

3/8/2021

**PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:**

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

- |     |   |
|-----|---|
| TBD | COVID 19 Vaccination Aid Grant (FEMA)<br>Funding from the NH Dept of Health & Human Services to administer vaccinations at state run vaccination sites between January 15, 2021 through September 30, 2021. This reimbursement is for salary, wages, and fringe benefits for the Fire Dept.<br>No match is required.      |
| TBD | COVID 19 Vaccination Aid Grant (FEMA)<br>Funding from the NH Dept of Health & Human Services to administer vaccinations at state run vaccination sites between January 15, 2021 through September 30, 2021. This reimbursement is for salary, wages, and fringe benefits for the Ambulance Dept.<br>No match is required. |

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

Donation of PPE Supplies from Ocean State Job Lots Charitable Foundation to the Milford Police Dept. and the Milford Fire Dept.  
This donation has an approximate value of \$10,449.08. See memo from the Police Chief and the Fire Chief.



**TERMS OF EMERGENCY MANGEMENT DIRECTIVE**  
**COVID-19 VACCINATION AID**

This document sets forth the terms of this Emergency Management Directive ("EMD"), dated this 18 day of February 2021, and is entered into between the State of New Hampshire, Department of Health and Human Services, Office of the Commissioner, (hereinafter referred to as the "State") and Milford Fire Department (New Hampshire First Responder Organization), with a principal place of business of Milford NH, (hereinafter referred to as the "First Responder Organization") for the provision of aid in the administration of the New Hampshire Coronavirus Disease 2019 Vaccination Plan. This EMD is retroactively effective to January 15, 2021, upon the signature of both parties and the completion date is September 30, 2021, unless terminated earlier in accordance with Section 4 below.

WHEREAS, First Responder Organizations are experiencing personnel costs associated with assisting the State with implementing New Hampshire's Coronavirus Disease 2019 Vaccination Plan;

WHEREAS, the State seeks to enter into an EMD for the purpose of reimbursing First Responder Organizations for personnel costs related to assisting the State vaccinating qualifying New Hampshire residents against COVID-19 in accordance with New Hampshire's Coronavirus Disease 2019 Vaccination Plan;

WHEREAS, RSA 21-P:44 requires the Governor to "utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state and its political subdivisions to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor, and to the emergency management organizations of the state upon request;"

— WHEREAS, RSA 21-P:43 provides the Governor with the authority to accept federal funds for the purpose of emergency management subject to the terms of the offer and may accept services from political subdivisions to perform emergency management services;

WHEREAS, the First Responder Organization is authorized to accept funding for emergency management services from the State subject to certain terms pursuant to RSA 21-P:43; and

WHEREAS this EMD was approved pursuant to RSA 4:45, RSA 21-P:43, and Section 4 of Executive Order 2020-04 as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, and 2021-02.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions set forth herein, the Governor hereby directs that the First Responder Organization, pursuant to RSA 21-P:44, conduct emergency management services under the direction of the State pursuant to the terms of this EMD, adopted pursuant to RSA 21-P:43. The parties agree as follows:

**1. REIMBURSABLE SERVICES**

- 1.1 The State shall reimburse the First Responder Organization for actual personnel expenditures incurred, which may include, but are not limited to, salary, wages, administrative expenses, stipends, and fringe benefits ("personnel expenditures"), by the First Responder Organization for employees who assist the State with vaccination efforts between January 15, 2021, through September 30, 2021, provided that such personnel expenditures are incurred while at a state-run fixed vaccine site or another state-approved point of dispensing vaccine site, and while working under the direction of the State as an emergency management worker in compliance with RSA 21-P:35, *et seq.* The State shall only reimburse for personnel expenditures incurred for hours worked at vaccine sites and

**New Hampshire Department of Health and Human Services  
EMD - COVID-19 Vaccination Aid**



shall not reimburse expenses related to travel time to or from the vaccine sites.

**2. FEE SCHEDULE AND PAYMENT CONDITIONS**

- 2.1 Funding for this EMD is a shared price limitation of \$10,000,000 across all participating First Responder Organizations from January 15, 2021, through September 30, 2021.
- 2.2 Payment for services billed to the State in accordance with Section 1, Reimbursable Services, shall be on a cost reimbursement basis for actual personnel expenditures incurred in the fulfillment of this EMD.
- 2.3 The First Responder Organization shall complete the online Vaccination Reimbursement Request Form (Form) located on the New Hampshire Department of Safety, Homeland Security and Emergency Management's website ([https://prd.blogs.nh.gov/dos/hsem/?page\\_id=11123](https://prd.blogs.nh.gov/dos/hsem/?page_id=11123)) by the fifteenth (15th) calendar day of the following month. The completion of this online Form shall serve as a formal invoice submission by the First Responder Organization to the State for actual personnel expenditures incurred.
- 2.4 The State shall make payment to the First Responder Organization within thirty (30) days of receipt of each Form, subsequent to approval of the submitted Form and sufficient funds being available, subject to Paragraph 3 Conditional Nature of Agreement.
- 2.5 The final Form shall be due to the State no later than November 9, 2021.

**3. CONDITIONAL NATURE OF EMD**

- 3.1 The First Responder Organization acknowledges that no funds will be paid to the First Responder Organization once the price limitation is reached.
- 3.2 Notwithstanding any provision of this EMD to the contrary, all obligations of continuance of payments, in whole or in part under this EMD, are contingent upon the continued appropriation or availability of funds, including any subsequent changes to the appropriation or availability, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds.

**4. RIGHT OF TERMINATION/EVENT OF DEFAULT**

- 4.1 This EMD may be terminated by either party for any reason by providing a thirty (30) day written notice to the other party.

**5. CHOICE OF LAW AND FORUM**

- 5.1 This EMD shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire. Any actions arising out of this EMD shall be brought and maintained in a New Hampshire Superior Court which shall have exclusive jurisdiction thereof.

**6. AMENDMENT**


- 6.1 This EMD may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver, or discharge by the Governor of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule, or policy.

**7. ENTIRE AGREEMENT**

- 7.1 This EMD, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

New Hampshire Department of Health and Human Services  
EMD - COVID-19 Vaccination Aid



  
\_\_\_\_\_  
Print Name: KENNETH PHINITY  
Print Title: Chief  
First Responder Organization: milford fire  
Duly Authorized

2/18/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Lori Weaver, Deputy Commissioner  
NH Department of Health of Human Services

\_\_\_\_\_  
Date

The preceding EMD, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:



**TERMS OF EMERGENCY MANGEMENT DIRECTIVE**  
**COVID-19 VACCINATION AID**

This document sets forth the terms of this Emergency Management Directive ("EMD"), dated this 2<sup>nd</sup> day of February 2021, and is entered into between the State of New Hampshire, Department of Health and Human Services, Office of the Commissioner, (hereinafter referred to as the "State") and Milford Ambulance Service (New Hampshire First Responder Organization), with a principal place of business of Milford NH, (hereinafter referred to as the "First Responder Organization") for the provision of aid in the administration of the New Hampshire Coronavirus Disease 2019 Vaccination Plan. This EMD is retroactively effective to January 15, 2021, upon the signature of both parties and the completion date is September 30, 2021, unless terminated earlier in accordance with Section 4 below.

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New Hampshire Department of Health and Human Services  
EMD - COVID-19 Vaccination Aid



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New Hampshire Department of Health and Human Services  
 EMD - COVID-19 Vaccination Aid



*[Handwritten Signature]*

2/18/2021

Print Name: Eric Schelberg  
 Print Title: Director - MAS  
 First Responder Organization  
 Duly Authorized

Date

\_\_\_\_\_  
 Lori Weaver, Deputy Commissioner  
 NH Department of Health of Human Services

\_\_\_\_\_  
 Date

The preceding EMD, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name:  
 Title:

CERTIFICATE OF AUTHORITY

I, John Shannon, hereby certify that:  
(Name of the Municipality Clerk/Municipality Official)

1. I am a duly elected Municipality Clerk/Municipality Official) of Milford, NH  
(Municipality Name)

2. I hereby certify that Ken Flaherty & Eric Schelberg (may list more than one  
(Authorized Signatory)

person) is authorized on behalf of this municipality to enter into the said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate.

3. I hereby certify that this authority has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment/agreement to which this certificate is attached. This authority remains valid for thirty (30) days from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the municipality. To the extent that there are any limits on the authority of any listed individual to bind the municipality in contracts or other agreements with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 02/12/2021

John Shannon  
Signature of Municipality Clerk/Municipality Official  
Name: John Shannon  
Title: Town Administrator





# Town of Milford

POLICE DEPARTMENT

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

**Michael J. Viola**

Chief of Police



To: John Shannon, Town Administrator  
Board of Selectmen  
From: Chief Michael J. Viola, Fire Chief Ken Flaherty  
Date: February 9, 2021  
Ref: Donation of PPE Supplies from Ocean State Job Lots

The Milford Police Department and Milford Fire Department received a large donation from Ocean State Job Lots, as part of their charitable foundation.

The Ocean State Job Lot Charitable Foundation is in the process of distributing more than \$1.5 million worth of PPE to police and fire departments in the 142 communities where Ocean State Job Lot stores are currently, or soon-to-be, located across the Northeast.

<https://www.oceanstatejoblot.com/COVID-19-donations-update>

The departments received the following items:

384 packages of Evergreen antibacterial hand wipes (20ct) - \$610.56  
240 Face Shields - \$1197.60  
192 packages of Germ Out antibacterial hand wipes (40ct) - \$574.08  
192 bottles of hand sanitizer 3.4oz - \$478.08  
192 bottles of Dead Sea Hand Sanitizer 12oz - \$1150.08  
192 packages of Wish antibacterial wipes (40ct) - \$574.08  
96 packages of Evergreen antibacterial wipes (100ct) - \$479.04  
96 bottles of Hand Sanitizer 33.8oz - \$1247.04  
192 bottles of Wish Hand Sanitizer 16oz - \$1534.08  
60 bottles of Hand Sanitizer 64oz - \$1079.40  
96 bottles of Hand Sanitizer 16.9oz - \$767.04  
200 bottles of Be Safe Hand Sanitizer 4.2oz - \$598.00  
4 packages of Masks PM2.5 (20 per pack) - \$160.00

Approximate Total Donation - \$10,449.08

On behalf of the Milford Police Department and Milford Fire Department, I am respectfully requesting the Board of Selectmen to consider and approve the donation of PPE supplies, valued at \$10,449.08, from Ocean State Job Lots. I would also like to thank Ocean State Job Lots and their employees for this generous donation and their ongoing partnership with the Town of Milford and our police and fire departments.

Your consideration in this request is greatly appreciated.

**5:35 – Flags – Jay Duffy (Verbal)**

5:40 to 5:50 - Request to Appoint Sarah Brown as a full member and Sara Weyant-Bunn and Katherine Kokko as alternate members to the Heritage Commission



# Milford Heritage Commission

Town Hall  
1 Union Square  
Milford NH 03055

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

11 February 2021

The Heritage Commission is honored to nominate the following members to the terms described:

- Sarah Brown to take the open board seat released by Erna Johnson for the term of the year 2024
- Sara Weyant-Bunn to serve as an alternate until the term of the year 2024.
- Katherine Kokko to serve as an alternate until the term of the year 2024.

The terms are suggested to minimize the number of elections in a given year and to provide overlapping service for consistency.

Thank you for the consideration.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

Attachment: New member bios

Meets 2<sup>nd</sup> Wednesday of each month 7:00PM  
Wadleigh Memorial Library  
Lull Room

Heritage Commission New Member Bios  
Nominations made February, 2021

Sarah Brown  
215 North River Road

[sarahatbrown@gmail.com](mailto:sarahatbrown@gmail.com)

Sarah was raised on an active dairy farm on North River Road as part of the 4th generation Trombly Family and is raising her children like she was, on the same land of her youth. A resident for over 40 years, she is now employed as a marketing program manager for a high-tech company.

Sarah has agreed that Milford Heritage Commission would benefit from some guidelines and criteria to review plans. She would also support more registered historic places around town. She committed to being involved and learning more about the work of the Commission, she shows the commitment, but having two young, active children, and a full-time job, she agrees to the minimum of meeting once a month.

Sara Weyant-Bunn  
36 Colburn Rd.

[sweyantbunn@gmail.com](mailto:sweyantbunn@gmail.com)

Sara was born and raised in Portsmouth, NH, she Joined the Air Force at age 18 and was 10 years Active Duty and another 10 years as a spouse. She lives in Milford with her husband retired from the military, he got a job in Merrimack since 2016. She is used to being enveloped in history and is a member of the Milford Historical Society since 2018. Her work as a software programmer/database administrator complements her MS degree in Information Technology. Sara's hobbies include hiking, photography, and genealogy research.

Sara finds the Oval area to be Milford's most important feature, because that is the "heart" of town and there is a lot of history there. She also feels that Milford has plenty of green space (agricultural land, trails and parks) but is also "town" enough that "we don't have to drive 10 miles to get a gallon of milk". Milford is a perfect mix of the two.

Katherine Kokko  
97 Osgood Rd.

[kate.kokko@gmail.com](mailto:kate.kokko@gmail.com)

With the exception of a short period, Katherine has been a resident of Milford her entire life. Her family however, has been here for over four generations. She is a graduate of UNH and Johns Hopkins. Professionally, she worked with municipal governments on regional disaster response for nearly 15 years before moving into government contracting. Katherine's "indoor" free time includes organizing voluminous amounts of history that her grandparents on both sides preserved, some pertaining to Milford. Katherine's preservation efforts began as a child in 1990, when she made her own posters and flyers to save Milford's historic town hall.

"Milford's best feature is Grandpa's stone wall, which he started building when he was about 80". As you drive the 101 bypass, this labor of love is visible to all. She likes to hike and is red-lining the White Mountains with about 50% of White Mountain Trails completed. Katherine sits on the Board of the Raivaaja Foundation, which seeks to preserve the legacy of the Finnish-American Raivaaja publishing company, and the regional community it sustained for over 100 years.

# TOWN OF MILFORD



## TEMPORARY OUTDOOR DINING PERMIT APPLICATION

### Purpose:

Temporary authorization will be granted to restaurants to establish outdoor seating per the State of NH "Stay at Home 2.0" Order and Guidelines. Any Administrative Approval granted in relation to "Stay at Home 2.0" is limited to the time frame of the Emergency Orders and any seating approved under such Administrative Approval must be removed or returned to its original status (prior to issuance of an Administrative Approval) within 14 days of the Emergency Orders expiring.

### Applicant Instructions:

1. Review "Stay at Home 2.0 – Food Service Industry" and "NH Liquor Commission Industry Circular Number 2020-08" attachments (pages 7-13).
2. Complete page 3 from "establishment name" through "applicant signature and date". This page will be your Temporary Outdoor Dining Permit if and when it is approved.
3. On page 4, provide information on your previously approved outdoor dining (if applicable) as well as your proposed seating plan. The proposed seating plan MUST show: dimensions of proposed area, number and size of tables, number of seats per table, spacing between tables, lighting (where applicable), and any other proposed changes.
4. On page 5, provide information on your proposed site plan. The plan must show areas and dimensions of curbside pickup areas, outdoor dining areas, chairs/tables, temporary fences/barriers, tents, umbrellas, temporary signage, emergency access, protection from vehicle traffic, impacted parking spaces, etc. The Planning Department will provide a copy of site plan if available (via email /paper copy) to the applicant for the permit.
5. On page 6, provide a brief narrative on your operations plan. The plan must include specific details on food service procedures and how your business, staff, and customers will maintain compliance with "NH Stay at Home Order 2.0" as well as all existing Planning, Building, Health, and Fire rules and regulations.
6. Email your completed application to Jason Cleghorn: [jcleghorn@milford.nh.gov](mailto:jcleghorn@milford.nh.gov)
7. Once approved, your completed permit application will be emailed to "manager email" address provided on page 3.

### Required Approvals:

1. Outdoor dining on a public sidewalk/Town owned property is not allowed without the authorization of the Board of Selectmen (or designee).

### Standard Conditions:

1. Permits shall be in effect from the date of issuance (not before March 15th) through November 15th and must be renewed on an annual basis.
2. For the period from November 16th through the following March 14th, all chairs, fencing, umbrellas, tables and other equipment must be removed from the public sidewalk.
3. For the period from March 15th through the following November 15th, all chairs, fencing, umbrellas, tables, and other equipment shall be removed from the sidewalk during inclement weather and upon 24 hour notice from the Division of Public Works.
4. Outdoor dining is permitted until 12:45 a.m.
5. Permit is to be posted in public view and is not transferable.
6. An outdoor dining permit does not increase the maximum number of patrons allowed inside the eating establishment. The outdoor permit is only for the additional outside seats.
7. Outdoor dining areas shall be setback five (5) feet from a crosswalk, handicap ramp, driveway or intersection.
8. A three (3) foot clearance for pedestrians required on all sidewalks at all times. The three foot aisle must be a clear path that does not include any obstructions such as light poles, fire hydrants, sign posts, bollards, etc.
9. Permitted area must be contiguous to the licensed premises and maintained.
10. If alcohol is served, outdoor dining shall be separated from public pedestrian space on the adjacent municipal sidewalk by an enclosure system consisting of heavy duty black decorative metal materials or equivalent as approved by the Director of Public Works. The minimum height of the enclosure shall be 30 inches and the maximum height shall be 36 inches.
11. Businesses must use their own trash and recycling receptacles. Sidewalks will be cleared of all debris after close of business.
12. Outdoor dining shall not damage sidewalks, curbing, bike racks, street trees, light poles, trash containers or other Town infrastructure.
13. The sidewalk shall be completely free of snow and ice along the entire sidewalk from building to curb in front of the establishment.
14. Umbrellas without logos are permitted as long as they don't extend beyond the permitted area.
15. Canopies over the sidewalk are not permitted.
17. Decorations must be fire retardant and meet NFPA 701 Standards. No decorations permitted except those approved on the site plan. No loosely hanging material.
18. Fire alarm pull stations may not be obstructed.
19. Candles with small globes are permitted.
20. Sufficient lighting is required. Extension cords are not permitted.
21. No Smoking.



# TOWN OF MILFORD, NH TEMPORARY OUTDOOR DINING PERMIT

**Planning Department: (603) 249-0620**  
**Building: (603) 249-0620**  
**Fire Department: (603) 249-0680**

<b>APPROVED TO OPERATE</b>	Issue Date: _____
Approved # of Seats: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signature: _____ Planning Department	Date: _____
Signature: _____ Fire Department	Date: _____
Signature: _____ Board of Selectmen/Designee (If applicable)	Date: _____

This permit allows existing food service establishments that choose to operate under the “NH Stay at Home Order 2.0” to begin serving customers through outdoor seating. Establishments with previously approved outdoor seating do not need a temporary permit unless they request additional seating beyond what has been previously approved. No establishment may exceed the maximum occupancy posted on their Food Service License or Place of Assembly Permit. All establishments must meet the requirements of the Milford Planning, Building, and Fire Departments. This permit shall expire on 11/15/21 or upon notification from the Governor of New Hampshire that the applicable Emergency Orders are no longer in effect (whichever occurs first). Any outdoor seating approved through this authorization shall be removed or returned to its original status (prior to this authorization) within 48 hours of the Emergency Orders expiring.

### CONDITIONS:

ESTABLISHMENT NAME: \_\_\_\_\_

OWNER/OPERATOR’S NAME: \_\_\_\_\_

ESTABLISHMENT ADDRESS: \_\_\_\_\_

RESTAURANT MANAGER: \_\_\_\_\_

MANAGER TELEPHONE: \_\_\_\_\_ MANAGER EMAIL: \_\_\_\_\_

**APPLICANT CERTIFIES ALL INFORMATION IS CORRECT AND ALL PERTINENT  
CODES, ORDINANCES, AND EMERGENCY ORDERS WILL BE COMPLIED WITH.**

NAME: \_\_\_\_\_  
Applicant Printed Name

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Applicant Signature

Existing # of outdoor tables: \_\_\_\_\_

Existing # of outdoor seats: \_\_\_\_\_

Proposed # of outdoor tables: \_\_\_\_\_

Proposed # of outdoor seats: \_\_\_\_\_

Existing occupant load or # of indoor seats: \_\_\_\_\_

Alcohol Served:  Yes  No

Outdoor heaters?  Yes  No If yes, the location of the heaters needs to be noted on the site plan.

If propane heaters are used, how and where will they be stored when not in use?

\_\_\_\_\_

Proposed operating hours: \_\_\_\_\_

The proposed seating plan MUST show : dimensions of proposed area, number and size of tables, number of seats per table, spacing between tables, lighting (where applicable), and any other proposed changes.

If the plan proposal includes a tent, the tent can only be used as a type of roof covering **without** sides. dimensions of the tent(s) MUST be provided.

**Insert/Attach Seating Plan Below:**



The proposed site plan must show areas and dimensions of curbside pickup areas, outdoor dining areas, temporary fences/barriers, tents, temporary signage, emergency access, protection from vehicle traffic, impacted parking spaces, etc.

Plan includes placement of seating on Town owned property  Yes  No

If yes, a Certificate of Liability Insurance \$1,000,000 per occurrence / \$2,000,000 aggregate – the Town of Milford must be listed as both the certificate holder and as additional Insured. The certificate must be valid throughout the period of the permit.

If the plan proposal includes a tent, the tent can only be used as a type of roof covering without sides. dimensions of the tent(s) MUST be provided.

**Insert/Attach Site Plan Below:**

Insert/Attach Operations Narrative Below:



# Stay at Home 2.0

RESTAURANTS

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## FOOD SERVICE INDUSTRY

### Safeguarding Guidance:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Equal Employment Opportunity Commission \(EEOC\)](#) and [Occupational Safety and Health Administration \(OSHA\) guidance](#), and [US Food and Drug Administration \(FDA\)](#), the State of New Hampshire recommends policies and procedures to protect consumers and employees, including:

#### Employee Protection Guidelines:

2. Follow Universal Guidelines for All New Hampshire Employers and Employees.
3. Follow CDC [guidance for Businesses and Workplaces](#).
4. Follow CDC guidelines for [Reopening Guidance for Cleaning and Disinfecting Businesses](#).
5. Follow [ServSafe COVID-19](#) training guidelines.
6. Conduct employee health screening as outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
7. Build social distancing into food service operations to maintain a safe distance of at least 6 feet between employees and customers.
8. Employees [shall wear cloth face coverings](#) over their nose and mouth when at work and around others in settings where social distancing may be difficult.
  - a. Customers should also be asked to wear cloth face coverings when in a food service facility where social distancing is difficult (e.g. waiting in line for pick-up or seating).
  - b. Cloth face coverings worn by employees should be kept clean in accordance with CDC guidance.
9. Train all employees on the importance of frequent hand washing and the use of hand sanitizers with at least 60% alcohol content



# STAY AT HOME 2.0

## FOOD SERVICE INDUSTRY

### Consumer Protection Guidelines:

1. As an extension of the curbside and delivery model, restaurants are permitted to offer outdoor dining beginning on Monday, May 18, 2020. Restaurants are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in a shared space, restaurants must coordinate and seek approval from local authorities.
2. Seated indoor dining is not permitted.
3. Tables for outdoor seating must be limited to no more than six (6) guests per table
4. Tables spacing must be maintained so people sitting at adjacent tables are more than 6 feet apart, and to allow employees/servers to stand back 6 feet from a group's table (e.g. when taking an order) and still maintain a minimum of 6 feet from other adjacent tables.
5. Reservations or call ahead seating is required to promote social distancing and prevent groups of guests waiting for tables. Establishments may use a text alert system to alert guests of available seating, an intercom system for guests waiting in their vehicles, or only one member of the party being allowed to wait in the waiting area for their table to be ready.
6. Reservations should be staggered to prevent congregating in waiting areas. Waiting areas should build in social distancing so customers and employees are spaced at least 6 feet apart (either through spacing of seating while waiting, or demarcation's on the floor).
7. Bar seating areas must remain closed.
8. Signage must be prominently posted throughout the venue to ask customers if they are experiencing COVID-19 symptoms, including:
  - a. Fever
  - b. Respiratory symptoms such as sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in a person's sense of taste or smell
  - e. If you answered yes to any of these questions, please do not put our employees and other guests at risk and come back another day when you feel better.
9. Customers should be asked to bring and wear a cloth face covering when entering and exiting a facility to protect other patrons and employees during the seating and exiting process, or when getting up to use the restroom. Cloth face coverings are not required while a customer is seated and dining outdoors.
10. Alcohol-based hand-sanitizer must be made readily available at the reception desk for both customers and employees



# STAY AT HOME 2.0

FOOD SERVICE INDUSTRY

## Business Process Adaptation Guidelines:

1. Place hand sanitizer stations in restaurant lobby reception and bathrooms, as well as at cashier stations. Restrooms should be monitored and routinely cleaned and soap dispensers regularly filled.
2. Disinfect all front-of-house surfaces including door handles, screens, phones, pens, keyboards and other areas of hand contact every two hours, at a minimum.
3. To the extent possible, use menus that are disposable or sanitized between each use. A disposable ordering system is also advisable when possible to limit guest interaction with wait staff.
4. Use of 'self-serve' utensils, plates or napkins, are not allowed. Consider using rolled silverware and eliminating table presets.
5. Sanitize all tabletop items, including condiments, after each table turns (or use disposables).
6. Disinfect chairs, especially where contact occurs, after each table use.
7. No self-serve buffets or appetizers, condiments on a counter for use by multiple tables, or beverage station re-use.
8. No catering or large-group functions shall be allowed.
9. Restroom occupancy should be limited for group restrooms to incorporate social distancing, and waiting lines outside of restrooms should be avoided.





Relative and Applicable Statutes and Rules: RSA 178:22; 178:13; 178:6; 178:12; 178:12-a; 178:8; 178:7; 178:20-a

## Outside Area Reopening for On- Premises Licensees

### 1. Purpose

In our continued efforts to assist New Hampshire liquor licensees during the COVID-19 pandemic, the New Hampshire Liquor Commission-Division of Enforcement & Licensing would like to offer additional information relative to Emergency Order #40 Exhibit C- Reopening Guidelines for Restaurants, as it relates to **outside areas**.

### 2. Discussion

Emergency Order #40 Exhibit C states, in part, “As an extension of the curbside and delivery model, restaurants are permitted to offer outdoor dining beginning on May 18, 2020. Restaurants are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in shared space, restaurants must coordinate and seek approval from local authorities.”

In addition to restaurants, the order to open outside areas also applies to other on-premises licensees to include:

Certain Cocktail Lounge licensees, pursuant to RSA 178:22 to include:

Airports

Veterans Clubs, Private Clubs and Social Clubs

Hotels

Vessels

Sports Recreation Facility- Relative to Emergency Order #40



# NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

**Industry Circular**

Number 2020-08

Issued: May 6, 2020

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Brew Pub licensees, pursuant to RSA 178:13- Restaurant/ tasting.

Liquor Manufacturer licensees, pursuant to RSA 178:6- Restaurant/ tasting.

Beverage Manufacturer licensees, pursuant to RSA 178:12- Restaurant/ tasting.

Nano- Brewery licensees, pursuant to RSA 178:12-a- Restaurant/ tasting.

Wine Manufacturer licensees, pursuant to RSA 178:8- Restaurant/ tasting.

Rectifier licensees, pursuant to RSA 178:7- Tasting only.

On-Premises Cigar, Beverage, and Liquor Licenses, pursuant to RSA 178:20-a.

All provisions of Exhibit C will apply to the above licensees if they choose to open outside areas.

The link to Exhibit C is: <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-restaurants.pdf>

Please send notification, documents and/ or approvals to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

### 3. Questions

Please contact the New Hampshire Liquor Commission- Division of Enforcement & Licensing at 603-271-3521.

## Frequently Asked Questions

### Q. Can I serve alcohol in an outside area?

A. Yes. Beginning on May 18, 2020 and pursuant to Executive Order 40, Exhibit C provides an extension of the curbside and delivery model. Restaurant are permitted to expand outside wherever an outdoor area can be set up safely, such as parking spaces close to entrances, sidewalks, existing patios, lawn areas. Outdoor areas must be able to be cleaned and disinfected, as appropriate. The outdoor space must be clearly delineated and distanced from the general public. If expansion is in a shared space, restaurants must coordinate and seek approval from local authorities.





## NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

**Industry Circular**

Number 2020-08

Issued: May 6, 2020

---

### **Q. Can I serve spirits (liquor) outside?**

A. If your licensee through the New Hampshire Liquor Commission- Division of Enforcement & Licensing allows you to serve spirits (liquor) under normal circumstances, you are allowed to serve spirits (liquor) to your extended service area outside.

### **Q. Can I put a mobile bar in the outside area?**

A. Yes. You can set up a mobile bar/ serving station in the outside area. If the area is a shared space (i.e. shared parking lot, sidewalk, roadways), you are required to get approval from local authorities.

### **Q. If my outside area is already approved, do I need to seek additional approvals?**

A. No. If your outside area is previously approved as a permanent extension of service, you do not need any additional approvals.

### **Q. Do I need approval if I want to extend my service outside in a shared space (i.e. shared parking lot, sidewalk, roadways)?**

A. Yes. You are required to communicate with local authorities in order to get approval to extend your service to an area you would not typically be authorized to do so. Once approval is obtained from local authorities, documents can be sent to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

### **Q. How do I notify the Division of Enforcement & Licensing about the extension of service to an outside area?**

A. Please send all local approvals and notifications to [reopen@liquor.nh.gov](mailto:reopen@liquor.nh.gov).

### **Q. How long does the extension of service to an outside area last?**

A. The temporary extension of service to an outside area will last throughout the duration of the Executive Order. If you intend to have your outside area a permanent extension, normal procedures for approvals apply.

### **Q. Where can I obtain additional information on the reopening guidelines?**

A. Additional information can be obtained on the New Hampshire Liquor Commission Division of Enforcement website at <https://www.nh.gov/liquor/enforcement/> under "News & Events". Direct link to the Stay at Home 2.0 Restaurants- Covid- 19 Reopening Guidance can be found at <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-restaurants.pdf>.

**4. a) 1) Please note, Andrew Seale was voted in at the Board of Selectmen's meeting on February 22, 2021 for a term to expire in 2024.**

**The Conservation Commission changed the term to 2022 to "scatter" the dates so as not to have everyone's terms expiring in the same year.**

4. a) 2) Approval to re-appoint Tracy Quirk-Berube and Chris Costantino as alternate members to the Wadleigh Board of Trustees - Terms expiring 2022



**Wadleigh Memorial Library**

49 Nashua Street Milford, NH 03055

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

[www.wadleighlibrary.org](http://www.wadleighlibrary.org)

[wadleigh@wadleighlibrary.org](mailto:wadleigh@wadleighlibrary.org)

February 24, 2021

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that Tracy Quirk-Berube be reappointed as an alternate to our Board, with an expiration date of March 2022.

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

Sincerely,

Kathryn Parenti, Chair  
Wadleigh Library Board of Trustees  
603.494.7648

Tracy Quirk-Berube  
603-769-7847  
[taq7612@gmail.com](mailto:taq7612@gmail.com)



## Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

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

[www.wadleighlibrary.org](http://www.wadleighlibrary.org)

[wadleigh@wadleighlibrary.org](mailto:wadleigh@wadleighlibrary.org)

February 24, 2021

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that Chris Costantino be reappointed as an alternate to our Board, with an expiration date of March 2022.

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

Sincerely,

Kathryn Parenti, Chair  
Wadleigh Library Board of Trustees  
603.494.7648

Chris Costantino  
603-320-5335  
[chris.costantino@gmail.com](mailto:chris.costantino@gmail.com)  
[ccostantino@wadleighlibrary.org](mailto:ccostantino@wadleighlibrary.org)

4. a) 3) Approval to re-appoint Tom Schmidt and Wade Scott Campbell as full members of the Granite Town Media Advisory Committee



**Granite Town Media  
Advisory Committee**

February 26, 2021

Chairman Daniels,

At its 2/25/21 meeting, the Granite Town Media Advisory Committee unanimously voted to recommend that the BOS re-appoint Tom Schmidt to a full 3 year term, expiring in 2024.

Tom has been an invaluable member of this committee for many years and has been very instrumental in the growth and success of this committee and department. He continues to be an active and productive member of the committee and has expressed his willingness to continue on for another term

**Name:** Tom Schmidt

**Address:** 95 Melendy Rd

**Term:** Full Member; 3 year term expiring in 2024

Regards,

Tim Finan

Chairman, GTM Advisory Committee



## Granite Town Media Advisory Committee

February 26, 2021

Chairman Daniels,

At its 2/25/21 meeting, the Granite Town Media Advisory Committee unanimously voted to recommend that the BOS re-appoint Wade Campbell to a full 3 year term, expiring in 2024.

In his first full year on the committee Wade has been a significant contributor both this committee and to the Community Media department. Wade has a great deal of experience with social media and the delivery of content through that medium, and is a valuable member of the committee.

**Name:** Wade Campbell –

**Address:** 162 Mile Slip Rd.

**Term:** Full Member; 3 year term expiring in 2024

Regards,

Tim Finan

Chairman, GTM Advisory Committee

## **Town Status Report - March 8, 2021**

**Town Hall Re-Opening** – Town Hall is examining different options for its re-opening to the public using a phased approach. No final decisions have been made at this time but information will be posted and shared with the public as soon as it is available. All options for obtaining services (i.e. drop boxes, online, appointments, by phone) are available at all times. Any questions or concerns about the project can be directed to the Town Administrator's Office.

## 9. Approval of Draft Minutes February 22, 2021

### DRAFT MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING February 22, 2021

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# **869 3711 1088** and the password is **490234** or join the Zoom Meeting @ [https://zoom.us/j/869 3711 1088](https://zoom.us/j/86937111088). Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

**PRESENT:** Gary Daniels, Chairman (Zoom) John Shannon, Town Administrator (Zoom)  
Paul Dargie, Vice Chairman (Zoom) Tina Philbrick, Executive Assistant (Zoom)  
Laura Dudziak, Member (Zoom)  
Chris Labonte, Member (Zoom)  
David Freel, Member (Zoom)

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. Information for accessing this meeting can be found on the Town website in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

**Roll call attendance: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes (zoom) no one is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, (zoom) no one is present and Chairman Daniels yes, (zoom) no one is present.**

#### **2. APPOINTMENTS: (Approximate times)**

##### **5:30 p.m. – Request to Appoint Marie Nickerson to the Conservation Commission – Term Expires 2024**

Marie Nickerson background in horticulture will be an asset to the Commission's deliberations. Marie has attended 3 meetings and a work session which has given her an idea of the Commission's activities. Marie is a former member of the Brookline Conservation Commission. Her experience there will enable her to quickly step into and support the Milford Conservation Commission activities. The Board thanked Marie for her commitment.

**Selectman Dargie made a motion to appoint Marie Nickerson to the Conservation Commission. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

##### **5:35 p.m. – Energy Efficient Investments (EEI) Presentation – Mike Davey**

Mike Davey gave a brief presentation, they focused on energy and operational savings, assisting in financing projects and finding grants/rebate funds. They are based in Merrimack. They were called in by Public Works due to the cooling system in the Town Hall which is ending its end of life span. They have had lots of success in Manchester, Portsmouth, Keene, and Nashua. They guarantee savings and report annually. They don't charge for the audit.

Selectman Labonte asked where we were on the HVAC system in 2019. Rick Riendeau, Public Works Director, said it went out to bid but the bids were pulled because of the discrepancies in them. We are looking for alternatives. Selectman Dargie asked about the discrepancies. Rick said one bid was \$500,000 more than the other. Because of the discrepancy he went back and talked to the bidders. We couldn't pinpoint an area in either bid and it was too far apart to take either bid.

Selectman Dargie asked how close the lowest bidder was to what we authorized. Rick said it was close. Selectman Freel thought the next step would be to go out for more bids. Rick said five bidders picked up information on the bid but only



**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 2/22/2021**

64 two completed the process and submitted their information. He didn't feel comfortable with either bid. We continue to look  
65 for alternatives to upgrade and save money. We partnered with Eversource for street lighting a few years ago and ended up  
66 saving about 47% with them.

67  
68 Selectman Freel asked how EEI makes enough money to cover their time and how is that calculated. Mike explained the  
69 process that his company goes through. They don't bid on projects; they do energy audits, designs, include the pricing, and  
70 guarantee savings. The Townhall, has a ton of ceilings that have to come down, structural work and it's more than just re-  
71 placing an HVAC. They make about a 5% profit and share their books for review. They have an open book pricing ar-  
72 rangement and do an audit at their own risk and if you don't like it you can walk away. Most towns and schools move for-  
73 ward when they see what we have to offer. Everything is done by multiple bids and we are not tied to any manufacture.  
74 Our contract is a guaranteed maximum price plus any savings we get will go back to the town.

75  
76 Chairman Daniels asked how do you do your assessments with some people not working in the town hall due to COVID.  
77 Mike said they have past historical energy usage data from the building but they also have to go into the building to review  
78 everything. He also mentioned that the guidelines for ventilating buildings have changed. The Board thanked Mike for his  
79 presentation.

80  
81 **5:50 p.m. – Amigos Outdoor Seating – Mike Heeney, Owner**  
82 Before Covid, Amigo's outdoor seating permit was for 8 seats. In meeting with the Fire Department under the Governor's  
83 Emergency order he was granted a permit for 20. Amigo's wants to purchase new outdoor tables and chairs this spring to  
84 accommodate the 20 seats on my current permit. They checked with Chief Flaherty and were told that once the emergency  
85 order is lifted, they will have to go back to my 8 seats. He is requesting that the Board of Selectman have his outdoor seat-  
86 ing permanently increased to 20.

87  
88 Lincoln Daley, Community Development Director, sent an e-mail to the Board earlier in the day asking that this decision be  
89 put off until they can get additional information.

90  
91 Chairman Daniels said if it was okay to approve expanded seating before, why it would change. Lincoln said they were  
92 trying to be flexible with the COVID restrictions and viewed them as only temporary. He said they want to work with Ami-  
93 gos to make this happen but the process for expanding permanent outdoor seating (expanding the permitted use) may re-  
94 quire additional oversight by this Office (via Administrative Approval) and/or potentially the Planning Board (via Site Plan  
95 Application Approval). As with any permitted commercial use, a site plan is typically necessary for any change that would  
96 require upgrades to parking, drainage, landscaping, or may have a significant traffic impact. This also includes ensuring the  
97 safety of pedestrians and adherence to all ADA rules/requirements. Our Office works with the Fire Department to ensure  
98 that any/all Town approvals are met and adhere to state-building and health safety codes. The request is not to say no, but  
99 how to get to yes as part of an approved site plan determined by several groups.

100  
101 Ken Flaherty, Milford Fire Chief, stated outdoor seating was expanded and initially put in place because of the Governor's  
102 Emergency Order. It has since expired so we have to review this more. Mike wants to buy tables and before he makes it  
103 permanently he asked for guidance.

104  
105 Selectman Freel said he is in support of helping local businesses but asked if there any issues with encroaching on the other  
106 businesses surrounding Amigos. Lincoln said that is part of what they are looking into. The Board of Selectmen would be  
only be involved in the proposed expansion included town property and sidewalks.

107  
108 Chairman Daniels tabled this until March 8<sup>th</sup> and asked Lincoln to speak to Mike Heeney and come back to the Board with  
109 an update.

110 **6:00 p.m. – Turner Group Update on the Feasibility Study – Dan Hall, Project Architect, Associate**  
111 Dan provided the Board with a Progress Report on the ongoing Feasibility Assessment for a Regional Community Center  
112 for the Town of Milford. Other people included in the presentation were Jeff Hyland, Sr. Landscape Architect, Zesele  
113 Zurell, Marketing Manager, Bill Hickey, Sr. Vice President Structural Engineer, and Doug Proctor, Sr. Vice President Ar-  
114 chitecture.

- 115 Public outreach measures:
- 116 • Two public meetings
  - 117 • Stakeholder conversations with numerous organizations with more scheduled
  - 118 • Public survey with close to 200 responses with more coming in.

## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 2/22/2021

119 Most requested features:

- 120 • Paved, universally-accessible walking trail
- 121 • Multipurpose space with stage, kitchen, other amenities
- 122 • Aerobics/Dance/Yoga Studio
- 123 • Arts & Crafts programming
- 124 • Seniors Lounge

125 They will have to demo the building. The current structure has extensive issues that would need repair, including water  
126 damage, insulation issues, structural problems, security issues, and general defacement.

127 New building w/Gym (28k s.f.) = \$9,989,000 - New building w/o Gym (20k s.f.) = \$7,920,800

128

129 Selectman Labonte asked about past high water in that area, is that something we should be worried about? Jeff said the  
130 flood plain doesn't look like it extends up that far. There are some drainage challenges in that area. They may have to ele-  
131 vate the site area a bit, or at least the building. The site is well drained but gets close to the flood plain.

132

133 Selectman Labonte asked about environmental studies in that area. Arene Berry, Recreation Director, said there were some  
134 environmental concerns and they were addressed. We were given a clean bill of health before the sale went through.

135

136 Selectman Labonte asked what dictates the size, was there ever analysis of wants versus needs. Ten million dollars is a  
137 large amount, are there alternatives. Dan said they can do a wants versus needs to find out what can be left for in the future.  
138 He feels that the 20,000 square foot is a good number to be at from what they've heard so far.

139

140 Selectman Dargie said he doesn't see them doing a project of that size anytime soon. He would like to look at a phasing  
141 approach. He asked for a number to move the fields, demo the building and make a parking lot to start up future work. He  
142 likes parking in the middle of the field. He mentioned the original plan with a road connecting the property. Dan said they  
143 can look into that.

144

145 Selectman Freel asked if they did any manpower staff/run this center? Dan said they weren't that far yet. Selectman Freel  
146 agrees with Selectman Dargie about the cost, connection road, and parking lot. He is surprised about the cost of a new  
147 building versus renovating the old one.

148

149 Selectman Labonte asked if we would be looking at other towns to buy into this as a regional community center. Dan said  
150 that has been discussed. Some towns have expressed interest. Selectman Labonte asked how it would be run. Dan said  
151 he's never been involved in something like this. It would have to be looked into further. Selectman Freel said he doesn't  
152 think he could support a regional thing for this. It would be like a health club, like Hampshire Hills.

153

154 Chairman Daniels asked what was the difference between a universal accessibility walking trail and just a walking trail.  
155 Doug Proctor said it's a step beyond ADA. ADA is a federal requirement for disability, universal is for people not covered  
156 under ADA, like someone with a stroller, someone with a cane, or someone that might have some challenges getting  
157 around. Chairman Daniels asked where the walking path go. Doug said it hasn't been determined yet; we are collecting  
158 ideas right now. Chairman Daniels said it looks like you are designing a building that people would like, have you thought  
159 of looking at the building and finding out what kinds of activities could go into it. Dan said that is an approach they would  
160 take if they were strictly renovating the building.

161

162 Janet Langdell, Milford resident, said the walking trail was to have a walkway universally accessible at Keyes that would  
163 eventually connect with all the other trails in town to increase connectivity throughout the town. As far as regional, is a  
164 continuum and there is a lot of ways to define that. We are regional now, Recreation and the Library all accept people from  
165 out of Milford to come and purchase passes for services through events that they provide. Nashua and Pepperell also do  
166 this and those funds help to afford the staffing and programming at their community centers.

167

168 Selectman Labonte stated we currently dump snow for the winter down on that property would we be able to continue like  
169 we do now or would we have to find another place. Doug said they didn't address it, but it may be possible to incorporate it  
170 into the design in the overflow parking which is only needed during sporting events.

171

172 Lincoln Daley, Community Development Director, said it would be beneficial to move forward if the group could get a  
173 recommendation from the Board to raze the building. This will help the design going forward. Chairman Daniels said he  
174 isn't ready to decide on that. The price tax is high and we have many other projects at a lot less cost. If you are going to  
175 demo this, how much can be done, and can other things be done.

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 2/22/2021**

176 Ammy Rice, Milford Resident, said if the Board decides on this, it's ridiculous. We need to look at what we have and look  
177 at where we are and how we can use this property most effectively. She would not be happy with this.  
178

179 Selectman Freel said it's too early to make a decision, he hasn't seen the building yet. Selectman Dargie agreed but he's in  
180 favor of razing the building and planning for option B. He would like a cost for that. Selectman Labonte agreed. He  
181 would like a more defined number.  
182

183 Mike Thornton, Milford resident, asked how much community demand for this has been demonstrated. Lincoln will get  
184 more information. This is the first step in a multi-step process. This is a feasibility study to get this information for a  
185 community center based on demand.  
186

187 Selectman Freel suggested polling at the March vote to see if there was an interest in this. Lincoln said this isn't something  
188 that is going to be done soon, it is just a process needed to get started. Arene said they held a community input session and  
189 the link to the survey is on Recreation's website. She encourages people to take the survey and share the information.  
190

191 **6:20 p.m. – March Election Update – Pete Basiliere, Town Moderator**

192 The November general election held at Milford High School went very well. More than 9,250 citizens safely cast their bal-  
193 lots, whether in person or by an absentee ballot. The March 9<sup>th</sup> election will be at Milford High School.

- 194 • Masked voters will enter Milford High School by the main entrance on West St. Un-masked voters who cannot or  
195 choose not to wear a face mask or covering will be directed to a tent set up adjacent to Windows on West Street.  
196 The tent has sides and will have lights and a propane heater, while mats will cover the grass/snow.
- 197 • ePoll Books will be set up against the right lobby wall just like the November election.
- 198 • New Voters will be checked in by the Supervisors of the Checklist along the left wall of the lobby, including some  
199 of the space in the hallway that goes to the cafeteria. We will not use the HS cafeteria for any part of the election.
- 200 • As in November, the tent will be between the main lobby entrance and the Windows on West St. restaurant. This  
201 location means voters with mobility difficulties may exit the gym by the right corner door, leading to the accessi-  
202 ble parking spaces on West St.
- 203 • Space will be set aside in the lobby and gym for the public to observe the election process.
- 204 • Golf Carts with a masked driver will be available for riders to use.
- 205 • MPD will be using its portable electronic signs to remind voters of the polling place location. The signs will alert  
206 drivers to possible Election Day delays on West St. and Osgood Rd. Nixle event alerts will remind voters of the  
207 polling place and potential traffic delays.
- 208 • We will also have signs on the Oval, notices on the town and school district websites, and social media postings.
- 209 • We will have plenty of workers, given we now have more than 125 volunteers and will need about 25 per shift.
- 210 • The steps described above are not chiseled in granite. Refinements will occur right up to the day before the elec-  
211 tion.  
212

213 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at this time.  
214

215 **4. DECISIONS – Selectman Dargie made a motion to approve the consent calendar. Seconded by Selectman**  
216 **Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Se-**  
217 **lectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**  
218

219 **a) CONSENT CALENDAR.**

- 220 1. NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 –  
221 • Donation from HealthTrust to the Milford Fire Department for Fire Wellness Campaign - \$500  
222 • Donation from HealthTrust to the Milford Police Department for Fire Wellness Campaign - \$500  
223 • Donation from HealthTrust to the Milford Administration Department for the Town Wellness Campaign - \$1,000
- 224 2. Request to re-appoint Tim Finan as a Full Member of the Planning Board – Term Expires 2024
- 225 3. Request to re-appoint Chris Costantino as an Alternate Member of the Conservation Commission – Term Expires 2024
- 226 4. Request to re-appoint Andy Hughes and Andrew Seale as Full Members of the Conservation Commission – Terms  
227 Expire 2024
- 228 5. Request for Road Acceptance of Holden Lane  
229

230 At this time, Chairman Daniels questioned the number of members of the Conservation Commission whose terms expire in  
231 2024. Chris Costantino will re-look at the terms to see if they can be scattered.  
232

233 b) OTHER DECISIONS – N/A

234  
235 **5. TOWN STATUS REPORT -**

236 1. Board of Selectmen Hybrid Meeting – Administrator Shannon said starting on March 8, 2021, the Selectmen Meetings  
237 will be moving back to the Hybrid format. People may attend in person at Town Hall or by Zoom. For anyone attending in  
238 person, all social distancing and mask requirements will be in place.

239  
240 Chairman Daniels asked about plastic recycling. Rick said they are planning for the first part of March to sort the different  
241 types of plastics. The process will be put on the website.

242  
243 **6. DISCUSSIONS:**

244 a. N/A

245  
246 **7. PUBLIC COMMENTS:** - There were no public comments at this time.

247  
248 **8. SELECTMEN'S REPORTS/DISCUSSIONS.**

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

250  
251 b. OTHER ITEMS (that are not on the agenda).

252  
253 **9. APPROVAL OF FINAL MINUTES -** Selectman Dargie moved to approve the minutes of January 20, 2021, and  
254 February 8, 2021, as amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie  
255 yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in  
256 favor. The motion passed 5/0.

257  
258 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

259 **11. NOTICES.** Notices were read.

260  
261 **12. NON-PUBLIC SESSION** a motion made by Selectman Dudziak to enter into a non-public session at 7:05 in ac-  
262 cordance with RSA 91-A:3, II (b) – Personnel and approval of non-public minutes (RSA 91-A:3, II(a)) – Personnel –  
263 February 8, 2021. Seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman  
264 Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

265  
266 **In non-public, the Board made two decisions. The minutes for this meeting were not sealed.**

267  
268 **13. ADJOURNMENT:** Selectman Freel moved to adjourn at 6:50 pm. Seconded by Selectman Dargie. A roll call  
269 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and  
270 Chairman Daniels yes. All were in favor. The motion passed 5/0.

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274 \_\_\_\_\_  
Gary Daniels, Chairman Chris Labonte, Member

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277  
278 \_\_\_\_\_  
279 Paul Dargie, Vice Chairman David Freel, Member

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281  
282  
283 \_\_\_\_\_  
284 Laura Dudziak, Member