

3/27/2023

**5:30 Public Hearing for the Acceptance for Expenditure of Unanticipated Property Donated to Town and Village Districts of \$5,000 or more, NH (RSA(31:95)e)**

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

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

None at this time.

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

Donations for new Milford Police Department Facility/Comfort Dog Program.

This donation has a total approximate value of \$30,200. See memo from the Police Chief.



# Town of Milford

POLICE DEPARTMENT

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

**Michael J. Viola**  
Chief of Police



To: Lincoln Daley, Town Administrator  
Board of Selectmen

From: Chief Michael J. Viola

Date: March 22, 2023

Ref: Donations for the new Milford Police Department Facility/Comfort Dog Program

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve the following donations, which would be used for the department's Facility/Comfort Dog Program, from Cold Springs Healing Paws Foundation:

- One canine to be donated to the Milford Police Department. This canine would be trained to be the Milford Police Department's Facility/Comfort Dog. Approximate value of this donation would be \$3,000.00
- 1000 hours of training up to therapy certification and public access testing as well as handler training and insurance. Approximate value of this training would be \$25,000.00
- Equipment needed for the Facility/Comfort Dog program. Approximate value of donation would be \$700.00
- Full veterinary care, to include, shots, spayed/neutered, preventative medicine, and other items related to dog care until training is completed. Approximate value of this care is \$1500.00.
- Total approximate value of the donation is \$30,200.00

On behalf of the Milford Police Department, I would like to thank Melissa Saari and the Cold Springs Healing Paws Foundation for the above donations. I would also like to thank and recognize the Board of Selectmen for their consideration in this new program that would be very beneficial for the employees and citizens of the Town of Milford.

Your consideration and approval in this request are greatly appreciated.

**6:00 Approval of Land Use Change Tax, Map 2 Lot 28-2 - Assessing Director, Marti Noel**

MEMORANDUM

DATE: March 27, 2023

TO: Selectboard Members

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax (LUCT) for 1 parcel:  
Map 2-28-2**

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The above referenced property is an 11.5-acre parcel where residential construction has recently been started. The affected area is 1 acre which supports the residence and must be removed from Current Use as residential use does not qualify to remain in Current Use Status. There was .53 acres previously removed from Current Use, and the remainder of the parcel will remain classified in Current Use.

The property owner was notified that the Land Use Change Tax would be forthcoming.

Thank You



**Milford Heritage Commission**  
**Town Hall**  
**1 Union Square**  
**Milford NH 03055**

**6:10 Approval of David Alcox, (Alternate) and Paul Liamos (Full Member)  
to the Heritage commission - Terms expire 2026**

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

8 March 2023

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

- David Alcox will serve as an alternate member until the year 2026.
- Paul Liamos will serve his term as a full member until the year of 2026.

The terms are suggested to minimize the number of elections in a given year and to provide overlapping service for consistency. Included here are brief biographies of the new nominees.

Thank you for the consideration.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

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



**Milford Heritage Commission**  
**Town Hall**  
**1 Union Square**  
**Milford NH 03055**

Nominations to fill two openings on the Heritage Commission for a three-year term.  
(alternate & full) beginning on 1 April 2023

**Paul Liamos**

Paul is a resident of Milford for over 22 years, was raised in Nashua and the Souhegan Valley as his father owned a pharmacy in downtown Wilton during the 1970s and 1980s. He also took part in a family-owned Greek market in Nashua. The small town feel of Milford is one of the most cherished features of Milford and Paul also points out that our closeness to cities, the ocean, lakes, and the mountains is an important part of living here. Like his father before him, Paul is an active volunteer in town such as the Boy Scouts and is a part of generations of involvement in town affairs. Paul is outspoken in that “The greatest challenge now is to work to strike the right balance of preserving history/heritage and making the right decisions to keep Milford competitive so we will have a live vibrant town in the future”.

**David Alcox**

David and his wife have lived in Milford for over 30 years where they raised their daughter in the town schools. He is a well-know and well-loved teacher, now retired, who coached champion teams of “We the People” and walked many classes to the Historical Society to show students, that history and government are made right here at home. Dave has a personal history of accomplishments, talents and abilities that could not fit on the page, but above all is able to work with others to bring out their best all in good humor. When asked, Dave sees “the greatest challenge now is to work to strike the right balance of preserving history/heritage and making the right decisions to keep Milford competitive so we will have a live vibrant town in the future.”

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

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



# Milford Oval and Nashua Road Pedestrian and Traffic Improvements

## Selectboard Meeting



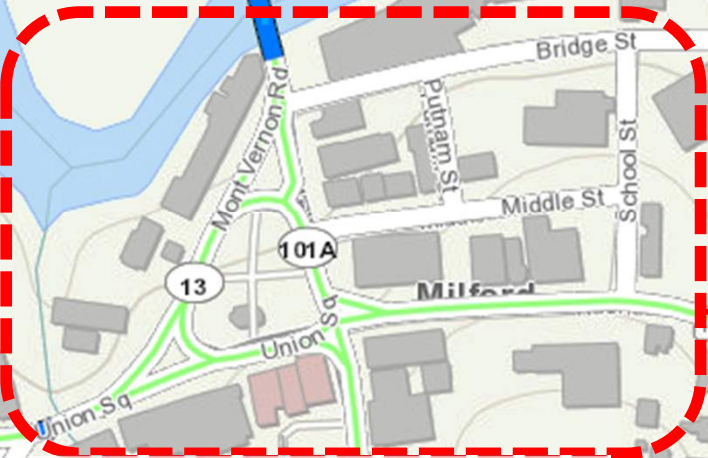
March 27, 2023



# Meeting Purpose

- Review Conceptual Designs
- Discuss Decision Points / Alternatives

# Project Location

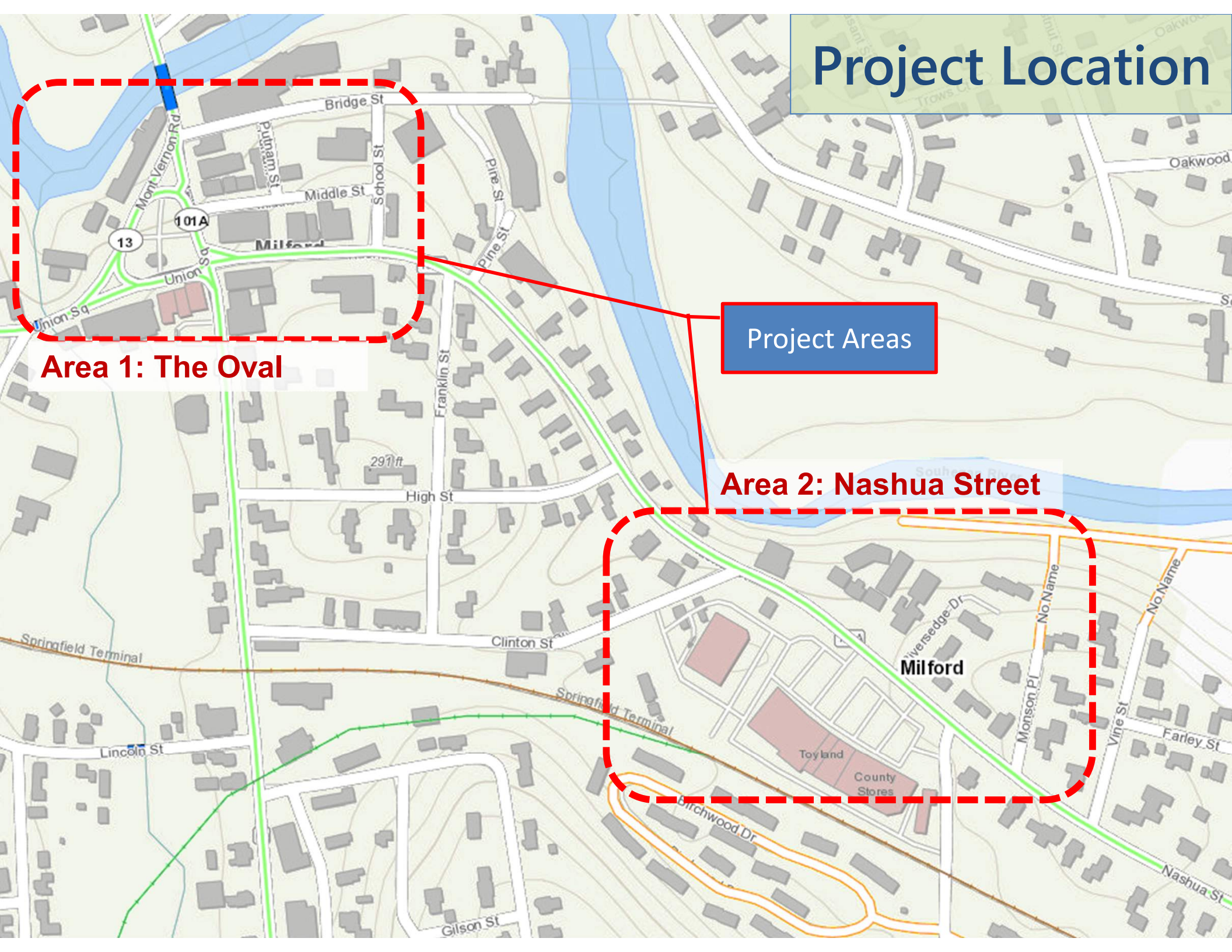


**Area 1: The Oval**



**Project Areas**

**Area 2: Nashua Street**





# Milford Oval - Project Considerations

- Traffic Circulation / Truck Maneuverability
- ADA Compliance and Pedestrian Safety
- Parking
- Cultural and Environmental Resources
- Aesthetics
- Lighting

# Milford Oval – Purpose and Need Statement

**Purpose:** Improve pedestrian access and safety and large vehicle mobility while preserving aesthetics and parking.

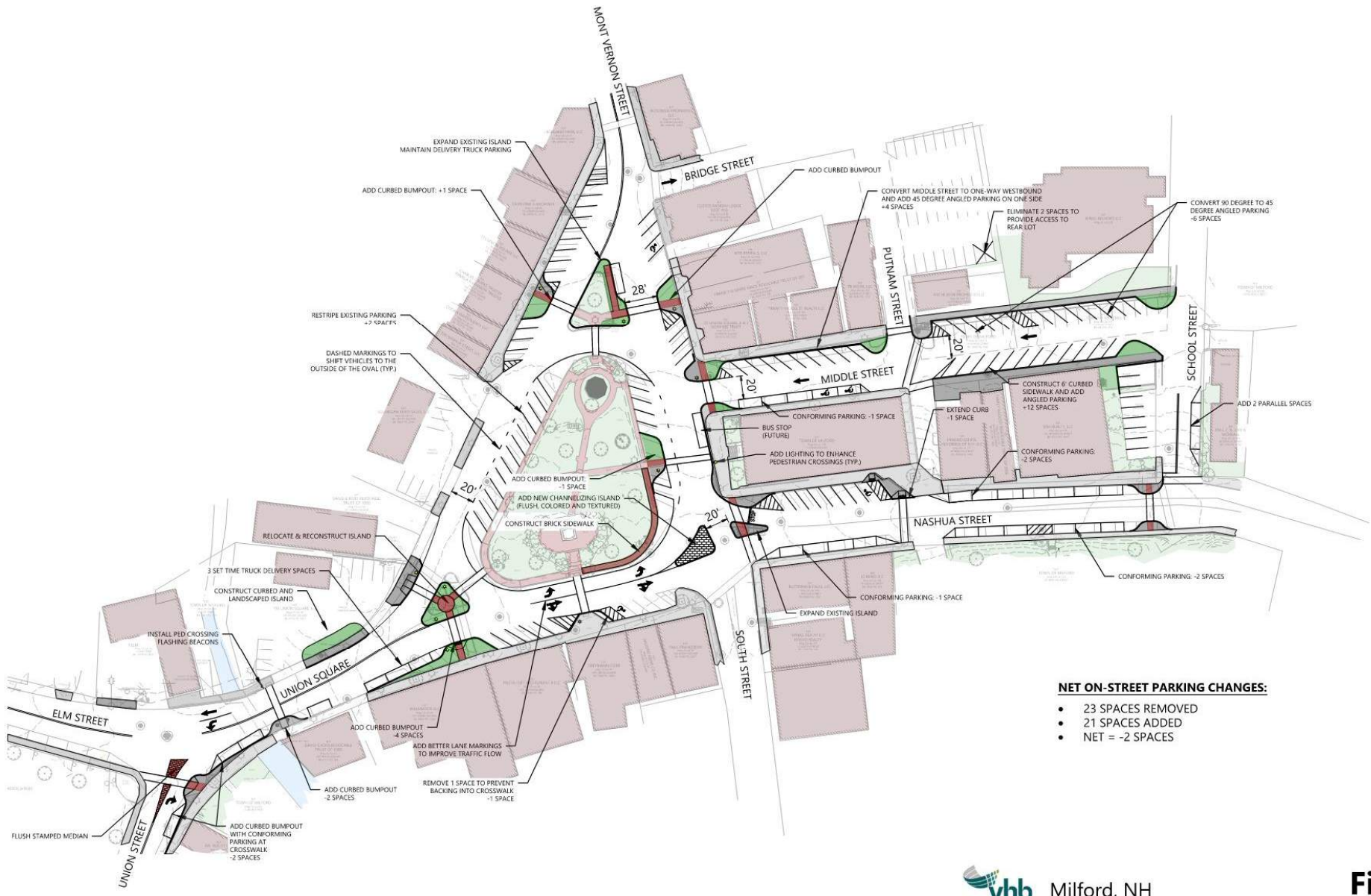
**Need:** There is a need to improve pedestrian safety throughout the Oval area due to the high pedestrian and vehicular activity and the proximity of on-street parking to the numerous marked crosswalks.

# Milford Oval – Purpose and Need Statement

**Need (continued):** There is a need to adjust the Oval geometry where some large trucks have difficulty negotiating the circulating roadways as evidenced by damage to the granite curbing at the Oval corners.

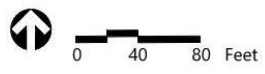
There is a need to reconfigure non-compliant parking so it meets design guidelines and is not a danger to pedestrians. There is also a need to maintain the downtown parking supply to the extent possible.

# Milford Oval – Proposed Improvements



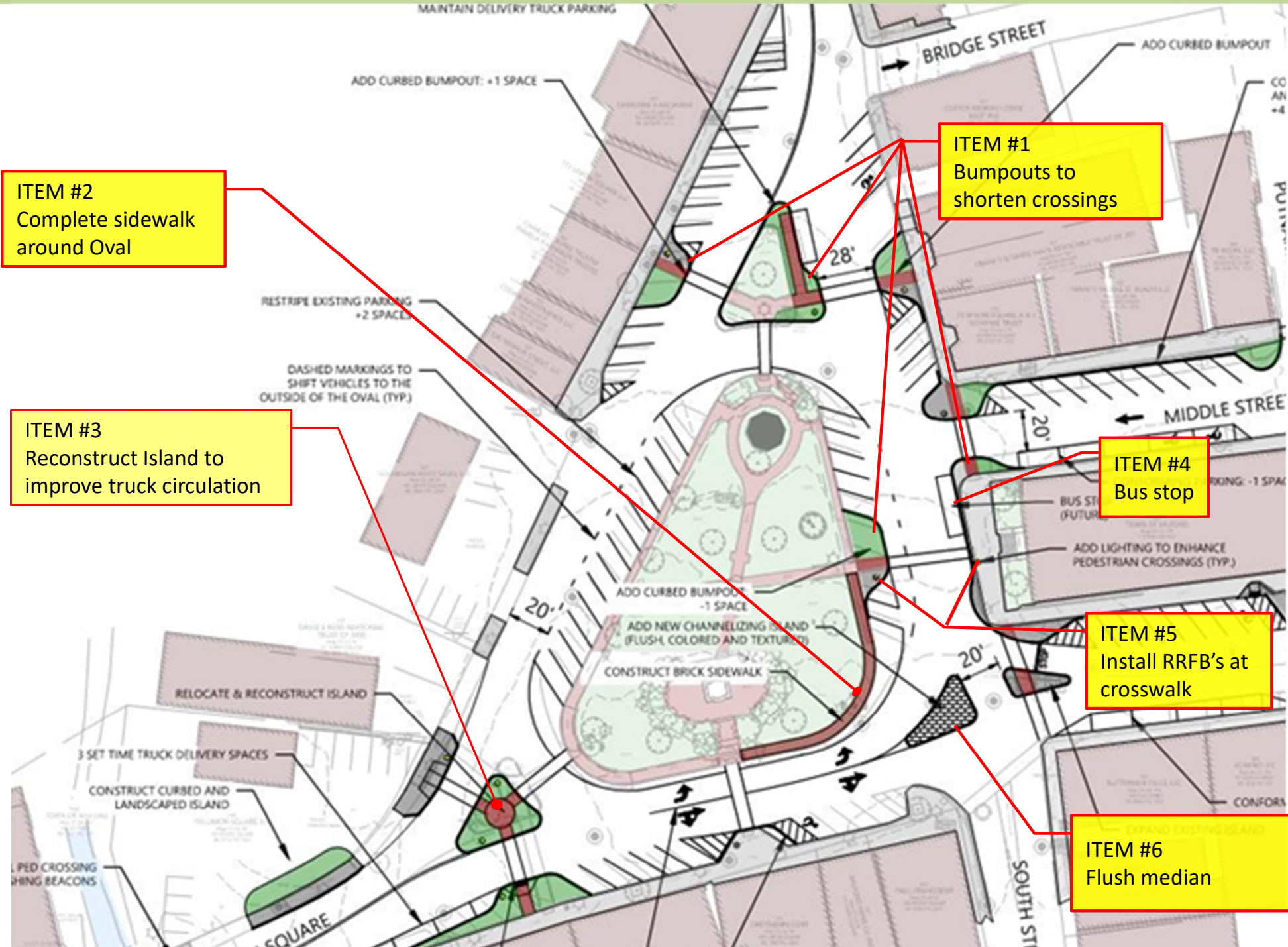
**NET ON-STREET PARKING CHANGES:**

- 23 SPACES REMOVED
- 21 SPACES ADDED
- NET = -2 SPACES



**vhb** Milford, NH  
Milford Oval Pedestrian & Traffic Improvements  
Conceptual Plan **Figure 1**

# Milford Oval – Proposed Improvements



ITEM #2  
Complete sidewalk  
around Oval

ITEM #3  
Reconstruct Island to  
improve truck circulation

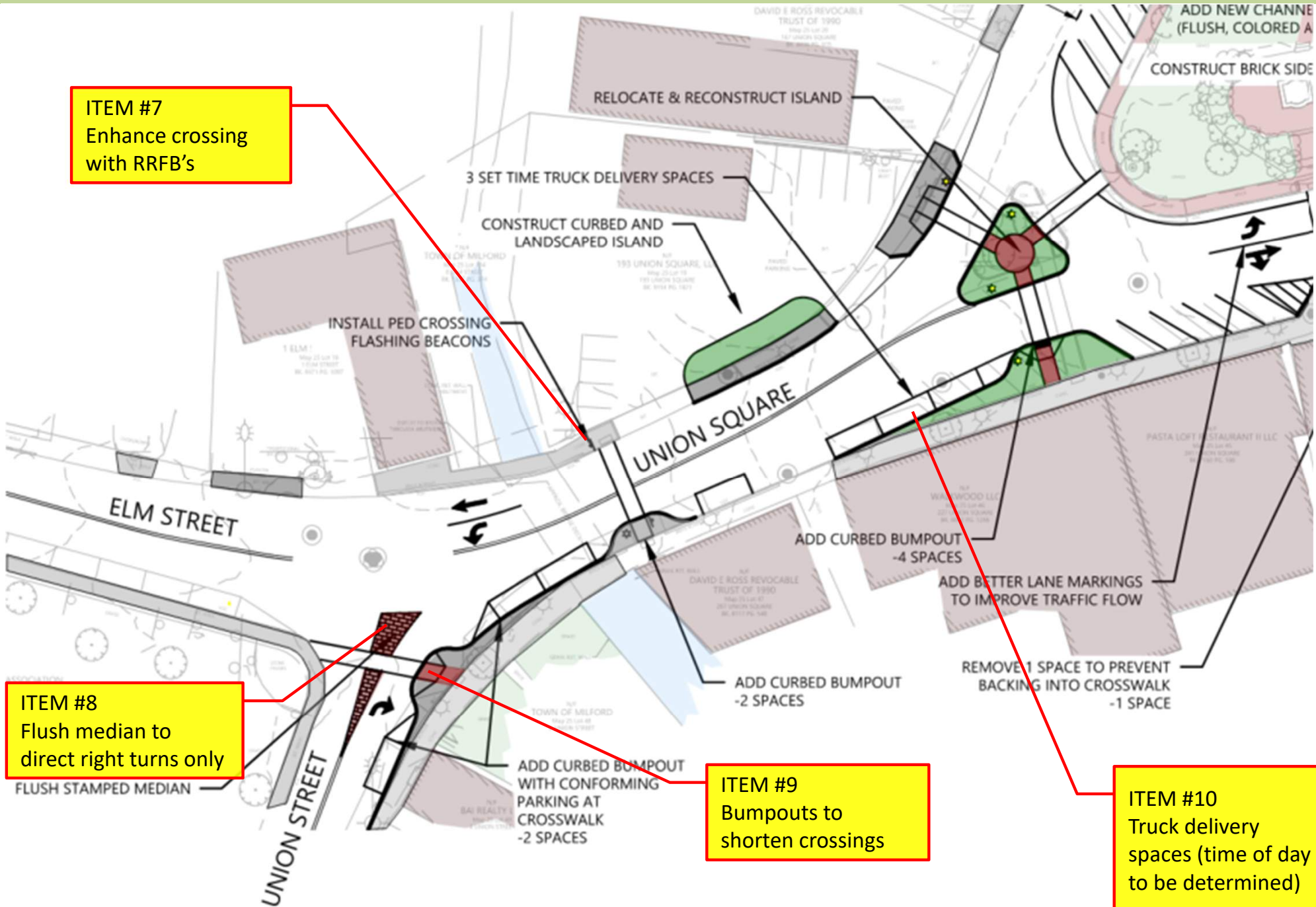
ITEM #1  
Bumpouts to  
shorten crossings

ITEM #4  
Bus stop

ITEM #5  
Install RRFB's at  
crosswalk

ITEM #6  
Flush median

# Milford Oval – Proposed Improvements



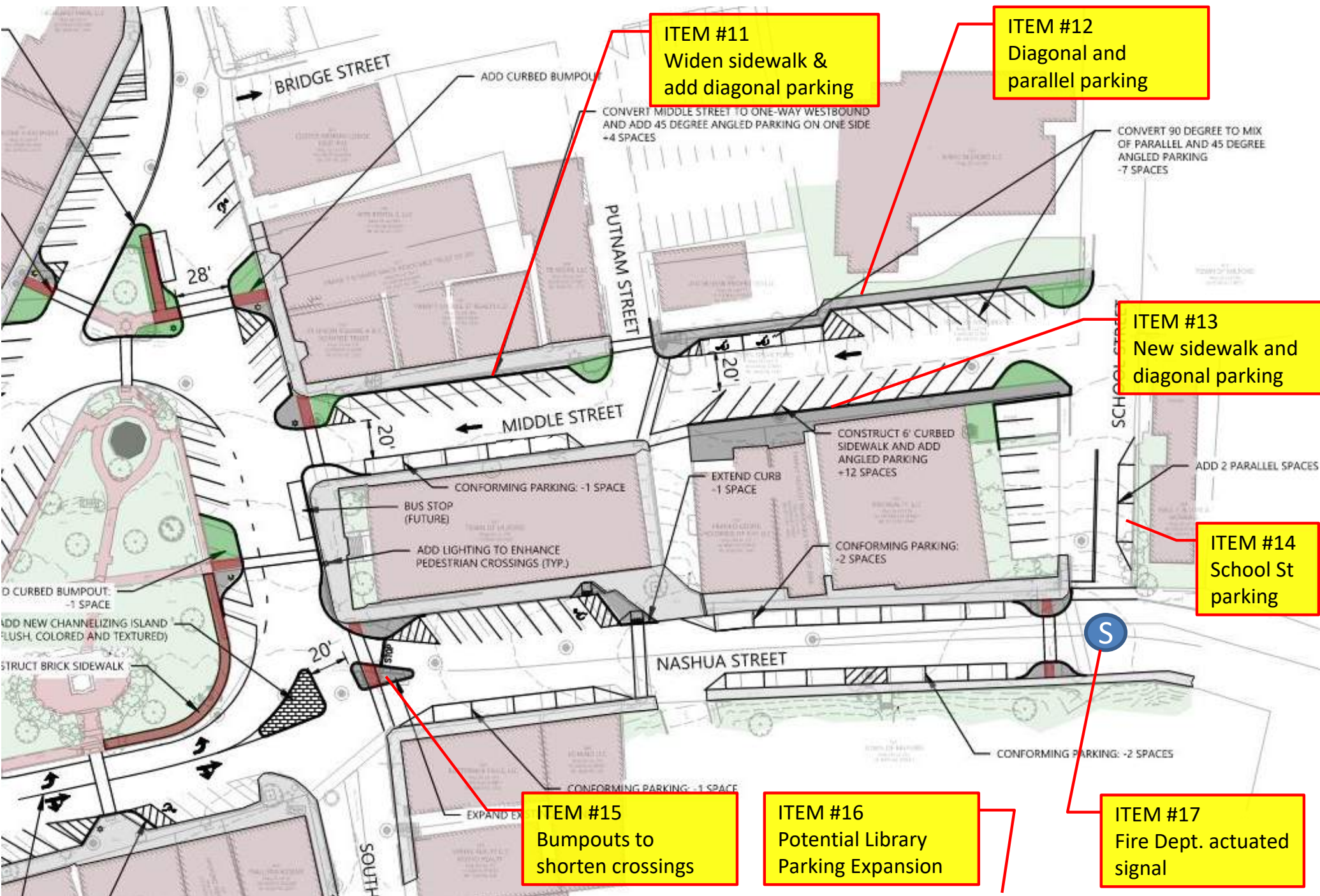
ITEM #7  
Enhance crossing  
with RRFB's

ITEM #8  
Flush median to  
direct right turns only  
FLUSH STAMPED MEDIAN

ITEM #9  
Bumpouts to  
shorten crossings

ITEM #10  
Truck delivery  
spaces (time of day  
to be determined)

# Milford Oval – Proposed Improvements







# Project Location: Area 2 – Nashua Street



Nashua Street (NH 101A)

Riversedge Dr.

Edgewood Shopping Center

CVS

Clinton Street

Tonella Rd

# Nashua Street - Project Considerations

- Traffic Operations and Safety
- ADA Compliance and Pedestrian Safety
- Multimodal Accommodations
- Cultural and Environmental Resources
- Right-of-Way Constraints

# Nashua Street – Purpose and Need Statement

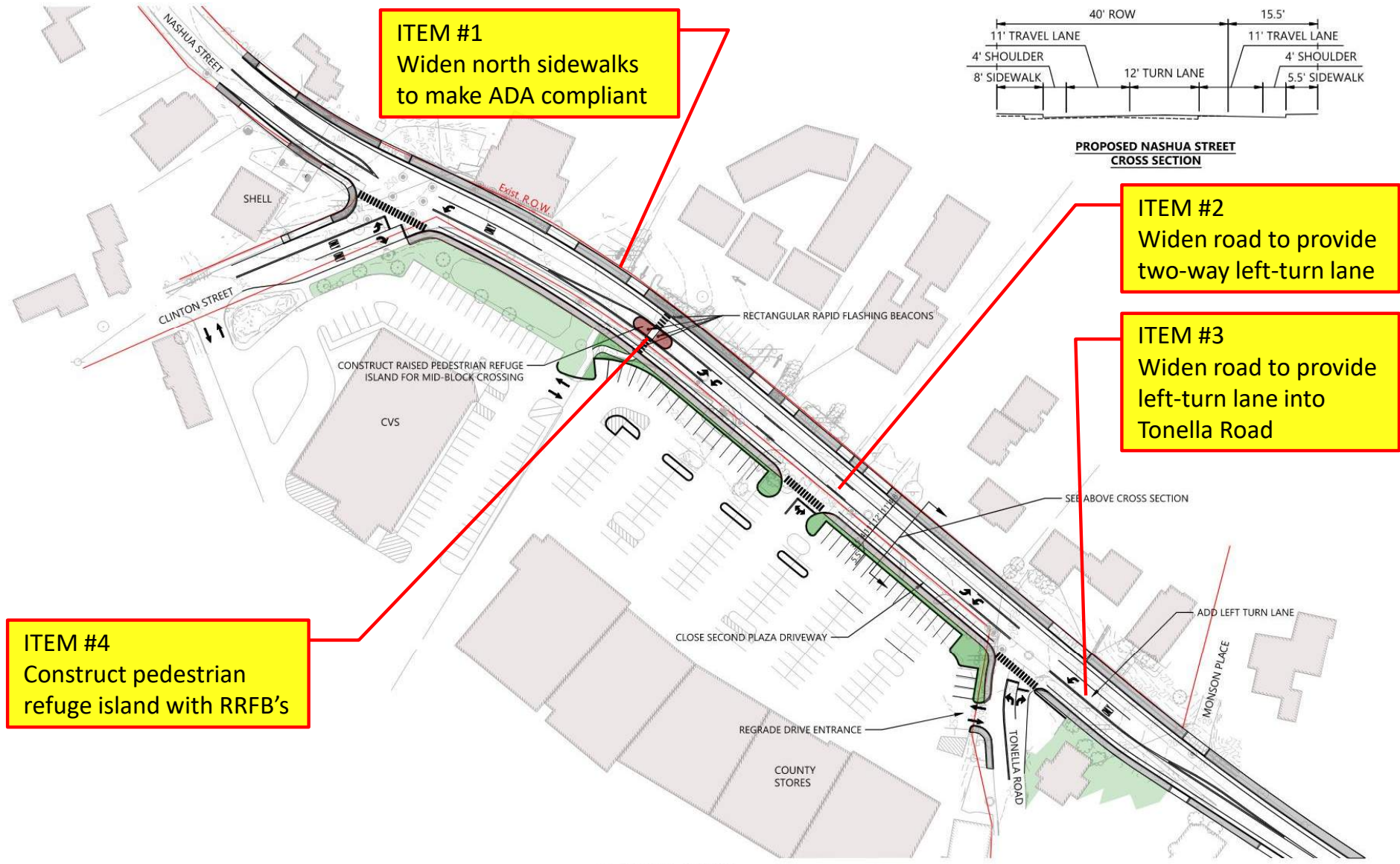
**Purpose:** To improve pedestrian accommodations and motor vehicle operations and safety within the defined corridor.

**Need:** There is a need for improved sidewalks where the width is constrained and crosswalks where they cross Nashua Street.

# Nashua Street – Purpose and Need Statement

**Need (continued):** There is a need to better accommodate turning vehicles on Nashua Street and to improve conditions at the Clinton Street and Tonella Road intersections.

# Nashua Street – Proposed Improvements (ALT-1)



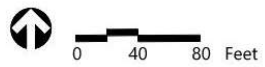
**ITEM #1**  
Widen north sidewalks to make ADA compliant

**ITEM #2**  
Widen road to provide two-way left-turn lane

**ITEM #3**  
Widen road to provide left-turn lane into Tonella Road

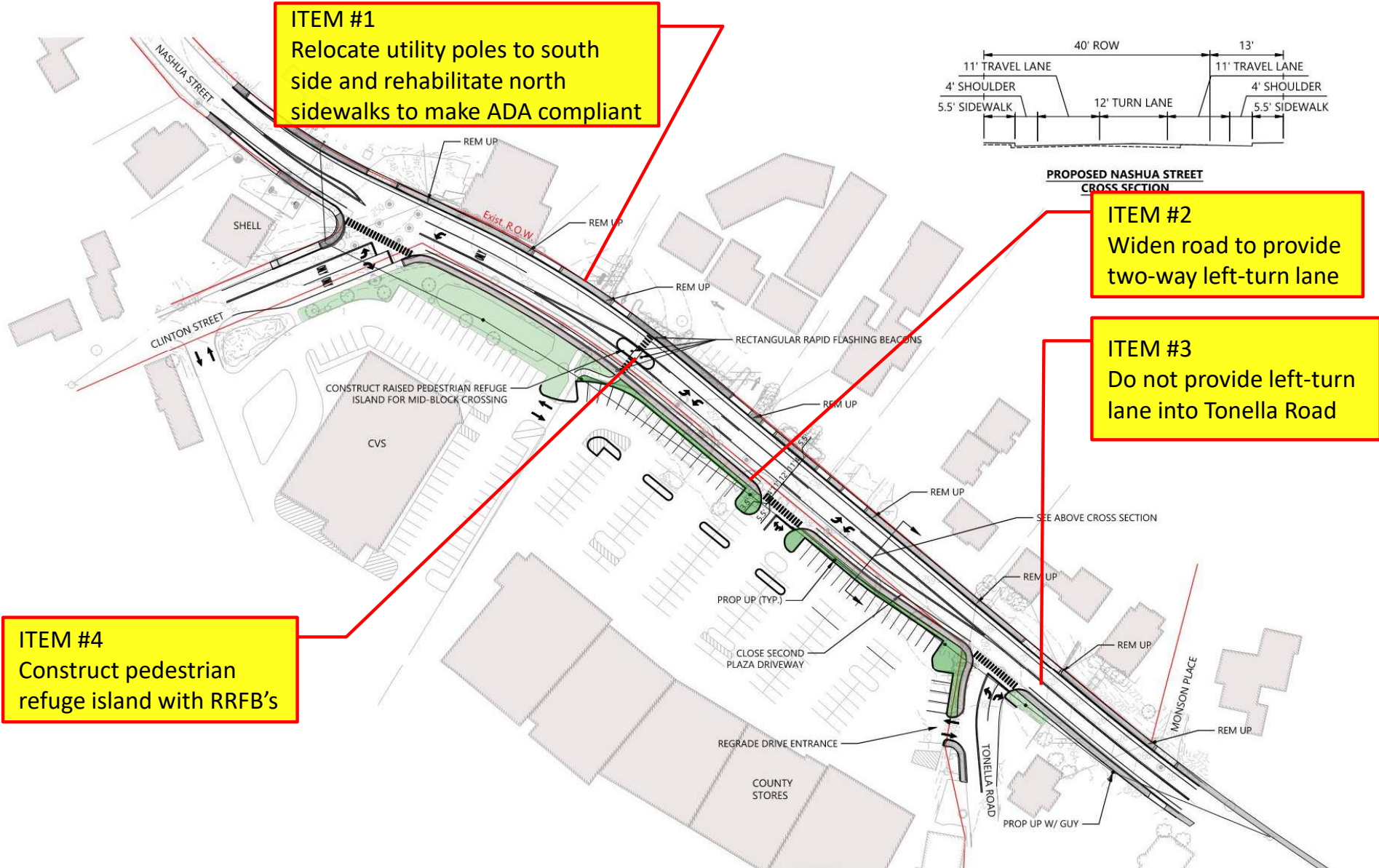
**ITEM #4**  
Construct pedestrian refuge island with RRFB's

- NET PARKING CHANGES:**
- 18 SPACES REMOVED
  - 8 SPACES ADDED
  - NET = -10 SPACES



**Figure 2**  
Milford, NH  
Nashua Street Pedestrian & Traffic Improvements  
Alternative 1

# Nashua Street – Proposed Improvements (ALT-2)



**ITEM #1**  
Relocate utility poles to south side and rehabilitate north sidewalks to make ADA compliant

**ITEM #2**  
Widen road to provide two-way left-turn lane

**ITEM #3**  
Do not provide left-turn lane into Tonella Road

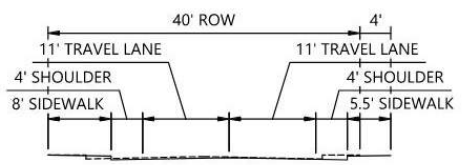
**ITEM #4**  
Construct pedestrian refuge island with RRFB's

- NET PARKING CHANGES:**
- 18 SPACES REMOVED
  - 10 SPACES ADDED
  - NET = -8 SPACES



**Figure 3**  
Milford, NH  
Nashua Street Pedestrian & Traffic Improvements  
Alternative 2

# Nashua Street – Proposed Improvements (ALT-3)



**PROPOSED NASHUA STREET CROSS SECTION**

**ITEM #1**  
Shift road south to widen north sidewalks to make ADA compliant

**ITEM #2**  
Install RRFB's at mid-block crosswalk

**ITEM #3**  
Allow right-turn only exit

**NET PARKING CHANGES:**

- 9 SPACES REMOVED
- 8 SPACES ADDED
- NET = -1 SPACES



**Figure 4**  
Milford, NH  
Nashua Street Pedestrian & Traffic Improvements  
Alternative 3

# Conceptual Cost Estimates

## Milford Oval

|  |                    |
|--|--------------------|
|  | <b>\$1,026,068</b> |
| MISCELLANEOUS ITEMS (10%)                        | <b>\$102,607</b>   |
| CONTINGENCIES (20%)                              | <b>\$205,214</b>   |
| <b>TOTAL ESTIMATED CONSTRUCTION COST</b>         | <b>\$1,334,000</b> |
| CONSTRUCTION ENGINEERING, INSPECTION AND TESTING | <b>\$90,000</b>    |
| <b>ESTIMATED PROJECT TOTAL:</b>                  | <b>\$1,424,000</b> |

## Nashua Street ALT-1

|  |                    |
|--|--------------------|
|  | <b>\$824,700</b>   |
| MISCELLANEOUS ITEMS (10%)                        | <b>\$82,470</b>    |
| CONTINGENCIES (20%)                              | <b>\$164,940</b>   |
| <b>TOTAL ESTIMATED CONSTRUCTION COST</b>         | <b>\$1,072,000</b> |
| CONSTRUCTION ENGINEERING, INSPECTION AND TESTING | <b>\$90,000</b>    |
| <b>ESTIMATED PROJECT TOTAL:</b>                  | <b>\$1,162,000</b> |

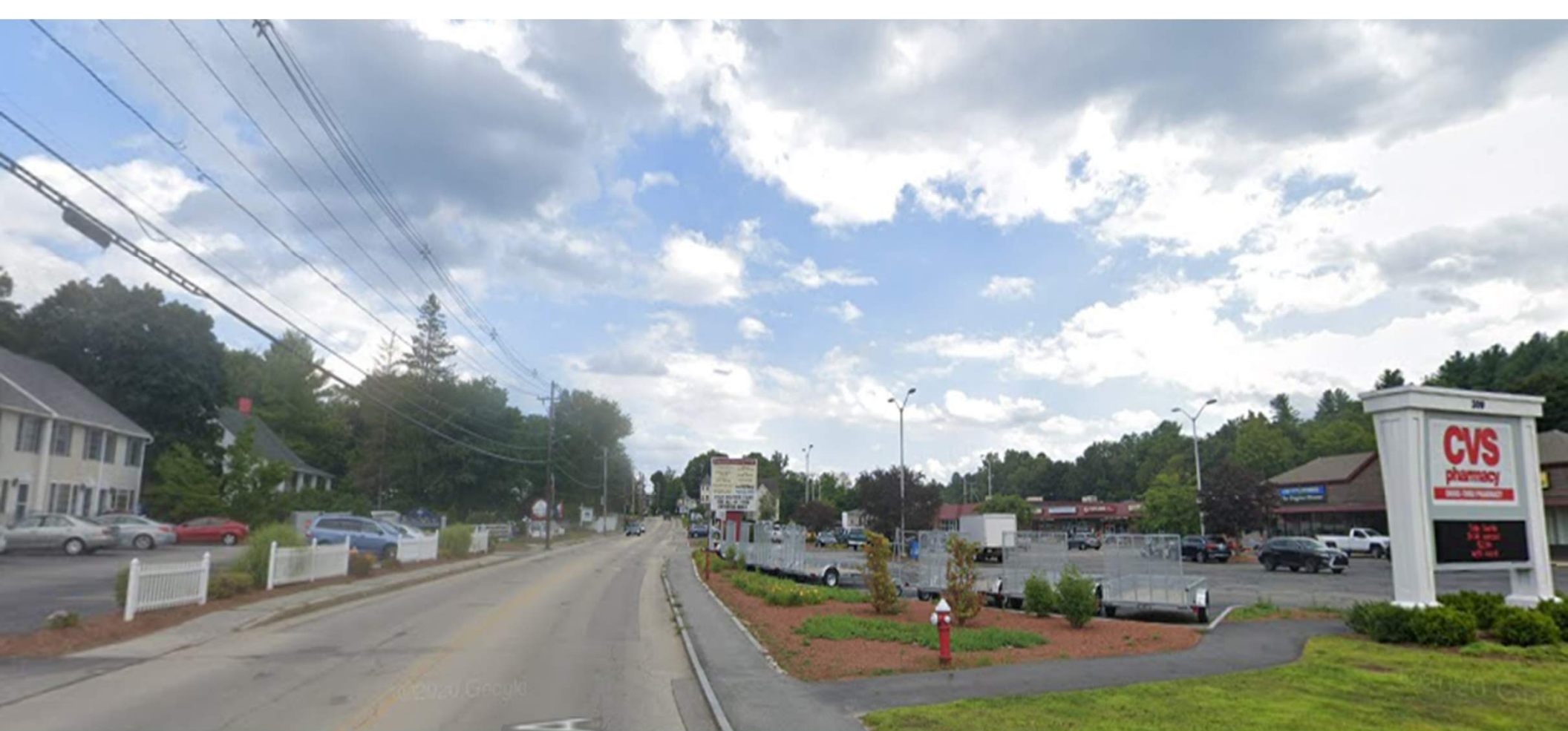
## Nashua Street ALT-3

|  |                    |
|--|--------------------|
|  | <b>\$738,120</b>   |
| MISCELLANEOUS ITEMS (10%)                        | <b>\$73,812</b>    |
| CONTINGENCIES (20%)                              | <b>\$147,624</b>   |
| <b>TOTAL ESTIMATED CONSTRUCTION COST</b>         | <b>\$960,000</b>   |
| CONSTRUCTION ENGINEERING, INSPECTION AND TESTING | <b>\$90,000</b>    |
| <b>ESTIMATED PROJECT TOTAL:</b>                  | <b>\$1,050,000</b> |



## Immediate Next Steps:

- Select Preferred Alternative(s)
- Complete Engineering Study
- Complete Environmental Documentation
- Advance Preliminary Design
- Construction 2024/2025



Please Share Your Thoughts with Us

Contact Information:

Lincoln Daley: [ldaley@milford.nh.gov](mailto:ldaley@milford.nh.gov)

Greg Bakos: [gbakos@vhb.com](mailto:gbakos@vhb.com)



# TOWN OF MILFORD

## Office of Community Development

Planning • Zoning • Building Safety • Code Enforcement • Health  
Economic Development • Active Projects



**Date:** March 21, 2023  
**To:** Board of Selectmen  
Lincoln Daley, Town Administrator  
**From:** Terrey Dolan Community Development Director  
Ken Flaherty, Fire Chief  
**Subject:** Outdoor Restaurant Seating/Dining Request – Richard Bailey  
Union Street Grill, 4 Union Street

Mr. Bailey, owner of Union Street Grill located at 4 Union Street is seeking permission of the Board of Selectmen to place two tables in front of the restaurant and four tables within the abutting Town Memorial Park property. Attached, please find Mr. Bailey Temporary Outdoor Dining Permit Application. Said application includes the location and general layout of the six tables and twenty proposed outdoor seats. The proposed operating hours would be Monday – Friday from 7am – 12pm and on Saturday/Sunday from 7am – 1pm.

As the Board Members may recall, in April 2022, the Board of Selectmen delegated/assigned the responsibility of approving outdoor seating for restaurants on Town property to the Office of Community Development and the Fire Department. This designation/authority extends to outdoor seating for restaurant uses on Town property (e.g. sidewalks) with the exception of the Memorial Park. The use of Memorial Park for outdoor dining requires formal approval by the Board of Selectmen. The business owner must demonstrate that he/she has met all local and state regulations, approvals, and requirements prior to approval. Upon review and consideration, the Office of Community Development and Fire Department will provide a recommendation to the Board of Selectmen.

The Office of Community Development and Fire has reviewed the application and determined that the proposed seating and layout met local and state regulations. As such, we are recommend favorable action on this request.



**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: _____<br>Planning Department                         | Date: _____  |
| Signature: _____<br>Fire Department                             | Date: _____  |
| Signature: _____<br>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: Union St Grill  
OWNER/OPERATOR'S NAME: Richard Bailey  
ESTABLISHMENT ADDRESS: 4 Union St Milford  
RESTAURANT MANAGER: Richard & Michelle Bailey  
MANAGER TELEPHONE: 6037212427 MANAGER EMAIL: Unionstreetbbg@gmail.com

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

NAME: Richard Bailey  
Applicant Printed Name  
SIGNATURE: Richard Bailey DATE: 3/21/2023  
Applicant Signature

Existing # of outdoor tables: 0

Existing # of outdoor seats: 0

Proposed # of outdoor tables: 6

Proposed # of outdoor seats: 20

Existing occupant load or # of indoor seats: 24

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?

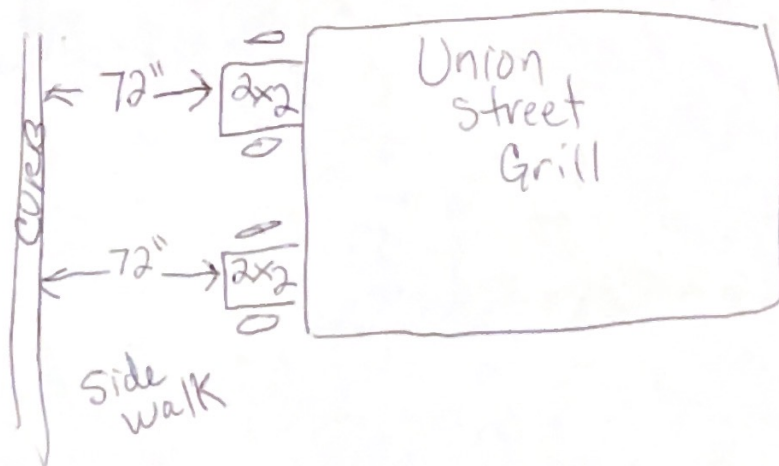
Proposed operating hours: Mon - Fri 7am - 2pm  
Sat & Sun 7am - 1pm

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:

Side walk Seating Plan !



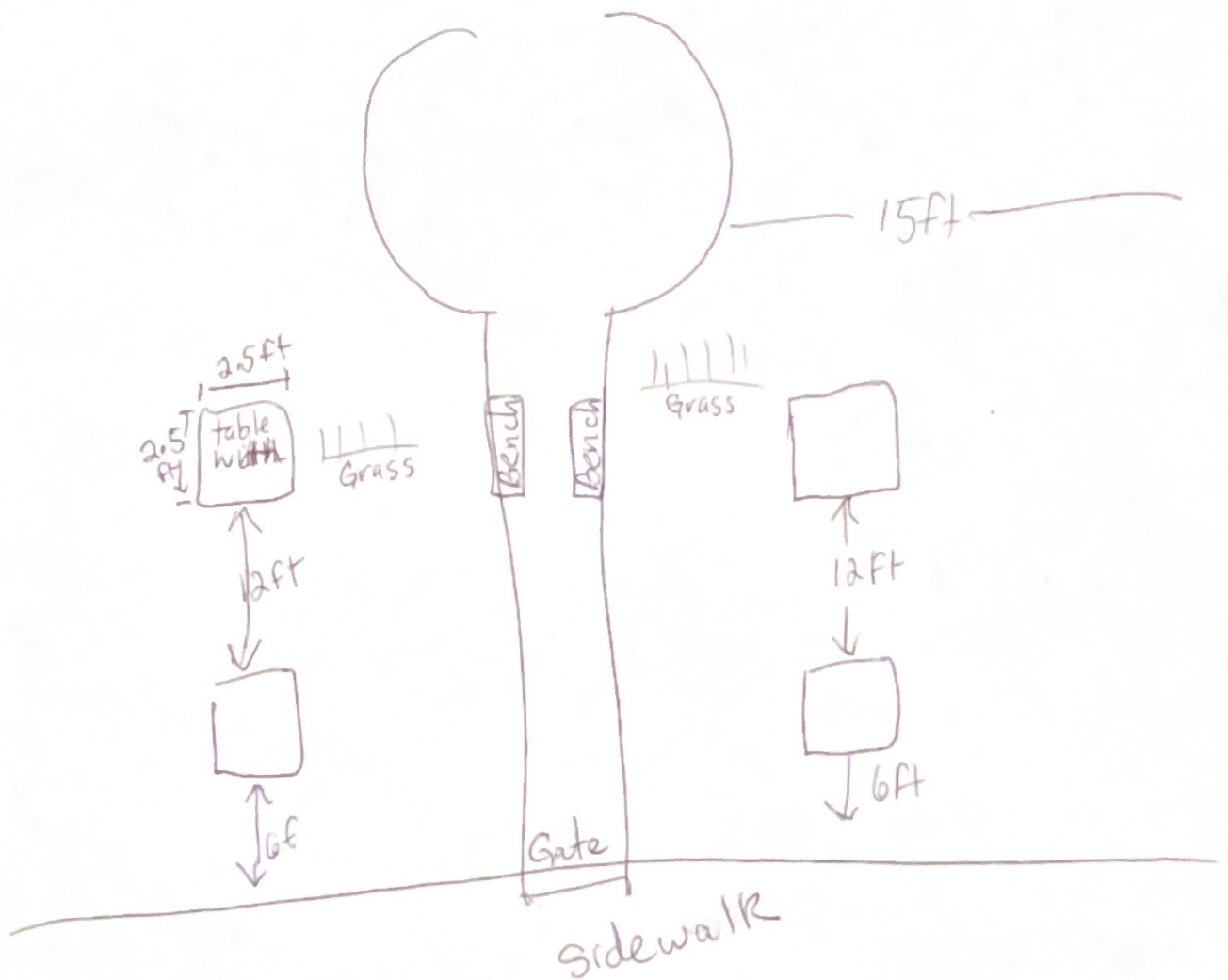
The proposed site plan must show areas and dimensions of curbside pickup areas, outdoor dining areas, temporary fences/barriers, tents, temporary signage, emergency access, protection from vehicle traffic, impacted parking spaces, etc.

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:

We will be responsible for the clean up of any debris and trash left behind in the park, as well as keeping the front sidewalk area clean and clear as well.

# **7:00 MACC Base Discussion – Captain Craig Frye**

**Verbal**



## Chapter 1 – Introduction

**Welcome to the Town of Milford.** An interesting and challenging experience awaits you as an employee of the Town of Milford. To answer some of the questions you, as an employee, may have concerning the Town and its policies, we have written this Handbook of Personnel Rules. Please read it thoroughly and retain it for future reference. **The policies and rules stated in this Handbook are subject to change at the sole discretion of the Milford Board of Selectmen.** From time to time you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor, your Department Head, or the Human Resources Director for assistance.

**This Employee Handbook of Personnel Rules will, hopefully, provide you with useful guidelines.** The policies, procedures and benefits outlined in this Handbook are not terms and conditions of employment. This Handbook is not intended to be a contract or part of a contractual agreement between the employer (Town of Milford) and you (the employee). In other words, this Handbook is not a contract, express or implied, guaranteeing benefits, policies or procedures of employment for any specific duration. Although we hope that your employment relationship with us will be long - term, either you or the Town of Milford may terminate this relationship at any time, for any reason, with or without cause, reason, or notice.

**The Milford Board of Selectmen and its designees reserve the right to take any action necessary to adjust the staffing, manning levels, or organizational structure of the Town of Milford.** Employment with the Town, in the absence of a separate contract of employment or collective bargaining (union) agreement, is considered employment “at will.” Your continued employment with the Town is based on mutual consent.

**The benefits and provisions contained in this Employee Handbook apply only to those Town of Milford employees not covered under the auspices of a Collective Bargaining Agreement except that the International Brotherhood of Teamsters, Local 633, has adopted the Town of Milford Employee Handbook of Personnel Rules by reference in their Collective Bargaining Agreement.**

Please note that no supervisor or Department Head has the authority to enter into any agreement with you for em-



ployment for any specified period or to make any promises or commitments contrary to the foregoing. Final authority for interpretation of these rules rests with the Milford Board of Selectmen. These rules may, from time to time, be modified and any such change(s) shall be in the sole discretion of the Board of Selectmen.

**Water Utilities Department Employees.** [NH RSA 38:20](#) identifies the commissioners as the designated party who shall fix the compensation of all officers and agents appointed by them. Specific to employees of the Water Utilities Department (WUD) when an employee policy or procedure refers to **Board of Selectmen**, the employee should interchange that language with the **Water Utilities Commissioners**. Any requests or appeals should be addressed to the Water Utility Commissioners. Personnel management would fall to this governing body. All other Town of Milford employees would continue to fall under the oversight and direction of the Board of Selectmen.

**We welcome you as an employee of the Town of Milford and wish you the best of luck and much success in your position.** We hope that your employment relationship with the Town of Milford will be a rewarding and satisfying experience for you and that your stay with us will be a long and pleasant one.

**REVISED DRAFT proposed language for March 27, 2023**

[NH RSA 38:20](#) identifies the commissioners as the designated party who shall fix the compensation of all officers and agents appointed by them. Specific to employees of the Water Utilities Department (WUD) when an employee policy or procedure refers to **Board of Selectmen**, the employee should interchange that language with the **Water Utilities Commissioners**. Any requests or appeals should be addressed to the Water Utilities Commissioners. Personnel management would fall to these governing bodies. All other Town of Milford employees would continue to fall under the oversight and direction of the Board of Selectmen.

\*\*\*\*\*

*HR Presentation to BOS 3/27/2023*

*We bring this recommendation before the Board of Selectmen in an effort to clarify internal processes and procedures. The RSA speaks to the commissioners as the designated party who shall fix the compensation of all officers and agents appointed by them. We recommend codifying the authority to delineate personnel management of the WUD employees to the Water Utilities Commissioners. This language would be inserted in Chapter 1 – Introduction, of the Employee Handbook (see attached).*

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 38

#### MUNICIPAL ELECTRIC, GAS, OR WATER SYSTEMS

##### Section 38:18

**38:18 Commissioners.** – For the more convenient management of any such electric, gas, or water works system, any such municipality may vest the construction, management, control, and direction of the same in a board of commissioners to consist of 3 or more citizens of such municipality, the commissioners to have such powers and duties as the municipality may prescribe. Their term of office shall be for 3 years and until their successors are elected and qualified. The first board of commissioners may be chosen for terms of one, 2, and 3 years, respectively, by the legal voters of the municipality at any legal meeting or election at which the provisions of this chapter are accepted, or at any special meeting or election thereafter called for that purpose, and their successors shall be elected at each annual meeting or election thereafter in the manner or form as the municipality may determine.

**Source.** 1997, 206:1, eff. July 1, 1997.

##### Section 38:20

**38:20 Compensation and Organization.** – The compensation of the commissioners shall be fixed by the municipality. They shall be sworn to the faithful discharge of their duties. They shall annually organize by choosing one of their number as chairperson of their board. They shall appoint a clerk and a superintendent of the works and such other officers as they may deem necessary, and shall thereupon furnish a certificate of such organization to the clerk of the municipality, who shall record the same in the clerk's records. **The commissioners shall fix the compensation of all officers and agents appointed by them, and all officers and agents shall be sworn to the faithful discharge of their duties.**

**Source.** 1997, 206:1, eff. July 1, 1997.

**7:30 Library Roof – Library Trustee  
Chairman, Kathryn Parenti**

**Verbal**

4. a) 1) Approval of Annual Parade Permits

**Municipality of Milford,  
New Hampshire**

**Parade Permit**

**Be it known that** Hunter Philbrick, individually and in conjunction with the Ricciardi Hartshorne Post 23 of the American Legion, 15 Cottage Street, Milford, County of Hillsborough and State of New Hampshire, in accordance with a written application for a Parade Permit submitted to the Board of Selectmen on March 27, 2023, and subject to all rules and regulations of the municipality, is hereby issued a Parade Permit for a Memorial Day Parade to be held on **Monday, May 29, 2023**, commencing at approximately **10:00 a.m.**

The assembly area for the parade shall be the West Street Cemetery, Milford, New Hampshire and the parade route shall be limited as follows: from the West Street Cemetery, to Elm Street, stopping at the bridge on Elm Street, and the Milford Oval, and then proceed to the VFW, One VFW Way.

Dispersal area for the parade shall be the VFW Post, One VFW Way, Milford, New Hampshire.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, Board of Selectmen**

**Municipality of Milford,  
New Hampshire**

**Parade Permit**

**Be it known that** Hunter Philbrick, individually and in conjunction with the Ricciardi Hartshorne Post 23 of the American Legion, 15 Cottage Street, Milford, County of Hillsborough and State of New Hampshire, in accordance with a written application for a Parade Permit submitted to the Board of Selectmen on March 27, 2023, and subject to all rules and regulations of the municipality, is hereby issued a Parade Permit for a Labor Day Parade to be held on **Monday, September 4, 2023**, commencing at **1:00 p.m.**

The assembly area for the parade shall be at the Milford High School, 100 West Street, New Hampshire and the parade route shall be limited as follows: from West Street, to the Milford Oval via Elm Street, around the Oval, and then proceed to the Harley Sanford Veterans of Foreign Wars (VFW) Post 4368, One VFW Way, Milford, NH.

Dispersal area for the parade shall be the VFW Post, One VFW Way, Milford, New Hampshire.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, Board of Selectmen**

**Municipality of Milford,  
New Hampshire**

**Parade Permit**

**Be it known that** Hunter Philbrick, individually and in conjunction with the Ricciardi Hartshorne Post 23 of the American Legion, 15 Cottage Street, of Milford, County of Hillsborough and State of New Hampshire, in accordance with a written application for a Parade Permit submitted to the Board of Selectmen on March 27, 2023, and subject to all rules and regulations of the municipality, is hereby issued a Parade Permit for a Veterans Day Parade to be held on **Saturday, November 11, 2023**, commencing at **10:45 a.m.**

The assembly area for the parade shall be the American Legion at 15 Cottage Street, in said Milford, New Hampshire and the parade route shall be limited as follows: from the American Legion on Cottage Street to the Milford Oval via Garden Street and Union Street, then onto the World War I & World War II Memorials. From there, the parade will proceed back to the American Legion on Cottage Street.

Dispersal area for the parade shall be the American Legion at 15 Cottage Street, Milford, New Hampshire.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, Board of Selectmen**



**Milford Heritage Commission**  
**Town Hall**  
**1 Union Square**  
**Milford NH 03055**

**4. a) 2) Approval to re-appoint David Palance and Chris Thompson to the Heritage Commission - Terms Expire 2026**

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

8 March 2023

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

- David Palance to continue until the term of the year 2026.
- Chris Thompson to continue until the term of the year 2026.

The terms are suggested to minimize the number of elections in a given year and to provide overlapping service for consistency. Included here are brief biographies of the new nominees.

Thank you for the consideration.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

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



**4. a) 3) Acceptance and Appropriation of Unanticipated Revenues Under 10K, NH (RSA(31:95(B)))**

**Board of Selectmen**  
**Agenda Date: 3/27/2023**

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

| <b>Source</b>  | <b>Amount</b> | <b>Purpose</b>   |
|--|---------------|--|
| Ocean State Job Lot "Close to Our Heart" Charitable Foundation | \$250.00      | Donation of a gift card to the Milford Fire Department. See attached memo.   |
| Milford Historical Society                                     | \$ 117.19     | Donations from on-line credit donations to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached memo. |

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

None at this time.



## Fire Department MEMORANDUM

**TO:** Finance, BOS

**FROM:** Milford Fire Department

**DATE:** 03/13/23

**SUBJECT: Donation**

The Milford Fire Department has received a donation from Ocean State Job Lot "Close to Our Heart" Charitable Foundation. We have received a gift card in the value of \$ 250.00. We ask the board of Selectmen if the MFD can accept this donation.

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

Regards,

Kenneth Flaherty  
Chief of Department

# Close to Our Heart Certificate



Milford Fire Department  
Foundation

250.<sup>00</sup>

Donation Amount



3/13/23

Date

[Signature]  
Leader Signature



**Milford Heritage Commission**  
**Town Hall**  
**1 Union Square**  
**Milford NH 03055**

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

10 March 2023

The Heritage Commission is pleased and honored to accept a check from the Milford Historical Society who has entered into an agreement with the town to accept on-line and credit card donations to the Save the Bandstand fund. The attached represents three (3) separate donations totaling \$ 117.19 including a .20 correction from the check #822 10Dec2022. A copy of check # 825 is included with an accounting provided and highlighted in yellow.

The Heritage Commission and Milford Historical Society acting on an MOA of 18Sep2022, are 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 Band Stand.

Thank you for the consideration.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

Ref:  
Milford Historical Society check #825, dated 31Jan2023  
Accounting of donations received from individuals w/ correction  
MOA between the Milford Historical Society and the Heritage Commission

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

**4. a) 4) Approval of two (2) Taxicab Operator's Permits and License - Milford Taxi LLC**

Dear board of selectman.

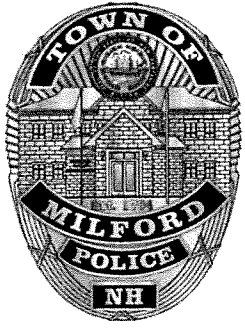
Date: 3/13/23

We would like you to consider William LaBell and Edward LaBell for renewal on their Taxi Cab Licensing. We really appreciate the consideration.

Sincerely yours

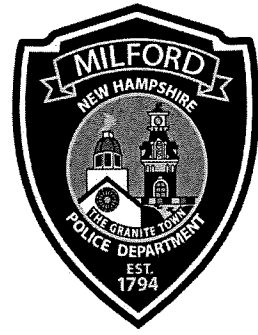
William G. LaBell

Edward J. LaBell



# Town of Milford

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



Michael J. Viola  
Chief of Police

## TOWN OF MILFORD, NH APPLICATION FOR TAXICAB OPERATOR'S PERMIT

Name: LaBell William G.  
Last First Middle Maiden

Address: 32 Johnson St. Milford NH 03055  
Phone: (603) 672-3344

D.O.B.: 06/06/1981 Age: 41

NH License Number: NHL11689304 Expiration Date: 06/06/2027

List Any License Restrictions: Glasses

Have you ever been arrested, indicted, or convicted for any violation of the law?  
Yes  No . If answer is yes, state circumstances below.

See Attached

List any sickness, injury, or disabilities during the last ten (10) years.

Diabetic

For whom will you be driving a taxicab (Application must be accompanied by a letter from the above stating intent to hire).

Milford Taxi LLC

### SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION: Read the following carefully before you sign. A false statement on any part of this application will be just cause for refusal of any application and is punishable under New Hampshire Revised Statutes Annotated (NH RSA) 641:3.

- I understand that any information I give may be investigated as allowed by law.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

X William G. LaBell

Approved: Capt Faye

Date: 3/17/2023



**TAXI CAB LICENSE**

License # 12

This is to certify that the Board of Selectmen of the Town of Milford, State of New Hampshire, have granted a license to set up and operate a service entitled "Taxi Cab" to:

William G. LaBell  
(Name of Owner)

Milford Taxi LLC  
(Company Name)

All licenses expire - and are to be renewed - on or before the 30th of April yearly

Fee: \$25.00 for each vehicle licensed.

\* \* \* \* \*

Vehicle Information:

- Make Dodge Grand Caravan SXT Year 2015
- NH Registration No. 451 4997 Color Red
- Proof of Insurance (Copy must be attached) Expiration of Same \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Chairman, Milford Board of Selectmen

I hereby certify that the information provided on this Application is true and accurate to the best of my knowledge and belief and hereby authorize the Milford Police Department to conduct both a criminal and motor vehicle records check on me.

William G. LaBell  
(Name)

3/13/23  
(Date)

Police records check performed by: NHSP and milford Police



Date: 3/17/2023 (Name) Cotman Fyr (Title) [Signature]

Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

License: Approved \_\_\_\_\_  
(Date)

Denied \_\_\_\_\_  
(Date)

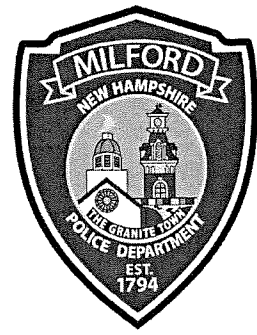
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen  
for  
The Town of  
Milford, NH



# Town of Milford

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



Michael J. Viola  
Chief of Police

## TOWN OF MILFORD, NH APPLICATION FOR TAXICAB OPERATOR'S PERMIT

Name: LaBell Edward James  
Last First Middle Maiden

Address: 43 Crosby St. Milford NH. 03055  
Phone: 603 732-7375

D.O.B.: 04/08/1958 Age: 64

NH License Number: NHL14803396 Expiration Date: 04/02/2024

List Any License Restrictions: Corr LENS

Have you ever been arrested, indicted, or convicted for any violation of the law?  
Yes  No . If answer is yes, state circumstances below.

DUI 1983

List any sickness, injury, or disabilities during the last ten (10) years.

Diabetes

For whom will you be driving a taxicab (Application must be accompanied by a letter from the above stating intent to hire).

Milford Taxi LLC.

### SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

YOU MUST SIGN THIS APPLICATION: Read the following carefully before you sign. A false statement on any part of this application will be just cause for refusal of any application and is punishable under New Hampshire Revised Statutes Annotated (NH RSA) 641:3.

- I understand that any information I give may be investigated as allowed by law.
- I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

x Edward James LaBell

Approved: [Signature]  
Date: 3/17/2023



**TAXI CAB LICENSE**

License # 11

This is to certify that the Board of Selectmen of the Town of Milford, State of New Hampshire, have granted a license to set up and operate a service entitled "Taxi Cab" to:

William G. LaBell  
(Name of Owner)

Milford Taxi LLC  
(Company Name)

All licenses expire - and are to be renewed - on or before the 30th of April yearly

Fee: \$25.00 for each vehicle licensed.

\* \* \* \* \*

Vehicle Information:

- Make Chevy Impala LS Year 2008
- NH Registration No. 383 7710 Color yellow
- Proof of Insurance (Copy must be attached) Expiration of Same \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Chairman, Milford Board of Selectmen

I hereby certify that the information provided on this Application is true and accurate to the best of my knowledge and belief and hereby authorize the Milford Police Department to conduct both a criminal and motor vehicle records check on me.

William G. LaBell  
(Name)

3/13/23  
(Date)

Police records check performed by: NHSP and Milford PD

Date: 3/17/2023 (Name) Frank Pyle (Title) Captain

Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

License: Approved \_\_\_\_\_  
(Date)

Denied \_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen  
for  
The Town of  
Milford, NH

# TOWN STATUS REPORT

March 27, 2023

## 1. Town Vote – March 28, 2023

The Town Vote will occur on March 28<sup>th</sup> at the Milford High School Gymnasium, 100 West Street. Polls will be open from 6:00 am to 8:00pm. The Milford Voters Guide and information can be found on the main page of the Town website at [www.milford.nh.gov](http://www.milford.nh.gov).

If you have any questions regarding any of the items that will be on the ballot on March 28th, please feel free to contact the Town Clerk's Office at 603-249-0650 or Town Administration Office at 603-249-0601.

## 2. Town Hall Alternative Hours of Operation – Additional Input Opportunities

Staff continues to evaluate the feasibility of implementing alternative hours of operation / work schedule the Town Hall and DPW. Town staff will be present at the March 28<sup>th</sup> vote seeking additional input from the public. This will include an online and paper survey option. The final proposal for the alternative hours will be presented to the Board of Selectmen at the April 10th meeting for review and consideration.

## 3. New Town Clerk's Office Hours

Beginning on April 3, 2023, the Town Clerks Office will be changing the hours of operation and adopting 4 day work week with extended hours. The new hours will be as follows:

- Monday - 7:30 am to 5:30 pm
- Tuesday - 7:30 am to 6:30 pm.
- Wednesday - 7:30 am to 5:30 pm
- Thursday - 7:30 am to 5:30 pm

## 4. Welcoming New Businesses To Milford

As part of an ongoing update, we would like to take to the opportunity to welcome the following new businesses that have chosen Milford as their home over the past year.

Ansanm (Restaurant), 20 South Street - [www.ansanmnh.com](http://www.ansanmnh.com)

Battle Axe, 614 Nashua Street – [www.battleaxenh.com](http://www.battleaxenh.com)

Bullion Bistro, 123 Union Square - [www.bouillonbistro.com](http://www.bouillonbistro.com)

Riley's Place, 29 Mont Vernon Street – [www.rileysplacellc.com](http://www.rileysplacellc.com)

Ogie Brewing Company, 12 South Street

Union Square Disc Golf, 25 Union Square

Unitary (Vintage Clothing Store), 99 Union Square



**APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –  
03/13/23**

54 **3. ADJOURNMENT:** The meeting ended at 1:10 p.m.

55

56

57

58 \_\_\_\_\_  
Paul Dargie, Chairman

\_\_\_\_\_   
Tim Finan, Vice Chairman

59

60

61

62 \_\_\_\_\_  
Laura Dudziak, Member

\_\_\_\_\_   
Gary Daniels, Member

63

64

65

66 \_\_\_\_\_  
Dave Freel, Member

67

68



## 9. Approval of Final Minutes - March 13, 2023

DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

March 13, 2023

**PRESENT:** Paul Dargie, Chairman Lincoln Daley, Town Administrator  
Tim Finan, Vice Chairman Tina Philbrick, Executive Assistant  
Gary Daniels, Member Andy Kouropoulos, Videographer  
Laura Dudziak, Member  
Dave Freel, Member

#### **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.

Chairman Dargie announced that the Town Vote is postponed from March 14<sup>th</sup> until March 28<sup>th</sup> due to inclement weather per RSA 669:1V(a). Voting will be held at the Milford High School on 100 West Street from 6 am until 8 pm.

At the Board meeting on February 27, 2023, there was a comment made about Warrant Article 17 - Independence Day Celebration Fireworks. At the Deliberative Session, that article was decreased to zero dollars. Under RSA 31, if the warrant article passes, it would be legal for the town to accept donations from a third party and use that money for fireworks.

The Board discussed a report that pertained to the Federal Hill Cell Tower. At the recent Heritage Commission, they reviewed the report and voted to not move forward and take any action.

Chairman Dargie presented Selectman Dudziak with a plaque for her 6 years of service as a Selectman. Today was supposed to be her last day but because of the postponement of the town vote, she will have one more meeting at the end of the month.

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

##### **5:30 p.m. - Approval to Appoint Richard Elliott as an Alternate Member to the Conservation Commission - Term Expires 2026**

Mr. Elliott has attended 3 Conservation meetings, a work session, and a site visit. He has been a resident of Milford since the mid 1990s. He stated that he is seeking to give back to the community and would like to focus on trails.

**Selectman Daniels made a motion to appoint Richard Elliott as an Alternate Member of the Conservation Commission. Seconded by Selectman Dudziak. Per roll call vote, all were in favor. The motion passed 5/0.**

##### **5:40 p.m. - Vietnam Memorial Update – Jerry Guthrie and Gene Gregory**

Mr. Guthrie gave a brief overview of the status of the Vietnam Memorial. The Memorial Committee raised \$65,000 so far and fundraising will continue. They received a quote of \$4,900 for the fabrication of Granite pavers. They would like to have the project completed by 2025. They will be submitting the quote for payment through the Trustees of Trust Funds at their next meeting on March 22, 2023, for payment from the Vietnam Memorial Trust Fund.

Mr. Guthrie also provided a brief history of the “World War II Memorial Park” and asked the Board to rename the park to “The Memorial Park”. Chairman Dargie said he would rather wait until the park was closer to being complete. Selectman Daniels asked about the Korean War Memorial and WWI park not being in the same area. Mr. Guthrie said he doesn’t feel there would be a problem. Selectman Finan asked the Town Administrator to research to see if this can be done.

58 Mr. Guthrie is still researching names to be placed on the memorial. They will need more support from the town  
59 and others to get accurate information. They are also looking for 3 pieces of steel about 7’ long, and are hoping  
60 someone will donate the pieces.

61  
62 Selectman Finan looked up the Milford Municipal Code, section 7.6.10 and it stated that Map 25 Lot 48 is dedi-  
63 cated as “The Memorial Park”. Mr. Guthrie said they should be start actual construction in 2024 and it should take  
64 about 1 year. If they are short on funds, the committee will change the project to match the amount of money they  
65 have available.

66  
67 Selectman Freel said he wasn’t aware of the 911 memorial and asked if Milford suffered direct losses to 911. Mr.  
68 Guthrie said there are people in the surrounding areas who knew about 16 people who died. Chairman Dargie  
69 said the 911 section has been part of the plan for a while

70  
71 **5:55 p.m. - Conservation Commission Ecological Survey Inventory Impact Assessment of the BROX Com-**  
72 **munity Lands - Conservation Members, Andy Hughes, and Chris Costantino**

73  
74 Mr. Hughes presented an Independent Contractual Agreement between the Milford Conservation Commission  
75 and Moosewood Ecological LLC. The purpose and intent of the project is to develop an ecological inventory and  
76 impact assessment on Milford Community Land (Map 38 Lot 58). The Commission agrees to pay \$25,000 for this  
77 assessment. The Commission didn’t get the previous grant application that they applied for. The main driver is  
78 the controversy about the water level in that area. They have beaver and flood control in place. The water level  
79 is important for the species that live there and if it drops too quickly species will die. We need some good infor-  
80 mation available so we can go forward. The packet provided outlines the scope of work needed through the study  
81 and deliverables to the Town.

82  
83 Mr. Hughes said according to RSA, these are things that the Conservation Commission should be doing. We also  
84 need to keep the Board apprised of the situation.

85  
86 Chairman Dargie asked if this would interfere with the AoT permit that the Town is trying to obtain. Mr. Hughes  
87 said not that he’s aware of.

88  
89 Lincoln Daley, Town Administrator said as part of the 2017/2018 AoT permit issued to the town, the Town and  
90 contractor contributed \$12,000 towards a three-year species inventory assessment by NH Fish and Game This  
91 will be an additional tool to utilize and determine uses that would be appropriate for this property. He asked Mr.  
92 Hughes if this would hurt opportunities going forward for items being included in the master plan designated this  
93 property. Mr. Hughes said he didn’t think this would affect what goes on there. Administrator Daley said 75 acres  
94 are being put into permanent Conservation in some form and asked if this tool will help in managing those areas.  
95 Mr. Hughes said yes.

96  
97 Chris Costantino, a Conservation Member, said it would be nice to know in advance if something is found if the  
98 town moves forward to use the parcel in any way. Selectman Daniels asked if Fish and Game already had a  
99 wildlife action plan. Mr. Hughes said not for this area. Selectman Daniels said he finds it hard to believe that  
100 this hasn’t already been done and is this a duplication of what’s already been done. Chairman Dargie said the last  
101 study is eight years old.

102  
103 Ms. Costantino said they are expecting an impact assessment. What does it look like if a school is put out there or  
104 what does it look like if we raise or lower the water level. This is the next step beyond the ecology study. Chairman  
105 Daniels asked how much money is currently in the Conservation fund. Ms. Costantino responded, \$105,000.

106  
107 Selectman Finan asked why the grant application was denied. Mr. Hughes said because of the uncertainty of what  
108 is going on at this property. The status of the AoT will not affect this study. Chairman Dargie clarified that the

109 Conservation Commission has the authority to do this, and they don't require approval from the Selectmen. Mr.  
110 Hughes said yes.

111  
112 **6:10 p.m. - Comfort Dog Program Overview – Police Chief, Mike Viola**

113  
114 Chief Viola gave an overview of the Comfort Dog Program. The company is called Cold Springs Healing Paws  
115 Foundation. 20 communities currently have comfort dogs. All training and supplies needed for this program to  
116 be successful would be through donations from the company and other contributing entities. There would be little  
117 or no cost for our taxpayers to implement and maintain this program.

118  
119 The dogs help with:

- 120 • Providing comfort for people during times of crisis.
- 121 • Reducing anxiety during investigations to increase communications with officers.
- 122 • Support victims of all crimes, engaging with families and children during difficult times and being a  
123 resource that the community, as a whole, can access.
- 124 • Provide aid and comfort to individuals and the community that is impacted by violence, tragedy, or trau-  
125 matic events.
- 126 • Helps to gain trust and continue to build a positive connection between the residents and the Police De-  
127 partment.
- 128 • Aid the First Responders of our town in times of need and help them maintain morale during difficult  
129 times.

130  
131 It takes approximately a year to train the dog. The main handler and other officers will interact with the dog during  
132 the training time. Merrimack, Nashua, Goffstown, Hudson, and Bedford already have this program in place and  
133 other communities are going through the process. Chief Viola stated that he plans to set up a demonstration with  
134 the handler at the next meeting. The Police Department had a call today and something like this would have made  
135 a big difference.

136  
137 Chief Viola said the handling of this dog would be different from how we handle our current K9. The department  
138 would have a different handler for the comfort dog and it would be with the officer and interact with community  
139 events more often. We will anticipate receiving donations for veterinarian costs and food. We would also use the  
140 dog if needed, for issues that occurred in surrounding towns. There is a network where the towns all work together  
141 with the dogs, similar to what we do with our current K9.

142  
143 Selectman Freel doesn't understand why there would be no tax impact to the residents. Chief Viola said officers  
144 will be crossed trained with this dog. Again, donations will be available for most of what is needed. It isn't any  
145 different than our other K9. If the officer is at a special function and gets called out, he will go. The other handlers  
146 will take over the dog at that point. Our other K9 can only work with one officer. He explained that the officer  
147 would continue his/her regular schedules.

148  
149 Administrator Daley said a public hearing to accept this "gift" will be scheduled at the next meeting if the Board  
150 approves this tonight. The Board agreed to go ahead with the comfort dog.

151  
152 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

153  
154 Chris Labonte, a Milford resident, asked about the Keyes Park Study. Administrator Daley said they are complet-  
155 ing the final points and hope to have something soon.

156  
157 **4. DECISIONS**

158 **a. CONSENT CALENDAR**

- 159 1. Approval to Re-Appoint Chris Costantino as an Alternate to the Wadleigh Library Board of Trustees – Term  
160 Expires 2024  
161 2. Approval to Re-Appoint Shirley Wilson as an Alternate to the Wadleigh Library Board of Trustees – Term  
162 Expires 2024  
163 3. Acceptance of Conservation Donations  
164 • from Runners Competing in the 2023 Ghost Train Trail Races - \$41,027  
165 • from Eagle Scout, Tyler Card – remaining fundraising monies used to install several duck boxes along the  
166 Granite Town Rail Trail - \$87.08.

167  
168 **Selectman Daniels motion to approve the consent calendar. Seconded by Selectman Finan. Per roll call**  
169 **vote, all were in favor. The motion passed 5/0.**

170  
171 **b. OTHER DECISIONS**

- 172 1. N/A  
173

174 **5. TOWN STATUS REPORT – Town Administrator, Lincoln Daley**

175 **1. Town Master Plan Steering Committee –**

176  
177 The Planning Board formed a Master Plan Steering Sub-Committee to help in the development and preparation  
178 of the Town’s new Master Plan. The Committee will work with the Planning Board, the Office of Community  
179 Development, and the consultant selected to prepare an updated Master Plan. There are 18 members on the com-  
180 mittee comprised of people in the community. The first meeting was held on Monday, March 6<sup>th</sup>. Working with  
181 the Nashua Regional Planning Commission, they will host two public/stakeholder input sessions one on April  
182 11<sup>th</sup> and the 2<sup>nd</sup> on April 15<sup>th</sup>, to allow for an interactive discussion of the major planning issues of interest to the  
183 community and to develop the primary themes/vision for the Master Plan. After those meetings, the Town will be  
184 submitting a Request for Proposal to hire a consultant to assist the Town in the development of a new Master Plan.  
185 The project is set to begin in June and will last approximately 12 – 18 months.

186  
187 Selectman Finan asked what money would be used for the consultant. Administrator Daley stated that the unspent  
188 money from the vacancy in the Town Planner’s position in 2022 was used to hire NRPC to establish the founda-  
189 tion/themes for the Master Plan. The Town will use allocated ARPA funds to hire a consultant to work with the  
190 town to develop/draft the Master Plan.

191  
192 **2. Downtown Oval and Nashua Street Improvements Project**

193  
194 A public input session was held on February 15<sup>th</sup> to discuss and receive input on the Conceptual Design Alterna-  
195 tives for the Milford Oval and the Nashua Street corridor / Nashua Street (NH101A) from Clinton Street to Tonella  
196 Road. The meeting was well attended with good public input. There will be a discussion on the design at the  
197 March 27<sup>th</sup> Board of Selectmen meeting.

198  
199 **3. Reconvening the Economic Development Advisory Council**

200  
201 The Economic Development Advisory Council (EDAC) was developed in the early 2000s but has been inactive  
202 for a while. We would like to have it active again to help with inputs for the Master Plan. The Community  
203 Development Office will reach out to local businesses, residents, and property owners to look for volunteers for  
204 this Council. If interested, please contact Terrey Dolan, Community Development Director at 603-249-0620 or  
205 email [tdolan@milford.nh.gov](mailto:tdolan@milford.nh.gov).

206  
207 Selectman Daniels asked why we were activating EDAC so soon. It was originally developed to help with the  
208 first Master Plan and it will be 12 to 18 months before the new plan is complete. Administrator Daley said

209 originally the EDAC group was very productive and he thinks they will work well in developing strategies with  
210 the Master Planning group. Members of the EDAC group could also be members of the Steering Committee.  
211  
212

213 **4. Town Vote – March 14, 2023**  
214

215 The Town Vote will occur on March 28th at the Milford High School Gymnasium, 100 West Street. Polls will be  
216 open from 6:00 am to 8:00 pm. The Milford Voters Guide and information can be found on the main page of the  
217 Town website at [www.milford.nh.gov](http://www.milford.nh.gov).  
218

219 If you have any questions regarding any of the items that will be on the ballot on March 28th, please feel free to  
220 contact the Town Clerks' Office at 603-249-0650 or Town Administration Office at 603-249-0602.  
221

222 **5. Town Hall Alternative Hours of Operation – Additional Input Opportunities**  
223

224 Staff continues to review implementing alternative hours for the Town Hall and DPW. Staff views the alternative  
225 schedule as a means to respond to the demand for services, offer additional flexibility to residents/property owners/  
226 development community, and provide a tool/benefit to retain and recruit employees. Town staff will be present  
227 at the March 28th vote seeking additional input from the public. There is also an on-line and paper survey that can  
228 be filled out. We are hoping to present the findings at the **April 10<sup>th</sup>** Board meeting for review and consideration.  
229

230 **6. DISCUSSIONS**

231 N/A  
232

233 **7. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no comments at this time.  
234

235 **8. SELECTMEN’S REPORTS/DISCUSSIONS**

- 236 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**
- 237 b) **OTHER ITEMS (not on the agenda)**  
238

239 **9. APPROVAL OF FINAL MINUTES – February 27, 2023**  
240

241 **Selectman Daniels moved to approve the minutes of February 27, 2023. Seconded by Selectman Finan. Per**  
242 **roll call vote, all were in favor. The motion passed 5/0.**  
243

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

245 a. N/A  
246

247 **11. NOTICES.** Notices were read.  
248

249 **12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public in accordance with**  
250 **NH (RSA 91-A:3, II (c))- Reputation for approval of non-public minutes from February 27, 2023, only.**  
251 **Seconded by Selectman Finan. Per roll call vote, all were in favor. The motion passed 5/0.**  
252

253 **Selectman Daniels made a motion to come out of non-public. Seconded by Selectman Finan. Per roll call**  
254 **vote, all were in favor. The motion passed 5/0.**  
255

256 **In non-public the approved 1 set of non-public minutes for February 27, 2023, as amended.**  
257

258 **13. ADJOURNMENT: Selectman Daniels moved to adjourn at 7:06. Seconded by Selectman Finan. Per**  
259 **roll call vote, all were in favor. The motion passed 5/0.**

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Paul Dargie, Chairman

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Laura Dudziak, Member

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Tim Finan, Vice-Chairman

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Dave Freel, Member

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Gary Daniels, Member