

**5:30 – 5:40 - Swearing in of New Selectmen/Selection of New Board of Selectmen, Chairman and Vice Chairman**

New Selectman/Re-appointed Selectman procedure:

1. Town Administrator Lincoln Daley calls BOS meeting to order, introduces the Board members and explains that he will conduct the swearing in of the Recently Elected Board Members, **Dave Freel and Chris Labonte**, and conducts the nomination for officers. Administrator Daley leads the audience in the Pledge of Allegiance. Administrator Daley notes that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.
2. Appointments:
  - a. Swearing in of Selectman **Freel and Labonte** by Town Clerk, Joan Dargie.
  - b. Administrator Daley asks for nominations for Chairman. After the Chairman is nominated, the Town Administrator steps down and hands the gavel to the Chairman to continue.
  - c. The Chairman then asks for nominations for Vice Chairman for this coming year.

## **Town of Milford Appointed Treasurer & Deputy Treasurer Job Description**

**Job Title:** Appointed Treasurer & Deputy Treasurer

**Classification:** Quarterly Stipend

**Job Description:** The Treasurer is responsible for the custody, deposit, and disbursement of town funds in compliance with detailed statutory standards, RSA 41:29.

**Accountability:** Reports to and appointed by the Board of Selectmen

**Equipment Used:** Pen/pencil, calculator, signature stamp

**Environment:** Inside 100%

### **Duties and Responsibilities:**

The Treasurer is responsible for the custody, deposit, and disbursement of town funds in compliance with detailed statutory standards, RSA 41:29.

The Treasurer delegates deposit, investment, record keeping and reconciliation functions to the Director of Financial Operations, in accordance to the Town's Investment Policy.

The Treasurer is responsible for the safekeeping security of his/her signature stamp if one used.

If the Treasurer may not be able to fulfill his/her duties because of sickness, vacation, or any other reason, he/she is required to ensure the Deputy Treasurer be available to fulfill the duties of Treasurer.

The Treasurer is required to be available at the Town Office once per week on Thursday mornings, or other day as required by holidays or special requests, to sign the accounts payable and/or payroll checks and manifests.

Required time commitment: 1 hour per week, normally, on Thursdays.

Salary: \$2,000 per year for Treasurer and \$200 per year for Deputy Treasurer to be paid quarterly.

*Laura M. Dudziak*

*10 Millbrook Drive*

*Milford, NH 03055*

*(603) 897-5653*

[Ldudziak1275@gmail.com](mailto:Ldudziak1275@gmail.com)

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

Re: Town Treasurer Position

Dear Mr. Dargie:

It is an honor to be considered for the Town of Milford's Treasurer position. As you are aware, I recently completed two (2) terms on the Board of Selectmen. During that time, I developed a working relationship with Paul Calabria, the Finance Director and became familiar with the town's finances. While I no longer have the time necessary to continue as a selectboard member, the treasurer position is the perfect fit as it allows me to remain involved in the town but involves many less hours. While a majority of the treasurer's duties, such as making deposits, investing, and maintaining records are handled by the Finance Department, I am confident that I can provide the oversight required by statute as well as the Board of Selectmen.

Thank you for your consideration.

Respectfully,

/s/ Laura M. Dudziak

Laura M. Dudziak

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

Dear Mr. Dargie:

In response to the Treasurer/Deputy Treasurer position:

I worked for the Town of Milford from 2003-2016 as the Finance Clerk. In this role I was responsible for accounts payable, bank reconciliations, treasurers reports and other financial duties as assigned. In addition, from 2009 - 2022 I was the Deputy Treasurer for SAU40. In 2016, I went to work for the city of Nashua as the Revenue Account Specialist. In this position, I was responsible for daily deposits/reconciliations, tax/wastewater collection and monthly bank reconciliations. Currently, I am the Senior Accountant for the City of Nashua. In this position, I perform high-level professional accounting functions for all of the City's funds. I am available to sign checks when needed.

Given my financial experience and familiarity with Milford I feel I am a qualified candidate for Treasurer or Deputy Treasurer.

Thank you,

Lisa Carl

Senior Accountant

City of Nashua

603-589-3178



## 6:00 Land Use Change Tax, Map 3 Lot 12 - Assessing Director, Marti Noel

MEMORANDUM

DATE: April 10, 2023

TO: Selectboard Members

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax (LUCT) for 1 parcel:  
Map 3 Lot 12**

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The above referenced parcel is a 31.5-acre parcel. It had an existing commercial greenhouse built in 2022 and a small gravel operation which had been started but then was paused. The parcel use has now expanded to include a residential dwelling currently under construction as well re-opening the excavation operation. This LUCT accounts for the expanded uses and areas that now no longer qualify to be classified in Current Use.

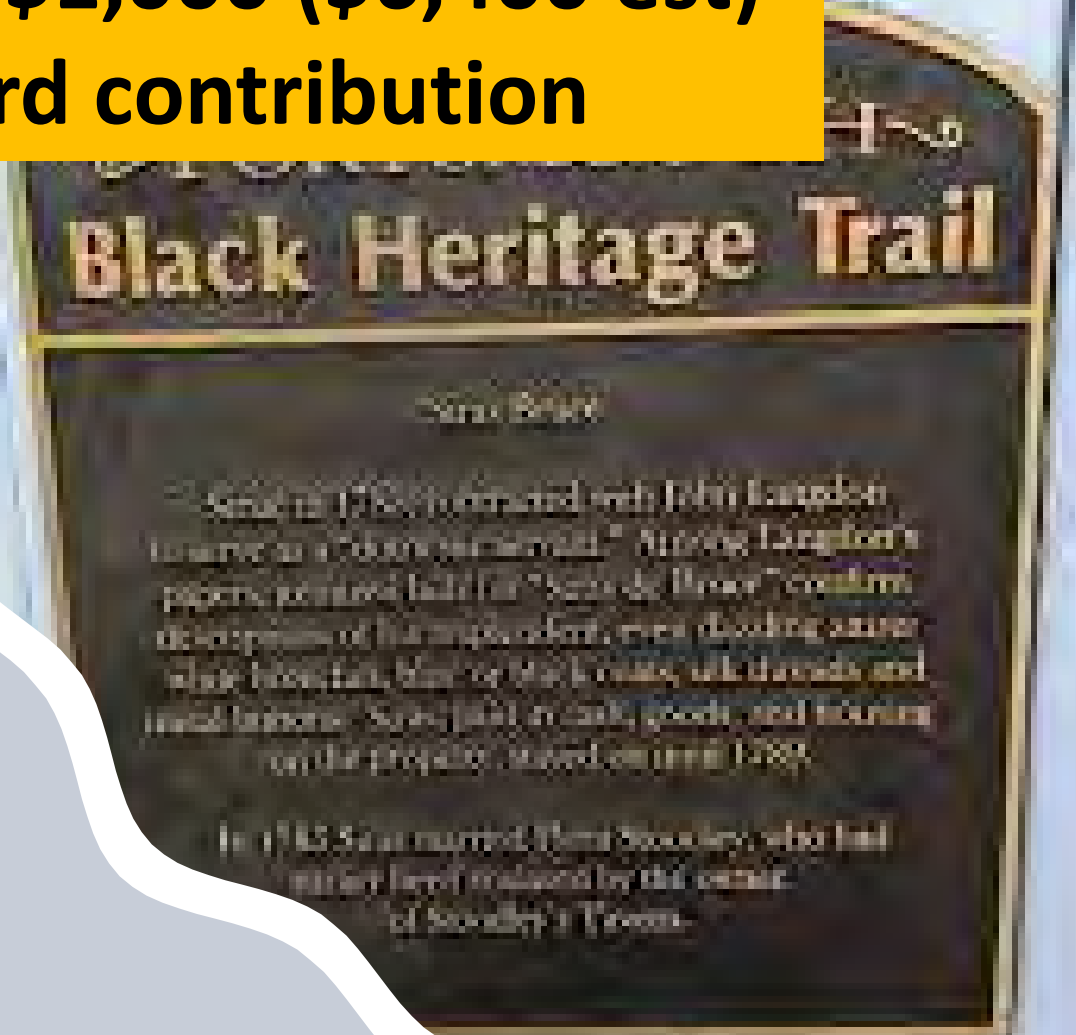
The property owner was notified that the Land Use Change Tax would be forthcoming.

Thank You

**Approve the spending of \$1,000 (\$6,400 est)  
as the Town of Milford contribution**

# Black Heritage Trail of NH

Milford Trail Marker Proposal



# The Black Heritage Tour currently has over 30 stops in 6 towns

- Tours offered by the **Black Heritage Trail of New Hampshire (BHTNH)** explore our rich and often forgotten African-American history. The stories that the Sankofa Scholars have uncovered and share with visitors illustrate how the earliest Africans in America were committed to self-determination, service, and building community.
- The **BHTNH** series of themed guided tours offer visitors an opportunity to visualize and share a truer more inclusive history of New Hampshire. Learn this history, connect to ancestors and ancestral roots, or simply explore and see for yourself the intricately woven cultural cloth that is New Hampshire.

<https://blackheritagetrailnh.org/sankofa-guided-walking-tours/>



# Proposed site

- Bicentennial Park, South Street, Milford



Photos thanks to David Vogt





# A reason to celebrate

Photo; DPalance



# Tribute to Harriet Wilson of Milford

## Not a Slave, yet not Free:

### Harriet E. Wilson and the Abolition Movement

- Harriet E. Wilson was the first African American of any gender to publish a novel on the North American continent. Her novel; *Our Nig, or Sketches from the Life of a Free Black* was published in 1859.
- Born a free person of color in New Hampshire, Wilson was orphaned when young and bound until the age of 18 as an indentured servant. She struggled to make a living after that, marrying twice; her only son George died at the age of seven in the poor house, where she had placed him while trying to survive as a widow. She wrote one novel. Wilson later was associated with the Spiritualist church, was paid on the public lecture circuit for her lectures about her life

<https://blackheritagetrailnh.org/sankofa-guided-walking-tours/#Milford>

# Project Financial Estimate

Item	Projected	Actual	Total	Notes
<b>INCOME</b>				
BHTNH Marker Fund	\$1,000			Designated Funds
Milford's Contribution	\$1,000			Request to the Board of Selectmen
Milford Guided Tour*	\$300			15 people @ \$20
ACLS/NEH	\$1,000			
Freedom's Way	\$2,500			Grant request
Stone Donated	\$630			
Total Income	\$6,430			
<b>EXPENSES</b>				
Bronze Marker	\$2,000			
Installation	\$1,000			
Tour Guide*	\$30			* If BHTNH decide to have a guide
Wilson Play	\$1,200			Produced by Theatre for the People
Event Food	\$300			
Program Printing	\$200			
AV	\$1,000			
Advertising	\$700			
Total Expenses	\$6,430			

# BACK UP Slides

- **NH Black Heritage Trail, Trail Marker for Bicentennial Park**

(Minutes August 2022 Heritage Commission)

After a short discussion on any conflicts of interest, Dave presented the proposal from the NHBHT to add Bicentennial Park as one of the 30 sites already being promoted under the group's 6 town Black Heritage Trail. David Vogt volunteered to take drone photos to help decide where and how the sign will be displayed. Several examples were provided including the discussion on how other towns have celebrated the unveiling. It was suggested to involve the Historical Society in this planning. The NHBHT expects the marker to cost \$ 2,000 and will pay half the costs. Paul Dargie asked whether the Commission has this money in our budget. Dave says that we are still working out our accounts with the town treasurer (more on this later). Sara volunteered to present this proposal to the Historical Society to gain their assistance with this project.

- **Email of Tuesday 8/30/2022**

We appreciate you reaching out to the Building Department regarding the proposed trail marker at Bicentennial Park. No permits are required from our office for the project. I further confirmed with the Town Administrator that no additional approvals are required to install the marker on town property. This is a long way of saying that you are good to go. For our records, could you resend the picture showing the rendition of the trail marker? Also, please let us now when you might install the trail marker.

Thanks in advance and appreciate all the great work of the Heritage Commission!

Regards,

Lincoln Daley  
Director of Community Development  
Town of Milford, NH  
1 Union Square, Milford, NH 03055



## Black Heritage Trail NH

~Milford~

Harriet E. Wilson (1825-1900)  
Author, Entrepreneur & Spiritualist

Harriet E. Wilson (née Adams), born free in Milford, New Hampshire, was the first known Black woman to publish a novel in North America. Her book, *Our Nig; or, Sketches from the Life of a Free Black, in a Two-Story White House, North. Showing That Slavery's Shadows Fall Even There* (1859), portrayed racism in the pre-Civil War North. Within six months of its publication, her only child, George, died at age 7.

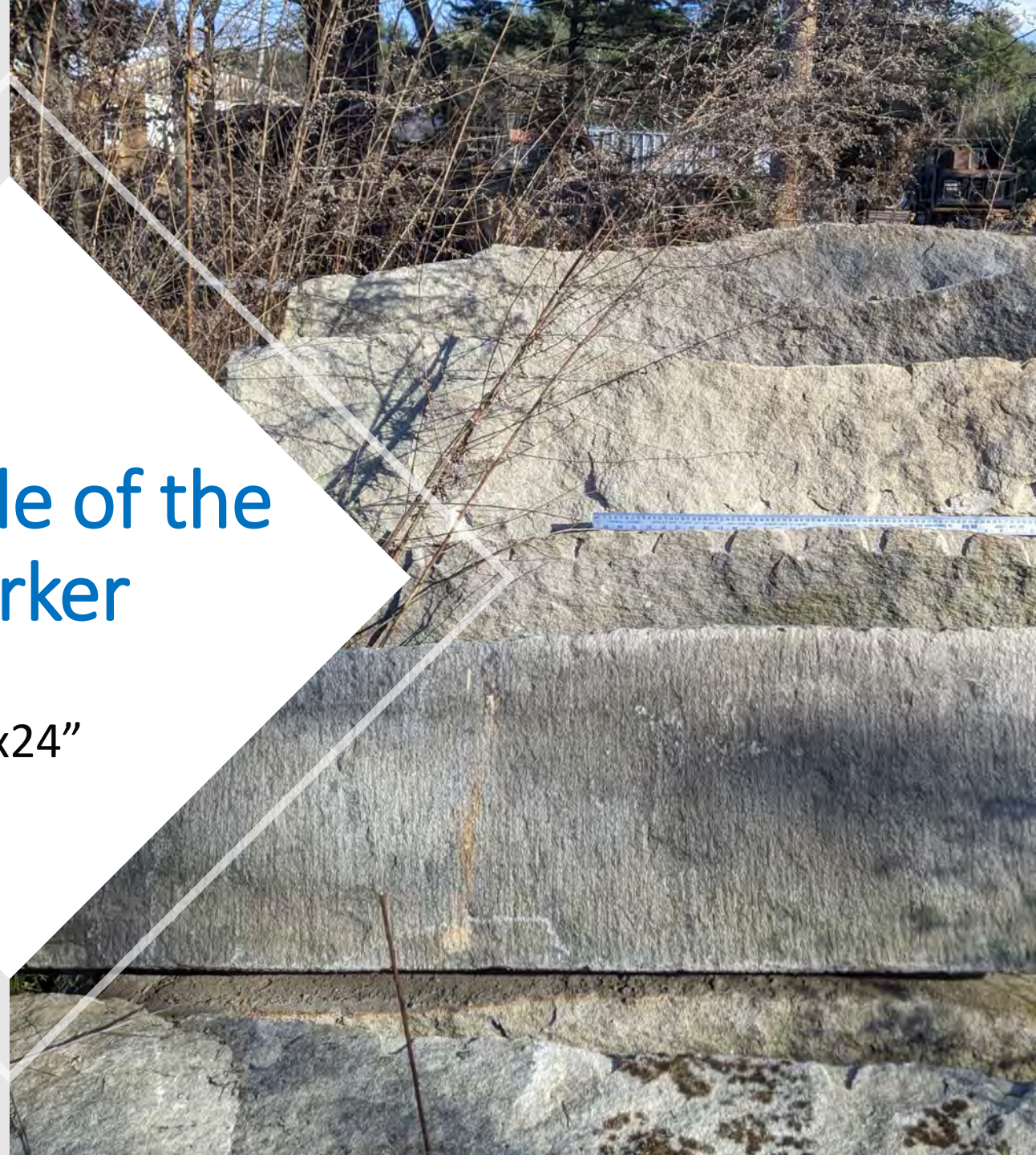
Publishing and motherhood represent only part of Wilson's story. She developed hair products which were sold across New England and as far away as Chicago. She lectured throughout New England about Spiritualism. In 1883, she opened a private Spiritualist school for children in Boston. She is buried in Mount Wollaston Cemetery in Quincy, Massachusetts.

# Facsimile of the marker

18x24"

The Black Heritage Trail marker for Milford will need to be mounted on a stone. Steps required to do this are:

1. Select a suitable stone.
2. Place the stone at the site
  - a. Determine where to place for optimum visibility and so that it won't trespass on the railroad right of way.
  - b. Prepare the foundation (this usually includes excavation and adding a crushed gravel base).
  - c. Set the stone on the base.
3. Mount the plaque on the stone. (This involves carving a recess on the stone and securing the plaque to the prepared surface.)





# Proposed Layout

Oval District



Statue



Proposed  
Marker  
Stone



Clinton St.

B&M Rail

South St.

Photo thanks to David Vogt

# Bicentennial Park timeline

- 26Oct1970 The Conservation Commission acquires the land from Cora Woodward
- 13Mar1971 Town meeting authorizes the disposal of the buildings
- 5Apr1973 The Fire Department completes the burning of buildings as a training exercise
- 3Mar1975 Thomas Johnson presents plans for a nature park
- 27Jul1975 Park is dedicated as part of the town Bicentennial Celebration
- 2002 The Harriet Wilson Project is launched by resident, JerriAnne Boggis
- 2004 Local sculptor, Fern Cunningham is chosen to create a statue
- 4Nov2006 The statue of Harriet Wilson, (local author who was indentured prior to 1846 with the Hayward family of west Milford), is dedicated
- 20May2023 [Proposed dedication of the Black Heritage Trail marker](#)

**6:20 Public Works/Water  
Utilities Joint Venture  
(verbal) - Directors, Jim  
Pouliot and Leo Lessard**



Town Hall  
1 Union Square  
Milford, NH 03055-4240  
(603) 249-0628  
Fax (603) 673-2273  
[www.milford.nh.gov](http://www.milford.nh.gov)  
conservation@milford.nh.gov  
TDD Access:  
Relay NH 1-800-735-2964

## 6:40 Review and Approval of Beaver Management Policy - Conservation Chair, Chris Costantino

### Town of Milford CONSERVATION COMMISSION



March 21, 2023

Board of Selectmen

### Beaver Management Policy

To the Board:

The Milford Conservation Commission has been developing a Beaver Management Policy which could be used to guide the decision-making process of various Town departments and Boards regarding beaver impacts on town infrastructure. We propose that you consider the adoption of this document.

Respectfully,

Chris Costantino  
Milford Conservation Commission

# MILFORD CONSERVATION COMMISSION

## BEAVER MANAGEMENT POLICY

### BACKGROUND

It is believed that beaver have inhabited much of New England beginning at the end of the last ice age and the subsequent re-emergence of forested lands. During colonial times, vast amounts of forestland were cleared for agricultural pursuits, ship building and other building materials. This clearing activity combined with beaver trapping drove the beaver population into more remote regions that were less influenced by man.

Because of declining agricultural operations over the last hundred years, forests have returned to a place of prominence in the state. Along with this return, a burgeoning beaver population has developed in urban areas and consequently an increasing number of complaints are being received at various town offices. This may rightly be viewed as a classic confrontation between man and nature. Ironically, the cycle is repeating itself and beavers are once again under pressure to give way to man. Rather than clearing land for agriculture, the forests are being eliminated because of commerce, industry, roads and housing developments, which today we call "urban sprawl." Beavers are not doing anything that they have not done for thousands of years. However, where there is conflict, the beaver's activities are often viewed as a nuisance and occasionally can raise health concerns.

One of the responsibilities of the Conservation Commission is to educate the public about the preservation of wildlife and habitat. However, solving neighborhood problems caused by the activities of beavers can appear to go against conservation and can create a larger, negative image that can cause misunderstandings and a breakdown in communication. The Beaver Management Policy set forth below is intended to provide guidelines for balancing the beaver's needs with those of man while adhering to the State of New Hampshire law, NH RSA 210:9.

### POLICY

*Goal: Beaver and their habitat found in the Town of Milford shall be protected to the fullest extent possible and will be controlled through the use of sound wildlife management techniques consistent with State law.*

*A. Objective: To share responsibility for the control and management of beaver by the private and public sector.*

1. Beaver and the effects of their activity, including felling trees, building dams and lodges and flooding of adjacent land, are presumed to be the responsibility of the landowner(s) on whose land the activity occurs.
2. Except when public improvements are either damaged by floodwater or are threatened by rising water that is caused by beaver activity, the Town shall not enter upon private property to control beaver or curtail their activity.
3. Where public improvements are being damaged by impounded water and it is necessary to enter upon private property to take steps necessary to secure said improvements, Town representatives shall first make reasonable efforts to contact the property owner(s) prior to entry. When public improvements are being threatened by rising water, Town representatives shall first consult with the landowner(s) prior to taking any action.
4. When improvements on private property are being damaged by flood water or are being threatened by rising water as a result of beaver activity occurring on Town-owned property, the Town shall take steps as necessary to protect said private improvements.
5. Except when an emergency condition exists, where it is necessary to control beaver activity on Town-owned property to protect improvements on private land, the “least-impact” approach shall be followed and may consist of the following, while considering the other species using the habitat:
  - Water level control devices may be installed.
  - If water level control devices prove ineffective or inappropriate, the beaver dam or other obstruction may be breached to reduce the water level. If practical, only a portion of the obstruction shall be breached which facilitates the lowering of water level necessary to secure private improvements.
  - Beaver may be trapped on an annual basis on Town-owned properties, to maintain a stable population in these areas.
  - Activities undertaken which affect beaver and their habitat, including but not limited to, reducing impoundment water levels, removing dams, trapping or destroying beaver and other such similar activities shall be conducted pursuant to local, state and federal laws which regulate animals and their habitats.
6. All costs incurred to control beaver and their activity that occurs on private property shall be borne by the landowner(s).
7. All costs associated with the control of beaver and their activity that occurs on private land that impacts or threatens public improvements shall be borne by the Town. The appropriate Town department shall make the final decision as to whether a threat exists to public improvements.

8. Except when an emergency condition exists, the Town Department responsible for identifying a beaver-related problem will provide written notice of the problem to the Conservation Commission. The Conservation Commission will address the issue at its next regularly scheduled meeting and make a “determination of responsibility.” The Conservation Commission may recommend that the Town department take appropriate corrective action(s) which may entail the removal of beaver by various trapping techniques; the removal of obstructions; and the installation of beaver pipes or similar control structures. The Conservation Commission may determine that the problem is the responsibility of the Town and may engage the services of a licensed trapper to control or eliminate the beaver problem. The Conservation Commission may determine that the problem is the responsibility of the landowner and that no action by the Town is appropriate.
9. Except when an emergency condition exists, hand labor is preferred over the use of backhoes, excavators and the like, to avoid unnecessary environmental damage resulting from the control of beaver and their activity.
10. Where beaver activity impacts culvert functionality as determined by the Department of Public Works, the Conservation Commission shall conduct, or direct Public Works to conduct, those actions that are required to maintain the drainage courses. These activities may include, but not be limited to, removal of obstructions, relocation of the beaver by live trapping, or destruction of the beaver by conventional trapping procedures. Whenever possible, debris shall be removed from the site.

*B. Objective: To maintain and provide current information for the public and Town Officials regarding the management of beaver and their habitat.*

1. The Conservation Commission shall upon requests provide to the public, Town Officials/Departments and others, a packet of information containing current local and state laws pertaining to beaver; a list of licensed trappers, and state and federal agencies involved in beaver management and other information that may be added from time to time.

*C. Objective: To mitigate beaver impact for potential flooding of Town- owned lands and facilities*

1. Upon receiving a formal complaint regarding nuisance beaver activity on Town-owned lands, the Conservation Commission shall evaluate the effect on the site and other abutting parcels; examine detailed site map(s) and visit the site to determine the scope of the issue.
2. Regarding mitigation, the Conservation Commission shall consider the following alternatives while considering the other species using the habitat:
  - Taking no action;



- Water level control devices may be installed. Appropriate analysis of the surface water system and impoundment will determine an appropriate water depth in the impoundment so that the functionality of the impoundment does not threaten town infrastructure.
  - If water level control devices prove ineffective or inappropriate, the beaver dam or other obstruction may be breached to reduce the water level. If practical, only a portion of the obstruction shall be breached which facilitates the lowering of water level necessary to secure private improvements. This action should be taken during the summer months to prevent unnecessary stress to the wildlife using the impoundment
  - Beaver may be trapped on an annual basis on Town-owned properties, to maintain a stable population in these areas.
  - Activities undertaken which affect beaver and their habitat, including but not limited to, reducing impoundment water levels, removing dams, trapping or destroying beaver and other such similar activities shall be conducted pursuant to local, state and federal laws which regulate animals and their habitats.
3. The Conservation Commission shall consider and attempt all available and feasible alternatives prior to having the beaver removed by conventional trapping procedures.
  4. Mitigation procedures shall be protective of domestic animals (pets) and children.

**2022 New Hampshire Revised Statutes**

**Title XVIII - Fish and Game**

**Title 210 - Fur-Bearing Animals**

**Section 210:9 - Protection of Beaver.**

**Universal Citation:** NH Rev Stat § 210:9 (2022)

**210:9 Protection of Beaver. –**

I. No person shall destroy or disturb or interfere in any manner with the dams or houses of beaver, without first obtaining a special permit from the executive director.

II. Notwithstanding paragraph I or any other provision of law or rule, a landowner, the landowner's agent, or any town or municipal or state official or employee, may destroy beaver, remove beaver dams, or install one or more flow devices on property under their control to protect property, public highways, or bridges from damage or submersion. The landowner or property owner shall be responsible for maintaining the flow device. Complete or partial dam removal or the installation or removal of a flow device shall be allowed without a permit under RSA 482-A if machinery does not enter the water and filling or dredging in or adjacent to surface water, wetlands, or their banks does not occur and shall be done in a gradual manner that does not allow a sudden release of impounded water so as to cause erosion, siltation, or a safety hazard downstream.

II-a. For purposes of paragraph II, the term " flow device " means one or more fence structures or other combination of fencing and piping used to discourage beaver damming, maintain water flow through an existing beaver dam, or minimize the risk of flooding by preventing the further impoundment of water behind a beaver dam.

III. The executive director may require the reporting of beaver taken pursuant to paragraph II by rules made in accordance with RSA 541-A.

IV. Skins or unskinned carcasses taken under this section shall be sealed pursuant to RSA 210:8 before such skins or unskinned carcasses are sold or given away.

V. The executive director or his agents shall provide advice relative to beaver control techniques when requested.

**Source.** 1939, 81:2. RL 244:10. 1943, 64:3. RSA 210:9. 1967, 441:3. 1988, 79:1. 1996, 228:42. 2009, 257:1, eff. Sept. 14, 2009. 2019, 125:1, eff. Aug. 24, 2019.

7:00 Downtown Improvements, Revised - Greg Bakos



# Milford Oval and Nashua Road Pedestrian and Traffic Improvements

## Selectboard Meeting



April 10, 2023



# Meeting Purpose

- Review Conceptual Designs vs. Budget
- Discuss Decisions Required
- Decide on Path Forward

# Conceptual Cost Estimates

## A: Milford Oval

Oval Construction Cost	\$ 1,136,000
Library Parking Expansion	\$ 450,000
Construction Inspection	<u>\$ 100,000</u>
TOTAL:	\$ 1,686,000

## B: Nashua Street ALT-1

Construction Cost	\$ 1,050,000
Right-of-Way (Est.)	\$ 20,000
Construction Inspection	<u>\$ 90,000</u>
TOTAL:	\$ 1,160,000

C: Engineering and Permitting \$ 324 000

Available Funding \$ 2,100,000

A + B + C = \$ 3,170,000

A + C = \$ 2,010,000

B + C = \$ 1,484,000

# Selection of Alternative

Given that the available funds do not cover constructing both the Oval and the Nashua Street improvements, the Town sought input from NHDOT on possibly only constructing one of the two projects.

Following are the results:

NHDOT believes the original project purpose and need was focused on the Oval and choosing to only do the Nashua Street improvements would not satisfy the need.

NHDOT agreed to the Town's request to fund the design both the Oval and the Nashua Street improvements and put Nashua Street on the shelf for future construction.

NHDOT agreed that the Town could include the expansion of the library parking within the project. This would help offset the lost parking around the Oval.

# Selection of Alternative

Given these facts the Selectboard is being asked to approve the following:

- Design and construct the Oval Improvements with the stipulations from the last meeting
- Include the design and construction of the Library parking expansion
- Design the Nashua Street improvements for future construction
- No right-of-way will be acquired for Nashua Street at this time.



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
REPORT OF WOOD OR TIMBER CUT  
RSA 79:11

See instructions on back of form

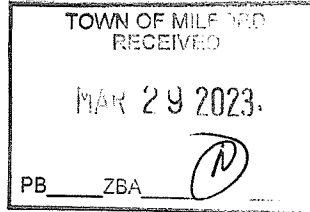
4. a) 1) Approval of wood or timber cut, Map 30 Lots 19-1, 19-2 and 19-3

OPERATION # 22-303-08-T

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

Mailing Address:

MATT AREL  
UNIFIED DEVELOPMENT  
3 TECH CIR  
AMHERST NH 03031-2848



1. City/Town of: MILFORD

2. Tax Map/Lot # or USFS sale name/unit #: 30 / 19 / 1, 2, 3

3. Exact Acreage of Cut: 2

4. Is the cutting complete? Yes  No

5. If yes, date cutting was completed? March 9, 2023

6. Names of ALL purchasers that the forest products were sold to:

Bridgewater Power  
NAME

Dave Burl Yard  
NAME

NAME

NAME

7. I hereby report the wood or timber cut under penalty of perjury.

(If a corporation, an officer must sign)

[Signature]  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER  
DATE 3-29-2023

SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER  
DATE

CORPORATE OFFICER NAME AND TITLE  
DATE

Unified Development  
PRINT OWNER(S) NAME - (Attach a signature page for additional owners).

3 Tech Circle  
MAILING ADDRESS

Amherst NH 03031  
CITY / TOWN STATE ZIP CODE

TELE NO: 603-566-5532

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT			
	USE INTERNATIONAL 1/4 RULE LOG SCALE			
	MBF = (THOUSAND BOARD FEET)			
White Pine			2.8	00
Hemlock			.	
Red Pine			.	
Spruce & Fir			.	
Hard Maple			.	
White Birch			.	
Yellow Birch			.	
Oak			.	
Ash			.	
Soft Maple			.	
Beech/ Pallet/ Tie Logs			.	
Others (Specify)			.	
PULPWOOD		TONS		
Spruce & Fir			.	
Hardwood & Aspen			.	
Pine			.	
Hemlock			.	
Biomass Chips			91.47	
MISCELLANEOUS:				
High Grade Spruce/Fir =TONS			.	
Cordwood & Fuelwood =CORDS				7

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

Species:	Amount

10. Under penalty of perjury, I (the logger/forester or person responsible for cutting) declare that all information in Sections 6, 8, & 9 are true and correct.

Karen R Moulton  
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

DATE: 3-27-23

PENALTY: Pursuant to RSA 21-J:39, a person who fails to file a Report of Wood or Timber Cut with the proper assessing officials or fails to send copies to the Department of Revenue administration, in accordance with RSA 79:11, may be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a report or willfully falsifies a report, the assessing officials shall assess doamage which is two times what the tax would have been if the report has been properly filed. Refer to RSA 79:12 for the complete statute on doamage.



TOWN / CITY:

Milford

INTENT FILED DURING TAX YEAR: April 1, 2021 to March 31, 2022

COUNTY:

Hillsborough

OWNER:

Unified Development

ACCOUNT & SERIAL #:

COMPANY / OWNER 2:

TAX MAP & LOT #:

Map 30 Lots 19-1,19-2,19-3

ADDRESS:

3 Tech Cir

OPERATION #:

22-303-08-T

TOWN / STATE / ZIP:

Amherst, NH 03031

DATE OF BILLING:

April 10, 2023

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)			
WHITE PINE	\$100.00	\$200.00			\$100.00	0.33	\$ 133.00	2.800			
HEMLOCK	\$25.00	\$65.00			\$40.00	0.33	\$ 38.20	0.000			
RED PINE	\$25.00	\$65.00			\$40.00	0.33	\$ 38.20	0.000			
SPRUCE & FIR	\$80.00	\$170.00			\$90.00	0.33	\$ 109.70	0.000			
HARD MAPLE	\$180.00	\$400.00			\$220.00	0.33	\$ 252.60	0.000			
WHITE BIRCH	\$50.00	\$110.00			\$60.00	0.33	\$ 69.80	0.000			
YELLOW BIRCH	\$75.00	\$200.00			\$125.00	0.33	\$ 116.25	0.000			
OAK	\$250.00	\$500.00			\$250.00	0.33	\$ 332.50	0.000			
ASH	\$75.00	\$250.00			\$175.00	0.33	\$ 132.75	0.000			
SOFT MAPLE	\$75.00	\$165.00			\$90.00	0.33	\$ 104.70	0.000			
BEECH/PALLET/TIE LOGS	\$30.00	\$75.00			\$45.00	0.33	\$ 44.85	0.000			
PINE BOX / PALLET	\$30.00	\$75.00			\$45.00	0.33	\$ 44.85	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.33	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.33	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.33	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS	STUMPAGE VALUE CORDS	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00		0.33	\$ 0.33		0.000	
HARDWOOD & ASPEN	\$1.00	\$4.00			\$3.00		0.33	\$ 1.99		9.620	
PINE	\$0.00	\$0.50			\$0.50		0.33	\$ 0.17		22.650	
HEMLOCK	\$0.00	\$3.00			\$3.00		0.33	\$ 0.99		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.33	\$ 0.33		91.470	
HIGH GRADE SPRUCE	\$20.00	\$30.00			\$10.00		0.33	\$ 23.30			
CORD WOOD/FUELWOOD			\$8.00	\$15.00		\$12.00	0.33		\$ 11.96	\$ -	7

\* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

**CERTIFICATION OF YIELD TAXES ASSESSED**  
**INTENT FILED DURING TAX YEAR: April 1, 2021 to March 31, 2022**

**TOWN / CITY OF:** Milford  
**COUNTY OF:** Hillsborough  
**DATE OF BILLING:** April 10, 2023

**SEND SIGNED COPY TO:** NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
PO BOX 487  
CONCORD, NH 03302-0487  
or E-mail to [timber@dra.nh.gov](mailto:timber@dra.nh.gov)

Chair Person	4/10/2023
Co Chair	4/10/2023
Member	4/10/2023
Member	4/10/2023
Member	4/10/2023

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET (In Thousands)	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VALUE	TAX AT 10 %	
Unified Development  3 Tech Cir Amherst, NH 03031	WHITE PINE	2.800			\$133.00	\$372.40	\$37.24	<b>Subtotal of TAXES Due (Col. #9)</b>
	HEMLOCK				\$38.20			
	RED PINE				\$38.20			
	SPRUCE & FIR				\$109.70			
	HARD MAPLE				\$252.60			
# 2	WHITE BIRCH				\$69.80			<b>\$50.91</b>
<b>DESIGNATED ON NOTICE OF INTENT TO CUT</b>	YELLOW BIRCH				\$116.25			
	OAK				\$332.50			
	ASH				\$132.75			<b>Less bond or amount previously paid, if applicable</b>
Map 30 Lots 19-1,19-2,19-3	SOFT MAPLE				\$104.70			
	BEECH/PALLET/TIE LOGS				\$44.85			
	PINE BOX / PALLET				\$44.85			
	OTHER:							
	OTHER:							
# 3	OTHER:							
<b>OPERATION NUMBER</b>					<b>TONS</b>	<b>CORDS</b>		
22-303-08-T	SPRUCE & FIR				\$ 0.33			<b>Total Amount Due</b>
	HARDWOOD & ASPEN		9.62		\$ 1.99	\$19.14	\$1.91	
	PINE		22.65		\$ 0.17	\$3.74	\$0.37	
	HEMLOCK				\$ 0.99			
	BIOMASS CHIPS		91.47		\$ 0.33	\$30.19	\$3.02	
<b>ACCOUNT OR SERIAL #:</b>	HIGH GRADE SPRUCE				\$ 23.30			
	CORDWOOD			7	\$ 11.96	\$83.72	\$8.37	
						<b>\$509.19</b>	<b>\$50.91</b>	



4. a) 2) Approval of intent to excavate, Map 3 Lot 12

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
NOTICE OF INTENT TO EXCAVATE

RSA 72-B

For Tax Year April 1, 23 to March 31, 24



(Assigned by Municipality)

YR TOWN OP#

-    -   -  E

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

- Town/City of: Milford
- Tax Map/Block/Lot #: 3-12
- Name of Access Road: North River Rd.
- Total Acreage of Lot: 31
- Date of Permit per RSA 155-E:2: \_\_\_\_\_  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: # 20201116-157  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 6 1/2 <sup>4.25</sup> <sup>(R)</sup>
- Excavation Area (acres) as of April 1: 2
- Reclaimed Area (acres) as of April 1: 0
- Remaining Cubic Yards of Earth to Excavate: 52,964
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	<u>24,780</u>
SAND	<u>28,184</u>
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	<u>52,964</u>

15. CHECK THE BOX THAT DESCRIBES THIS INTENT
- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
  - ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
  - SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
  - SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Andrew Gardent  
PRINT CLEARLY OR TYPE NAME OF OWNER  
[Signature] 3/28/23  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

Krista Gardent  
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)  
[Signature] 3/28/23  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

10 Edwards St.  
MAILING ADDRESS

Wilton NH 03086  
CITY OR TOWN STATE ZIPCODE

Kristagardent@yahoo.com  
E-MAIL ADDRESS

6036547190 6035626605  
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 3/30/23

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

**TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS**

Amount of Security Required \$ \_\_\_\_\_

Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

**SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE**

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

FOR DRA USE ONLY

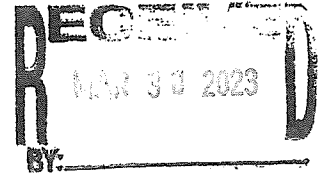
SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
REPORT OF EXCAVATED MATERIAL  
RSA 72-B:9

See instructions on back of form



OPERATION # 22-303-04-E

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

Mailing Address:

ANDREW GARDENT  
10 EDWARDS ST  
WILTON NH 03086-5124

1. Town/City of: MILFORD, NH
2. Tax Map/Lot # or Road Project Name or #: 3 / 12
3. Total permitted area under RSA 155-E (acres): 3
4. Excavation area as of April 1: 3
5. Reclaimed area as of April 1: conditional on permit
6. Remaining cubic yards of earth to excavate: 64,000

8. EXEMPT EARTH

Excavated earth that was used on the parcel of land, or other parcel that is contiguous and in common ownership, in the construction, reclamation, reconstruction or alteration of such parcel of land during the tax year is exempt from the excavation tax. Excavation of earth from a parcel of land which does not exceed 1,000 cubic yards during the tax year is also exempt from the excavation tax but must be reported.

The amount of exempt earth should not be included in # 7.

EXEMPT EARTH TYPE	CUBIC YARDS EXCAVATED
0	0
0	0

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	5220
SAND	1816
LOAM	
STONE PRODUCTS	
OTHER:	
TOTAL	7324

I / We hereby report the amount of earth excavated under penalty of perjury (If Corporation, an Officer must sign) :

Andrew Gardent  
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

[Signature] 3/28/23  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Krista Gardent  
PRINT OWNER(S) NAME CLEARLY

[Signature] 3/28/23  
SIGNATURE (IN INK) OF OWNER(S) DATE

10 Edwards St.  
MAILING ADDRESS

Wilton, NH 03086  
CITY / TOWN STATE ZIP CODE

6036577190 6035626605  
PHONE # CELL #

PENALTY: Any person who fails to file a Report of Excavated Material (PA-39) with the proper municipal assessing officials or fails to send copies to the Department of Revenue Administration in accordance with RSA 72-B:9 shall be guilty of a misdemeanor.

DOOMAGE: If an owner neglects to file a Report of Excavated Material (PA-39) or willfully falsifies a report, the assessing officials shall assess doamage which is two (2) times what the tax would have been if the report had been properly filed. Refer to RSA 72-B:10 for the statute on doamage.

**TOWN OF [TOWN/CITY], NH**

OFFICE OF THE TAX COLLECTOR

P.O. BOX [XXX]

[TOWN/CITY], NH [XXXXX]

(603) [XXX-XXXX]

April 10, 2023

Gardent, Andrew  
 10 Edwards St  
 Wilton NH 03086-5124

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**

**TAX YEAR: APRIL 1, 2022 - MARCH 31, 2023**

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
<b>PARCEL I.D./ TAX MAP NUMBER:</b>	<b>GRAVEL</b>	5220	\$0.02	\$104.40
Map 3 Lot 12				
	<b>SAND</b>	1816	\$0.02	\$36.32
<b>OPERATION NUMBER:</b>				
22-303-04-E				
	<b>LOAM</b>	0	\$0.02	\$0.00
<b>ACCOUNT NUMBER:</b>				
#	<b>STONE PRODUCTS</b>	0	\$0.02	\$0.00
<b>SERIAL NUMBER:</b>	<b>OTHER</b>	0	\$0.02	\$0.00
#				
	<b>TOTAL EARTH:</b>	7036	<b>TOTAL TAX:</b>	\$140.72

**Per RSA 72-B:4 - Interest as provided in RSA 72-B:6 shall be charged 30 days after the bills are mailed.**

**\*\*\* 18% APR INTEREST WILL BE CHARGED AFTER May 10, 2023 ON UNPAID TAXES \*\*\***

APPEAL: Pursuant to RSA 72-B:13, an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 72-B:8, RSA 72-B:8-a and RSA 72-B:9.

**TAX OFFICE HOURS: Monday - Friday 8-4:30**

4. a) Approval of Report of Excavation, Map 3 Lot 12.

**ORIGINAL WARRANT**

**GRAVEL TAX LEVY**

TAX YEAR: APRIL 1, 2022 - MARCH 31, 2023

**THE STATE OF NEW HAMPSHIRE**

**YOUR COUNTY, SS**

TO: COLLECTORS NAME, Collector of Taxes for TOWN OF [TOWN/CITY], NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of b from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$140.72** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day.

Given under our hands and seal ε TOWN OF [TOWN/CITY], NH

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

(Selectmen/Assessors)

DATE: **April 10, 2023**

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Gardent, Andrew 10 Edwards St Wilton NH 03086-5124	Map 3 Lot 12	22-303-04-E	\$140.72

DATE DUE: **May 10, 2023**

TOTAL DUE: **\$140.72**



4. a) 4) Approval to re-appoint Natalie Watson to the Granite Town Media Advisory Board - Term Expires 2026

**Granite Town Media  
Advisory Committee**

March 27, 2023

Chairman Dargie,

At its 3/23/23 meeting, the Granite Town Media Advisory Committee unanimously voted to recommend that the BOS re-appoint Nathalie Watson to a full 3 year term, expiring in 2026.

Nathalie 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. She continues to be an active and productive member of the committee and has expressed her willingness to continue on for another term.

**Name:** Nathalie Watson  
**Address:** 769 North River Rd  
**Term:** Full Member; 3 year term expiring in 2026

Regards,

Joshua Breault  
Chairman, GTM Advisory Committee



**4. a) 5) Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)).**

**Board of Selectmen**  
**Agenda Date: 4/10/2023**

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

<b>Source</b>	<b>Amount</b>	<b>Purpose</b>
HealthTrust	\$ 1,000.00	Donation to the Town of Milford for the Town Wellness Campaign Special Purpose Fund. See attached memo.
HealthTrust	\$ 500.00	Donation to the Milford Fire Department for the Town Wellness Campaign Special Purpose Fund. See attached memo.

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

None at this time.

# TOWN OF MILFORD

## OFFICE OF THE SELECTMEN

*TO:* Board of Selectmen  
*FROM:* Tina M. Philbrick, Executive Assistant  
*DATE:* April 10, 2023  
*SUBJ:* **Wellness Coordinator Money**



The Wellness Committee received incentive monies to be spent at their discretion on wellness activities to benefit town employees. Please accept \$1,000 and deposit it into the Wellness Campaign Account # 48274-55900.

Thank you

Tina M. Philbrick  
Executive Assistant



## Fire Department MEMORANDUM

**TO:** Finance/Board of Selectmen

**FROM:** Jodie Gaffney, Milford Fire Department

**DATE:** 03/30/2023

**SUBJECT:** Health Trust

The Milford Fire Department received a check in the amount of \$500.00 from Health Trust for the Wellness Committee. I received this check as a Wellness Coordinator for the Town of Milford for the 2023 year.

Please accept this check and deposit into the Wellness Campaign Account# 48274-55900.

Regards,

A handwritten signature in black ink that reads "Jodie Gaffney".

Jodie Gaffney  
Administrative Assistant  
Milford Fire Department

4. b) Request for Input & Approval of 2023 - 2024 Board of Selectmen's Meeting Schedule

**Board of Selectmen  
Info. At a Glance  
2023– 2024**

All scheduled meetings are subject to change at the discretion of the Board of Selectmen. All meetings will begin at 5:30 pm unless otherwise noted.

January	9	&	23	&	30*	2023
February	13	&	27			2023
March	13	&	27			2023
April	10	&	24			2023
May	8	&	22	&	30**	2023
June	12	&	26			2023
July	10	&	24	&	31*	2023
August	14	&	28			2023
September	11	&	25			2023
October	9	&	23	&	30*	2023
November	13	&	27			2023
November	18 (Saturday Dept. Head & BOS/BAC Budget Meeting 9:00 am)					
December	11	&	26**			2023
January	8 Budget and Bond Hearing					2024
January	22	&	29*			2024
February	3 Deliberative Session (tentative)					2024
February	12	&	26			2024
March	11	&	25			2024

\* 5<sup>th</sup> Monday Public Forum (7:00 pm)    \*\* Tuesday Meeting due to a holiday

#### 4. b) 2) Request for Update to the Board of Selectmen's Representatiaeves Listing 2023 - 2024 Boards, Commissions, etc.

### BOS Representatives on 2022 - 2023 Committees, Commissions, Boards, & Organizations

- 
- Conservation Commission (2<sup>nd</sup> Thursday, 7:00 p.m., Town Hall, BOS Room) - **Selectman Dudziak (Liaison) & Tina Philbrick (Alternate)**
  - Economic Development Advisory Committee (Varied) – **Selectman Dargie (Voting member)**
  - Granite Town Media (Formerly PEG Access) Advisory Committee (4<sup>th</sup> Thursday, 6:00 p.m., Town Hall, BOS Room) - **Selectman Finan (Voting member) & Selectman Dargie (Alternate)**
  - Heritage Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Library) – **Selectman Dargie (Voting member) & Selectman Finan (Alternate)**
  - Joint Loss Management Committee (quarterly, March 7<sup>th</sup>, June 6<sup>th</sup>, Sept 5<sup>th</sup> and Dec. 5<sup>th</sup>), 9:00 a.m., Police Facility, Community Room) - **Selectman Daniels (Liaison)**
  - Library Trustees (3<sup>rd</sup> Tuesday, 6:30 p.m., Library) – **Selectman Dudziak (Liaison) & Selectman Freel (Alternate)**
  - MACC Base Meeting time and dates TBD at each meeting – **Captain Frye (Voting member)**
  - Milford Energy Advisory Committee (every Thursday, 5:00, Police Facility, Community Room) **Selectman Freel (Liaison) & Selectman Finan (Alternate)**
  - NHMA (Varied) – **Town Administrator TBD & Selectman Dargie (Alternate)**
  - Planning Board (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays, 6:30 p.m., Town Hall, BOS Room) - **Selectman Finan (Voting member)**
  - Recreation Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Town Hall, BOS Room) – **Selectman Freel (Liaison) & Selectman Dudziak (Alternate)**
  - Recycling/Solid Waste Committee (3<sup>rd</sup>. Tuesday, 6:30 p.m. – **Selectman Daniels (Voting member)**
  - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - **Selectman Daniels (Voting member)**
  - Zoning Board of Appeals (1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 7:00 p.m., Town Hall, BOS Room) – **Selectman Freel (Liaison) & Selectman Dargie (Alternate)**
  - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) – **Selectmen Finan & Selectmen Dargie (Alternate)**
  - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) – **Selectmen Freel & Selectman Dudziak (Alternate)**

# BOS Representatives on 2024 - 2024 Committees, Commissions, Boards, & Organizations

- 
- 
- Conservation Commission (2<sup>nd</sup> Thursday, 7:00 p.m., Town Hall, BOS Room) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - Economic Development Advisory Committee (Varied) - **Selectman \_\_\_\_\_ (Voting member)**
  - Granite Town Media (Formerly PEG Access) Advisory Committee (4<sup>th</sup> Thursday, 6:00 p.m., Town Hall, BOS Room) - **Selectman \_\_\_\_\_ (Voting member) & Selectman \_\_\_\_\_ (Alternate)**
  - Heritage Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Library) - **Selectman \_\_\_\_\_ (Voting member) & Selectman \_\_\_\_\_ (Alternate)**
  - Joint Loss Management Committee (quarterly, March 7<sup>nd</sup>, June 6<sup>th</sup>, Sept 5<sup>th</sup> and Dec. 5<sup>th</sup>), 9:00 a.m., Police Facility, Community Room) - **Selectman \_\_\_\_\_ (Liaison)**
  - Library Trustees (3<sup>rd</sup> Tuesday, 6:30 p.m., Library) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - MACC Base Meeting time and dates TBD at each meeting - **Captain Frye (Voting member)**
  - Master Plan Steering Committee - **Selectman \_\_\_\_\_**
  - Milford Energy Advisory Committee (every Thursday, 5:00, Police Facility, Community Room) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - NHMA (Varied) - **Town Administrator Lincoln Daley & Selectman \_\_\_\_\_ (Alternate)**
  - NRPC (Varied) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - Planning Board (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays, 6:30 p.m., Town Hall, BOS Room) - **Selectman \_\_\_\_\_ (Voting member)**
  - Recreation Commission (2<sup>nd</sup> Wednesday, 7:00 p.m., Town Hall, BOS Room) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - Recycling/Solid Waste Committee (3<sup>rd</sup> Tuesday, 6:30 p.m. - **Selectman \_\_\_\_\_ (Voting member)**
  - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - **Selectman \_\_\_\_\_ (Voting member)**
  - Zoning Board of Appeals (1<sup>st</sup> & 3<sup>rd</sup> Thursdays, 7:00 p.m., Town Hall, BOS Room) - **Selectman \_\_\_\_\_ (Liaison) & Selectman \_\_\_\_\_ (Alternate)**
  - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) - **Selectmen \_\_\_\_\_ & Selectmen \_\_\_\_\_ (Alternate)**
  - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) - **Selectmen \_\_\_\_\_ & Selectman \_\_\_\_\_ (Alternate)**

# TOWN STATUS REPORT

April 10, 2023

## 1. March 2023 Town Vote

On behalf of the Town, we would like to thank the residents of Milford for their participation in this year's Town Vote and support of the Town's budget, emergency vehicles, Waste Water Treatment Facility improvements, and related articles. In addition, I would like to express our continued appreciation to the Town Moderator - Peter Basiliere, Town Clerk - Joan Dargie, and the more than 75 volunteers who dedicated their time and long hours to make the voting process such a success and positive experience.

Voter turnout for this year was 2,845 up from 2,401 from the previous year. As part of the 2023 Town Vote, the Town utilized new ballot machines with great success and positive results.

## 2. Town Hall Alternative Hours of Operation – Proposal Of A 4.5 Day Work Week

Over the past several weeks, staff received additional input from the general public, development community, and Town Staff regarding the potential implementation of an alternative work schedule at the Town Hall. The purpose and intent of the alternative work schedule is to respond to demand for services, offer additional flexibility to residents/property owners/development community, and provide a tool/benefit to retain/recruit employees.

Upon review of the community input, extensive discussions with Town Staff, and analyzing the various alternatives/opportunities, we are proposing 4 ½ day work week for consideration by Board of Selectmen. The 4 ½ day work week addresses the expressed desire of the public and stakeholders for extended services in the evening and continued services on Friday. The proposal also allows the Town to effectively maintain the level/quality of services using current staffing with the added potential flexibility of shared resources/personnel. Lastly, the alternative work schedule provides a benefit to Town Hall employees with slightly modified work week.

The 4 ½ work week would consist of the following:

- Proposed hours of the Town Hall:
  - Monday – Thursday 8:00 am to 5:30pm
  - Friday 8:00 am to 12:00 pm(Note: Town Clerk's Current Office Hours of Operation: 7:30 – 5:30 Mon., Wed. Thurs., 7:30 – 6:30 Tues.)
- Employees would not be paid during their lunch period.
- Alternative schedule would begin on May 1, 2023 and continue to September 8, 2023.
- Would be on trial/temporary basis.

To assess the effectiveness and demand for services over the course of the five months, staff would collect/log the number of in-person visits, business related emails, phone calls during the extended hours and on Fridays. Prior to the conclusion of trial period, Staff will re-assess the alternative hours using the data collected and outreach to the public to determine the preferred level of service and hours of operation.

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

The Town and Northeast Sand & Gravel are waiting for responses from NH Fish & Game to its December 22, 2022 submittal to NH Dept. Of Environmental Services (permitting agency). In its submittal, the Town and Northeast Sand & Gravel responded to a lengthy list of minor and substantive comments. Two major areas of the project still remain under discussion. These include the final determination of (1) the area of

onsite mitigation currently 75+ acres of proposed conservation area and (2) the legal conservation instrument to manage the proposed 75+ acre area.

The Town and Northeast Sand & Gravel are currently seeking to schedule a meeting with both state agencies to finalize the remaining elements of the application/permit for approval and allow the Town to complete the project.

**4. Town of Milford NPDES Permit No. NH0100471 – Wastewater Treatment Facility**

On March 23, 2023, the Town received the Administrative Order from US EPA Region 1 granting an extension to two interim milestones of the Milford Wastewater Treatment Facility towards meeting its total phosphorus limit set forth in Part I.G.2 of the Town's NPDES permit (permit no. NH0100471), issued by EPA on August 31, 2020. The Town (by way of the Board of Water & Sewer Commissioners ) submitted an extension request on November 1, 2022. Water Utilities Director, Jim Pouliot will be present to provide additional information and respond to questions.



## 5. 4) Waste Water EPA Discharge Administrative Order



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**Region 1**  
**5 Post Office Square, Suite 100**  
**Boston, MA 02109-3912**

Lincoln Daley  
Town Administrator  
Town of Milford  
1 Union Square  
Milford, NH 03055  
[ldaley@milford.nh.gov](mailto:ldaley@milford.nh.gov)

*Sent via Certified Mail,  
Return Receipt Requested  
and electronic mail  
(dated as indicated on signature)*

Re: Compliance Order in the Matter of Town of Milford, New Hampshire,  
Docket No. CWA-AO-R01- FY23-03

Dear Mr. Daley:

Enclosed is an Administrative Order (“Order”) issued to the Town of Milford granting an extension to two interim milestones towards meeting its total phosphorus limit set forth in Part I.G.2 of the Town’s NPDES permit (permit no. NH0100471), issued by EPA on August 31, 2020. The Town submitted an extension request on November 1, 2022. We appreciate the Town’s commitment to meeting the total phosphorus limit within 54 months from permit issuance.

If you have any technical questions related to the Order, please contact Solanch Pastrana-Del Valle at (617) 918-1746. For legal questions, please have your attorney contact Jeff Kopf, Senior Enforcement Counsel, at (617) 918-1796.

Sincerely,

James Chow, Acting Director  
Enforcement and Compliance Assurance Division  
EPA Region 1

Enclosure (Order)

cc (electronic only):

Jim Pouliot, Director of Water Utilities  
Jennie Auster, P.E., Hoyle Tanner  
Jeff Kopf, Senior Enforcement Counsel, EPA Region 1  
Solanch Pastrana-Del Valle, Environmental Engineer, EPA Region 1  
Teresa Ptak, NPDES Compliance Supervisor, NHDES  
Tracy Wood, WW Engineering Bureau Administrator, NHDES

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I**

IN THE MATTER OF	)	
	)	DOCKET NO.
Town of Milford, New Hampshire	)	CWA-AO-R01-FY23-03
NPDES Permit No. NH0100471	)	
	)	ADMINISTRATIVE ORDER
Proceedings under Sections 308(a) and	)	
309(a)(3) of the Clean Water Act,	)	
as amended, 33 U.S.C. §§ 1318 and	)	
1319(a)(3)	)	

**I. STATUTORY AUTHORITY**

The following Findings are made and Administrative Order (“Order”) issued pursuant to Sections 308(a) and 309(a)(3) of the Clean Water Act, as amended (the “Act” or “CWA”), 33 U.S.C. §§ 1318(a) and 1319(a)(3). Section 309(a)(3), 33 U.S.C. § 1319(a)(3), of the Act grants to the Administrator of the U.S. Environmental Protection Agency (“EPA”) the authority to issue orders requiring persons to comply with Sections 301, 302, 306, 307, 308, 318 and 405 of the Act and any permit condition or limitation implementing any of such sections in a National Pollutant Discharge Elimination System (“NPDES”) permit issued under Section 402 of the Act, 33 U.S.C. § 1342, including any permit issued under an authorized state NPDES program. Section 308(a), 33 U.S.C. § 1318(a), of the Act authorizes EPA to require the submission of any information required to carry out the objectives of the Act. These authorities have been delegated to the EPA, Region 1 Administrator, and in turn to the Director of the EPA, Region 1 Enforcement and Compliance Assurance Division (“Director”).

The Order herein is based on findings of violation of Section 301 of the Act, 33 U.S.C. § 1311, and the conditions of NPDES Permit No. NH0100471. Pursuant to Section 309(a)(5)(A) of the Act, 33 U.S.C. § 1319(a)(5)(A), the Order provides a schedule which the Director has determined to be reasonable.

## II. DEFINITIONS

Unless otherwise defined herein, terms used in this Order shall have the meaning given to those terms in the Act, 33 U.S.C. §§ 1251 *et seq.*, the regulations promulgated thereunder, and any applicable NPDES permit. For the purposes of this Order, “Permit” means the Town of Milford NPDES Permit, No. NH0100471 and all amendments and modifications thereto, and renewals thereof, as are applicable and in effect at the time.

## III. FINDINGS

The Director makes the following findings of fact:

1. The Town of Milford (the “Town” or “Permittee”), established under the laws of the State of New Hampshire, is a “municipality” as defined in Section 502(4) of the Act, 33 U.S.C. § 1362(4).
2. The Town is a person under Section 502(5) of the Act, 33 U.S.C § 1362(5). The Town is the operator of a Wastewater Treatment Facility (“WWTF”) from which it discharges pollutants, as defined in Sections 502(6) and (12) of the Act, 33 U.S.C. §§ 1362(6) and (12), from a point source, as defined in Section 502(14) of the Act, 33 U.S.C. § 1362(14), to the Souhegan River.
3. The Souhegan River is a “navigable water” under Section 502(7) of the Act, 33 U.S.C. § 1362(7).
4. On August 31, 2020, the Town was re-issued NPDES Permit No. NH0100471 (the “Permit”) by the Director of the Water Division of EPA, Region 1, under the authority given by the Administrator of EPA by Section 402 of the Act, 33 U.S.C. §1342. This permitting authority has been delegated by the Administrator of EPA to the Regional Administrator of EPA, Region 1, and in turn to the Director of the Water Division. The Permit became effective on November 1, 2020.
5. The Permit authorizes the Town of Milford to discharge pollutants, including total phosphorus, from outfall serial number 001, to the Souhegan River, subject to the effluent limitations, monitoring requirements and other conditions specified in the Permit. Part I.A.1 of the Permit establishes effluent limitations and monitoring requirements for the discharge of treated effluent from outfall serial number 001.

6. The Permit established a seasonal, average monthly effluent limit for total phosphorus of 3.0 lb/day from April 1 to October 31.
7. The permit additionally established a compliance schedule: Per Part I.G.2, the total phosphorus effluent limit takes effect 54 months after the effective date of the permit. The compliance schedule also establishes several interim milestones preceding the effective date of the limit at 54 months.
8. On October 31, 2022, the Town submitted to EPA and New Hampshire Department of Environmental Services (“NHDES”) a letter formally requesting an extension of time to some of the interim milestones in the compliance schedule set forth on Part I.G.2 of the permit.
9. From at least November 1, 2022 through the present, the Town has failed to meet the deadline “Within twenty-four (24) months of the effective date of the permit, the Permittee shall complete design of the Facility improvements required to achieve the total phosphorus limit” included in Part I.G.2.a.ii. of the permit.
10. Section 301(a) of the Act, 33 U.S.C. § 1311(a), makes unlawful the discharge of pollutants to waters of the United States except in compliance with, *inter alia*, the terms and conditions of an NPDES permit issued pursuant to Section 402 of the Act, 33 U.S.C. § 1342.
11. Because the Town has failed to comply with the compliance schedule imposed as a term and condition of their NPDES permit, the Town’s discharge has occurred in violation of Section 301(a) of the Act, 33 U.S.C. § 1311(a).

#### **IV. ORDER**

Accordingly, pursuant to Sections 308 and 309(a)(3) of the Act, it is hereby ordered that:

1. By October 31, 2023, the Town shall complete design of the Facility improvements required to achieve the total phosphorus limit.
2. By January 31, 2024, the Permittee shall initiate a construction contract for the Facility improvements required to achieve the total phosphorus limit. The Permittee shall provide a notification to EPA and NHDES indicating when actual construction began, which shall be no later than March 31, 2024.
3. By May 1, 2025, the Town shall meet all permit limits, including Total Phosphorus.

4. The Permittee shall comply with all other conditions specified in the Permit not covered in Part IV of this Order.
5. The schedules described in Part IV of this Order shall be incorporated and enforceable hereunder, or as amended by EPA.
6. All work pursuant to this Order shall be performed using sound engineering practices to ensure that construction, management, operation, and maintenance of the Town's WWTF, complies with the CWA.

### **Reporting Requirements**

7. The Town shall submit a progress report to EPA and NHDES summarizing its compliance with each obligation due under Part IV.1-3 of this Order. Progress reports shall be submitted within 15 days of each obligation due under Part IV.1-3 of this Order. Each progress report submitted pursuant to this paragraph shall: a) describe activities undertaken during the reporting period directed at achieving compliance with this Order; b) identify all activities, plans, reports, and other deliverables required by this Order that have been completed during the reporting period; and c) identify any anticipated or potential areas of noncompliance with this Order.

### **V. NOTIFICATION PROCEDURES**

1. Where this Order requires a specific action to be performed within a certain time frame, the Town shall submit to EPA and NHDES a written notice of compliance or noncompliance with such action within seven (7) days following the applicable deadline; however, written notice of compliance is not necessary if the action required by the Order includes submission of a document, report, or other written material, and the Town has timely submitted such document, report, or written material to EPA and NHDES.
2. If noncompliance is reported, notification should include the following information:
  - a. A description of the noncompliance;
  - b. A description of any actions taken or proposed by the Town to comply with the required action.
  - c. A description of any factors that explain or mitigate the noncompliance; and



- d. The date by which the Town will perform the required action. <sup>1</sup>
3. After a notification of noncompliance has been filed, compliance with the past-due requirement shall be reported by submitting all required documents or providing EPA with a written report indicating that the required action has been achieved. Submissions required by this Order shall be in writing and sent via email to the addresses below. EPA or NHDES may request that some items, such as design reports, to be sent in hard copy as well to the following addresses:

U.S. Environmental Protection Agency  
Region 1, New England  
Enforcement and Compliance Assurance Division  
5 Post Office Square – Suite 100  
Boston, MA 02109-3912  
Attn: Solanch Pastrana-Del Valle (Mail Drop 4-MO)  
[Pastrana-del-valle.solanch@epa.gov](mailto:Pastrana-del-valle.solanch@epa.gov)

and

New Hampshire Department of Environmental Services  
Water Division  
Wastewater Engineering Bureau  
29 Hazen Drive, P.O. Box 95  
Concord, New Hampshire 03302-0095  
Attn: Teresa Ptak  
[Teresa.b.ptak@des.nh.gov](mailto:Teresa.b.ptak@des.nh.gov)

## **VI. GENERAL PROVISIONS**

1. This Order does not constitute a waiver or a modification of the terms and conditions of the Town's NPDES Permit. The Town's NPDES Permit remains in full force and effect.
2. EPA reserves the right to seek any and all remedies available under Section 309 of the Act, 33 U.S.C. § 1319, as amended, for any violation cited in this Order.
3. The Town may seek federal judicial review of the Order pursuant to Chapter 7 of the Administrative Procedure Act, 5 U.S.C. §§ 701-706.

---

<sup>1</sup> Note that this is not an extension to the original deadline.

4. This Order shall become effective upon receipt by the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Chow, Acting Director  
Enforcement and Compliance Assurance Division  
EPA Region 1

9. Approval of FINAL Minutes - March 27, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

March 27, 2023

<b>PRESENT:</b>	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.

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

**5:30 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Property Donated to Towns and Village Districts of \$5,000 or more NH (RSA (31:95) e) - Donation of Comfort Dog and services to the Milford Police Department \$30,200.**

Chairman Dargie opened the public hearing.

Melissa Saari from the Cold Springs Healing Paws Foundation gave an overview and a demonstration of a comfort dog. Included with the donated dog would be 1,000 hours of training, equipment needed for the canine, full veterinary care, and various other items. Most of the dogs retire around 10 years of age. They provide annual recertification and if they find issues they work with the handler and animals. Chief Viola said that he thinks Primex covers insurance on the dogs. The dogs are covered under an insurance program through the foundation until released to their new owners.

Chairman Dargie closed the public hearing.

**Selectman Daniels moved to approve the donation of a comfort dog and services to the Milford Police Department. Seconded by Selectmen Dudziak. All were in favor. The motion passed 5/0.**

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

Ms. Noel said residential construction recently started. The total parcel is 11.5 acres. A 1-acre area needs to be removed from current use.

**Selectman Daniels moved to approve the Land Use Change Tax recommendation as recommended by the Assessor. Seconded by Selectmen Finan. All were in favor. The motion passed 5/0.**

**6:10 p.m. - Appointment of David Alcox, (Alternate member) and Paul Liamos (Full member) to the Heritage Commission - Terms Expire in 2026**

The Heritage Commission is honored to nominate Dave Alcox and Paul Liamos to their commission. Mr. Liamos has lived in Milford for over 22 years. He gave a brief overview of his background. He is looking forward to preserving the history/heritage of the town. He would like to see a handicap ramp put in at the Scout House and additional cemetery mapping done in the cemeteries.

Mr. Alcox has lived in Milford for over 30 years. He is a well-known retired teacher. He used to incorporate his lesson plans with history items around town. He wants to work at maintaining the right balance of preserving history/heritage in Milford.

**Selectman Daniels made a motion to approve Paul Liamos as a full member of the Heritage Commission with a term ending in 2026. Seconded by Selectmen Freel All were in favor. The motion passed 5/0.**

**Selectman Daniels approved Dave Alcox as an alternate member to the Heritage Commission with a term ending in 2026. Seconded by Selectmen Freel. All were in favor. The motion passed 5/0.**

58 **6:20 p.m. - Downtown Oval and Nashua Street Improvements Project - Greg Bakos**

59 Mr. Bakos provided a powerpoint presentation of ideas for the Milford Oval, Nashua Road Pedestrian, and Traffic  
60 Improvements plan. There is a need to improve pedestrian safety throughout the Oval area due to the high pedes-  
61 trian and vehicular activity and the proximity of on-street parking to the numerous marked crosswalks.

62  
63 Chris Labonte, a Milford resident, had suggestions about one island and crosswalks going back to the original  
64 configuration from years ago. Administrator Daley feels that some of the suggestions would lead to jaywalking  
65 in the downtown area. They are trying to maintain a balance of safety, aesthetics of the downtown area, and vehicle  
66 movement. Selectman Finan doesn't think moving the crosswalks is a good idea.

67  
68 After a lengthy discussion, the consensus of the Board was to go with:  
69 Item 1, Bump outs to shorten crossings Item 2, Complete sidewalk around the Oval  
70 Item 3, Reconstruct Island to improve truck circulation Item 4, Bus stop  
71 Item 6, Flush median. Item 7, Enhancing crossing with RRFB's  
72 Item 10, Truck delivery spaces  
73

74 Robert Labonte, a Milford resident, asked where this subject started and if was it explained to the people. Ad-  
75 ministrator Daley said back in 2006 and 2007. Yes, the project was explained to the people. Conceptual designs  
76 were discussed and part of what is being discussed tonight was part of the overall study. We are now doing a more  
77 detailed analysis to move forward with the final design. The money was already appropriated with a 20/80 match.  
78 This scope has been reduced to accommodate the fixed price.

79  
80 Selectman Freel asked if the money could be used for water and sewer infrastructure and paving. Administrator  
81 Daley said no but we are trying to work with Water Commissioners to do their upgrades around the Oval around  
82 the same time. The construction for these projects has to start in 2024 and 2025. The water and sewer cost analysis  
83 hasn't been completed yet.

84  
85 Karen Blow, a Milford resident asked about having a light put up at Station 101 because it's hard to see in that  
86 area. Mr. Bakos said they are proposing street lights at that crossing.

87  
88 The next discussion was changing Middle Street to a one-way.

89  
90 Lynn Coakley, a Milford resident, asked if they don't do the changes on Middle Street, are they still going to re-  
91 pave and stripe?  
92

93 Administrator Daley summarized that the Board would like to maintain what is currently on Middle Street as far  
94 as two-way traffic and to maximize the parallel parking spots. There was some discussion about the Fire signal,  
95 there was one there years ago but it fell. There is an opportunity to add another one but it would cost around  
96 \$100,000.  
97

98 Administrator Daley said there is a potential to allocate a portion of the money to improve the parking at the  
99 library. The Library Trustees are onboard with a potentially shared municipal parking lot. It would be about 80+  
100 spots in total. We would need to work with the library to explore it more.

101  
102 Lynn Coakley, Library Trustee, said there was some discussion about parking. Their concern is making a change  
103 if the library does an expansion. Administrator Daley said this would handle the stormwater in that lot at the same  
104 time. This could make up for some of the losses of parking spots in the downtown area. The Board agrees with  
105 more discussions with the Library Trustees on the potential sharing of their parking lot.  
106

107 After a lengthy discussion, the consensus of the Board was to go with:  
108 Item 12, Diagonal and parallel parking

- 109 Item 13, New sidewalk and diagonal parking
- 110 Item 14, School Street parking
- 111 Item 16, Potential Library Parking Expansion, still under discussion
- 112 Item 17, Fire Department actuated signal although there were questions about cost.

113

114 Mr. Bakos reviewed three proposals on Nashua Street and after a lengthy discussion, the Board approved (ALT-  
115 1) without the left turn on Tonella Road.

116

117 Katherine Kokko, a Milford resident asked if there would be a workshop about this. Administrator Daley said  
118 there will be more opportunities to discuss this. Mr. Bako's said there will be more public engagement but they  
119 are starting to make some hard decisions along the way. Town decisions need to be documented at this stage.

120

121 **6:50 p.m. - Outdoor Seating Request - Union Street Grill - Richard Bailey**

122 Mr. Bailey owns the Union Street Grill and is asking to place two tables in front of the restaurant and four tables  
123 within the abutting Town Memorial Park property for the summer and fall months. He provided a layout of his  
124 request.

125

126 The Office of Community Development and the Fire Department have reviewed the application and determined  
127 that the proposed seating and layout met local and state regulations. Both departments recommend the Board  
128 approve this request.

129

130 Selectman Finan asked if we are still doing this for the COVID reason. Administrator Daley said yes. Chairman  
131 Dargie said having people sit in the park eating is helpful so they are interacting with the park. There was  
132 additional discussion on why we originally approved the park. Selectman Freel said he would allow tables in  
133 front of the business but not in the park. Selectman Daniels doesn't have a problem with tables in front of the  
134 business but he has a problem with tables in Memorial Park.

135

136 Chris Labonte asked about the maintenance of the park. Who maintains it? Administrator Daley said it worked  
137 well in the past with the previous owner's request and the previous owner maintained it.

138

139 Mike Thornton, a Milford resident said a Memorial Park is only effective if people visit. He is in favor of this.

140

141 Leo Lessard, DPW Director, said the park wasn't used last year, and he doesn't agree with using the park for this.

142

143 Dave Palance, a Milford resident, said this is a sacred place and the town should keep it as such. The property was  
144 donated with the constraint that no building be put on this property. The original intent was for a Memorial Park.

145

146 Bob Courage, a Milford resident, said he lived through WWII. We welcomed back veterans and we build that  
147 war Memorial and it shouldn't be used for anything but that purpose.

148

149 Selectman Finan asked if more tables can be set up in the front of the business. Chairman Dargie said if it can be  
150 looked at, he's in favor of that.

151

152 **Selectman Freel moved to deny the use of the Memorial Park for this request. Seconded by Selectman**  
153 **Daniels. All were in favor. The motion passed 5/0**

154

155 **7:00 p.m. - MACC Base Discussion (verbal) - Captain Frye**

156 Captain Frye said at the last Board of Governors meeting they discussed the Mont Vernon Fire Department fre-  
157 quencies and low band issues. The cost of the upgrade is \$1,569.60 to switch over to VHF which is an upgrade to  
158 what they have now. Mont Vernon said MACC Base should be fixing this issue, not Mont Vernon. Milford and  
159 Wilton were told to fix their problems and they did. Mont Vernon now needs to fix their problem and they have



160 enough in their surplus to fix this. He would like to vote no on having MACC Base fix Mont Vernon's problem.  
161 We should not be fixing other towns' equipment. He's looking for a consensus for the Board and he believes that  
162 the town should vote no on this. This fix would patch Mont Vernon's low band into narrow band to allow MACC  
163 Base to communicate on narrow band. The equipment is located in Mont Vernon.

164  
165 Director Anderson explained the frequency that Mont Vernon has and that Mont Vernon is the only Fire Depart-  
166 ment in NH that has this. The low-band equipment isn't supported anymore and hasn't been supported for years.  
167 Mont Vernon has the licensing for a VHS frequency. They also have VHS on their radios and on their equipment.

168  
169 Selectman Freel asked if there was a recourse on this in the contract if we deny this. Captain Frye said it's up to  
170 a vote by the Board of Governors. Selectmen Freel asked about maintaining the equipment. Captain Frye said  
171 this isn't about equipment, it's about frequencies. This is functional and being maintained.

172  
173 David Palance, a Milford resident, said they were presenting to the wrong board. This should be presented to the  
174 Board of Governors. Chairman Dargie disagrees, Captain Frye is the Milford Board's representative on the Board  
175 of Governors and he's asking his Board for direction about this.

176  
177 **Selectman Daniels moved to authorize Captain Frye as Milford's representative to MACC Base to vote no**  
178 **on the proposal by Mont Vernon to have MACC Base pay for a \$1,569.60 upgrade. Seconded by Selectman**  
179 **Dudziak. All were in favor. The motion passed 5/0.**

180  
181 **7:20 p.m. - Personnel Handbook Change - HR Director, Karen Blow**  
182 Ms. Blow presented a change to the language in the employee policy that pertains to the Water Utilities Commis-  
183 sioners. She recommends the Commissioners as the designated party who should manage the WUD employees.

184  
185 **Selectman Freel moved to approve the inclusion of language for the Water Utilities Commissioners into the**  
186 **employee handbook. Seconded by Selectmen Daniels. All were in favor. The motion passed 5/0**  
187

188 **7:30 p.m. - Library Roof (verbal) - Library Trustee Chairman, Kathryn Parenti**  
189 They sent out an RFP for a Feasibility Study consultant for a capital campaign to expand the library. The study  
190 will be around \$35,000. The HVAC project is coming along. The projected installation date will be in the Fall  
191 of 2023. They have \$430,000 so far plus the additional \$200,000 from the town. It should be a quick process once  
192 it starts.

193  
194 The roof replacement is on hold until they can figure out where the funding is coming from. Three companies  
195 inspected the roof but they only received on a vague estimate for \$140,000. They have another company coming  
196 in next week to give them another quote. The library is a town building. There was a discussion about how to  
197 pay for the repairs and who was responsible for it.

198  
199 Selectman Finan said maybe they can come to a cost-sharing agreement. Administrator Daley will look into some  
200 of the options.

201  
202 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no public comments at  
203 this time.

204  
205 **4. DECISIONS**

206 **a. CONSENT CALENDAR**

- 207 1. Approval of Annual Parade Permits  
208 • Memorial Day - May 29, 2023  
209 • Labor Day - September 4, 2023

- 210 • Veterans Day - November 11, 2023
- 211 2. Approval to Re-Appoint David Palance and Chris Thompson to the Heritage Commission - Terms Expire in
- 212 2026
- 213 3. Acceptance and Appropriation of Unanticipated Revenues Under \$10K, NH (RSA (31:95(b)) -
- 214 • Ocean State Job Lot “Close to Our Heart Donation to the Milford Fire Department - \$250 gift card.
- 215 • On-line Credit Card Donations through the Milford Historical Society to support the Bandstand Restoration
- 216 Project - \$117.19
- 217 4. Approval of two (2) Taxicab Operator’s Permits and License - Milford Taxi LLC.

218  
219 **Selectman Daniels motion to approve the consent calendar. Seconded by Selectman Freel. All were in**  
220 **favor. The motion passed 5/0.**

221  
222 **b. OTHER DECISIONS**

223 **1. N/A**

224  
225 **5. TOWN STATUS REPORT – Town Administrator, Lincoln Daley**

226 **1. Town vote – March 28, 2023**

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

230  
231 **2. Town Hall Alternative Hours of Operation – Additional Input Opportunities**

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

236  
237 **3. New Town Clerk’s Office Hours**

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

- 240 • Monday - 7:30 am to 5:30 pm
- 241 • Tuesday - 7:30 am to 6:30 pm.
- 242 • Wednesday - 7:30 am to 5:30 pm
- 243 • Thursday - 7:30 am to 5:30 pm

244  
245 **4. Welcoming New Businesses to Milford**

246 The Town would like to take to the opportunity to welcome the following new businesses that have chosen Milford  
247 as their home over the past year.

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

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

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

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

252 Ogie Brewing Company, 12 South Street

253 Union Square Disc Golf, 25 Union Square

254 Unitary (Vintage Clothing Store), 99 Union Square

255

256 **6. DISCUSSIONS**

257 **1. Fire Department Rate Increase Clarification**

258 Selectman Freel said he thought we voted on the agreement for the price increases with the removal of the me-  
259 chanic permit on the generator. Ken Flaherty, Fire Chief, said the last conversation in the video said he would  
260 keep it and they would not raise the rate on the mechanic for the generator, and they would get with Community  
261 Development and go forward from there.

262 Selectman Freel thought they were removing the fee in general. He doesn't think it should be a separate permit.  
263 Captain Flaherty said it's a moot point because that permit is going away and the two permits are being combined.  
264 Just like what was discussed in the past. It will be one permit and the rate will be raised to pick up the two  
265 inspections. The permit will be pulled at Community Development, one permit for a generator with an electrical  
266 permit and the gas permit is still pulled at the fire station. The new rates will be put on the website soon.

267  
268 **7. PUBLIC COMMENTS (regarding items that are not on the agenda)**

269 Katherine Kokko, a Milford resident, said the issue raised tonight about MACC Base will keep coming up until  
270 there is a long-term plan for MACC Base. There was a request that the Boards meet after the IMA was signed  
271 and that still needs to happen.

272  
273 Chris Labonte asked if the town clerk closed for lunch with the new hours. Tina Philbrick, Executive Assistant  
274 said the Town Clerk doesn't close for lunch.

275  
276 **8. SELECTMEN'S REPORTS/DISCUSSIONS**

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

278 Selectman Finan said GTM voted to upgrade the Board meeting room with new monitors, speakers, and equipment  
279 to include cameras. This is part of the 10-year plan and is coming out of the GTM revolving fund.

280  
281 Selectman Daniels said at the Joint Loss Management Committee meeting the library informed them they have  
282 1500 covid tests that expire in September, and they are free to the public.

283  
284 **b) OTHER ITEMS (not on the agenda)**

285  
286 **9. APPROVAL OF FINAL MINUTES – March 13, 2023 Emergency Meeting (town vote) and March 13, 2023,**  
287 **regular Board Meeting.**

288  
289 **Selectman Daniels moved to approve the minutes of March 13, 2023 Emergency Meeting as amended and**  
290 **March 13, 2023, Regular Meeting as presented. Seconded by Selectman Finan. All were in favor. The**  
291 **motion passed 5/0.**

292  
293 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

294 **a. N/A**

295  
296 **11. NOTICES.** Notices were read.

297  
298 **12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public in accordance with**  
299 **NH (RSA 91-A:3, II (e)) – Legal at 9:35. Seconded by Selectman Finan. All were in favor. The motion**  
300 **passed 5/0.**

301  
302 **Selectman Finan made a motion to seal the minutes under RSA 91-A:3 III because it would render the**  
303 **proposed action ineffective. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.**

304  
305 **Selectman Freel made a motion to come out of non-public. Seconded by Selectman Daniels. All were in**  
306 **favor. The motion passed 5/0.**

307

308 In non-public the Board discussed one topic and took one vote.

309

310 **13. ADJOURNMENT:** Selectman Freel moved to adjourn at 9:55. Seconded by Selectman Dudziak. All  
311 were in favor. The motion passed 5/0.

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313

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315 \_\_\_\_\_  
Paul Dargie, Chairman

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

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319 \_\_\_\_\_  
Tim Finan, Vice-Chairman

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Dave Freel, Member

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