conflict of interest" means a situation, circumstance, or financial interest, which has the potential to cause a private interest to interfere with the proper exercise of a public duty. Town officials and Town employees shall not participate in any matter in which they, or their spouse or children, have a private interest which may directly or indirectly affect or influence the performance of their duties. In any instance where there is a conflict of interest or there could be the appearance of a conflict of interest,

the Town official or Town employee shall disclose the circumstances prior to the time the matter arises for official consideration or decision. Such disclosures by Town officials shall be made to the board, committee, subcommittee or commission on which the official serves, and disclosures by Town employees shall be made to the Town Administrator.

Misuse of Position

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

C. Acceptance and Giving of Gifts

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

2006.04.040 Supplemental Policies

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

2006.04.050 Milford Board of Selectmen Procedure for Implementing the Ethics Policy

A. Filing the Complaint

1. Any individual having information that any town official or town employee is or has been engaged in activities, or is or has been subject to a condition that constitutes a violation of the Ethics Policy, may present a complaint to the Ethics Committee. The conduct that is the basis for the complaint must have occurred within one year prior to the date the complaint is filed.
 2. The complaint form can be obtained from the Town's Web site or in person from the Board of Selectman's office at Town Hall during normal business hours.
 3. A complaint shall be presented in writing and shall be signed under oath before a notary public. The complaint shall allege the specific facts constituting the alleged violation of the Ethics Policy, shall name a specific person or persons who are alleged to have violated the Ethics Policy, and shall specifically state the particular provisions of section 2006.04.030 of this document that are alleged to have been violated.
 4. The complaint shall be submitted to the Board of Selectmen's office at Town Hall during regular business hours in a sealed envelope addressed to the Ethics Committee
- B. Requests for advice relating to compliance with the Ethics Policy can be submitted in writing or by email directed to the Ethics Committee. A request for advice must identify the person requesting the advice.
- C. The Ethics Committee

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

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

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

D. Formation of the Ethics Committee

1. The Ethics Committee shall consist of five (5) voting members and two (2) alternates. Members and Alternates shall be private citizens who are residents of the Town of Milford and who do not hold any town official position in the Town.
2. The first Ethics Committee shall be appointed by the Board of Selectmen with preferential consideration being given to members of the ad hoc Ethics Committee that was appointed by the Board of Selectmen in March of 2008. At the Committee's first meeting the appointed members shall determine by lot:
 - a. which member will serve for a one-year term
 - b. which two members will serve for a two-year term
 - c. which two members will serve for a three-year term
3. The two Alternate members shall be appointed by the Board of Selectmen to serve terms of three (3) years.
4. The Board of Selectmen will appoint members to the Ethics Committee after these initial terms are completed. All newly appointed and reappointed members shall serve terms of three (3) years.
5. Should a vacancy on the Committee arise, the remaining members of the Ethics Committee will nominate to the Board of Selectman a town resident to serve out the remainder of the term.

E. Purpose and Charge

The purpose of the Ethics Committee is to:

1. Educate Town Officials regarding the provisions of the Town of Milford Ethics Policy.
2. Provide advice and counsel to Town Officials regarding ethical issues with which they are confronted.
3. Hear and resolve ethics complaints which are filed against Town Officials.

F. Confidentiality

1. All regular business of the Ethics Committee, including training, working on policies, and deliberations on requests for advice shall be conducted in public sessions, in accordance with RSA 91-A.
2. All reviews of complaints, preliminary hearings, hearings, and deliberations on complaints or hearings shall be conducted in non-public session, in accordance with RSA 91-A:3(c).

3. Any complaint received by the Ethics Committee is a confidential document and is not disclosable under RSA 91-A.
4. If the person against whom the complaint is made requests that the proceedings be conducted in public session, that request will be honored only if permissible by law.

G. Preliminary Review

1. Within two weeks of receiving a complaint, the Ethics Committee shall consider the complaint at a meeting and determine if the complaint has sufficient merit to warrant a hearing or further investigation. The Ethics Committee shall dismiss the complaint if any of the following applies:
 - a. The complaint does not meet the requirements of section 2006.04.050 (A) of this document. If the complaint is dismissed on this basis, the committee shall invite the complainant to resubmit the complaint in proper form.
 - b. The complaint alleges facts that, if true, would not constitute a violation of the Ethics Policy or alleges facts that constitute constitutionally protected or legally protected conduct.
 - c. The complaint is frivolous, scurrilous, or retaliatory in nature.
 - d. The complaint alleges facts that may constitute a violation of criminal law. In this case, the Ethics Committee may consult with the Town's Chief of Police, in accordance with all confidentiality provisions of RSA 91-A, and, if necessary, shall refer the complaint to the applicable law enforcement authorities and shall take no further action on the complaint until notified of the conclusion of any criminal investigation or criminal proceeding.
 - e. If the complaint is being investigated by law enforcement, the Ethics Committee shall notify the complainant that the matter has been transferred to law enforcement.
 - f. If the complaint is investigated by law enforcement and there is a determination that no criminal activity occurred, the complaint shall be returned to the Ethics Committee and it shall follow its standard process for reviewing a complaint.
2. Regardless of whether the Ethics Committee dismisses the complaint or finds the complaint to have sufficient merit to warrant a hearing or further investigation, the Committee shall promptly notify the complainant and the person against whom the complaint is made. The notification shall be in writing and shall include a copy of the Committee's written finding.

3. If the complainant fails to move forward to proceed with the complaint, the Ethics Committee may, at its discretion, continue to review the complaint and make a determination if a violation of the Ethics Policy has occurred.

H. The Hearing

1. The hearing shall be held within four weeks of the date the complaint is received by the Ethics Committee.
2. The Ethics Committee shall request that the complainant and the person against whom the complaint is made attend the hearing.
3. The hearing shall provide the opportunity for all parties to be heard and to present evidence. Witnesses shall testify under oath.
4. The Ethics Committee shall determine all cases by a preponderance of the evidence in deciding whether or not there has been a violation of the Ethics Policy.
5. The Ethics Committee shall have all powers at the hearing available under applicable law, including subpoena authority.
6. The Ethics Committee may dismiss the complaint at any stage of the proceedings if the Ethics Committee determines that one or more of the reasons for dismissal, as stated in section 2006.04.050 (F:1) of this document, are applicable.

I. The Findings

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

- IV. Vote to recommend a private censure of the person;
 - V. Vote to recommend that a letter of counseling be issued to the person regarding the determination.
- 4. The factual findings and determination of the Ethics Committee shall be final and are not to be overruled or modified by the Board of Selectmen, it being further understood that the Board of Selectmen is not obligated to take action on any recommendations forwarded to it by the Ethics Committee.
 - 5. The Board of Selectmen shall notify the complainant and the person against whom a complaint is made, in writing, of the disposition of the complaint.
- J. Other Issues
- 1. To the extent that these procedures may conflict with the terms of any collective bargaining agreement that is binding on the Town of Milford, the terms of the collective bargaining shall apply.

Severability:

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

Effective Date:

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

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

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

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

SECTION I: PURPOSE

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

SECTION II: AUTHORITY

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

SECTION III: CONFLICT OF INTEREST

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

SECTION IV: OBJECTIVES

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

D. To provide a procedure for the disposal of surplus property.

SECTION V: EXEMPTIONS

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

SECTION VI: PROCUREMENT AUTHORITY

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

- A) **\$0 to \$7,500:** A Department Head shall have full authority to approve procurement of departmental goods and services up to **\$7,500** provided such good(s) or service(s) are identified within the department's annual budget.
- B) **Greater than \$7,500:** The Town Administrator shall have full authority to approve procurement of goods and services provided such good(s) or service(s) are identified within the Town's budget.
- C) **Greater Than \$25,000:** Approval of the majority of the Board of Selectmen is required for the procurement of goods and services in excess of \$25,000, which are not otherwise approved in the budget, or when the low bid is not recommended by Staff.

SECTION VII: PROCUREMENT PROCESS

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

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

to the purchase order.

- D) Greater than **\$25,001**: All procurements having an estimated cost in excess of **\$25,001** shall be bid pursuant to the competitive procurement guidelines established in this policy

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

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

SECTION VIII: ADDITIONAL PROVISIONS

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

SECTION IX: AMENDMENTS

These policies may from time to time be amended by the vote of the Board of Selectmen at

a properly scheduled Selectmen's Meeting.

SECTION X: EFFECTIVE DATE

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

SECTION XI: PURCHASE ORDERS

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

SECTION XII: CREDIT CARDS

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

Appendix A

REQUEST FOR PROPOSALS

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

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

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

COMPETITIVE BID

1. The Town will maintain a contractor / vendors file according to type of good or service provided, which will be used to send specific specifications to particular vendors.
2. Each department shall maintain contract files in accordance with the State of NH's

record retention rules. Each file shall contain the following, minimum information for the retention period, as appropriate:

- a) Bid specifications, public notice of bid solicitation and other relevant pre-solicitation documents;
- b) Records of recommendations, justifications, and approvals;
- c) Lists of those vendors/individuals sent the bid specifications;
- d) Copy of each offer or quotations and any records or documentation. Any unsuccessful offers will be maintained in the contract file;
- e) Record of any required approvals;
- f) Notice of bid award;
- g) The original of the signed contract or bid award, all contract modifications, and other change orders or amendments;
- h) Bid, performance, or other bond documents or a reference thereto.

3. **BID SPECIFICATIONS:** The Department Head shall prepare specifications for bid items, and shall submit the final specifications to the Town Administrator for approval prior to solicitation of bids. As part of the specifications, the Department Head should always include the following minimum items or requirements:

- a) Bidders must clearly identify the product or service on which they are bidding on all envelopes.
- b) Bidders shall provide samples with the bid when applicable. All samples will be returned to the vendors after the bid completion.
- c) The Town's Tax-Exempt Number: #xx-xxxxxxx.
- d) The terms of the contract, including effective dates, extension terms, termination clauses, and other applicable terminology.
- e) The party responsible for the freight and insurance charges, as well as how damaged goods will be returned and the extent of guarantees.
- f) Where applicable, performance bonds will be required and shall always be required, as specified by RSA 447:16, for construction projects with a value greater than \$25,000.
- g) A statement which reserves the Town's right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.
- h) A statement, which reserves the Town's right to consider substitution of equivalent items and under what conditions. The specifications shall include a statement, which requires the bidder to submit documentation for all substitutions and exceptions.
- i) Where applicable, the Town will hold a bidders' conference to acquaint the bidders with the process, and to address any special concerns, questions or

request for exceptions that may arise.

- j) Minimum quantity and quality requirements. These requirements should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.
- k) The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

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

(Name of person signing bid)

(Date)

(Company)

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

The invitation to Bid shall include the following information:

- a. time and date of receipt of bids
- b. address to which the bid is to be delivered
- c. date by which the Town may accept the bid and contract with the vendor
- d. a general description of the good or service being purchased
- e. any and all contractual terms and conditions applicable to the purchase
- f. indicate where and when an invitation to Bid may be obtained

- g. indicate where and by what date bids must be submitted
- h. indicate where and when bids will be opened, and by whom
- i. provide a description of the good or service requested
- j. reserve the Town's right to reject any and all bids

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

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

7. **ACCEPTANCE OF BIDS:** The Town Administrator shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be dated and time stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's Office before the time and date set for the bid opening.
 - a) Telegraphic bids (meaning by telegram, mailgram, or by facsimile) will be considered or accepted unless prohibited by the solicitation.

 - b) Bids must be submitted in accordance with the bid solicitation. If a bidder chooses to use its own bid form or a letter to submit a bid, the bid will be considered only if the bidder explicitly, in written form, accepts all the terms and conditions of the invitation and further that the award of the bid would result in a binding contract under the terms and conditions of the solicitations and other terms and conditions contained in the submitted bid which do not conflict with those in the solicitation.

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

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

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

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

11. **CONTRACTOR QUALIFICATIONS:** To be determined responsible, a prospective contractor must:

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

2012

**TOWN OF MILFORD FINANCE DEPARTMENT 2012-01
(NEEDS HR REVIEW)**

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

FROM: JACK SHEEHY, DIRECTOR OF FINANCIAL OPERATIONS

SUBJ: CREDIT CARD PURCHASING POLICY

DATE: 6/7/2012

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

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

If you have any questions or concerns, please feel free to call or stop in to see the Finance Director.

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

Town of Milford Board of Selectmen Policy No. 2013-01

**Administration of Commissions, Committees, and
Special Boards**

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

Approved: September 9, 2013

Amended: NA

Sections:

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

1. Authority and Purpose

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

2. Definitions

- a. **“Chair”** – nominated or appointed administrative leader of a group who serves as the head administrative officer. In most instances, the chair is appointed/elected/chosen annually by the other members of the group. Typically, the chair runs meetings, maintains meeting flow and order, and oversees the overall purpose of the group.
- b. **“Group”** – an officially sanctioned (elected, appointed, nominated, etc.) group of volunteers and/or staff members tasked to accomplish, study, support, or steward a particular project, goal, or overall vision/mission
- c. **“Meeting”** –The convening of a quorum (majority) of any public body to discuss or act on any of that body’s business.

- d. **“Member”** – volunteers and/or staff members (elected or appointed) to fill an open position within a group
- e. **“Quorum”** – a simple majority of the membership of a group
- f. **“Subcommittee”** – any members of a group that have been directed to accomplish a specific task.
- g. **“Secretary”** - nominated or appointed officer of a group who fills the roll of maintaining the group’s documents, and taking or ensuring that meeting minutes are taken, maintained, posted or submitted for posting. In most instances, the other members of the group appoint/elect/choose the secretary annually.
- h. **“Session”** –This word shall have the same meaning as “meeting”
- i. **“Term”** – the length of time that a member is appointed, reappointed, or elected to serve on a group. Typically, the term length is 3 years and expires on March 31st of the final year of their term.
- j. **“Vice-Chair”** - nominated or appointed alternate administrative leader of a group who serves as the secondary administrative officer. In most instances, the other members of the group appoint/elect/choose the vice-chair annually. The vice-chair is typically tasked with running meetings, maintaining meeting flow and order, and overseeing the overall purpose of the group in the absence of the chair.

3. Group Basics

a. Creation of Groups

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

b. Membership

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

c. Appointment and Reappointment of Members

I. Budget Advisory Committee

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

II. Trustees

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

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

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

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

IV. **All Other Groups**

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

a. **New Appointments**

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

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

- The name of each appointment candidate;
- If they are being appointed as a full or alternate member;
- The length of the term for which they are being appointed;
- Their address;
- A brief statement of endorsement for their appointment;
- A brief bio (two or three sentences) stating their interest for joining and what skills, experience, or focus they have stated that they would like to bring to the group.

b. **Reappointments**

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

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

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

d. Subcommittees

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

4. Setting Up Meetings

a. Posting Meeting Notices

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

b. Meeting Cancelations/Weather Postponements

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

c. Access To the Public

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

d. Meeting Space Coordination

As it is required that all meetings be held in locations that are open and accessible to the public, most of the time meetings will take place in one of several town facilities. When

arranging for meeting space the staff responsible for coordinating space within that building must be contacted in advance of the meeting to reserve the space.

e. Meeting Safety/Security

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

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

a. Public Sessions

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

b. Non-Public Sessions (NPS)

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

c. Public Hearings

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

d. Non-Meetings

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

e. Unacceptable Meetings

The convening of less than a quorum (majority) of any public body shall be deemed an unacceptable meeting. The members in attendance may discuss issues, but may not make any decisions nor take any minutes regarding the discussions. In cases where the lack of a

quorum prevents a public meeting from taking place, minutes should be presented for posting on the Web site simply stating that a quorum was not present and therefore the meeting was postponed. This will inform the public that the meeting was postponed, versus leaving the public wondering if the meeting had taken place, but that the minutes had not been posted.

6. Meeting Minutes

a. Minimum Content of Minutes

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

b. Draft Minutes Availability

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

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

c. Approval of Final Minutes

While there is no legal requirement for groups to approve their minutes, groups are encouraged to approve minutes of meetings prior to having the minutes posted on the Web site, thus ensuring an accurate depiction of the proceedings of the respective meeting. However, all groups shall review their draft minutes, and if they wish to amend them for additions, deletions and corrections, they may do so, but the discussion and vote must take place at a posted public meeting of a quorum of the group. The actual discussion to amend and approve the minutes must be documented in the minutes of that subsequent meeting as an item of business the group considered.

d. Archive of Electronic Minutes

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

e. Hard Copies

Minutes must be retained forever in hard copy format (RSA 33-A:5-a), and cannot be kept solely as electronic records. Each group shall determine who shall be tasked with printing and archiving hard copy minutes, and designate the location that they shall be retained in.

f. Posting Minutes on the Web

It is required that all groups have their approved minutes posted on the town’s web site in a timely manner. Each group is required to establish who and how the groups minutes will be processed to have the posted on the web (see Appendix A – Description of Various Groups for specifics on each group). It is incumbent of the chair of each group to ensure that minutes are being handled properly to facilitate their posting on the web in a timely manner. Draft minutes should not be posted on the web site.

Dependent on the skill level and administrative accessibility to the web site groups have a variety of opportunity to post meeting minutes on the web:

- I. Town Staff Group Member Posts Minutes Option - If a group has a town staff member that participates in the group, and that staff member has the necessary skillset to post meeting minutes on the web, they can be designated to accomplish that task.
- II. Town Staff Member of Connected Department Posts Minutes Option - A group forwards electronic minutes to a staff member of a designated department (that has a connection to the group) who has the necessary skillset to post meeting minutes on the web.
- III. Community Media Department Posts Minutes Option – If a group does not have a reasonably connected town staff member that can post minutes, they can be forwarded to the Community Media Department for posting.

7. Communication Within Groups, With the Public and With Other Groups

a. Selectmen Representatives

Please see Appendix F to determine the Selectman Representative(s) to your group.

b. Responding to Interested Volunteers

Residents interested in volunteering to serve on a particular group should submit written correspondence expressing their interest to the Executive Assistant in the Town Administrator’s Office, who then shall forward this correspondence to the individual or group with appointment authorization as detailed in Section 3(c) of this document. The chair of the group with appointment authorization shall be responsible for contacting the individual interested in volunteering and scheduling an appointment.

c. Responding to the Public

If an inquiry is made by a resident to an individual or group, the subject matter and the legality of the response shall be considered before determining whether the response comes the Board of Selectmen, the Town Administrator, or the chair of the group.

d. Meeting with Selectmen

If your group wishes to meet with the Board of Selectmen, please schedule an appointment through the Executive Assistant in the Town Administrator’s Office.

e. Meetings Broadcast on PEG Access

Please contact to Community Media Director to arrange to have your meeting broadcast on the local cable access channel.

8. Appendixes

- a. Appendix A – Description of all sanctioned groups [to include mission statements if available]
- b. Appendix B – Form for Starting a Group
- c. Appendix C – Non-Public Session Procedures
- d. Appendix D – Non-Public Session (NPS) Minutes Checklist
- e. Appendix E – ‘Is it a Meeting?’ Flowchart
- f. Appendix F – Selectmen Representatives

Appendix A - Description of all sanctioned groups

GROUP NAME

Information Updated on: #/#!/#####

Group Roster as of #/#!/#####:

Name	Address	Phone	Email

Group created by: GROUP (on x/x/xxxx)

Membership: X number full members
X number alternate members

Terms: 3-year staggered terms

Associated Town Department: NAME

Minutes Archived on Network: N:\DRIVE\FOLDER\FILE

Meeting Minutes Posted on Web by: NAME

Charge:
Text

Excerpts of Board of Selectmen's meeting minutes regarding GROUP:
Text

Appendix B - Form for Starting a Group

Information Updated on: _____

Group Roster as of _____:

Name	Address	Phone	Email

Group created by: _____ GROUP (on x/x/xxxx)

Membership: _____ number full members
 _____ number alternate members

Terms: _____-year staggered terms

Associated Town Department: _____

Minutes Archived on Network: _____

Meeting Minutes Posted on Web by: _____

Charge:

Excerpts of Board of Selectmen's meeting minutes regarding GROUP:

Appendix C – Non-Public Session (NPS) Procedures

There are extremely specific State Statute requirements regarding what few types of discussions are allowed to take place in non-public session. It is mandatory that non-public sessions are ONLY undertaken for one or more of the following reasons (definitions shorted, please see cited Statute for full details):

- **Non-Public Session (RSA 91-A:3, II(a)) – Personnel.** Discussion of dismissing, promoting, or compensating a public employee (used for performance reviews).
- **Non-Public Session (RSA 91-A:3, II(b)) – Personnel.** Discussion of hiring a public employee.
- **Non-Public Session (RSA 91-A:3, II(c)) – Reputation.** Discussion of anything that could damage the reputation of someone, except that the Board of Selectmen cannot enter NPS to discuss the reputation of one of its members. If a discussion needs to take place that could potentially damage a member of the group, or the group itself it needs to take place out in public session. If you think there is the potential that you need to go this route, please contact the Administration Department for guidance sooner rather than later.
- **Non-Public Session (RSA 91-A:3, II(d)) – Land Acquisition.** Discussion of buying or selling of land by the town or a group.
- **Non-Public Session (RSA 91-A:3, II(e)) – Legal.** Discussion of pending lawsuits or claims that have been filed, or threatened to file, in writing against the group or any member of the group in direct relation to their being a member of the group, until it is fully and finally settled. Having a discussion with Town Counsel or other lawyer regarding anything other than a filed or threatened suit CANNOT be discussed in non-public session, no exceptions. If a discussion needs to take place with Town Counsel or any other lawyer it needs to take place in a non-meeting, which is something completely different. If you think there is the potential that you need to go this route, please contact the Administration Department for guidance sooner rather than later.
- **Non-Public Session (RSA 91-A:3, II(f - h))** – not applicable to Milford groups.
- **Non-Public Session (RSA 91-A:3, II(i)) – Emergency Preparedness.** Discussions of preparing for a situation where people or properties are in peril.

I. Entering Non-Public Session

- Mandatory - A motion shall be made to go into non-public session and the motion shall state which of the above sections the NPS pertains to (i.e., “I make

a motion to enter into non-public session to discuss a land acquisition matter per NH RSA 91-A:3, II(d)").

- **Mandatory** - Each member casts their vote on the motion and if the majority is in favor, the group goes into NPS.
- **Mandatory** - If members of the public are present at the meeting when a motion is made to enter non-public session, the members of the public need to leave the meeting space once the motion to enter NPS has been approved. Aside from voting members of the group, the only people allowed to remain are those deemed necessary for the discussion by the group. If a group utilizes a meeting transcriptionist consideration should be given if that person should be excused from the NPS (in which case a member of the group would take the necessary minutes in their absence).
- **Mandatory** – The minutes shall reflect who made the motion to enter NPS and who seconded the motion, and either state that the vote was unanimous, or list who was and was not in favor.
- **Optional, but strongly encouraged** – If the group is aware that a NPS will take place at an upcoming meeting, the NPS session should be announced as a notice for the upcoming meeting, and it should cite the specific reason as listed above.
- **Optional, but strongly encouraged** – If members of the public are generally present a group’s meeting, and if a NPS is anticipated at an upcoming meeting, consideration should be given to having the NPS either at the very beginning or the very end of the meeting so that the public is inconvenienced as little as possible.
- **Optional, but strongly encouraged** – If there is public present and the group will be going back into public session once they have exited NPS, the chair should give members of the public a general idea of how long the discussion is anticipated to take.
- **Optional, but strongly encouraged** - The minutes should state what time the motions to enter and leave NPS were made.

II. Once in Non-Public Session:

- **Mandatory** – While in NPS, if decisions are made or actions are approved, those decisions or actions must be tracked and noted during the NPS. Once NPS is exited, it is required that the decisions or actions be specifically stated and included in the meeting minutes. (Care must be taken not to divulge confidential information that formed the basis for entering NPS.)
- **Mandatory** – Once the NPS discussion concludes a motion shall be made and seconded to exit the NPS.

- Optional, but strongly encouraged – Every effort should be made to ensure that NPS discussion is not inadvertently overheard by anyone other than those participating in the non-public discussion.
- Optional, but strongly encouraged – Candid discussion is productive and encouraged, however care should be taken to maintain civil discourse that is respectful of all group members. Many of the reasons that necessitate non-public session inadvertently lend themselves to lively debate and once the public is not present, it can unintentionally increase the intensity of the discussion. If it is anticipated that the discussion could get heated once in non-public session the chair should remind the members present that mutual respect is imperative to a productive outcome. The Chair also needs to maintain control of the discussion to ensure that the discussion stays focused on non-public information and that public session information is not discussed in non-public session.
- Optional, but strongly encouraged – Once the discussion of the main topic is finished, the group should discuss how they would like the minutes of the non-public session handled (see minutes options below).

III. Exiting non-public session:

- Mandatory – Once the group has left non-public session the chair should announce that a discussion regarding the specific statutorily-cited reason took place. Any decisions that were made should be noted, and any associated announcements shall be made (i.e., “While the group was in non-public session to discuss a land acquisition matter per NH RSA 91-A:3, II(d), the group voted to accept the offered price on the property, and we are announcing that the group will be purchasing Map X/Lot Y – otherwise known as the NAME property”).
- Optional, though encouraged – If there were public participants at the meeting prior to the group going into NPS, once the group has exited NPS an effort should be made to notify the public participants in the immediate area outside the meeting space that the NPS is concluded and the group will be going back into public session.

IV. Minutes of Non-Public Session (please also see Appendix D – NPS Minutes Checklist):

- Mandatory – Minutes of NPS must include the referenced Statutory citation that the NPS was for (see list above), who motioned to go into NPS, who seconded, whether or not all were in favor, a tally of votes to enter NPS, who motioned to come out of NPS, who seconded, what decisions were made, if any, and what announcements were made, if any, (please see below example):

“Member X motioned to enter into non-public session at 0:00 p.m. [optional to include time] in accordance with RSA 91:A3(d) to discuss a

matter regarding land acquisition. Member Y seconded. All were in favor. Motion passed ##/##.

Upon exiting from non-public session Member X announced that while in non-public session the group discussed a land acquisition matter per NH RSA 91-A:3, II(d), the group voted to accept the offered price on the property, and the group would like to announce that the group will be purchasing Map X/Lot Y – otherwise known as the NAME property. No other decisions were made. No other votes were taken. Member X motioned to seal the minutes of this non-public session. Member Y seconded. All were in favor. Motion passed ##/## [optional to seal the minutes].

- Mandatory – NPS minutes (if unsealed, as above), must be available for public inspection within 72 hours of the meeting. It is acceptable that the minutes be released in draft form to the public, and no statutorily set timeline is needed to have them approved.
- Optional, though encouraged – If the time was noted when the group entered into NPS the minutes should reflect it.
- Optional – If the group desires to have longer minutes kept than the above, but do not wish to have them viewable by the public, the group has the option to seal the minutes (see above for what the minutes need to contain if the group wishes to go this route). Sealing the minutes would be done in circumstances where greater detail is needed for future reference, but those greater details would have the potential to be detrimental if released to the public in the present day.

Using the context of the fictional situation mentioned above, let us say that the group while in that NPS has discussed several offers on several different properties all of which had potential to meet the need. They discussed each parcel in addition to the price they were willing to pay for each property. At the conclusion of the discussion, it was decided that the NAME property was the best overall fit. If at some point in the near future the deal on the NAME property fell through, there would be benefit to have detailed minutes of the discussion that included, what the group's second choice was, and the applicable price they were willing to pay, etc. If that detail on the second choice were to be made public and the NAME property deal had fallen through, it would give the owner of the second choice an unfair advantage during negotiations.

If the minutes are sealed the transcriptionist types them up as is the usual course, but seals the hard copies of the drafts to only be reviewed by the group

at the meeting where the minutes are considered for approval. At that meeting the group would go into NPS to review the NPS minutes of the previous meeting (see below for minute's language – those paragraphs would go directly below the ones exemplified above if the group had reviewed NPS minutes from a previous meeting while in that NPS). The group reads the drafts in NPS and amends or approves the minutes. Once approved the minutes are literally sealed in an envelope with the date, who was present in the NPS, and the applicable references state statute. That sealed envelope is then stored in the same place that non-sealed minutes of the group are stored. Example of sealed minutes contents:

Member X motioned to approve the non-public minutes of DATE (land acquisition) as presented. Member Y seconded. All were in favor. Motion passed ##/##.

Member X motioned moved to seal the non-public minutes of DATE (land acquisition). Member Y seconded. All were in favor. Motion passed ##/##.

Those minutes will then remain sealed forever, literally, or until such time that the group votes to unseal them, or they are opened by Town Counsel (the only person who can unseal minutes without the group needing to approve their unsealing).

Appendix D – Non-Public Session (NPS) Minutes Checklist

**Nonpublic Session Minutes
[INSERT NAME OF TOWN AND BOARD]**

Date: _____

Members Present: [board member name] ____
[board member name] ____
[board member name] ____
[board member name] ____
[board member name] ____

Motion to enter Nonpublic Session made by _____ seconded by _____

Specific Statutory Reason cited as foundation for the nonpublic session:

_____ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

_____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

_____ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

_____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

_____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

_____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or*

state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll Call vote to enter nonpublic session:

[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N

Remove public meeting tape (if applicable).

Entered nonpublic session at _____ a.m./p.m.

Other persons present during nonpublic session: _____

Description of matters discussed and final decisions made: _____

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would...

- Affect adversely the reputation of any person other than a member of this board
- Render a proposed action ineffective
- Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes: [name] Y N
[name] Y N
[name] Y N
[name] Y N
[name] Y N

Motion: PASSED / DID NOT PASS (circle one)

Motion to leave nonpublic session and return to public session by _____,
seconded by _____.

Motion: PASSED / DID NOT PASS (circle one)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

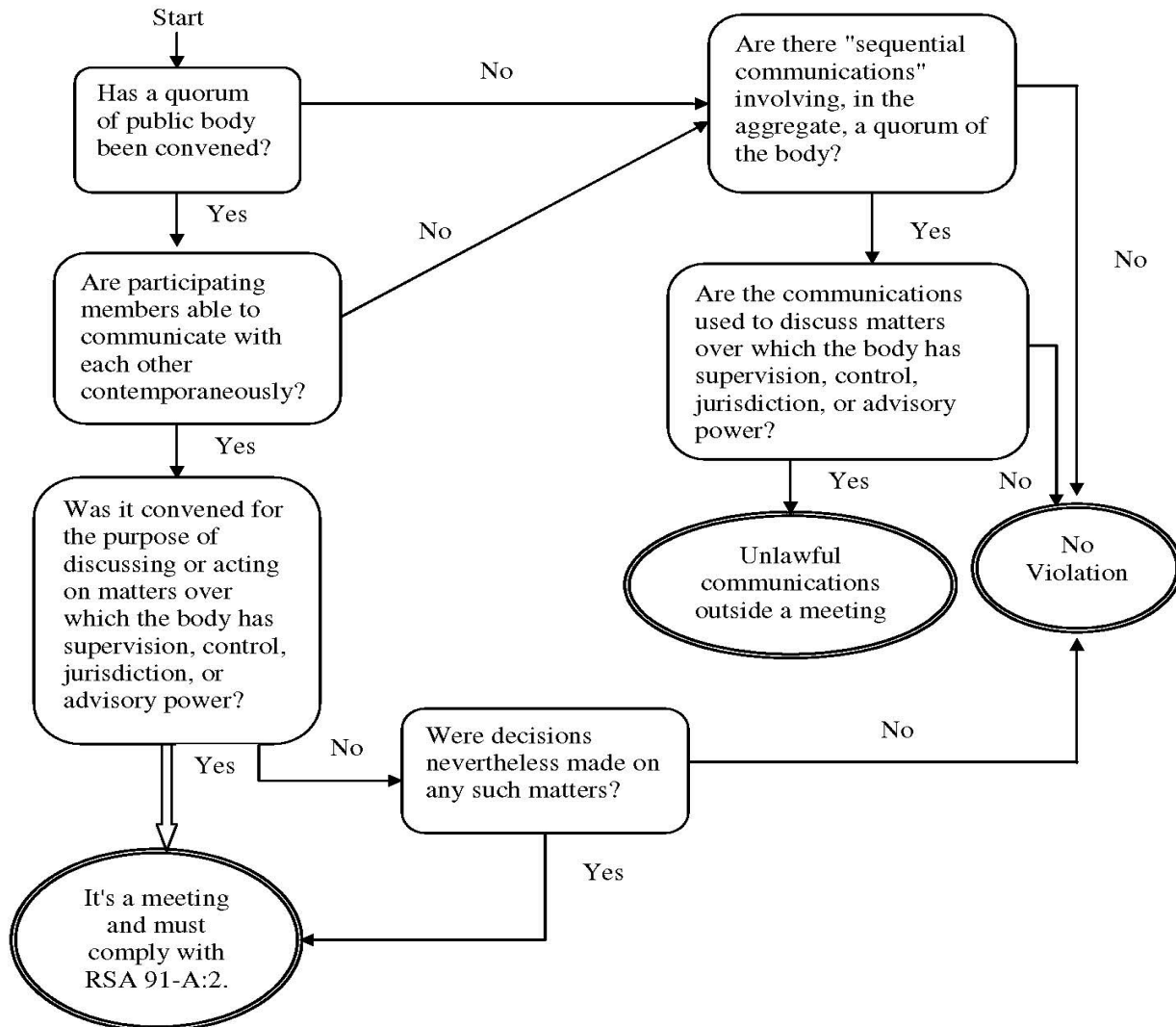
Public session reconvened at _____ a.m./p.m.

These minutes recorded by: _____

Appendix E – 'Is it a Meeting?' Flowchart

Is It a Meeting?

Use this flow chart to determine whether communications among members of a public body constitute a meeting subject to the Right to Know Law, or, if they do not constitute a meeting, whether they are unlawful communications outside a meeting.



New Hampshire Local Government Center, 10/08

Appendix F – Selectmen Representatives

BOS Representatives on 2018 - 2019 Committees, Commissions, Boards, & Organizations

-
- Conservation Commission (2nd Thursday, 7:00 p.m., Town Hall, BOS Room) - Selectman Dudziak
 - Economic Development Advisory Committee (Varied) – Selectman Dargie
 - Granite Town Media (Formerly PEG Access) Advisory Committee (3rd Thursday, 6:00 p.m., Library) - Selectman Federico
 - Heritage Commission (2nd Wednesday, 7:00 p.m., Library) – Selectman Daniels
 - Joint Loss Management Committee (quarterly, 2nd Tuesday (March, June, September, and December), 9:00 a.m., Police Facility, Community Room) - Selectman Putnam
 - Library Trustees (3rd Tuesday, 7:00 p.m., Library) – Selectman Dudziak
 - NHMA (Varied) – Administrator Bender
 - MACC Base (2nd Wednesday, 6:00 p.m., Town Hall, MACC Base Offices) - Selectman Putnam
 - Planning Board (1st & 4th Tuesdays, 6:30 p.m., Town Hall, BOS Room) - Selectman Federico, Selectman Dargie (Alternate)
 - Recreation Commission (2nd Wednesday, 7:00 p.m., Town Hall, BOS Room) – Selectman Dargie
 - Recycling/Solid Waste Committee (3rd. Tuesday, 6:30 p.m. – Selectman Daniels
 - Tax Increment Finance District (Varied) - Selectman Dargie
 - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - Selectman Daniels
 - Zoning Board of Appeals (1st & 3rd Thursdays, 7:00 p.m., Town Hall, BOS Room) – Selectman Dudziak
 - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) – Selectmen Dargie & Selectmen Putnam (Alternate)
 - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) – Selectmen Putnam & Selectman Federico (Alternate)

Town of Milford Board of Selectmen Policy No. 2015-01 (READY)

Personnel Use of Town Vehicles

Policy applies to: All Department Heads, Staff, Boards
Approved: August 24, 2015
Amended: NA

1. Authority and Purpose

The Board of Selectmen adopted this policy to facilitate efficient and consistent administration of the personnel use of Town Vehicles.

2. Policy.

Town vehicles may be taken home by the Police Chief, Fire Chief, Ambulance Director and DPW Director, if those personnel live in town and are on call. Town vehicles may be taken home by other town employees if there is a compelling business reason and this reason has been pre-approved by the Town Administrator. The use under this section is expected to be infrequent.

Town vehicles shall not be used for personal use.

The Town Administrator shall be responsible for ensuring that all personnel who take town vehicles home are aware of the tenets of this policy.

2018

TOWN OF MILFORD RULES DISTRIBUTION 2018-01 (READY

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES AND THE GENERAL PUBLIC

FROM: MARK BENDER, TOWN ADMINISTRATOR

SUBJ : RULE – MUNICIPAL FLAG RULE - OVAL

DATE: AUGUST 20, 2018

At a meeting of the Milford Board of Selectmen held on September 10, 2018 the Board of Selectmen voted to adopt the rule regarding Flags on the Milford Oval

The Town of Milford is committed to recognizing significant dates, occasions and contributions of non-profit or charitable organizations and public awareness campaigns.

PURPOSE:

To establish a consistent protocol for the flying of flags/banners on the Milford Oval and Bandstand.

DEFINITIONS:

Flag(s): Include the American Flag, POW Flag, Purple Heart Flag, and any United States Military flag.

MUNICIPAL FLAGPOLE: The flagpole over the WWI Memorial on the Milford Oval under the care or control of municipal staff.

SCOPE/STAFF PRIMARILY AFFECTED:

This policy is to be followed by all Town staff.

RULE DETAILS:

Only the American Flag, POW Flag, Purple Heart Flag and any United States Military flag will be allowed to fly over the WWI Memorial on the Milford Oval.

Only American Flag, POW Flag, Purple Heart Flag and any United States Military flag the will be allowed on the 22 footings around the Milford Oval.

All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the American Flag.

Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be removed.

Flags representing private organizations, events, and causes shall **NOT** be displayed on the flagpole over the WWI Memorial or in the 22 footings around the Milford Oval.

All flags flown on the Milford Oval require prior approval from the Board of Selectmen.

BANDSTAND: Roofed platform on the Milford Oval.

RULE DETAILS:

Flags representing private organizations, events, and causes will be allowed on the bandstand with the approval of the Milford Board of Selectmen.

Flags/banner requests for the bandstand must come before the Board of Selectmen for approval at least one month before the date(s) requested. The Board of Selectmen typically meets every 2nd and 4th Monday of the month.

Flags/banner requests for the bandstand will need to be requested annually.

Flags/banner requests for the bandstand will only be allowed for up to a 7-day period, at the discretion of the Board of Selectmen.

Flags/banners to be flown or displayed on the bandstand shall be maintained in good condition by the requesting organization.

This rule is documented under the Municipal Code/Rule section of Town of Milford's web site www.milford.nh.gov, and any other place deemed necessary.

9. Approval of final minutes January 22, 2024

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

January 22, 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

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. - Quote Request for Provision of EMS Services – Ambulance Director, Eric Schelberg
In summary: Amherst Fire Rescue (AFR) has provided EMS service to Mont Vernon (MV) for over 20 years.

Milford Ambulance Service received an email from Fire Chief Jay Wilson requesting a quote for the provision of EMS service. MV annually averages 130 requests for ambulance service based on call volume data from 2021 to 2023. 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. Director Schelberg believes that his department could take on the additional call volume with the current ambulance schedule without the need to add personnel or infrastructure. This is contingent on all positions being filled and the approval of both Boards.

Chairman Daniels asked about protecting ourselves from a scenario where we would lose money. Director Schelberg said it's providing them a service and this is what it will cost for them. We would also bill for transport. There would be no change to our staffing.

Director Schelberg gave a detailed explanation of how he got to his numbers. The number provided is the cost per call. Selectman Freel said we shouldn't be using the revenue stream. There was additional discussion about call volume, overtime, and staffing. Amherst is currently charging Mont Vernon \$17,000 per year plus transport costs and they are going up to \$90,000. Mont Vernon is unhappy with the increase so they are shopping around. Selectman Freel asked why Director Schelberg doesn't make his number match Amherst's number. Why would we go lowball? That wouldn't be done in the private sector. Selectman Dargie said our number isn't a low-ball number, it's higher and includes transport costs.

Mike Thornton, a Milford resident, asked if we have a third ambulance available. Director Schelberg said we don't staff the third ambulance. It's a ready spare. Director Schelberg said we would not need to add additional staffing to cover additional calls.

Lynn Coakley, a Milford resident, responded to Selectmen Freels comment about the private sector, a town isn't the same as a private business. Selectman Freel doesn't want to take resources from Milford residents.

Selectman Labonte asked about eventually combining Ambulance and Fire. Ken Flaherty, Fire Chief, said it would have some impact on the fire department. He explained the process. Chief Flaherty said a combined department was looked into before and it could be an option.

Selectman Dargie is in favor of this but feels we should quote a lower number. The incremental cost would be small. This would be a good revenue stream.

57 Selectman Labonte asked how long it's been since Ambulance was fully staffed. Director Schelberg said since
58 August. He has two spots that should be filled shortly. Selectman Labonte is concerned about staffing and pay
59 levels with the additional workload.
60

61 Chairman Daniels said at this time, we are just authorizing Director Schelberg to talk to Mont Vernon. He could
62 support this as long as we are not losing money. He is concerned about wear and tear on the ambulances and
63 having to buy new ones. Director Schelberg said we still need to stay in a replacement cycle. This is an oppor-
64 tunity to get our foot in the door. This would add about 6,000 miles to an ambulance.
65

66 Selectman Labonte asked what an average call costs on a third-party ambulance. Director Schelberg said he didn't
67 know.
68

69 Selectman Finan asked if Director Schelberg was confident about the amount that Amherst may go up to. Director
70 Schelberg said it was just mentioned to him but there is nothing in the minutes. Selectman Finan said Director
71 Schelberg should get more information. Administrator Daley asked for more information on how this would
72 affect the Fire Department as well.
73

74 Selectman Dargie recommends Director Schelberg offer Mont Vernon a rate of \$90,000 at a flat rate with a 5%
75 escalation cost for up to 5 years.
76

77 Scott Kimball, a Milford resident, said he agrees that our ambulance service should stay in Milford. Mont Vernon
78 has more money and can buy their own ambulance service. He is concerned about the wear and tear on the ambu-
79 lances.
80

81 Mr. Thornton, suggests that the Finance Director and Ambulance Director work together to figure out if we are
82 going to make money without risk to ourselves. Director Calabria agrees with Selectman Dargie that the incre-
83 mental cost won't be much.
84

85 The consensus was to have Director Schelberg go forward and talk to Mont Vernon.
86

87 **3. PUBLIC COMMENTS (items not on the agenda) –**

88 Jay Duffy, a Milford resident, gave an update on the plaque for Mr. Courage to be placed at the Public Works
89 building. He thanked the Keyes Trust for donating the money for the plaque.
90

91 Susanne Fournier, a Milford resident, referenced a status report that Administrator Daley will be giving about the
92 AoT permit. She talked about the threatened and endangered species on the Brox Town land. She feels the town
93 isn't interested in protecting the endangered species.
94

95 Mike Thornton, said he understands Ms. Fournier's comments but the Brox property was set aside for multiple
96 uses, not just conservation. There has been an opportunity for compromise for all parties and to take the land away
97 from the public who paid for it is wrong. He encourages taxpayers to make their voices heard about this property.
98

99 **4. DECISIONS**

100 **a. CONSENT CALENDAR**

- 101 1. Acceptance of Milford Emergency Operations Plan
102 2. Approval of donation for the Granite Town Rail Trail Revolving Fund from a Ghost Train Trail Race
103 Runner processed through Piscataquog Land Conservancy - \$500.00
104 3. Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
105 • Donation to the Milford DPW Department for the Robert Courage plaque to be placed at the DPW
106 office facility from the Arthur L. Keyes Memorial Trust - \$1,200.
107

108 Selectman Labonte asked that 4. a) 1) be removed from the consent calendar for discussion. Selectman Finan
109 asked that 4. a) 3) be removed from the consent calendar for discussion.

110
111 **Selectman Freel made a motion to approve the consent calendar except for 4. a) 2). Seconded by Selectman**
112 **Dargie. All were in favor. The motion passed 5/0.**

113
114 Selectman Labonte asked to hold off on decisions for this because he had additional questions that he needed
115 answers for. He will meet off-line with Chief Flaherty.

116
117 Selectman Finan thanked Jay Duffy for a great job with the plaque for Mr. Courage. Selectman Finan is on the
118 Arthur L. Keyes Memorial Trust Committee and won't be voting on this.

119
120 **Selectman Dargie moved to accept item number 4. a) 3 from the consent calendar. Seconded by Selectman**
121 **Labonte. The motion passed 4-0-1 with Selectman Finan abstaining.**

122
123 **b. OTHER DECISIONS**

124 **1. N/A**

125
126 **5. TOWN STATUS REPORT –**

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

128 The Town and Northeast Sand & Gravel submitted responses and revised plan set to the NH Dept. Of Environ-
129 mental Services (permitting agency) and NH Fish & Game (NHFG) on December 1, 2023. The submittal was in
130 response to a list of detailed comments from NHFG involving several areas of the project.

131
132 Town staff continues to communicate with NHFG and await their response/comments. The Town and Northeast
133 Sand & Gravel will be meeting with both state agencies in February to hopefully resolve the remaining elements
134 of the application/permit for approval and allow the Town to resume the gravel operation this year.

135
136 Selectman Labonte asked about the cost. Administrator Daley said there will be survey cost on the conservation
137 area. Who pays it will be determined at a later date.

138
139 **2. Milford Community Power/ Standard Power - Informational Meeting**

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

145
146 On Wednesday, January 31st, the Town will be hosting an informational meeting to present and discuss the pro-
147 gram. The public meeting will be held in the Town Hall Auditorium (3rd floor) beginning at 6:00 pm. A short
148 presentation will be followed by an opportunity for residents to ask questions about program options and how to
149 enroll, opt-out or make another choice. We encourage residents to bring their electric bill to the public session to
150 ask questions. Please visit www.MilfordCommunityPower.com for more information.

151
152 Administrator Daley said the default rate was around .10 or .11 cents. Eversource came in slightly lower. The
153 Town has an opportunity to opt-out or in at anytime. Mr. Thornton said he would encourage people to opt out at
154 this time unless they which to use renewable energy.

155
156 **3. Library Building Maintenance**

157 Town Staff and two Selectmen attended the recent Library Trustees' meeting to discuss several maintenance items
158 involving the library. Staff discussed the roof project, the proposed warrant article to replace the electrical panels,

159 and water issues infiltrating the interior of the building from sections of the exterior brick walls which is causing
160 additional water damage. Our Public Work Director, Mr. Lessard is currently assessing the building and will be
161 contacting contractors to provide cost estimates, mostly likely in the early late Winter/early Spring.

162
163 Mr. Duffy asked how many trusts the library has. Lynn Coakley said they have small ones for books and programs
164 and one larger trust that they can use at their discretion. Mr. Duffy recommends the library review their trusts and
165 if there is one in there for infrastructure, bring that information to the Selectmen. The Cemetery Trustees were
166 able to have work done at the cemeteries with their trust monies.

167
168 Ms. Coakley said they have talked to the Trustees of the Trust Funds and will be discussing items needed at a later
169 date.

170
171 Mr. Thornton, a Cemetery Trustee, thanked prior Cemetery Trustees for building up monies in the trust that were
172 used to solve the water spigot problem. It's been a team effort. He also thanked Director Lessard and Mr. Brickley
173 for all of their hard work. There are more items that the team wants to accomplish within the budget at no taxpayer
174 expense.

175
176 **4. Town Staff 2024 Goals & Objectives**

177 Department Heads were asked to submit their 2024 Departmental goals and objectives. Staff was challenged to
178 include several what are termed "Stretch Goals". A stretch goal is one that will be difficult (not impossible) and
179 will "move the needle" or make a noticeable difference for the town.

180
181 **5. Ambulance Mutual Aid Agreement (DRAFT)**

182 Director Schelberg discussed a draft Emergency Medical Services Mutual Aid agreement with the Board for con-
183 sideration, discussion, and approval at a future meeting. This agreement would update and replace the previously
184 executed agreement from 1994. Participating towns include Amherst, Brookline, Hollis, and Wilton.

185
186 Director Schelberg, said there are not many changes, we are just making sure it's compliant and has the current
187 RSAs. It would now be a joint agreement signed by the five communities. It's a five-year agreement that will
188 renew annually every year until year five where it forces all parties to reevaluate the agreement and resign if
189 changes are made. This doesn't lock the town into providing mutual aid if we are on another call. He is hoping
190 to have this available at the first February meeting for review and signatures.

191
192 **6. Boards, Commission, Committee Volunteers**

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

195		
196	Zoning Board of Adjustments	2 alternate positions
197	Conservation Commission	2 alternate positions
198	Economic Development Advisory Council	TBD (January 2024)
199	Recycling Committee	1 full-time position
200	Planning Board	2 alternate positions
201		

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

203 **1. 2024 Warrant Article Votes – Pre-deliberative votes were taken on the Town Warrants**

204
205 **WARRANT ARTICLE 4 - TOWN OPERATING BUDGET - \$18,264,516**

206 Director Calabria found an error in the default budget. He left some of the warrant articles out of the total. This
207 dropped the default budget. He later sat with Chief Viola and realized that they also didn't include the differential
208 pay, military stipend, and educational benefits for the AFSME in the default budget. He had to take the default
209 budget down by the \$106,000 that was left in but then add the \$61,640 back into the default budget. This left a

210 delta of about \$50,000. He approached the Town Administrator with a solution to shrink the gap of the new delta
211 of \$290,000 down to \$259,000 by reducing a couple of items for positions in the town that have not yet been
212 filled. They are all one-month cost for the Planner position, DPW Truck Driver, DPW Cemetery Laborer, and
213 Patrol Officer. If these changes are made, we can reduce the budget and the new delta between the operating
214 budget and the default budget would be \$259,000. Administrator Daley said all Department Heads agreed to the
215 changes.

216
217 The new proposed budget would be \$18,261,680. This is a 4.6% increase over 2023's approved budget. The new
218 default budget is \$18,002,107.

219
220 **Selectman Dargie made a motion to accept changes to the default budget as presented. Seconded by Select-**
221 **man Labonte. All were in favor. The motion passed 5/0.**

222
223 **Selectman Dargie made a motion to accept the change to the operating budget for \$18,261,680. Seconded**
224 **by Selectman Freel. All were in favor. The motion passed 5/0.**

225
226 **Selectman Freel made a motion to recommend Warrant Article 4, Town Operating Budget. Seconded by**
227 **Selectman Finan. All were in favor. The motion passed 5/0.**

228
229 Chairman Daniels will write the majority report on Warrant Article 4 Town Operating Budget.

230
231 **WARRANT ARTICLE 7 - RECONSTRUCTION OF TOWN ROADS - \$ 300,000**

232
233 **Selectman Dargie made a motion to recommend Warrant Article 7, Reconstruction of Town Roads. Se-**
234 **conded by Selectman Labonte. All were in favor. The motion passed 5/0.**

235
236 Selectman Freel will write the majority report on Warrant Article 7 Reconstruction of Town Roads.

237
238 **WARRANT ARTICLE 8 - WADLEIGH LIBRARY ELECTRICAL SYSTEM SAFETY AND**
239 **EFFICIENCY UPGRADES - \$90,000 (Final project cost to taxpayers offset by \$25,000 from the Wadleigh**
240 **Library Maintenance and Upkeep Capital Reserve)**

241
242 Ms. Coakley said the Library Trustees voted at their last meeting to ask the Select Board to remove this from the
243 Town warrants.

244
245 **Selectman Freel made a motion to remove the Library Warrant Article from the Town Warrants. Se-**
246 **conded by Selectman Finan. All were in favor. The motion passed 5/0.**

247
248 **WARRANT ARTICLE 8 - SOCIAL SERVICES - \$40,000**

249
250 **Selectman Dargie made a motion to recommend Warrant Article 8, Social Services. Seconded by Selectman**
251 **Finan. All were in favor. The motion passed 5/0.**

252
253 Selectman Finan will write the majority report on Warrant Article 8, Social Services.

254
255 **WARRANT ARTICLE 9 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES**
256 **– \$32,000**

257
258 **Selectman Dargie made a motion to recommend Warrant Article 9, Non-Emergency Community Trans-**
259 **portation Bus Services. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

260

261 Selectman Dargie will write the majority report on Warrant Article 9, Non-Emergency Community Transportation
262 Bus Services.

263

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

266

267 **Selectman Dargie made a motion to recommend Warrant Article 10, Information Technology Infrastruc-**
268 **ture Capital Reserve. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

269

270 Selectman Finan will write the majority report on Warrant Article 10, Information Technology Infrastructure
271 Capital Reserve.

272

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

274

275 **Selectman Labonte made a motion to recommend Warrant Article 11, Summer Band Concerts. Seconded**
276 **by Selectman Dargie. All were in favor. The motion passed 5/0.**

277

278 Selectman Labonte will write the majority report on Warrant Article 11, Summer Band Concerts.

279

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

282

283 **Selectman Dargie made a motion to recommend Warrant Article 12, Memorial, Veterans & Labor Day**
284 **Parades and Recognition Support. Seconded by Selectman Finan. Selectman Dargie removed his motion.**

285

286 Selectman Labonte mentioned that this was overspent last year, he asked about lowering our expenses to match
287 the \$8,000 or increasing the amount. Chief Viola said he can't go lighter on details, they already cut it down as
288 much as they can. There was some additional discussion on details and how many flags may be needed.

289

290 **Selectman Dargie made a motion to recommend Warrant Article 12, Memorial, Veterans & Labor Day**
291 **Parades and Recognition Support, and increase the amount to \$11,000. Seconded by Selectman Finan. All**
292 **were in favor. The motion passed 5/0.**

293

294 Selectman Dargie will write the majority report on Warrant Article 12, Memorial, Veterans & Labor Day Parades
295 and Recognition Support.

296

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

298

299 **Selectman Dargie made a motion to recommend Warrant Article 13, Annual Labor Day Parade. Seconded**
300 **by Selectman Finan. All were in favor. The motion passed 5/0.**

301

302 Selectman Finan will write the majority report on Warrant Article 13, Annual Labor Day Parade

303

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

305

306 **Selectman Dargie made a motion to recommend Warrant Article 14, Discontinue Osgood Pond Capital**
307 **Reserve Trust Fund. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

308

309 Selectman Labonte will write the majority report on Warrant Article 14, Discontinue Osgood Pond Capital Re-
310 serve Trust Fund.

311

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

313

314 **Selectman Labonte made a motion to not recommend the Warrant Article 15, Conservation Land Fund.**
315 **Seconded by Selectman Freel. The motion passed 3/2 to not recommend with Selectman Finan and Dargie**
316 **opposed.**

317

318 Selectman Freel asked if they are looking to purchase something in the next year. Chris Costantino said no, it's
319 there for when something comes up. The Budget Advisory Committee recommends that Conservation hold
320 \$118,000 in its account. Selectman Labonte said he has a hard time supporting conservation when we cut things
321 like a police vehicle. Selectman Finan said Conservation voluntarily removed this last year. There is currently
322 \$82,000 in this account of which \$15,000 is already spoken for.

323

324 Selectman Freel will write the majority report on Warrant Article 15 and Selectman Finan will write the minority
325 report on Warrant Article 15.

326

327 **WARRANT ARTICLE 16 – WALKABLE MILFORD - \$0 By Petition**

328

329 Selectman Dargie moved to not recommend this warrant article. Seconded by Selectman Labonte. Selectman
330 Dargie removed his motion.

331

332 Selectman Dargie is in favor of sidewalks but we have a master plan that includes sidewalks. Selectman Finan
333 agreed that we already have a process but it might be good input to the Planning Board on how to proceed.

334

335 Janet Langdell, a Milford resident, said the concept of making Milford walkable isn't new. We've fallen off when
336 projects have been brought forward with funding attached to them that have not been supported by the Selectmen.

337

338 Chairman Daniels said we've made a good effort to increase the price and prioritize roads and this is kind of
339 competition for that.

340

341 Selectman Labonte feels we already have this as a priority. There is no action item on this, it would be easier to
342 accept if they came in with a plan or number. Selectman Finan said we have a Steering Committee for things like
343 this. Selectman Freel said we are already looking into this type of thing. After more discussion, the Board decided
344 to not take a position on this warrant article. Administrator Daley said the intent is good but it's not committing
345 us to do anything.

346

347 **Selectman Dargie made a motion to not take a position on Warrant Article 16, Walkable Milford. Seconded**
348 **by Selectman Freel. All were in favor. The motion passed 5/0.**

349

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

351 Selectman Finan said Selectman Freel came to the Library Trustee meeting and helped them understand what was
352 needed with the electrical panels.

353

354 Chairman Daniels said we are still lax on Committees and Boards having minutes up to date.

355

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

357

358 **7. PUBLIC COMMENTS -**

359 **8. APPROVAL OF FINAL MINUTES –** January 3, 2024 work session, January 8, 2024, regular meeting and
360 January 8, 2024, Budget and Bond Hearing.

361

362 **Selectman Freel made a motion to approve the final minutes of January 3, 2024, as amended. Seconded by**
363 **Selectman Dargie. All were in favor. The motion passed 5/0.**

364
365 **Selectman Dargie made a motion to approve the final minutes of January 8, 2024, as amended. Seconded**
366 **by Selectman Daniels. The motion passed 4/0/1 with Selectman Freel abstaining.**
367

368 **Selectman Dargie made a motion to approve the final minutes of the January 8, 2024, Budget and Bond**
369 **Hearing as presented. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**
370

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

372 a. Selectmen’s Goals and Initiatives

373
374 **11. NOTICES.** Notices were read.

375
376 **12. NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 8:17 in accordance**
377 **with (RSA 91-A:3, II(a)) Personnel and approval of non-public minutes from January 8, 2024. Seconded**
378 **by Selectman Dargie. All were in favor. The motion passed 5/0.**
379

380 In nonpublic the Board addressed two sets of minutes and made two decisions.

381
382 **13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:35. Seconded by Selectman Dargie. All**
383 **were in favor. The motion passed 5/0.**
384

385
386 _____
387 Gary Daniels, Chairman

385
386 _____
387 Tim Finan, Member

388
389
390 _____
391 Chris Labonte, Vice-Chairman

388
389
390 _____
391 Dave Freel, Member

392
393
394 _____
395 Paul Dargie, Member

9. Approval of final minutes 5th Monday Forum January 29, 2024

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING 5TH MONDAY FORUM

Monday, January 29, 2024

PRESENT: Gary Daniels, Chairman Excused Lincoln Daley, Town Administrator
Chris Labonte, Vice Chairman Andrew Kouropoulos, Videographer
Paul Dargie, Member Tina Philbrick, EXCUSED
Tim Finan, Member
David Freel, Member

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

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

2. 6:00 p.m. OPEN FORUM

Mike Viola, a Milford resident, asked if someone could explain the opt in or opt out cards from Standard Power.

Mike Thornton, Milford Energy Advisory Committee member said if you have a better deal than Standard Power is offering and a few pennies make a difference to you, stay with your current provide. You just need to check the opt out section of the card and send it back in the prepaid envelope. Eversource is currently at a slightly lower rate. There will be a public hearing at the town hall on Wednesday, January 31st in the Auditorium at 6:00 that will better explain the process. If people can't make the meeting, they can call Mr. Thornton at 603-249-6666 and he will be happy to answer any questions. They can also call the number on the opt in or opt out letter. People can opt in or opt out at anytime but it will take one billing period to take effect. It's not limited to one opt in or one opt out in the contract. If you don't do anything, you are automatically in. If Eversource increases their rates in a few months, you will be at a higher rate than what Standard Power is offering. Administrator Daley said the program will start on March 1st.

Selectman Dargie said with the Standard Power rates versus the Eversource rate, the typical user can save about \$12 per month. It varies depending what your usage is. If you come to the meeting on Wednesday and show it to the Standard Power representatives and they can explain your options to you. Solar power issues are complicated, and you can find information for solar power on the town's web page.

Selectman Labonte said ever three months a new card will be sent out to either opt in or out, it's like a reminder. Eversource usually publishes their rates before they increase or decrease so you would have time to review your options.

Mr. Thornton said people can go onto the NH.gov website and look at a guide that shows everyone's rates so that it's an open market.

Jeff Marshall, a Milford resident, reference a discussion last week about our Ambulance providing a contract service outside of Milford. He is concerned that this changes the charter of Milford Ambulance as who it is and who it serves. It's also binding the town to the language that's in that contract. This is an important conversation to have and it shouldn't be taken lightly based on the need that we need to get something out the door quickly. The difference in this versus Mason students coming to our Milford schools and paying a fee to attend is different because this takes our critical infrastructure, leaving the town, and possibly not having it available to serve our residents. There are lots of things to take into consideration. Providing service to a small community isn't a bad idea but it's a big change. Does this town want to be in the business of providing an external ambulance service?

Claire Brewer, a Milford resident, asked if there is going to be a zoom link to the Community Power meeting and is it going to be televised? Administrator Daley said it will be recorded. They will consider opening it up for a zoom meeting.

3. DISCUSSION

a. N/A

4. DECISIONS

a) CONSENT CALENDAR

- 1) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
Donation to support the Save the Bandstand Fund from the Milford Historical Society - \$740.00

Selectman Freel asked how this works with the Historical Society donating money? Mr. Palance, Chairman of the Heritage Commission, said the Heritage Commission wrote an MOA with the Historical Society because the town can't receive anything but checks. The Historical Society takes pay pal and alternate forms of payment and it helps both entities. These are private funds for the Bandstand.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 1/29/2024

64 **Selectman Freel made a motion to accept the consent calendar. Seconded by Selectman Dargie. All were in favor.**
65 **The motion passed 5/0.**

66
67 Selectman Freel asked what the plan was for the completion of the Bandstand.

68
69 Kathrine Kokko, Heritage Commission member, said the next step is to take the assessment specs and turn it into an RFP so
70 it can go out to bid if the budget is voted in. She wants to have the RFP available by February. She doesn't know when the
71 work will be completed. Selectman Freel said it isn't something that should take a long time to complete. Ms. Kokko said
72 she doesn't know how long it will take, there is some detailed work that needs to be done.

73
74 **b) OTHER DECISIONS**

75
76 **5. APPROVAL OF FINAL MINUTES – n/a**

77 **6. NOTICES – Chairman Daniels read the notices.**

78 **7. ADJOURNMENT – Selectman Freel made a motion to adjourn at 6:30. Seconded by Selectman Labonte. All**
79 **were in favor. The motion passed 5/0.**

80
81
82
83 _____
84 Gary Daniels, Chairman

85
86
87 _____
88 Tim Finan, Member

89
90
91 _____
92 Chris Labonte, Vice Chairman

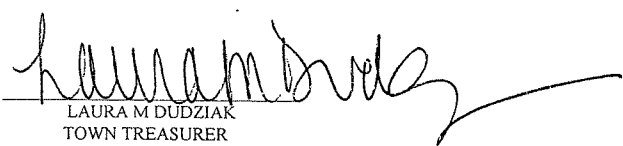
89
90
91 _____
92 David Freel, Member

93
94 _____
95 Paul Dargie, Member

10. Treasurers reports for September 2023, October 2023, November 2023, December 2023 and Year End 2023.

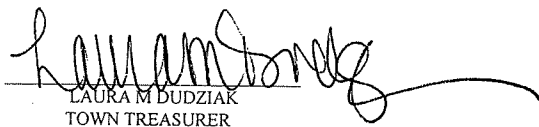
TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
9/30/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 9/01/23	(269,775.29)	80,100.83	138,096.30	11,505,277.46	18,510.02	10,690.82	140,134.92	\$ 11,623,035.06
Receipts:								
Taxes and Interest	177,412.87	-	-	-	20,909.79	-	-	\$ 198,322.66
Water & Sewer User Fees	374,319.60	-	-	-	54,761.46	-	-	\$ 429,081.06
Other Revenues	216,559.60	344,976.00	-	-	10,228.95	-	-	\$ 571,764.55
Ambulance	-	-	-	-	63,021.82	-	-	\$ 63,021.82
Recreation	-	-	-	-	2,210.00	-	-	\$ 2,210.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	7,504.26	-	-	-	-	-	-	\$ 7,504.26
Interest Income	-	-	10.95	41,131.59	-	0.45	110.54	\$ 41,253.53
Investment Transfers	4,777,412.38	-	-	-	-	-	1,027,000.00	\$ 5,804,412.38
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 5,553,208.71</u>	<u>\$ 344,976.00</u>	<u>\$ 10.95</u>	<u>\$ 41,131.59</u>	<u>\$ 151,132.02</u>	<u>\$ 0.45</u>	<u>\$ 1,027,110.54</u>	<u>\$ 7,117,570.26</u>
Disbursements:								
Accounts Payable Warrants	(1,335,127.08)	(82,713.88)	-	-	(612.16)	-	-	\$ (1,418,453.12)
Payroll Warrants	(772,147.94)	-	-	-	-	-	-	\$ (772,147.94)
Milford School District Appropriation	(2,514,694.00)	-	-	-	-	-	-	\$ (2,514,694.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	(7,504.26)	-	-	-	-	\$ (7,504.26)
Investment Transfers	(589,000.00)	(289,000.00)	-	(3,655,277.46)	(149,000.00)	-	(1,122,134.92)	\$ (5,804,412.38)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(2,853.88)	-	-	-	-	-	-	\$ (2,853.88)
Voided Checks	1,119.78	-	-	-	-	-	-	\$ 1,119.78
Total Disbursements:	<u>\$ (5,212,703.12)</u>	<u>\$ (371,713.88)</u>	<u>\$ (7,504.26)</u>	<u>\$ (3,655,277.46)</u>	<u>\$ (149,612.16)</u>	<u>\$ -</u>	<u>\$ (1,122,134.92)</u>	<u>\$ (10,518,945.80)</u>
Ending Balance as of 9/30/23	<u>\$ 70,730.30</u>	<u>\$ 53,362.95</u>	<u>\$ 130,602.99</u>	<u>\$ 7,891,131.59</u>	<u>\$ 20,029.88</u>	<u>\$ 10,691.27</u>	<u>\$ 45,110.54</u>	<u>\$ 8,221,659.52</u>


LAURA M DUDZIAK
TOWN TREASURER

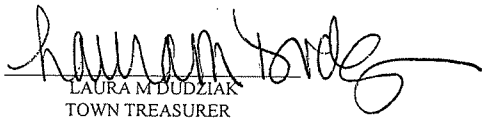
TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
10/31/2023
(unaudited)

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Beginning Balance as 10/01/23	70,730.30	53,362.95	130,602.99	7,891,131.59	20,029.88	10,691.27	45,110.54	\$ 8,221,659.52
Receipts:								
Taxes and Interest	75,299.77	-	-	-	5,293.08	-	-	\$ 80,592.85
Water & Sewer User Fees	161,653.12	-	-	-	52,352.92	-	-	\$ 214,006.04
Other Revenues	339,613.72	402,767.36	-	-	11,830.75	-	-	\$ 754,211.83
Ambulance	-	-	-	-	72,042.29	-	-	\$ 72,042.29
Recreation	-	-	-	-	1,425.80	-	-	\$ 1,425.80
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	11.08	27,066.87	-	0.44	111.95	\$ 27,190.34
Investment Transfers	4,630,000.00	-	-	338,868.41	-	-	1,039,889.46	\$ 6,008,757.87
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 5,206,566.61	\$ 402,767.36	\$ 11.08	\$ 365,935.28	\$ 142,944.84	\$ 0.44	\$ 1,040,001.41	\$ 7,158,227.02
Disbursements:								
Accounts Payable Warrants	(1,500,444.36)	(129,365.52)	-	-	(538.93)	-	-	\$ (1,630,348.81)
Payroll Warrants	(520,222.80)	-	-	-	-	-	-	\$ (520,222.80)
Milford School District Appropriation	(2,514,694.00)	-	-	-	-	-	-	\$ (2,514,694.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(919,757.87)	(296,000.00)	-	(3,705,000.00)	(163,000.00)	-	(925,000.00)	\$ (6,008,757.87)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,232.10)	-	-	-	-	-	-	\$ (1,232.10)
Voided Checks	3,475.47	-	-	-	-	-	-	\$ 3,475.47
Total Disbursements:	\$ (5,452,875.66)	\$ (425,365.52)	\$ -	\$ (3,705,000.00)	\$ (163,538.93)	\$ -	\$ (925,000.00)	\$ (10,671,780.11)
Ending Balance as of 10/31/23	\$ (175,578.75)	\$ 30,764.79	\$ 130,614.07	\$ 4,552,066.87	\$ (564.21)	\$ 10,691.71	\$ 160,111.95	\$ 4,708,106.43


 LAURA M DUDZIAK
 TOWN TREASURER

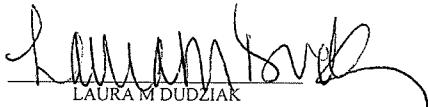
TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
11/30/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 11/01/23	(175,578.75)	30,764.79	130,614.07	4,552,066.87	(564.21)	10,691.71	160,111.95	\$ 4,708,106.43
Receipts:								
Taxes and Interest	18,448,847.49	-	-	-	469,277.19	-	-	\$ 18,918,124.68
Water & Sewer User Fees	336,926.65	-	-	-	61,960.97	-	-	\$ 398,887.62
Other Revenues	667,150.76	336,513.25	-	-	4,610.35	-	-	\$ 1,008,274.36
Ambulance	-	-	-	-	81,838.93	-	-	\$ 81,838.93
Recreation	-	-	-	-	5,328.99	-	-	\$ 5,328.99
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	10.75	28,217.09	-	0.43	1,711.22	\$ 29,939.49
Investment Transfers	14,080,066.87	-	-	16,240,000.00	-	-	11,499,888.05	\$ 41,819,954.92
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 33,532,991.77	\$ 336,513.25	\$ 10.75	\$ 16,268,217.09	\$ 623,016.43	\$ 0.43	\$ 11,501,599.27	\$ 62,262,348.99
Disbursements:								
Accounts Payable Warrants	(1,587,114.59)	(79,876.98)	-	-	(402.80)	-	-	\$ (1,667,394.37)
Payroll Warrants	(509,275.77)	-	-	-	-	-	-	\$ (509,275.77)
Milford School District Appropriation	(2,514,694.00)	-	-	-	-	-	-	\$ (2,514,694.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(26,859,888.05)	(256,000.00)	-	(2,542,066.87)	(642,000.00)	-	(11,520,000.00)	\$(41,819,954.92)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,238.16)	-	-	-	-	-	-	\$ (1,238.16)
Voided Checks	2,116.18	-	-	-	-	-	-	\$ 2,116.18
Total Disbursements:	\$ (31,470,094.39)	\$ (335,876.98)	\$ -	\$ (2,542,066.87)	\$ (642,402.80)	\$ -	\$ (11,520,000.00)	\$ (46,510,441.04)
Ending Balance as of 11/30/23	\$ 1,887,318.63	\$ 31,401.06	\$ 130,624.82	\$ 18,278,217.09	\$ (19,950.58)	\$ 10,692.14	\$ 141,711.22	\$ 20,460,014.38


 LAURA M DUDZIAK
 TOWN TREASURER

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
12/31/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 12/01/23	1,887,318.63	31,401.06	130,624.82	18,278,217.09	(19,950.58)	10,692.14	141,711.22	\$ 20,460,014.38
Receipts:								
Taxes and Interest	3,747,975.34	-	-	-	810,533.55	-	-	\$ 4,558,508.89
Water & Sewer User Fees	411,519.67	-	-	-	49,283.41	-	-	\$ 460,803.08
Other Revenues	1,815,983.15	333,044.52	-	-	4,129.85	-	-	\$ 2,153,157.52
Ambulance	-	-	-	-	68,648.75	-	-	\$ 68,648.75
Recreation	-	-	-	-	4,345.00	-	-	\$ 4,345.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	11.08	92,831.97	-	0.45	268.44	\$ 93,111.94
Investment Transfers	8,226,711.22	-	-	7,346,782.91	-	-	3,040,000.00	\$ 18,613,494.13
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 14,202,189.38	\$ 333,044.52	\$ 11.08	\$ 7,439,614.88	\$ 936,940.56	\$ 0.45	\$ 3,040,268.44	\$ 25,952,069.31
Disbursements:								
Accounts Payable Warrants	(1,387,107.25)	(62,626.48)	-	-	(429.63)	-	-	\$ (1,450,163.36)
Payroll Warrants	(572,506.72)	-	-	-	-	-	-	\$ (572,506.72)
Milford School District Appropriation	(2,514,694.00)	-	-	-	-	-	-	\$ (2,514,694.00)
Hillsborough County Appropriation	(2,350,811.00)	-	-	-	-	-	-	\$ (2,350,811.00)
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(9,210,782.91)	(274,000.00)	-	(5,045,000.00)	(902,000.00)	-	(3,181,711.22)	\$ (18,613,494.13)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,751.64)	-	-	-	-	-	-	\$ (1,751.64)
Voided Checks	1,723.32	-	-	-	-	-	-	\$ 1,723.32
Total Disbursements:	\$ (16,035,930.20)	\$ (336,626.48)	\$ -	\$ (5,045,000.00)	\$ (902,429.63)	\$ -	\$ (3,181,711.22)	\$ (25,501,697.53)
Ending Balance as of 12/31/23	\$ 53,577.81	\$ 27,819.10	\$ 130,635.90	\$ 20,672,831.97	\$ 14,560.35	\$ 10,692.59	\$ 268.44	\$ 20,910,386.16


 LAURA M DUDZIAK
 TOWN TREASURER

**TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
FOR THE YEAR ENDED 12/31/2023
(unaudited)**

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNTS	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as of 1/1/2023	2,603,945.21	24,262.45	130,505.40	18,399,173.77	8,145.97	\$ 10,687.31	\$ 21,297.88	\$ 21,198,017.99
RECEIPTS:								
Taxes and Interest	43,078,649.06	-	-	-	2,835,501.49	-	-	\$ 45,914,150.55
Water & Sewer User Fees	3,202,567.68	-	-	-	655,337.88	-	-	3,857,905.56
Other Revenues	5,122,093.65	4,541,540.81	-	-	123,303.05	-	-	9,786,937.51
Ambulance	-	-	-	-	815,869.54	-	-	815,869.54
Recreation	-	-	-	-	104,988.75	-	-	104,988.75
Escrow Deposit	-	-	-	-	-	-	-	-
Escrow Transfers	7,504.26	-	7,500.00	-	-	-	-	15,004.26
Interest Income	-	-	134.76	593,736.58	-	5.28	3,712.21	597,588.83
Investment Transfers	68,094,027.37	31,000.00	-	41,468,586.15	18,000.00	-	28,099,621.19	137,711,234.71
TAN Deposit	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-
21 ARPA-LFRF Sewer Equip.	100,000.00	-	-	-	-	-	-	100,000.00
Total Receipts:	\$ 119,604,842.02	\$ 4,572,540.81	\$ 7,634.76	\$ 42,062,322.73	\$ 4,553,000.71	\$ 5.28	\$ 28,103,333.40	\$ 198,903,679.71
DISBURSEMENTS:								
Accounts Payable Warrants	(18,801,278.27)	(1,067,984.16)	-	-	(7,586.33)	-	-	(19,876,848.76)
Payroll Warrants	(6,643,109.46)	-	-	-	-	-	-	(6,643,109.46)
Milford School District Appropriation	(32,631,803.00)	-	-	-	-	-	-	(32,631,803.00)
Hillsborough County Appropriation	(2,350,811.00)	-	-	-	-	-	-	(2,350,811.00)
Escrow Transfers	(7,500.00)	-	(7,504.26)	-	-	-	-	(15,004.26)
Investment Transfers	(61,758,207.34)	(3,501,000.00)	-	(39,788,664.53)	(4,539,000.00)	-	(28,124,362.84)	(137,711,234.71)
TAN Disbursement	-	-	-	-	-	-	-	-
Suntrust Disbursement	-	-	-	-	-	-	-	-
Bank Charges	(18,403.70)	-	-	-	-	-	-	(18,403.70)
Voided Checks	55,903.35	-	-	-	-	-	-	55,903.35
Total Disbursements:	\$ (122,155,209.42)	\$ (4,568,984.16)	\$ (7,504.26)	\$ (39,788,664.53)	\$ (4,546,586.33)	\$ -	\$ (28,124,362.84)	\$ (199,191,311.54)
Ending Balance as of 12/31/2023	\$ 53,577.81	\$ 27,819.10	\$ 130,635.90	\$ 20,672,831.97	\$ 14,560.35	\$ 10,692.59	\$ 268.44	\$ 20,910,386.16

* General Fund, Capital Project Funds, Special Revenue Funds, Recreation Revolving Fund, Public Safety Revolving Fund, Community Media Revolving Fund, Water and Wastewater Funds are pooled into one checking account.


LAURA M DUDZIAK
TOWN TREASURER