



TOWN OF MILFORD
OFFICE OF COMMUNITY DEVELOPMENT

STAFF MEMORANDUM

Date: March 16, 2021
To: Milford Board of Selectmen
From: Lincoln Daley, Community Development Director
Project: Keyes Memorial Park, East Entrance - Performance Stage. Donation of equipment, personnel/labor, and materials to the Town pursuant to RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both for the assembly/construction of the performance stage. *(First Public Hearing)*

PURPOSE:

The purpose of this public hearing is for the Board to determine whether to accept the donation of equipment, personnel/labor, and materials used for the assembly and construction of the performance stage located at the Keyes Memorial Park – East Entrance (former Fletcher Paint Superfund site). Although the stage has been constructed, in order to formally accept said donation (categorized as property), the Board of Selectmen is required to hold two public hearings in accordance with NH RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both. The first of two public hearings is scheduled for April 12th followed by a second hearing on April 26th. The Selectmen's final vote would take place at the May 10th meeting.

BACKGROUND:

As the Board may recall, the Demontigny family had previously donated granite stone material from a 30' x 60' stone structure building on their property. The material was used to construct the performance stage. Through the collected efforts and coordination of eighteen (18) local companies, they disassembled/removed the material from Demontigny property and then reassembled the material at the Keyes Memorial Park – East Entrance to create the 30' x 30' (approx.) performance stage.

The construction of the performance stage was included as an important element of the 2016 Keyes Memorial Park East Entrance Master Plan. The granite stone material, equipment and services used to relocate the material and the construction of the project was donated by the referenced individuals/companies at no expense to the Town. The total approximated cost of the donated equipment, materials, and labor is approximately \$100,000. (See Attachment 1)

REVIEW/RECOMMENDATIONS:

The donation of equipment, personnel/labor, and materials is the result of a mutually beneficial and collaborative process involving the property owner, Town, and vested private parties. Said donation represents a unique opportunity to preserve Milford's historic character, public enjoyment, and revitalization efforts on a former Superfund site. Staff supports the donation and recommends that the Board vote to accept/approve.

Staff recommends that the Board review the request, receive public comments, and then continue the public hearing to April 12th.

Enclosed, please find the following:

- Attachment 1: List of individuals/companies who donated materials, equipment, and labor towards the construction of the performance stage.
- Attachment 2: Keyes Memorial Park – East Entrance Conceptual Master Plan.
- Attachment 3: Photographs of the performance stage.

Attachment 1: Company Listing

Below please find the breakdown of the individuals/companies who donated materials, equipment, and labor towards the construction of the performance stage located at the Keyes Memorial Park – East Entrance (former Fletcher Paint Superfund Site) and their associated estimated value.

	<u>Party/Company</u>	<u>Donated Item/Service</u>	<u>Estimated Value of Donation</u>
1	Demontigny Family	Stone structure/material	\$65,000
2	Fieldstone Engineering Land Consultants	Engineering & Design	\$1,200
3	Sandford Engineering	Structural Engineering	\$1,200
4	Leighton A. White, Inc.	Site construction	\$4,000
5	Sinotte Concrete	Materials/Labor	\$1,200
6	Granite State Concrete	Materials	\$1,200
7	Swenson's Granite	Materials	\$1,200
8	Chappell Farms	Equipment/Labor	\$5,500
9	Ciardelli Fuel	Fuel	\$500
10	Milford Lumber	Materials	\$1,400
11	Empire Sheet Metal	Equipment/Labor	\$1,200
12	Chappell Tractor, LLC	Equipment/Labor	\$4,000
13	Kent's Towing	Materials/Labor	\$2,000
14	Mark Bartrum Masonry	Materials/Labor	\$4,000
15	Gen Masonry	Materials/Labor	\$4,000
16	Freel & Sons Electric	Materials/Labor	\$600
17	Milford Electric	Materials/Labor	\$600
18	Balcom Brothers Landscaping	Materials/Labor	\$1,200
		Total	\$100,000

CONCEPTUAL MASTER PLAN

KEYES ENTRANCE MEMORIAL PARK

ELM STREET
MILFORD, NH 03055
PREPARED FOR:
THE TOWN OF MILFORD

Scale: 1" = 30'
Date: 11/20/2018
File: 1120
Drawn by: JTD
Sheet:
Drawing # 1

PREPARED BY:
KEYES MEMORIAL PARK EXPANSION COMMITTEE

Labels on plan:
GIBSON WALL
NEW GRANITE POSTS WITH CHAIN
OBSERVATION PATH AREA
SOUHEGAN RIVER
WATERS EDGE
EDGE OF COVER PROPERTY LINE TYP.
RIPRAP SLOPE
WALKWAY
LAWN
STAGE / CANTILEVERED PLATFORM (WITH LIGHTING)
BOULDER FOR SEATING TYP.
RIPRAP SLOPE
PLAZA
BENCH TYP.
ELM STREET
POST LIGHT TYPICAL
POLLAR TYP.

SCALE 1" = 30'

NORTH ARROW

Handwritten note: "J. Miller has approved"

Attachment 3: Photographs of the performance stage.



Aerial Photo of Project Site (Under Construction)



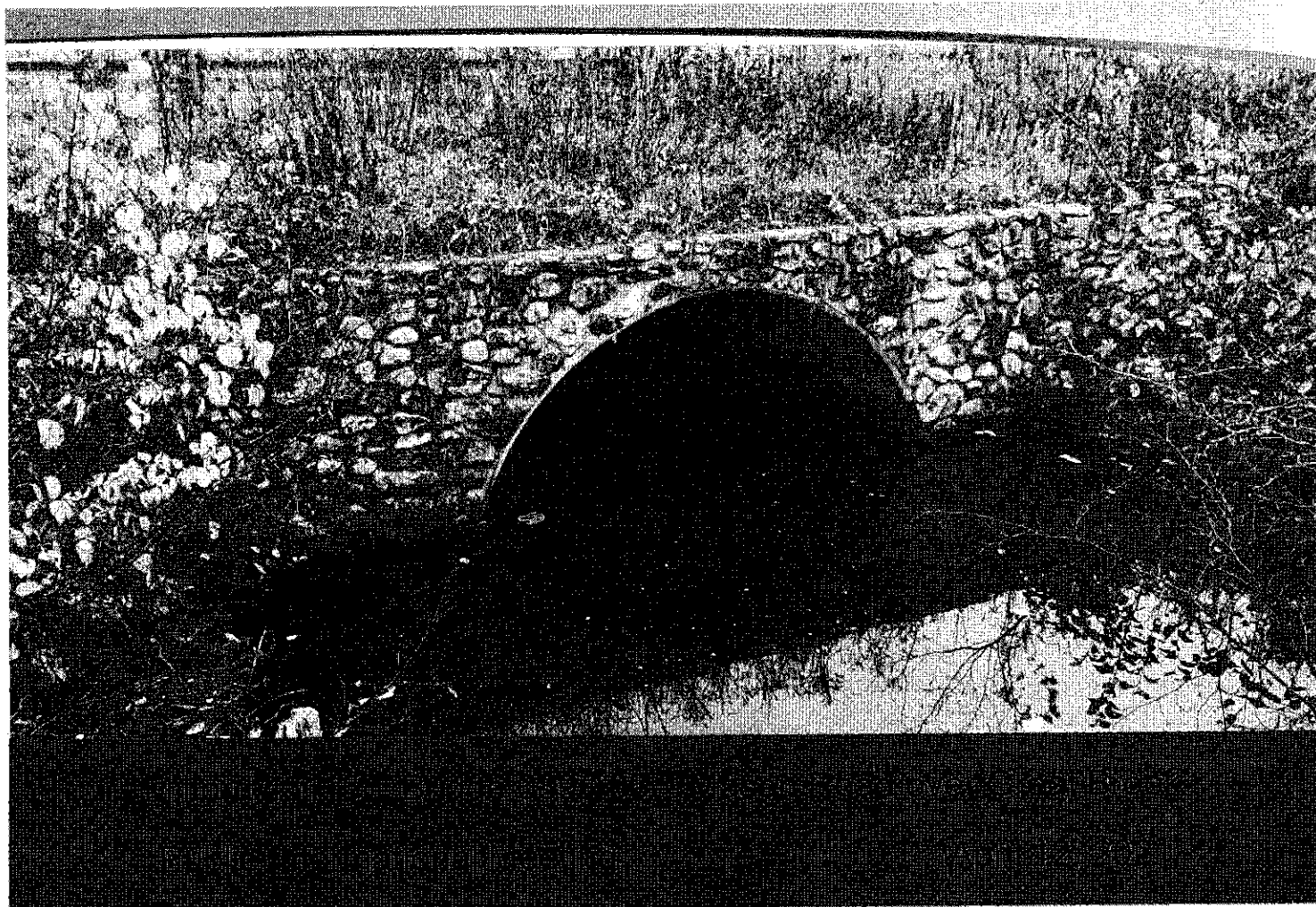
Street Photo - Site Under Construction



Street Photo - Site Under Construction

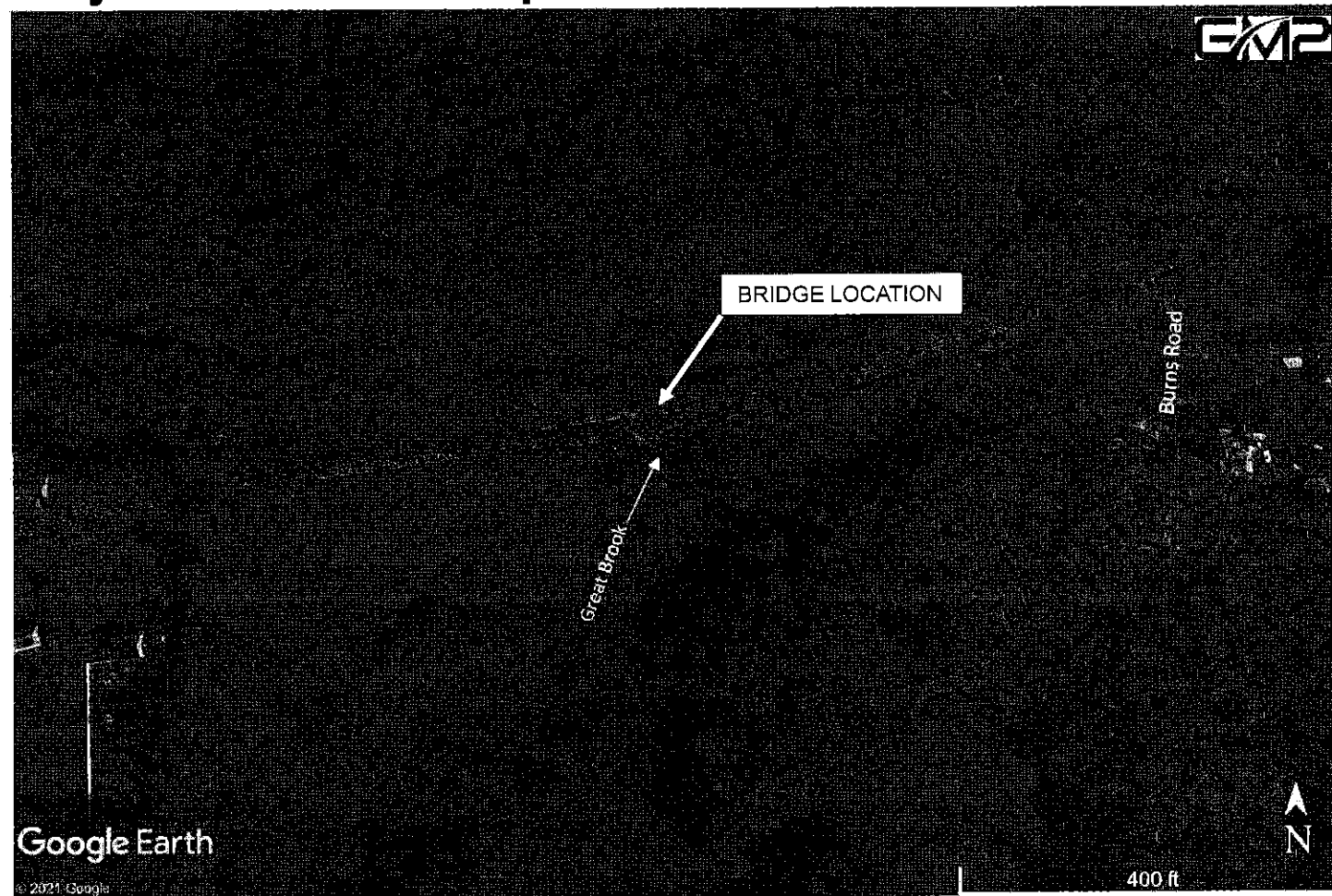


Street Photo - Completed Stage Construction



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Project Location Map



Existing Bridge Details

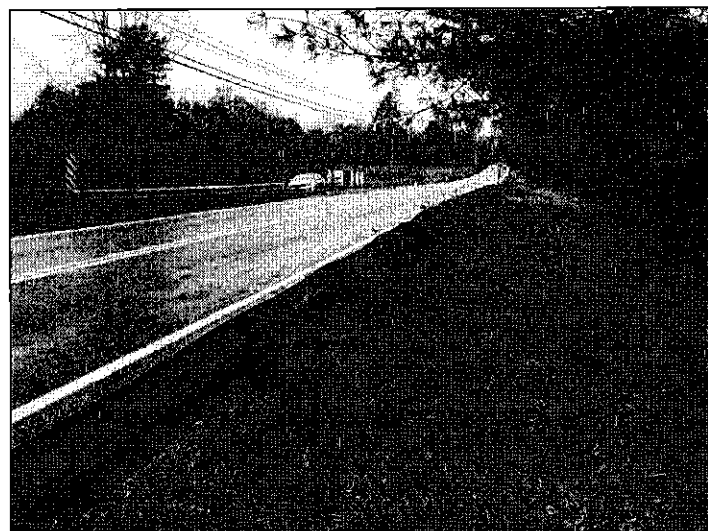
- Constructed in 1982;
- 11' Span Corrugated Metal Pipe-Arch
- 22'-0" paved roadway width (3'-0" gravel shoulders on each side)
- 3,500 vehicles per day, 4% trucks
- Added to Red List in 2018



Site Photos



Looking East Along Mason Road



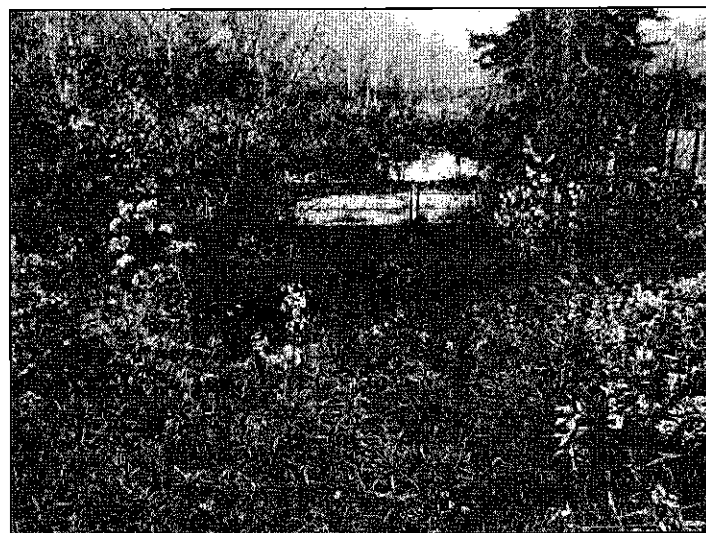
Looking West Along Mason Road

EM2

Site Photos



Looking Downstream



Looking Upstream

EM2

Bridge Condition



Bridge Downstream Elevation



Bridge Upstream Elevation

GM2

Issues to Address

- Deterioration of Culvert Invert
 - Bridge is on Municipal Red List
 - Culvert is in Condition State 4 (Poor)
- Hydraulic opening

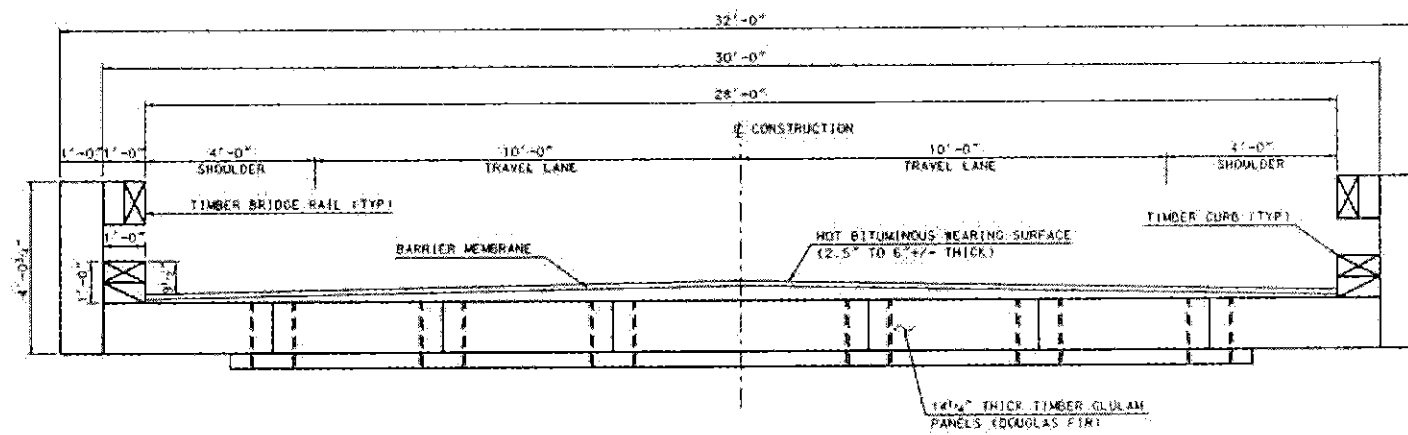
Bridge Replacement

- Proposed bridge to be a single span (25-foot clear opening).
Bridge alternatives include:
 - Longitudinal glulam timber deck superstructure supported on concrete abutments and spread footings
 - Precast Concrete Rigid Frame supported on concrete pedestal walls and spread footings
- Bridge span will address hydraulic opening deficiencies
 - the proposed span does not satisfy the stream crossing rules (Alternative Design process required)
 - Compliant span length = 53'-0" clear
- Bridge width anticipated to be 28'-0" wide
 - 10'-0" travel lanes and 4'-0" shoulders



Bridge Replacement – Alternative #1

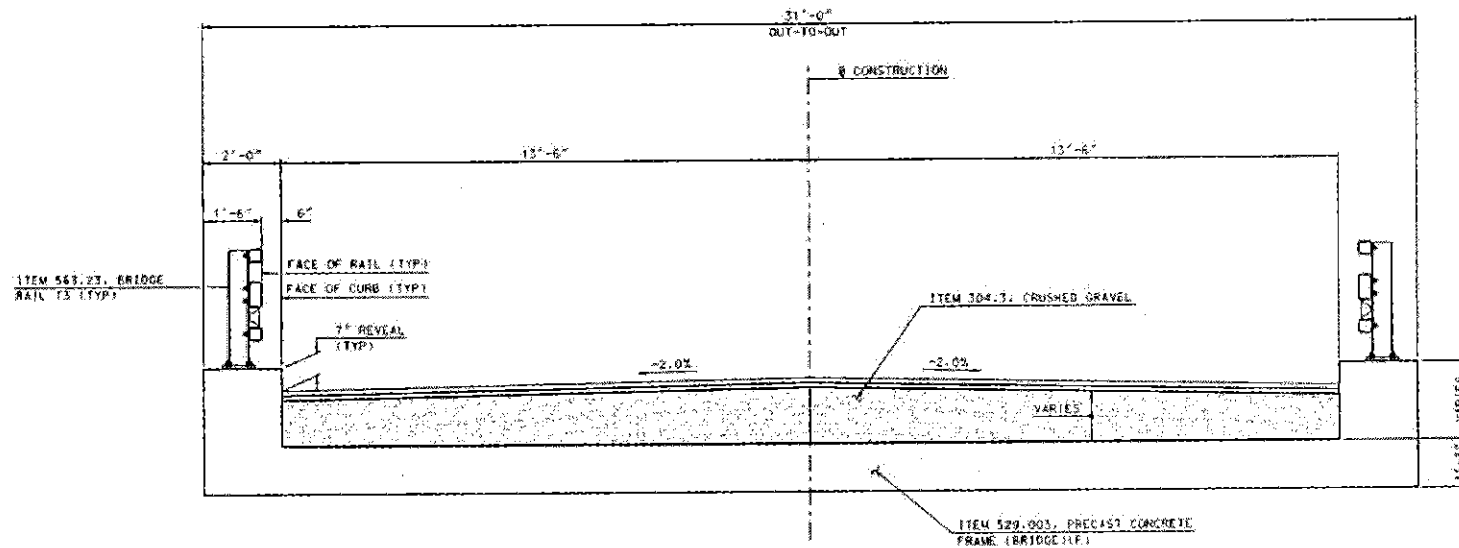
Longitudinal Glulam Timber Deck



TYPICAL SECTION - BRIDGE

Bridge Replacement – Alternative #2

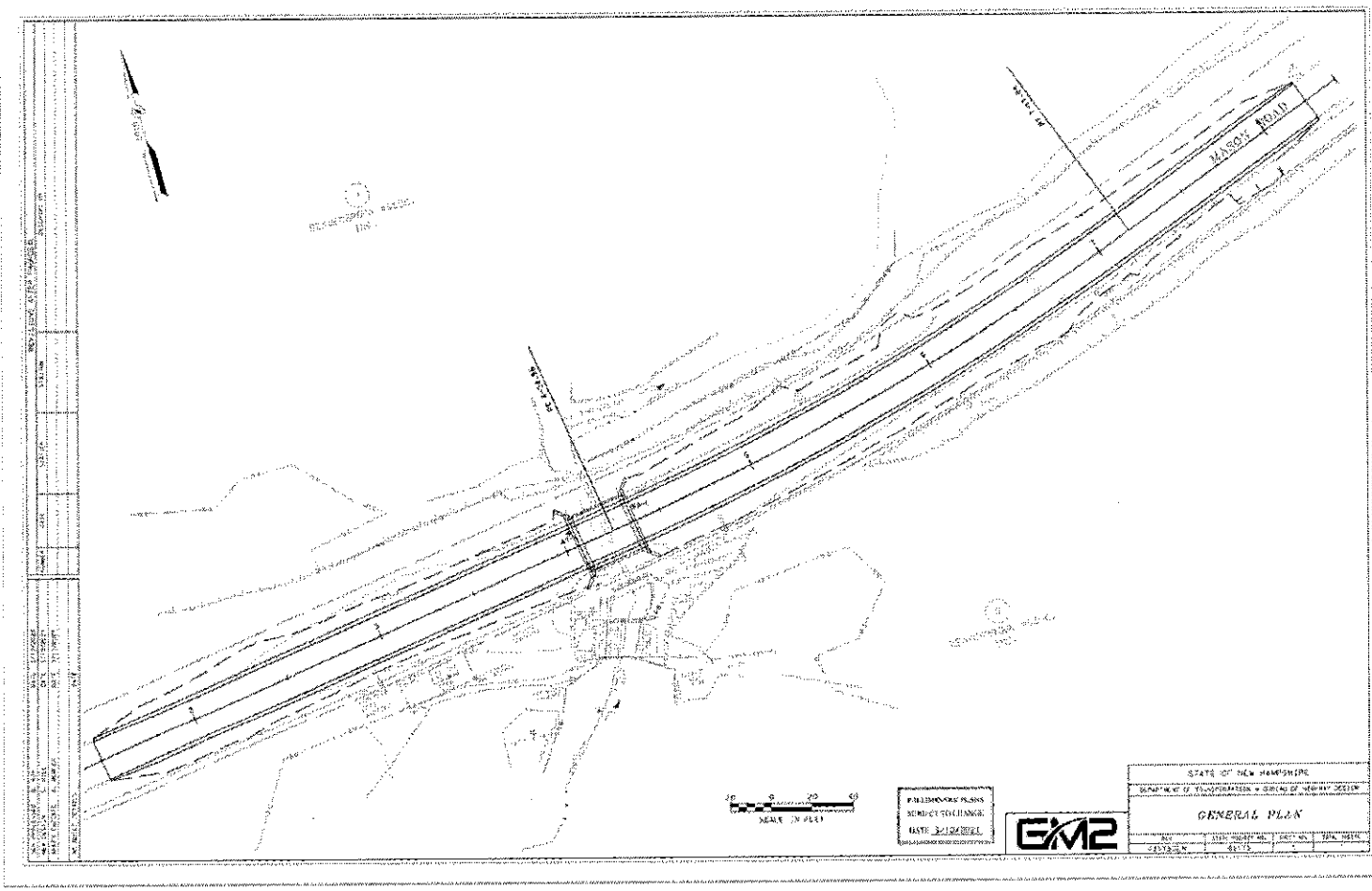
Precast Concrete Rigid Frame



TYPICAL SECTION - BRIDGE



Roadway Plan



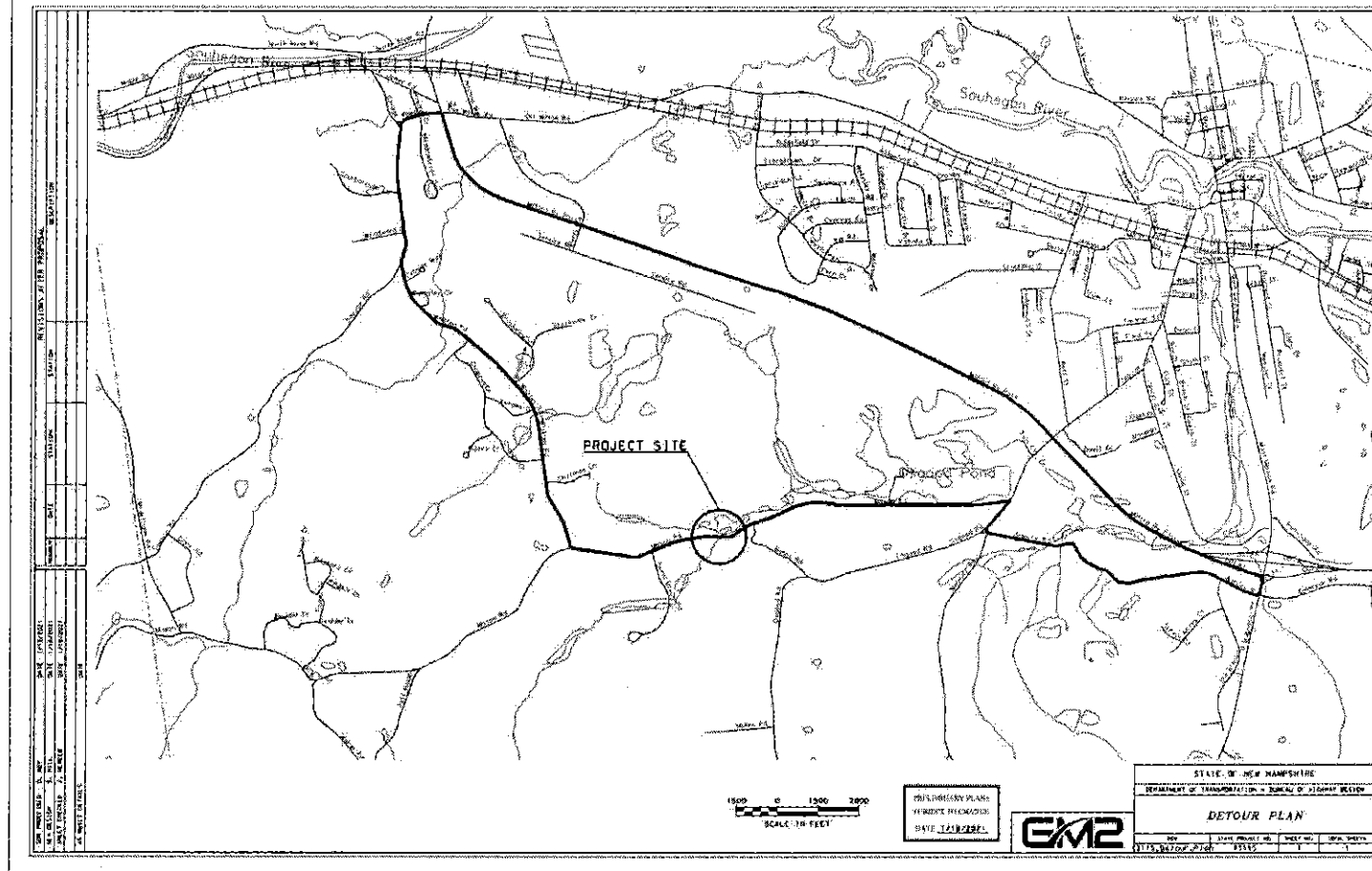
Maintenance of Traffic

Alternatives:

- Accelerated Bridge Construction (ABC) with bridge closure
 - Detour traffic using NH Rt 101 and local roads
 - Approximate closure duration of Mason Road = 1 month
 - Anticipated construction duration = 2 months
- Offline temporary bridge
 - Additional impacts to wetlands
 - 50 foot span for temporary bridge
 - Anticipated construction duration = 1 full construction season (3 to 4 months)
 - Additional \$90,000 to \$100,000



Detour Traffic Control for ABC Alternative





Cultural Resources: Section 106 Review

- Request for Project Review submitted to DHR
- Br. No. 089/106 (Mason Road Bridge)
 - Constructed in 1982 (less than 50 years old and not considered potentially historic)
- Br. No. 089/105 (Abandoned road to south)
 - Constructed in 1920
 - DHR did not recommend historic inventory
- Archeological
 - Project area is considered archaeologically sensitive
 - Survey may be necessary depending on project design & impacts



Natural Resources

- Great Brook & adjacent wetlands
 - Tier 3 stream crossing
 - Impacts require permits from NHDES & USACE
- T&E Species / Wildlife
 - Blanding's turtle, Eastern hognose snake, spotted turtle – further coordination with NHF&G required
 - Northern long-eared bat – no tree clearing anticipated, so no impacts expected
 - Beaver impoundments – NHF&G recommended that they remain in place



Your Input is Needed

- Preferred Closure Time (Spring, Summer, or Fall) for ABC
- Emergency Response Routes
- School Bus Routes
- Historic Concerns
- Past Flooding Concerns
- Bicycle and Pedestrian Concerns
- Other Concerns

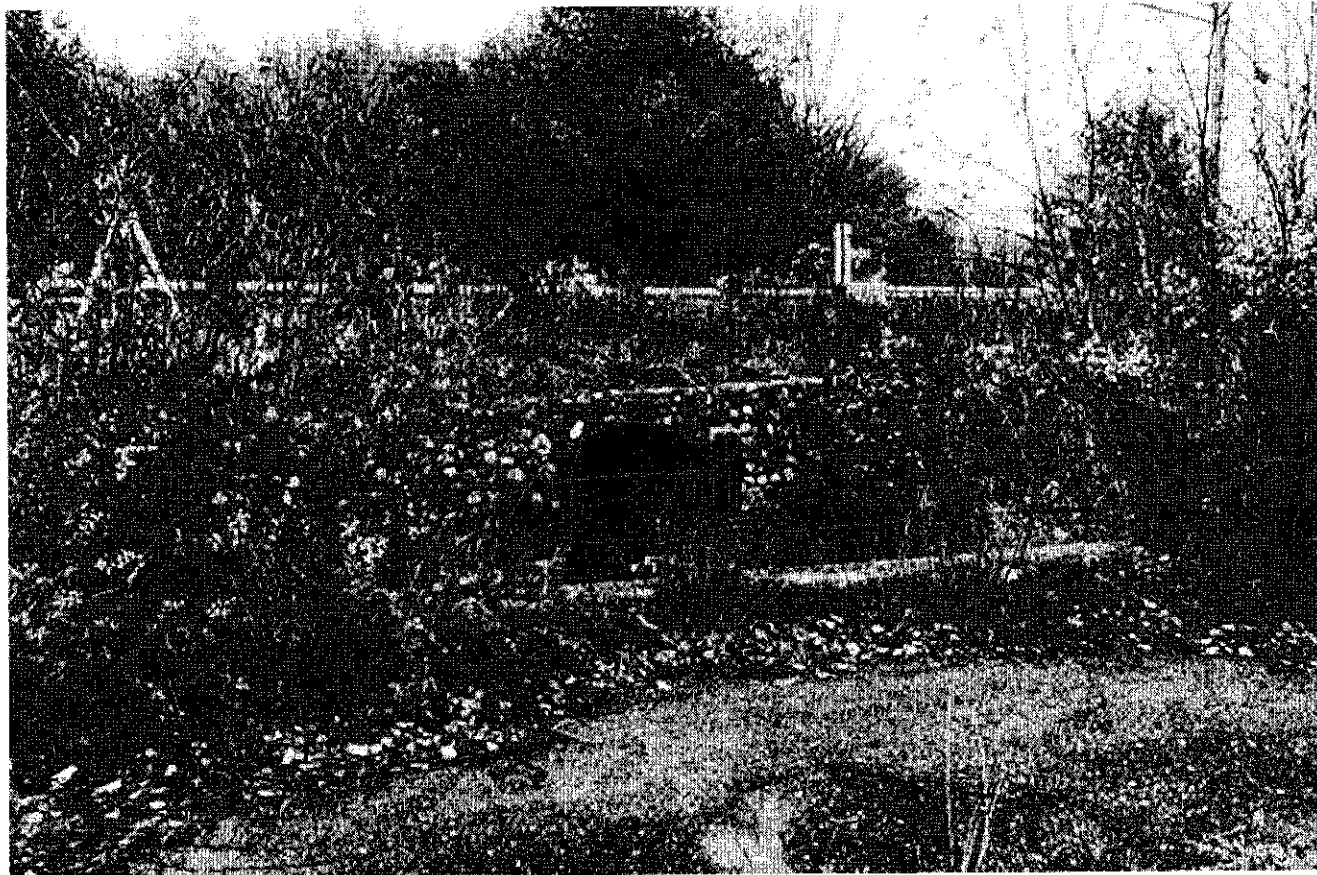


Next Steps

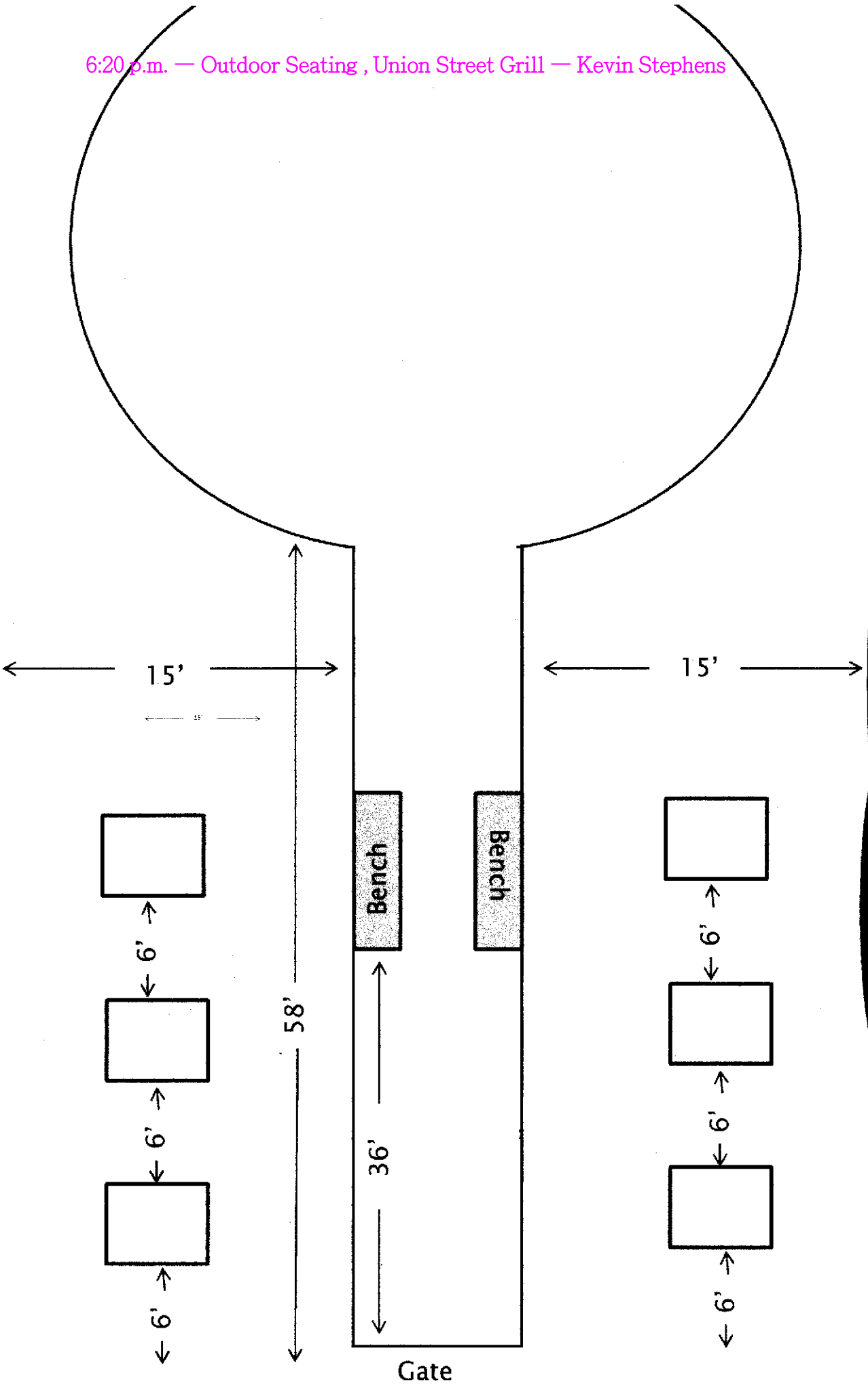
- Develop and evaluate alternatives based on the Town's input
- Submit Engineering Study Report summarizing the alternatives and selection of preferred alternative



Questions?



GM2





**TOWN OF MILFORD, NH
TEMPORARY OUTDOOR
DINING PERMIT**

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

APPROVED TO OPERATE		Issue Date: 4.8.21
Approved # of Seats: 30	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Signature: John J. A.	Date: 4.8.21	
Planning Department		
Signature: Capt. J. Smead	Date: 4/8/21	
Fire Department		
Signature: _____	Date: _____	
Board of Selectmen/Designee (If applicable)		

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 Street Grill
OWNER/OPERATOR'S NAME: Kevin Stephens
ESTABLISHMENT ADDRESS: 4 Union Street
RESTAURANT MANAGER: Kevin Stephens
MANAGER TELEPHONE: 6036724180 MANAGER EMAIL: KPS1289@comcast.net

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

NAME: Kevin Stephens
Applicant Printed Name

SIGNATURE: Kevin Stephens DATE: 4/1/2021
Applicant Signature

Existing # of outdoor tables: 0

Existing # of outdoor seats: 0

Proposed # of outdoor tables: 8

Proposed # of outdoor seats: 30

Existing occupant load or # of indoor seats: 30

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 7am-1pm Sun 7am-1230pm

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

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

Insert/Attach Seating Plan Below:

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

Plan includes placement of seating on Town owned property ☒ Yes ☐ No

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

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

Insert/Attach Site Plan Below:

Stay at Home

RESTAURANTS

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



Safeguarding Guidance:

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

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

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

Employee Protection Guidelines:

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



Consumer Protection Guidelines:

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



Business Process Adaptation Guidelines:

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





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

Outside Area Reopening for On- Premises Licensees

1. Purpose

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

2. Discussion

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

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

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

Airports

Veterans Clubs, Private Clubs and Social Clubs

Hotels

Vessels

Sports Recreation Facility- Relative to Emergency Order #40



NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

Industry Circular

Number 2020-08

Issued: May 6, 2020

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

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

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

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

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

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

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

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

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

Please send notification, documents and/ or approvals to reopen@liquor.nh.gov.

3. Questions

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

Frequently Asked Questions

Q. Can I serve alcohol in an outside area?

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



NEW HAMPSHIRE LIQUOR COMMISSION

Division of Enforcement, Licensing and Education

Industry Circular

Number 2020-08

Issued: May 6, 2020

Q. Can I serve spirits (liquor) outside?

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

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

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

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

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

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

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

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

A. Please send all local approvals and notifications to reopen@liquor.nh.gov.

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/31/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Solutions Corporation 116 Rockingham Rd Londonderry NH 03053		CONTACT NAME: Suzanne Arthur PHONE (A/C, No, Ext): (603) 421-0021 FAX (A/C, No): (603) 421-0052 E-MAIL ADDRESS: sarthur@isc-insurance.com	
INSURED K&S Stephens Enterprises, LLC, Parkside Grill, LLC 4 Union Street Milford NH 03055		INSURER(S) AFFORDING COVERAGE INSURER A: Co-operative Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18686	

COVERAGES**CERTIFICATE NUMBER:** CL2133150591**REVISION NUMBER:**

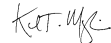
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			BOP0171198	3/1/2021	3/1/2022	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Town of Milford NH is an Additional Insured as respects to outside service provided by the insured as per written contract.

CERTIFICATE HOLDER**CANCELLATION**

Town of Milford NH Attn: Tina Philbrick One Union Square Milford, NH 03055	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Keith Maglia/SJA 

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TOWN OF MILFORD

RECREATION DEPARTMENT



Date: March 31, 2021
To: Board of Selectmen
John Shannon, Town Administrator
From: Arene Berry, Recreation Director
Subject: Request for waiver of ordinance 7.16.070

Please accept this request for a waiver of town ordinance 7.16.070 pertaining to Keyes Memorial Park being closed between the hours of 10pm to 6am.

The Nashua Area Radio Society has requested the use of the Keyes Pavilion starting on Friday, June 25, 2021 through Sunday, June 27, 2021 for their Amateur Radio Emergency Communications Drill (ARRL Field Day). They have previously held this event in 2019 and 2020 with the waiver of the ordinance. They would need to have a limited number of people operating at the site overnight on Friday and Saturday to ensure safety and security.

I have included the ordinance below for your reference.

Thank you for your consideration.

7.16.070 Commons, parks, playgrounds, pools and cemeteries public hours
Between the hours of ten p.m. and six a.m. all commons, parks, playgrounds, pools, and cemeteries shall be closed, except under the direction or permission of the board of selectmen, or when it is necessary for access to or egress from the public facility. (Ord. 5-19-97 § 7)

Board of Selectmen Milford NH

1 Union Square
Milford, NH 03055

Dear selectmen,

I purchased property at 4 Fernwood Drive in June of last year and I would like to build a 2 or 2.5 car garage at the end of my driveway (as that is the only location available).

As it turns out the town owns 1/3 of my driveway which is used as a turnaround because Fernwood drive is a dead end (Please see property map for parcel 48-55 attached).

At the suggestion of the town planner I am requesting the town abandon this section of my driveway as it is a highly unusual configuration and for the additional reasons below.

- 1) This would allow me to build a garage without requesting a variance to remain 15 feet from my own driveway.
- 2) After the garage is built I wish to pave or improve the dirt driveway. If the town maintains ownership I would request that they pave/improve the town section. If the town abandons this section I would assume responsibility for this.
- 3) I would allow the town to continue to use the end of the driveway as a turnaround for plows and other maintenance vehicles going forward.

If the abandonment request is denied I will move forward with variance request(s) to build the garage in the same location and also request the town maintain their section of the driveway accordingly to match any enhancements I make to my section.

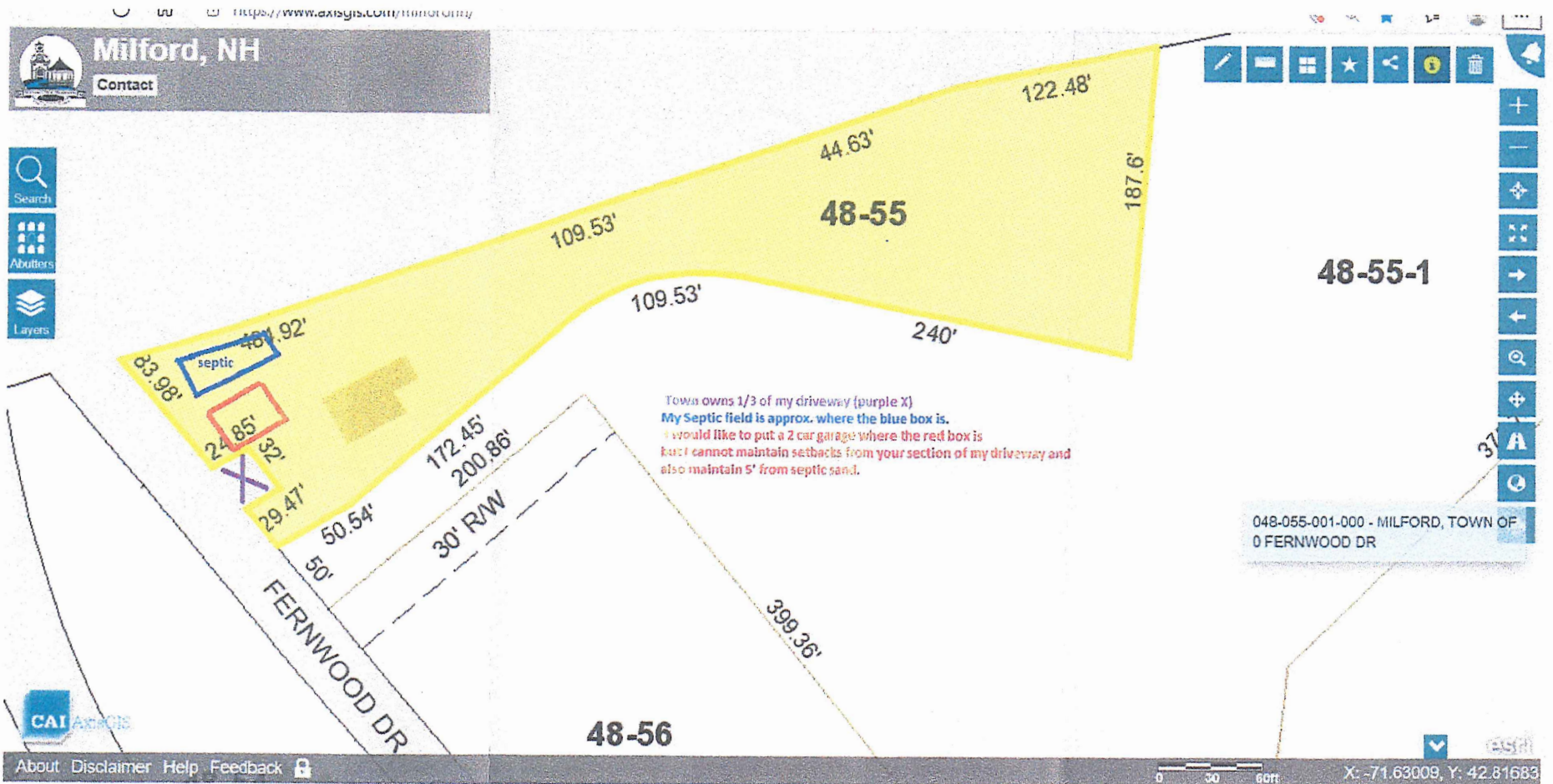
Attachments:

- A. Map of parcel 48-55 with Purple X in the town section of my driveway also showing proposed Garage location (Red Box) and Blue Box showing approximate location of my septic field.
- B. Picture of the driveway with Yellow lines showing the approximate location and dimensions of the town portion of my driveway and White or Green Boxes where I would like to put the garage, also a red triangle where the septic field is.

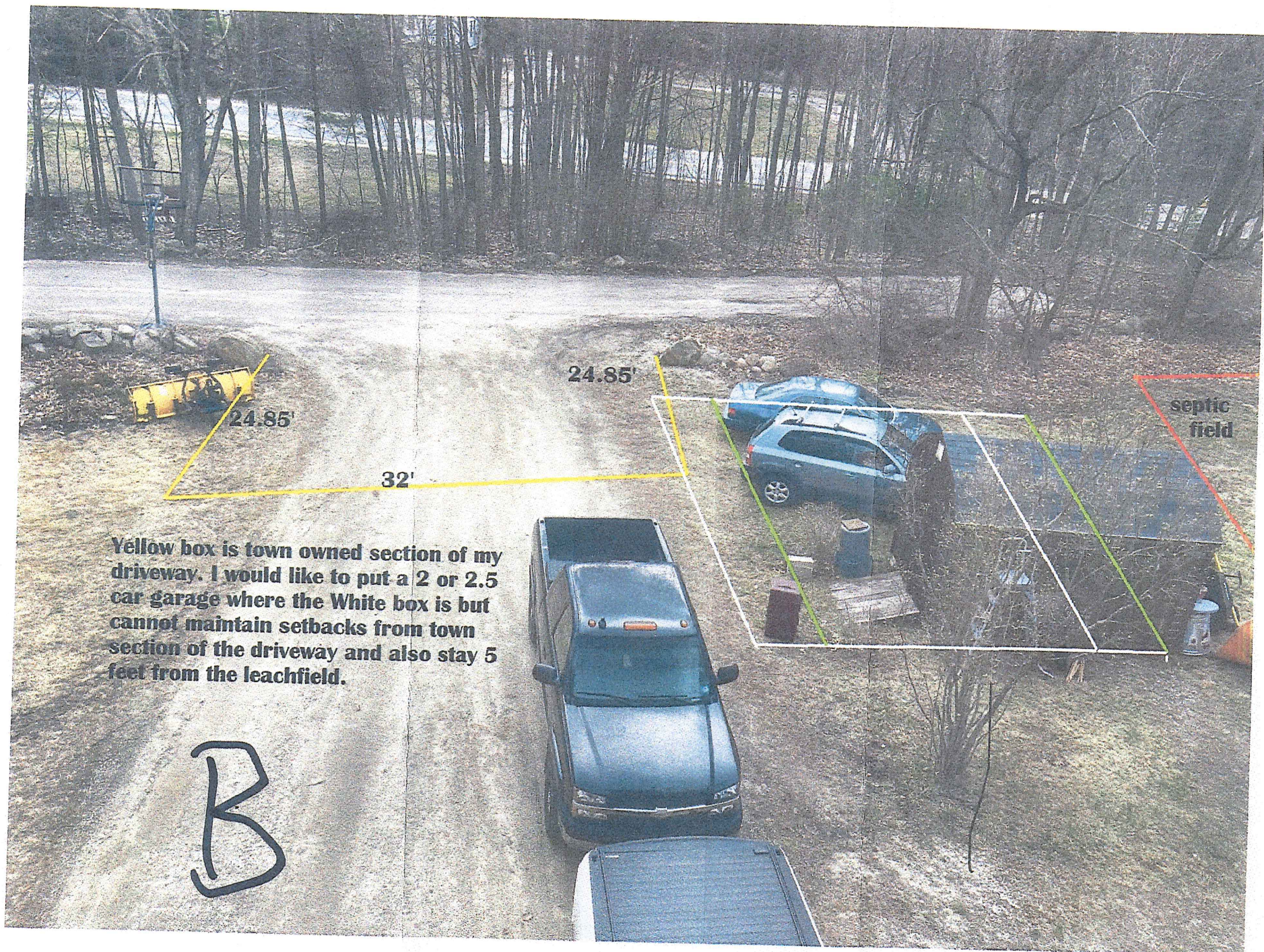
Please let me know your decision.
Thank you!

Duane Myers
4 Fernwood Drive
Milford, NH 03055
(603) 426-3487

4/5/2021



A



Yellow box is town owned section of my driveway. I would like to put a 2 or 2.5 car garage where the White box is but cannot maintain setbacks from town section of the driveway and also stay 5 feet from the leachfield.

B

Attention Board of Selectmen,

I spoke with Darlene in Building and Planning for the Town of Milford. To begin the process of getting permission to replace the windows in the scout house, we first need a letter of permission from the American Legion to make the repairs, a letter was sent on Friday, April 2nd. I would then go before the board of selectman with this letter to get permission from the town. The letter would need to be specific as to the number of windows. I believe there are six, but I will double check with Scoutmaster Paul Mullin.

The scouts will ask from both the Legion and the Town if there are any monies available or that can be donated to help with this repair. The scouts are also happy to fundraise and help to offset the costs by doing some of the repairs ourselves. I will be contacting Lowes and Home depot to price out the cost of the windows and extra materials we may need to get the project completed.

The scouts are concerned that the building may need some structural work if there is any rot issues after removing the old windows. Either way the letter from the American Legion and permission from both the legion and town is the start of this process.

Please let me know if I can be of assistance in any way and I look forward to hearing from you soon.

Sincerely,

Claudia Lemaire



Ricciardi-Harstshorn Post 23
15 Cottage Street
Milford, NH 03055

ALCON: Ricciardi-Harstshorn Post23, American Legion, Milford NH fully supports the upgrade/replacement of 7 windows at the troop 4 scout house located at Shepard's park so they can have their meetings with adequate ventilation.

Thanks

Bob Balentine
Post 23 Commander
District 2 Commander
American Legion Dept. of New Hampshire

Please note: The lease for the Scout House is up next March. It requires a town vote to renew and has already been added to the warrants for 2022.

**AGREEMENT TO LEASE
LAUREL SCHOOL HOUSE BUILDING**

BETWEEN

TOWN OF MILFORD BY ITS BOARD OF SELECTMEN

AND

RICCIARDI HARTSHORNE POST 23 AMERICAN LEGION

WHEREAS The Ricciardi Hartshorne Post 23 of the American Legion desires to lease the Laurel School House Building (so-called Scout House) only, on said Map 31, Lot 34, adjacent to the so-called Shepard Park, Map 31, Lot 33; and

WHEREAS Such leasing was requested for the sole purpose of continuing activities with and on behalf of Milford Boy Scout Troops and/or Girl Scout Troops; and

WHEREAS The March 2012 Town Meeting authorized the Milford Board of Selectmen to enter into a ten (10) year Lease with the Ricciardi Hartshorne Post 23 of the American Legion on such terms and conditions as the Board of Selectmen deem appropriate; and

WHEREAS The Milford Board of Selectmen and the Ricciardi Hartshorne Post 23 of the American Legion agree that this Lease Agreement will automatically terminate if and when the Boy Scout Troops and Girl Scout Troops activities ceased at the Laurel School House Building, so-called; and

WHEREAS The March 2012 Town Meeting did vote favorably to permit the requested lease for ten (10) years.

NOW THEREFORE, The Ricciardi Hartshorne Post 23 of the American Legion does hereby make and enter into this Lease Agreement as follows:

1. The Ricciardi Hartshorne Post 23 of the American Legion does hereby agree to lease, at no rental, the Laurel School House Building only, so-called Scout House, situated in Shepard Park, Milford, New Hampshire.

2. Said Lease is for a ten (10) year period to expire at midnight on the thirty-first (31st) day of March in the year Two Thousand and Twenty-two (2022).

That Ricciardi Hartshorne Post 23 of the American Legion shall be responsible for the upkeep and maintenance of the interior of the building, inclusive of the main floor, the one (1) internally entranced bathroom, the Scout's secured storage area on the lower level, as well as the building's furnace. The Legion shall incur the utility expenses for the building.

The Town of Milford shall be responsible for the upkeep and maintenance of the exterior of the building (inclusive of doors/frames, and the one (1) externally entranced lavatory facility), the Town's secured storage area on the lower level (inclusive of the water heater), the building's plumbing/electrical systems, and all equipment/systems housed in the building relative to the operation of the ice skate rink. The Town shall incur all utility expenses associated with the operations of the ice skate rink equipment/systems.

3. It shall be incumbent on the Town to communicate with the Legion should the Town need to access and/or alter the building for any purpose.
4. Any major construction, upgrading, and maintenance activities of the building are to be coordinated between the Legion and the Town of Milford Public Works Director and must be in accordance with all Town of Milford rules, regulations, building and municipal codes. These types of activities must have the Town's approval prior to their initiation and must also coordinate with the Legion's/Scout's scheduling.
5. The Ricciardi Hartshorne Post 23 of the American Legion shall hold the Town of Milford harmless for any damages or injury to any party or person sustained as a consequence of the use of the premises related to Scouting activity. A copy of such insurance certificate, naming the Town as additionally insured, shall be annually provided to, and maintained in, the Town's Administration Office.

WHEREFORE, The Town of Milford, by its Board of Selectmen, and the Ricciardi Hartshorne Post 23 of the American Legion do hereby set their hands to this Lease Agreement as of this 23 day of July 2013.

TOWN OF MILFORD

My Scaife
Witness

Ray J. Daniels
Chairman,
Board of Selectmen

RICCIARDI HARTSHORNE POST 23
(American Legion)

Marlene Bouffard
Witness

Vito Zai
(Title): Adjunt

4. a)1. Request for Report of Excavated Material Map 38 Lot 58 (PRIOR YEAR April 1, 2019 to March 31, 2020.)

MEMORANDUM

DATE: April 12,2021

TO: Board of Selectmen

CC: John Shannon

FROM: Marti Noel, Assessor

RE: Report of Excavation #19-303-04E

Please note that this Report of Excavation is for the prior year, not this current year. There has been an unfortunate delay in this filing.

In August of 2019, an “Intent to Excavate” was filed by Northeast Sand and Gravel, and signed by the Board August 8, 2019.

On April 2, 2020 a reminder was sent by this office to Northeast Sand and Gravel that a Report of Excavation was due for materials excavated from April 1 2019 through March 31, 2020. I did not receive a response, but believed that excavation had been stopped and no materials were removed.

The Supreme Court Decision (Docket #2018-0617) was issued on November 14, 2019.

This Report of Excavated Materials is for materials removed from the date that the Intent was filed until the Court Decision was issued. At that point, excavation was stopped.

There was **not** an Intent to Excavate filed for 2020-2021.

FORM

PA-39

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

RECEIVED

MAR 23 2021

TOWN OF MILFORD

OPERATION # 19-303-04 - E

For Tax Year : April 1, 2019 to March 31, 2020

PLEASE NOTE: THIS IS FOR PRIOR YEAR, NOT CURRENT YEAR.

Mailing Address:

**NORTHEAST SAND AND GRAVEL LLC
KEVIN BROWN****17 OLD NASHUA ROAD SUITE 14
AMHERST NH 03031-**1. Town/City of: MILFORD, NH

2. Tax Map/Lot # or Road Project Name or #:

M38 L58

3. Total permitted area under RSA 155-E (acres): _____

4. Excavation area as of April 1: 55. Reclaimed area as of April 1: 15

6. Remaining cubic yards of earth to excavate:

474,324

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

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

EARTH TYPE	EXACT CUBIC YARDS EXCAVATED
GRAVEL	
SAND	<u>91,998</u>
LOAM	
STONE PRODUCTS	
OTHER:	
TOTAL	<u>91,998</u>

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

Northeast Sand and Gravel LLC
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Kevin Brown owner/member 3/23/21
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Kevin Brown
PRINT OWNER(S) NAME CLEARLY

3/23/21
SIGNATURE (IN INK) OF OWNER(S) DATE

1637 Osgood St.
MAILING ADDRESS

North Andover, MA 01845
CITY / TOWN STATE ZIP CODE

PHONE # 603-878-0035 CELL # 603-508-8091

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 doomage 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 doomage.

TOWN OF MILFORD, NH

OFFICE OF THE TAX COLLECTOR
1 UNION SQUARE
MILFORD, NH 03055
603-249-0655

Map 38 Lot 58
Operation # 19-303-04-E

Northeast Sand & Gravel, LLC
17 Old Nashua Rd Suite 14
Amherst NH 03031

EXCAVATION TAX ASSESSMENT PER RSA 72-B

Operation # 19-303-04-E

TAX YEAR: APRIL 1, 2019 - MARCH 31, 2020

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL			
Map38 Lot 58				
	SAND	91,998	\$0.02	\$1,839.96
OPERATION NUMBER:				
19-303-04-E				
	LOAM	0	\$0.02	\$0.00
ACCOUNT NUMBER:				
0	STONE PRODUCTS	0	\$0.02	\$0.00
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	91,998	TOTAL TAX:	\$1,839.96

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 12, 2021 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 8:00 am to 4:00 pm

ORIGINAL WARRANT**GRAVEL TAX LEVY**

TAX YEAR: APRIL 1, 2019 - MARCH 31, 2020

THE STATE OF NEW HAMPSHIRE**HILLSBOROUGH COUNTY, SS**

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, 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 bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$1,839.96** , 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 at TOWN OF MILFORD, NH

Chair

Vice Chair

Selectman

Selectman

(Selectmen/Assessors) Selectman

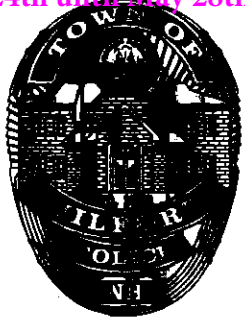
DATE: April 12, 2021

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Northeast Sand & Gravel LLC 17 Old Nashua Rd Suite 14 Amherst NH 03031	Map 38 Lot 58	19-303-01-E	\$1,839.96
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

DATE DUE: May 12, 2021

TOTAL DUE: \$1,839.96

4. a) 2. Request for Approval of Town Owned Lot – International Police Mountain Bike Association (IPMBA)
May 24th until May 28th.

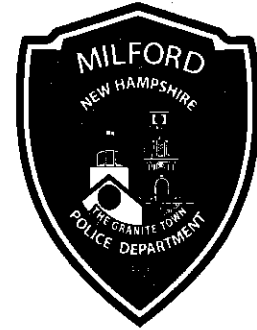


Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola
Chief of Police



To: John Shannon
Town Administrator

From: Captain Shawn Pelletier

Date: March 29th, 2021

Subject: Use of Town Owned Lot

I am requesting permission to use the Town owned municipal parking lot next to the Milford Police Department. This request is to set up and conduct an obstacle course during the week of May 24 to May 28, 2021. The course is required for hosting an International Police Mountain Bike Association (IPMBA) class here at the Milford Police Department. This class will be open to other local surrounding agencies so their officers can be certified as mountain bike officers. The obstacle course is mandatory for the training and is large. The course will need to stay in place during the week with set up taking place on Saturday May 23, 2021. The lot would be closed for the week once we set up on May 23. My plan would be to have citizens that would utilize the municipal lot to use the police department parking lot for that week. The course will be picked up on May 28 late in the afternoon to ensure the lot is open for that night. I will post this information in the lot the week prior as well as a notice on our Facebook page to keep the public informed. I look forward to your response and if you have any questions or concerns please let me know.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. Pelletier".

Captain Shawn Pelletier

4. a) 3. Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) – Donation of 1 container of 200 tablets Protexus PROTABS from the NH Division of Fire Standards and Training & EMS Bureau - \$200.

Board of Selectmen
Agenda Date: 4/12/21

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

Source	Amount	Purpose
None at this time		

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


NH Division of Fire Standards and Training & EMS Bureau
(from a grant by the Granite State Health Care Coalition)

Donation of 1 container of 200 tablets Protexus PROTABS tablets with an estimated value of \$200.
See attached memo from the Milford Ambulance Director.

MEMORANDUM

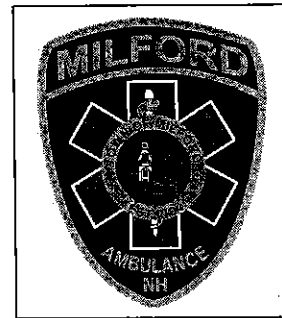
To: Board of Selectmen

CC: Kathy Townsend, Finance

From: Eric Schelberg, Director 

Date: March 18, 2021

Subject: 31:95e Hearing – COVID-19 Donation



This memorandum serves as a request of the Board to accept the following COVID-19 related donation made to the department:

- Donation of 1 container of 200 tablets Proteus PROTABS tablets - \$200.00

The donation is from the NH EMS Bureau made possible from a grant by the Granite State Health Care Coalition to NH Division of Fire Standards and Training & EMS.

Please do not hesitate to contact me with any questions you may have regarding this request.

4. a) 4. Approval to re-appoint Chris Costantino as a NRPC Commissioner – Term expires 2023.
4. a) 5. Approval to re-appoint Janet Langdell as a NRPC Commissioner – Term Expires 2024.
4. a) 6. Approval to appoint John Shannon as a NRPC Commissioner – Term Expires 2025.



Milford Planning Board

To: Board of Selectmen
From: Doug Knott, Planning Board Chairperson
CC: John Shannon, Town Administrator
Jason Cleghorn, Town Planner
Lincoln Daley, Community Development Director
Chris Costantino, NRPC Commissioner
Janet Langdell, NRPC Commissioner
Date: April 6, 2021
Subject: Planning Board recommendation - NRPC Commissioner Appointments

The Town of Milford is allowed three commissioners to the Nashua Regional Planning Commission (NRPC). Currently, Janet Langdell (Planning Board) and Chris Costantino (Conservation Commission) are serving as commissioners with the third seat vacant.

During a routine review of appointments, Town and NRPC staff identified that Chris Costantino was due for re-appointment to NRPC. Simultaneously, the Planning Board was seeking an additional qualified resident to recommend as the third commissioner representing Milford. John Shannon volunteered to serve in that capacity if approved by the BOS. Per RSA 36 appointments to regional planning commissions generally are for a 4-year term but should account for a staggered schedule. With that scheduling in mind, the following proposal was presented to the Planning Board on April 6, 2021:

Chris Costantino: Planning Board recommends that the BOS re-appoint as a NRPC commissioner for 2 years;

Janet Langdell: Planning Board recommends that the BOS re-appoint as a NRPC commissioner for 3 years;

John Shannon: Planning Board recommends that the BOS appointment as a new NRPC commissioner for 4 years;

And that subsequent re-appointments for each person would follow the 4-year term as prescribed in the RSA 36.

At its April 6, 2021 meeting, the Planning Board unanimously approved this proposal.

On behalf of the Planning Board, I respectfully request the Board of Selectmen to consider the appointment and re-appointments as outlined above. If you have any questions regarding this recommendation, please contact either myself or the Community Development Office.

Dear, Mr. Shannon, Town Administrator

5.1. Keyes Field Merry-go-round Maintenance

We love going down to Keyes field
to play at the park. I love going on the
merry-go-round and I thought it would be
really fun if we could touch it up and
paint it! We would need your help and permission.
Although we can buy the paints and brushes
ourselves we would need your help to block
off the merry-go-round area so we can paint
it. My name is ELLI and I am 10 years old
and my grandmother Dawn is 61 years old. Please
get back to us ASAP!

Thank you so much!

-ELLI and Dawn Moore

Our contact information is, 603-801-9353
or DPmoore24@gmail.com

RECEIVED APR 02 2021

100 Osgood Rd Milford NH

5. 2. Execution of Warrant Article #12 – Pubic Works 6-Wheel Snow Plow Unit \$180,000.

2022 New 6 Wheel Dump / Plow Comparison Chart

Make	Chassis	Warranty	Up Fit	Trade	Total
International HV507 SFA	\$99,827	\$10,779 <i>Not Included</i>	\$86,950	TBD	\$186,777
Freightliner 114SD	\$106,309	-	\$86,950	-	\$193,259
Western Star 4700SF	\$118,311	-	\$86,950	-	\$205,261

ALL THREE QUOTED TRUCKS ARE IDENTICALLY SPEC'D FOR EQUAL COMPARISON

****The International HV507 SFA is a stock ordered vehicle that meets our spec'd needs, which includes motor, transmission, suspension, torque and braking upgrades. This unit has a secured build date of July 2021 and will be up fit complete before the winter season. ** THIS UNIT IS MY RECCOMENDATION, WITH THE BEST VALUE IN REGARDS TO OUR NEEDS.**

The Freightliner 108SD is a buildable unit with an unknown production date. Is currently over budget, unknown warranty cost and is not a chassis of choice for our needs.

The Western Star 4700SF is a buildable unit with an unknown production date. Is currently over budget, unknown warranty cost and is not a chassis of choice for our needs.

I have been able to secure / schedule up fit installation with Viking Cives for the Fall 2021 to be completed by the upcoming winter season.

P&S has been completed for the chassis and body up fit authorizations have been completed.



**CLARK'S
TRUCK CENTER**

Established By Russ Clark in 1987

Clark's Truck Center
6 Orr Rd
Jericho VT 05465
Phone: (802) 899-3753

Purchase Agreement

Contract Date: 03/29/2021

Deal #: DE-02241

Customer #: 52582

Salesperson: Russ Clark

Bill To: **52582**

TOWN OF MILFORD

289 SOUTH ST

MILFORD NH 03055-3737

P:(603) 673-1662

Ship To:

TOWN OF MILFORD

289 SOUTH ST

MILFORD, NH 03055-3737

Stock#: NH408084	VIN:1HTEDTAR4NH408084	2022 INTERNATIONAL HV507	Price:	\$0.00
		5 YEAR UNLIMITED MILES, TOWING/ROAD SERVICE \$550 PER INCIDENT		\$1,200.00
		7 YEAR 100K CHASSIS WARRANTY		\$2,880.00
		7 YEAR ALLISON TRANSMISSION WARRANTY		\$1,224.00
		7 YEAR 150K CUMMINS ENGINE & AFTERTREATMENT WARRANTY		\$5,475.00
			Total Price	\$10,779.00
			Total	\$10,779.00

This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser's Signature

03/29/2021
Date

Sales Representative

Russ Clark

Co-Purchaser's Signature

03/29/2021
Date

Manager's Signature

03/29/2021
Date



**CLARK'S
TRUCK CENTER**
Established By Russ Clark in 1927

Clark's Truck Center
6 Orr Rd
Jericho VT 05465
Phone: (802) 899-3753

Purchase Agreement

Contract Date: 03/29/2021

Deal #: DE-02240

Customer #: 52582

Salesperson: Russ Clark

Bill To: **52582**

TOWN OF MILFORD

289 SOUTH ST

MILFORD NH 03055-3737

P:(603) 673-1662

Ship To:

TOWN OF MILFORD

289 SOUTH ST

MILFORD, NH 03055-3737

Stock#: NH408084	VIN:1HTEDTAR4NH408084	2022 INTERNATIONAL HV507	Price:	\$99,827.00
			Per Unit:	\$99,827.00
Stock#: NH408084B	VIN:MILFORDTNH408084B	2021 VIKING CIVES	Price:	\$86,950.00
			Per Unit:	\$86,950.00
			Total Price	\$186,777.00
			Temp Tag	\$25.00
			Total	<u>\$186,802.00</u>

This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.


Purchaser's Signature

03/29/2021

Date

Russ Clark

Sales Representative

Co-Purchaser's Signature

03/29/2021

Date

Manager's Signature

03/29/2021

Date

5. 3. Compost Purchase – Steve Trombly

March 16, 2017

Mr. John Shannon
Town Administrator
Town of Milford
One Union Square
Milford, NH 03055

Re: Compost Purchase

Mr. Shannon,

I would like to express our sincere interest in purchasing the ground compost located at the transfer station, as it was mentioned at a previous Selectmen Mtg. that the Dept. of Public Works was looking at ways to market this product for sale.

I have inspected the large material pile located in the rear of the transfer Station property that was ground this previous fall and I would be willing to purchase the entire pile for the lump sum of \$10,000.00. I would be responsible all the loading and trucking of this material and no cost whatsoever would be incurred to the town. This removal would be completed in a timely manner and at times that do not inhibit any current operational activities.

I am willing to remit payment in full at your request for the sum of \$10,000.00 for this material. I have donated our services to the Town for many years when our equipment has been needed to manage / turning of the leaf piles at no expense to the town. I am furthermore requesting to have this matter discussed at the upcoming Select Board meeting scheduled for March 22, 2021. Please advise if this is feasible and acceptable.

Thank you,

Steve Trombly
Sunny Prairie Farms
603-554-7533

6. 1. Crosby Street – Request for Deaf Child Signs

April 7, 2021

To the Board of Selectmen,

The last few months have brought my family terrible heart ache. I lost my husband to Covid in December. With this unexpected loss I have become a single income home. Not wanting to sell my home at this time, my oldest son and his family, wife and 4 children, have decided to move it to help.

My grandson was diagnosed with Auditory Neuropathy 2 years ago. This is a hearing loss that is difficult to explain. For him a car horn and a dog barking could sound the same. My sons family is moving from a home that is set far from the road where they don't have to worry about him running toward a road. Moving to Crosby Street is a concern for them since so many people fly down the road and he would not hear a car coming or even honking at him. This is the reason I'm writing this to you. We are proposing that Deaf child signs be placed in our neighborhood around 66 Crosby Street with the hopes that people seeing these signs will bring a little more awareness when driving in our neighborhood.

Thank you

Betty Rodimon

9. **APPROVAL OF FINAL MINUTES - March 22, 2021 and March 29, 2021 (5th Monday Forum)**

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

March 22, 2021

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: The Public can participate remotely, call in on your phone at 1-646-558-8656 and enter the meeting ID# 847 9976 1404. The password is 519784. You may also join the Zoom Meeting at <https://us02web.zoom.us/j/84799761404?pwd=amRHMEFRV3ZMTzFTQ2hPZkhqUVVmZz09>.

Please log in five minutes before the meeting's scheduled start time in case there are any technical difficulties. This meeting will be a HYBRID meeting. People may attend in person at Town Hall or by Zoom. **All appropriate mask and social distancing rules will be in place for in person attendees.**

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

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

Town Administrator John Shannon called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance. Administrator Shannon indicated this is the one time every year that he will open the Board of Selectmen meeting for the selection of Chairman and Vice-Chairman. Administrator Shannon indicated that those people in the audience who want to speak or add to the discussion should please use a microphone to be heard on the PEG Access live broadcast.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. - Election of New Board of Selectmen, Chairman and Vice-Chair Administrator Shannon declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted with some members participating via Zoom and some members attending in person. Information for accessing this meeting can be found on the Town website in the red banner. Selectman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

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

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

Administrator John Shannon asked for nominations for the position of Chairman of the Board of Selectmen. **Selectman Freel nominated Selectmen Daniels for the position of Chairman. Seconded by Selectman Labonte. A Roll Call vote was taken with Selectman Daniels yes, Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes and Selectman Freel yes. All were in favor. The motion passed 5/0.**

Administrator Shannon handed the meeting over to Chairman Daniels. Chairman Daniels then asked for nominations for the position of Vice Chairman of the Board of Selectmen. Selectman Freel nominated Selectmen Labonte as Vice Chairman. Seconded by Selectman Daniels. A roll call vote was taken with Selectman Dargie no, Selectman Dudziak no, Selectman Labonte yes, Selectman Freel yes and Chairman Daniels yes. The motion passed 3/2. This concluded the selection of the Board of Selectmen Chairman and Vice-Chairman.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

5:40 p.m. – Approval of Four (4) Land Use Change Tax Warrants – Assessing Director, Marti Noel

In Summary: The first 4 parcels have been disturbed for the construction of a new home. Construction on land in Current Use requires the affected areas to be removed from Current Use and a Land Use Change Tax Warrant be issued. All of the property owners are aware of the action being taken tonight regarding their property.

Selectman Dargie made a motion to approve the four Land Use Change Tax Warrants as presented for Map 45 Lot 3-33, Map 51 Lot 23-1, Map 51 Lot 23-3, and Map 53 Lot 31. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:45 p.m. – Approval of One (1) Land Use Change Tax Warrant and One (1) Intent to Excavate (2020/2021 tax year) – Assessing Director, Marti Noel

In Summary: The excavation on site has not received the required 155:E permit to operate a gravel/earth materials operation. There has been gravel removed. The 155:E request was presented to the Planning Board at their March 16th meeting, but no decision was reached and the 155:E application has not been approved. Unfortunately, the property owner acted without approvals in place. As a result, some of the land has been disturbed, removal of gravel/earth materials having been started. They have been issued a cease and desist order until all necessary approvals and permits are issued. Also, there is an area of land which is being disturbed by a large greenhouse on the property. This is catching up to what has been done already.

All the disturbed areas must be removed from Current Use as required by statute. At this time, the area is estimated to be 1 acre for the building and curtilage, and 1 acre for the disturbed gravel/earth materials operation.

Selectman Dargie asked what the date is that will be used for the evaluation of the property. Marti said they will be using the date that the excavation started which was in either November or December. Selectman Labonte asked what constitutes the start of a gravel operation. Marti said the landowner expressed intent and filed the start of the paperwork for a commercial operation. Selectman Labonte asked if the landowner could go back through the abatement process if he didn't like this. Marti said yes.

Selectman Dargie made a motion to approve the Land Use Change Tax Warrant, Map 3 Lot 12 as presented. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

INTENT TO EXCAVATE: The property owners have submitted an Intent to Excavate for the materials already removed from the site. This is for the tax year of April 1, 2020, through March 31, 2021. This is to account for materials that have already been removed and is not to be interpreted as overriding the 155:E application and process. As noted previously, a cease and desist order has been placed on any further removal of earth materials until all approvals have been processed and granted. Although typically the intent to excavate is addressed on the consent calendar, this particular application required an explanation that would remain a part of the record.

Selectman Dargie made a motion to approve the Intent to Excavate, Map 3 Lot 12 as presented. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:50 p.m. – Abatements, Approval of Five (5) and Denial of One (1) – Assessing Director, Marti Noel

In Summary: FOR APPROVAL: Of the Abatements presented tonight 5 are submitted for approval. Abatement # 2002 involves multiple (4) years of back-taxes. The property is a manufactured home in a manufactured home park where the owner has passed away, leaving several years of taxes unpaid. The park owners have obtained ownership of the manufactured home in 2020 and have requested the back taxes in the name of the previous owner be forgiven. The park owner has begun to pay taxes on the mobile home since it has been in their name.

Abatement #2004 had a structure removed before April 1, and as such, the structure should not have been taxed for the 2020 tax year. The property owners did correctly comply with a demolition permit; it simply was missed by this office. This abatement is to rectify the billing error. Selectman Labonte asked to divide the question and vote on #2002 separately.

Selectman Freel needed more clarification on the four (4) years of back taxes for #2002. Marti explained the process in detail where the park owners are not responsible for the back taxes on someone else's property and have been up to date on

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

taxes since acquiring the property. You can't attach back taxes to a property owner who didn't own the property when the taxes were due. There is no one else available to pay the back taxes of the deceased owner and no money in his estate. The back taxes are \$5,602.66. Taxes on that property are about \$1,600 per year. There is no land involved, just the trailer. The manufactured home is valued at around \$30,000.

Selectman Dargie made a motion to approve the #2002 abatements as presented. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Selectman Dargie made a motion to approve the #2004 abatements as presented. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte abstained, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/0/1 with Selectman Labonte abstaining.

FOR DENIAL: Abatement #2003 was a request for hardship abatement. Instructions for the hardship abatement require the property owner to demonstrate why there is no other recourse for the payment of taxes other than abatement. In this instance, the owner claimed a lack of resources to pay property taxes for 2020 on a home with 14 acres of land and over 400 feet of road frontage. In review, it was noted that this parcel has adequate acreage and frontage to explore subdivision to create additional building lot(s) from their excess land. Also, the property owner had failed to disclose that they own a second, separate parcel of land, 1 acre in size (a pre-existing grandfathered lot adjacent to the first parcel) which could be sold to raise the monies to pay taxes. Finally, all but the 1.04 acres home site is in Current Use, categorized as Forest/White Pine. A timber cut could be conducted to raise the monies for taxes. In short, the property owner has resources and assets available at hand to raise tax money without requiring their tax burden to fall on all other taxpayers. I recommend the Board deny this request.

The owners of the property whose abatements are being considered tonight were notified of my recommendations and reasoning and were informed the BOS would be considering their requests tonight. They have been offered the opportunity to address the Board directly.

Selectman Dargie made a motion to deny abatement #2003 for denial as presented. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:55 p.m. – Discharge of Off-Site Engineering Study & Construction Cost Improvement – Community Development Director, Lincoln Daley and Attorney Patrick C. McHugh, Esq.

Attorney McHugh gave a brief history. His client is St. Mary's Bank which was subdivided and approved by the Planning Board. Community Development is in full agreement with this process. He feels that all obligations have been met.

Mark Fougere, Milford resident, was the town planner when the project was approved. There was great concern about the impact of the sewer plant, which was one of the reasons the plan was produced. He doesn't see any issues.

BOARD OF SELECTMEN RESOLUTION

WHEREAS, the Board of Selectmen of the Town of Milford (the "Town") has considered the request of St. Mary's Bank and B33 Lordens Plaza LLC {the "parties") to agree to the discharge of that certain Off-Site Engineering Study and Construction Costs Improvement Agreement between the Town of Milford and Frank P. Crivello dated November 9, 1987 (the "Agreement"), recorded in the Hillsborough County Registry of Deeds at book 4538, page 0119; and

WHEREAS, the parties have represented that the Agreement, as recorded with the Registry of Deeds, has caused a continuing title defect against the property in the Town now known as Lorden's Plaza, the address of which is 586 Nashua Street, Milford, New Hampshire 03055 {the "Property"); and

WHEREAS, the parties have represented that First American Title Insurance Company has requested that the Board of Selectmen execute a discharge of the Agreement for filing with the Registry of Deeds to clear said title defect; and

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

WHEREAS, the Board believes that in all likelihood the conditions and requirements set forth in the Agreement have been satisfied considering the state of development of the Property and the underlying compliance with applicable Town ordinances and approvals related to the Property; and
NOW, THEREFORE, be it resolved that:

1. The Board agrees it is in the best interests of the Town to discharge the lien against the Property caused by the Agreement; and
2. The Board approves of the form of the Discharge of the Agreement provided by the parties; and
3. The Board hereby authorizes its members to execute the Discharge and allow the parties to file said Discharge with the Hillsborough County Registry of Deeds.

Selectman Labonte asked Lincoln if he was okay with this. Lincoln said yes.

Selectman Dargie made a motion to approve the Discharge of Agreement Off-Site Engineering Study. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

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

4. DECISIONS – Selectman Freel removed item 4. a) 4) from the consent calendar. Selectman Freel made a motion to approve the consent calendar except for 4.a) 4). Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

a) CONSENT CALENDAR.

1. Approval to re-appoint Nick Darchick and Wade Scott Campbell as Full Members of the Traffic Safety Committee – Terms expire 2023
2. Approval to re-appoint Dave Wheeler and Jason Plourde as Full Members of the Traffic Safety Committee – Terms expire 2024
3. Approval to re-appoint George Hoyt and Kathy Fay-Chancy as Full Members of the Recycling/Solid Waste Committee – Terms expire 2024.
4. Approval for Issuance of Building Permit to Construct a Single Family Resident, Map 53 Lot 31, 369 Ponemah Hill Road.
5. Approval for Issuance of Building Permit to Construct a Commercial Building, Map 44 Lot 11-1, 577 Nashua Street.

Selectman Freel had concerns that this is blocking Map 53 Lot 31 from getting the necessary road frontage. He is questioning only 10 feet of road frontage. Lincoln said the applicant applied for a variance last year and received it. They had 10 feet of frontage on Ponemah Hill Road which is the minimum requirement. The Zoning Board felt that it was warranted. They are working with the abutting property owner of a possible wetland adjustment or sharing situation that would benefit both property owners. The Planning Board also offered their support.

Selectman Freel still has concerns about the landowner not being able to trim trees on either side of his driveway so he can see someone coming down the road. Lincoln said they have a traffic engineer as a member of the Zoning Board and safety is part of the process. Both he and Public Works were involved in the process to issue a driveway permit. There is sufficient sight distance to allow this.

Selectman Dargie said there was extensive discussion about the driveway permit. The neighbor and this owner will end up with one shared driveway, they are working together to improve the site.

Selectman Labonte made a motion to approve 4.a) 4). Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

1. Request for Input & Approval of 2021 – 2022 Board of Selectmen’s Meeting Schedule (draft calendar)

Selectman Labonte made a motion to the 2021 – 2022 Board of Selectmen’s Meeting Schedule as amended. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

2. Request for Update to the Board of Selectmen’s Representatives Listing 2021 – 2022 Boards, Commissions, etc. (Draft Listing)

Tina Philbrick volunteered to be a representative on the Heritage Committee. The only change for Board members is Planning Board, Selectman Freel will be the BOS representative and Selectman Dudziak will be the alternate. Their meetings are held on the 1st and 3rd Tuesdays of each month. Tina Philbrick will put together a document that lists what the committees do for new members that come on.

5. TOWN STATUS REPORT - N/A

6. DISCUSSIONS:

1. Dispatch Discussion – Chairman Daniels wants to get all the Boards together from all the towns including Lyndeborough if they would like to be included in the membership. We should be working on the IMA which makes things regional. We need to know what the show stoppers are for us agreeing on the IMA. There was also talk about getting a group of citizens together and reviewing various reports on what needs to be fixed.

Selectman Dargie is not in favor of a long term IMA. He still supports CTA's report and to have Milford go on its own long term. He would be in favor of hiring CTA to develop a plan over a long period for a Milford-owned/run facility. Maybe having several phases, the first focusing on solving the immediate problems with the Police system, making sure it works properly and that public safety is done. Multiple phases will cost more. CTA’s original contract is already complete so this would be a new contract. The end result would be a public safety grade system owned by Milford. We would spend the money doing the upgrades so that when we get out of the IMA, we can take the upgrades with us.

Selectman Dudziak agrees with a lot of what Selectman Dargie says but doesn't think it makes sense to piecemeal the upgrades. CTA has offered to develop RFP’s for the other towns to determine what their needs are as far as upgrades. She suggests reaching out to the other towns to see if that is something that they would be willing to do, at their own cost.

Selectman Dudziak asked if a Select board member from another town threaten to report the Town of Milford for electioneering to the Attorney General’s Office? Chairman Daniels said he received a call from a Selectman from another town about this because they had been notified by someone from Milford that there was advertising on Facebook that they considered electioneering. They wanted to see if anything was done about it before they called the AG’s office. Chairman Daniels review various sites and found a couple of instances where it mentioned voting yes on Article 3. He asked the Town Administrator to have those removed. He didn't find any other problems even with the interviews with various department heads and others. There are four RSA’s that govern electioneering, not using things like computers to advertise things. The Town uses its website to advertise the voter's guides and the other towns do that as well. The Secretary of State said the statute needs to be updated.

Selectman Dudziak said her point is that it’s difficult to work with a town that threatens us. Chairman Daniels said he understands that the person who called him isn’t the same one who reported the town to the AG’s office. Selectman Labonte asked if we received anything from the AG’s office about this. Chairman Daniels said they talked to some people. Administrator Shannon said they interviewed people but we haven’t received any letters. Our Attorney feels we may receive a letter of reprimand. We will train the staff on what they can or can’t do.

Chairman Daniels said that it doesn’t make since if we are put into a position that we can't talk to people to let them know what is going on the warrants. He will be looking into making some changes in the future at the statehouse.

Selectman Labonte asked if we should be calling the other towns or giving direction to Captain Frye to go forward with this. Chairman Daniels said there isn’t a directive that we can give him yet. Everyone is aware of the vote. He can just let them know that we will reach out to the other Boards.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

Selectman Freel asked if we reached out to CTA about doing an RFP, would it be at their expense or no charge for that. Selectman Dudziak said they wouldn't be doing it for nothing. CTA has gone over and above for Milford. If the goal is to stay regional, they would be willing to do RFP's for the other towns and that should be looked into.

Selectman Freel asked about the Police Station Architect structure and asked if we received anything yet. Can we see if the company has any money left over? Paul Calabria, Finance Director said the entire check was cut, there isn't anything left over. Chairman Daniels said the information has been collected and we now own it. Administrator Shannon will look into it.

2. Board Quorums - Chairman Daniels gave a reminder that there are policies that talk about quorums, it's anytime a majority of the board is sharing information to include phone calls and e-mails. We should not be getting into business discussions that are perceived to be a meeting when it hasn't been noticed. Informational things don't count.

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

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Recycling Committee met and is working on updating signage and ordinance. They can also use more members if anyone is interested. Selectman Labonte asked if the new sorting of recyclables will be permanent. Chairman Daniels said no decision has been made yet.

Chairman Daniels would like to have committees start to come in to update the Board on things that they are doing since they are advisory to this Board.

Selectman Dargie said the Zoning Board of Adjustments is also looking for three additional alternate members.

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

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of March 8, 2021, as AMENDED. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

1. Treasurer's Report – July 2020 (revised) and December 2020

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION a motion made by Selectman Labonte to enter into a non-public session at 6:55 in accordance with RSA 91-A:3, II (c) – Reputation and approval of non-public minutes (RSA 91-A:3, II(c)) – Reputation – March 8, 2021. Seconded by Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

In non-public, the Board addressed two things and made one decision.

13. ADJOURNMENT: Selectman Labonte moved to adjourn at 7:30 pm. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 4/0.

Gary Daniels, Chairman

Paul Dargie, Member

Chris Labonte, Vice-Chairman

David Freel, Member

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 3/22/2021

345
346
347

Laura Dudziak, Member

DRAFT

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

March 29, 2021

This meeting was conducted pursuant to State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: The Public can participate remotely, call in on your phone at 1-646-558-8656 and enter the meeting ID# 847 9976 1404. The password is 519784. You may also join the Zoom Meeting at <https://us02web.zoom.us/j/84799761404?pwd=amRHMEFRV3ZMTzFTQ2hPZkhqUVVmZz09>. Please log in five minutes before the meeting's scheduled start time in case there are any technical difficulties. This meeting will be a HYBRID meeting. **People may attend in person at Town Hall or by Zoom. All appropriate mask and social distancing rules will be in place for in person attendees.**

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

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

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

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

All votes that are taken during this meeting must be done by Roll Call vote. He started the meeting by taking roll call attendance. He asked each member to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, yes, no one present, (zoom). Selectman Dudziak, yes, no one present, (zoom). Selectman Labonte, yes, (BOS Room). Selectman Freel, yes, no one present (zoom). Chairman Daniels, yes, no one present, (zoom).

2. APPOINTMENT: (Approximate times)

7:00 p.m. OPEN FORUM

Claire Brewer, Milford resident, had three comments:

1. Claire feels it's time for our town to let go of the thought of standalone dispatch being the only way. She feels we need to focus and communicate with the other towns and find a resolution.
2. Claire feels that Captain Frye needs to step down from the Board of Governors. She doesn't feel he's being proactive.
3. Claire has issues with the Towns website. She cited e-mails and zoom links not being user friendly, things are not all in the same place.

Chairman Daniels said he would have that looked into.

Selectman Labonte said the web site was discussed at the last Granite Town Media meeting and Chris Gentry was going to look into the differences.

3. DECISIONS

a. CONSENT CALENDAR

- 1) Approval of two (2) Intent to excavate Map 50 Lot 4-4 and Map 42 Lot 1
- 2) Approval of one (1) Intent to cut Wood or Timber, Map 38 Lot 10-1
- 3) Request for Approval to renew Two (2) Taxi Cab Permits – Milford Taxi LLC

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 03/29/2021

Selectmen Dudziak made a motion to accept the consent calendar. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie, yes. Selectman Dudziak, yes. Selectman Labonte, yes. Selectman Freel, yes. Selectman Daniels, yes. The motion passed 5/0.

3. ADJOURNMENT: Selectman Freel moved to adjourn at 7:09. Seconded by Selectman Labonte. All were in favor. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Paul Dargie, Member

Chris Labonte, Vice Chairman


David Freel, Member

Laura Dudziak, Member

10. 1. Treasurer's Report January 2021 and February 2021

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
1/31/2021
(unaudited)

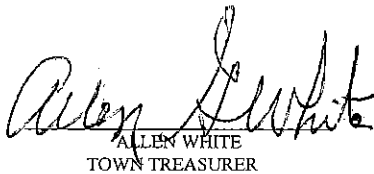
	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 01/01/21	86,458.58	37,535.62	211,574.99	3,959.07	15,077.14	10,676.78	18,928,894.87	\$ 19,294,177.05
Receipts:								
Taxes and Interest	410,235.52	-	-	-	60,543.94	-	-	\$ 470,779.46
Water & Sewer User Fees	145,434.53	-	-	-	39,522.82	-	-	\$ 184,957.35
Other Revenues	375,391.60	358,943.76	-	-	806.00	-	-	\$ 735,141.36
Ambulance	-	-	-	-	78,213.52	-	-	\$ 78,213.52
Recreation	-	-	-	-	530.00	-	-	\$ 530.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	18.74	0.07	-	0.44	2,152.09	\$ 2,171.34
Investment Transfers	3,598,000.00	-	-	-	-	-	1,034,000.00	\$ 4,632,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 4,529,061.65</u>	<u>\$ 358,943.76</u>	<u>\$ 18.74</u>	<u>\$ 0.07</u>	<u>\$ 179,616.28</u>	<u>\$ 0.44</u>	<u>\$ 1,036,152.09</u>	<u>\$ 6,103,793.03</u>
Disbursements:								
Accounts Payable Warrants	(1,574,473.31)	(76,495.95)	-	-	(6,747.30)	-	-	\$ (1,657,716.56)
Payroll Warrants	(426,542.10)	-	-	-	-	-	-	\$ (426,542.10)
Milford School District Appropriation	(2,034,498.00)	-	-	-	-	-	-	\$ (2,034,498.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(589,000.00)	(274,000.00)	-	-	(171,000.00)	-	(3,598,000.00)	\$ (4,632,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,945.95)	-	-	-	-	-	-	\$ (1,945.95)
Voided Checks	7,654.26	-	-	-	-	-	-	\$ 7,654.26
Total Disbursements:	<u>\$ (4,618,805.10)</u>	<u>\$ (350,495.95)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (177,747.30)</u>	<u>\$ -</u>	<u>\$ (3,598,000.00)</u>	<u>\$ (8,745,048.35)</u>
Ending Balance as of 1/31/21	<u>\$ (3,284.87)</u>	<u>\$ 45,983.43</u>	<u>\$ 211,593.73</u>	<u>\$ 3,959.14</u>	<u>\$ 16,946.12</u>	<u>\$ 10,677.22</u>	<u>\$ 16,367,046.96</u>	<u>\$ 16,652,921.73</u>


 ALLEN WHITE
 TOWN TREASURER

3/25/21

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
2/28/2021
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 02/01/21	(3,284.87)	45,983.43	211,593.73	3,959.14	16,946.12	10,677.22	16,367,046.96	\$ 16,652,921.73
Receipts:								
Taxes and Interest	362,137.73	-	-	-	94,291.28	-	-	\$ 456,429.01
Water & Sewer User Fees	244,477.13	-	-	-	37,294.03	-	-	\$ 281,771.16
Other Revenues	242,241.03	312,469.62	-	-	1,252.40	-	-	\$ 555,963.05
Ambulance	-	-	-	-	45,334.62	-	-	\$ 45,334.62
Recreation	-	-	-	-	870.00	-	-	\$ 870.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	16.00	0.06	-	0.40	1,579.64	\$ 1,596.10
Investment Transfers	3,342,000.00	-	-	-	-	-	1,085,000.00	\$ 4,427,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 4,190,855.89</u>	<u>\$ 312,469.62</u>	<u>\$ 16.00</u>	<u>\$ 0.06</u>	<u>\$ 179,042.33</u>	<u>\$ 0.40</u>	<u>\$ 1,086,579.64</u>	<u>\$ 5,768,963.94</u>
Disbursements:								
Accounts Payable Warrants	(1,034,404.00)	(67,056.94)	-	-	(7,196.97)	-	-	\$ (1,108,657.91)
Payroll Warrants	(426,965.96)	-	-	-	-	-	-	\$ (426,965.96)
Milford School District Appropriation	(2,034,498.00)	-	-	-	-	-	-	\$ (2,034,498.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(675,000.00)	(238,000.00)	-	-	(172,000.00)	-	(3,342,000.00)	\$ (4,427,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,316.06)	-	-	-	-	-	-	\$ (1,316.06)
Voided Checks	25,071.99	-	-	-	-	-	-	\$ 25,071.99
Total Disbursements:	<u>\$ (4,147,112.03)</u>	<u>\$ (305,056.94)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (179,196.97)</u>	<u>\$ -</u>	<u>\$ (3,342,000.00)</u>	<u>\$ (7,973,365.94)</u>
Ending Balance as of 2/28/21	<u>\$ 40,458.99</u>	<u>\$ 53,396.11</u>	<u>\$ 211,609.73</u>	<u>\$ 3,959.20</u>	<u>\$ 16,791.48</u>	<u>\$ 10,677.62</u>	<u>\$ 14,111,626.60</u>	<u>\$ 14,448,519.73</u>


ALLEN WHITE
TOWN TREASURER

3/25/2021