

Public Hearing for the Acceptance for Expenditures of Unanticipated funds over \$10,000

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

(1) **The acceptance for expenditure of unanticipated funds under RSA 31:95-b for the following:**

\$10,000.00 Milford Rotary Club Foundation
Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund.
See attached.

(2) **The acceptance of gifts of property under RSA 31:95-e for the following:**

None at this time.



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Board of Selectmen
Town of Milford
1 Union Square
Milford NH 03055

31 January 2023

The Heritage Commission is pleased and honored to accept a donation from the Milford Rotary Club Foundation to the Save the Bandstand fund. The attached represents a donation totaling \$ 10,000. Check # 1042 was received on January 30th .

The Heritage Commission is requesting that the Town of Milford, Board of Selectmen approve this donation and restrict these funds to the effort of restoration of the Oval Bandstand aka the Pillsbury Bandstand.

Thank you for the consideration.

Respectfully

David Palance
Chairman
Milford Heritage Commission

Ref:
Check # 1042 dated 23Jan2023 for \$10,000
from the: Milford Rotary Club Foundation
5 Union St. PO Box 618, Milford NH
Rotary letter dated 30Jan2023 from Thomas J. Young

Meets 2nd Wednesday of each month 7:00PM
Milford Town Hall
Banquet Room



CHARTERED JUNE 1, 1950

MILFORD ROTARY CLUB

P.O. BOX 618 · MILFORD, NH 03055

January 30, 2023

Milford Heritage Commission
Attn: David Palance, Chair
Katherine Kokko, Member
1 Union Square
Milford, NH 03055

Dear David and Katherine:

It is my pleasure to inform you that the Milford Rotary Board met on January 10, 2023 and reviewed your request for a donation to the Milford Heritage Commission for the restoration of the Pillsbury Bandstand. After review and consideration of this request, the Board voted to donate \$10,000.00 toward this project. Enclosed please find a check for that amount.

The Milford Rotary is grateful for all your hard work, and we are proud to take part in preserving such a historically important structure that is so important to the community.

Sincerely,

A handwritten signature in blue ink that reads "Tom Young".

Thomas J. Young
Secretary

5:35 Chapter 3 Revisions, Employee Handbook - HR Director, Karen Blow

Chapter 3 - Housekeeping
2/10/2023

Page 1, Line 35	Added	RSA link
Page 1, Line 38-39	Added	DOL link
Page 1, Line 44	Added	"s" to periods
Page 2, Line 18-19	Added	reference to electronic timekeeping
Page 2, Line 19	Added	forms should be complete daily/ weekly
Page 2, Line 20	Added	reference to " bi "-weekly
Page 2, Line 21-22	Added	Or approve hours electronically
Page 3, Line 11	Added	RSA link
Page 3, Line 14	Added	DOL link
Page 3, Line 16	Added	RSA link
Page 3, Lines 32-36	Request to Add	Compensatory time should be utilized as an exception versus the rule. Compensatory time is to be used by the end of the calendar year in which was taken whenever possible, so there is no carryover from year to year. Carryover from one year to the next requires approval by the Town Administrator. (Request BOS to approve)
Page 4, Line 21	Added	FLSA link
Page 5, Line 27 - 30	Added	"there is no direct disciplinary report relationship."
" "	Removed	"as the position being filled is a totally separate department from that of the current employee."
" "	Added	"Please review full policy as detailed in Chapter 9 of the Employee Handbook"
" "	Added	Approved by Milford BOS 6/22/2015
Page 6, Line 11-12	Added	CFR and DOL link
" "	Removed	"from the Human Resource Office, Monday through Friday, from 8:00 a.m. to 4:30 p.m."
Page 7, Lines 30-36	Added	information relative to EFMLA and ESFA (Covid)
Page 9, Lines 26-28	Removed	the word "sexual"
Page 9, Lines 28-29	Added	"sexual or otherwise"
Page 9, Lines 41-45	Removed	the word "sexual"
Page 9, Line 46-47	Added	Revised & Approved by the Board of Selectmen on 8/8/16

Chapter 3 - Employment Policies & Programs

ORIENTATION

During the first few days of employment, you will participate in an orientation program conducted by the Human Resource Office and various members of your department, including your supervisor. During this program, you will receive important information regarding the performance requirements of your position, basic Town of Milford policies, compensation and benefits programs, and any other information necessary to acquaint you with your job and the Town of Milford. You will also be asked to complete all necessary paperwork such as medical benefits enrollment plans forms, beneficiary designation forms, and appropriate Federal and State forms. At this time you will also be asked and required to present the Town of Milford with information establishing your identity and your eligibility to work in the United States in accordance with the applicable Federal law.

Please use this orientation program to familiarize yourself with the Town of Milford and our policies and benefits. We encourage you to ask any questions you may have during this program so that you will understand all of the guidelines that affect and govern your employment relationship with the Town.

COMPENSATION

Work Hours:

A. Standard Work Week:

1. The standard work week for all non-exempt employees, with due allowance for authorized holidays and leave(s) of absence with pay, shall be forty (40) hours per week.
2. Every employee shall receive a meal period of not less than one-half (1/2) hour. By law, no employee may work more than five (5) consecutive hours without a meal break (RSA 275:30-A). Unless otherwise dictated by the requirements of the position, meal periods shall not be considered paid working time. Supervisors may schedule lunch breaks so as not to interfere with delivery of services. (<https://www.dol.gov/agencies/whd/state/meal-breaks#NewHampshire>)
3. Employees are allowed to take rest periods of fifteen (15) minutes within each four (4) consecutive hours of working time, or major fraction thereof. Such rest periods shall be taken, as practical, subject to scheduling by the employee's supervisor. Rest periods are to be taken in such a manner that the normal delivery of services will not be interrupted.

1 4. Rest periods or lunch hours not taken do not accumulate and will not be
2 credited towards leave time, or for the purpose of shortening the departure
3 from the normal work day except in extenuating circumstances. (A Request to
4 Waive Lunch form may be found in Chapter 9 – Policies.)
5

6 B. Daily and weekly work schedules may be changed from time-to-time at the
7 discretion of the Town of Milford and its various departments to meet the varying needs,
8 demands and resources of the Town. Changes in work schedules will be announced as
9 far in advance as practicable.

10
11 **Recording Work Hours:**
12

13 It is the policy of the Town of Milford to comply with applicable Federal and State laws
14 that require records to be maintained of the hours worked by our employees. To ensure
15 that accurate records are kept of the hours you actually work (including overtime hours,
16 where applicable) and of the accrued leave time you have taken, and to ensure that you
17 are paid in a timely manner, you will be required to record your time worked and your
18 absences on the Town's official time record form(s) or through the electronic
19 timekeeping system. These forms should be completed daily/weekly and signed and
20 forwarded to your supervisor on a bi-weekly basis. After reviewing the form and
21 resolving any discrepancies, your supervisor will sign the form, or approve hours
22 electronically, and forward it to the Finance Department for processing. Please ensure
23 that your actual hours worked and leave time taken are recorded accurately.
24 Falsification of a time record is a breach of Town policy and is grounds for disciplinary
25 action, up to and including termination.
26

27 **Regular Pay Procedures**
28

29 A. All Town of Milford employees are normally paid by check on a bi-weekly basis,
30 usually on Fridays. All required deductions, such as for federal tax, FICA, NH
31 Retirement System, etc., and all authorized voluntary deductions, such as for health
32 insurance contributions, will be withheld automatically from your paychecks. Please
33 review your paycheck for errors. If you find a mistake, report it to your supervisor
34 immediately. Your supervisor will assist you in taking the steps necessary to correct the
35 error.
36

37 B. In the event your paycheck is lost or stolen, please notify your supervisor
38 immediately. Your supervisor will, in turn, notify the Finance Department who will
39 attempt to put a stop-payment notice on your check. If we are able to do so, you will be
40 issued another check. Unfortunately, however, the Town of Milford is unable to take
41 responsibility for lost or stolen paychecks and, if the Town is unable to stop payment on
42 your check, you alone will be responsible for such loss.
43

44 **Overtime Pay Procedures:**
45

1 If you are classified as a non-exempt employee for overtime purposes (refer to Chapter
2 2 for the definition of non-exempt employee), you will be eligible to receive
3 compensation for approved overtime work as follows:

4 1. Non-exempt employees working a standard work week of forty (40) hours or less will
5 be paid at straight time (i.e., the employee's regular hourly rate of pay) for all hours
6 worked up to forty (40) hours in any given work week.
7

8 2. Non-exempt employees working a standard work week of forty (40) hours or less will
9 be paid overtime at the rate of one and one-half (1 ½) times the employee's regular
10 hourly rate of pay for all hours **worked** in excess of forty (40) hours in any given
11 work week in accordance with Federal law (RSA 279:21). Such overtime shall be
12 authorized in advance by the Department supervisor except where, in the opinion of
13 the Department Head or immediate supervisor, conditions may require immediate
14 overtime work. <https://www.dol.gov/agencies/whd/overtime>
15

16 3. RSA 275 3-V.(a) allows non-exempt public sector employees to elect to receive
17 compensatory time off in lieu of overtime pay for hours **worked** in excess of forty
18 (40) hours. The Town of Milford may **not** require an employee to elect
19 compensatory time in lieu of overtime pay; however, an employee may elect to
20 receive compensatory time off – **prior to the performance of any work which**
21 **would be construed as overtime work**. Compensatory time will be calculated at
22 the same rate as overtime pay – i.e., one and one half (1 ½) hours of compensatory
23 time off for each hour of overtime work performed. When an employee requests the
24 use of the accrued compensatory time, the request shall be honored within a
25 reasonable period of time unless to do so would unduly disrupt the operation of the
26 employee's department. Mere inconvenience to the department is an insufficient
27 basis for denial of a request for compensatory time off. Public safety/emergency
28 response personnel may accrue no more than 480 hours of compensatory time for
29 320 actual overtime hours worked. Other public sector employees may accrue no
30 more than 240 hours of compensatory time for 160 actual overtime hours worked.
31 Any actual overtime hours worked over and above the foregoing limits shall be paid
32 at time and one-half the employee's regular rate of pay. **Compensatory time should**
33 **be utilized as an exception versus the rule. Compensatory time is to be used by the end**
34 **of the calendar year in which was taken whenever possible, so there is no carryover**
35 **from year to year. Carryover from one year to the next requires approval by the Town**
36 **Administrator.**
37

38 4. Sick, vacation, and personal days **do not** count in overtime calculations for hours
39 worked in a work week. Holidays **do** count as hours worked because it is the
40 employer's choice that the employee stays home. The Town will count only hours
41 worked (including holiday time) when calculating overtime.
42

43 5. Holiday Pay - Employees will be paid in full for non-floating holidays plus, if they are
44 called in or scheduled to work any part of a holiday, they will be paid one and one-
45 half (1 ½) times their regular rate of pay for those hours worked on the holiday.
46

- 1 6. Multi-Departmental Employee Overtime - The Town has some employees who work
2 for more than one department. Overtime will be calculated based on the rate of pay
3 the employee earns for the department for which he/she has worked overtime. This
4 includes employees who work for the Town for one or more departments and who
5 are also "call" firefighters and/or ambulance attendants.
6
- 7 7. Full-time non-exempt employees working a standard work week of forty (40) hours
8 or less, who are called back to work after leaving their duty station at the end of their
9 shift and prior to the start of their next regularly-scheduled shift, or during any period
10 of off-duty hours shall be paid a minimum of three (3) hours at the rate of one and
11 one-half (1 1/2) times their regular hourly rate of pay. Employees subsequently
12 called in within the same three (3) hour period of their initial call-in shall not receive
13 additional call-in pay (i.e., the 3-hour period starts from the beginning of the first call-
14 in start time, an additional call-in results in an employee only being paid for the
15 actual hours worked). Excluded from this call back provision are calls made to an
16 employee's home, previously scheduled or planned work or time spent by an
17 employee staying on duty at the end of that employee's regular shift. Scheduled
18 overtime is not included in this concept.
19
- 20 8. Seasonal, recreation employees are exempt from these overtime provisions in
21 accordance with the [Fair Labor Standards Act, Section 13\(a\)\(3\)](#).
22

23 **Salary Administration Program:**

24
25 The Town of Milford's Salary Administration Program is contained in Chapter 8 –
26 Compensation Administration - of this Handbook.
27

28 **Performance Reviews:**

29
30 A. To ensure that you perform your job to the best of your abilities, it is important
31 that you be recognized for good performance and that you receive appropriate
32 suggestions for improvement when necessary. Consistent with this goal, your
33 performance will be evaluated by your supervisor on an ongoing basis. You will also
34 receive periodic written evaluations of your performance. Such evaluations will normally
35 occur after you have been employed for six (6) months and annually thereafter. In
36 addition, if you are promoted or transferred to a new position, your performance will
37 normally be evaluated in writing after you have been in your new position for six (6)
38 months.
39

40 B. All written performance reviews will be based on your overall performance in
41 relation to your job responsibilities and will also take into account your conduct,
42 demeanor, and record of attendance and tardiness.
43

44 C. In addition to the performance evaluations described above, special written
45 performance evaluations may be conducted by your supervisor at any time to advise
46 you of the existence of performance or disciplinary problems. Performance reviews are
47 conducted in accordance with the Town's Wage and Compensation Plan.

1
2
3
4
5
6
7
8

DRUG FREE WORKPLACE

9 The Town of Milford provides and advocates a drug-free workplace in accordance with
10 the Drug Free Workplace Act of 1988. This policy is to reiterate and state in a formal
11 way the Board of Selectmen's policy regarding work-related effects of drug use and the
12 unlawful possession of controlled substances on Town of Milford premises.

13
14
15
16
17
18
19
20
21
22

NOTE: Please refer to the Town's Drug and Alcohol Policy contained in Chapter 9 of this Handbook.

EMPLOYMENT DISCRIMINATION LAW

23 Discrimination in employment on the basis of race, color, religion, national origin, sex,
24 age, pregnancy, physical or mental disability, or sexual orientation is prohibited by both
25 Federal and State of New Hampshire laws. Additionally, Federal law prohibits
26 discrimination in pay (i.e., equal pay) and New Hampshire law prohibits discrimination
27 on the basis of marital status.

POLICY REGARDING EMPLOYMENT OF RELATIVES, DOMESTIC PARTNERS, AND / OR SIGNIFICANT OTHERS

28 The Town of Milford permits the employment of qualified relatives, domestic partners
29 and/or significant others of employees, as these terms are defined in Chapter 2.
30 However, in order to avoid the potential appearance of favoritism or nepotism, and in
31 order to avoid perceived conflict of interest, the Town will only permit such employment
32 so long **there is no direct disciplinary reporting relationship.** Employees hired prior to the
33 implementation of this policy shall be considered grandfathered. **Please review the full
34 policy as detailed in Chapter 9 of the Employee Handbook.**

(Approved by the Milford Board of Selectmen on June 22, 2015.)

(Approved by the Milford Board of Selectmen on May 12, 2014.)

EQUAL OPPORTUNITY EMPLOYER

35 It is the policy of the Town of Milford to provide equal employment opportunities to
36 applicants and employees without regard to race, color, religion, sex, national origin,
37 marital status, age, disability or sexual orientation.

FAMILY AND MEDICAL LEAVE ACT

38
39
40
41 A. Subject to the requirements described in Town policy, any full-time and part-time
42 regular employee who has been employed by the Town for at least twelve (12) months
43 and who has worked a minimum of 1,250 hours during the twelve (12) month period
44 immediately preceding the leave, may request up to twelve (12) work weeks of unpaid
45 family or medical leave during any twelve (12) month period for one or more of the
46 events covered under the Family and Medical Leave Act (FMLA) of 1993.

1 B. The employee must request leave by contacting the Board of Selectmen's Office,
2 through his/her Department Head, at least thirty (30) days in advance when the leave is
3 foreseeable. If the leave is not foreseeable, the employee must provide as much notice
4 as is practicable.

5
6 C. The employee may elect to continue health insurance during the period of such
7 leave and, with some exceptions, is entitled to return to the same or equivalent position
8 upon completion of the leave.

9
10 **NOTE: Please refer to the Family & Medical Leave Act Policy in Chapter 9 of this**
11 **Handbook. The entire [Family Medical Leave Act Policy \(29 CFR Part 825\)](#) is**
12 **available for review online at www.dol.gov**

13 14 JOB POSTING

15
16 A. The Town of Milford believes in promoting employees from within whenever
17 possible and appropriate. Through the use of a job posting program, employees have
18 the opportunity to apply for open positions within the Town. Vacancies are normally
19 posted on designated bulletin boards in all Town of Milford locations. Postings
20 generally include the title, salary range, minimum hiring qualifications, essential
21 functions of the job, and the closing date for filing applications. Qualified Town
22 employees who apply for open positions will be given due consideration during the final
23 job applicant review, however, a Town employee is not guaranteed selection for the
24 open position. In addition to the foregoing job posting policy, it is the policy of the Town
25 of Milford to use external advertising as a recruitment tool.

26
27 B. To be eligible for consideration for a posted position, you must meet the
28 minimum hiring specifications for the position, be capable of performing the essential
29 functions of the job (with or without reasonable accommodation), be an employee in
30 good standing in terms of your overall work record, and generally have been in your
31 current position with the Town for a minimum period of six (6) months.

32
33 C. You are responsible for monitoring job vacancy notices and for completing and
34 filling out a Job Application Form which you may obtain from the Human Resource
35 Office or your department's office during the posting period for a specific opening.

36
37 D. You are not required to notify your supervisor when submitting an application for
38 a posted position, however, if you are a finalist for the position, your supervisor will be
39 notified prior to the completion of the application process for, among other things, a
40 recommendation. A member of the Human Resource Office will contact you regarding
41 your application and the status of your candidacy.

42 43 MATERNITY LEAVE

44
45 Maternity leave for female employees who work 1,250 hours or more in a 12-month
46 period preceding the leave is governed by the Family and Medical Leave Act of 1993

1 (please refer to FMLA policy in Chapter 9). FMLA allows a covered employee to be
2 absent from work for a period of up to 12 weeks following the birth of a child.

3
4 Full-time employees (35+/hrs/wk) will be covered by the Town's short-term disability
5 insurance (6 weeks for normal birth / 8 weeks for caesarean). During the period of
6 short-term disability (i.e., 6 or 8 weeks), the employee will be allowed to charge this
7 time against sick leave (assuming sufficient sick leave balance is available).

8
9 Any period of absence beyond the 6 or 8 week period covered by short-term disability
10 **must** be charged against other available leave time (i.e., holiday/ personal/vacation),
11 excepting that one-week of vacation time will remain on the books unless the employee
12 requests to be paid for this one week during the period of absence. If no leave time is
13 available, the employee must apply for Leave of Absence Without Pay for the remainder
14 of the FMLA absence.

15
16 Part-time employees who work 1,250 hours or more in a 12-month period preceding the
17 leave and who choose to be absent for the allowable 12 weeks, will be required to
18 utilize their available leave time and apply for Leave of Absence Without Pay for the
19 remainder of the absence.

20
21 Part-time employees who do not work 1,250 hours or more in a 12-month period
22 preceding the leave will not qualify for FMLA. These employees will be granted the 6 or
23 8 week period of absence as determined by the birth of the child and must utilize all of
24 their available leave time during this absence. If sufficient leave time is not available, the
25 remainder of the time will be without pay. Per NH law, the length of the maternity leave
26 shall not be limited to the available FMLA leave time if the employee's medical condition
27 necessitates that the period of disability be longer in which case medical certification
28 from the attending physician will be required.

29 **EFMLA and ESLA (COVID)**

30
31
32 The [Families First Coronavirus Response Act \(FFCRA\)](#) requires certain employers to
33 provide their employees with paid sick leave or expanded medical leave for specified
34 reasons related to COVID-19. The Emergency Family Medical Leave Act (EFMLA) and
35 the Emergency Paid Sick Leave Act (ESLA) were enacted on April 1, 2020. The
36 provisions of these two requirements are from 4/1/202 to 12/31/2020.

37 **MEDICAL EXAMINATIONS**

38
39
40 A. As part of the Town's employment procedures, an applicant may be required to
41 undergo a post-offer, pre-employment medical examination and, where required by law,
42 an alcohol and drug screening conducted by a physician designated by the Town of
43 Milford. In certain cases, a psychological examination or other medical examinations
44 may be necessary depending on the nature of the offered position. Any offer of
45 employment that an applicant receives from the Town of Milford is contingent upon,
46 among other things, satisfactory completion of specified examinations and screening
47 tests and a determination by the Town of Milford and its examination physician(s) that

1 the applicant is capable of performing the essential functions of the position that has
2 been offered, with or without a reasonable accommodation.

3
4 B. As a condition of continued employment, employees may also be required to
5 undergo periodic medical examinations and/or alcohol and drug screenings at times
6 specified by the Town of Milford. In conjunction with these examinations, employees
7 are required to provide the Town of Milford with access to their medical records, if
8 requested. Further, it should be understood that the Town of Milford receives a full
9 medical report from its examining physician(s) regarding the applicant's or employee's
10 state of health. All Town-required medical examinations and/or alcohol and drug
11 screenings will be paid-in-full by the Town of Milford.

12
13 c. Questions about medical examinations or drug and alcohol screenings should be
14 directed to your Department Head or, in his/her absence, the Town Administrator.

15 16 **PERSONNEL FILES**

17
18 A. The Town of Milford maintains personnel files on each employee. These files
19 contain documentation regarding all aspects of the employee's tenure with the Town
20 including, but not limited to,: applications for employment, performance appraisals,
21 beneficiary designation forms, disciplinary warning notices and letters of commendation.
22 The employee may review his/her personnel file on an "as needed" basis and in
23 accordance with State law. If you are interested in reviewing your file, please contact
24 the Human Resource Office to schedule an appointment.

25
26 B. To ensure that your personnel file is up-to-date at all times, please notify your
27 supervisor or the Human Resource Office of any changes in your name, telephone
28 number, home address, marital status, number of dependents, beneficiary designation,
29 scholastic achievements, and the individual to notify in cases of emergency, etc.
30 Maintaining your personnel file is a very important function.

31 32 **POLICY REGARDING PROBATION**

33
34 A. Probationary employees shall remain on probation until they have served a
35 minimum of a six (6) month period but not longer than one (1) year from the date of hire.

36
37 B. The purpose of the probationary period is to establish a time frame during which
38 the employee's progress is monitored to determine overall suitability for continued
39 employment. It is noted that an employee passing this probationary period is still
40 considered to be an employee "at will." As such, any prolonged interruption in
41 employment (e.g.: Short-term disability, Worker's Compensation, FMLA, etc.) shall not
42 be counted towards accumulation of time required for probationary period and will result
43 in the extension of the probationary period to an amount of time equal to the prolonged
44 absence.

45
46 C. A Department Head may, at his/her discretion, extend the six (6) month
47 probationary period in the event that an employee's performance falls below

1 expectation. The Department Head shall notify the employee and the Town
2 Administrator in writing of any such extension prior to the expiration of the first six (6)
3 months of employment, however, the probationary period shall not normally be
4 extended beyond one (1) year from date of hire without prior approval of the Town
5 Administrator.
6

7 D. At any time during the probationary period, a Department Head may remove an
8 employee whose performance does not meet the expectations of the Department Head
9 and general department standards. Such dismissal shall not be arbitrary, illegal,
10 capricious, or in bad faith. Except in the case of alleged discrimination, a probationary
11 employee may not appeal such action. It is the policy of the Milford Board of Selectmen
12 that any employees hired to work for the Town of Milford and/or who are promoted to a
13 higher position within the Town structure are to be compensated at an appropriate and
14 competitive wage within the industry standard for that position. As such, no increase
15 shall be granted following completion of the probationary period unless said increase
16 has been approved in advance by the Town Administrator. Said approval may only be
17 granted due to highly-extenuating circumstances.
18

19 E. Any employee who is promoted to a higher-level position or who is transferred
20 (either voluntarily or involuntarily) to another position (having an equal or lesser position
21 grade than that employee's current position) shall serve a probationary period as
22 outlined in Paragraph B above. If the probationary period is unsuccessful, the
23 employee may be returned to his/her former position – or to a similar position if such a
24 position is available.
25

26 HARASSMENT / HOSTILE WORK ENVIRONMENT

27

28 A. The Town of Milford shall not tolerate the harassment (sexual or otherwise) of
29 any employee, citizen, vendor, or any other person dealing with the Town. We expect
30 all officials and employees to follow rules of conduct which will protect the interests and
31 safety of all officials, employees and the public.
32

33 B. The Town of Milford is committed to providing a work environment free from all
34 forms of discrimination and conduct that can be considered harassing, coercive or
35 disruptive. All officials and employees shall be treated with courtesy and respect at all
36 times. Conduct that threatens, intimidates, or coerces an official, employee, or a
37 member of the public at any time, including harassment conduct based on an
38 individual's sex, race, age, or any characteristic protected by federal, state or local law
39 and which can be deemed to create a hostile work environment shall not be tolerated.
40

41 C. Any instance of sexual harassment, any act of retaliation, or any failure to
42 cooperate in the investigation or resolution of a sexual harassment complaint may result
43 in disciplinary action up to and including termination.
44

45 **NOTE: Please refer to the Town's Harassment Policy contained in Chapter 9 of**
46 **this Handbook.** *(Revised and Approved by the Board of Selectman on 8/8/16.)*



Town of Milford
draft
COMMUNITY POWER PLAN

Updated
February 10, 2023

Prepared by Standard Power Inc.
17 Technology Way
Nashua, NH 03060

TABLE OF CONTENTS

I. Milford Community Power Overview	1
I.a. Introduction	1
I.b. Mission Statement	1
II. Process to Develop and Approve Plan	2
III. Customer Participation	4
III.a. Applicable classes of customers	4
III.b. Universal access	4
III.c. Equitable treatment	4
III.d. Reliability	5
IV. Organizational Structure	6
IV. Roles	6
IV.b. Data Security	7
V. Electricity Supply Product Options	7
V.a. Default and Optional Electricity Supply Products	7
V.b. Additional RECs in Optional Products	8
V.c. NH Class I Renewable Energy	8
VI. Operation	9
VI.a. Issue an RFP for power supply, select a competitive supplier, and provide notice	9
VI.b. Implement public information program including Customer Notification Letters	11
VI.c. Enroll customers and provide service	12
VI.d. Plan for program evolution	13
VII. Funding	14
VIII. Rate Setting and Other Costs to Participants	14
IX. Method of Entering and Terminating Agreements with Other Entities	15
X. Rights and Responsibilities of Program Participants	15
XI. Net Metering Compensation	16
XII. Electric Assistance Program and Other Discounts	16
XIII. Extensions or Termination of Program	17
XIV. Aggregating Municipalities & Buying Group	17
XV. Energy Efficiency	18
XVI. Planned Schedule	18
XVII. Conclusion	19
Exhibit I - Historical Overview	
Exhibit II - Education & Outreach Plan	
Exhibit III - Data Protection Plan	
Exhibit IV - Community Survey Results	

I. Milford Community Power Overview

The Town of Milford will develop and implement its Community Power Program (“Program”) as described in this Community Power Plan (“Plan”) developed with public input by the Milford Energy Advisory Committee/Community Power Committee (“Committee”). This Plan and Program are developed and implemented under New Hampshire statute RSA 53-E *Aggregation of Electric Customers by Municipalities and Counties*, and use the name specified in RSA 53-E:3-b which states: “The use of the term ‘Community Power’ following the name of a municipality or county shall be reserved for the exclusive use by such entity as a name for proposed or approved municipal or county aggregations.”

I.a. Introduction

A Community Power program creates new electricity supply choices for Milford residents and businesses. It is designed to provide immediate rate relief for customers currently on utility default supply, and offer competitive rates and more energy supply choices for all customers. If adopted, Milford will bundle together the electricity needs of its residents and businesses and put out a bid for an electricity supplier to provide the necessary electricity at competitive prices. Customers can join, leave and change products in the program any time for no program fees or costs.

With a Community Power program, the Town is able to make strategic pricing decisions about when to solicit bids and lock in fixed pricing for multiple years to benefit retail electric customers not otherwise on competitive electric supply. Customers currently on competitive supply are not eligible for automatic enrollment in the program but can opt in. Eversource will continue to manage billing and maintain wires and poles. Eversource still transmits power, bills customers and delivers emergency services.

Although the electrons powering our community may in literal terms come from regional utility scale electricity producers, power in the region and country is ultimately tracked and sold on abstract marketplaces. A Community Power program brings more options and potential benefits to retail electric customers in Milford.

This Plan is intended to guide the implementation of the Milford Community Power Program. It is a living document; elements of this plan are likely to change over time based on evolving laws and energy supply options. This plan reflects options currently available or expected in Eversource New Hampshire service territory, and provides flexibility for adding options in the future as warranted to benefit the Milford community.

I.b. Mission Statement

The purpose of this effort is to take advantage of new opportunities for municipal aggregation provided for New Hampshire communities under recent updates to RSA 53-E.

RSA 53-E:1 Statement of Purpose. – The general court finds it to be in the public interest to allow municipalities and counties to aggregate retail electric customers, as necessary, to provide such customers access to competitive markets for supplies of electricity and related energy services. The general court finds that aggregation may provide small customers with similar opportunities to those available to larger customers in obtaining lower electric costs, reliable service, and secure energy supplies. The purpose of aggregation shall be to encourage voluntary, cost effective and innovative solutions to local needs with careful consideration of local conditions and opportunities.

The mission of the Committee is to take steps to save money and provide more supply options including renewable energy for retail electric customers in Milford.

II. Process to Develop and Approve Plan

The process to develop a Community Power program involves community input to develop the Plan that will govern program operation and local- and state-level review and approval of the Plan. Approving the Community Power Plan does not obligate the Town to launch a program if conditions are not favorable. The process to develop and approve the Plan is summarized here, and full details on each step are available in **Exhibit I**.

Before implementation, a review and approval process will ensure that the Plan satisfies all of the statutory requirements, including that the Plan provides universal access, reliability and equitable treatment for all classes of customers. This Plan was developed to demonstrate that the Milford Community Power Program satisfies all the requirements necessary.

The process to develop the Plan, consistent with New Hampshire Revised Statutes Annotated (RSA) 53-E, is the following:

1. Creation of Community Power Aggregation Committee,
2. Creation of a Draft Plan with public hearings,
3. Approval of a Plan by Community Power Aggregation Committee,
4. Board of Selectmen adopts the Plan and votes to submit the Plan to Town Meeting,
5. Approval of the Plan at Town Meeting, and
6. Review and approval of the Plan by the Public Utilities Commission.¹

To develop the Plan, the Town engaged the consulting team of Standard Power and Good Energy to assist the Committee in its work at no cost to the Town budget and no obligation to move forward with a program. This team is providing complete Community Power services.

The Committee shared and promoted a Community Survey to receive public input on a Community Power Plan from January 4 to February 9, 2023. Details of how the survey was shared with the community and all of the work that has gone into bringing Community Power to Milford and incorporating public input can be found in **Exhibit I**. The survey received 124 responses from a wide cross section of the community. Of the respondents, 65% were on Eversource utility default service and 35% on competitive supply. Results show that the Milford community strongly supports a program that brings lower energy costs and more renewable energy choices to residents and small businesses, with 81% supporting the goal of lower energy bills (see chart 1 below top line) and 78% percent supporting more renewable energy in their electricity supply (adding the green wedge percentages together in chart 2 below). 15% of respondents said they do not want more renewable energy, and 55% want more renewable energy if they can pay about the same as they do today (see chart 2). Complete results are attached as **Exhibit IV**.

¹ Alternatively, the Plan may be submitted to the PUC for review before Town Meeting.

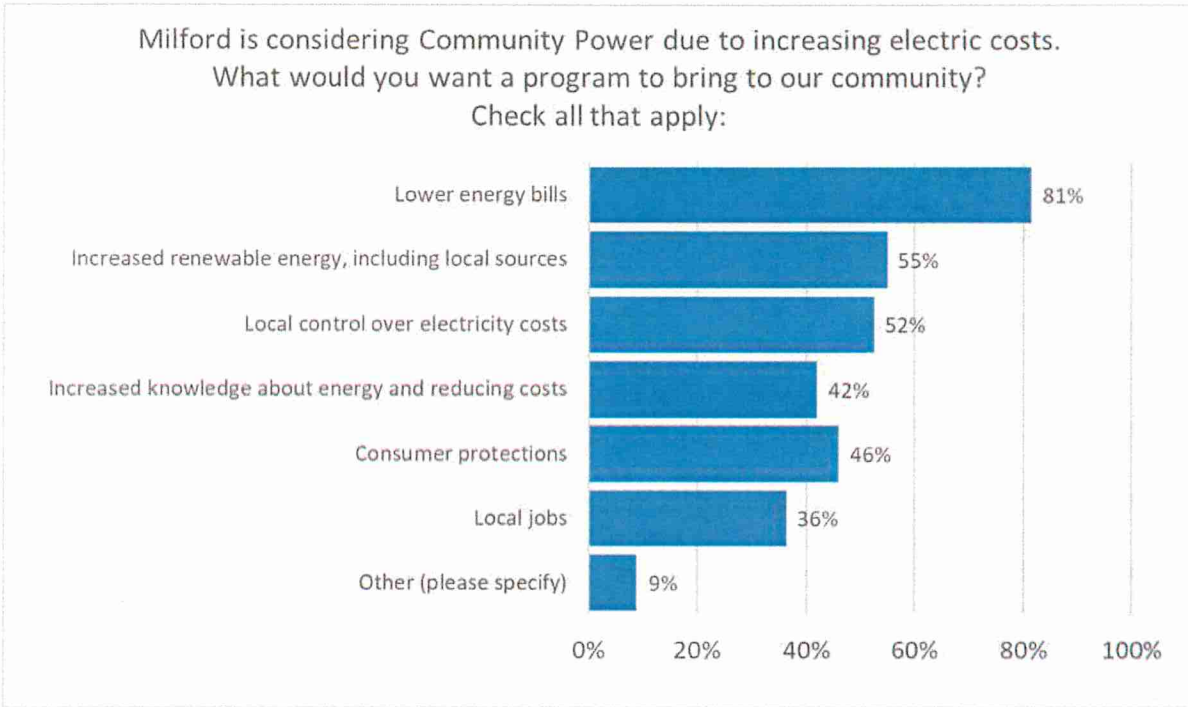


Exhibit IV Chart 1: Response to Q6 of the Milford Community Survey

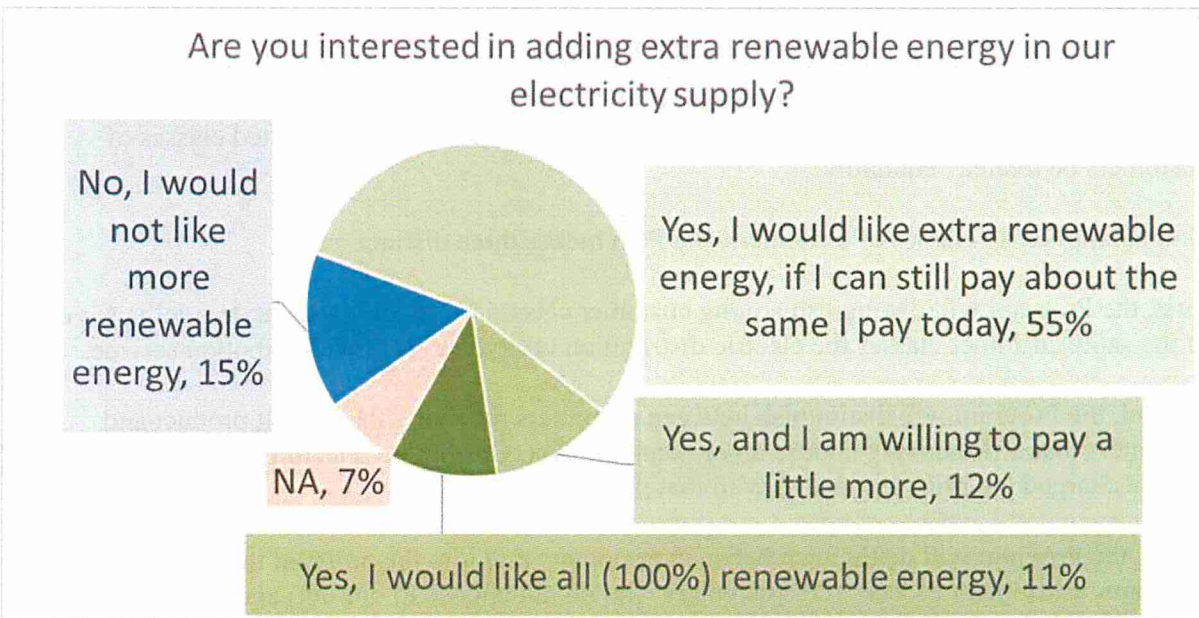


Exhibit IV Chart 2: Response to Q7 of the Milford Community Survey

III. Customer Participation

III.a. Applicable classes of customers

The Community Power Program will be available for the residential, commercial and industrial classes of electricity customers as defined by the Town's electric distribution company, Eversource ("Applicable Classes"). See Eversource for current classes:

<https://www.eversource.com/content/nh/residential/my-account/billing-payments/about-your-bill/rates-tariffs>

III.b. Universal access

The Plan provides for universal access for all customers by guaranteeing that all customer classes will be included in the Program under equitable terms.

All retail electric customers will have access to the Program. All retail electric customers receiving Default Service supply from the electric utility will be eligible for automatic enrollment in the Program ("Eligible Customers"), and they will be automatically enrolled in the Program unless they choose to opt out. All customers will have the right to opt-out of the Program at any time with no charge.

As required by the statute, there shall be equitable treatment of Applicable Classes within the Program.

III.c. Equitable treatment

The community power statute requires equitable treatment of all classes of customers subject to any differences arising from varying opportunities, tariffs and arrangements between different electric distribution utilities in their respective franchise territories. This does not mean that all classes of customers must be treated "equally," but rather that similarly situated classes of customers be treated "equitably."

Among applicable classes of customers, the Plan makes three distinctions.

First, the Program will distinguish among customer classes by soliciting separate pricing for each of the same customer classes the electric distribution utility uses for the distribution service.

Second, the Program will distinguish between customers receiving the default product and customers that affirmatively choose an optional product. Customers selecting an optional product will be charged the price associated with that product.

Third, the Program will distinguish between customers that join the program through an automatic enrollment process (i.e. customers who do not choose to opt-out) and customers that affirmatively elect to join the program.

- Customers that join through an automatic enrollment process include a) the initial Eligible Customers at the start of the program and b) new Eligible Customers that move into the municipality after the program start-date. All initial Eligible Customers will receive the Program pricing for their rate class. Among new customers, the Program will distinguish between new residential and small commercial customers, who will receive the Program pricing, and all other commercial and industrial customers, who may receive pricing based on market prices at the time the customer joins the Program.
- Customers that affirmatively elect to join include two types of customers: a) customers that were being served by a Competitive Supplier but then later join the Program; and b) customers re-joining the Program after having previously opted out. Those customers that were being served by a Competitive Supplier at program initiation but who later join the Program will be treated the same as new Eligible Customers – residential and small commercial customers will receive the Program pricing and all other commercial and industrial customers may be offered a price based on the then-current market rates. All customers that join the Program after having previously opted out may be offered a price based on then-current market rates rather than the standard contract price. This distinction is designed to limit any incentive for frequent switching back and forth between the Program and Default Service of the electric distribution utility.

III.d. Reliability

Reliability has both physical and financial components. The Program will address both through the Electric Services Agreement (“ESA”) with the Competitive Electric Power Supplier (“Competitive Supplier”), which shall be the Load Serving Entity. From a physical perspective, the ESA commits the Competitive Supplier to provide all-requirements power supply and to use proper standards of management and operations. All-requirements power supply includes all of the electrical energy, capacity, reserves, ancillary services, transmission services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to Program participants, meet the state’s Renewable Portfolio Standard (RPS) and any other basic environmental and service standards established by the Public Utilities Commission and other applicable agencies and laws, and any additional renewable energy requirements of the default or optional products. The distribution utility Eversource will remain responsible for delivery service, including the physical delivery of power to the customer, maintenance of the delivery system, and restoration of power in the event of an outage.

From a financial perspective, the ESA requires the Competitive Supplier to pay actual damages for any failure to provide supply at the contracted rate (i.e., to pay the difference between the contract rate and the utility supply rate). The ESA requires the Competitive Supplier to maintain insurance and the Request for Proposals for a Competitive Supplier will require that an investment-grade entity either execute or guarantee the ESA.

Accordingly, the Program satisfies the reliability requirement of the statute.

IV. Organizational Structure

IV. Roles

Milford Energy Advisory Committee/Community Power Committee (Committee): The Town's Board of Selectmen voted to establish the Community Power Committee on December 12, 2022 and join it to the MEAC into a joint committee with the same members. The Committee will develop a draft plan, hold public hearings on the plan to solicit public input, revise the draft plan based on that input, and ultimately submit an approved Plan to the Board of Selectmen. See **Exhibit I** for detail on the public input process.

Board of Selectmen: As the Town's governing body, the Board of Selectmen may submit the Plan to Town Meeting. Should the Plan be approved at Town Meeting, becoming the Milford Community Power Program, the Board of Selectmen will be responsible for making decisions and overseeing the administration of the Program with the assistance of the Community Power Consultant. The Board of Selectmen will review and approve any proposed amendments to the Plan.

Town Meeting: In accordance with RSA 53-E:7, the Town Meeting, as the legislative body of the municipality, will be the body to adopt the Community Power Plan by a majority of those present and voting.

Community Power Consultant: The Community Power Consultant will manage certain Program activities under the direction of the Board of Selectmen or their designee. Their responsibilities will include managing the supply procurement, developing and implementing the public education plan, interacting with the electric distribution utility and monitoring the supply contract. The Committee is working with the consulting team of Standard Power and Good Energy for services.

Competitive Supplier: The Competitive Supplier will provide power for the Program, provide customer support including staffing a toll-free number for customer questions, and fulfill other responsibilities as detailed in the Electric Services Agreement (ESA). The Competitive Supplier shall be required to enter into an individual ESA with the Town under terms deemed reasonable and appropriate for the retail electric customers by the Board of Selectmen.

Buying Group: The Town may elect to join with other municipal aggregators in combining its load for purposes of soliciting bids from Competitive Suppliers. The purpose of the Buying Group is to allow municipal aggregators to capture the benefits of collective purchasing power while retaining full municipal autonomy. The Town shall be represented by the designee of the Board of Selectmen, on the executive committee of the Buying Group. The Town, through its designee as authorized by the Board of Selectmen, shall select a Competitive Supplier based on the needs of the Town and shall not be required to select the same terms or Competitive Supplier as other members of the Buying Group.

Retail electric customers: Retail electric customers shall include all electric customers taking distribution service of electricity located within the geographic boundaries of the Town of Milford.

IV.b. Data Security

Pursuant to RSA 363:38 and PUC 2004.19, the Program, as an aggregator, is required to protect individual customer data that it may receive as part of Program implementation. See **Exhibit III** for the data protection plan to be used by the Program.

V. Electricity Supply Product Options

V.a. Default and Optional Electricity Supply Products

The Program intends to offer electricity supply products as described below. Any retail electric customer that joins through an automatic enrollment process shall be enrolled into the Program's default product, unless they affirmatively choose to enroll in any of the optional products.

All products will include the minimum amount of renewable energy as required by any applicable statutory requirements, such as the Renewable Portfolio Standard ("RPS") required in the state of New Hampshire. In 2022 the RPS was 22.5%, with scheduled increases until 2025 when it reaches 25% and plateaus. Some products will include additional renewable electricity above the RPS. All purchases of additional renewable electricity will be verified and certified through Renewable Energy Certificates (RECs), the instruments used to trade and track renewable energy generation. These additional RECs are intended to be sourced as locally as possible - see **Section V.b** for more information on sourcing additional RECs.

At launch, the Program expects to offer a default product and optional product choices:

Default Product: The default product, referred to as Milford Default, is expected to include no additional renewable energy greater than the state minimum RPS. While the Milford Default product cannot guarantee savings to customers in any given month, the product is intended to perform well and remain competitive compared to utility default service price.

Optional Products: The Program may offer two or more optional products:

- **Milford 10%.** A product with a small amount of additional renewable energy, this product has a target of 10% renewable energy above the RPS.
- **Milford 50%.** A product with substantial additional renewable energy, this product has a target of 50% renewable energy.
- **Milford 100%.** A product with maximum renewable energy impact, this product has a target of 100% renewable energy.

The Town reserves the right to adjust the names and amount of renewable energy to be included with its default and optional products, and the amounts will be the same for all customers choosing each product, respectively.

The Program notes that it cannot guarantee savings for any of its products compared to the utility Default Service rates. Utility Default Service rates may not be known for the entirety of any Program supply contract.

V.b. Additional RECs in Optional Products

The additional RECs, above that required by state law, will come from renewable energy sources that are part of our ISO-New England electricity grid. This means the sources are located in New England or the energy is imported as allowed by ISO-New England from locations such as New York or eastern Canada. This stands in contrast to some electricity supplies that obtain RECs from national sources (e.g. Texas) in which the electricity is not part of our ISO-New England electricity grid.

In its procurement, as described in **Section VI.a**, Milford seeks to purchase renewable energy generation located within Milford or as close to Milford in New Hampshire as possible. To meet these goals, all additional RECs, above those required by state law, are initially expected to be New Hampshire Class I eligible RECs.

The Town intends to purchase a portion of the RECs from renewable energy generators and include these RECs in a renewable energy product. If RECs are obtained through the Competitive Supplier, any charge for these RECs would be included in the same rate submitted to the electric distribution utility.

V.c. NH Class I Renewable Energy

New Hampshire Class I renewable energy is known as “new renewable energy”. The State requires all electricity supplies to include a minimum quantity of Class I renewable energy, and that amount currently is scheduled to increase annually until 2025 to max out at 25%. This increasing requirement, along with similar requirements in other New England states, has been a major driver of the growth of renewable energy in our region. If the Program voluntarily purchases additional Class I renewable energy at significant scale, Milford will augment this growth even further.

Class I renewable energy can come from wind, solar, small hydroelectric, biomass, methane, as well as hydrogen and ocean thermal, tidal or wave energy. All Class I renewable energy must have started operation after January 1, 2006 and must be physically delivered to our regional electricity grid, which means it can come from New England, New York or eastern Canada.

- Additional detail on NH Class I renewable energy, as well as the other classifications of renewable energy covered by the New Hampshire Renewable Portfolio Standard, may be found at <https://www.energy.nh.gov/renewable-energy/renewable-portfolio-standard>
- Additional detail on EPA’s Green Power definition can be found at <https://www.epa.gov/green-power-markets/what-green-power>.

VI. Operation

The implementation of the Community Power Program requires extensive interaction between the Town, the Competitive Supplier, and the electric distribution utility Eversource.

Following adoption of the Plan at Town Meeting, the key operational steps will be:

- a. Issue a Request for Proposals (RFP) for power supply, select a Competitive Supplier, and provide notice
- b. Implement a public information program, including a Customer Notification Letter
- c. Enroll customers and provide service, including quarterly notifications and annual reporting
- d. Plan for program evolution.

These steps are described in the sections below.

VI.a. Issue an RFP for power supply, select a competitive supplier, and provide notice

The Town, under direction of the Board of Selectmen or its designee and acting through its Community Power Consultant, will solicit bids from leading competitive suppliers, including those currently supplying community power programs in New England and other states. In seeking bids from competitive suppliers, the Town may solicit bids for its load individually or as part of a Buying Group with other municipal aggregators. The RFP will require that the supplier satisfy key threshold criteria, including:

- Registration with the New Hampshire Public Utilities Commission (NHPUC)
- Strong financial background
- Experience serving the New England competitive market or community power programs (also known as municipal aggregations) in other states
- Demonstrated ability, supported by references, to provide strong customer service
- Demonstrated ability to use Electronic Data Interchange (“EDI”) for enrollment of customers with the electric distribution utility or a plan to successfully complete testing required to use the electric distribution utility’s EDI prior to the mailing of the Customer Notification Letters.

In addition, suppliers will be required to agree to the substantive terms and conditions of the ESA, including, for example, the requirement to:

- Provide all-requirements power supply at a fixed price
- Allow customers to exit the program at any time with no charge
- Agree to specified customer service standards
- Comply with all requirements of the NHPUC and the electric distribution utility

The RFP will include data on Eligible Customer load and other characteristics provided to the Town by the electric distribution utility pursuant to Puc 2204.02.

Price bids will be solicited from suppliers that meet the threshold criteria and agree to the terms and conditions of the ESA. The solicitation will request bids for a variety of term lengths (e.g. 12, 24, 36 or 48 months) and for power from different sources. The Board of Selectmen or their designee(s), in consultation with the Community Power Consultant, will determine the appropriate level of renewable energy to be included with all products based upon this Plan, their assessment of market conditions, and what would be in the best interest of retail electric customers at the time of the solicitation. As noted in **Section V.a.**, all claims of renewable energy use will be substantiated by the supplier obtaining and retiring the appropriate quantity of RECs. Bidders will be required to identify the technology, vintage, and location of the renewable energy generators that are the sources of the RECs. Bidders will also be required to acquire RECs that have been created and recorded in the New England Power Pool Generation Information System. The Town may seek RECs from a variety of renewable energy sources; may elect to procure from those sources RECs, power or both; and will choose the best combination of environmental benefits and price.

Prior to delivery of the bids, the Board of Selectmen shall set parameters for accepting a bid, including the price, term and characteristics that are appropriate for its constituents. The Board of Selectmen shall provide authorization to a designee(s) to select a bid and enter into an ESA based upon those parameters.

The Town may conduct an individual solicitation or participate in a solicitation with a Buying Group. Participation in the Buying Group shall not require the Town to select the same price, terms or supplier as other members of the Buying Group. The Community Power Consultant shall advise the Town in evaluating bids received. If a bid is satisfactory, the Town shall execute an Electric Service Agreement (ESA) with the selected supplier(s). The Town reserves the right to select supplier(s) per customer class (as distinguished in **Section III.c** to ensure equitable treatment). If none of the bids is satisfactory, the Town will reject all bids and repeat the solicitation for bids as often as needed until market conditions yield a bid that is acceptable.

The Town may provide customers with renewable energy generation source information through a variety of vehicles including the program web site, content disclosure labels and the Customer Notification Documents.

The Town will provide written notice of its acceptance of a bid and the Program's date of commencement of service to the Public Utilities Commission, the Office of Consumer Advocate, the Department of Energy as required by PUC 2204.04.

The Program will utilize consolidated billing such that the participating customers receive a single bill from the electric distribution utility that includes the charges for the Program's electricity supply and all other charges from the electric distribution utility. The Program will confirm this choice of billing service by notifying the electric distribution utility of prior to the enrollment of customers, including providing any applicable Product details required pursuant to

PUC 2205.16.

VI.b. Implement public information program including Customer Notification Letters

An Education and Outreach Plan is required to fully inform and educate potential customers and participants in advance of automatic enrollment in the Community Power Program. Customers, including customers with limited English language proficiency and disabilities, must be informed that they would be automatically enrolled in the Program and that they would have the right to opt-out of the Program without penalty. The purpose of the Education and Outreach Plan is to raise awareness and provide retail electric customers with information concerning their opportunities, options and rights for participation in the Program. To facilitate the Education and Outreach Plan, the Town will utilize contact information for retail electric customers provided to the Town by the electric distribution utility Eversource pursuant to PUC 2004.03.

The Education and Outreach Plan will be developed and implemented by the Consultant, acting under the oversight of the Board of Selectmen, or its designee. Funding for the Plan, as with other administrative costs, is to be supplied by a fee paid from the Competitive Supplier(s) to the Consultant, as specified in the ESA (see **Section VII** below).

The Education and Outreach Plan (**See Exhibit II**) consists of four components:

i. Initial Outreach and Education: This will be conducted after the selection of a Competitive Supplier and prior to arrival of the Customer Notification Documents. It is intended to promote general awareness of the upcoming program, minimize any questions generated by the arrival of the Customer Notification Documents and maximize recipients' ability to make an informed choice about their participation in the Program. This effort will include information about the goals of the Program, the basic terms and conditions including renewable energy components, and the opt-out process. This effort will also include posting of the Program's product information for residential and small commercial customers on the Department of Energy's shopping comparison website. Such information will be posted on the website in advance of mailing the Customer Notification Letters.

ii. Customer Notification Letters: In addition to the initial outreach and education initiatives, a notice ("Customer Notification Letter") will be mailed to every retail electric customer. The Program will have two versions of this letter, one for Eligible Customers and one for other customers.

The Customer Notification Letter for Eligible Customers will contain a description of the aggregation Program; the implications to the Town; the rights and responsibilities that the participants have under the Program; all details, including all rates, on the products offered by the Program; explain that the customer will be automatically enrolled in the default product unless they choose otherwise and identify the deadline to make such a choice; have instructions for how to not participate (opt out) via web, phone or a pre-addressed envelope and opt-out card included with the letter; and instruction for how to enroll in an

optional Program product. The opt-out period will last a minimum of 30 days from the date of mailing of the Customer Notification Letters.

The Customer Notification Letter for other customers will, at a minimum, contain a description of the aggregation Program and instructions for how to enroll in any of the Program products if desired.

Prior to the mailing of the Customer Notification Letters, the Program will ensure the Competitive Supplier and the electric distribution utility that the Competitive Supplier is able to use EDI for enrollment of Default Service customers.

iii. Opt-Out Period Education & Outreach: After the Customer Notification Letters have been sent, the Town will continue its education and outreach to afford residents and businesses the opportunity to learn more and find answers to key questions relating to their decision to opt out or enroll in one of the optional products of the program. This will include, at a minimum, a public information meeting within 15 days of the mailing of the customer notification documents.

v. Ongoing Outreach & Education:

- Communicating program options, goals and performance, including cost savings and voluntary adoption of optional products
- On-going campaigns to encourage voluntary participation into optional products that contain more renewable energy than required by law, and
- Promotion and support of the NHSaves energy efficiency program, and future energy efficiency and weatherization programs.

The attached Education and Outreach Plan (**Exhibit II**) describes in detail the Town's anticipated outreach efforts, including a timeline.

VI.c. Enroll customers and provide service

i. Enroll Customers: After the conclusion of the opt-out period (i.e. no sooner than 37 days from the date of the postmark of the Customer Notification Letters, which include three days for mailing, 30 days for customer consideration, and 3 days for returning the reply card), the Competitive Supplier will enroll into the Program all retail electric customers on Default Service with the electric distribution utility who did not opt out, and any other retail electric customers that have affirmatively requested in writing or through email to be enrolled in the Program. All enrollments and other transactions between the Competitive Supplier and the electric distribution utility will be conducted in compliance with the relevant provisions of New Hampshire Public Utilities Commission regulations, Terms and Conditions for Competitive Suppliers, and the protocols of the New Hampshire Electronic Business Transaction (EBT) standards.

After enrollment of each customer, the Program may receive applicable customer billing information from the electric distribution utility pursuant to PUC 2205.13.

ii. Provide Service: Once customers are enrolled, the Program will provide all-requirements power supply service. The Program will also provide ongoing customer service, maintain the Program web site, and process customer enrollments, ongoing opt outs, and customer selections of optional products. The Program will provide Energy Source Disclosure labels to participants as required by RSA 378:49.

Prior to the expiration of the initial ESA, the Town intends to solicit a new power supply agreement, as described in **Section XIII. Method of Terminating and Entering Agreements with Other Entities**. If the Town elects not to enter into a new power supply agreement, participating customers would return to Default Service as described in **Section XV. Extensions or Termination of Program**.

Retail electric customers that apply for new service with the electric distribution utility (e.g. new customers that move into the Town or move within the Town), will initially be enrolled in Default Service supply provided by the electric distribution utility. The Program will mail such customers a Customer Notification Letter for Eligible Customers per **Section VI.b.2**. New customers may proactively enroll by contacting the Program directly.

The Program will update the information on the Program's products on the New Hampshire Department of Energy's comparison shopping website whenever such information changes.

iii. Annual Report: On an annual basis, there will be a report to the Board of Selectmen on the status of the Community Power Program, including the number of customers enrolled and opting-out, kilowatt-hour usage, customer savings, participation in renewable energy products, and such other information as the Town may request. The information for this report will be prepared by the Community Power Consultant, and the Community Power Consultant will assist or lead in presenting to the Board of Selectmen as desired by the Town.

VI.d. Plan for program evolution

The Town seeks to continually improve the program and progress towards its long-term goals. To this end, the Community Power Consultant and Town will regularly assess new opportunities such as technologies, services, regulatory policy changes, and more for their applicability to the program. Community Power Consultant will develop appropriate strategies to integrate these opportunities into the Program. Community Power Consultant will support the Town to present new opportunities to the Board of Selectmen for their consideration and approval, if amendments to the Plan are needed.

VII. Funding

All of the costs of the Program will be funded through the ESA.

The primary cost will be the charges of the Competitive Supplier for the power supply. These charges will be established through the competitive solicitation for a supplier.

The administrative costs of the Program will be funded through a per kilowatt-hour implementation fee that will be paid by the Competitive Supplier to the Community Power Consultant, as specified in the ESA. This implementation fee will cover the services of the Community Power Consultant, including developing the Community Power Plan, managing the supply procurement, developing and implementing the public education plan, providing customer support, interacting with the electric distribution utility, monitoring the supply contract, and providing ongoing reports.

VIII. Rate Setting and Other Costs to Participants

The Program is offered on an opt-out basis, such that Eligible Customers will be automatically enrolled unless they proactively choose to opt out.

As described above, the power supply charges of the Program will be set through a competitive bidding process and will include the implementation fee and applicable taxes pursuant to the ESA. Prices, terms, and conditions may differ among customer classes, which classes will be the same as the Default Service customer classes of the electric distribution utility. The frequency of price changes will be determined through the competitive bid process. The Town expects to solicit bids for a number of different contract terms. Prices may change as specified in the winning bid and customers will be notified of price changes through media releases and postings on the Community Power Program website.

Regulatory events, such as new or altered requirements for the RPS, or new taxes may result in a direct, material increase in costs during the term of the ESA. In such cases, the Town and the Competitive Supplier will negotiate a potential change in the program price. At least 30 days prior to the implementation of any such change, the Town will notify customers of the change in price by issuing a media release and posting a notice in Town Hall and on the program website. The Town shall also notify the NHPUC Consumer Services and External Affairs Division prior to implementation of any change in the Program price related to a regulatory event or new taxes. Such notice shall be provided prior to notifying customers and will include copies of all media releases, postings on the Town and Program websites and any other communications the Town intends to provide to customers regarding the price change.

The Program affects only the electricity supply charges of the customers. Delivery charges will be unchanged and will continue to be charged by the electric distribution utility in accordance with tariffs approved by the NHPUC.

Participants in the Program will receive one bill from the electric distribution utility that includes both the power supply charge of the Competitive Supplier and the delivery charge of the electric distribution utility. Any applicable taxes will be billed as part of the Program's power supply charge.

Participants in the Program will be able to opt-out of the Program and transfer to Default Service with the electric distribution utility or to another Competitive Supplier. Such requests submitted to the Program will be submitted by the Competitive Supplier to the electric distribution utility Eversource for processing on the customer's next available regular meter read date. There shall be no penalty or exit fee for such transfer. Customers requesting transfer of supply service upon dates other than on the next available regular meter reading date may be charged an off-cycle meter reading and billing charge if such a service is available from the electric distribution utility.

IX. Method of Entering and Terminating Agreements with Other Entities

The process for entering, modifying, enforcing, and terminating all agreements associated with the Plan will comply with the municipal charter, federal and state law and rules and regulations, and the provisions of the relevant agreement.

The Town plans to use the same process described in **Section IV.a** of this Plan to solicit bids and enter into any subsequent ESAs with the assistance of its then-current Community Power Consultant. Customers will be notified of subsequent ESAs through press releases and public notices. The transfer of customers from the existing supplier to the new supplier will be coordinated with the electric distribution utility using established Electronic Data Interchange (EDI) protocols.

If the Town determines that it requires the services of a Community Power Consultant after expiration of the existing agreement with Standard Power it will evaluate opportunities to solicit a Community Power Consultant individually or as part of a group of municipalities aggregating the electric load of their respective customers. The Town will solicit proposals for, and evaluate, potential Community Power Consultants using a competitive procurement process or alternative procedure which the Town determines to be in the best interest of its customers and consistent with all applicable local, state and federal laws and regulations.

X. Rights and Responsibilities of Program Participants

All participants will have the right to opt out of the Program at any time without charge. They may exercise this right by any of the following: 1) calling the toll-free number of the Competitive Supplier; 2) contacting the electric distribution utility and asking to be returned to Default Service; or 3) enrolling with another competitive supplier.

All participants will have available to them the customer protection provisions of the law and regulations of New Hampshire, including the right to question billing and service quality

practices. Customers will be able to ask questions of and register complaints with the Town, the Community Power Consultant, the Competitive Supplier, the electric distribution utility and the NHPUC. As appropriate, the Town and the Community Power Consultant will direct customer complaints to the Competitive Supplier, the electric distribution utility or the NHPUC.

Participants will continue to be responsible for paying their bills and for providing access to metering and other equipment necessary to carry out utility operations. Participants are responsible for requesting any exemption from the collection of any applicable taxes and must provide appropriate documentation of such exemption to the Competitive Supplier.

XI. Net Metering Compensation

In accordance with RSA 362-A:9, II, the Program may determine the terms and conditions for net metering. The Program will evaluate the net metering terms and conditions offered by competitive suppliers as part of the procurement and bid selection process.

To ensure net metering customers can make a fully informed decision on their participation in the Program, the Program will tailor all education and outreach materials to clearly communicate any and all differences between the net metering value and operation provided by the Program and Default Service.

Additionally, the Program will evaluate how any proposed or implemented changes to the utility metering or billing infrastructure may create new opportunities to enhance the net metering benefits.

XII. Electric Assistance Program and Other Discounts

The New Hampshire Electric Assistance Program (EAP) provides qualifying customers with a discount on their monthly electric bill. The New Hampshire Legislature authorized funding for this statewide program as part of electric utility deregulation. All electric utility ratepayers support the statewide EAP through the System Benefits Charge (SBC) portion of their electric bill.

The EAP for income-eligible customers that may qualify for a discount off their monthly electric bill would continue for participants in the Program. The level of discount depends on household income, household size and electricity usage.

The EAP discount does apply to the Supplier Services portion of an electric bill when a customer chooses an independent supplier for their electricity needs. The participants in the Program who are enrolled in the EAP will receive their discounts by the same method they presently receive their discount. Participation in the Program is independent of enrollment in the EAP and does not impact the EAP discount.

Other discount programs administered by Community Action Programs that address the needs of low-income residents would continue for participants in the Program.

XIII. Extensions or Termination of Program

Prior to the end of the term of the initial ESA, the Town will solicit bids for a new supply agreement and plans to continue the program with the same or new competitive supplier.

Although the Town is not contemplating a termination date, the program could be terminated upon the termination or expiration of the ESA without any extension, renewal, or negotiation of a subsequent supply contract, or upon the decision of the Town to dissolve the program effective on the end date of the existing ESA. In the event of termination, customers would return to the Default Service of the electric distribution utility, unless they choose an alternative competitive supplier. The Town will notify customers of a planned termination of the program through media releases and postings on the Program page of the Town's website.

The Town will notify the electric distribution utility of the planned termination or extension of the Program in writing. In particular, the Town will provide the electric distribution utility notice: (1) 90 days prior to a planned termination of the program; (2) 90 days prior to the end of the anticipated term of the ESA; and (3) four business-days after the successful negotiation of a new electric service agreement. The Town will also provide written notice to the Public Utility Commission 90 days prior to a planned termination, which notice shall include copies of all media releases, Town Hall and website postings and other communications the Town intends to provide customers regarding the termination of the Program and the return of participants to Default Service. The Town will also provide written notice 90 days prior to a planned termination to the Office of the Consumer Advocate and the New Hampshire Department of Energy.

In the event of unplanned termination of the Program because that the Program can no longer provide service to its customers, the Program shall provide immediate written notice to the Public Utilities Commission describing the market suspension or other event that caused the Program to no longer be able to provide service, the effective time of the inability to provide service, and the notice provided to customers of the timing and consequences of the cessation of the Program's service. The Program shall file a copy of such notice at the same time to the office of the Office of the Consumer Advocate, the Department of Energy, and the electric distribution utility.

In the event of the termination of the Program, it is the responsibility and requirement of the Competitive Supplier to return the customers to Default Service of the electric distribution utility in accordance with the then applicable EDI rules and procedures.

XIV. Aggregating Municipalities & Buying Group

Participating in a buying group may offer the potential for the Town to expand its buying power for greater economies of scale and to support the Town's goal of acting as a regional leader, supporting other municipalities to access the benefits for Community Power. Milford will evaluate opportunities for such a buying group before issuing a bid for competitive supply. See

Section VI.a. Issue an RFP for Power Supply and Select a Competitive Supplier for details on the implementation of a buying group.

Additionally, the Town reserves its right, in accordance with RSA 53-E:6, I, to join with other municipalities or counties for its Community Power Plan and implementing its Community Power program. Any changes to the Community Power Plan must be reviewed and approved by the Board of Selectmen.

XV. Energy Efficiency

In addition to supporting cost-competitive and renewable electricity choices, the Town seeks to leverage the Community Power Program to help customers voluntarily reduce costs through energy efficiency measures. Promotional education will focus on awareness of existing programs, such as New Hampshire’s Weatherization Assistance Program for low-income households and the New Hampshire Saves (NHSaves) program. If and when additional energy efficiency and conservation programs or initiatives become available, the Program may evaluate how to incorporate them into its promotional outreach and education.

XVI. Planned Schedule

The planned schedule below is presented for illustrative purposes. The final schedule will be established once the Program has received all necessary approvals, and will ensure compliance with the all required notification timelines prior to Program commencement.

Day	Action or Event
1	Issue RFP for Competitive Supplier
31	ESA executed between Town and Competitive Supplier. Provide required notifications to NHPUC, Department of Energy, Office of the Consumer Advocate, and the electric distribution utility
34	Competitive Supplier receives retail electric customer mailing data from the Program
48	Competitive Supplier, at its expense, mails Customer Notification Letters to all retail electric customers, including identifying the return date by which the reply card envelopes for Eligible Customers must be mailed and postmarked
51	Retail electric customers receive Customer Notification Letter in the mail
81	Return date by which Eligible Customers deciding to opt-out must mail a reply card in a pre-paid envelope to the Competitive Supplier.
85	Competitive Supplier removes all Eligible Customers who opt out from the Eligible Customer list
85	Competitive Supplier sends “supplier enrolls customer” EDI for all Eligible Customers that did not opt-out and any other customers that affirmatively elected to opt-in to the Program .
90	Service begins as of each customer's next meter read date

XVII. Conclusion

Milford's Community Power Program meets all of the requirements of the Community Power law, including providing universal access, a reliable power supply and treating all customer classes equitably. The Town looks forward to launching the Program and pursuing the benefits of competitive power supply that include the pursuit of cost savings and electricity supply choice for retail electric customers in Milford.

Exhibit I - Historical Overview

1. Creation of Community Power Aggregation Committee

The Town of Milford began to explore Community Power for Town residents and small businesses soon after the Community Power law passed in October of 2019. The Town Administrator scheduled meetings with possible service providers as early as March 2020. Over the ensuing months, the Town followed Community Power as it made its way through the legislative (HB 315) and regulatory (2200 rules) process, receiving periodic updates from the Town's energy broker Standard Power (Community Power presentations scheduled 3/4/2020 and 9/22/2021) and also from other potential service providers. Final rules for Community Power were adopted at the Public Utilities Commission on July 27, 2022, and finalized through the Joint Legislative process in October 2022.

Following a vetting process of potential vendors, the team of Standard Power and Good Energy was chosen based on their experience with municipal aggregation across New England and their ability to help the Committee present a Plan to the Milford Community in time for a vote at Town Meeting in 2023. The first official meeting with this team was September 6, 2022, and the Board of Selectmen signed an MOU for their services on November 7th at no cost or obligation to the Town. The team recommended the commission of a formal Community Power Committee and the Board of Selectmen chartered the Milford Energy Advisory Committee as the Milford Community Power Committee under RSA 53-E on 12 December 2022. Below is a screenshot of the motion recorded in the meeting minutes (draft).

287 Chairman Dargie made a motion to appoint all members of the Milford Energy Advisory Committee to also be
288 members of the Milford Community Power Committee which is a sub-committee with memberships concurrent on
289 both committees. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.

2. Creation of a Draft Plan with public hearings

The Committee is working with consultants from Standard Power to develop the Milford Community Power Plan with public input. The draft Plan is based on best practices and municipal aggregation plans prepared by Standard Power with partner Good Energy, who has 60 active municipal aggregations in New England with goals of cost savings and more renewable energy. The draft Plan requires no commitment by the Town until program rates are known and favorable compared to the utility default rates, giving the Town and community time to fully understand the program prior to launch. The draft Plan was released on the Community Power page on the Town website along with a community survey on January 4, 2023, and was widely advertised, 500 flyers hand circulated throughout the Town including several visits to the recycling center, posters posted around town, and also social media posts on the Milford resident facebook page. Public hearings were held and recorded on 1/12/23 at 5pm at the police department community meeting room and 1/16/23 at 5:30 pm in the Board of Selectmen's chambers. The survey received 124 responses. Results of the survey are reported in the Plan on page 3 and full results are attached as **Exhibit IV**.

Below are summarized responses to four concerns received regarding the Plan. Favorable comments are not reported here. The Committee continues to engage with the public during public meetings or any way they wish to reach out to have their concerns addressed and their questions answered.

1. ‘The program should be entirely opt-in, customers should have to choose to be part of it, not automatically enrolled.’

We currently have a fully opt-in system. An opt-out Community Power program allows for greater savings and consumer protections. The proposed program remains opt-in for customers who are currently on competitive supply. These customers are not eligible for automatic enrollment in the program, but they can choose to opt in. The program provides a new default supply for customers currently on the utility default plus optional choices, while allowing customers to return to the utility default any time including before the program starts.

2. ‘Customers should not be automatically enrolled.’

Currently Eversource provides default service for customers, and it does so through purchase of contracts with competitive suppliers, on a rigid six-month schedule. Community Power (Municipal aggregation) programs provide a new default service for customers that is not bound by the same rigid purchasing schedule, providing opportunity for better rates for default service customers. The program does not launch unless the program default is lower than the utility default rate.

3. ‘Milford is rushing the process.’

Milford vetted its service providers for experience and quality of services delivered in New Hampshire and other New England communities. In addition to working with an experienced service provider, the currently high utility rates provide the opportunity for material savings for customers. Passing a Plan in 2023 preserves the option to launch a program in 2023 against historically high utility default rates of 20-22 cents/kWh, but it does not compel the Town to do so. The Plan has extensive outreach following Town approval and prior to program launch to ensure all eligible and other customers are fully aware of the program and their choices prior to program launch.

4. ‘The program doesn’t involve the School District’

Like all electricity customers in Milford that are on competitive supply, the Town municipal buildings and the School District will not be automatically enrolled in the program, but can opt-in, if and when they deem it favorable to do so.

- 3. Approval of Plan by Community Power Aggregation Committee**
- 4. Adoption of Plan by Board of Selectmen and Town Meeting**
- 5. Submission of Final Plan to Public Utilities Commission**

Exhibit II - Education & Outreach Plan

The following describes the Town’s Education & Outreach plan to fully inform and educate potential participants about their opportunities, options and rights for participation in the Program.

The costs and implementation of the Education/Outreach Plan will be handled by the Community Power Consultant, under the direction of the Board of Selectmen or their designee.

1. Program Launch

The Town has prepared a preliminary marketing plan and timeline that identifies the steps the Town may take to implement the broad-based public education efforts and send out the opt-out notification (“Customer Notification Documents”). The schedule is designed to work towards the estimated date when the Customer Notification Documents are scheduled to arrive in retail electric customer’s mailboxes.

Action	From estimated date Customer Notification Documents arrive in customer mailboxes	
	Days before	Days after
A. Create or Update Webpage and shopping comparison websites	15	-
B. Work with local media resources	15	30
C. Active social media outreach	15	30
D. Initial person presentations	15	30
E. Distribute marketing materials	15	30
F. Customer help line	15	Ongoing
G. Mail postcard to all retail electric customers	5	-
H. Customer Notification Letters arrive	0	0

1.A. Create or Update Webpage and shopping comparison websites

Timeframe: Shortly after signing the ESA (~15 days before the estimated date that the Customer Notification Documents arrive).

The Program will maintain an informational webpage with features that include Program details, an online savings calculator and enrollment, opt-up and opt-out forms for the convenience of participants.

The Program page will be maintained on the Town’s website. After executing an ESA, the Program will update the Program page with a description of the Program and its products, the implications to the Town, and the rights and responsibilities that the participants will have under the Program.

The shopping comparison website is maintained by the Department of Energy to enable consumers to shop for electricity supply products. The Program will post its product information for residential and small commercial customers on the shopping comparison website. Such information will be posted on the website in advance of mailing the Customer Notification Letters.

1.B. Press Release and Work with Local Media Resources

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Documents arrive.

The Town will develop press releases to provide to local media resources, including newspapers and public access TV

- Area Newspapers: The Town will work with the Milford Cabinet and the Monadnock Ledger-Transcript to disseminate accurate and timely information about the Program. As part of this targeted outreach to these papers, the Town may seek a meeting with the editorial board to establish a good foundation for continued dialogue over the course of the contract. Other newspaper outlets may include other local publications.
- Local Public Access Television: The Town Board of Selectmen meetings are broadcast. Town may choose to record presentations about the program and PSAs for upcoming meetings.
- Municipal Staff Interviews: Develop Q&A Scripts and prepare municipal staff or volunteers for interviews.

1.C. Active Social Media Outreach

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Documents arrives.

Boost all traditional media coverage on social media platforms, with the goal of driving traffic to the Program webpage . In concert with the communication leads of the Town, develop a campaign of planned tweets and Facebook posts, timed to coincide with important milestones in order to keep ratepayers informed, particularly those that may not interact with traditional media on a regular basis. Draft content and graphics to accompany the posts, to be made by Town staff. These accounts may include:

<https://www.facebook.com/groups/Milford.03055/>.

Monitor various channels such as Facebook and Instagram for relevant conversations and questions about the Program. Draft responses to comments and questions and utilize social media as a critical tool in engaging with members of the community.

1.D. Public Presentation

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Documents arrive. This will include, as required in RSA 53:E-7, a public information meeting within 15 days of the mailing of the Customer Notification Documents.

- ***Local Groups:*** Connect with local groups and associations to see if representatives of the Town can participate in an upcoming meeting or offer to host a dedicated event. Seek their assistance in identifying how to best connect with customers with limited-English capabilities or disabilities that may prevent them from accessing Program information.

Reaching the business community will be important. Presenting to the Chamber of Commerce can start this dialogue and lead to additional outreach to and connection with businesses.

- ***Board of Selectmen Meetings:*** Present or provide materials for the Board of Selectmen meetings and any constituent meeting they may have.

1.E. Distribute marketing materials

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Documents arrive.

Many groups may have a natural interest in promoting awareness about the Program and can be provided with electronic and hard-copy materials with reference information for the Program.

Distribute in key locations, such as Municipal Offices and Public Library.

1.F. Customer Help Line

Timeframe: At least 15 days before the estimated date that the Customer Notification Documents arrives and ongoing thereafter.

Establish customer helplines with the Competitive Supplier and Community Power Consultant to answer customer inquiries.

1.G. Mail Postcard to all Eligible Customers

Timeframe: 5 days before the estimated date that the Customer Notification Documents arrives.

A postcard with municipal branding establishes that there is a community-sponsored Program and increases the likelihood that recipient engages with the more detailed Customer Notification Documents.

1.H. Customer Notification Letters arrive

The Customer Notification Letters will be sent via standard mail to the billing address of each retail electric customer per **Section VI.b.ii** of the Plan. The Program will have two versions of this letter, one for Eligible Customers and one for other customers. The Competitive Supplier shall bear all expenses regarding the Customer Notification Letters.

1.H.i. Customer Notification Letter for Eligible Customers

Per **Section III.b** of the Plan, all retail electric customers receiving Default Service supply will be eligible for automatic enrollment in the Program (“Eligible Customers”). The notification envelope will be designed to appear as an official Town communication and it will be clearly marked as containing time sensitive information related to the Program. The

notification will contain a letter describing the Program.

The letter will inform Eligible Customers:

- a) about the Program, implications to the Town, and provide information regarding participation and participants' responsibilities and rights;
- b) that they have the right to opt-out of the Program without penalty;
- c) of all charges, prominently stated, with a comparison of price and primary terms of the Competitive Supplier and the current Default Service offering;
- d) that any savings under the Program compared to Default Service cannot be guaranteed because the Default Service rate is subject to changes
- e) about the opt-out process; and
- f) in languages other than English for appropriate customer groups (i.e. toll-free telephone number).

The letter will also contain an opt-out reply card with a simple check off and signature line for Eligible Customers who do not wish to participate. The envelope will be pre-stamped for return of the opt-out reply card in order to protect customer privacy.

Eligible customers will have 33 days from the date of the mailing to mail back the opt-out card in a pre-addressed postage-paid envelope and the customer notification shall identify the specific date by which the envelopes containing the opt-out card must be postmarked. Automatic enrollment of customers will not start until three days after the date specified for the postmark of the return envelopes to allow for receipt of the opt-out cards prior to the start of automatic enrollments. New Eligible Customers will be enrolled in the Program in accordance with applicable Local Distributor Company rules. Upon initiation of service, these new Eligible Customers will receive the same customer information as all other Eligible Customers.

1.H.ii. Customer Notification Letter for Other Customers

The Customer Notification Letter for other customers will, at a minimum, contain a description of the aggregation Program, the implications to the Town, and instructions for how to enroll in any of the Program products if desired.

2. Ongoing Outreach and Education

The Town intends to continue outreach and education for customers after enrollment in the Program. The costs and implementation will be handled by the Community Power Consultant, under the direction of the Town. These efforts will include:

- **Program impact:** Key metrics relating to cost performance, renewable energy purchases and program enrollment. Particularly as the program accomplishments relate to progress towards the Town's ambitious short- and long- term goals for renewable energy and greenhouse gas emission reduction. This will also include the Energy Source Disclosure labels for the electricity supply;
- **Opt up campaigns:** On-going campaigns to recruit participation into its optional product(s) that contain more renewable energy than required by law ("Opt up

campaigns”). Increasing participation in these products will serve the Town’s goals to expand new renewable energy and reduce greenhouse gas emissions;

- **Customer awareness:** Rights, responsibilities and procedures for Program participants; contact information for customer inquiries, responses to frequently asked questions, and details regarding the Program’s electric supply and renewable attributes.
- **Public input:** The Town will solicit input and feedback from the community regarding the program periodically and when considering changes to the program.
- **Program changes and evolution:** Any changes in offerings and prices, which will be posted on the Community Power page on the Town website.

The program will utilize similar mediums for on-going education and outreach as for the initial launch education and outreach, including but not limited to: social media, traditional media, in-person meetings and presentations, outreach to local groups, video, and mail.

Translation of all materials will be provided as necessary to reach communities with limited English proficiency.

3. Approach to Overall Education & Outreach

3.1 Outreach to Persons with Limited English Proficiency or Disabilities

The Program will be consistent with Town policies to provide access to Program materials for all Eligible Customers. Materials will be provided in English, and translation of materials will be provided as such needs are identified. Outreach efforts will be communicated in print and audio formats to provide access to both the hearing and visually impaired. The Program will also work with local organizations on accessibility issues as needed, see **Section 1.D**, above.

Exhibit III - Data Protection Plan

I. Introduction

The Town of Milford (the “Municipality”) is developing a Community Power program (the “Program”), pursuant to RSA 53-E. A municipality that implements such a program is known as an aggregator (“Aggregator”). RSA 363:38 and PUC 2004.19 require that service providers, including Aggregators, protect individual and confidential customer data (“Individual Customer Data”). Individual Customer Data, as defined in RSA 363:38 and expanded in PUC 2004.19, means information that is collected as part of providing electric services to a customer that can identify, singly or in combination, that specific customer, and includes the customer name, address, and account number and the quantity, characteristics, or time of consumption by the customer, and also includes specific customer payment, financial, banking, and credit information. Further, Aggregators must only use Individual Customer Data for the Program’s primary purpose, which may include 1) providing or billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) researching, developing and implementing new rate structures or demand response, customer assistance, energy management or energy efficiency programs. The Municipality’s aggregation consultants, Good Energy and Standard Power, have developed this Data Protection Plan to ensure that Individual Customer Data obtained as part of operation of the Program will be protected from disclosure and/or inappropriate use.

II. Elements of the Plan

1. Access to Customer Data

As part of the Program, Good Energy, Standard Power, local designees of the Municipality, and competitive electricity suppliers (“Suppliers”) selected to provide electricity for the Program (collectively, “Data Administrators”) will receive access to certain information on file with a customer’s local distribution company (“LDC” or “electric distribution utility”), including, among other things, the customer’s name, mailing address, and energy usage history (“Customer Data”). In particular, depending on the status of implementation of the Program, LDC’s may provide four types of Customer Data to Data Administrators: a) aggregated customer data, b) eligible customer data, c) retail electric customer contact information, and d) enrolled customer information. Each type of Customer Data is described more fully below.

- a. Aggregated Customer Data – contains certain information for all electric customers within a municipality, aggregated by rate class or other grouping. This may include data such as the number of customers by rate class, counts of customers participating in net energy metering by rate class, counts of customers participating in electric assistance program by rate class, the aggregated energy

(kWh) for electricity consumption by month for the past 12 months or more by rate class, and revenue, receipts and past-due accounts receivable.

b. Eligible Customer Data – contains certain information for each electricity customer currently receiving utility-provided default service within a municipality. This may include data such as capacity tags for current, prior and next power years, energy (kWh) for electricity consumption for the past 12 months or more, meter reading cycle, whether customer net meters and under which terms, and group net metering data including whether customer is a group net metering host or member of a net metering group, whether a group net metering customer-generator operates as a low-moderate income community solar project, the size of any such net metered generation and the year and month it was placed into service.

c. Retail Electric Customer Contact Information – comprises certain customer contact information for the provision of Program communications, such as Customer Notification Letters to retail electric customers. This may include such data as the customer of record's name, mailing address, account number, meter number, rate class, and email address.

d. Enrolled Customer Data – contains certain information for all individual customers who elected not to opt-out of the Program during the opt-out period. This may include such data as Name of customer and customer contact, Mailing address, Service address, Account number and related meter numbers, Name key, Contact information such as phone numbers, email address, Billing account number, Preferred billing and communication method, Billing cycle, Meter read date or cycle, Form or type of meter reading, Capacity tag information for past two years, current power year and forecasted next power year, Most recent 24 months of usage data, Current and historic status of net metering, distributed generation, Preferred billing and communication method, payment plans and electric assistance program participation, and Rate class.

2. Data Security

All Customer Data that is not anonymized (i.e. presented or aggregated in such a way that removes information that can be used to identify the individual customer that it pertains to, such that it does not constitute individual customer data as defined by RSA 363:37, I or PUC 2002.09) shall be considered Individual Customer Data.

Data Administrators will utilize industry standard physical, technical, and administrative controls and procedures to safeguard Individual Customer Data collected as part of the Program and to prevent unauthorized or accidental access, destruction, loss, alteration, or disclosure of, to protect against anticipated threats or hazards to the security, confidentiality, or integrity of, and to permit only the appropriate use of, such customer information.

To protect the confidentiality, integrity, and availability of Individual Customer Data, Data Administrators will utilize a variety of industry standard physical and logical access controls, firewalls, password protections, intrusion detection/prevention systems, network and database monitoring, and backup systems. These systems will be designed to cover all networks, servers, computers, notebooks, laptops, PDAs, mobile phones, or other devices that contain Individual Customer Data, or through which Individual Customer Data is made available.

Data Administrators will limit access to Individual Customer Data to those persons and entities having a specific business purpose for maintaining and processing such information. Those granted access to Individual Customer Data will be trained on their responsibilities to protect the confidentiality, integrity, and availability of such information.

Data Administrators will work cooperatively with the LDC(s), as necessary, to implement this Data Protection Plan, and will at a minimum, implement the following actions:

- a. Conduct a risk assessment to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of electronic, paper, and other records containing Individual Customer Data and evaluate and improve, where necessary, the effectiveness of their safeguards for limiting those internal and external risks;
- b. Timely notify the LDC(s) of any important modifications of this Data Protection Plan within a reasonable amount of time;
- c. Review and, as appropriate, revise this Data Protection Plan: (i) at least annually or whenever there is a material change in their business practices that may reasonably affect the security or integrity of Customer Data; (ii) in accordance with prevailing industry practices and applicable law; and (iii) as reasonably requested by the LDC(s). If the Data Administrators modify this Data Protection Plan following such a review, the Data Administrators will promptly notify the LDC(s) of such modifications and will provide the modifications to the LDC(s) in writing upon a LDC's request. The Data Administrators will at no time alter or modify this Data Protection Plan in such a way that will weaken or compromise the confidentiality, security, or integrity of Individual Customer Data;
- d. Maintain and enforce this Data Protection Plan in all locations where Individual Customer Data is processed by the Data Administrators;
- e. Conduct security testing using a third party to provide monitoring penetration and intrusion testing with respect to Data Administrators systems and promptly provide a copy of the results to the LDC(s), provided that the third party may redact IP addresses and other client names and information;
- f. Provide annual security awareness training to all individuals having access to Individual Customer Data and maintain a record of such training; and

- g. Implement a standard process for identifying, assessing, and mitigating security risks.

3. Confidentiality

Data Administrators will not sell Individual Customer Data to others unless such sale is specifically authorized by the customer, or is required by law or court order. Data Administrators will not share, disclose, or provide Individual Customer Data to others, including their affiliates, unless such disclosure, or provision is required to operate the Program (i.e., the Program's "primary purpose", per RSA 363:38), is specifically authorized by the customer, or is required by law or court order. If Data Administrators request customer authorization to disclose Individual Customer Data, Data Administrators will first describe to the customer the information they intend to release and provide details concerning the recipient of such information.

Data Administrators will hold all Customer Data in strict confidence and except as otherwise needed for provision of the Program, required by law, or permitted as below, (a) not disclose Individual Customer Data to any other person or entity (including but not limited to Suppliers, subcontractors, and affiliates or members of Good Energy and Standard Power); (b) not process Individual Customer Data outside of the United States; (c) not process Individual Customer Data other than in connection with the Program; (d) not process Individual Customer Data for any marketing purposes other than in connection with the Program; (e) limit reproduction of Individual Customer Data to the extent required for the Program; (f) store Individual Customer Data in a secure fashion at a secure location in the United States that is not accessible to any person or entity not authorized to receive the Individual Customer Data; and (g) otherwise use at least the same degree of care to avoid publication or dissemination of the Individual Customer Data as Data Administrators employ (or would employ) with respect to their own confidential information that they do not (or would not) desire to have published or disseminated, but in no event less than reasonable care.

4. Disclosure of Individual Customer Data

Notwithstanding the provisions of Section 3 above, the Data Administrators may disclose Individual Customer Data to their representatives who have a legitimate need to know or use such Individual Customer Data for the sole and limited purposes of administering and/or conducting the Program. Such representatives will first be advised of the sensitive and confidential nature of such Individual Customer Data and agree to comply with the provisions of this Data Protection Plan. Pursuant to PUC 200.19, Data Administrators may also provide Individual Customer Data to third parties for the purposes of 1) billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) implementing demand response, customer assistance, energy management or energy efficiency programs. Any such third parties will be required by contract to comply with the provisions of this Data Protection Plan.

In the event that Data Administrators or any of their representatives receive notice that they have, will, or may become compelled, pursuant to applicable law or regulation or legal process, to disclose any Individual Customer Data (whether by receipt of oral questions, interrogatories, requests for information or documents in legal proceedings, subpoenas, civil investigative demands, other similar processes or otherwise), Data Administrators will, except to the extent prohibited by law, immediately notify the LDC(s), orally and in writing, of the pending or threatened compulsion. To the extent lawfully allowable, the LDC(s) will have the right to consult with the Data Administrators and the parties will cooperate, in advance of any disclosure, to undertake any lawfully permissible steps to reduce and/or minimize the extent of Individual Customer Data that must be disclosed. The LDC(s) will also have the right to seek an appropriate protective order or other remedy reducing and/or minimizing the extent of Individual Customer Data that must be disclosed.

Data Administrators and their representatives will disclose only such Individual Customer Data which they are advised by legal counsel that they are legally required to disclose in order to comply with such applicable law or regulation or legal process (as such may be affected by any protective order or other remedy obtained by LDC) and Data Administrators and their representatives will use all reasonable efforts to ensure that all Individual Customer Data that is so disclosed will be accorded confidential treatment.

5. Return/Destruction of Individual Customer Data

Upon the expiration of the Program, or as otherwise required by law or Commission order, the Data Administrators will destroy all copies of any Individual Customer Data (including any and all extracts, compilations, studies or other documents based upon, derived from or containing Individual Customer Data) within their or their representatives' possession (including destroying Individual Customer Data from all systems, records, archives and backups), and all subsequent use and processing of the Individual Customer Data by the Data Administrators and their representatives will cease.

Notwithstanding the foregoing, the Data Administrators and their representatives will not erase Individual Customer Data contained in an archived computer system backup maintained in accordance with their respective security or disaster recovery procedures. The Data Administrators will not provide access to or recovery of Individual Customer Data from such computer backup system and will keep all such Individual Customer Data confidential in accordance with this Data Protection Plan.

6. Data Security Incidents

The Data Administrators are responsible for any and all security incidents involving Individual Customer Data that is processed as part of the Program. The Data Administrators will notify the LDC(s) in writing immediately (and in any event within twenty-four (24) hours) whenever the Data Administrators reasonably believe that there

has been a data security incident involving Individual Customer Data. After providing such notice, the Data Administrators will investigate the incident, and immediately take all necessary steps to eliminate or contain any exposure of Individual Customer Data. The Data Administrators will provide the LDC(s) with reasonable assistance and cooperation in the furtherance of any correction, remediation, or investigation of any such data security incidents and/or the mitigation of any damage, including any notification required by law or that LDC(s) may determine appropriate to send to individuals impacted or potentially impacted by such data security incident(s), and/or the provision of any credit reporting service required by law or that LDC(s) deems appropriate to provide to such individuals.

Unless required by law, the Data Administrators will not notify any individual or any third party other than law enforcement of any potential data security incidents involving Individual Customer Data without first consulting with, and obtaining the permission of, the LDC(s). Within 30 days of identifying or being informed of a data security incident, the Data Administrators will develop and execute a plan, with the cooperation of the LDC(s), which reduces the likelihood of a recurrence of such data security incident(s).

7. Additional Protections

The Data Administrators will comply with all applicable privacy and security laws to which it is subject, including this Data Protection Plan.

The Data Administrators will safely secure and/or encrypt all Individual Customer Data during storage and transmission.

The Data Administrators will have in place appropriate and reasonable processes and systems, including this Data Protection Plan, to protect the security of Individual Customer Data and to prevent a data security incident, including, without limitation, a breach resulting from or arising out of the Data Administrators' internal use, processing, or other transmission of Individual Customer Data, whether between or among their representatives, subsidiaries and affiliates, or any other person or entity acting on behalf of the Data Administrators.

The Data Administrators will work cooperatively with the LDC(s) to implement this Data Protection Plan, including: establishing policies and procedures to provide reasonable and prompt assistance to LDC(s) in responding to any and all requests, complaints, or other communications received from any individual who is or may be the subject of a data security incident involving Customer Data to the extent such request, complaint or other communication relates to the Data Administrators' processing of such individual's Individual Customer Data; and establishing policies and procedures to provide all reasonable and prompt assistance to LDC(s) in responding to any and all requests, complaints, or other communications received from any individual, government, government agency, regulatory authority, or other entity that is or may have an interest in the Individual Customer Data, data theft or other

unauthorized release of Individual Customer Data, disclosure of Individual Customer Data, or misuse of Individual Customer Data to the extent such request, complaint or other communication relates to Data Administrators' processing of such individual's Individual Customer Data.

8. Use of Individual Customer Data

The Data Administrators will only use Individual Customer Data for the primary purposes, as defined in RSA 363:37, which may include 1) providing or billing for electric service, 2) meeting electric system, electric grid, or other operational needs, and 3) researching, developing and implementing new rate structures or demand response, customer assistance, energy management or energy efficiency programs.

II. Conclusion

The Data Protection Plan meets all of the requirements of RSA 363:38, RSA 363:37 and PUC 2004.19.

Exhibit IV - Milford Community Survey Results

The Milford Community Power Survey was made available on the Community Power page of the Town's website from January 4 to February 9, 2023, shared on Facebook, and circulated as 500 flyers and 20 posters at the Transfer Station, Town offices and the library. 124 responses were received. Responses were compiled by consultants from Standard Power and Good Energy, and are reported here, with implications for Milford Community Power.

Questions 1 to 5 of the survey asked about community members' current electricity supply. Of the responses, 122 were residential customers and 2 were businesses. Two-thirds of respondents were served by Eversource default electricity supply, 65%, with 35% reporting the use of other (competitive) supply. Two did not respond to this question. A third of Eversource customers didn't know they had a choice of electricity supply, 32% and 25% saw no reason to switch. 17 respondents provided other reasons or more information, *see below for the comments*.

reliability

Lazy, but plan to switch

Comfortable with Eversource

Alternate suppliers bring more trouble than savings. Start off with a deal price then come back with big increases. Countless direct sales programs have tried this only to close shop after a short period.

already have 3rd party supplier

Lazy & risk of making incorrect decision

3rd party wouldn't work with my solar panels

The 3rd party didn't want to work with my solar panels

Thought I had changed

Lack of motivation

Haven't had time to look into new suppliers

Eversource is established and other supplies did not offer good enough deal to offset the uncertainty of using them. Additionally, I did not like the aggressive and questionable way other supplies approached the subject of changing from Eversource.

We have a mobile home, and being such a small space, we didn't feel it would be beneficial

Just haven't investigated the other sources of power, yet.

Thought that if I switched and there was an outage that it would take longer to get power restored.

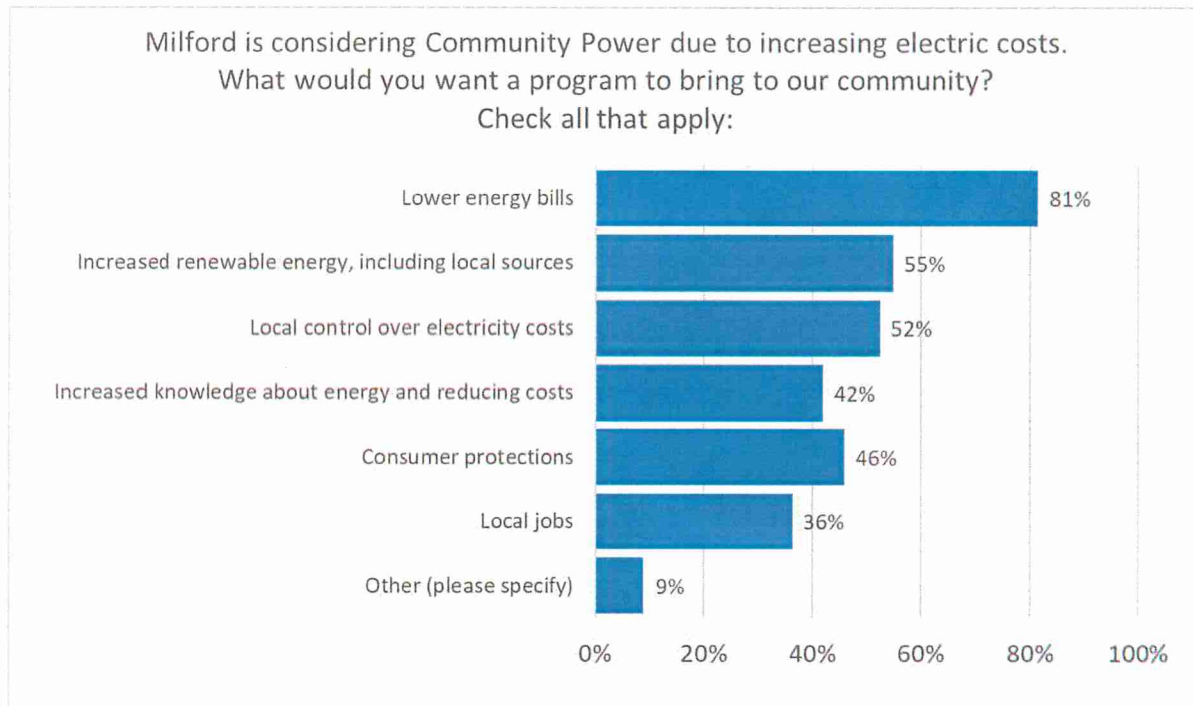
Haven't switched yet but would be interested in doing so given the current rates!

not clear what options are

In general, comments reflect significant engagement with reducing energy costs and increasing services through energy choices. One clarification is that reliability, emergency response and billing are always Eversource's responsibility, no matter who is supplying the power, including a Community Power program.

Of the 41 respondents that chose a competitive supplier, 100% did so for a better rate, and four wanted more renewable energy than the utility default. 8% of respondents produce at least a portion of their own electricity using onsite solar panels.

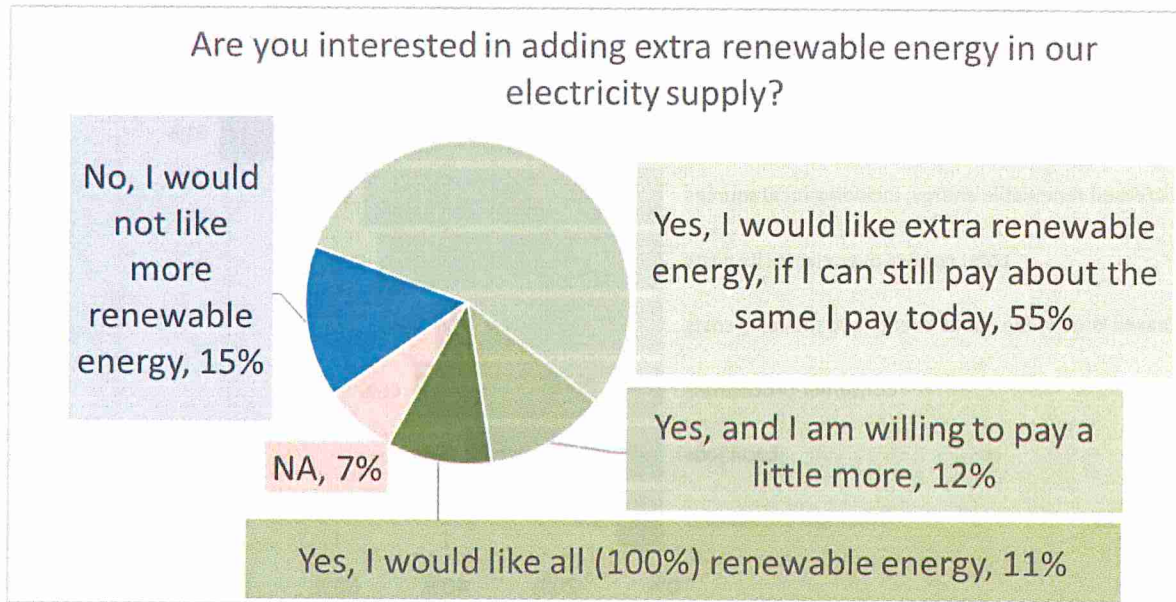
Questions 6 asked about current community knowledge and support for the benefits and goals of Community Power. Support was expressed for each goal, with the strongest support for lower energy bills, increased renewable energy including local sources, and local control. Milford Community Power will increase community knowledge of how a Community Power Program supports each of these benefits.



Many comments were received throughout the survey. These are in response to the 'other' prompt in Question 6, seven supporting similar goals, one supporting staying with Eversource and one disagreeing with a program:

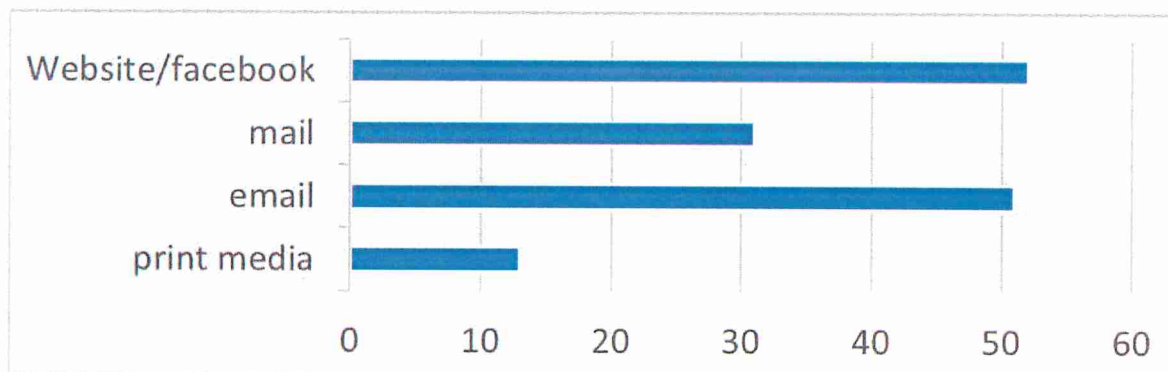
- We would need a true alternative supplier choice not just a consolidator program.
- Would like energy independence
- Energy Independence
- Eversource has provided good service
- Locally owned, more reliable
- Net metering
- I don't agree with this
- More knowledge on future plans around energy production and prices
- Assist Milford's residents via volunteers to institute super insulation and conservation plus SOLAR.

Question 7 of the survey asked about community support for renewable energy in electricity supply above the state minimum, or Renewable Portfolio Standard (RPS). In 2022, the RPS was 22.5% of all electricity consumed in New Hampshire. 78% of respondents said they want more renewable energy in our electricity supply, with 23% saying they are willing to pay more for it and 55% saying they would like more if they paid about the same as they do today. 15% responded that do not want more renewable energy. 11% of Milford respondents want 100% renewable energy. This result shows very strong support for renewable energy, including in the default product choice as long as it is competitive with the utility default rate.

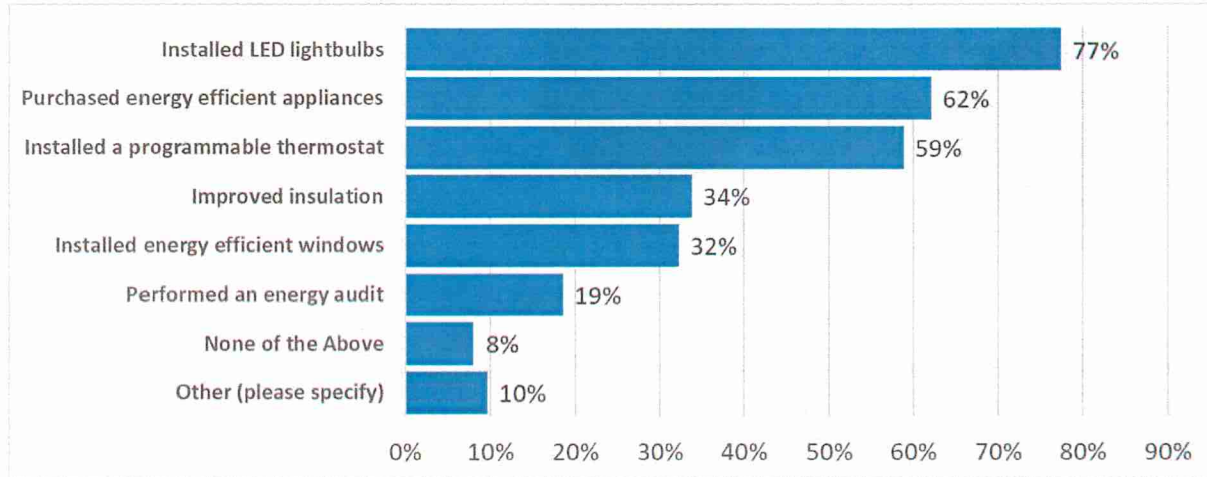


Question 8 asked about communications and program updates. The dedicated Community Power page on the Town’s website is the principal means of updating and providing Program details. It will be supplemented with printed and posted notices, flyers, informational meetings and presentations, social campaigns, emails to community members requesting email contact and direct mail to all eligible customers.

How would you like to be updated on this program? Circle all that apply:



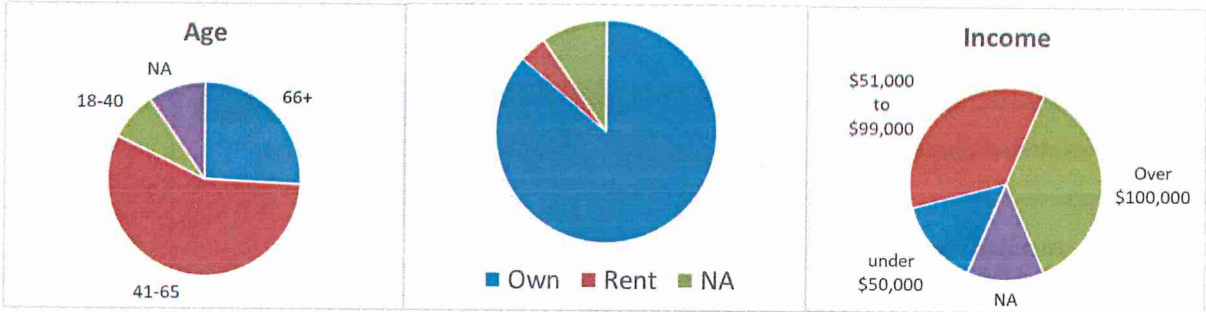
Questions 9 and 10 asked about awareness and use of Energy Efficiency to reduce energy use and costs compatible with Community Power. A small minority, 19%, of respondents have done an energy audit on their home or business through the utility sponsored NHSaves program or privately, but many have implemented efficiency measures, especially LED lighting (77%) and efficient appliances (62%).



Comments on Efficiency:

installed heat pumps
 Heat pump
 Solar panels
 geothermal heat/ac
 Built energy efficient home 1982, cordwood stove, heat pump
 2021
 Conservation measures
 Have an energy audit in February
 Home is only 16 years old.
 Pellet stove
 installed 96% efficient boiler and 89% efficient HRV
 Solar panels
 Heat Pump for all HVAC with propane for extremely cold
 incursions.
 air source heat pumps for heat & a/c

Questions 11 to 13 asked three demographic questions to ensure the Survey was being seen by a wide variety of stakeholders. Multiple responses from each category, rent/own, age and household income were received.



Conclusion: Milford Community Power can provide attractive options for Milford community members of diverse backgrounds and opinions, including renters and landlords, low-income customers, customers who do not want additional renewable energy as well as those that want more renewables up to 100% local renewable energy supply.

**COMMUNITY POWER PLAN
Milford, New Hampshire**

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

Chairman

Vice-Chairman

Selectman

Selectman

Selectman

Received and recorded this _____ day of _____, _____.

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

4. a) 1) Approval to re-appoint Wade Scott Campbell and Nick Darchik to the Traffic Safety Committee - Terms Expire 2026

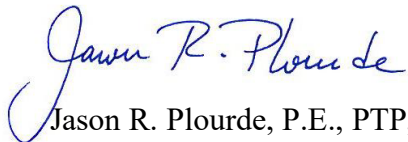
January 4, 2023

Mr. Paul Dargie
Chairman, Board of Selectmen
Town of Milford
1 Union Square
Milford, NH 03055

Chairman Dargie:

As Chair of the Milford Traffic Safety Advisory Committee, I would like for you and fellow Select Board members to strongly consider allowing Mr. Wade Scott Campbell and Mr. Nick Darchik to serve another term with our Committee. The commitment these individuals have shown to our community is valued and greatly appreciated.

Sincerely,

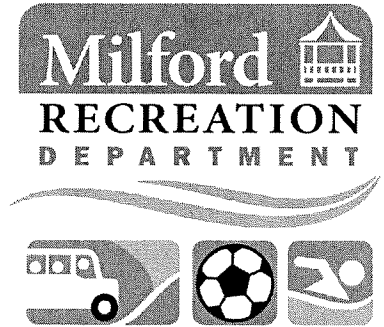
A handwritten signature in blue ink that reads "Jason R. Plourde". The signature is written in a cursive style with a large initial 'J'.

Jason R. Plourde, P.E., PTP, LPA
Chair, Traffic Safety Advisory Committee

4. a) Approval to re-appoint members to the Recreation Commission, see below for members and terms.

TOWN OF MILFORD

RECREATION DEPARTMENT



To: Board of Selectman
CC: Mark Bender, Town Administrator
From: Arene Berry, Recreation Director
Date: January 10, 2023
Subject: Milford Parks & Recreation Commission Board appointment

On behalf of the Milford Parks & Recreation Commission Board, I am requesting the Board of Selectman consider the following re-appointments.

Zachary Williamson as a full member, with a term expiring March 2026.

Paul Bartolomucci as a full member, with a term expiring March 2026.

Karen Desjardins as an alternate member, with a term expiring March 2026.

I also ask for your consideration for the following:

Bethany Haerinck from alternate to full member, with a term expiring March 2024.

Melissa Sherman from full to alternate member, with a term expiring March 2025.

Thank you for your consideration.

4. a) 6) Approval to re-appoint Anita Stevens, Kim Rimalover and Rodney Dellafelice to the Conservation Commission - Terms expire 2026

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



February 15, 2023

TO: Board of Selectmen

SUBJECT: Renewal of Member Anita Stevens (2023-2026)

Ms. Anita Stevens requests that the BOS renew her membership on the Conservation Commission.

Anita has served on the Conservation Commission since 2017. 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 Anita's term of service to the Town and the Conservation Commission.

Respectfully,

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

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



February 15, 2023

TO: Board of Selectmen

SUBJECT: Renewal of Member Kim Rimalover (2023-2026)

Ms. Kim Rimalover will renew her membership on the Conservation Commission.

Kim has served on the Conservation Commission since 2008. Her passion for wildlife, particularly with birds, has guided her work to familiarize herself with the rich diversity of our town's natural resources. Her knowledge of bird behavior has been critical to the Commission's decision-making process.

The Milford Conservation Commissioners request that the Board of Selectmen renew Kim's term of service to the town and the Conservation Commission.

Respectfully,

Andy Hughes, Chair
Milford Conservation Commission

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



February 15, 2023

TO: Board of Selectmen

SUBJECT: Renewal of Member Rodney Dellafelice (2023-2026)

Mr. Rodney Dellafelice will renew his membership on the Conservation Commission.

Rodney has served on the Conservation Commission since 1995. His experience with the Milford Conservation Commission activities has been crucial in our deliberations as we work to permanently protect town lands.

The Milford Conservation Commissioners request that the Board of Selectmen renew Rodney's term of service to the town and the Conservation Commission.

Respectfully,

Chris Costantino (Alt) | Coordinator
Milford Conservation Commission

4. a) 7) Approval to re-appoint Chris Costantino to the Nashua Regional Planning Commission - Term Expires 2026



Milford Planning Board

To: Board of Selectmen

CC: Lincoln Daley, Town Administrator
Terry Dolan, Community Development Director

From: Doug Knott, Planning Board Chairperson

Date: February 15, 2023

Subject: Planning Board Appointment for NRPC Representative

On behalf of the Planning Board, I respectfully request the Board of Selectmen to consider the appointment of Chris Costantino, of the Milford Conservation Commission, to the Nashua Regional Planning Commission (NRPC) as one of the three Milford representatives to fill a three year term, to expire in March, 2026. If you have any questions regarding these changes, please contact either myself or the Community Development Office.

A handwritten signature in black ink, appearing to read "Doug Knott", with a long horizontal line extending to the right.

4. a) 8) Approval to re-appoint Janet Langdell and Paul Amato to the Planning Board - Terms expire 2026



Milford Planning Board

To: Paul Dargie, BOS Chair
Lincoln Daley, Town Administrator

CC: Terrey Dolan, Community Development Director
Darlene Bouffard, Office Manager

From: Douglas Knott, Planning Board Chair

Date: February 15, 2023

Subject: Planning Board Renewal of Full Members

The Milford Planning Board, at its meeting on February 21, 2023, made the motion to endorse the renewal of Paul Amato and Janet Langdell as Full Planning Board members until March 31, 2026. Paul and Janet have served as Planning Board members for many years. This action is being taken to renew Paul and Janet's terms set to expire March 31, 2023. Please contact Terrey Dolan, Community Development Director at tdolan@milford.nh.gov should you have any questions regarding this recommendation.

Douglas Knott, Chairman

A large, stylized handwritten signature in black ink, appearing to be "DK", is written over the printed name of Douglas Knott.

DK/djb

4. a) 9) Approval to re-appoint LaShanta Magnusson and Celeste Philbrick Barr to the Solid Waste and Recycling Committee - Terms Expire 2026

Town of Milford Solid Waste & Recycling Committee

January 4th, 2023

To the Selectboard:

I would like to recommend that LaShanta Magnusson be reappointed to the Solid Waste & Recycling Committee for another 3 year term beginning this spring.

I would also like to request reappointment to the Committee for another term as well.

Thank you.

CPB

Celeste Philbrick Barr, Chair

4. a) 10) Approval of Intent to Cut Wood or Timber, Map 20 Lot 19, 1,2,&3



FORM PA-7
 (Assigned by Municipality)
 YR TOWN OP#
 [] - [] - [] - T

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
 NOTICE OF INTENT TO CUT WOOD OR TIMBER

For Tax Year April 1, 2022 to March 31, 2023

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

- Town/City of: MILFORD
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 30 LOT 19 - 1, 2, & 3
- Intent Type: Original Supplemental (Original Intent Number)
- Name of Access Road: WHEELER ST
- 5a. Acreage of Lot: 5.96 Acreage of Cut: 2
- 5b. Anticipated Start Date: 2/15/2023
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Sole Owner)
 - Owner of Land and Stumpage (Joint Tenants)
 - Owner of Land and Stumpage (Tenants in Common)
 - Previous owner retaining deeded timber rights
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

REPORT OF CUT / CERTIFICATE TO BE SENT TO:
 OWNER OR LOGGER / FORESTER
 BY MAIL OR E-MAIL

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

[Signature] 2-10-23
 SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

UNIFIED DEVELOPMENT
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

UNIFIED DEVELOPMENT
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)
 3 TECH CIRCLE
 MAILING ADDRESS
 AMHERST NH 03031
 CITY OR TOWN STATE ZIPCODE
 matt@bbhnh.com
 E-MAIL ADDRESS
 HOME PHONE (Enter number without dashes) (603) 566-5532
 CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
 1. All owners of record have signed the Intent;
 2. The land is not under the Current Use Unproductive category;
 3. The form is complete and accurate; and

- Any timber tax bond required has been received.
\$ _____ Date: _____
- The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
- This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	2	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple	.5	MBF
White Birch		MBF
Yellow Birch		MBF
Oak	2	MBF
Ash		MBF
Soft Maple		MBF
Beech/Palmetto & Mast Logs/ Pine Box		MBF
Other (Specify)		MBF
Pulpwood		Tons
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Biomass Chips	100	
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	28	Cords

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

Species	Amount
---------	--------

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

[Signature] 2-10-23
 SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

DAVID BURL
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
 150 LONDONDERRY TPK.
 MAILING ADDRESS
 HOOKSETT NH 03106
 CITY OR TOWN STATE ZIPCODE
 (603) 396-4572 burlandclearing@aol.com
 PHONE NUMBER E-MAIL ADDRESS

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE	SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE		

PA-7 Rev 04/2019

Town Status Report February 27, 2023

Four Day Work Week – Staff continues to evaluate the feasibility of implementing a 4 or 4.5 day work schedule at Town Hall and DPW. The Ambulance, Fire, Police Departments have their own unique work schedules requiring twenty-four hour coverage and as such, are not part of this review. Staff views the alternative schedule as a means to respond to demand for services, offer additional flexibility to residents/property owners/development community, and provide a tool/benefit to retain and recruit employees.

Since the last Board meeting, an informal public session was held on February 21st in the Board of Selectmen's Meeting for residents/stakeholders to provide input/comments. The discussion and feedback provided by in-person and online participants proved extremely constructive and demonstrated a need for further public outreach and analysis.

Concurrent with the input session, Staff published a modified public online survey. To date, the responses from the previous and current survey are encouraging with majority either supporting the proposed 4 or 4.5 day work week with the extended hours in the evening or indicating that the changes have no impact. (See attached survey summaries) The survey will be extended to March 17th and we will use the Town vote on March 14th as an opportunity to receive more input from the public. Lastly, the Community Development Office contacted representatives from the development community who expressed their general support of the concept.

With regards Public Works, staff is considering a flexible schedule for buildings, highways, parks, cemetery. This would include a 5-day schedule during the colder months from October – April and 4-day work week from May – September. Staff also is continuing to evaluate alternatives and extended hours for the Transfer Station.

At this time, additional discussions with staff and input from the public are necessary. All alternatives are being considered and we continue to work/coordinate with the Town Clerk's office. The final proposal for the alternative hours will be presented to the Board of Selectmen at the March 27th meeting for review and consideration.

This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the "Add analysis components" fieldset.

How often do you visit Town Hall?

Every Day	3
A few times a week	4
A few times a month	1
Less than once a month	10
Once a year	9
Other (please comment below)	1

Would you find it beneficial if Town Hall opened earlier than 8:00am?

Yes	13
No	15

If Town Hall moved to a 4 day work week (Closed on Fridays,) with extended hours Monday - Thursday, how would this impact the business you conduct in the building?

It would have a positive impact on the business I conduct at Town Hall	4
It would negatively impact the business I conduct at Town Hall	9
It would have no impact on the business I conduct at Town Hall	13
Other (please comment below)	2

Are you in favor of Town Hall moving to a 4-day work week?

Yes	12
No	16

If Town Hall moved to a 4 1/2 day work week with extended hours Monday – Thursday (8:00 am – 5:30pm) and a half day on Friday (8:00 am – 12:00pm), how would this impact the business you conduct in the building?

It would have a positive impact on the business I conduct at Town Hall	4
It would negatively impact the business I conduct at Town Hall	7
It would have no impact on the business I conduct at Town Hall	14
Other (please comment below)	3

If Other, then How often?

Left Blank	27
User entered value	1
Average submission length in words (ex blanks)	5.00

Would you find it beneficial if Town Hall closed later than 4:30pm?

Yes	19
No	9

If you selected other, please comment here

Left Blank	26
User entered value	2
Average submission length in words (ex blanks)	22.00

If Town Hall moved to a 4 day work week (Closed on Fridays,) with extended hours Monday - Thursday, what are the preferred hours?

Monday – Thursday 7:00 am to 5:00 pm	3
Monday – Thursday 7:30 am to 5:30 pm	25

Are you in favor of Town Hall moving to a 4-day or 4 ½ day work week?

4 day work week	9
4 1/2 day work week	4
Maintain current hours	15

Should Town Hall Move to a 4 Day Work Week

This page shows analysis of submitted data, such as the number of submissions per component value, calculations, and averages. Additional components may be added under the "Add analysis components" fieldset.

How often do you visit Town Hall?

Every Day	10
A few times a week	12
About once a week	15
A few times a month	16
Once a month	19
Less than once a month	100
Once a year	119
Never	3
Other (please comment below)	10

If Other, then How often?

Left Blank	295
User entered value	9
Average submission length in words (ex blanks)	3.44

Would you find it beneficial if Town Hall opened earlier than 8:00am?

Yes	122
No	182

Would you find it beneficial if Town Hall closed later than 4:30pm?

Yes	249
No	55

If Town Hall moved to a 4 day work week (Closed on Fridays,) with extended hours Monday - Thursday (7:00am-5:00pm), how would this impact the business you conduct in the building?

It would have a positive impact on the business I conduct at Town Hall	80
It would negatively impact the business I conduct at Town Hall	89
It would have no impact on the business I conduct at Town Hall	120
Other (please comment below)	15

If you selected other, please comment here

Left Blank	289
User entered value	15
Average submission length in words (ex blanks)	18.27

Are you in favor of Town Hall moving to a 4-day work week?

Yes	173
No	131

Other comments

Left Blank	228
User entered value	76
Average submission length in words (ex blanks)	16.05

6. 1) NH Division of Historical Resources - Milford Town Hall



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources 603-271-3483
19 Pillsbury Street, Concord, NH 03301-3570 603-271-3558
TDD Access Relay NH 1-800-735-2964 FAX 603-271-3433
www.nh.gov/nhdhr *preservation@dncr.nh.gov*

February 13, 2023

Paul Dargie
Town of Milford
1 Union Square
Milford, NH 03055

Dear Mr. Dargie,

The New Hampshire Division of Historical Resources (DHR) would like to congratulate you on the listing of the Milford Town Hall and Library Annex in the New Hampshire State Register of Historic Places. We would like to recognize your efforts and the property's significance with the enclosed certificate.

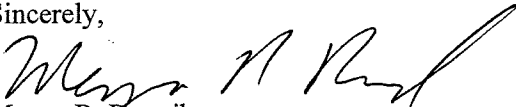
We will add you to our mailing list and let you know about future educational programs and technical assistance that may be of interest. The DHR has created a plaque that owners may order to mark listed properties; information on this plaque is enclosed. Another benefit of listing is a complimentary one-year membership to the New Hampshire Preservation Alliance, the state's membership organization dedicated to the preservation of New Hampshire's irreplaceable historic buildings, landscapes and communities.

The DHR has sent the enclosed press release to major news outlets in the state noting the property's listing to the State Register. Please feel free to use this press release if you would like to announce the listing in your local newspaper as well. The Division publishes the list of State Register properties on our web site with a photo, the property name, street, town, and date of listing. If you have any questions or concerns about this, please give me a call at 603 / 271-6435.

We very much appreciate your stewardship and commitment to preserving an important part of New Hampshire's heritage. As you plan for needed maintenance or changes, staff members at the DHR are always available for questions and assistance. Also enclosed are handouts on rehabilitation guidance and State Register benefits that may be helpful as you maintain the building.

As always, please feel free to contact us if we can assist you.

Sincerely,


Megan R. Kupnik
National Register & State Survey Coordinator

Encl



The Division of Historical Resources

**DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
STATE OF NEW HAMPSHIRE**

CERTIFIES THAT THE

MILFORD TOWN HALL AND LIBRARY ANNEX

in

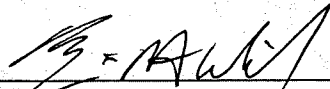
Milford, New Hampshire

**HAS BEEN LISTED IN THE
NEW HAMPSHIRE STATE REGISTER OF HISTORIC PLACES**

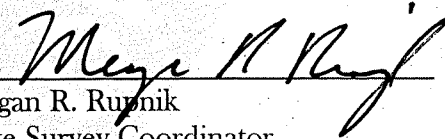
30 January 2023



Sarah L. Stewart
Commissioner
Dept. of Natural and Cultural Resources



Benjamin H. Wilson, Director
State Historic Preservation Officer
Division of Historical Resources



Megan R. Ruznik
State Survey Coordinator
Division of Historical Resources

FOR IMMEDIATE RELEASE: February 6, 2023

Shelly Angers, N.H. Department of Natural & Cultural Resources
603-271-3136
shelly.angers@dncr.nh.gov
Twitter: [@NHDNCR](https://twitter.com/NHDNCR)

NOTE: Images of the properties are available for print and broadcast.

Three properties added to the NH State Register of Historic Places

The New Hampshire Division of Historical Resources is pleased to announce that the State Historical Resources Council has added three properties to the New Hampshire State Register of Historic Places.

Blazing Star Grange Hall No. 71 in Danbury was built in 1911 under the leadership of the group's first female master, providing members with their own free-standing building after more than 35 years of meeting in halls of village houses. The two-story wood-framed building has a wooden clapboard exterior and is finished with varnished beadboard walls and ceilings inside. The main floor serves as a hall and has a stage at one end with a circa 1922 curtain painted by Manchester-based artist Egbert L. Foster. The lower level has a dining room and kitchen with the original cupboards and work tables.

Located in an area of Gilmanton that is now part of Belmont, the **Dudley Gilman Homestead** was built by Revolutionary War veteran Corporal Dudley Gilman. It reflects three different generations of construction styles: the original Georgian style circa 1785, an early Federal renovation circa 1820 and Colonial Revival details added circa 1945. The two-story building's kitchen, located in the main house, has a built-in beehive oven to the right of the hearth and faces the center chimney. A large, circa 1800 gable-front barn is a rare early survivor of that era.

Dudley Gilman Homestead is currently under consideration to be listed on the National Register of Historic Places.

Milford Town Hall and Library Annex were named to the National Register of Historic Places in 1988. The two-story brick Town Hall, built in 1869, has a combination of Italianate and French Second Empire details, making it unique among town halls in the region. It is one of the few known New Hampshire examples of the work of prominent Boston architect Gridley J. F. Bryant, who designed the extensive post-Civil War alterations to the New Hampshire State House. The Library Annex incorporates molded brick

and terracotta embellishments that were increasingly popular at the time it was built in 1892.

Anyone wishing to nominate a property to the New Hampshire State Register of Historic Places must research the history of the nominated property and document it on an individual inventory form from the New Hampshire Division of Historical Resources. Having a property listed in the Register does not impose restrictions on property owners. For more information, visit nh.gov/nhdhr.

New Hampshire's Division of Historical Resources, the State Historic Preservation Office, was established in 1974 and is part of the NH Department of Natural and Cultural Resources. NHDHR's mission is to preserve and celebrate New Hampshire's irreplaceable historic resources through programs and services that provide education, stewardship, and protection. For more information, visit us online at nh.gov/nhdhr or by calling 603-271-3483.

###

6. 2) Federal Hill Cell Tower - Heritage Discussion

Please mail the completed form and required material to:

New Hampshire Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street, Concord, NH 03301-3570

RECEIVED DEC 06 2022

DHR Use Only	14465
R&C #	
Log In Date	12, 6, 22
Response Date	1, 24, 23
Sent Date	1, 24, 23

Request for Project Review by the
New Hampshire Division of Historical Resources

- This is a new submittal
- This is additional information relating to DHR Review & Compliance (R&C) #:

GENERAL PROJECT INFORMATION

Project Title 694398 Federal Hill II

Project Location 347 Ponemah Hill Road

City/Town Milford Tax Map 53 Lot # 22

NH State Plane - Feet Geographic Coordinates: Easting 994055 Northing 110922
(See RPR Instructions and R&C FAQs for guidance.)

Lead Federal Agency and Contact (if applicable) FCC
(Agency providing funds, licenses, or permits)
Permit Type and Permit or Job Reference #

State Agency and Contact (if applicable)
Permit Type and Permit or Job Reference #

APPLICANT INFORMATION

Applicant Name US Cellular Corporation c/o KJK Wireless

Mailing Address 127 Ridge Road Phone Number 603-888-8974

City Nashua State NH Zip 03062 Email ken@kjkwireless.com

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company Audra Klumb / A&D Klumb Environmental, LLC

Mailing Address 34 Centennial Drive Phone Number 6037465065

City Webster State NH Zip 03303 Email adke@klumbenv.com

This form is updated periodically. Please download the current form at www.nh.gov/nhdhr/review. Please refer to the Request for Project Review Instructions for direction on completing this form. Submit one copy of this project review form for each project for which review is requested. Please include a self-addressed stamped envelope. Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: www.nh.gov/nhdhr/review or contact the R&C Specialist at marika.s.labash@dncr.nh.gov or 603.271.3558.

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

Project Boundaries and Description

- Attach the Project Mapping **using EMMIT or relevant portion of a 7.5' USGS Map.** (See RPR Instructions and R&C FAQs for guidance.)
- Attach a detailed narrative description of the proposed project.
- Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (*Informative photo captions are requested.*)
- A DHR records search must be conducted to identify properties within or adjacent to the project area. Provide records search results via EMMIT or in Table 1. (*Blank table forms are available on the DHR website.*) Please note, using EMMIT Guest View for an RPR records search does not provide the necessary information needed for DHR review.
EMMIT or in-house records search conducted on 9/19/2022.

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area? Yes No
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s): 93

- Photographs of **each** resource or streetscape located within the project area, with captions, along with a mapped photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity? Yes No
If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

Insufficient information to initiate review. Additional information is needed in order to complete review.

No Potential to cause Effects No Historic Properties Affected No Adverse Effect Adverse Effect

Comments: _____

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature: _____ Date: _____

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

14465

Wilford

Project Boundaries and Description

- Attach the Project Mapping **using EMMIT or relevant portion of a 7.5' USGS Map.** (See RPR Instructions and R&C FAQs for guidance.)
- Attach a detailed narrative description of the proposed project.
- Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (Informative photo captions are requested.)
- A DHR records search must be conducted to identify properties within or adjacent to the project area. Provide records search results via EMMIT or in **Table 1.** (Blank table forms are available on the DHR website.) Please note, using EMMIT Guest View for an RPR records search does not provide the necessary information needed for DHR review.
EMMIT or in-house records search conducted on / /

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area? Yes No
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s):

- Photographs of **each** resource or streetscape located within the project area, with captions, along with a mapped photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity? Yes No
If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

- Insufficient information to initiate review. Additional information is needed in order to complete review.
- No Potential to cause Effects No Historic Properties Affected No Adverse Effect Adverse Effect

Comments:
This finding is conditioned on the Applicant continuing to work with the Wilford Historical Society to address any outstanding concerns.

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature Neomi Miller, DSHPO Date: 1/24/23



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Board of Selectmen
Town of Milford
1 Union Square
Milford NH 03055

19 January 2023

The Heritage Commission is submitting this tower observation report to assist with the plans to construct a 120 ft monopole cell phone tower on the peak of Federal Hill at the site of the historic Fire Watch Tower.

Background

On or about August 11th, 2022 the Heritage Commission received a request for information by means of a NH State Form 106, Request for Project Review. Project number 694398 tax map 53, lot #22. The owner of the project is US Cellular Corporation c/o KJK Wireless of Nashua, NH. The state requested that responses go to Audra Klumb of A&D Klumb Environmental LLC of Webster, NH. The Heritage Commission met on September 14th, 2022 and discussed the plans as presented and found that there were several likely heritage issues with the plans as presented. An earlier request went had gone to the Town and was commented on by the Milford Historical Society in a memo to the Planning Board on December 13th 2014, documenting very similar concerns. These concerns are quoted here:

“The tower has particular interest to the area Heritage as it has the potential of affecting the view from a scenic roadway and multiple historical properties. The tower is also likely to affect the view of the hiking trails at the protected Monson Area. We would like to see that a test be done with a trial balloon at the tower height to investigate the view to important Heritage sites around town. What will happen to the historical and popular Federal Hill Tower that is there now?”

The Heritage commission is still seeking specific plans of what is to be done with the Fire Tower on the site. As requested, the project manager floated a 4½ ft helium balloon at the proposed new tower height, 120 feet vs the existing tower of 69 feet. The commission enlisted the help of nine volunteers as observers to view the trial balloon launch of January 11th, 2023. The result of this investigation is included here.

Method

Observers were selected and areas of view were assigned. These areas were selected for their heritage value, elevation and on scenic roadways both in town and neighboring towns of Hollis and Brookline. Observers were both viewing from their cars on roadways and hiking on foot on designated trails. Individual observations were compiled including location and photos of what was seen. The data was collected and compiled using both qualitative and quantitative measures. A total score was found by multiplying the individual scores without weighting in three categories: elevation, size and heritage sensitivity.

Measures of elevation were determined by a score of 1 for invisible, up to 5 for 75% or more of the tower could be seen, (scores with a five could see the existing tower). Size measures were determined by a similar 1 to 5 range, 1 being invisible and to the degree of visibility up to 5 being obstructive. The heritage impact was scored from 1 to 5 with 1 being minimal (house built after 1940) up to unique with a 5 as a feature unique to the State of NH such as a registered property or the original settlement of Monson. 40 sites were cataloged in three towns to provide any insight to regional impact.

Summary

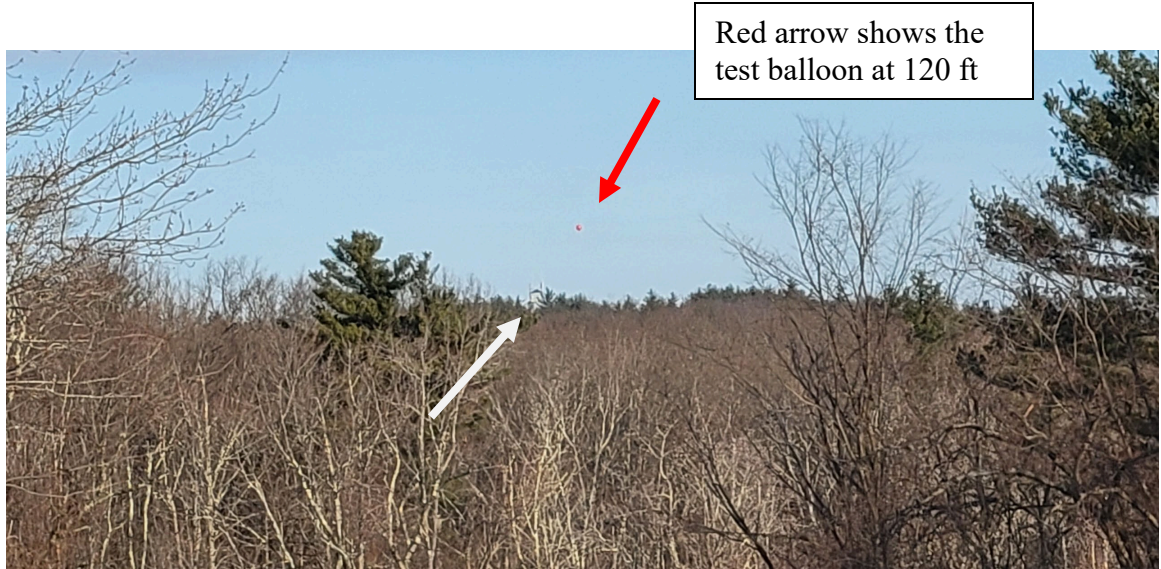
This study and observation exercise show three areas of concern in scenic areas. The balloon was sighted on two roads deemed to be scenic according to the town master plan: Colburn Rd and Foster Rd (designated 1988) and the historically significant preserved village of Monson. The photos included are from the observation activity and the dimensioned plans of the tower design. The antenna array is proposed to be roughly 3¼ balloons wide and 2 balloons tall. The balloon was also visible in Brookline at the trail head to Palmer-Bartell trails on Rt 13 proving regional impact.

Respectfully

David Palance
Chairman
Milford Heritage Commission

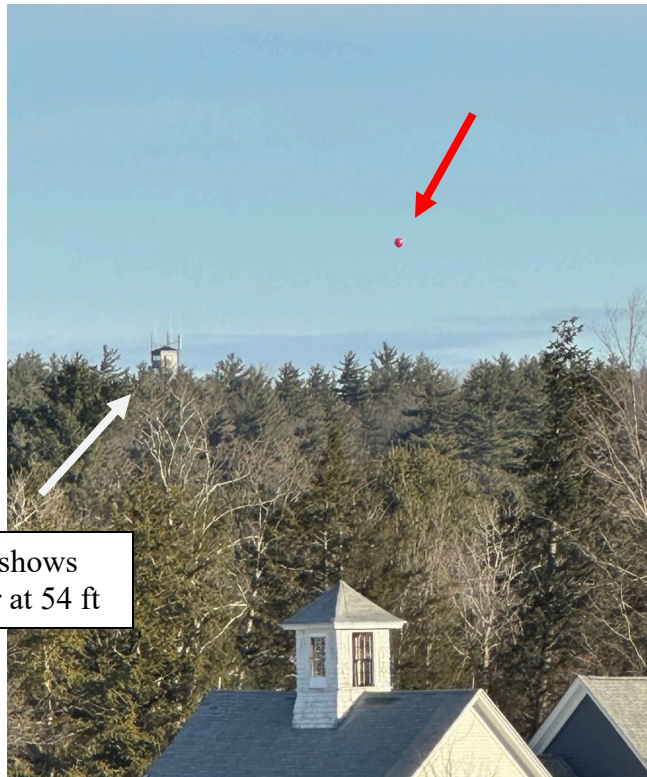


Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055



Red arrow shows the test balloon at 120 ft

34 Colburn Rd



White arrow shows the fire tower at 54 ft

114 Foster Rd



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Monson Village



Red arrow shows the test balloon at 120 ft

9:39 [icons] LTE 96%

Dropped pin

Near Milford Town, New Hampshire 03055 · [location icon]

[Directions](#) [Start](#) [Save](#) [Share](#)

[location icon] Near Milford Town, NH 03055

[ruler icon] Measure distance

[location icon] 42.7920028, -71.6215511

[location icon] Q9RH+R94 Milford, New Hampshire

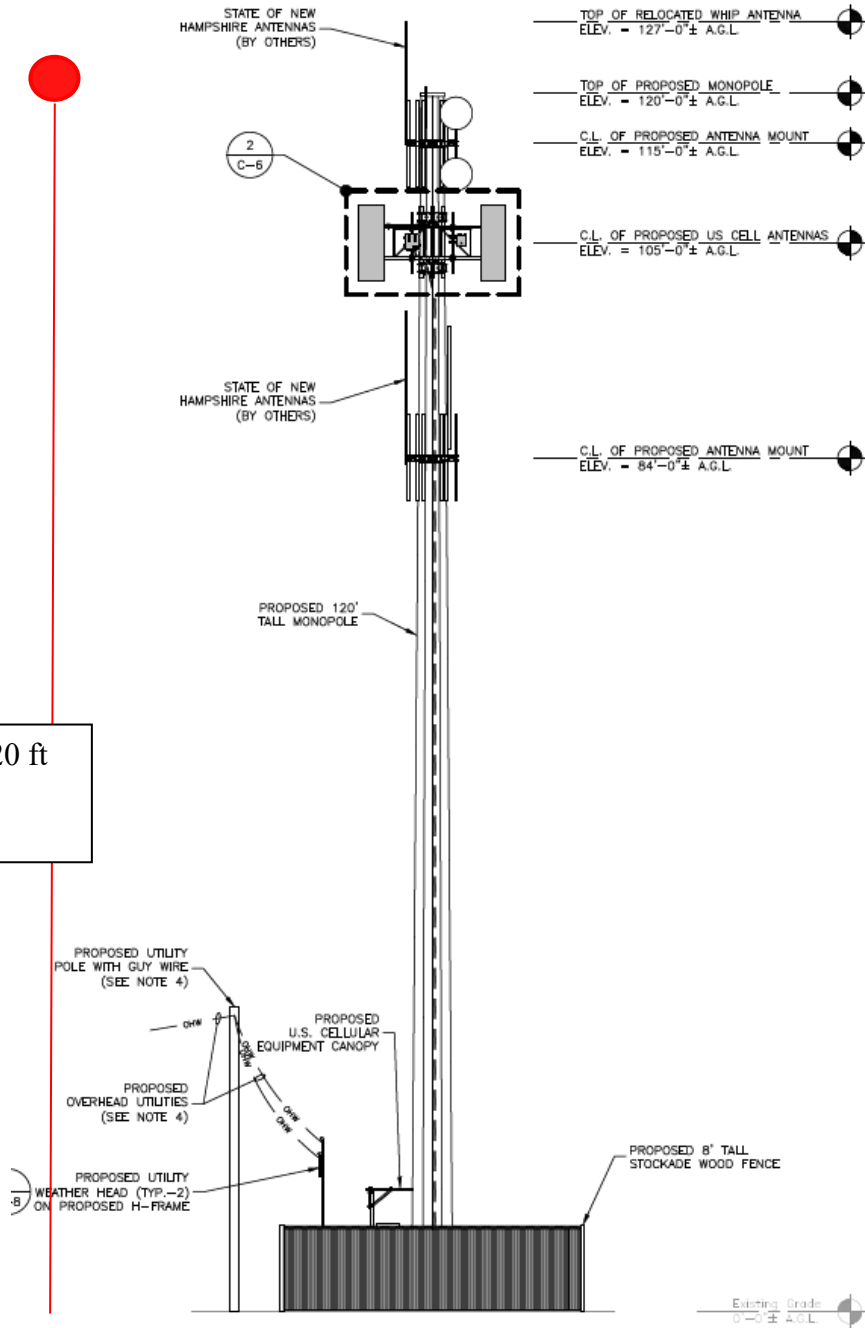


Milford Heritage Commission

Town Hall

1 Union Square

Milford NH 03055





Milford Heritage Commission

Town Hall

1 Union Square

Milford NH 03055

Tower observations

January 11, 2023 between the hours of 9:00 and 11:00am

Elevation 1- invisible, 2- tree line, 3- 15%, 4- 50% ,5- 75%

Size 1- invisible, 2- tiny, 3- noticeable, 4- moderate, 5- obstructive

Heritage 1- minimal, 2- scenic, 3- important, 4- historic, 5- unique

Key	Location	Elevation	Size	Heritage	Score
24	Monson 42.7920, -71.6216	3	4	5	60.00
25	Monson near pond	3	4	5	60.00
15	114 Foster Rd	5	5	2	50.00
2	34/36 Colburn Rd	5	5	2	50.00
11	446 Federal Hill Rd	4	3	4	48.00
19	249 Melendy Rd	5	2	4	40.00
26	Federal Hill Rd	4	4	2	32.00
12	108 Foster Rd	5	3	2	30.00
37	461 Federal Hill Rd	5	3	2	30.00
14	160 Foster Rd	2	3	4	24.00
1	204 Federal Hill Rd	2	3	4	24.00
13	204 Federal Hill Rd	2	3	4	24.00
23	42 Hood Rd, Brookline	4	2	3	24.00
31	Rt 13 Bartell Trail head, Brookline	4	2	3	24.00
28	Federal Hill Rd	4	3	2	24.00
5	235 Federal Hill Rd	5	1	4	20.00
9	205 Union St	5	2	2	20.00
8	196 Federal Hill Rd	3	3	2	18.00
7	224 Federal Hill Rd	3	3	2	18.00
40	326 Ponemah Rd	3	3	2	18.00
27	Federal Hill Rd	3	3	2	18.00
16	16 Hammon Rd	4	2	2	16.00
17	16 Hammon Rd	4	2	2	16.00
4	101 Amherst/Milford line	5	2	1	10.00
6	472 Federal Hill Rd	5	1	2	10.00
10	35 Emerson Rd	2	2	2	8.00
21	528 Rt 13 south	4	2	1	8.00
22	528 Rt 13 south	4	2	1	8.00
20	249 Melendy Rd	1	1	4	4.00
38	Roof of Town Hall	1	1	4	4.00
30	Rt 101 BP at Osgood bridge	2	2	1	4.00
33	1 Ledgewood Dr	1	1	3	3.00
18	42 Hood Rd, Brookline	1	1	3	3.00
35	Shepard Park - 14 Olive St	1	1	3	3.00
39	451 Ponemah Rd	1	1	2	2.00
3	101 Amherst/Milford line	1	1	1	1.00
32	135 Prospect St	1	1	1	1.00
34	Edgewood Plaza - 309 Nashua St	1	1	1	1.00
36	Lorden Plaza - 614 Nashua St	1	1	1	1.00
29	Rt 101 BP at Osgood bridge	1	1	1	1.00

Meets 2nd Wednesday of each month 7:00PM
 Milford Town Hall
 Banquet Room



A&D Klumb Environmental, LLC

January 12, 2023

Ms. Nadine Miller
NH Division for Historical Resources
19 Pillsbury Street
Concord, NH 03301

RE: 694398 Federal Hill, Milford, NH Visibility Survey

Dear Ms. Miller,

On January 11, 2023 A&D Klumb Environmental, LLC floated a red, helium filled, balloon tied at the height of the proposed Federal Hill telecommunications tower, 120-ft, and reviewed the ½-mile FCC visual Area of Potential Effects (APE). The balloon was in the air from 8:30am until 11am. The winds were calm with occasional mild gusts. The areas reviewed for the visibility survey were specifically the areas of historic resources within the ½ mile APE as well as from the clearing of Monson Village.

Along Federal Hill Road the balloon was visible as expected, across the street from 235 Federal Hill Road and through the tree branches behind 204 Federal Hill Road, as well as over the tree line when looking up the driveway of this property. The balloon was not visible from the vicinity of 172 Federal Hill Road. The balloon was not visible from 294 Ponemah Hill Road. The balloon was not visible from Adams Road within Monson Village near the Gould House.

Photographs taken of the balloon are included, along with a photo location map. The new photographs are presented following the original photographs and numbered captions from the same/similar location included with the Section 106 submission. The visibility survey results are not different than the presumed visibility presented in the original Section 106 submission of December 2, 2022.

Please contact me with any questions.

Thank you,

A handwritten signature in black ink that reads "Audra Klumb". The signature is fluid and cursive.

Audra Klumb
Architectural Historian



1. Previous Photo 10. View northeast, across Federal Hill Road toward the summit of Federal Hill. The upper portion of the tower would be visible in the distance.



2. Photo of the balloon from the same location as previous Photo 10. The balloon is visible over the tree line in the center of the photo.





3. Previous Photo 13. View east of 204 Federal Hill Road. The local tree cover behind the house would block most, if not all views of the proposed tower.



4. Photo of balloon from same location as Photo 13. Balloon is visible through the tree branches over the right dormer.





5. View of the balloon over the tree line at the left of the photo. The unobstructed view of the balloon was visible for a short distance in the vicinity of the driveway.



6. Previous Photo 14. View northeast of 172 Federal Hill Road. Local tree cover would block most, if not all views of the proposed tower. Views toward the tower are to the right of the photograph.





7. View of 172 Federal Hill, the balloon was not visible in this area.



8. View of 172 Federal Hill looking toward the location of the balloon. The balloon was not visible in this area.



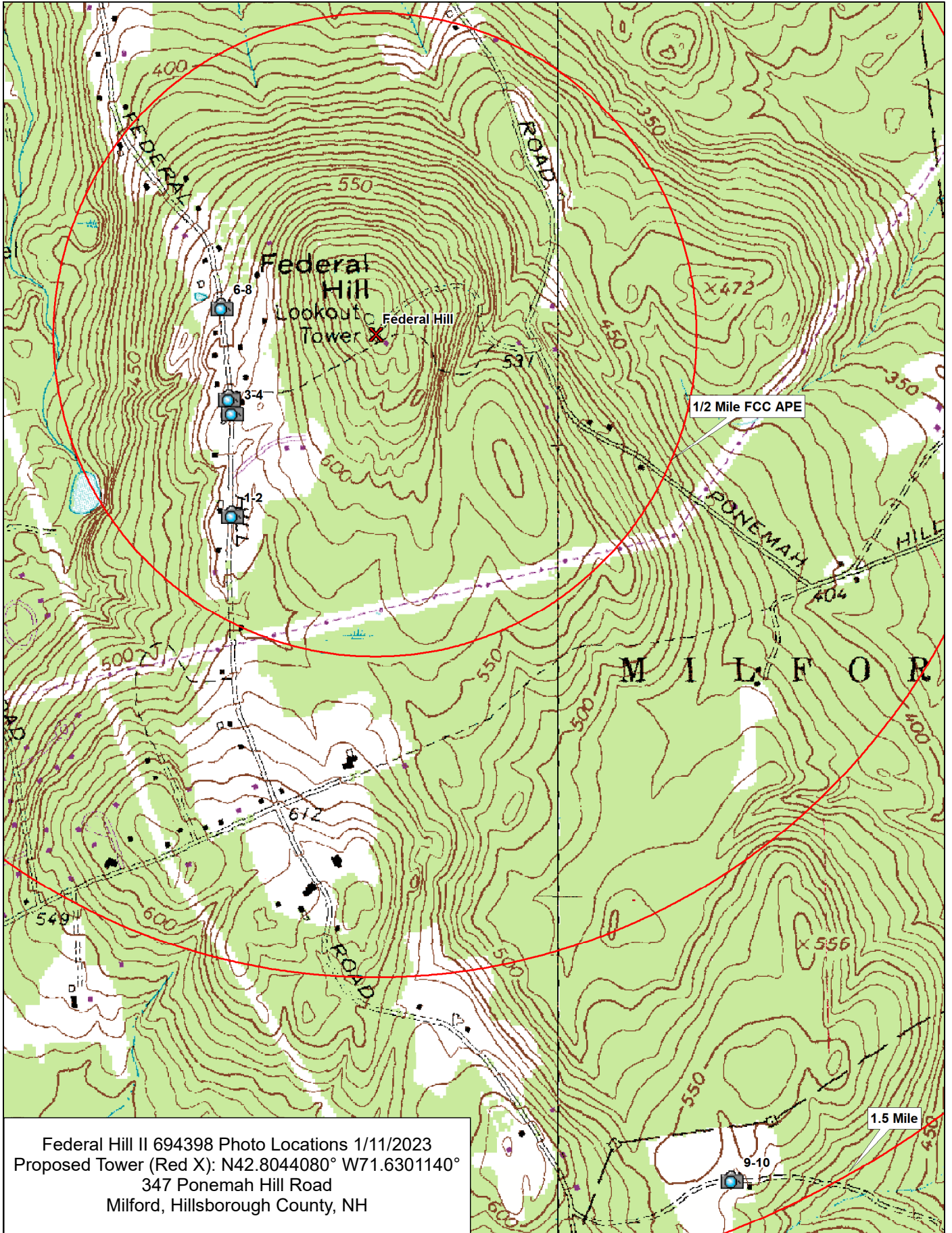


9. Previous Photo 17. View north from the Monson Village along Adams Road, west of the Gould House. This location is approximately 1.4-miles south of the proposed tower. The trees lining the north side of the field would block views of the tower from this area.



10. View toward the balloon from Monson Village, similar location to previous Photo 17. The balloon was not visible from this area.



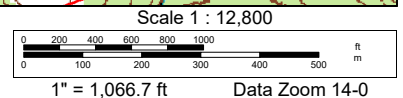
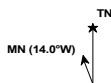


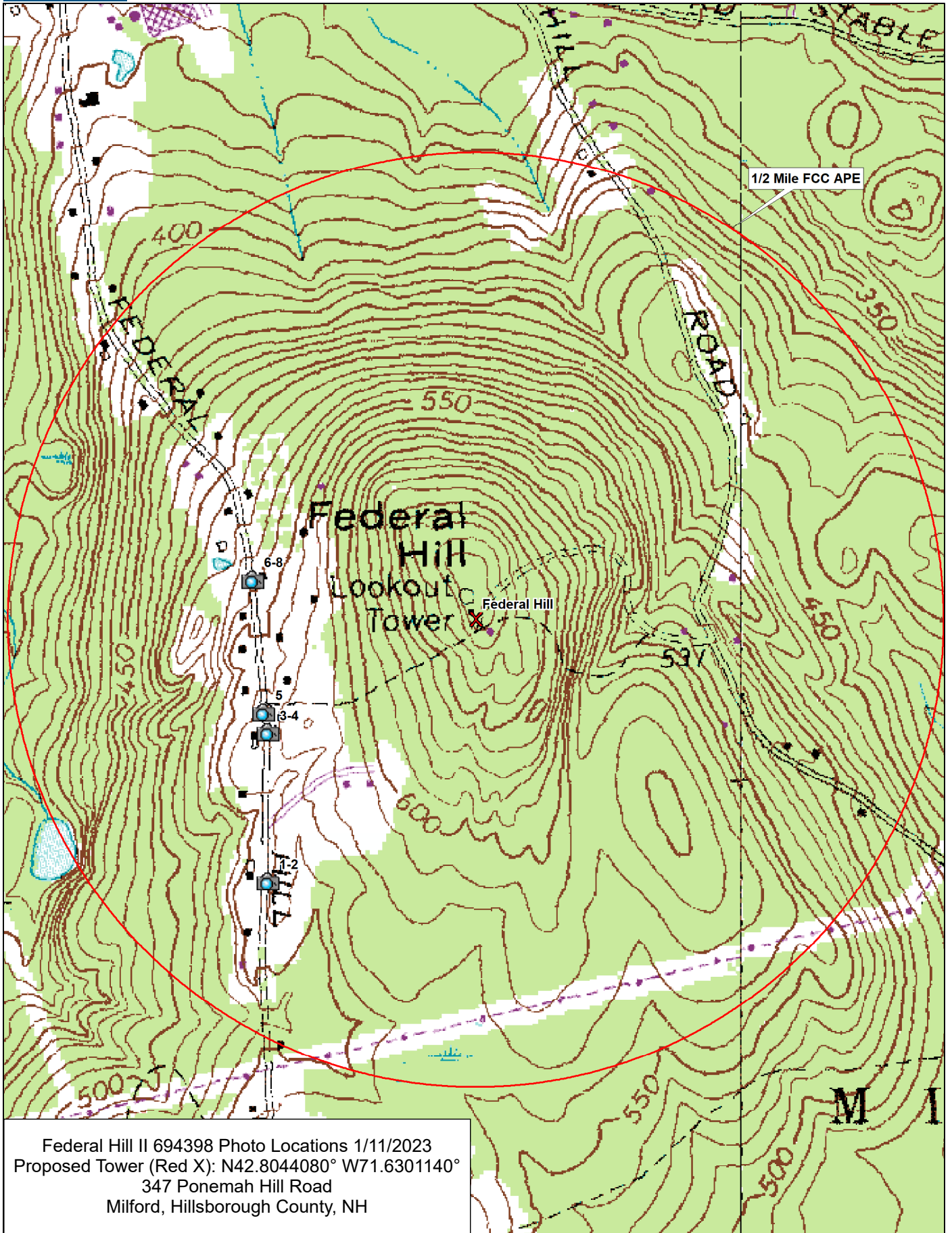
Federal Hill II 694398 Photo Locations 1/11/2023
 Proposed Tower (Red X): N42.8044080° W71.6301140°
 347 Ponemah Hill Road
 Milford, Hillsborough County, NH

Data use subject to license.

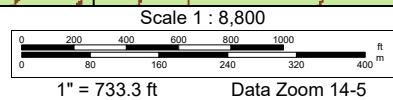
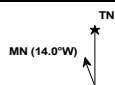
© DeLorme. XMap® 7.

www.delorme.com





Federal Hill II 694398 Photo Locations 1/11/2023
 Proposed Tower (Red X): N42.8044080° W71.6301140°
 347 Ponemah Hill Road
 Milford, Hillsborough County, NH





A & D Klumb Environmental, LLC

December 2, 2022

NH Division of Historical Resources
Attention: Review & Compliance
19 Pillsbury Street
Concord, NH 03301

RE: Section 106 Review, Proposed Tower Facility,
USCC Site 694398, Federal Hill II, Milford, NH
FCC Form 620

Dear NH DHR Review & Compliance:

A&D Klumb Environmental, LLC has completed an architectural survey of National Register listed and eligible historic properties in compliance with Section 106 for a proposed telecommunication facility to be located at the summit of Federal Hill, 347 Ponemah Hill Road in Milford, Hillsborough County, NH. US Cellular proposes to construct a 120-foot tall monopole tower, to be contained within a fenced compound, which will be accessed by the existing gravel driveway.

The purpose of this investigation is to identify any historic properties within the Area of Potential Effect (APE) of the installation and to determine any adverse impacts on those historic resources. This project is required by the New Hampshire Division of Historical Resources and the FCC for Section 106 review of the facility.

The objectives of the project were fulfilled through background research, reconnaissance at and within the vicinity of the project area to identify standing resources and cultural landscapes potentially possessing qualities of significance necessary for listing in the National Register, and assessment of potential effects found in Section 800 of the National Historic Preservation Act of 1966, as amended. The direct APE is defined as the proposed area of disturbance for the site's construction. The indirect (visual) APE is defined as the area within a ½ mile radius from the proposed project. The direct and visual APE were surveyed on October 18, 2022.

Project Description

The proposed telecommunication tower will be located on the summit of Federal Hill in Milford, NH. The summit of Federal Hill supports the Federal Hill fire lookout tower and the watchman's cabin with access via a gravel drive from Ponemah Hill Road. The existing fire tower and watchman's cabin were constructed in 1929, the tower was rebuilt in 1938, and a new cab was installed in the 1980s. The fire tower is actively used for wildfire detection by the NH Division of Forests and Lands during periods of high fire danger. The property is owned by the State of New Hampshire and the grounds and building are managed by the Department of Natural and Cultural Resources (DNCR). DNCR has received funds to repair/upgrade the fire tower structure.

US Cellular collocated antennas onto the lookout tower in 1997 and installed an equipment cabinet adjacent to the watchman's cabin at that time. Additional radio communications equipment is located on the fire tower and inside the watchman's cabin. This equipment is utilized by Milford Fire, Police, Ambulance, Public Works, and MACC.

US Cellular proposes to construct a 120-foot tall monopole communications tower and compound and relocate their antennas and equipment from the fire tower onto the new monopole tower and into the fenced compound. Once the tower is constructed it will be owned by the State of New Hampshire, DNCR and US Cellular will lease space within the compound and on the tower. The radio equipment for the Town of Milford including Fire, Police, Ambulance, and the MACC Base which provides regional emergency dispatch for surrounding communities will be located on the new tower. The movement of the antennas and equipment off of the fire tower will allow for the repair upgrade of the fire tower structure.

The monopole tower will be located within the southern end of the mowed field of the summit. The location, design, and height of the tower were selected to ensure the least amount of impact to the fire watchmen's field of view, while still providing the necessary amount of space and elevation to accommodate the tenants on the tower. The monopole tower will be contained within a 30-foot by 50-foot fenced compound. Access to the tower facility will follow the existing gravel access road leading from Ponemah Hill Road. Utilities will lead from the existing utility pole located within the field to a new pole to be installed at the east edge of the proposed fenced compound, and then underground into the site.

Historic Properties

The NH DHR file review for National Register listed and eligible properties and districts was completed online through EMMIT on September 19, 2022. The file review found no National Register listed or eligible properties within the ½ mile APE. Follow-up communication with the NH DHR found the Federal Hill Fire Tower (MIL0110) has been determined eligible (10/26/2022) for the National Register of Historic Places under Criterion A and C. The NR eligible property includes the fire tower, watchman's cabin, flagpole, garage (located at the base of the access road), and access road with 50-foot buffer on either side.

The proposed monopole tower is located within the boundary of the described National Register eligible property. The proposed telecommunications tower poses no adverse effect on the National Register eligible Federal Hill Fire Tower property. A full discussion of how this conclusion was reached is included in Attachments 8 through 10.

ADKE reviewed the project for visual impacts to historic properties on October 18, 2022. Public roads within the ½ mile APE were walked or driven to identify properties potentially eligible for the National Register and to determine the visibility of the proposed tower. The ½-mile APE includes Ponemah Hill Road, Federal Hill Road, and newer subdivision roads to the west and south of the tower site. Several historic residences which appeared to be eligible for the National Register based on views from



the public way, were observed within the ½-mile APE along Federal Hill Road and Ponemah Hill Road. These properties are discussed, and the effects evaluated for each in Attachments 8 through 10. Views toward these historic resources are either away from the proposed tower, or views of the tower will be blocked by nearby tree cover. The proposed tower poses no adverse visual effect on these potentially National Register eligible historic properties.

ADKE would like to thank you in advance for your Section 106 review of this site with respect to archaeological and architectural historic resources. Please do not hesitate to contact me with any questions regarding this request.

Sincerely,



Audra L. Klumb
Architectural Historian

ATTACHMENTS:
FCC 620 Form and Attachments



List of Attachments to form 620

Attachment 1	Resumes
Attachment 2	Additional Site Information
Attachment 3	Tribal Involvement
Attachment 4	Local Government
Attachment 5	Public Involvement
Attachment 6	Additional Consulting Parties
Attachment 7	Areas of Potential Effects
Attachment 8	Historic Properties Identified in the APE for Visual Effects
Attachment 9	Historic Properties Identified in the APE for Direct Effects
Attachment 10	Effects on Identified Properties
Attachment 11	Photographs
Attachment 12	Maps
Attachment 13	References



Representative Experience

Audra L. Klumb is the co-founder and President of A&D Klumb Environmental, LLC (2003). A&D Klumb Environmental, LLC (ADKE) is an environmental consulting company specializing in environmental reviews and permitting for wetlands, Section 106, NEPA, and Phase I Environmental Site Assessments. ADKE holds a National Women's Business Enterprise Certification with the Women's Business Enterprise National Council. Ms. Klumb's management within ADKE encompasses all aspects of the company from field work, to report writing, consultant management, and company finances. Ms. Klumb volunteers for state and local Boards and committees including the New Hampshire State Conservation Committee, the Merrimack County Conservation District Board of Supervisors and the Canterbury NH Conservation Commission.

Education

Masters of Arts, Historic Preservation, Plymouth State University, 2014
Graduate Certificate in Historic Preservation, Plymouth State University, 2012
Wetland Delineation Certification; US ACOE, University of New Hampshire, 2002
Bachelor of Science, Animal Science; Bioscience and Technology, University of New Hampshire, 1996

Professional Qualifications, Certifications, and Licenses

Secretary of the Interior Qualified Architectural Historian (36 CFR Part 61)
Certified Erosion Sediment and Storm Water Inspector, CESSWI #3504
New Hampshire Certified Wetland Scientist #222
New Hampshire Licensed Septic Designer #1684

Technical Specialties

Ms. Klumb has over 20 years of environmental consulting experience encompassing:

- Wetland Delineation, Mapping, and Permitting
- Wetland Mitigation Planning and Design
- Wetland Restoration
- Section 106 Historic Review/Reports
- National Environmental Policy Act Review/Reports
- Phase I Environmental Site Assessments
- Environmental Assessments
- Endangered Species Research
- Baseline Documentation Reports
- Balloon Tests/Visibility Surveys
- Telecommunication Tower and Antenna Simulations
- Telecommunication Site and Switch Audits

Volunteer Positions

Merrimack County Conservation District – Board of Supervisors: Supervisor 2015-present and Associate Supervisor 2013-2014
New Hampshire State Conservation Committee: 2017-2022
Canterbury, NH Conservation Commission 2022- Present

Professional Affiliations

New Hampshire Association of Natural Resource Scientists, Concord, NH
Society of Soil Scientists of Northern New England, Durham, NH
Granite State Onsite Wastewater Association, Concord, NH
Maine Association of Wetland Scientists, Portland, ME
New Hampshire Preservation Alliance, Concord, NH
The Association of State Wetland Managers, Windham, ME
Society of Wetland Scientists, McLean, VA
The Planetary Society, Pasadena, CA

From: towernotifyinfo@fcc.gov
To: klumbenvironmental@klumbenv.com
Subject: Proposed Tower Structure Info - Email ID #8276141
Date: Wednesday, August 24, 2022 6:44:12 AM

Dear Audra Klumb,

Thank you for submitting a notification regarding your proposed construction via the Tower Construction Notification System. Note that the system has assigned a unique Notification ID number for this proposed construction. You will need to reference this Notification ID number when you update your project's Status with us.

Below are the details you provided for the construction you have proposed:

Notification Received: 08/24/2022

Notification ID: 254852
Tower Owner Individual or Entity Name: United States Cellular
Consultant Name: Audra Klumb
Street Address: 34 Centennial Drive
City: Webster
State: NEW HAMPSHIRE
Zip Code: 03303
Phone: 603-746-5065
Email: klumbenvironmental@klumbenv.com

Structure Type: MTOWER - Monopole
Latitude: 42 deg 48 min 15.9 sec N
Longitude: 71 deg 37 min 48.4 sec W
Location Description: 347 Ponemah Hill Road
City: Milford
State: NEW HAMPSHIRE
County: HILLSBOROUGH

Detailed Description of Project: The project proposes the construction of a 120-foot tall monopole telecommunications tower to be contained within a 30-ft by 50-ft fenced compound on the summit of Federal Hill. Access will follow the existing woods road leading to the summit.

Ground Elevation: 210.6 meters
Support Structure: 36.6 meters above ground level
Overall Structure: 36.6 meters above ground level
Overall Height AMSL: 247.2 meters above mean sea level



A & D Klumb Environmental, LLC

August 24, 2022

RE: 694398 Federal Hill II Telecommunications Tower
347 Ponemah Hill Road, Milford, Hillsborough County, NH

To Whom it May Concern:

The proposed 694398 Federal Hill II telecommunications tower project includes the construction of a 120-foot tall telecommunications tower and compound to be located at 42.804408°N 71.630114°W, access will follow the existing woods road that leads from Ponemah Hill Road to the summit of Federal Hill. The tower and equipment will be installed within a 30-foot by 50-foot fenced compound. Included please find a USGS topographic map showing the proposed tower location as a red X.

Please contact me if you have any questions regarding this project or find that there may impacts to historic resources due to its construction.

Sincerely,

Audra L. Klumb, CWS, Architectural Historian
President



A & D Klumb Environmental, LLC

August 11, 2022

Town of Milford Administrator
1 Union Square
Milford, NH 03055

RE: Proposed Telecommunications Tower, Federal Hill, Milford, NH

Dear Town of Milford Administrator,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for a proposed telecommunications tower to be located at the summit of Federal Hill, 347 Ponemah Hill Road, Milford, NH Tax Map 53 Lot 22. United States Cellular Corporation proposes to construct a 120-foot tall monopole tower within a fenced compound on the south side of the property. USCC will relocate their existing antennas and equipment from the fire tower to the new monopole tower.

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed on or eligible for the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or indirectly affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

Audra Klumb
President

Enclosure: Project Locus Map

cc:
Milford Heritage Commission
Milford Historical Society

34 Centennial Drive
Webster, NH 03303

603-746-5065
adke@klumbenv.com

TOWN OF MILFORD

TOWN ADMINISTRATION



July 26, 2022

To: Audra Klumb
Project: U.S. Cellular Tower, Federal Hill site # 694398
Location: 347 Ponemah Hill Rd, Milford NH 03055

Audra,

I am writing this letter of support for the desperately needed U.S. Cellular tower upgrade project located in Milford at the State of New Hampshire fire watch tower site. This letter of support represents;

- The Town of Milford
- All Departments within the Town, who use our current dispatch center, Milford Area Communication Center, known as MACC Base;
 - Milford Police Chief, Michael Viola
 - Milford Fire Chief, Ken Flaherty
 - Ambulance Director, Eric Schelberg
 - Department of Public Works Director, Leo Lessard
 - Water Utilities Director, Jim Pouliot
 - MACC Base Director, Ray Anderson

The Milford team has been told for several years that a new upgraded monopole would be erected on Federal Hill that would require removing all radio equipment from the current fire watch tower. The upgrade project has been discussed for years resulting in a delay to improve our current emergency radio equipment and placement on the new monopole. With the pending upgrade in mind, the town saw no reason to add new equipment to our existing unprotected room within the watch tower cabin, as this would result in a subsequent move to a new area on the property.

Currently only Milford Fire radio equipment is located on the watch tower and in the cabin. This equipment has been located at the Federal Hill site for the past nineteen years. MACC Base also has radio equipment on this site to dispatch for Milford Fire and the Town of Mont Vernon Fire Department.

Town Hall – 1 Union Square – Milford, NH 03055-4240 – (603) 249-0600 – FAX (603) 673-2273

TDD Access: Relay NH 1-800-735-2964

website: www.milford.nh.gov

For the past twenty years the Town of Milford has used 2- Way Communications/ Motorola for our emergency radio equipment needs. 2-Way Communications supports the Town of Milford's plan to use the new monopole. They have worked with U.S. Cellular, and the State of NH representing the needs of Milford and MACC Bases. 2-Way Communications has designed space on the new monopole and the ground area. 2-Way has presented pricing and a design to the town in an effort to continue to move forward with the town's emergency radio equipment expansion plan.

The Town of Milford and MACC Base desperately need this cell site improvement to improve our emergency radio infrastructure. By having this project move forward we would increase from just the fire department radio equipment, expanding to all listed departments above using this cell site to deliver clear radio communications throughout the town thereby enhancing the safety of our community and those who serve the Town.

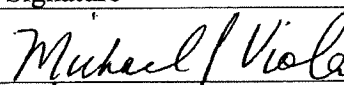

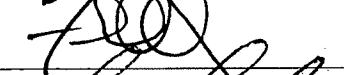

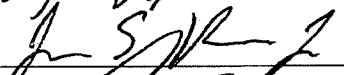

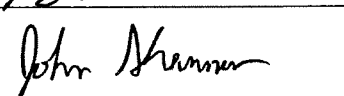
The Town recently added equipment on a cell tower in the western part of Milford and are looking for stronger coverage on the east end of town to include coverage for the Ambulance Department that travels to Nashua and Manchester area hospitals. The upgraded Federal Hill site will meet the town's current and future needs for radio communication.

Photo and video documentation of the current conditions at the Federal Hill cell site are available for review.

In conclusion the Town of Milford and its partners support the new U.S. Cellular mono pole project.

Thank you in advance for your support to our needs,

Captain Craig Frye
Operations Division

Title	Signature	Date
Chief Viola		7/26/22
Chief Flaherty		7/24/22
Ambulance Director Schelberg		08/01/2022
Dept. Public Works Director Lessard		7/26/22
Water Utilities Director Pouliot		7/26/2022
MACC Base Director Anderson		7/26/2022
Town Administrator John Shannon		7/26/2022



A & D Klumb Environmental, LLC

August 11, 2022

Town of Milford Heritage Commission
1 Union Square
Milford, NH 03055

RE: Proposed Telecommunications Tower, Federal Hill, Milford, NH

Dear Chairman Palance,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for a proposed telecommunications tower to be located at the summit of Federal Hill, 347 Ponemah Hill Road, Milford, NH Tax Map 53 Lot 22. United States Cellular Corporation proposes to construct a 120-foot tall monopole tower within a fenced compound on the south side of the property. USCC will relocate their existing antennas and equipment from the fire tower to the new monopole tower.

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed on or eligible for the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or indirectly affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

Audra Klumb
President

Enclosure: Project Locus Map

cc:

Town of Milford
Milford Historical Society

From: cemeterymapping@comcast.net
To: adke@klumbenv.com
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator
Date: Tuesday, September 27, 2022 1:44:34 PM

Got it,
Thank you

From: ADKE <adke@klumbenv.com>
Sent: Tuesday, September 27, 2022 11:31 AM
To: cemeterymapping@comcast.net; 'Kenneth Kozyra' <Ken@kjkwireless.com>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

I don't have information as to what will be done with the existing fire tower.
Attached please find the full set of plans. Sheet C-14 shows the panel size. I originally omitted the extra sheets to reduce the file size.

Comcast is blocking some of my emails so hopefully this makes it through to you.

Audra

From: cemeterymapping@comcast.net <cemeterymapping@comcast.net>
Sent: Tuesday, September 27, 2022 11:25 AM
To: 'Kenneth Kozyra' <Ken@kjkwireless.com>
Cc: 'Klumb Environmental' <adke@klumbenv.com>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

Got it,
Thank you

Taking a quick read through, I did not see what was to be done with the existing historical fire tower.
What does it look like now, and what is being proposed?
Also, I see two panel type antennas mounted on booms close to the top of the mono pole. What are the dimensions of these individual panels?

Dave

From: Kenneth Kozyra <Ken@kjkwireless.com>
Sent: Tuesday, September 27, 2022 11:15 AM
To: cemeterymapping@comcast.net
Cc: Klumb Environmental <adke@klumbenv.com>
Subject: FW: letter of 11Aug2022 to the Town of Milford Administrator

Forwarding at the request of Audra Klumb

From: ADKE <adke@klumbenv.com>
Sent: Tuesday, September 27, 2022 10:52 AM
To: cemeterymapping@comcast.net
Cc: Kenneth Kozyra <Ken@kjkwireless.com>; 'Boisvert, Tracey' <Tracey.L.Boisvert@dn-cr.nh.gov>
Subject: letter of 11Aug2022 to the Town of Milford Administrator

Good morning Dave,

I understand that you did not receive my email from 9/19/2022. Please find a copy of that email below as well as the referenced attachment.

Please confirm receipt of this email.

Thank you,
Audra
Audra L. Klumb, CWS, CESSWI, Architectural Historian
A&D Klumb Environmental, LLC
34 Centennial Drive
Webster, NH 03303
603-746-5065

From: ADKE <adke@klumbenv.com>
Sent: Monday, September 19, 2022 12:17 PM
To: 'cemeterymapping@comcast.net' <cemeterymapping@comcast.net>
Cc: 'ken@kjkwireless.com' <ken@kjkwireless.com>; 'Boisvert, Tracey' <Tracey.L.Boisvert@dn-cr.nh.gov>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

Good afternoon Mr. Palance,

Thank you for your email regarding the Heritage Commission's review of the proposed Federal Hill telecommunication tower.

The existing fire tower is in need of repair and the State has asked US Cellular to construct a free standing tower on the hill so that their antennas and equipment can be relocated to the new tower. Additionally, State and local police, fire, and emergency antennas and equipment will also be installed on/relocated to the new tower. The tower height is needed to allow for adequate views from the fire observer in the watch tower and for both public safety and US Cellular to be able to propagate (transmit their communication signals) due to local tree height and nearby fire tower.

I have attached the relevant sheets of the project plans showing the proposed tower location and details.

Thank you for resending the list of historic resources within the vicinity of the proposed tower.

Audra
Audra L. Klumb, CWS, CESSWI, Architectural Historian
A&D Klumb Environmental, LLC
34 Centennial Drive
Webster, NH 03303
603-746-5065

From: cemeterymapping@comcast.net <cemeterymapping@comcast.net>

Sent: Monday, September 19, 2022 11:31 AM

To: adke@klumbenv.com

Subject: Ref: letter of 11Aug2022 to the Town of Milford Administrator

Hello Ms. Klumb,

Your letter was forwarded to me by our Town Administrator, Mark Bender.

Upon some research, I can see that Milford Historical Society addressed this property of the proposed tower in the past.

Much of this information is still relevant. I am including the text here from 13Dec2014 It was addressed by me when I was the President of the Historical Society. More recently, The town Heritage Commission meet and discussed your letter and the excerpt from the draft minutes of 14Sep2022 are included here as well.

The tower has particular interest to the area Heritage as it has the potential of affecting the view from a scenic roadway and multiple historical properties. The tower is also likely to affect the view of the hiking trails at the protected Monson Area. The Heritage Commission is caught off guard as we have no plans to review, no elevation drawings etc.. We would like to see that a test be done with a trial balloon at the tower height to investigate the view to important Heritage sights around town. What will happen to the historical and popular Federal Hill Tower that is there now? We would like to publish an opinion on this matter but need much more information.

Please acknowledge receipt of this e-mail, Thank you

V/r

Dave Palance

Town of Milford Heritage Commission

**From minutes of the Heritage Commission 14Sep2022
Federal Hill Tower**

Chuck asked that if at a height of 120 feet the tower would be an eyesore if viewed from the historic area of Monson. Paul did not think this would be an issue, but David proposed testing how it would look using an aerial balloon. David would also like to request a drawing

of what the completed tower will look like. Concerns were brought up that it not only changes the view from Monson, but also from the Ponemah Hill scenic area. Paul raised the point that this tower is a key component of the Town of Milford's new communications system.

A & D Klumb Environmental LLC
34 Centennial Dr.
Webster, NH 03303
Attn: Sarah Cate

December 13, 2014

Subject: Milford Fire Tower modifications in reference to your letter of 21 November 2014

The existing tower has been modified over the years but the core structure dates to shortly after the hurricane of 1938.

News accounts report that the original structure was demolished by the storm. Deed history of the property shows the tower being rented in 1931 and being purchased with the property by a Albert Francois Caron and his wife Myra in 1953. This makes the tower a minimum of sixty years (60) old but no older than seventy-five (75) years.

The property that the tower sits on has multiple buildings included in the 38 Acres and is owned by the present owner since 2008. This property was once selected as the site for the Monson Meeting House that was never built prior to the incorporation of the Town of Milford in 1795. Ramsdell's History of Milford states that the site was selected just to the North of the peak on the slope of Federal Hill.

Multiple historic properties are within a half mile of the proposed changes:

- The Abbott Homestead (Chappell Farms) on Emerson St. dates to 1778.
- Ezekiel Ames House on Ponemah Hill Rd. dates to 1800.
- James Blanchard House on Ponemah Hill Rd. dates to 1815.
- Ebenezer Sargent house on Ponemah Hill Rd. dates to 1780.
- Joseph Gould House (Mile Away) on Federal Hill Rd. dates to 1748.
- Israel Wooster House on Federal Hill Rd. dates to prior to 1854.
- David Goodwin Jr. House on Federal Hill Rd. dates to prior to 1833 and is known as the first house to be built without Rum.
- David Goodwin Sr. House on Federal Hill Rd. dates to 1795.
- Daniel Goodwin House on Federal Hill Rd. dates to 1790.
- Moses Foster House on Federal Hill Rd. dates to 1788.
- Edward Foster House on Federal Hill Rd. dates to 1774.
- The District 7 Schoolhouse on Federal Hill Rd. built in 1869.
- The abandoned Township of Monson prior to 1795.

Finally, the package provided by A&D Klumb Environmental has some critical flaws preventing an assessment of the proposed modifications primarily, no proposed views are provided as to what an

observer would see from the ground or nearby properties. One view of the proposed changes (sheet C-4) provides an unscaled view from directly overhead. What observer would benefit from this unless they are a red tailed Hawk!?

No drawings of the existing antennas are compared with the proposed new models, Part numbers and frequencies of transmission are no use to the reviewer unless sizes are given which are not provided. Two parallel lines are the only information provided for the proposed 75' ice bridge. What does an "ice bridge" look like from the ground or from an observer from a nearby property? What detrimental effect on the historic structure will this ice bridge cause? What will happen under icing conditions? A licensed Engineer cannot answer these questions from the information provided and the Society finds this lack of information misleading and frankly insulting.

If A&D Klumb Environmental would like an informed assessment they must provide the information on the proposed changes to the viewpoint of an observer on the ground and the detrimental effects to the historical structures.

CC: Town of Milford Heritage Committee

Respectfully,

David Palance
President
Milford Historical Society
<http://www.milfordhistory.com>
<https://www.facebook.com/milfordnhhistory?fref=ts>
603-321-6068

David Palance
Chairman, Town of Milford Heritage Commission
Home:
19 Maple St.
The Harriet Wilson House
Milford, NH 03055

Cell 603-321-6068
cemeterymapping@comcast.net

From: [Boisvert, Tracey](#)
To: [Lincoln Daley](#); mbender@milford.nh.gov
Cc: [Ken Flaherty](#); [Mike Viola](#); [Eric Schelberg](#); [Kenneth Kozyra](#); [Eosue, Benjamin](#)
Subject: State of New Hampshire - Federal Hill Fire Tower Site
Date: Monday, September 19, 2022 3:19:13 PM
Attachments: [694398-Federal Hill II_CDs REV 05-23-2022 6 pages.pdf](#)

Good Afternoon,

As you may be aware, the State of NH Dept. of Natural and Cultural Resources (DNCR) is moving forward with a project to construct a 120' monopole at our Federal Hill Fire Tower Property. Although the State is not required to receive permission from the Town to move forward with this project, we want to make sure that you have all the relevant information to understand it.

As I'm sure you know, the State's Federal Hill property is a very important local public safety communications site that is utilized by the Town of Milford's various emergency service/response entities and by MACC-Base, which provides regional dispatch services to surrounding communities. The site tenant's (Town of Milford, MACC-Base, and US Cellular) radio antenna equipment is currently affixed to DNCR's fire tower structure. The fire tower is scheduled to be reconstructed in 2024 and, once the fire tower reconstruction project is complete, DNCR does not intend to allow third party radio communications equipment to be reaffixed to the fire tower structure.

In order to allow the Town of Milford, MACC-Base, and US Cellular to remain at this site, DNCR is partnering with US Cellular to construct a new monopole (see attached plans). Both the monopole and the fenced equipment enclosure at its base will be owned and managed by the State of NH and ground/tower space will be leased to the Town of Milford, MACC-Base, and US Cellular, similarly to how the State currently leases space to those entities. This will allow all radio communications equipment to be permanently removed off the fire tower and relocated onto a structure specifically designed for communications infrastructure. DNCR has been working with the Town's public safety departments (fire, police, and ambulance and their consultant Two-Way Communications), as well as MACC-Base, to ensure that the facilities are designed to provide the necessary space and coverage to meet the Town's public safety needs now and into the future. We anticipate the monopole and fenced equipment enclosure to be constructed in 2023 so that all equipment can be transitioned off of the fire tower well in advance of that rehabilitation project.

We would be happy to further discuss the project details at your convenience.

Thanks,
Tracey

Tracey Boisvert, Administrator

Land Management Bureau
NH DNCR - Division of Forests and Lands
172 Pembroke Road
Concord, NH 03301

(603) 271-2214



A & D Klumb Environmental, LLC

August 11, 2022

Milford Historical Society
PO Box 609
Milford, NH 03055

RE: Proposed Telecommunications Tower, Federal Hill, Milford, NH

Dear President Genovesi,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for a proposed telecommunications tower to be located at the summit of Federal Hill, 347 Ponemah Hill Road, Milford, NH Tax Map 53 Lot 22. United States Cellular Corporation proposes to construct a 120-foot tall monopole tower within a fenced compound on the south side of the property. USCC will relocate their existing antennas and equipment from the fire tower to the new monopole tower.

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed or eligible for the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or indirectly affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

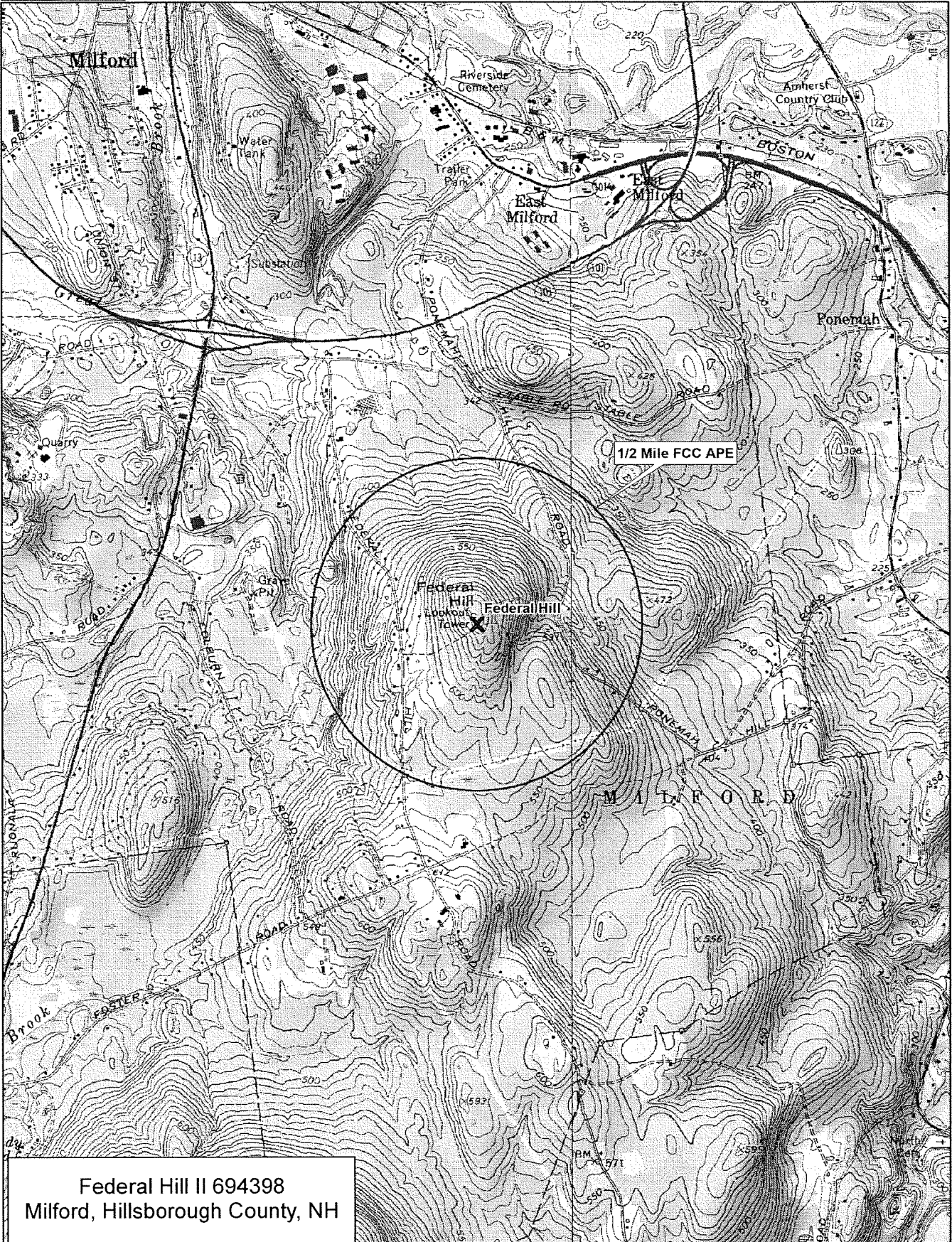
Audra Klumb
President

Enclosure: Project Locus Map

cc:
Town of Milford
Milford Heritage Commission

34 Centennial Drive
Webster, NH 03303

603-746-5065
adke@klumbenv.com

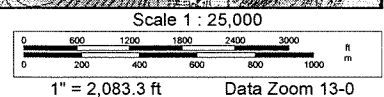
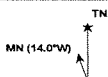


Federal Hill II 694398
 Milford, Hillsborough County, NH

Data use subject to license.

© DeLorme. XMap® 7.

www.delorme.com



Historic Properties Identified in the APE for Visual Effect

The file review conducted on September 19, 2022 online through NH DHR EMMIT database found that there are no properties listed or eligible for listing on the National Register of Historic Places within the ½ mile visual Area of Potential Effects (APE). Further consultation with the NH DHR finds that the Federal Hill Fire Tower was determined eligible for the National Register of Historic Places on October 26, 2022.

The Federal Hill Fire Tower (MIL0110) was determined eligible for the National Register of Historic Places under Criterion A and C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The contributing elements include the fire tower, watchman's cabin, garage, flagpole, and access road. The boundary consists of 6-acres encompassing two discontinuous, rectangular state-owned parcels containing the fire tower, watchman's cabin, garage and flagpole, and the access road with a 50-foot buffer on either side of the road structure to encompass associated road elements. The boundary encompasses historic and landscape resources specifically constructed for and used in association with the fire tower, with immediately adjacent land.¹

The proposed telecommunication tower site is situated on the summit of Federal Hill, within the clearing associated with the structures of the Federal Hill fire lookout tower. Immediately surrounding the cleared area, the summit is forested with a mix of mature deciduous and coniferous trees. The surrounding ½ mile APE consists of forested and residential properties along Ponemah Hill Road east of the tower site, Federal Hill Road to the west of the tower site, and newer subdivision roads to the west and south of the tower site. The residential properties are a mix of old and new residences. The older residences date to the late 18th and early 19th century with the newer residences less than 20-years old. Views toward the tower from the public way are predominantly obscured by tree cover along the roads and along the slope of Federal Hill. There may be some views of the tower when heading north along Federal Hill Road, located west of the tower site but views of the tower along Ponemah Hill Road will be blocked by trees lining the road.

ADKE reviewed the visual APE on October 18, 2022. The following residences were found within the ½ mile APE to be potentially eligible for the National Register base on roadside review:

Photo	Address	Property age	Location
9	235 Federal Hill Rd	Constructed 1788 per property card	1900-feet southwest of the proposed tower
11	219 Federal Hill Rd	Constructed 1954 per property card	1600-feet southwest of the proposed tower
12	205 Federal Hill Rd	Constructed 1791 per property card	1400-feet west southwest of the proposed tower
13	204 Federal Hill Rd	Constructed 1790 per property card	1200-feet west southwest of the proposed tower
14	172 Federal Hill Rd	Constructed 1825 per property card	1250-feet northwest of the proposed tower
15	294 Ponemah Hill Rd	Constructed 1836 per property card	1850-feet northeast of the proposed tower

¹ Quoted and summarized from the NH DHR – Determination of Eligibility, Federal Hill Fire Tower (MIL0110), DOE Review Date 10/26/2022



No other properties within the APE were observed to be potentially eligible for listing on the National Register of Historic Places based on age and integrity of location, design, setting, materials, workmanship, feeling, and association as viewed from the public way. Please see the include photographs in Attachment 11 for views of the properties discussed above and from these properties toward the site.





The Milford Heritage Commission requested that the Monson Village be reviewed for visual impacts. The Gould House (HLL0019) and Monson Village were determined eligible for the National Register as a district in 2001. The Gould House is approximately 1.4-miles south of the proposed tower. Photographs of the Gould House and Monson Village are included in Attachment 11, Photographs 17 and 18.



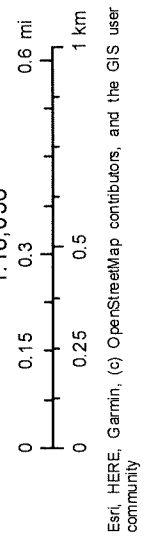
Federal Hill EMMIT Map



September 19, 2022

-  Individual Properties < 10 acres
-  Project Areas
-  Towns
-  Counties

1:18,056



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Historic Properties Identified in the APE for Direct Effect

The Federal Hill Fire Tower (MIL0110) was determined eligible for the National Register of Historic Places on October 26, 2022 under Criterion A and C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The contributing elements include the fire tower, watchman's cabin, garage, flagpole, and access road. The boundary consists of 6-acres encompassing two discontinuous, rectangular state-owned parcels containing the fire tower, watchman's cabin, garage and flagpole, and the access road with a 50-foot buffer on either side of the road structure to encompass associated road elements. The boundary encompasses historic and landscape resources specifically constructed for and used in association with the fire tower, with immediately adjacent land. The proposed telecommunication tower is to be located within the defined boundary of this NR eligible resource. Therefore, the construction of the telecommunication tower facility will directly impact this NR eligible property.

The property is shallow to ledge, with ledge exposed throughout the summit area. After consultation with David Trubey, Archaeologist and Review & Compliance Coordinator of the NH DHR, archaeological investigations were found to not be necessary for this project. See the included email dated July 20, 2022 from Mr. Trubey following this page. No archaeological investigations were completed for this project.



Effects on Identified Properties

Visual effects on Potentially Eligible Historic Resources within ½ Mile APE

235 Federal Hill Road (Photo 9). This property is located on the west side of Federal Hill Road, approximately 1900-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

219 Federal Hill Road (Photo 11). This property is located on the west side of Federal Hill Road, approximately 1600-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

205 Federal Hill Road (Photo 12). This property is located on the west side of Federal Hill Road, approximately 1400-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

204 Federal Hill Road (Photo 13). This property is located on the east side of Federal Hill Road, approximately 1200-feet southwest of the proposed tower. Local tree cover surrounding this property would block most if not all views of the tower when viewing this property from the public way. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

172 Federal Hill Road (Photo 14). This property is located on the east side of Federal Hill Road, approximately 1200-feet northwest of the proposed tower. Local tree cover surrounding this property would block views of the tower when viewing this property from the public way. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

294 Ponemah Hill Road (Photo 15). This property is located on the east side of Ponemah Hill Road, approximately 1850-feet northeast of the proposed tower. Views toward the tower are away from this property. Local tree cover along Ponemah Hill Road would block views of the tower when traveling along Ponemah Hill Road. The proposed tower will have no adverse effect on this Potentially NR eligible historic resource.

Monson Village is located south of the proposed tower site (Photos 17 and 18). The Gould House (HLL0019) is located on the south side of Adams Road within an open field, approximately 1.4-miles south of the tower site. The gravel road leading through the field to the Gould House was reviewed for potential tower visibility. The trees lining the north side of the field would block view of the tower from Adams Road and the Gould House. Due to distance and local tree cover, the proposed tower will have no effect on the NR eligible district.



Direct and Visual Effects on Federal Hill Fire Tower NR Eligible property

The Federal Hill Fire Tower has been determined eligible for the National Register of Historic Places based on the following characteristics:

Criterion A for Conservation, Entertainment/Recreation, and Politics/Government.

- Conservation for its association with the development of a statewide fire prevention and watch program to protect forests as a natural and outdoor recreation resource.
- Entertainment/Recreation for its association with the outdoor recreation movement in New Hampshire.
- Politics/Government for its association with the creation and evolution of the New Hampshire Divisions of Forests and Lands and the creation and management of a state-owned and managed fire watch system that functioned in coordination with fire towers operated in NH National Forest and private lands throughout the twentieth century and into the twenty-first century.

Criterion C at the state level in the areas of Architecture and Engineering for its association with the development and evolution of the fire tower structure utilitarian designs and construction.

The project proposes construction of the communications tower within the defined boundary of the NR eligible historic resource. The construction of the tower will not affect the eligibility of the tower under Criterion C, Architecture and Engineering. The construction of the tower will benefit the fire tower under this Criterion by removing the existing communications equipment from the fire lookout tower and watchman's cabin. The removal of the antennas and equipment will allow for the fire tower maintenance and rehabilitation.

The proposed communication tower will be located within the viewshed of the fire tower, watchman's cabin, flagpole, and summit of the access road, and as described above, within the defined boundary of the NR eligible historic resource. The tower construction will be located to the southeast of the summit structures allowing for an intact setting of the fire tower and watchman's cabin. The monopole tower will be located within the southern end of the mowed field of the summit. The location, design, and height of the tower were selected to ensure the least amount of impact to the fire watchmen's field of view, while still providing the necessary amount of space and elevation to accommodate the tenants on the tower. As part of the construction of the communication tower, the existing antennas, equipment, generator, propane tanks, and equipment shelter associated with the antennas on the fire lookout tower will be removed and placed onto the communication tower and within the new fenced compound. This will allow the fire tower and watchman's cabin to stand alone without the communication equipment in their nearby setting. The removal of the existing antennas and equipment from the fire tower and the placement of the communication tower at the south edge of the clearing on the summit allows for the construction of the communication tower to pose no adverse visual and no adverse direct effect on the Federal Hill Fire Tower's National Register of Historic Places eligibility under Criterion A.





Photo 1. View east toward the proposed tower site. The existing utility pole is visible to the left. The fenced tower compound will be located to the right of this pole.



Photo 2. View southeast toward proposed tower site, which will be located to the left and center of the photograph.





Photo 3. View south toward the proposed tower site from the existing gravel driveway. The existing utility pole is visible in the foreground.



Photo 4. Aerial view from the fire tower looking southeast toward the proposed telecommunication site, to be located at the left of the flagpole. The existing USCC equipment shelter, visible in this photograph will be removed with some items relocated to the new fenced compound. The items visible in this photograph which will be removed and/or relocated are the ice bridge, equipment shelter, generator, and propane tank.



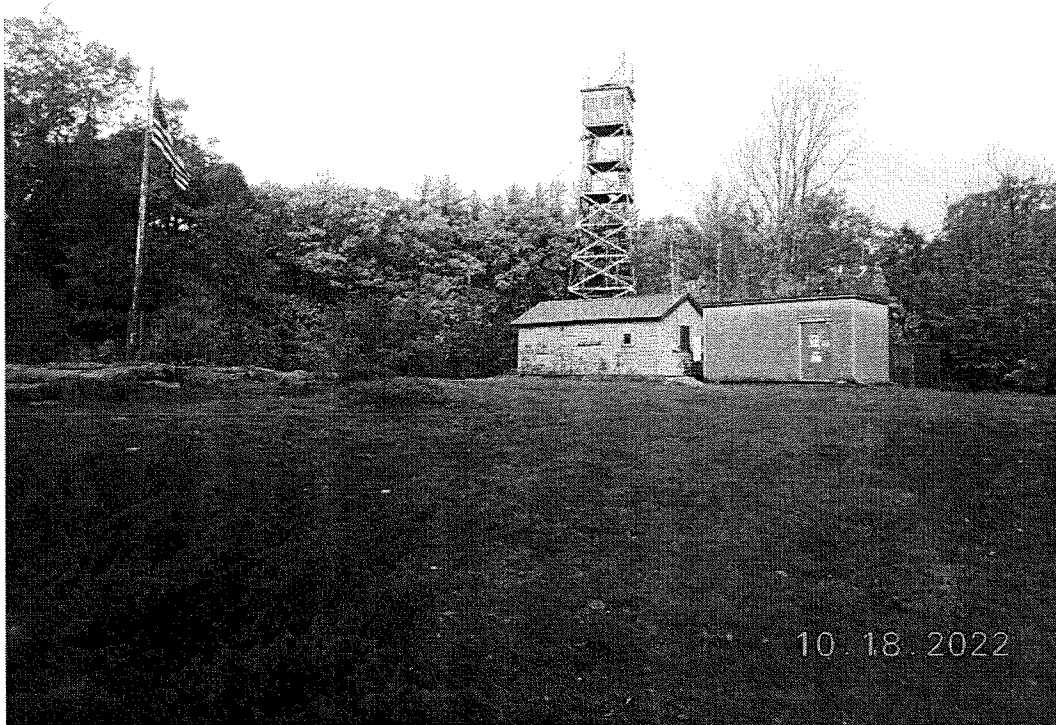


Photo 5. View north from the proposed tower site toward the existing fire tower, watchman's cabin and flagpole. The equipment cabinet located to the right of the watchman's cabin would be removed and all USCC equipment (including antennas) would be located within the new fenced tower compound.



Photo 6. View southwest toward the proposed tower site.





Photo 7. View north, of the garage located at the base of the access road.



Photo 8. View west, of the gate at the beginning of the access road leading to the summit of Federal Hill.





Photo 9. View west of 235 Federal Hill Road.



Photo 10. View northeast, across Federal Hill Road toward the summit of Federal Hill. The upper portion of the tower would be visible in the distance.





Photo 11. View west of 219 Federal Hill Road

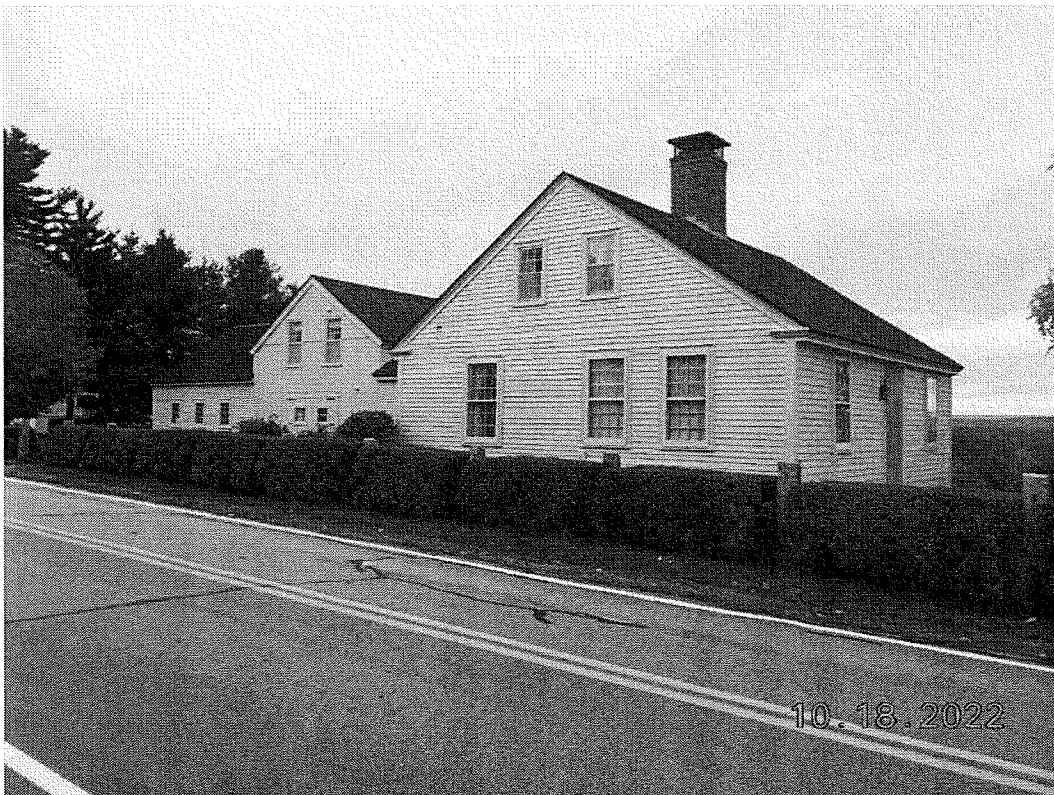


Photo 12. View west of 205 Federal Hill Road





Photo 13. View east of 204 Federal Hill Road. The local tree cover behind the house would block most, if not all views of the proposed tower.



Photo 14. View northeast of 172 Federal Hill Road. Local tree cover would block most, if not all views of the proposed tower. Views toward the tower are to the right of the photograph.





Photo 15. View northeast of 294 Ponemah Hill Road.



Photo 16. View southwest toward the proposed tower site. Local tree cover would block views of the tower from this area.



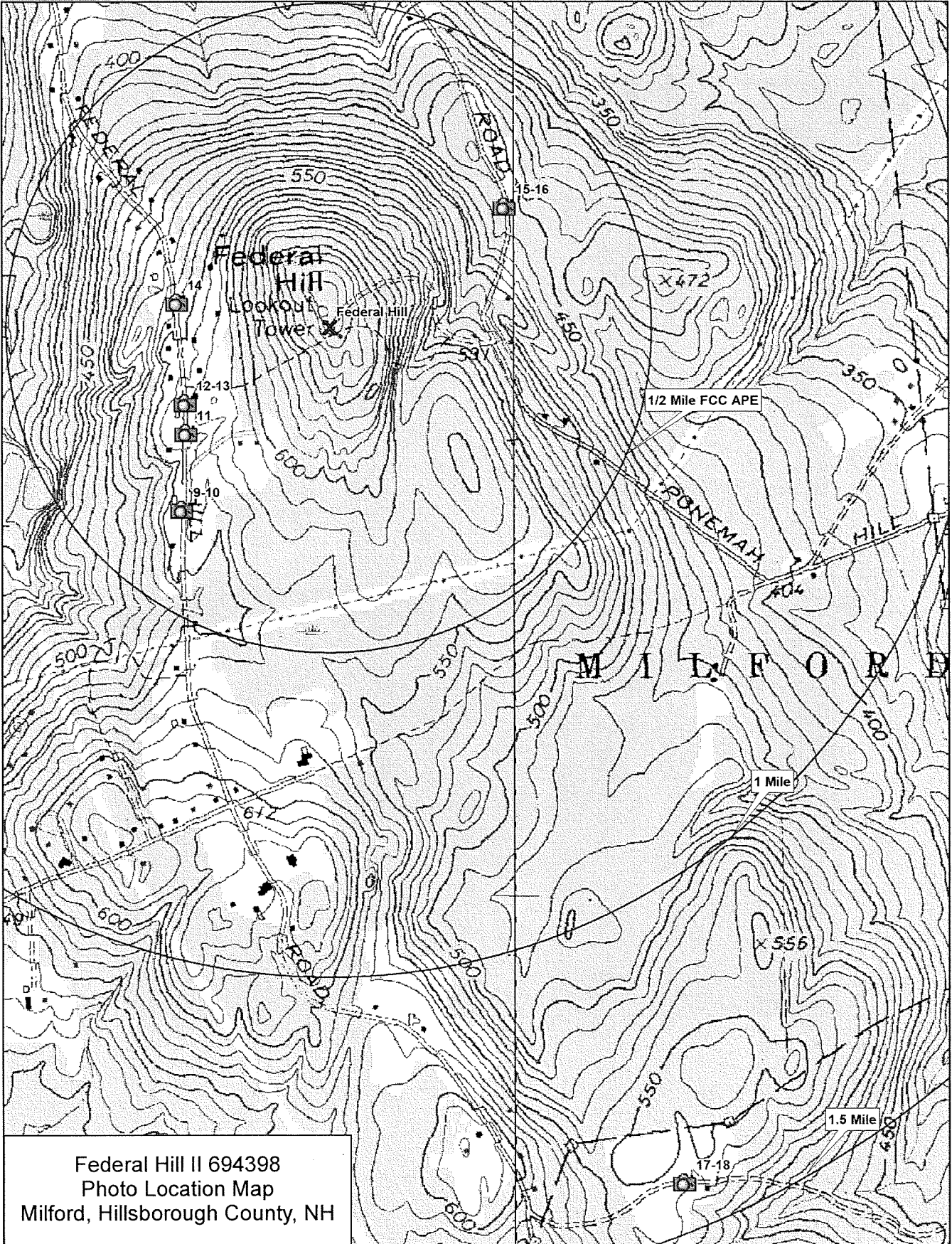


Photo 17. View north from the Monson Village along Adams Road, west of the Gould House. This location is approximately 1.4-miles south of the proposed tower. The trees lining the north side of the field would block views of the tower from this area.

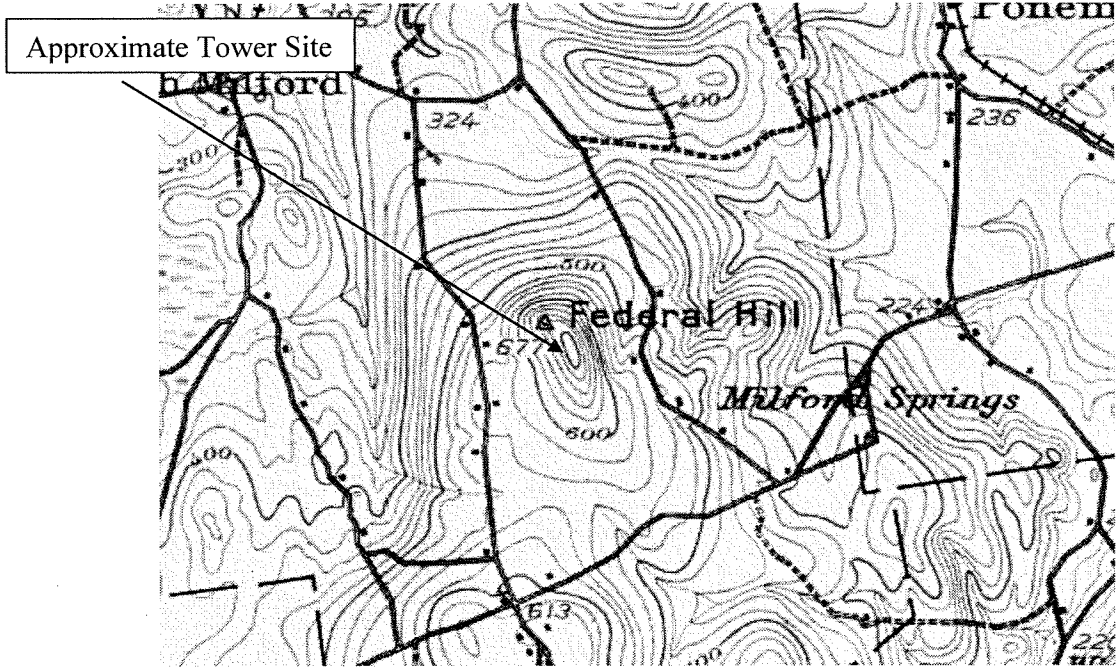


Photo 18. View southeast of the Gould House (HLL0019), located on Adams Road in Monson Village, approximately 1.4-miles south of the proposed tower site.

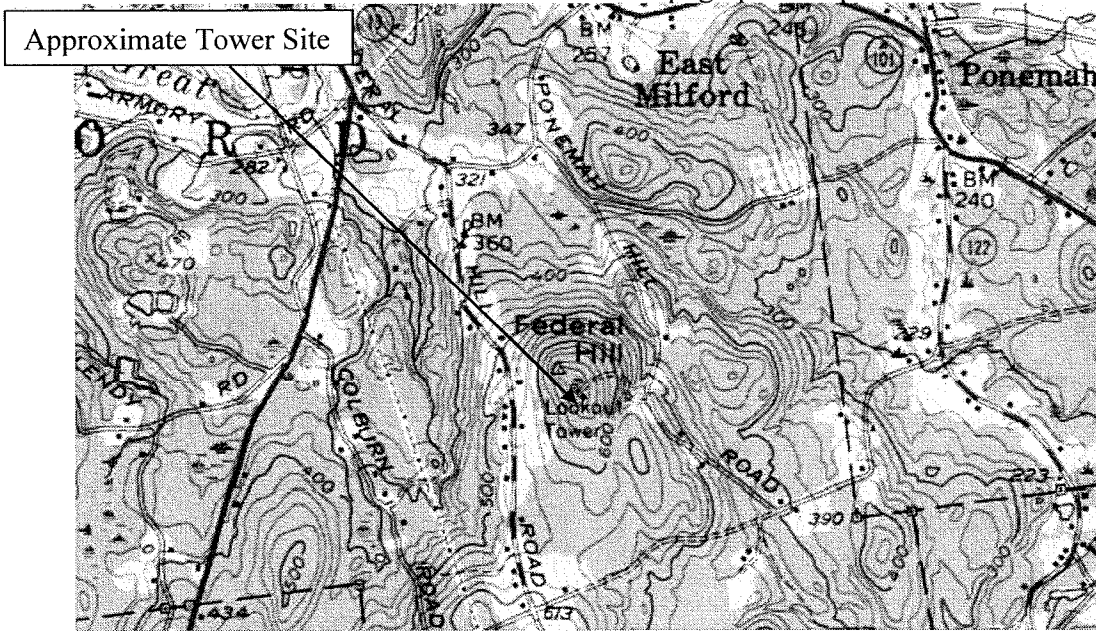




Federal Hill II 694398
 Photo Location Map
 Milford, Hillsborough County, NH



1906 Milford NH USGS Topographic Map



1953 Milford NH USGS Topographic Map



References:

Milford, Town of Web site <https://www.milford.nh.gov/> accessed November 10, 2022
for property age details.

National Register of Historic Places; Accessed November 29, 2022
<https://www.nps.gov/maps/full.html?mapId=7ad17cc9-b808-4ff8-a2f9-a99909164466>

New Hampshire Division of Historical Resources Determination of Eligibility for
Federal Hill Fire Tower, MIL0110, 10/26/2022 provided by NH DHR as PDF

New Hampshire Division of Historical Resources, 19 Pillsbury Street, Concord, NH
online File review September 19, 2022
<https://emmit.dncr.nh.gov/Login.aspx?showDisc=false>

TopoView for Historic USGS Topographic Maps accessed November 17, 2022
<https://ngmdb.usgs.gov/topoview/viewer/>



From: towernotifyinfo@fcc.gov
To: klumbenvironmental@klumbenv.com
Subject: Proposed Tower Structure Info - Email ID #8276141
Date: Wednesday, August 24, 2022 6:44:12 AM

Dear Audra Klumb,

Thank you for submitting a notification regarding your proposed construction via the Tower Construction Notification System. Note that the system has assigned a unique Notification ID number for this proposed construction. You will need to reference this Notification ID number when you update your project's Status with us.

Below are the details you provided for the construction you have proposed:

Notification Received: 08/24/2022

Notification ID: 254852
Tower Owner Individual or Entity Name: United States Cellular
Consultant Name: Audra Klumb
Street Address: 34 Centennial Drive
City: Webster
State: NEW HAMPSHIRE
Zip Code: 03303
Phone: 603-746-5065
Email: klumbenvironmental@klumbenv.com

Structure Type: MTOWER - Monopole
Latitude: 42 deg 48 min 15.9 sec N
Longitude: 71 deg 37 min 48.4 sec W
Location Description: 347 Ponemah Hill Road
City: Milford
State: NEW HAMPSHIRE
County: HILLSBOROUGH

Detailed Description of Project: The project proposes the construction of a 120-foot tall monopole telecommunications tower to be contained within a 30-ft by 50-ft fenced compound on the summit of Federal Hill. Access will follow the existing woods road leading to the summit.

Ground Elevation: 210.6 meters
Support Structure: 36.6 meters above ground level
Overall Structure: 36.6 meters above ground level
Overall Height AMSL: 247.2 meters above mean sea level

**Attachment 3
Tribal Involvement**

FCC (TCNS) Tribal Notification





A & D Klumb Environmental, LLC

August 24, 2022

RE: 694398 Federal Hill II Telecommunications Tower
347 Ponemah Hill Road, Milford, Hillsborough County, NH

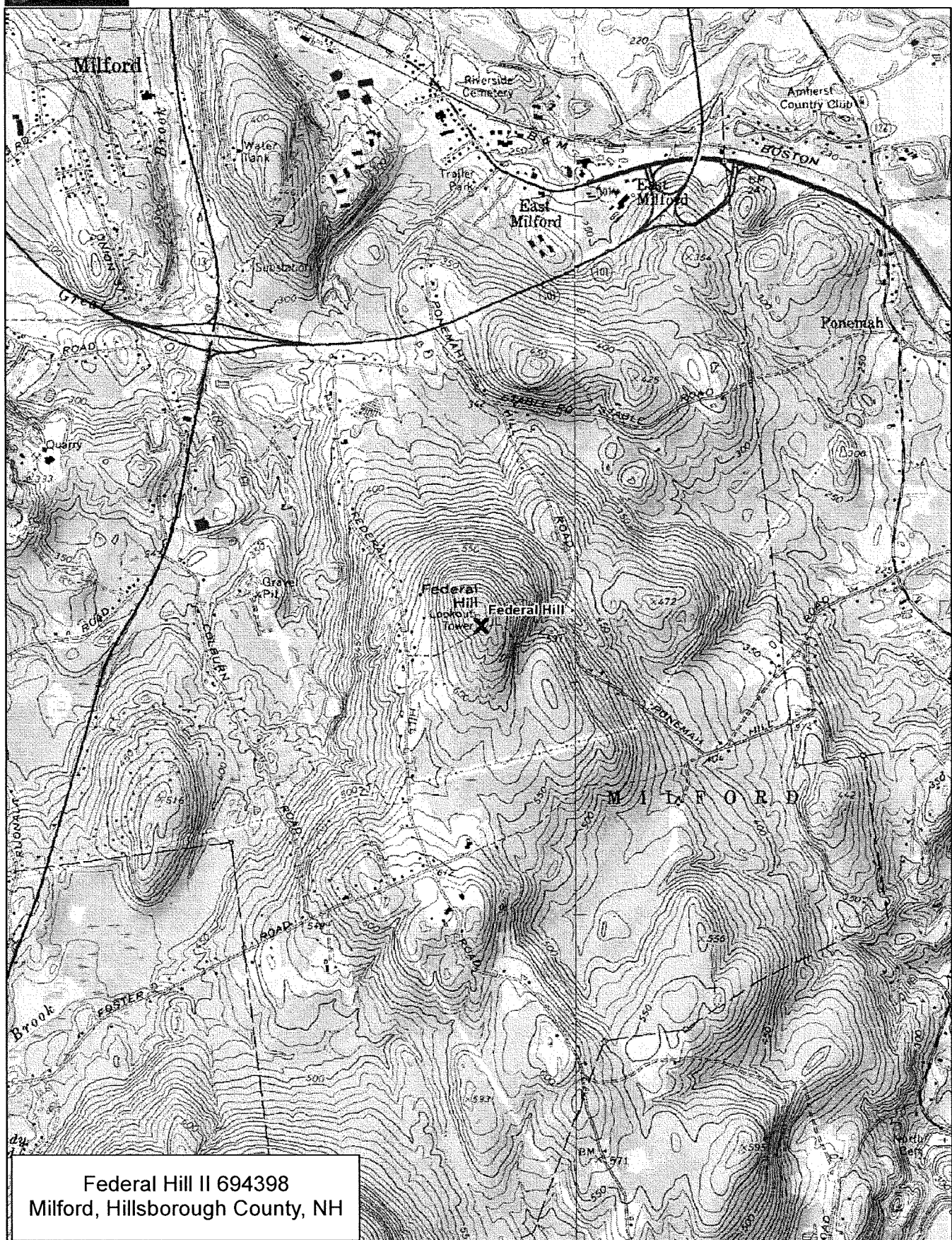
To Whom it May Concern:

The proposed 694398 Federal Hill II telecommunications tower project includes the construction of a 120-foot tall telecommunications tower and compound to be located at 42.804408°N 71.630114°W, access will follow the existing woods road that leads from Ponemah Hill Road to the summit of Federal Hill. The tower and equipment will be installed within a 30-foot by 50-foot fenced compound. Included please find a USGS topographic map showing the proposed tower location as a red X.

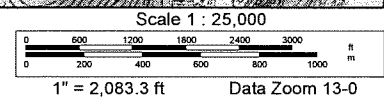
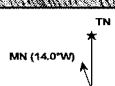
Please contact me if you have any questions regarding this project or find that there may impacts to historic resources due to its construction.

Sincerely,

Audra L. Klumb, CWS, Architectural Historian
President



Federal Hill II 694398
 Milford, Hillsborough County, NH



From: towernotifyinfo@fcc.gov
To: klumbenvironmental@klumbenv.com
Cc: tcnsweekly@fcc.gov
Subject: NOTICE OF ORGANIZATION(S) WHICH WERE SENT PROPOSED TOWER CONSTRUCTION NOTIFICATION INFORMATION - Email ID #8279507
Date: Friday, September 2, 2022 3:00:52 AM

Dear Applicant:

Thank you for using the Federal Communications Commission's (FCC) Tower Construction Notification System (TCNS). The purpose of this electronic mail message is to inform you that the following authorized persons were sent the notification that you provided through TCNS, which relates to your proposed antenna structure. The information was forwarded by the FCC to authorized TCNS users by electronic mail and/or regular mail (letter). We note that the review period for all parties begins upon receipt of the Submission Packet pursuant to Section VII.A of the NPA and notifications that do not provide this serve as information only.

Persons who have received the notification that you provided include leaders or their designees of federally-recognized American Indian Tribes, including Alaska Native Villages (collectively "Tribal Nations"), Native Hawaiian Organizations (NHOs), and State Historic Preservation Officers (SHPOs). For your convenience in identifying the referenced Tribal Nations and NHOs and in making further contacts, the City and State of the Seat of Government for each Tribal Nation and NHO, as well as the designated contact person, is included in the listing below. We note that Tribal Nations may have Section 106 cultural interests in ancestral homelands or other locations that are far removed from their current Seat of Government. Pursuant to the Commission's rules as set forth in the Nationwide Programmatic Agreement for Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission (NPA), all Tribal Nations and NHOs listed below must be afforded a reasonable opportunity to respond to this notification, consistent with the procedures set forth below, unless the proposed construction falls within an exclusion designated by the Tribal Nation or NHO. (NPA, Section IV.F.4).

The notification that you provided was forwarded to the following Tribal Nations and NHOs. A Tribal Nation or NHO may not respond until a full Submission Packet is provided. If, upon receipt, the Tribal Nation or NHO does not respond within a reasonable time, you should make a reasonable effort at follow-up contact, unless the Tribal Nation or NHO has agreed to different procedures (NPA, Section IV.F.5). In the event a Tribal Nation or NHO does not respond to a follow-up inquiry, or if a substantive or procedural disagreement arises between you and a Tribal Nation or NHO, you must seek guidance from the Commission (NPA, Section IV.G). These procedures are further set forth in the FCC's Second Report and Order released on March 30, 2018 (FCC 18-30).

1. Chief of Staff Audrey Lee - Sac and Fox Nation - 920883 S. Hwy 99, Building A Stroud, OK - cos@sacandfoxnation-nsn.gov; sacandfoxtcns@gmail.com - 918-968-3526 (ext: 1010) - electronic mail and regular mail

2. Program Manager Sequahna Mars - Narragansett Indian Tribe - (PO Box: 1354) Charlestown, RI - Sequahna@yahoo.com; Nithpotcns@gmail.com - 401-364-1100 (ext: 203) - electronic mail and regular mail

If the applicant/tower builder receives no response from the Narragansett Indian Tribe within 30 days after notification through TCNS, the Narragansett Indian Tribe has no interest in participating in pre-construction review for the proposed site. The Applicant/tower builder, however, must immediately notify the Narragansett Indian Tribe in the event archaeological properties or

human remains are discovered during construction, consistent with Section IX of the Nationwide Programmatic Agreement and applicable law.

3. THPO Edith Leoso - Bad River Band of Lake Superior Tribe of Chippewa Indians - (PO Box: 39) Odanah, WI - thpo@badriver-nsn.gov; THPOAsst@badriver-nsn.gov - 715-682-7123 - electronic mail

If the applicant/tower builder receives no response from the Bad River Band of Lake Superior Tribe of Chippewa Indians within 30 days after notification through TCNS, the Bad River Band of Lake Superior Tribe of Chippewa Indians has no interest in participating in pre-construction review for the proposed site. The Applicant/tower builder,

however, must immediately notify the Bad River Band of Lake Superior Tribe of Chippewa Indians in the event archaeological properties or human remains are discovered during construction, consistent with Section IX of the Nationwide Programmatic Agreement and applicable law.

4. THPO Marvin DeFoe - Red Cliff Band of Lake Superior Chippewa Indians of Wisconsin - 88455 Pike Road, HWY 13 Bayfield, WI - Marvin.DeFoe@redcliff-nsn.gov; Edwina.Buffalo-Reyes@redcliff-nsn.gov - 715-779-3761 - electronic mail

Exclusions: Boozhoo, we do not have the Red Cliff Portal site online anymore and apologize for the inconvenience.

If you have a project that has already been paid for or would like to voluntarily pay for, please email documents for project review to THPO@redcliff-nsn.gov. This address is only to be used by Consultants who are voluntarily paying for projects.

If you have any questions, please contact Marvin Defoe, THPO Manager at (715) 779-3700 Ext. 4244 or Edwina Buffalo-Reyes, THPO Assistant at (715) 779-3700Ext. 4243.

5. THPO Sarah E Thompson - Lac du Flambeau Band of Lake Superior Chippewa Indians - Tribal Historic Preservation Office (PO Box: 67) Lac du Flambeau, WI - ldfthpo@ldftribe.com - 715-588-2139 - electronic mail
Exclusions: Effective Immediately:

Please send all submissions through email until further notice. Effective 3/23/2020

Please email all submissions to ldfthpo@ldftribe.com

Thank you

The notification that you provided was also forwarded to the following SHPOs in the State in which you propose to construct and neighboring States. The information was provided to these SHPOs as a courtesy for their information and planning. You need make no effort at this time to follow up with any SHPO that does not respond to this notification. Prior to construction, you must provide the SHPO of the State in which you propose to construct (or the Tribal Historic Preservation Officer, if the project will be located on certain Tribal lands), with a Submission Packet pursuant to Section VII.A of the NPA unless the project is excluded from SHPO review under Section III D or E of the NPA.

6. Deputy SHPO Kirk F Mohny - Maine Historic Preservation Commission - 55 Capitol Street Station 65
Augusta, ME - kirk.mohny@maine.gov - -- - electronic mail

7. SHPO Cara Metz - Massachusetts Historical Commission - 220 Morrissey Boulevard Boston, MA -
cara.metz@sec.state.ma.us - 617-727-8470 - electronic mail

8. Deputy SHPO Nadine Miller - NH Division of Historical Resources - 19 Pillsbury Street Concord, NH -
nadine.m.miller@dncr.nh.gov; marika.s.labash@dncr.nh.gov - 603-271-6628 - electronic mail

9. Preservation Planner Emily Paulus - NH Division of Historical Resources - 19 Pillsbury Street Concord, NH
- Emily.Paulus@dcr.nh.gov - 603-271-6628 - electronic mail

10. SHPO Laura V Trieschmann - Vermont Division for Historic Preservation - National Life Building Drawer
20 Montpelier, VT - laura.trieschmann@vermont.gov - 802-828-3222 - electronic mail

TCNS automatically forwards all notifications to all Tribal Nations and SHPOs that have an expressed interest in the geographic area of a proposal. However, if a proposal for PTC wayside poles falls within a designated exclusion, you need not expect any response and need not pursue any additional process with that Tribal Nation or SHPO. In addition, a particular Tribal Nation or SHPO may also set forth policies or procedures within its details box that exclude from review certain facilities (for example, a statement that it does not review collocations with no ground disturbance; or that indicates that no response within 30 days indicates no interest in participating in pre-construction review).

Please be advised that the FCC cannot guarantee that the contact(s) listed above have opened and reviewed an electronic or regular mail notification. If you learn that any of the above contact information is no longer valid, please contact the FCC by emailing tcnshelp@fcc.gov. The following information relating to the proposed tower was forwarded to the person(s) listed above:

Notification Received: 08/24/2022
Notification ID: 254852
Excluded from SHPO Review: No
Tower Owner Individual or Entity Name: United States Cellular
Consultant Name: Audra Klumb
Street Address: 34 Centennial Drive
City: Webster
State: NEW HAMPSHIRE
Zip Code: 03303
Phone: 603-746-5065
Email: klumbenvironmental@klumbenv.com

Structure Type: MTOWER - Monopole

Latitude: 42 deg 48 min 15.9 sec N
Longitude: 71 deg 37 min 48.4 sec W
Location Description: 347 Ponemah Hill Road
City: Milford
State: NEW HAMPSHIRE
County: HILLSBOROUGH

Detailed Description of Project: The project proposes the construction of a 120-foot tall monopole telecommunications tower to be contained within a 30-ft by 50-ft fenced compound on the summit of Federal Hill. Access will follow the existing woods road leading to the summit.

Ground Elevation: 210.6 meters
Support Structure: 36.6 meters above ground level
Overall Structure: 36.6 meters above ground level
Overall Height AMSL: 247.2 meters above mean sea level

If you have any questions or comments regarding this notice, please contact the FCC using the electronic Help Request form located on the FCC's website at:

<https://www.fcc.gov/wireless/available-support-services>

You may also call the FCC Support Center at (877) 480-3201 (TTY 717-338-2824). Hours are from 8:00 a.m. to 6:00 p.m. Eastern Time, Monday through Friday (except Federal holidays). To provide quality service and ensure security, all telephone calls are recorded.

Thank you,
Federal Communications Commission

From: towernotifyinfo@fcc.gov
To: klumbenvironmental@klumbenv.com
Cc: tens.fccarchive@fcc.gov; ldfthpo@ldftribe.com
Subject: Reply to Proposed Tower Structure (Notification ID: 254852) - Email ID #8293395
Date: Thursday, September 8, 2022 3:18:08 PM

Dear Audra Klumb,

Thank you for using the Federal Communications Commission's (FCC) Tower Construction Notification System (TCNS). The purpose of this email is to inform you that an authorized user of the TCNS has replied to a proposed tower construction notification that you had submitted through the TCNS.

The following message has been sent to you from THPO Sarah E Thompson of the Lac du Flambeau Band of Lake Superior Chippewa Indians in reference to Notification ID #254852:

Please forward the following information: a short summary of all proposed activity within the project area, Legal Description of the Area of Potential Effects, Topo maps identifying the proposed area, and copies of any studies that have already been conducted regarding cultural resources and archeology in their full format, including reports on archeological and cultural sites identified.

Should you have any questions, please feel free to contact me at 715-588-2139 or ldfthpo@ldftribe.com

Please send requested information to:

Sarah E. Thompson, THPO
Lac du Flambeau Band of Lake Superior Chippewa Indians THPO P.O. Box 67 (Postal)
418 Little Pines (FedEx Mailing Address) Lac du Flambeau, WI 54538 Or ldfthpo@ldftribe.com

For your convenience, the information you submitted for this notification is detailed below.

Notification Received: 08/24/2022
Notification ID: 254852
Tower Owner Individual or Entity Name: United States Cellular
Consultant Name: Audra Klumb
Street Address: 34 Centennial Drive
City: Webster
State: NEW HAMPSHIRE
Zip Code: 03303
Phone: 603-746-5065
Email: klumbenvironmental@klumbenv.com

Structure Type: MTOWER - Monopole
Latitude: 42 deg 48 min 15.9 sec N
Longitude: 71 deg 37 min 48.4 sec W
Location Description: 347 Ponemah Hill Road
City: Milford
State: NEW HAMPSHIRE
County: HILLSBOROUGH

Detailed Description of Project: The project proposes the construction of a 120-foot tall monopole telecommunications tower to be contained within a 30-ft by 50-ft fenced compound on the summit of Federal Hill. Access will follow the existing woods road leading to the summit.

Ground Elevation: 210.6 meters

Support Structure: 36.6 meters above ground level

Overall Structure: 36.6 meters above ground level

Overall Height AMSL: 247.2 meters above mean sea level

Attachment 4
Local Government

Town of Milford, Administrator

Letter of Support from the Town of Milford

Town of Milford Heritage Commission

Milford Historical Society





A & D Klumb Environmental, LLC

August 11, 2022

Town of Milford Administrator
1 Union Square
Milford, NH 03055

RE: Proposed Telecommunications Tower, Federal Hill, Milford, NH

Dear Town of Milford Administrator,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for a proposed telecommunications tower to be located at the summit of Federal Hill, 347 Ponemah Hill Road, Milford, NH Tax Map 53 Lot 22. United States Cellular Corporation proposes to construct a 120-foot tall monopole tower within a fenced compound on the south side of the property. USCC will relocate their existing antennas and equipment from the fire tower to the new monopole tower.

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed on or eligible for the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or indirectly affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

Audra Klumb
President

Enclosure: Project Locus Map

cc:
Milford Heritage Commission
Milford Historical Society

34 Centennial Drive
Webster, NH 03303

603-746-5065
adke@klumbenv.com

TOWN OF MILFORD

TOWN ADMINISTRATION



July 26, 2022

To: Audra Klumb
Project: U.S. Cellular Tower, Federal Hill site # 694398
Location: 347 Ponemah Hill Rd, Milford NH 03055

Audra,

I am writing this letter of support for the desperately needed U.S. Cellular tower upgrade project located in Milford at the State of New Hampshire fire watch tower site. This letter of support represents;

- The Town of Milford
- All Departments within the Town, who use our current dispatch center, Milford Area Communication Center, known as MACC Base;
 - Milford Police Chief, Michael Viola
 - Milford Fire Chief, Ken Flaherty
 - Ambulance Director, Eric Schelberg
 - Department of Public Works Director, Leo Lessard
 - Water Utilities Director, Jim Pouliot
 - MACC Base Director, Ray Anderson

The Milford team has been told for several years that a new upgraded monopole would be erected on Federal Hill that would require removing all radio equipment from the current fire watch tower. The upgrade project has been discussed for years resulting in a delay to improve our current emergency radio equipment and placement on the new monopole. With the pending upgrade in mind, the town saw no reason to add new equipment to our existing unprotected room within the watch tower cabin, as this would result in a subsequent move to a new area on the property.

Currently only Milford Fire radio equipment is located on the watch tower and in the cabin. This equipment has been located at the Federal Hill site for the past nineteen years. MACC Base also has radio equipment on this site to dispatch for Milford Fire and the Town of Mont Vernon Fire Department.

For the past twenty years the Town of Milford has used 2- Way Communications/ Motorola for our emergency radio equipment needs. 2-Way Communications supports the Town of Milford's plan to use the new monopole. They have worked with U.S. Cellular, and the State of NH representing the needs of Milford and MACC Bases. 2-Way Communications has designed space on the new monopole and the ground area. 2-Way has presented pricing and a design to the town in an effort to continue to move forward with the town's emergency radio equipment expansion plan.

The Town of Milford and MACC Base desperately need this cell site improvement to improve our emergency radio infrastructure. By having this project move forward we would increase from just the fire department radio equipment, expanding to all listed departments above using this cell site to deliver clear radio communications throughout the town thereby enhancing the safety of our community and those who serve the Town.

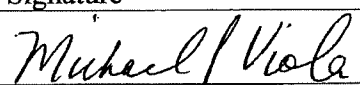
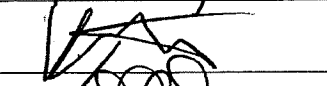





The Town recently added equipment on a cell tower in the western part of Milford and are looking for stronger coverage on the east end of town to include coverage for the Ambulance Department that travels to Nashua and Manchester area hospitals. The upgraded Federal Hill site will meet the town's current and future needs for radio communication.

Photo and video documentation of the current conditions at the Federal Hill cell site are available for review.

In conclusion the Town of Milford and its partners support the new U.S. Cellular mono pole project.

Thank you in advance for your support to our needs,

Captain Craig Frye
Operations Division

Title	Signature	Date
Chief Viola		7/26/22
Chief Flaherty		7/24/22
Ambulance Director Schelberg		08/01/2022
Dept. Public Works Director Lessard		7/26/22
Water Utilities Director Pouliot		7/26/2022
MACC Base Director Anderson		7/26/2022
Town Administrator John Shannon		7/26/2022

From: cemeterymapping@comcast.net
To: adke@klumbenv.com
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator
Date: Tuesday, September 27, 2022 1:44:34 PM

Got it,
Thank you

From: ADKE <adke@klumbenv.com>
Sent: Tuesday, September 27, 2022 11:31 AM
To: cemeterymapping@comcast.net; 'Kenneth Kozyra' <Ken@kjkwireless.com>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

I don't have information as to what will be done with the existing fire tower.
Attached please find the full set of plans. Sheet C-14 shows the panel size. I originally omitted the extra sheets to reduce the file size.

Comcast is blocking some of my emails so hopefully this makes it through to you.

Audra

From: cemeterymapping@comcast.net <cemeterymapping@comcast.net>
Sent: Tuesday, September 27, 2022 11:25 AM
To: 'Kenneth Kozyra' <Ken@kjkwireless.com>
Cc: 'Klumb Environmental' <adke@klumbenv.com>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

Got it,
Thank you

Taking a quick read through, I did not see what was to be done with the existing historical fire tower.
What does it look like now, and what is being proposed?
Also, I see two panel type antennas mounted on booms close to the top of the mono pole. What are the dimensions of these individual panels?

Dave

From: Kenneth Kozyra <Ken@kjkwireless.com>
Sent: Tuesday, September 27, 2022 11:15 AM
To: cemeterymapping@comcast.net
Cc: Klumb Environmental <adke@klumbenv.com>
Subject: FW: letter of 11Aug2022 to the Town of Milford Administrator

Forwarding at the request of Audra Klumb

From: ADKE <adke@klumbenv.com>
Sent: Tuesday, September 27, 2022 10:52 AM
To: cemeterymapping@comcast.net
Cc: Kenneth Kozyra <Ken@kjkwireless.com>; 'Boisvert, Tracey' <Tracey.L.Boisvert@dncr.nh.gov>
Subject: letter of 11Aug2022 to the Town of Milford Administrator

Good morning Dave,

I understand that you did not receive my email from 9/19/2022. Please find a copy of that email below as well as the referenced attachment.

Please confirm receipt of this email.

Thank you,
Audra
Audra L. Klumb, CWS, CESSWI, Architectural Historian
A&D Klumb Environmental, LLC
34 Centennial Drive
Webster, NH 03303
603-746-5065

From: ADKE <adke@klumbenv.com>
Sent: Monday, September 19, 2022 12:17 PM
To: 'cemeterymapping@comcast.net' <cemeterymapping@comcast.net>
Cc: 'ken@kjkwireless.com' <ken@kjkwireless.com>; 'Boisvert, Tracey' <Tracey.L.Boisvert@dncr.nh.gov>
Subject: RE: letter of 11Aug2022 to the Town of Milford Administrator

Good afternoon Mr. Palance,

Thank you for your email regarding the Heritage Commission's review of the proposed Federal Hill telecommunication tower.

The existing fire tower is in need of repair and the State has asked US Cellular to construct a free standing tower on the hill so that their antennas and equipment can be relocated to the new tower. Additionally, State and local police, fire, and emergency antennas and equipment will also be installed on/relocated to the new tower. The tower height is needed to allow for adequate views from the fire observer in the watch tower and for both public safety and US Cellular to be able to propagate (transmit their communication signals) due to local tree height and nearby fire tower.

I have attached the relevant sheets of the project plans showing the proposed tower location and details.

Thank you for resending the list of historic resources within the vicinity of the proposed tower.

Audra

Audra L. Klumb, CWS, CESSWI, Architectural Historian
A&D Klumb Environmental, LLC
34 Centennial Drive
Webster, NH 03303
603-746-5065

From: cemeterymapping@comcast.net <cemeterymapping@comcast.net>

Sent: Monday, September 19, 2022 11:31 AM

To: adke@klumbenv.com

Subject: Ref: letter of 11Aug2022 to the Town of Milford Administrator

Hello Ms. Klumb,

Your letter was forwarded to me by our Town Administrator, Mark Bender.

Upon some research, I can see that Milford Historical Society addressed this property of the proposed tower in the past.

Much of this information is still relevant. I am including the text here from 13Dec2014 It was addressed by me when I was the President of the Historical Society. More recently, The town Heritage Commission meet and discussed your letter and the excerpt from the draft minutes of 14Sep2022 are included here as well.

The tower has particular interest to the area Heritage as it has the potential of affecting the view from a scenic roadway and multiple historical properties. The tower is also likely to affect the view of the hiking trails at the protected Monson Area. The Heritage Commission is caught off guard as we have no plans to review, no elevation drawings etc.. We would like to see that a test be done with a trial balloon at the tower height to investigate the view to important Heritage sights around town. What will happen to the historical and popular Federal Hill Tower that is there now? We would like to publish an opinion on this matter but need much more information.

Please acknowledge receipt of this e-mail, Thank you

V/r

Dave Palancé

Town of Milford Heritage Commission

**From minutes of the Heritage Commission 14Sep2022
Federal Hill Tower**

Chuck asked that if at a height of 120 feet the tower would be an eyesore if viewed from the historic area of Monson. Paul did not think this would be an issue, but David proposed testing how it would look using an aerial balloon. David would also like to request a drawing

of what the completed tower will look like. Concerns were brought up that it not only changes the view from Monson, but also from the Ponemah Hill scenic area. Paul raised the point that this tower is a key component of the Town of Milford's new communications system.

A & D Klumb Environmental LLC
34 Centennial Dr.
Webster, NH 03303
Attn: Sarah Cate

December 13, 2014

Subject: Milford Fire Tower modifications in reference to your letter of 21 November 2014

The existing tower has been modified over the years but the core structure dates to shortly after the hurricane of 1938.

News accounts report that the original structure was demolished by the storm. Deed history of the property shows the tower being rented in 1931 and being purchased with the property by a Albert Francois Caron and his wife Myra in 1953. This makes the tower a minimum of sixty years (60) old but no older than seventy-five (75) years.

The property that the tower sits on has multiple buildings included in the 38 Acres and is owned by the present owner since 2008. This property was once selected as the site for the Monson Meeting House that was never built prior to the incorporation of the Town of Milford in 1795. Ramsdell's History of Milford states that the site was selected just to the North of the peak on the slope of Federal Hill.

Multiple historic properties are within a half mile of the proposed changes:

- The Abbott Homestead (Chappell Farms) on Emerson St. dates to 1778.
- Ezekiel Ames House on Ponemah Hill Rd. dates to 1800.
- James Blanchard House on Ponemah Hill Rd. dates to 1815.
- Ebenezer Sargent house on Ponemah Hill Rd. dates to 1780.
- Joseph Gould House (Mile Away) on Federal Hill Rd. dates to 1748.
- Israel Wooster House on Federal Hill Rd. dates to prior to 1854.
- David Goodwin Jr. House on Federal Hill Rd. dates to prior to 1833 and is known as the first house to be built without Rum.
- David Goodwin Sr. House on Federal Hill Rd. dates to 1795.
- Daniel Goodwin House on Federal Hill Rd. dates to 1790.
- Moses Foster House on Federal Hill Rd. dates to 1788.
- Edward Foster House on Federal Hill Rd. dates to 1774.
- The District 7 Schoolhouse on Federal Hill Rd. built in 1869.
- The abandoned Township of Monson prior to 1795.

Finally, the package provided by A&D Klumb Environmental has some critical flaws preventing an assessment of the proposed modifications primarily, no proposed views are provided as to what an

observer would see from the ground or nearby properties. One view of the proposed changes (sheet C-4) provides an unscaled view from directly overhead. What observer would benefit from this unless they are a red tailed Hawk!?

No drawings of the existing antennas are compared with the proposed new models, Part numbers and frequencies of transmission are no use to the reviewer unless sizes are given which are not provided. Two parallel lines are the only information provided for the proposed 75' ice bridge. What does an "ice bridge" look like from the ground or from an observer from a nearby property? What detrimental effect on the historic structure will this ice bridge cause? What will happen under icing conditions? A licensed Engineer cannot answer these questions from the information provided and the Society finds this lack of information misleading and frankly insulting.

If A&D Klumb Environmental would like an informed assessment they must provide the information on the proposed changes to the viewpoint of an observer on the ground and the detrimental effects to the historical structures.

CC: Town of Milford Heritage Committee

Respectfully,

David Palance
President
Milford Historical Society
<http://www.milfordhistory.com>
<https://www.facebook.com/milfordnhhistory?fref=ts>
603-321-6068

David Palance
Chairman, Town of Milford Heritage Commission
Home:
19 Maple St.
The Harriet Wilson House
Milford, NH 03055

Cell 603-321-6068
cemeterymapping@comcast.net

From: [Boisvert, Tracey](#)
To: [Lincoln Daley](#); mbender@milford.nh.gov
Cc: [Ken Flaherty](#); [Mike Viola](#); [Eric Schelberg](#); [Kenneth Kozyra](#); [Eosue, Benjamin](#)
Subject: State of New Hampshire - Federal Hill Fire Tower Site
Date: Monday, September 19, 2022 3:19:13 PM
Attachments: [694398-Federal Hill II_CDs REV 05-23-2022 6 pages.pdf](#)

Good Afternoon,

As you may be aware, the State of NH Dept. of Natural and Cultural Resources (DNCR) is moving forward with a project to construct a 120' monopole at our Federal Hill Fire Tower Property. Although the State is not required to receive permission from the Town to move forward with this project, we want to make sure that you have all the relevant information to understand it.

As I'm sure you know, the State's Federal Hill property is a very important local public safety communications site that is utilized by the Town of Milford's various emergency service/response entities and by MACC-Base, which provides regional dispatch services to surrounding communities. The site tenant's (Town of Milford, MACC-Base, and US Cellular) radio antenna equipment is currently affixed to DNCR's fire tower structure. The fire tower is scheduled to be reconstructed in 2024 and, once the fire tower reconstruction project is complete, DNCR does not intend to allow third party radio communications equipment to be reaffixed to the fire tower structure.

In order to allow the Town of Milford, MACC-Base, and US Cellular to remain at this site, DNCR is partnering with US Cellular to construct a new monopole (see attached plans). Both the monopole and the fenced equipment enclosure at its base will be owned and managed by the State of NH and ground/tower space will be leased to the Town of Milford, MACC-Base, and US Cellular, similarly to how the State currently leases space to those entities. This will allow all radio communications equipment to be permanently removed off the fire tower and relocated onto a structure specifically designed for communications infrastructure. DNCR has been working with the Town's public safety departments (fire, police, and ambulance and their consultant Two-Way Communications), as well as MACC-Base, to ensure that the facilities are designed to provide the necessary space and coverage to meet the Town's public safety needs now and into the future. We anticipate the monopole and fenced equipment enclosure to be constructed in 2023 so that all equipment can be transitioned off of the fire tower well in advance of that rehabilitation project.

We would be happy to further discuss the project details at your convenience.

Thanks,
Tracey

Tracey Boisvert, Administrator
Land Management Bureau
NH DNCR - Division of Forests and Lands
172 Pembroke Road
Concord, NH 03301

(603) 271-2214



A & D Klumb Environmental, LLC

August 11, 2022

Milford Historical Society
PO Box 609
Milford, NH 03055

RE: Proposed Telecommunications Tower, Federal Hill, Milford, NH

Dear President Genovesi,

A & D Klumb Environmental, LLC is conducting a Section 106 architectural review for a proposed telecommunications tower to be located at the summit of Federal Hill, 347 Ponemah Hill Road, Milford, NH Tax Map 53 Lot 22. United States Cellular Corporation proposes to construct a 120-foot tall monopole tower within a fenced compound on the south side of the property. USCC will relocate their existing antennas and equipment from the fire tower to the new monopole tower.

The NH Division of Historical Resources and the FCC require that the municipality and any local Historical Commission/Society be notified of this project. ADKE has been retained to determine whether the proposed undertaking will adversely impact properties of historical significance (properties listed or eligible for the National Register of Historic Places). Our findings will be submitted in a report to the New Hampshire Division of Historical Resources upon the completion of the research.

Please contact me if this project will directly or indirectly affect historic properties within the vicinity of the project. Included please find a locus map showing the proposed tower location as well as a ½-mile radius circle review area.

Sincerely,

Audra Klumb
President

Enclosure: Project Locus Map

cc:
Town of Milford
Milford Heritage Commission

34 Centennial Drive
Webster, NH 03303

603-746-5065
adke@klumbenv.com

Attachment 5
Public Involvement

Public Notice

Published in the
New Hampshire Union Leader September 15, 2022 and September 16, 2022



Attachment 6
Additional Consulting Parties

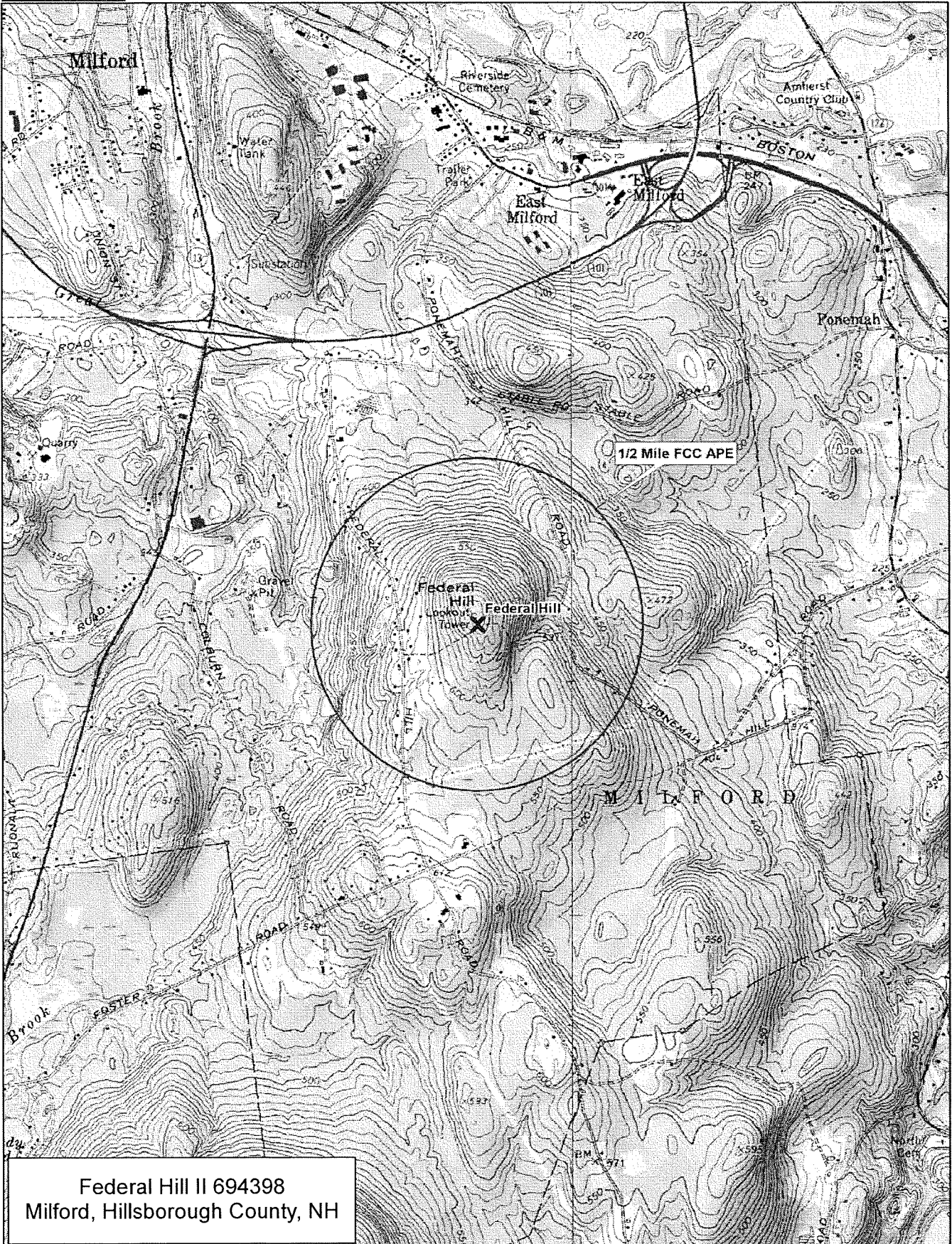
State of New Hampshire Division of Natural and Cultural Resources



Attachment 7
Areas of Potential Effects

Map of Area Showing Proposed Site and 0.5 Mile Radius Circle





Federal Hill II 694398
 Milford, Hillsborough County, NH

Attachment 8
Historic Properties Identified in the APE for Visual Effect



Historic Properties Identified in the APE for Visual Effect

The file review conducted on September 19, 2022 online through NH DHR EMMIT database found that there are no properties listed or eligible for listing on the National Register of Historic Places within the ½ mile visual Area of Potential Effects (APE). Further consultation with the NH DHR finds that the Federal Hill Fire Tower was determined eligible for the National Register of Historic Places on October 26, 2022.

The Federal Hill Fire Tower (MIL0110) was determined eligible for the National Register of Historic Places under Criterion A and C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The contributing elements include the fire tower, watchman's cabin, garage, flagpole, and access road. The boundary consists of 6-acres encompassing two discontinuous, rectangular state-owned parcels containing the fire tower, watchman's cabin, garage and flagpole, and the access road with a 50-foot buffer on either side of the road structure to encompass associated road elements. The boundary encompasses historic and landscape resources specifically constructed for and used in association with the fire tower, with immediately adjacent land.¹

The proposed telecommunication tower site is situated on the summit of Federal Hill, within the clearing associated with the structures of the Federal Hill fire lookout tower. Immediately surrounding the cleared area, the summit is forested with a mix of mature deciduous and coniferous trees. The surrounding ½ mile APE consists of forested and residential properties along Ponemah Hill Road east of the tower site, Federal Hill Road to the west of the tower site, and newer subdivision roads to the west and south of the tower site. The residential properties are a mix of old and new residences. The older residences date to the late 18th and early 19th century with the newer residences less than 20-years old. Views toward the tower from the public way are predominantly obscured by tree cover along the roads and along the slope of Federal Hill. There may be some views of the tower when heading north along Federal Hill Road, located west of the tower site but views of the tower along Ponemah Hill Road will be blocked by trees lining the road.

ADKE reviewed the visual APE on October 18, 2022. The following residences were found within the ½ mile APE to be potentially eligible for the National Register base on roadside review:

Photo	Address	Property age	Location
9	235 Federal Hill Rd	Constructed 1788 per property card	1900-feet southwest of the proposed tower
11	219 Federal Hill Rd	Constructed 1954 per property card	1600-feet southwest of the proposed tower
12	205 Federal Hill Rd	Constructed 1791 per property card	1400-feet west southwest of the proposed tower
13	204 Federal Hill Rd	Constructed 1790 per property card	1200-feet west southwest of the proposed tower
14	172 Federal Hill Rd	Constructed 1825 per property card	1250-feet northwest of the proposed tower
15	294 Ponemah Hill Rd	Constructed 1836 per property card	1850-feet northeast of the proposed tower

¹ Quoted and summarized from the NH DHR – Determination of Eligibility, Federal Hill Fire Tower (MIL0110), DOE Review Date 10/26/2022



No other properties within the APE were observed to be potentially eligible for listing on the National Register of Historic Places based on age and integrity of location, design, setting, materials, workmanship, feeling, and association as viewed from the public way. Please see the include photographs in Attachment 11 for views of the properties discussed above and from these properties toward the site.

The Milford Heritage Commission requested that the Monson Village be reviewed for visual impacts. The Gould House (HLL0019) and Monson Village were determined eligible for the National Register as a district in 2001. The Gould House is approximately 1.4-miles south of the proposed tower. Photographs of the Gould House and Monson Village are included in Attachment 11, Photographs 17 and 18.



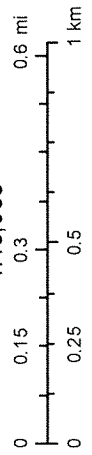
Federal Hill EMMIT Map



September 19, 2022

- Individual Properties < 10 acres
- Towns
- Project Areas
- Counties

1:18,056



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Attachment 9
Historic Properties Identified in the APE for Direct Effect



Historic Properties Identified in the APE for Direct Effect

The Federal Hill Fire Tower (MIL0110) was determined eligible for the National Register of Historic Places on October 26, 2022 under Criterion A and C for its association with conservation, entertainment/recreation, politics/government, and architecture and engineering. The contributing elements include the fire tower, watchman's cabin, garage, flagpole, and access road. The boundary consists of 6-acres encompassing two discontinuous, rectangular state-owned parcels containing the fire tower, watchman's cabin, garage and flagpole, and the access road with a 50-foot buffer on either side of the road structure to encompass associated road elements. The boundary encompasses historic and landscape resources specifically constructed for and used in association with the fire tower, with immediately adjacent land. The proposed telecommunication tower is to be located within the defined boundary of this NR eligible resource. Therefore, the construction of the telecommunication tower facility will directly impact this NR eligible property.

The property is shallow to ledge, with ledge exposed throughout the summit area. After consultation with David Trubey, Archaeologist and Review & Compliance Coordinator of the NH DHR, archaeological investigations were found to not be necessary for this project. See the included email dated July 20, 2022 from Mr. Trubey following this page. No archaeological investigations were completed for this project.



From: [Trubey, David](#)
To: adke@klumbenv.com
Subject: RE: Federal Hill, Milford, NH
Date: Wednesday, July 20, 2022 4:07:02 PM

Hi Audra,

I'm doing well and hope the same for you!

I am very familiar with the project area and would not recommend archaeological survey. As you stated, the area is primarily ledge.

Regards,

David

From: ADKE <adke@klumbenv.com>
Sent: Wednesday, July 20, 2022 3:58 PM
To: Trubey, David <David.W.Trubey@dnrc.nh.gov>
Subject: Federal Hill, Milford, NH

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Hi David,

I hop you are well!

I have been asked to work on a telecommunication tower on Federal Hill in Milford. This tower would allow the antennas and equipment to be removed from the fire tower and move all related ground equipment to the new tower compound. Due to the shallow nature of the soil, exposed ledge is visible around the top of the hill in several locations, would you require archaeological investigations for the Section 106 submission for this site?

I have enclosed a locus map and an aerial showing where the tower site will be located on the property. I can send photographs if you would like.

Thank you for your review.

Audra

Audra L. Klumb, CWS, CESSWI, Architectural Historian
A&DKlumb Environmental, LLC
34 Centennial Drive
Webster, NH 03303
603-746-5065

Attachment 10
Effects on Identified Properties



Effects on Identified Properties

Visual effects on Potentially Eligible Historic Resources within ½ Mile APE

235 Federal Hill Road (Photo 9). This property is located on the west side of Federal Hill Road, approximately 1900-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

219 Federal Hill Road (Photo 11). This property is located on the west side of Federal Hill Road, approximately 1600-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

205 Federal Hill Road (Photo 12). This property is located on the west side of Federal Hill Road, approximately 1400-feet southwest of the proposed tower. Views toward this resource are away from the proposed tower. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

204 Federal Hill Road (Photo 13). This property is located on the east side of Federal Hill Road, approximately 1200-feet southwest of the proposed tower. Local tree cover surrounding this property would block most if not all views of the tower when viewing this property from the public way. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

172 Federal Hill Road (Photo 14). This property is located on the east side of Federal Hill Road, approximately 1200-feet northwest of the proposed tower. Local tree cover surrounding this property would block views of the tower when viewing this property from the public way. The proposed tower will have no adverse effect on this potentially NR eligible historic resource.

294 Ponemah Hill Road (Photo 15). This property is located on the east side of Ponemah Hill Road, approximately 1850-feet northeast of the proposed tower. Views toward the tower are away from this property. Local tree cover along Ponemah Hill Road would block views of the tower when traveling along Ponemah Hill Road. The proposed tower will have no adverse effect on this Potentially NR eligible historic resource.

Monson Village is located south of the proposed tower site (Photos 17 and 18). The Gould House (HLL0019) is located on the south side of Adams Road within an open field, approximately 1.4-miles south of the tower site. The gravel road leading through the field to the Gould House was reviewed for potential tower visibility. The trees lining the north side of the field would block view of the tower from Adams Road and the Gould House. Due to distance and local tree cover, the proposed tower will have no effect on the NR eligible district.



Direct and Visual Effects on Federal Hill Fire Tower NR Eligible property

The Federal Hill Fire Tower has been determined eligible for the National Register of Historic Places based on the following characteristics:

Criterion A for Conservation, Entertainment/Recreation, and Politics/Government.

- Conservation for its association with the development of a statewide fire prevention and watch program to protect forests as a natural and outdoor recreation resource.
- Entertainment/Recreation for its association with the outdoor recreation movement in New Hampshire.
- Politics/Government for its association with the creation and evolution of the New Hampshire Divisions of Forests and Lands and the creation and management of a state-owned and managed fire watch system that functioned in coordination with fire towers operated in NH National Forest and private lands throughout the twentieth century and into the twenty-first century.

Criterion C at the state level in the areas of Architecture and Engineering for its association with the development and evolution of the fire tower structure utilitarian designs and construction.

The project proposes construction of the communications tower within the defined boundary of the NR eligible historic resource. The construction of the tower will not affect the eligibility of the tower under Criterion C, Architecture and Engineering. The construction of the tower will benefit the fire tower under this Criterion by removing the existing communications equipment from the fire lookout tower and watchman's cabin. The removal of the antennas and equipment will allow for the fire tower maintenance and rehabilitation.

The proposed communication tower will be located within the viewshed of the fire tower, watchman's cabin, flagpole, and summit of the access road, and as described above, within the defined boundary of the NR eligible historic resource. The tower construction will be located to the southeast of the summit structures allowing for an intact setting of the fire tower and watchman's cabin. The monopole tower will be located within the southern end of the mowed field of the summit. The location, design, and height of the tower were selected to ensure the least amount of impact to the fire watchmen's field of view, while still providing the necessary amount of space and elevation to accommodate the tenants on the tower. As part of the construction of the communication tower, the existing antennas, equipment, generator, propane tanks, and equipment shelter associated with the antennas on the fire lookout tower will be removed and placed onto the communication tower and within the new fenced compound. This will allow the fire tower and watchman's cabin to stand alone without the communication equipment in their nearby setting. The removal of the existing antennas and equipment from the fire tower and the placement of the communication tower at the south edge of the clearing on the summit allows for the construction of the communication tower to pose no adverse visual and no adverse direct effect on the Federal Hill Fire Tower's National Register of Historic Places eligibility under Criterion A.



Attachment 11
Photographs





Photo 1. View east toward the proposed tower site. The existing utility pole is visible to the left. The fenced tower compound will be located to the right of this pole.



Photo 2. View southeast toward proposed tower site, which will be located to the left and center of the photograph.





Photo 3. View south toward the proposed tower site from the existing gravel driveway. The existing utility pole is visible in the foreground.



Photo 4. Aerial view from the fire tower looking southeast toward the proposed telecommunication site, to be located at the left of the flagpole. The existing USCC equipment shelter, visible in this photograph will be removed with some items relocated to the new fenced compound. The items visible in this photograph which will be removed and/or relocated are the ice bridge, equipment shelter, generator, and propane tank.



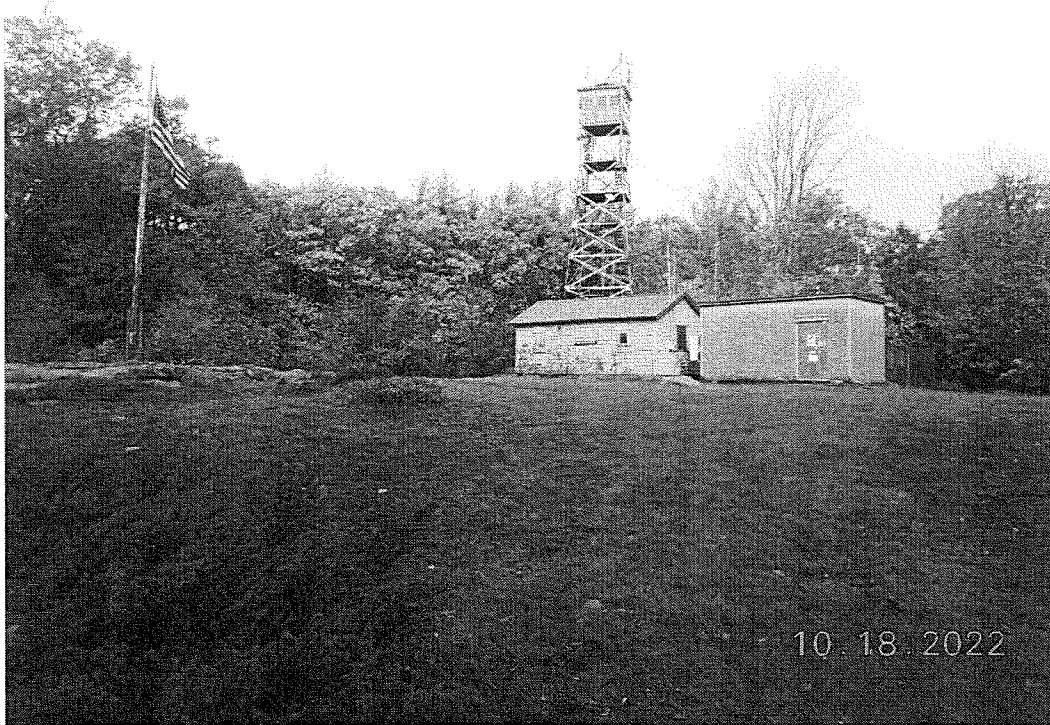


Photo 5. View north from the proposed tower site toward the existing fire tower, watchman's cabin and flagpole. The equipment cabinet located to the right of the watchman's cabin would be removed and all USCC equipment (including antennas) would be located within the new fenced tower compound.



Photo 6. View southwest toward the proposed tower site.





Photo 7. View north, of the garage located at the base of the access road.



Photo 8. View west, of the gate at the beginning of the access road leading to the summit of Federal Hill.





Photo 9. View west of 235 Federal Hill Road.



Photo 10. View northeast, across Federal Hill Road toward the summit of Federal Hill. The upper portion of the tower would be visible in the distance.





Photo 11. View west of 219 Federal Hill Road

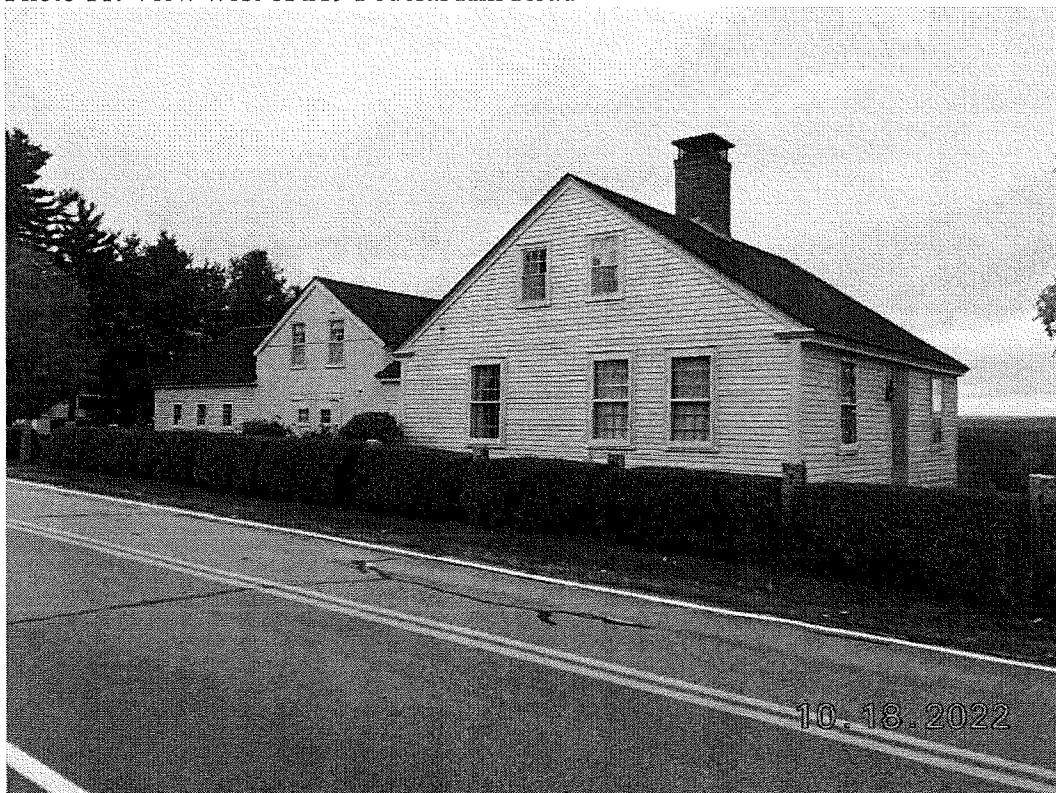


Photo 12. View west of 205 Federal Hill Road





Photo 13. View east of 204 Federal Hill Road. The local tree cover behind the house would block most, if not all views of the proposed tower.



Photo 14. View northeast of 172 Federal Hill Road. Local tree cover would block most, if not all views of the proposed tower. Views toward the tower are to the right of the photograph.





Photo 15. View northeast of 294 Ponemah Hill Road.



Photo 16. View southwest toward the proposed tower site. Local tree cover would block views of the tower from this area.





Photo 17. View north from the Monson Village along Adams Road, west of the Gould House. This location is approximately 1.4-miles south of the proposed tower. The trees lining the north side of the field would block views of the tower from this area.



Photo 18. View southeast of the Gould House (HLL0019), located on Adams Road in Monson Village, approximately 1.4-miles south of the proposed tower site.



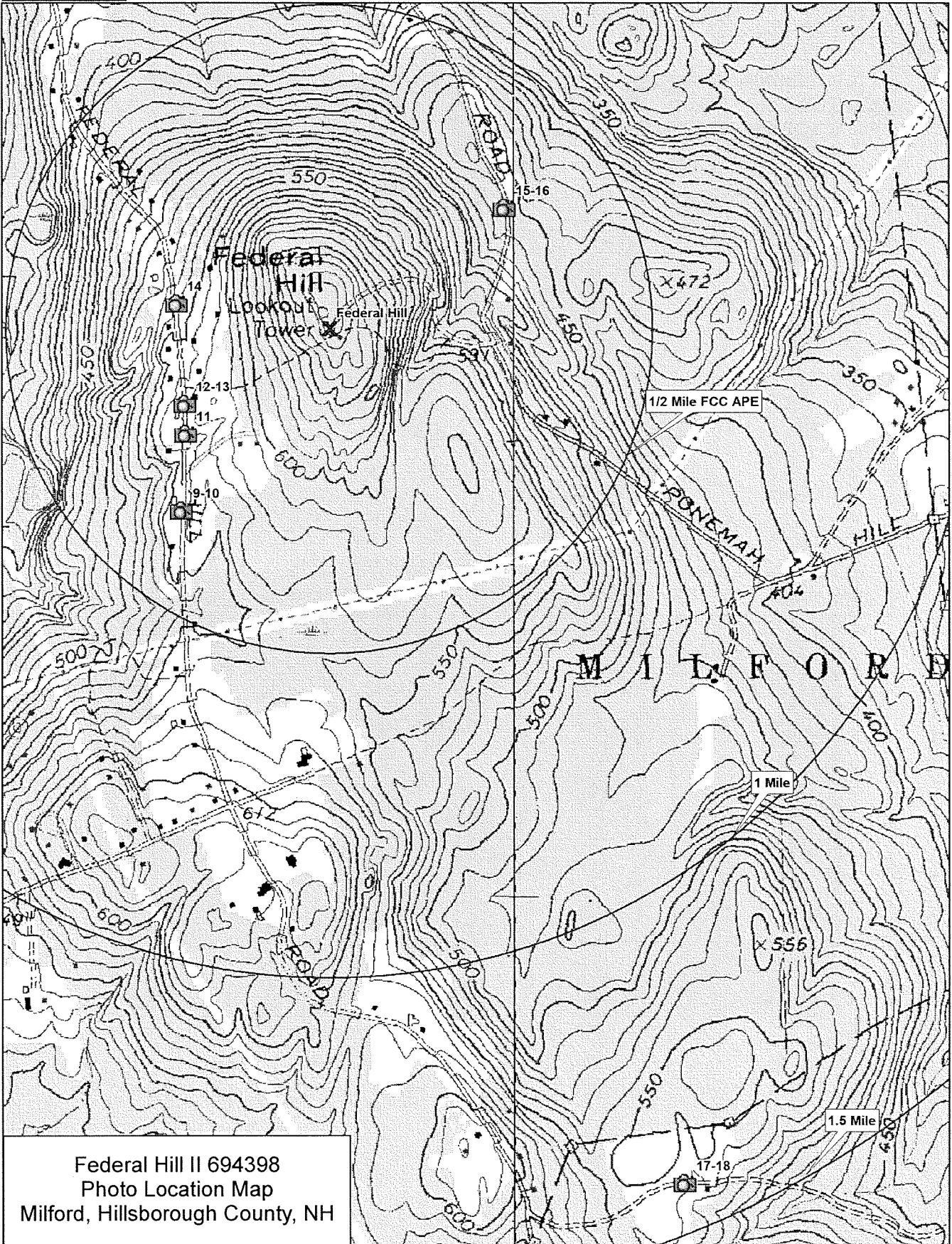
Attachment 12
Maps

Photo Location Map

Historic Topographic Maps:

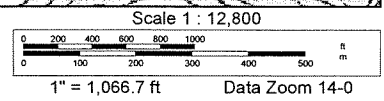
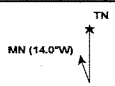
1906 Milford NH USGS Topographic Map
1953 Milford NH USGS Topographic Map

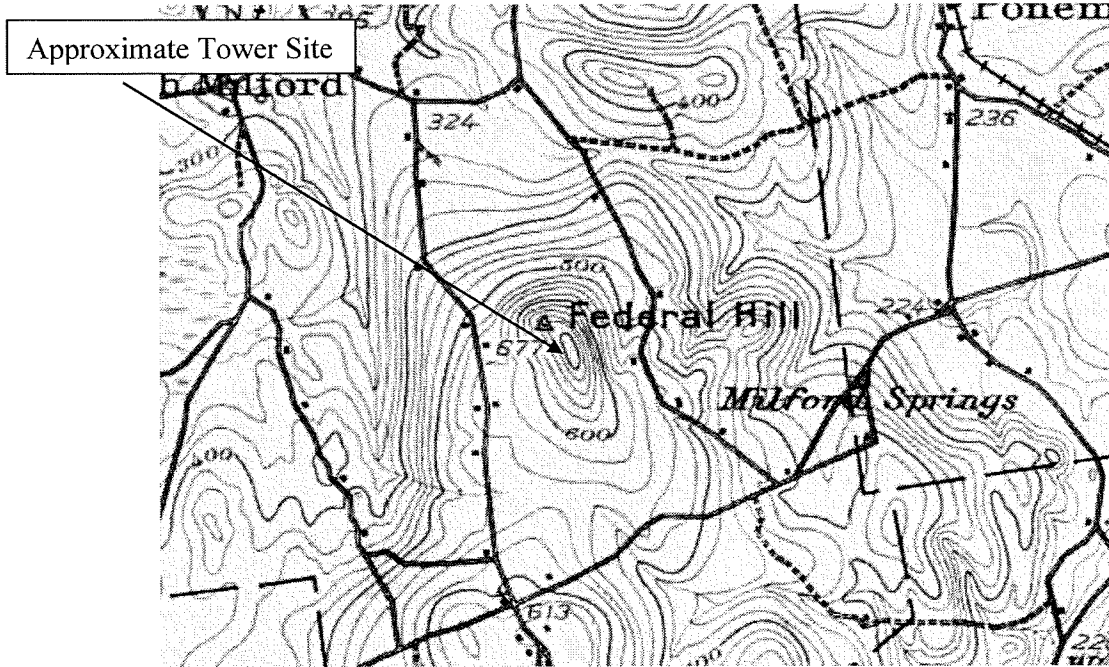




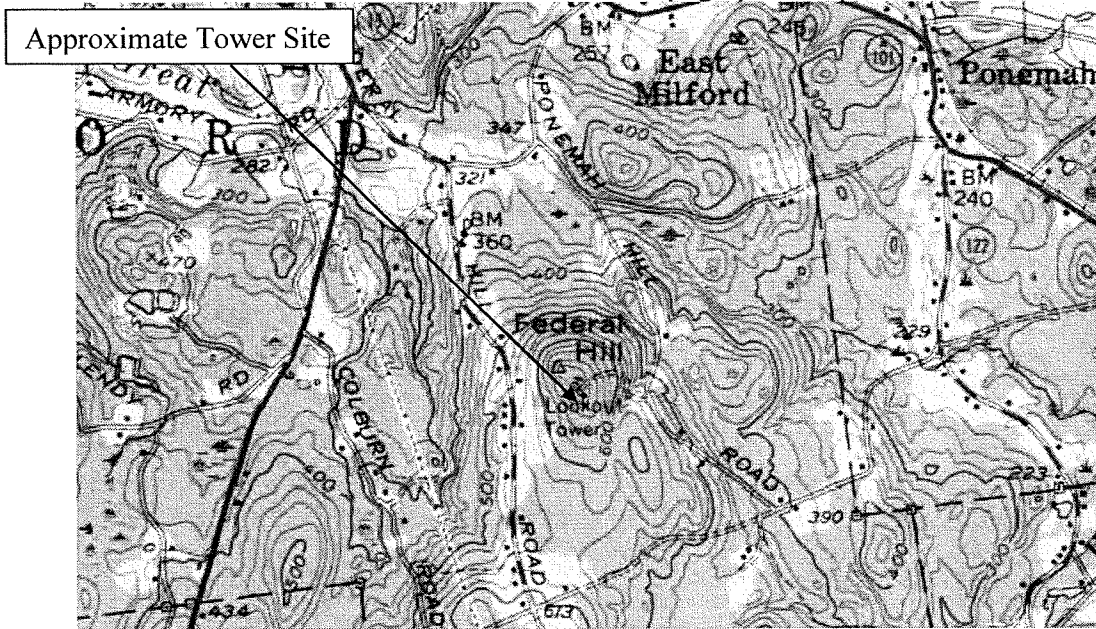
Federal Hill II 694398
 Photo Location Map
 Milford, Hillsborough County, NH

Data use subject to license.
 © DeLorme. XMap® 7.
 www.delorme.com





1906 Milford NH USGS Topographic Map



1953 Milford NH USGS Topographic Map



Attachment 13
References



References:

Milford, Town of Web site <https://www.milford.nh.gov/> accessed November 10, 2022
for property age details.

National Register of Historic Places; Accessed November 29, 2022
<https://www.nps.gov/maps/full.html?mapId=7ad17cc9-b808-4ff8-a2f9-a99909164466>

New Hampshire Division of Historical Resources Determination of Eligibility for
Federal Hill Fire Tower, MIL0110, 10/26/2022 provided by NH DHR as PDF

New Hampshire Division of Historical Resources, 19 Pillsbury Street, Concord, NH
online File review September 19, 2022
<https://emmit.dncr.nh.gov/Login.aspx?showDisc=false>

TopoView for Historic USGS Topographic Maps accessed November 17, 2022
<https://ngmdb.usgs.gov/topoview/viewer/>



9. Approval of Final Minutes - February 13, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

February 13, 2023

PRESENT: Paul Dargie, Member
Tim Finan, Member
Gary Daniels, Member
Laura Dudziak, Member
Dave Freel, Member

Mark Bender, Town Administrator
Tina Philbrick, Executive Assistant
Andy Kouropoulos, Videographer

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

Chairman Dargie welcomed the incoming Town Administrator, Lincoln Daley.

5:30 p.m.- Approval of three (3) Land Use Change Tax, Map 41, Lot 38-1, 38-3, and 38-4 and Approval of four (4) Abatement Applications – Assessing Director, Marti Noel

In summary: This is a new minor subdivision.

Lot 1: 1.5 acres have been removed from current use. The remainder of this site has sufficient acreage to remain in Current Use.

Lot 3: This parcel was sold and doesn't have enough acreage to remain in Current Use on its own.

Lot 4: This parcel lacks sufficient acreage to remain in Current Use on its own, and is no longer contiguous to any parcel of identical ownership.

Selectman Daniels made a motion to approve the recommendation of the Assessor for three (3) Land Use Change Tax for Map 41, Lot 38-1, 38-3, and 38-4. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

All four of the Abatements presented tonight are recommendations to Approve. Two are due to corrections to records for reclassification, and two are due to changes in physical attributes that required adjustment. Ms. Noel explained common area use to the Board.

Selectman Freel made a motion to approve four (4) Abatement Applications as presented. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.

5:45 p.m. - Lions Club Road 5K Road Race - Gerald "Jerry" Gutierrez

In summary: The Milford Lions Club is holding its inaugural 5K road race in Milford on Saturday, April 29th, 2023 from 10:00 am – 12:00 am and will begin and end at the Milford Community House parking lot. They are expecting about 40 to 50 participants. They will not require any roads to be closed and will monitor and clean up all trash. They spoke with Captain Shawn Pelletier about the race. They are also looking for sponsorships. They have a timing company from Amherst that will help with keeping everything automatic. It will be a timed run for those who run competitively.

Chief Viola said there should be no issues with this route.

Selectman Feel made a motion to approve the Lions Club 5K Road Race on April 29, 2023. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.

6:00 p.m. - Community Development Fee Schedule – Community Development Director, Terrey Dolan

In summary: This is the first major update since 2008 for Planning Board and Zoning Board Fees. Board of Adjustment fees were last adopted in 2017. Mr. Dolan explained the postal fees to include the post office going rate plus \$1 per abutter.

Selectman Freel asked why add another \$1 of postal rate to the abutter's rate. Town Administrator Daley said the Planning Board discussed a complex proposal but Community Development wanted to make it easier. Selectman Daniels asked if we are making a profit off people or just covering someone's time to process the applications. Town Administrator Daley said they were not making a profit. It's time-consuming to process and review applications and we could be charging more. A major subdivision could take about 5 or 6 hours of staff time. They are trying to provide a fair and equitable fee structure to account for some of the staff's time, it will never cover the full cost. Selectman Freel said each town is different and some are stacked to cover these costs. There was additional discussion about other towns that charge more or less.

63 Administrator Daley said it's been years since the fees were reviewed and they are trying to make them affordable and cost-
64 friendly. Selectman Daniels asked if there has been input from builders. Administrator Daley said no, when it comes to our
65 fees, Milford has been historically low. Mr. Dolan said the fees are consistent and lower than in some places.

66
67 Chris Labonte, a Milford resident, asked how much additional revenue this will bring to the town. Administrator Daley said
68 they could look into it based on an average in the past 3 or 4 years, but it is not a large number.

69
70 Ms. Noel said adding the additional \$1 to the postal fee also includes the cost of materials like envelopes, paper, and ink.
71 Administrator Daley said they are looking to start the permit increases in March. Selectman Finan suggested a later date and
72 have it posted so that if there is negative feedback, we can address it. Chairman Dargie said the fees are reasonable. Selectman
73 Freel asked about building fees. Mr. Dolan said they are having the new Engineer look into this. Administrator Daley said
74 the Board approved a building fee increase in 2017. Mr. Daley said the numbers being proposed are low.

75
76 **Selectman Dudziak made a motion to approve the recommendation of the Community Development Director for Fee**
77 **Schedule increases for April 1, 2023. Seconded by Selectman Finan. The motion passed 4/1 with Selectman Freel**
78 **opposed.**

79
80 6:20 p.m. **Milford Community Power Plan – Mike Thornton, Chair**
81 MEAC presented the final plan to include the survey numbers which was 25% of the 500 flyers that were handed out. They
82 will bring the plan back on February 27, 2023, and would need the plan signed by voting day. Mr. Thornton said the default
83 number should be the lowest cost available and residents could choose what they want and still save money over their other
84 options. Chairman Dargie said there will be 4 levels and they won't be determined until later. The lowest cost option will
85 be the default. If a resident does nothing, they would get the least cost option.

86
87 There was additional discussion on renewables becoming more affordable.

88
89 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no comments at this time.

90
91 **4. DECISIONS**

92 **a. CONSENT CALENDAR**

- 93 1. Acceptance and Appropriation of Unanticipated Revenues Under \$10K NH (RSA (31:95(b)) - Donation for the Res-
94 toration of the Pillsbury Bandstand
95 • Margaret M. Seward - \$2,000

96 **Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Daniels. All were in favor.**
97 **The motion passed 5/0.**

98
99 **b. OTHER DECISIONS**

- 100 1. N/A

101 **5. TOWN STATUS REPORT – Town Administrator, Lincoln Daley**

102 1. **Deliberative Session Review** – Mr. Daley asked if the Board had any questions about the Deliberative Session.
103 Selectman Daniels commended IT/Community Development on the sound. There was a power problem at the school that
104 was resolved quickly.

105
106 2. **Benchmark Electric Pricing** - The Town's electric contract with Standard Power is set to expire in November 2023.
107 The Town's current rate is \$0.16510. The default rate from February 2022 – August 2022 is \$0.20221. Standard Power has
108 suggested a "blended rated" whereby the Town would extend a contract with Constellation (another provider) for a prescribed
109 length of time (12 months up to 56 months). The savings or reduction in prices is based on the Constellation's ability to
110 purchase electricity further into the future. By doing so, the cost of electricity averages out and lowers rates in the near term.

111
112 Staff recommends that the Board consider accepting the 20-month blended rate of \$0.13330 beginning in March 2023 and
113 terminating in November 2024. The Board could choose a longer term period (32, 44, and 52 months) beginning in March
114 that would reduce the rates further.

115
116 Administrator Dailey explained the rates for a \$48,000 savings and review again in November. Selectman Finan asked if
117 there would be a termination fee. Mr. Hayden said no. The contract would be with the same vendor. This is the first time

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 02/13/2023

118 we've offered this blend and extend. The monthly savings for the contracted months is \$5,680 per month during the known
119 time. We don't know what the Eversource rate will be in the second term.

120
121 Administrator Daley said we can re-negotiate this again in November. He recommends 12 months versus 24 months because
122 there will be more savings. We are trying to take advantage of the current rates. There was additional discussion about rates
123 and savings. The Board leaned towards 12 months. The recommended plan would start in March 2023 and extend until
124 November 2024, but we can still re-negotiate this again in November.

125
126 Mr. Hayden asked how far into the future is the current rate budgeted and if it is part of the next fiscal year. Chairman Dargie
127 said it's the end of the calendar year. Mr. Hayden said is about \$45,000 over the contracted rate for the balance of the year's
128 savings.

129
130 Chris Labonte asked if the original comment of \$48,000 savings for 2023 or the whole term ending in 2024. Chairman Dargie
131 said 2023. Mark Bender said the savings is for the entire town including Water Utilities. Chris Labonte asked if they had a
132 breakdown of what the town uses vs. Water Utilities. Mr. Bender said Water Utilities uses about half. There was more
133 discussion about savings.

134
135 **Selectman Daniels made a motion to go with the 12-month option with a March 2023 start date and a November 2024**
136 **end date. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

137
138 3. **Four-Day Work Week** - Staff continues to evaluate the feasibility of implementing a four-day work schedule at Town
139 Hall and DPW. Staff views the four-day work schedule as a means to improve overall service to the public, reduce operat-
140 ing costs to the Town, and provide a tool/benefit to retain and recruit employees. The public online survey was encourag-
141 ing with 300+ responses and the majority supported the four-day workweek schedule with extended hours in the evening,
142 for example, 7:30 am – 5:30 pm. This would be more concurrent with the Town Clerks' office. Staff supported a four-day
143 workweek.

144
145 There would be energy cost savings by closing the building from Thursday evening to Monday morning estimated to be an
146 annual cost savings of approximately \$5,000-\$8,000. Staff is still reviewing alternative and extended hours for the Transfer
147 Station. DPW is open to a flexible schedule depending on the season.

148
149 An informal public session is scheduled on February 21st in the Town Hall Board of Selectmen Meeting room from 4:30 to
150 6:00 for residents/stakeholders to provide input/comments. Zoom access will be provided. We anticipate submitting the
151 final proposal for Board of Selectmen review and consideration at the February 27th regularly scheduled meeting.

152
153 Selectman Daniels has concerns about construction trades and unloading their demos at the Transfer Station. Administrator
154 Daley said the response to changing hours at the Transfer Station was not very receptive. They will need to review this more
155 with the DPW Director and residents. The survey needs additional questions.

156
157 Chairman Dargie said he's agreeable to four days we just have to find out where it works. It's positive for employees but if it
158 doesn't make sense, don't do it. He doesn't expect any energy savings. Paul Calabria, Finance Director said the savings is
159 for electrical not heating. Administrator Daley recommends putting it out for a trial run to see if it works or not.

160
161 Katherine Kokko, a Milford resident asked that the public hearings be posted on the website in a clearer area. She asked if
162 the survey had a restriction so that an IP address could only be used once. Administrator Daley said he would check. Ms.
163 Kokko said she answered the survey but it was focused on users of the Town Hall. Were employees able to respond to this?
164 Administrator Daley said there were no restrictions on the survey with employees. Ms. Kokko encourages usage from the
165 public and whether or not this works for them.

166
167 Katherine Parenti, a Milford resident asked how regular homeowners will feel about only having 4 days open for building
168 inspections. Administrator Daley said they reached out to the building community and the response was positive. Fridays
169 are slow and the majority of inspections are Monday through Thursday. If something is needed on a Friday, we will do it
170 with appointments only.

171
172 Selectman Finan agrees with Chairman Dargie but isn't completely sold on a 4-day workweek. Transfer Station and DPW
173 are separate he looks at this as just Town Hall. We did a lot over the last year with employees by boosting morale. Chairman

174 Dargie said it's a case-by-case basis. Administrator Daley said if we modify hours, we should make it consistent throughout
175 departments. He thanked the Board for being supportive of the employees. He wants to offer as many opportunities as
176 possible to retain and recruit employees. This will improve our level of service by having the town hall open later in the
177 afternoon.

178
179 Chris Labonte said he looked at other towns comparable to ours and they are open 5 days a week. We should stay with the
180 norm. Administrator Daley said those other towns may not be facing the same challenges as Milford is trying to retain em-
181 ployees.

182
183 Selectman Freel does not agree with this. The town has gone through many measures to make the employee's priority. Some
184 people got raises above and beyond that were not in line with industry standards and they have a good healthcare benefit
185 program. At some point, we need to stop worrying about what we can do to make employees happy. We are providing a
186 good salary and they have a benefit package. The hours are Monday through Friday and if you want to change the hours to
187 make it more elegant and entertaining to be here, then what are we doing, "will you please work for us". This building is
188 here for the residents. He suggests Monday through Friday 10 to 7. He feels that at some point people have to go to work
189 and do their jobs. He feels that every few minutes, it's give, give, give.

190
191 Tina Philbrick, Milford Resident, and town employee said if you want a 10 to 7 then you are changing all your Boards,
192 Commissions, and Committees to later hours. The employees are not asking for much, many people go into her office and
193 asked that we be open until 5:30. A majority of the contractors that she is familiar with work 7:00 to 3:30. We are trying to
194 accommodate the town's people. It doesn't matter what hours we have; people are going to complain. This suggestion will
195 help the employees and the public.

196
197 Chairman Dargie clarified that Selectman Freel thinks a 4-day work week is bad. Selectman Freel said yes. Chairman
198 Dargie said if there are no redeeming merits to it, we shouldn't do it. But there are good aspects to a 4-day work week. We
199 need to see if the good points outweigh the bad points. There was additional discussion on good and bad points.

200
201 Katherine Kokko said it would be helpful for the informational session next week to have models of comparison. When
202 you're looking at the demand for services population is important. The HR situations that Milford is facing are real and there
203 is a middle ground somewhere to allow for flexible scheduling.

204
205 Administrator Daley asked if the Board wants to move forward with the information work session. The Board said yes.

206
207 **4. Town Report and Voters Guide Update**

208 Tina Philbrick said the town report was submitted to the printers on Thursday. The voter's guide was submitted to the printers
209 today. Both reports should be complete before the end of the month. The voter's guide will be sent to all residents in Milford.
210 Extra copies will be delivered to the Town Hall. She will ask the post office if we can put a stack out in their lobby for all
211 residents that have post office boxes.

212
213 **6. DISCUSSIONS**

214 1. Matters Before the NH House or Senate – This policy was adopted by the Board on July 12, 2004, in regards to Town of
215 Milford employees taking positions on matters before the State of NH House of Representatives of the Senate. Any state-
216 ments or information needs to be approved by the Board first.

217
218 Chairman Dargie said he used to ask the Board if there is anything that could be changed at the state level. There are guide-
219 lines if we want to send someone up to testify. He would like to make a motion to modify the policy to remove the statement,
220 "or the Town Administrator". Someone could go up and the Board would never know about it.

221
222 Administrator Daley said sometimes the Board doesn't meet in time to review this. Selectman Finan said they should leave
223 that line but include, "the Selectmen should be notified". Chairman Dargie explained the process.

224
225 Chris Labonte said the policy doesn't apply to the Selectman, only employees. He feels that what they are referring to should
226 be under the Selectmen's Rules and Procedures.

227

228 Chief Viola said they are asked to go to the state and testify on many occasions. Are you saying that we now need authori-
229 zation from the Board before we can do this? They sometimes call the day before. Chairman Dargie said he would like to at
230 least get an e-mail that you are doing this. Selectman Daniels said there are provisions to call a special meeting.
231

232 Selectman Daniels made a motion to change the policy to “or the Town Administrator, with notification to the Selectmen”.
233 Seconded by Selectman Finan. All were in favor. The motion passed 5/0.
234

235 **7. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no comments at this time.
236

237 **8. SELECTMEN’S REPORTS/DISCUSSIONS**

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

239 Selectman Finan said there will be a Conceptual Design Alternatives Presentation and Public Input Session for the Downtown
240 Pedestrian & Transportation Improvement Project on February 15, 2023, in the Town Hall Auditorium at 6:00. This will
241 reflect modifications that they gave to the Board. The Board may need to take some action at the next meeting.

242 b) **OTHER ITEMS (that are not on the agenda)**
243

244 **9. APPROVAL OF FINAL MINUTES -**

245 **1. January 23, 2023, January 30, 2023, and February 4, 2023**
246

247 Selectman Daniels moved to approve the minutes of January 23, 2023, as amended, January 30, 2023, and February
248 4, 2023 (Deliberative Session re-votes). Seconded by Selectman Finan. All were in favor. The motion passed 5/0.
249

250 **2. Modification of Sealing of non-public minutes from January 30, 2023**

251 Chairman Dargie said that the non-public minutes of January 30, 2023, were sealed using the wrong criteria. Selectman
252 Finan recited the RSA and the three reasons that these can be sealed.
253

254 Katherine Kokko, asked if and when the members of the Board and Administration would be getting trained on the Right to
255 Know Law. The Board did not comment.
256

257 Selectman Dargie moved to re-seal the non-public minutes of January 30, 2023, because it could render the proposed
258 action ineffective. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.
259

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

261 a. N/A
262

263 **11. NOTICES.** Notices were read.
264

265 **12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public at 7:15 under RSA 91-A:3, II**
266 **(c) Reputation at Freel. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**
267

268 Selectman Daniels made a motion to leave non-public. Seconded by Selectman Finan. All were in favor. The motion
269 passed 5/0.
270

271 In non-public, the Board approved as amended, the non-public minutes of January 30, 2023. The minutes were already
272 sealed at the January 30, 2023 meeting but they were sealed incorrectly and they were re-sealed earlier in the public
273 meeting. They discussed one topic and no decisions were made. The Board did not seal the minutes of 2/13/23.
274

275 **13. ADJOURNMENT: Selectman Daniels moved to adjourn at 7:55. Seconded by Selectman Finan. All were in favor.**
276 **The motion passed 5/0.**
277

278
279
280 _____
Paul Dargie, Chairman

278
279
280 _____
Laura Dudziak, Member

