

5:30 - Selection of New Board of Selectmen, Chairman and Vice Chairman

1. Appointments:

- a. Administrator Shannon asks for nominations for Chairman. After the Chairman is nominated, the Town Administrator steps down and hands the gavel to the Chairman to continue.
- b. The Chairman then asks for nominations for Vice Chairman for this coming year.

MEETING PREAMBLE DURING COVID-19 EMERGENCY

Good Evening, as Chairman of the Select board, I am declaring that an emergency exists and I am 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 our community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, I also find that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location.

Information for accessing this meeting can be found on the Town web site in the red banner.

At this time, I also welcome 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 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 this meeting.

Please note that all votes that are taken during this meeting must be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their name, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

March 1, 2020

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that John Yule be appointed as an alternate to our Board, effective immediately.

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

Sincerely,

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648

To the Board of Selectman,

I would like to be considered as an alternate member for the library board of trustees.

As a long time believer in the free library system I feel the time is right to step up and help support it.

I feel I can bring a valuable perspective to the board as well as additional help for any task that needs doing.

I have the time to make and uphold a commitment to work with this board and be a reliable person when called upon for assistance.

I believe that I can offer my abilities as a critical thinker to make myself an asset to the board with an ability to research, analyze and help work towards solutions on issues that will come before this board should my input as an alternate ever be required.

Thank you for the opportunity to be considered for this position and I look forward to addressing any further questions with the BOS at the scheduled meeting.

John W. Yule

201 Savage Road

Milford, NH



Granite Town Media Advisory Committee

March 30, 2020

Chairman Daniels,

The Granite Town Media Advisory Committee unanimously voted to recommend that the BOS appoint Nathalie Watson to fill a three year term as a Full Member on our committee. Nathalie has been regularly attending GTM meetings for over a year and has actively contributed to the discussions. Nathalie has a lot of experience with producing content and will be a huge asset to the committee.

Name: Nathalie Watson

Address: 769 North River Rd

Term: Full Member; 3 year term expiring in 2023

Statement: "I'm interested in joining GTM because I enjoy supporting community tv in various aspects. I have an undergraduate degree in TV/Radio/Film from Syracuse University's Newhouse School. I've created episodes of For Pets' Sake for BCTV and a piece for GTM. I have attended meetings for quite some time, and I would appreciate the opportunity to join this wonderful organization."

Regards,

Tim Finan

Chairman, GTM Advisory Committee

—

Address:.

Wade Campbell – Full Member; 1 year term expiring in 2021

For the past year I have been sitting in for most GTM meetings and am looking forward to participating more. I believe I have a lot to add and will be a useful and productive member of the committee.

Address: 162 Mile Slip Rd.

Kevin Federico – Full Member; 3 year term expiring in 2023

Address: 146 Westchester Dr.



Granite Town Media Advisory Committee

March 30, 2020

Chairman Daniels,

The Granite Town Media Advisory Committee unanimously voted to recommend that the BOS appoint Kevin Federico to fill a three year term as a Full Member on our committee. Previously, Kevin served on our committee as BOS representative, so he has a great deal of experience with what we do. Kevin also brings his skills as an IT professional to the committee, which will be very useful. The committee feels he will be a great addition to the group.

Name: Kevin Federico

Address: 146 Westchester Dr

Term: Full Member; 3 year term expiring in 2023

Statement: "While a member of the Board of Selectmen, I was the board representative to this committee and was very involved with the committee as well as the department itself. In my day job I also work closely with another Community Access Television group on very similar issues and projects. I feel this experience will allow me to be an asset to the GTM Advisory Committee."

Regards,

Tim Finan

Chairman, GTM Advisory Committee



Granite Town Media Advisory Committee

March 30, 2020

Chairman Daniels,

The Granite Town Media Advisory Committee unanimously voted to recommend that the BOS appoint Wade Campbell to fill the one year term recently vacated by Joe Kasper. Although not currently a formal member, Wade has been regularly attending GTM meetings and has been and active participant. Wade has a great deal of experience with social media and the delivery of content through that medium, and will be a great addition to the committee in that regard.

Name: Wade Campbell –

Address: 162 Mile Slip Rd.

Term: Full Member; 1 year term expiring in 2021

Statement: “For the past year I have been sitting in for most GTM meetings and am looking forward to participating more. I believe I have a lot to add and will be a useful and productive member of the committee”

Regards,

Tim Finan

Chairman, GTM Advisory Committee

YR TOWN OP#

20 - 303 - 01 - T

(Assigned by Municipality)

MAR 30 2020

For Tax Year April 1, 20 to March 31, 21

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

1. City/Town of Milford
2. Tax Map No./Lot or USFS sale name & unit #: 38-10, 38-10-1
3. Intent Type: Original ☒ Supplemental ☐
(Use mouse to click on Check Boxes) Original Operation #
4. Name of road from which accessible: Perry Rd.
5. a. Acreage of Lot: 10.6 Acreage of cut: 8
- b. Anticipated start date: Spring
6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Joint Tenants) ☒
- b. Owner of Land and Stumpage (Tenants in Common) ☐
- c. Previous owner retaining deeded timber rights ☐
- d. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ☐

REPORT OF CUT FORM / CERTIFICATE TO BE SENT TO:

OWNER ☐ OR BY MAIL ☐ OR

LOGGER/FORESTER ☒ E-MAIL ☒

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

Timber Tax Information is Available at www.revenue.nh.gov
Questions?? Call (603) 230-5950

Evelyn Y. Hansen 01/19/2020
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

Anders + Evelyn Hansen 01/19/2020
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

Anders + Evelyn Hansen
PRINT CORPORATE OFFICER NAME AND TITLE

80 Adams St. Apt. #4
PRINT OWNER(S) NAME

Milford NH 03055
CITY/TOWN STATE ZIPCODE

438 9593
PHONE E-MAIL

FOR ASSESSING OFFICIALS ONLY

The Selectmen/Assessing Officials hereby certify that:

- All owners of record have signed the Intent;
- The land is not under the Current Use Unproductive category;
- The form is complete and accurate; and
- Any timber tax bond required has been received:
\$ _____ Date _____
- The tax collector will be notified within 30 days or receipt pursuant to RSA 79:10;
- This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	45	MBF
Hemlock	4	MBF
Red Pine	2	MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch	1	MBF
Yellow Birch	1	MBF
Oak	3	MBF
Ash	1	MBF
Beech & Soft Maple	2	MBF
Pallet or Tie Logs	12	MBF
Other (Specify)		MBF
Pulpwood	Tons	Cords
Spruce & Fir		
Hardwood & Aspen		
Pine	60	
Hemlock		
Whole Tree Chips		
Miscellaneous		
High Grade Spruce/Fir		Tons
Cordwood & Fuelwood	12	Cords

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

Species:	Amount:

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

Eric Oxman GSFS 1/14/20
SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Eric Oxman - Granite State Forestry Services
PRINT NAME

PO Box 879
MAILING ADDRESS

New London NH 03257
CITY/TOWN STATE ZIPCODE

603 801 2256 eric.oxman@gmail.com
PHONE E-MAIL

Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date

Paul Targis 3/31/2020 [Signature] 4-1-2020

Signature (in ink) of Assessing Official Date Signature (in ink) of Assessing Official Date

**6:05 – Fireworks –
Arene Berry (verbal)**

Town Hall
1 Union Square
Milford, NH 03055-4240
(603) 249-0628
Fax (603) 673-2273
www.milford.nh.gov
conservation@milford.nh.gov

6:10 Recreational Trails Program Grant - Chris Costantino

Town of Milford
CONSERVATION COMMISSION



April 9, 2020

Milford Board of Selectmen

Re: Recreational Trail Program (RTP) grant application for funds to re-establish a tunnel for the Granite Town Rail Trail under Melendy Road.

Dear Milford Board of Selectmen,

The Milford Conservation Commission was awarded a grant to help pay to re-open the filled underpass at Melendy Road. The abandoned rail bed that crossed under Melendy Road was filled in the early 1900's. This grant process is managed by the Bureau of Trails within the NH Department of Natural and Cultural Resources using funds from federal gas taxes paid on fuel for off-highway use.

The Conservation Commission requests the Board of Selectmen to accept the \$78,790.00 to re-establish a passage for the Granite Town Rail Trail under Melendy Road. The re-establishment of this underpass has been part of the Granite Town Rail Trail long-range plan as the best solution for a challenging road crossing at this location for users of the rail trail. Authority was granted by this Board to the Commission in 2017 to seek funding to supplement funds raised from the annual Ghost Train Rail Trail Race for this purpose. The Commission also requests the Board of Selectmen authorize Chris Costantino, Milford Conservation Commission alternate member and Coordinator to manage this project.

Respectfully,

Andy Hughes
Milford Conservation Commission, Chair

STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
BUREAU OF TRAILS
RECREATIONAL TRAILS PROGRAM GRANT AGREEMENT

This grant is, effective upon Governor and Council approval, between the State of New Hampshire, Department of Natural and Cultural Resources, through its Commissioner, hereunto duly authorized through the Division of Parks and Recreation Director, hereinafter referred to as the "**STATE**", and [Town of Milford](#), hereinafter referred to as the "**GRANTEE**".

GENERAL PURPOSE

The Grantee agrees to comply with Code of Federal Regulations (CFR) Title 23 U.S. Code § 206 – Recreational trails program. The Grantee agrees to perform, as outlined in their application, services related to trail maintenance, restoration, development, acquisition, trail-side and trail-head facilities, operation of education programs promoting safety and environmental protection, or improving access and use of trails by persons with disabilities, in accordance with the Fixing America's Surface Transportation (FAST) Act of 2015.

TERM OF GRANT

This grant, and the obligations of the parties hereunder, shall become effective upon Federal Highway Administration (FHWA) and Governor and Council approval. The term of this grant shall run from the commencement date through **December 31, 2020**, with any exceptions listed on page 4.

GRANT TOTAL

The maximum amount of funds available to the Grantee pursuant to this agreement shall be [\\$78,790.00](#). It is further understood and agreed that the Grantee shall only be reimbursed on the basis of actual costs incurred, and that the State's determination of eligible and approved costs shall be final in all cases.

It is understood and agreed that all payments of all sums by the State hereunder are contingent upon availability and continued appropriation of federal funds, and, if for any reason whatsoever, such funds shall be terminated or reduced or otherwise become unavailable, the State may terminate this grant in whole or part immediately. Any payments allotted but not applied for by the Grantee on the project termination date shall lapse.

COST SHARING PROVISIONS

The Grantee will be required to provide adequate documentation in a format that fully accounts for and certifies that the matching funds have been, in fact, incurred on the project. The Grantee has pledged a minimum of [20%](#) of the total project cost or value; [\\$19,697.50](#), to the match requirement.

AMENDMENT

The Grantee agrees that they will not amend, revise, or change the approved application or work plan without the written consent of the State.

PROJECT PROGRESS REPORT

The Grantee shall submit a project progress report with each request for reimbursement. The report shall outline how each expense item has been applied to the project and provide a plan for future work. Failure to do so may result in the withholding of reimbursement by the State and may also result in impacts to future grant awards. The final billing submitted must be accompanied by the final progress report stating the project is 100% complete and provide color photos detailing the completeness of project.

SPECIAL PROVISIONS

Any equipment, steel or iron purchased with RTP funds must comply with **Buy America** requirements. Disposal of equipment in any manner shall require written authorization from the State of NH – DNCR, Bureau of Trails with approval from the FHWA. Equipment may be traded or sold by a Grantee which will no longer provide services on trails used by the general public provided that receipts from the sale shall be returned to the Bureau in the same proportion as originally funded by the Bureau.

First billing for materials/goods & equipment purchases must be accompanied by no less than three (3) competitive vendor quotes for said equipment & goods/materials if $\geq \$2000$, and service agreements are $\geq \$10,000$.

Equipment purchased through the Recreational Trails Program shall be required to display (at locations designated by the Bureau) at least one (1), but not more than two (2), decals indicating that the equipment has been partially funded by this program. Decals shall be provided by the Bureau.

Equipment purchased through the Recreational Trails Program shall be maintained in good mechanical condition. The FHWA, through the State of New Hampshire shall retain a permanent interest in the form of a lien on any and all equipment purchased through the Recreational Trails Program, for the life of the equipment.

ANNUAL EQUIPMENT REPORT

An annual equipment report on the condition and location of trail equipment purchased with grant funds shall be submitted annually by **December 31, 2021, 2022, 2023 and 2024**. The Grantee agrees to retain and use any acquired equipment for intended recreational trail maintenance purposes only in perpetuity.

REIMBURSEMENT

The State agrees to reimburse the Grantee in accordance with the application rules subject to the following terms and conditions;

1. This agreement may be modified, waived, or discharged only by an instrument signed by the parties hereto.
2. It is understood and agreed by the parties hereto, that in the performance of this grant and the services hereunder, the Grantee and its servants and employees are in all respects independent contractors and shall neither be determined to be employed, nor agents of the State, nor be entitled to any benefits, worker's compensation, or emoluments provided by the State to its employees.
3. The Grantee must pay 100 percent of the cost of an item before submitting a request for reimbursement of eligible costs. The Grantee shall submit invoices for actual costs incurred. Reimbursement from the State will take approximately 60 days. Invoice indicating payment in full for the purchase of equipment must accompany billing.

- a. Billings must be within 30 days of incurring the costs.
 - b. All billings must be accompanied by proof of payment such as credit card receipts or cancelled checks (front & back).
 - c. All billing must be accompanied by a match form showing a 20 percent match has been met for the total cost of the billing until total match for project is met.
4. A request for reimbursement may not be submitted to the State for less than 25 percent of the total grant amount. The final 25 percent of the total grant amount may be withheld until the project is verified complete by the state, the federal grantor agency, or their representatives. Standard reimbursement forms will be provided by the State. All match shall be accounted for before final payment.
5. Reimbursements will be made only for items that were listed on the Project Application and subsequent approved amendments.

COMPLIANCE AND CONSTRUCTION INSPECTION REPORT

Project progress inspections may be conducted by State or Federal representatives. State representatives may, at any time, inspect the project and review the Grantee's records and files. Upon notification of project completion, the State will inspect projects and prepare a written report. Recommendations for corrective actions will be made, if appropriate. A copy of the report will be sent to the Grantee. Deficiencies, if any, shall be corrected and reported, in writing to the State within twenty-one (21) days of receipt of the inspection report. Final reimbursement will not be made until deficiencies are corrected.

The Grantee agrees to submit to all requested inspections and audits by State and Federal officials which relate to the services and payments under this grant.

PENALTIES

1. Termination of Grant: Any failure by the Grantee to abide by or carry out any of the terms or conditions of this grant shall, at the discretion of the State, result in termination of this grant, if, after notice to the Grantee, said default is not remedied within ten (10) days. In the event of termination, no further payments shall be made by the State.
2. Denial of future RTP funds: failure to comply with any and all terms or conditions of this grant may result in denial of future RTP funds for no less than 2 years from current grant year.

RECORD RETENTION

All program and financial records shall be retained by the Grantee for State and Federal audit purposes and available for public inspection for a period of three (3) years after the final payment on the project.

At a minimum, the following records shall be maintained and made available for audit: invoices for purchased materials and for all design and construction costs (indicating check number and date paid on each invoice), cancelled checks or copies thereof, bid, solicitation, and procurement documents, work changes, and change orders.

SOVEREIGN IMMUNITY AND INDEMNIFICATION

The Grantee covenants to indemnify and hold harmless the State from, and against, any and all losses suffered by the State, and any and all claims, liability or penalties asserted against the State, by or on behalf of any person, on account of, based in, resulting from, arising out of, (or which may be claimed to have arisen out of) the acts or omissions of the Grantee. Nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State. This covenant shall survive the termination of the grant.

RECREATIONAL TRAILS PROGRAM GRANTEE INFORMATION

Organization Name: Town of Milford Vendor Code: «177503»

Grant #: 20-20 Grant Amount: \$78,790.00 Match Pledged: \$19,697.50

Appropriation Code
37770000-074-500585

Contract Expiration Date
December 31, 2020

Grantee/Date

Witness/Date

STATE OF NEW HAMPSHIRE

COUNTY OF _____

On this the ____ day of _____, 20____, before me, _____,
Project Administrator, appeared, known to me, (or satisfactorily proven) to be, the person
subscribed to the within instrument, and acknowledged that they executed the same for the
purpose therein contained.

Justice of the Peace/Notary Public _____

My commission expires _____ Seal:

STATE OF NEW HAMPSHIRE DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Chief, Bureau of Trails

Witness/Date

Approved as to form, substance and execution: _____
Attorney General's Office

Contract expires **December 31, 2020**

Approved by Governor & Council

at the _____ meeting

Item# _____

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/28/2019

6:05 p.m. – Approval of Recreational Trail Program (RTP) Grant Application – Tunnel for Rail Trail – Andy Hughes and Chris Costantino

The Milford Conservation Commission is in the grant application process to receive funding from the Recreational Trails Program to help pay to reopen the filled underpass at Melendy Road. The abandoned rail bed that crossed under Melendy Road was filled in the early 1900's. This grant process is managed by the Bureau of Trails within the NH Department of Natural and Cultural Resources using funds from federal gas taxes paid on fuel for off-highway use.

The Conservation Commission hereby respectfully requests the approval of the Board of Selectmen to re-establish a tunnel for the Granite Town Rail Trail under Melendy Road, in addition, please re-authorize the Conservation Commission to seek funding to cover the costs, estimated to be \$75K to \$125K, to replace the tunnel. The re-establishment of this tunnel has been part of the Granite Town Rail Trail long range-plan as the best solution for a challenging road crossing at this location for users of the rail trail. Authority was granted by this Board to the Commission in 2017 when the Commission requested authority to pursue a Land and Water Conservation Fund (LWCF). This grant application is still pending. They are also looking at other funding sources.

Chairman Daniels asked if there was a target date that they need the money by. Chris said no, it's all being driven by when they receive the money and other factors. There are three road crossings for the rail trail. If the town decides that they need to widen Armory Road, it may cut into the rail trail and they don't want to see federal funds disappear into a road project. They require that Conservation encumber the rail trail, kind of like a deed restriction. It will require a boundary survey which may be around \$25,000. They may be able to get enough information from abutting properties (50) that have boundary markings on them and then reverse engineer the boundary survey for the rail trail. The LWCF may not accept that type of survey.

Chairman Daniels asked if it would be a problem if the town wanted to widen Armory Road. Chris said yes, but it may not be an unsolvable problem. There are contingencies that you have put in place and appeal to the federal government. It's an extra hurdle. Chairman Daniels said it might not be a good idea to take federal money to lock in place a trail that prevents the town from making our roads safer. Chris agreed and stated again that they are looking at other funding sources.

Selectman Putnam made a motion to give approval to the Conservation Commission to re-establish a tunnel for the Granite Town Rail Trail under Melendy Road and seek funding to cover the costs to replace the tunnel. Selectman Dudziak seconded. All were in favor. The motion passed 5/0

3. PUBLIC COMMENTS. - Rodny Richie, Milford Resident had several questions for the Board.

1. He didn't understand why there wasn't a LUCT on a land use change, previously presented by Marti at the 5:45 appointment. Chairman Daniels said the contributory value is inherent in the individual parcels; however, the appropriate paperwork still needs to be filed. Administrator Bender said it's green space that is commonly owned by all of the property owners in that subdivision. The value is inherent in each individual parcel. He will get more clarification to Rodny. Selectman Dargie said there's no value in it by itself because it's deeded to the property so it has no intrinsic value. The LUCT is 10% of the value and the value is zero.

2. In regards to the consent calendar, he would like to know what 4. a) 5, Approval of 2019 Preliminary Tax Warrant is? Chairman Daniels said it's the first real estate tax billing for 2019 with a net sum of \$20,490,699.74. The bills will go out on May 31, 2019.

3. He asked for an update on the cameras at the transfer station. He asked if they were recording or was it just live feed. Administrator Bender said this will be discussed under Town Status later in the meeting.

4. In regards to the Drone that was just bought for the town, he asked if it was still happening. Selectman Labonte said the drone was bought by Granite Town Media and they are funded through the cable franchise fees. Rodny asked who would be flying it. Selectman Labonte said the Community Media Director. He has a license to fly drones. There is possibly someone on the Fire Department who also has a license. Rodny asked if there will be a job description change for the Community Media position to include a license to fly the drone. He would also like to know if the camera would be live or recorded. Administrator Bender said they would talk to the Granite Town Media Board, this is all new.

5. In regards to NIXEL, the coverage has been better but it's inconsistent, not everything is announced. He asked who determines what goes out on the alerts. Administrator Bender said the various departments that have been involved. Rodny asked for more consistency.

4. a) 1 through 3 Request for approval to re-appoint Jason Plourde as a full member of the Zoning Board of Adjustments - Term Expires 2023. Approval to change Joan DAagie from a full member to an alternate member of the Zoning Board of Adjustments - Term expires 2021. Approval to change Wade Scott Campbell from an alternate member to a full member of the Zoning Board of Adjustments - Term expires 2023.



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055 TEL: (603)249-0620 WEB: WWW.MILFORD.NH.GOV

Date: March 12, 2020
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Director of Community Development
Subject: Board of Adjustment Member Recommendation

This memorandum is being sent on behalf of the Board of Adjustment to recommend the following appointments for Board of Selectmen review and consideration.

- 1) Recommendation to appoint Jason Plourde as a full member of the Board. He last served on the Board of Adjustment in 2018.
- 2) Recommendation to appoint Wade Campbell as a full member. Mr. Campbell is currently serving as an Alternate.
- 3) Recommendation to appoint Joan Dargie as an Alternate. Ms. Dargie is currently serving as a full member.

Steve Bonzar's term as a full member expires March 31, 2020. He is not seeking reappointment to the Board of Adjustment. No action is required by the Board of Selectmen.

4. a) 4) Request for Approval to re-appoint Chris Costantion as an alternate member of the Library Trustees -
Term expires 2021

March 1, 2020

To Whom It May Concern,

The Wadleigh Board of Trustees would like to recommend that Chris Costantino be appointed as an alternate to our Board, effective immediately.

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

Sincerely,

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648

Memo

To: Board of Selectmen
From: Joint Loss Management Committee (JLMC)
Date: March 12, 2020
Subject: Safety Program Review and Update of JLMC Manual

It was time for the Joint Loss Management Committee to review the Safety Program and make any necessary changes to the JLMC Manual and then forward to the Board of Selectmen for approval.

We sent the JLMC manual to Phil St. Cyr, Primex3 Risk Management Consultant, for review and received an email back recommendations to make the following changes to the Safety Manual.

Recommendations

1. Removed the Infectious Disease Statements and inserted the recommended language (see email)
 - A. Page 11, Changed header #7 from Communicable/Infectious Disease Prevention to **Communicable Disease Exposure Response Prevention**
 - B. Page 11, Changed 7.B. from Description of Infectious Diseases to **Description of Communicable Disease**
 - C. Page 12, Added **#8. Toxic/Hazardous Materials and Worker's Right to Know Law**
 - D. Page 12, Corrected spelling, the word "hazardous" is mis-spelled twice
 - E. Page 16, Policies Section the correct Worker's Comp. form is **# 8aWCA** instead of SaWCA

Other related changes

1. On pages 18 B
 - A. **Header** – Changed header Infectious Disease Exposure Response to **Communicable Disease Exposure Response**
 - B. **Definitions**
 - a. Changed Unprotected Exposure to **Critical Exposure**
 - b. Added **Exposure definition**
 - C. **Procedures** section 5.a, b, c, d
2. On page 19, Medical Referral Consultant - Added Express MED/BOAC information
3. Updated Table of Contents

The Joint Loss Management Committee met on March 3, 2020, reviewed the revisions and we all signed off on the 2020 Statement of Safety Policy with the above changes.

At this time, we are respectfully placing this item before the Board of Selectmen for adoption/approval.

Karen Blow, Human Resource Director
on behalf of

Rodney Dunn, Chair; Kris Jensen, Vice Chair; Mike Goldstein, Chair Facilities Investigation Committee (FIC); Andy Grady, FIC; Rick Riendeau, Chair Accident Investigation Committee (AIC); Eric Schelberg, AIC; Darlene Bouffard, Secretary; Arene Berry; Betsy Solon; Chief Viola; Ryan Rothhaus, Russ Works, Seth Darling

STATEMENT OF SAFETY POLICY REVISED MARCH 2020

The welfare and safety of all Town of Milford employees is of prime concern to management. Accidents result in unnecessary suffering and loss of wages and, all too often, in permanent disability. Therefore, it is the policy of the Town of Milford to provide and maintain safe and healthy working conditions and to require safe work practices.

To assure that our best efforts are going toward the prevention of accidents, we have established a comprehensive Loss Prevention Management Program for Town employees.

Each of us shares a responsibility for the prevention of accidents and we expect everyone will participate fully to ensure that this will be a safe organization in which to work.

Board of Selectmen:

Chairman – Gary Daniels

Vice-Chairman – Paul Dargie

Selectman – Laura Dudziak


Selectman – Christopher Labonte

Selectman – Michael Putnam


Department Heads:


Town Administrator – John Shannon



Ambulance Service Director – Eric Schelberg


Assessor – Marti Noel


Community Development Director – Lincoln Daley

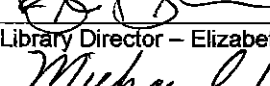

Finance Director – Paul Calabria

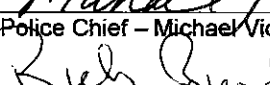

Community Media Manager – Chris Gentry

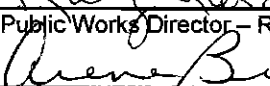

Fire Chief – Ken Flaherty


Human Resources Director – Karen Blow


IT Director – Elizabeth Solon


Library Director – Elizabeth Solon


Police Chief – Michael Viola


Public Works Director – Rick Riendeau


Recreation Director – Arene Berky


Town Clerk – Joan Dargie


Director of Water Utilities – Kevin Stetson

Karen Blow

From: Philip St. Cyr <pstcyr@nhprimex.org>
Sent: Tuesday, November 12, 2019 3:04 PM
To: Karen Blow; Rodney Dunn
Cc: Rodney Dunn
Subject: RE: 2019-Milford Safety Program Review

Follow Up Flag: Follow up
Flag Status: Flagged

Hi There:

I have reviewed the Safety Program and all references to the NH-DOL Laws and Rules appear to be in order except for one area. On page 12 (**Hazard Communication Program**) references Communicable / Infectious Disease Control. The Hazard Communication Program is actually pertinent to Toxic / Hazardous Materials and Worker's Right to Know Law.

I might suggest you remove the Infectious Disease Statements and insert the following language:

NH-RSA 277-A:5 Employer's Duty to Provide Information. –

Subject to the limitations of RSA 277-A:4, III, every employer whose employees handle, use, or are otherwise exposed to any toxic substance during the course and scope of their employment shall:

- I. Keep on file in a convenient office location and make available for examination and reproduction upon request a safety data sheet for each toxic substance or product mixture containing 2 or more toxic substances to which an employee may be exposed in carrying out his or her duties.**
- II. Post a notice, written in clearly understandable nontechnical language, in a conspicuous location accessible to the employees and as close to the work area as possible containing the word "Warning" in large letters and all the following information on each toxic substance to which employees may be exposed:**
 - (a) The name or names of the substance.**
 - (b) The acute and chronic hazards of exposure to the substance.**
 - (c) Symptoms of exposure and overexposure, including known behavioral effects.**
 - (d) Appropriate emergency treatment for exposure and overexposure.**
 - (e) Proper conditions for safe use of and exposure to the substance.**
 - (f) Procedures for cleanup of leaks and spills of the substance.**
 - (g) Procedures in case of fire or other environmental changes which would result in increasing the substance's hazardous or toxic properties.**
- III. Post a notice of the availability of a safety data sheet for each of the toxic substances to which the employee may be exposed and, upon request by an employee for a safety data sheet, supply such data sheet within 72 hours.**
- IV. Conduct an education and training program within 180 days of October 26, 1983, for all employees routinely exposed to toxic substances, and thereafter during the first month of employment of any such new employee, informing such employees of the nature of the toxic substances to which they will be exposed, prescribing proper and safe procedures for handling under all circumstances, and advising them of the potential risks involved.**
- V. Make every reasonable effort to obtain from manufacturers, producers, formulators, the Federal Environmental Protection Agency, or any other authoritative source, any new or updated information concerning the toxic substances in his or her workplace and to make such information available to all affected employees immediately.**
- VI. Notify all employees of their rights under this chapter.**
- VII. Send a copy of each safety data sheet with details of the specific locations of each toxic substance and available extinguishing agents to the local fire department. Such safety data sheets shall be available for public inspection at such fire departments.**
- VIII. Maintain on file at the workplace safety data sheets for a period of at least 30 years after discontinuation of the use of each toxic substance. In the event that the employer ceases operations or relocates, all safety data sheets shall**

be submitted to the department of labor to be maintained on file for the statutorily required 30 year period. All rights of access to safety data sheets provided in this chapter shall apply to the full 30 year period.

Source. 1983, 466:1, eff. Oct. 26, 1983. 2015, 141:2, eff. Jan. 1, 2016.

In my opinion, the remaining content of the Safety Program is all in order!

Best regards
Phil

Phil St. Cyr, Risk Management Consultant
pstcyr@nhprimex.org
www.nhprimex.org
603-225-2841 ext. 105 (Office direct)
603-496-0415 (Cell direct)

From: Karen Blow <kblow@milford.nh.gov>
Sent: Tuesday, October 29, 2019 11:30 AM
To: Philip St. Cyr <pstcyr@nhprimex.org>; Rodney Dunn <rdunn@milford.nh.gov>
Cc: Rodney Dunn <rdunn@milford.nh.gov>
Subject: RE: 2019-Milford Safety Program Review

Hi Phil,

Here is the JLMC Manual. Please advise if there is anything else you need.

Thanks...
Karen

From: Philip St. Cyr [<mailto:pstcyr@nhprimex.org>]
Sent: Tuesday, October 29, 2019 11:22 AM
To: Rodney Dunn; Karen Blow
Subject: RE: 2019-Milford Safety Program Review

Hi there:

When you have a moment, please send me the most recently approved version of the Town's Safety Program. I will review as soon as I can and offer any recommendations (as needed) to ensure compliance.

Best regards
Phil

Phil St. Cyr, Risk Management Consultant
pstcyr@nhprimex.org
www.nhprimex.org
603-225-2841 ext. 105 (Office direct)
603-496-0415 (Cell direct)

From: Rodney Dunn <rdunn@milford.nh.gov>
Sent: Monday, October 28, 2019 1:15 PM
To: Karen Blow <kblow@milford.nh.gov>

**Milford Taxi LLC
32 Johnson Street
Milford New Hampshire 03055
Phone- 603-672-3344**

03/10/2020

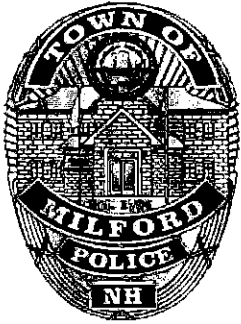
Dear Board of Selectmen,

Please review the applications for 2020 Chauffeurs Licenses for applicants
William LaBell, and Edward LaBell of Milford Taxi LLC.

Thank You,

William LaBell

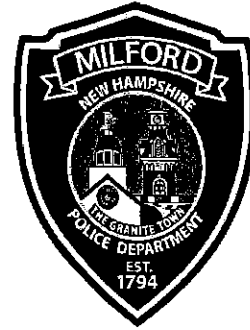
Edward LaBell



Town of Milford

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

Michael J. Viola
Chief of Police



TOWN OF MILFORD, NH

APPLICATION FOR TAXICAB OPERATOR'S PERMIT

Name: LaBell William G.
Last First Middle Maiden

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

D.O.B.: 06/06/1981 Age: 38

NH License Number: 06LLW81061 Expiration Date: 6/6/22

List Any License Restrictions: Glasses

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

See Attached

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

Diabetes

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

Milford Taxi LLC.

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

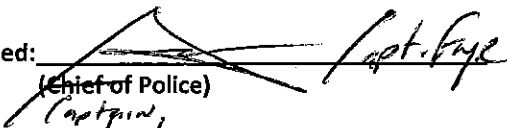
YOU MUST SIGN THIS APPLICATION: Read the following carefully before you sign. A false statement on any part of this application will be just cause for refusal of any application and is punishable under New Hampshire Revised Statutes Annotated (NH RSA) 641:3.

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

x William G. LaBell

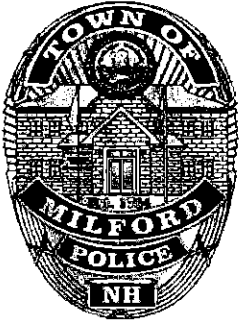
Approved: [Signature]
Date: 3/19/2020

TOWN OF MILFORD, NH
TAXI CAB LICENSE

Verified:  3/19/2020
(Chief of Police) (Date)
Granted: 3/19/2020 Denied: _____
(Date) (Date)

Milford Board of Selectmen:

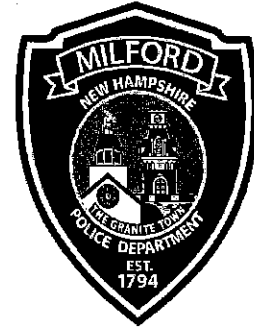
Fee: \$25.00



Town of Milford

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

Michael J. Viola
Chief of Police



TOWN OF MILFORD, NH

APPLICATION FOR TAXICAB OPERATOR'S PERMIT

Name: LaBell Edward James
Last First Middle Maiden
Address: 43 Crosby St Milford N.H. 03055
Phone: 603 732-7375
D.O.B.: 4/2/1958 Age: 61
NH License Number: NHL 14803396 Expiration Date: 04/02/2024
List Any License Restrictions: B

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

DUI 1983

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

TYPE 2 Diabetic

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

Milford Taxi LLC.

SIGNATURE, CERTIFICATION AND RELEASE OF INFORMATION

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

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

x Edward James LaBell

Approved: [Signature]

Date: 3/19/2020

EQUAL AND EXACT JUSTICE TO ALL

TOWN OF MILFORD, NH
TAXI CAB LICENSE

Verified: *[Signature]* *3/19/2020*
(Chief of Police) (Date)

Granted: *3/19/2020* Denied: _____
(Date) (Date)

Milford Board of Selectmen:

Fee: \$25.00

TAXI CAB LICENSE

License # 11

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

William G. LaBell Milford Taxi LLC.
(Name of Owner) (Company Name)

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

Fee: \$25.00 for each vehicle licensed.

* * * * *

Vehicle Information:

- Make ~~200~~ Chevy Impala Year 2008
- NH Registration No. 383 7210 Color yellow
- Proof of Insurance (Copy must be attached) Expiration of Same 2020

Signed this 18 day of March 2020

Chairman, Milford Board of Selectmen

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

William LaBell _____
(Name) (Date)

Police records check performed by: Travis Faye Captain
(Name) (Title)

Date: 3/19/2020

Recommendation License / approve

* * * * *

Denied _____
(Date)

for

The Town of

Milford, NH

TAXI CAB LICENSE

License # 12

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

William G. LaBell
(Name of Owner)

Milford Taxi LLC.
(Company Name)

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

Fee: \$25.00 for each vehicle licensed.

* * * * *

Vehicle Information:

- Make Dodge Grand Caravan Year 2008
- NH Registration No. 451 4997 Color yellow
- Proof of Insurance (Copy must be attached) Expiration of Same 2020

Signed this 19 day of March 2020

Chairman, Milford Board of Selectmen

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

William LaBell
(Name)

(Date)

Police records check performed by: [Signature] Captain NH-DMV
(Name) (Title)

Date: 3/19/2020 License / approve

* * * * *

Denied _____
(Date)

**Board of Selectmen
for
The Town of
Milford, NH**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2020

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 have ADDITIONAL INSURED provisions or 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 Eaton & Berube Insurance Agency, LLC 11 Concord St Nashua NH 03064		CONTACT NAME: Gail Douglas PHONE (A/C, No, Ext): 603-882-2766 E-MAIL ADDRESS: gdouglas@eatonberube.com FAX (A/C, No): 603-886-4230	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED Milford Taxi LLC 32 Johnson St Milford NH 03055		MILFTAX-01	
		INSURER A: National Indemnity	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 1547625550**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		70APR381735	10/20/2019	10/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$300,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 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)

2008 Chevy Impala 2G1WB55K181334588
2008 Dodge Caravan 1D8HN44H08B191996**CERTIFICATE HOLDER****CANCELLATION**Town of Milford
Town Offices
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

4. a) 7) Request for approval of Yield Tax Levy, Map 1 Lot 10

ORIGINAL WARRANT

YIELD TAX LEVY

April 13, 2020

THE STATE OF NEW HAMPSHIRE

Hillsborough

TO: COLLECTORS NAME, Collector of Taxes for Town of Milford, NH 03055 , 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 Yield Tax set against their name(s), amounting in all to the sum of : **\$7,018.09** , with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Milford, NH 03055

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

DATE SIGNED: April 13, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Riley Bros Lumber Co 39 Christmas Tree Lane Milford, NH 03055	1-10	19-303-03-T	\$7,018.09

TAX DUE DATE: May 13, 2020 TOTAL YIELDTAX: \$7,018.09

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

TOWN / CITY OF: Milford, NH 03055
COUNTY OF: Hillsborough
CERTIFICATION DATE: April 13, 2020

SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487

Gary Daniels

Paul Dargie

Laura Dudziak

Chris Labonte

David Freel

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Riley Bros Lumber Co 0 39 Christmas Tree Lane Milford, NH 03055	WHITE PINE	393.314			\$162.25	\$63,815.20	\$6,381.52	
	HEMLOCK	6.925			\$54.90	\$380.18	\$38.02	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
ACCOUNT OR SERIAL #: 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.265			\$245.45	\$65.04	\$6.50	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 1-10	WHITE BIRCH	3.005			\$90.65	\$272.40	\$27.24	(TOTAL OF
	YELLOW BIRCH	0.000			\$180.45	\$0.00	\$0.00	COL. # 9)
	OAK	0.000			\$0.00	\$0.00	\$0.00	
	ASH	0.925			\$181.30	\$167.70	\$16.77	
	SOFT MAPLE	2.175			\$136.40	\$296.67	\$29.67	
	BEECH/PALLET/TIE LOGS	1.965			\$88.10	\$173.12	\$17.31	
	OTHERS :	27.780			\$88.10	\$2,447.42	\$244.74	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$7,018.09
	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
# 3 OPERATION NUMBER 19-303-03-T	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		2,883.57		\$ 0.83	\$2,393.36	\$239.34	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			15.00	\$ 11.32	\$169.80	\$16.98	
						\$70,180.89	\$7,018.09	

TOWN: Milford, NH 03055
COUNTY: Hillsborough
OWNER: Riley Bros Lumber Co
OWNER:
ADDRESS: 39 Christmas Tree Lane
ADDRESS: Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #: 1
MAP & LOT #: 1-10
OPERATION #: 19-303-03-T
DATE OF BILLING: April 13, 2020

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE		RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS		
WHITE PINE	\$100.00	\$175.00				\$75.00	0.83	\$ 162.25	393.314		
HEMLOCK	\$30.00	\$60.00				\$30.00	0.83	\$ 54.90	6.925		
RED PINE	\$0.00	\$0.00				\$0.00	0.83	\$ -	0.000		
SPRUCE & FIR	\$0.00	\$0.00				\$0.00	0.83	\$ -	0.000		
HARD MAPLE	\$150.00	\$265.00				\$115.00	0.83	\$ 245.45	0.265		
WHITE BIRCH	\$45.00	\$100.00				\$55.00	0.83	\$ 90.65	3.005		
YELLOW BIRCH	\$85.00	\$200.00				\$115.00	0.83	\$ 180.45	0.000		
OAK	\$0.00	\$0.00				\$0.00	0.83	\$ -	0.000		
ASH	\$90.00	\$200.00				\$110.00	0.83	\$ 181.30	0.925		
SOFT MAPLE	\$70.00	\$150.00				\$80.00	0.83	\$ 136.40	2.175		
BEECH/PALLET/TIE LOGS	\$30.00	\$100.00				\$70.00	0.83	\$ 88.10	1.965		
BOX PINE	\$30.00	\$100.00				\$70.00	0.83	\$ 88.10	27.780		
OTHERS:	\$0.00	\$0.00				\$0.00	0.83	\$ -	0.000		
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.83	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.83	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.83	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.83	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.83	\$ 0.83		2883.570	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.83	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$12.00		\$4.00	0.83		\$ 11.32		15.000

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

YR TOWN OP#
19-303-03-T

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

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

1. Town/City of: Milford

2. Tax Map/Block/Lot or USFS Sale Name & Unit No.
1-103. Intent Type: Original ☐ Supplemental ☒ 249-0615
(Original Intent Number)

4. Name of Access Road: Christmastree Ln.

5a. Acreage of Lot: Acreage of Cut:

5b. Anticipated Start Date:

6. Type of ownership (check only one):

- a. Owner of Land and Stumpage (Sole Owner) ☒
- b. Owner of Land and Stumpage (Joint Tenants) ☐
- c. Owner of Land and Stumpage (Tenants in Common) ☐
- d. Previous owner retaining deeded timber rights ☐
- e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements ☐

REPORT OF CUT / CERTIFICATE TO BE SENT TO:

OWNER ☐ OR LOGGER / FORESTER ☒
BY MAIL ☒ OR E-MAIL ☐

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

Attach a signature page for additional owners.

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

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

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

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

MAILING ADDRESS
39 Vmas Tree Lane
MILFORD NH 03055
CITY OR TOWN STATE ZIP CODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) 394-2710
CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:

1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and

4. Any timber tax bond required has been received.

\$ Date:

5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.

6. This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut
White Pine	250 MBF
Hemlock	MBF
Red Pine	MBF
Spruce & Fir	MBF
Hard Maple	MBF
White Birch	MBF
Yellow Birch	MBF
Oak	MBF
Ash	MBF
Soft Maple	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	MBF
Other (Specify)	MBF
Pulpwood	Tons
Spruce & Fir	
Hardwood & Aspen	
Pine	
Hemlock	
Biomass Chips	
Miscellaneous	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	Cords

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

Species	Amount:
---------	---------

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

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
Alex JordanMAILING ADDRESS
337 Schoedec rdCITY OR TOWN STATE ZIP CODE
Warner NH 03275PHONE NUMBER E-MAIL ADDRESS
603-456-6029 alex@nhlogging.com

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

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

4. a) 8) Request for approval of abatement - 26 Melendy Road, #70

MEMORANDUM

To: Board of Selectmen
Cc: John Shannon

From: Kathy Doherty, Tax Collector

Date: April 13, 2020

Subject: Abatement request

The property listed below, was previously located in Leisure Acres Mobile Home Park. The prior owner, James C. Krummes, is deceased and the home was abandoned.

The park owner applied for a demolition permit. The home was viewed and deemed as "Not habitable for human occupancy" on March 10, 2020.

The building has since been demolished.

Owner: Leisure Acres / James Krummes, Deceased
Address: 26 Melendy Rd., #70
Parcel: 042-073-00M-070

Per RSA 73:16a – The tax due upon the manufactured housing shall only be assessed to the owner of the manufactured housing, and not upon the owner of the land upon which the manufactured housing is left.

Please sign the attached abatement form allowing me to process accordingly.

Respectfully,
Kathy Doherty



MEMO

TO: Town of Milford Tax Collector
Town of Milford Assessor

FROM: Milford Building Safety Official

RE: STATUS OF ABANDONED MOBILE HOME

On Feb. 26, 2020, I visually observed a manufactured/mobile home located at the street address of 26 Melendy Rd. #70, and further identified as Map/Lot 42-73-M-70. This manufactured home (Is) / Is Not located in a mobile home park named Leisure Acres.

After viewing the above identified manufactured home, I have determined that The structure ~~Is~~ (Is) / Is Not habitable for human occupancy.

Signature: _____

[Signature] 3/10/2020



Report of Appropriations Actually Voted

Milford

For the period beginning January 1, 2020 and ending December 31, 2020

Form Due Date: **20 Days after the Annual Meeting**

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

Position

Signature

DRAFT

THIS IS A DRAFT REPORT FOR REVIEW PURPOSES ONLY
THE APPROPRIATIONS AS VOTED PROCESS MUST BE
COMPLETED IN THE TAX RATE SETTING PORTAL BEFORE A
FINAL REPORT CAN BE GENERATED FOR THE PURPOSES OF
CERTIFICATION

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:

NH DRA Municipal and Property Division
(603) 230-5090

<http://www.revenue.nh.gov/mun-prop/>



Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	07	\$236,289
4140-4149	Election, Registration, and Vital Statistics	07	\$218,538
4150-4151	Financial Administration	07	\$817,878
4152	Revaluation of Property		\$0
4153	Legal Expense	07	\$40,000
4155-4159	Personnel Administration	07	\$3,124,792
4191-4193	Planning and Zoning	07	\$295,039
4194	General Government Buildings	07	\$401,693
4195	Cemeteries	07	\$106,713
4196	Insurance	07	\$158,112
4197	Advertising and Regional Association		\$0
4199	Other General Government	07	\$13,262
General Government Subtotal			\$5,412,316
Public Safety			
4210-4214	Police	07,21	\$2,468,353
4215-4219	Ambulance	07	\$915,955
4220-4229	Fire	07,21	\$653,786
4240-4249	Building Inspection	07	\$125,805
4290-4298	Emergency Management	07	\$7,500
4299	Other (Including Communications)	07	\$700,734
Public Safety Subtotal			\$4,872,133
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	07	\$214,486
4312	Highways and Streets	07,10	\$1,738,442
4313	Bridges		\$0
4316	Street Lighting	07	\$45,600
4319	Other		\$0
Highways and Streets Subtotal			\$1,998,528
Sanitation			
4321	Administration		\$0
4323	Solid Waste Collection	07	\$777,311
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$777,311



Appropriations

Account	Purpose	Article	Appropriations As Voted
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration		\$0
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$0
Welfare			
4441-4442	Administration and Direct Assistance	07	\$159,879
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other	14,15	\$72,000
Welfare Subtotal			\$231,879
Culture and Recreation			
4520-4529	Parks and Recreation	07	\$293,405
4550-4559	Library	07	\$832,054
4583	Patriotic Purposes	25,26,27,28,29	\$42,000
4589	Other Culture and Recreation	07	\$3,000
Culture and Recreation Subtotal			\$1,170,459
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	07	\$24,695
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
Conservation and Development Subtotal			\$24,695



Appropriations

Account	Purpose	Article	Appropriations As Voted
Debt Service			
4711	Long Term Bonds and Notes - Principal	07	\$1,000,507
4721	Long Term Bonds and Notes - Interest	07	\$306,167
4723	Tax Anticipation Notes - Interest	07	\$3,000
4790-4799	Other Debt Service	07	\$1,500
Debt Service Subtotal			\$1,311,174
Capital Outlay			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	12	\$45,180
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
Capital Outlay Subtotal			\$45,180
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	06,09	\$2,218,206
4914W	To Proprietary Fund - Water	08	\$1,548,984
4915	To Capital Reserve Fund	11,13,16,17,18,22	\$210,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$3,977,190
Total Voted Appropriations			\$19,820,865

Board of Selectmen Info. At a Glance 2020 – 2021

All scheduled meetings are subject to change at the discretion of the Board of Selectmen.

January	13	&	27		2020
February	10	&	24		2020
March	9	&	23	& 30*	2020
April	13	&	27		2020
May	11	&	26**		2020
June	8	&	22	& 29*	2020
July	13	&	27		2020
Note: last year we only had one meeting in July.					
August	10	&	24	& 31*	2020
Note: we did not do the 5 th Monday forum last year. We only had one regular BOS meeting and one combined (all towns) BOS meeting.					
September	14	&	28		2020
October	12	&	26		2020
November	14	(Saturday Dept. & BAC Budget Meeting 9:00 am)			
November	9	&	23	& 30*	2020
December	14	&	28		2020
January	11	&	25		2021
February	8	&	22		2021
March	8	&	22	& 29*	2020

* 5th Monday Public Forum (7:00 pm)

** Tuesday Meeting (Due to Monday Holiday)

MILFORD, NH - BOARD OF SELECTMEN'S MEETING AGENDA
Monday, March 23, 2020 – Selectmen's Meeting Room- 5:30 p.m.
2nd Floor - Town Hall, 1 Union Square, Milford NH 03055
2020 - 2021

-
- Conservation Commission (2nd Thursday, 7:00 p.m., Town Hall, BOS Room) - Selectman Dudziak
 - Economic Development Advisory Committee (Varied) – Selectman Dargie
 - Granite Town Media (Formerly PEG Access) Advisory Committee (3rd Thursday, 6:00 p.m., Town Hall, BOS Room) - Selectman Labonte
 - Heritage Commission (2nd Wednesday, 7:00 p.m., Library) – Selectman Labonte
 - Joint Loss Management Committee (quarterly, 2nd Tuesday (Jan., April, July, and Oct.), 9:00 a.m., Police Facility, Community Room) - Selectman Putnam
 - Library Trustees (3rd Tuesday, 7:00 p.m., Library) – Selectman Dudziak
 - NHMA (Varied) – Town Administrator John Shannon
 - MACC Base Meeting time and dates TBD at each meeting – Captain Frye
 - Planning Board (1st & 4th Tuesdays, 6:30 p.m., Town Hall, BOS Room) - Selectman Dudziak, Alt. Selectman Dargie
 - Recreation Commission (1st Wednesday, 7:00 p.m., Town Hall, BOS Room) – Selectman Dargie
 - Recycling/Solid Waste Committee (3rd Tuesday, 6:30 p.m. – Selectman Daniels
 - Tax Increment Finance District (Varied) - Selectman Dargie
 - Traffic Safety Committee (Varied as items are sent for consideration, Police Facility, Community Room, 19 Garden Street) - Selectman Daniels
 - Zoning Board of Appeals (1st & 3rd Thursdays, 7:00 p.m., Town Hall, BOS Room) – Selectman Dargie
 - Manifest Sign Off (available Thursdays after 4:30 pm through Mondays before 7:00 am) – Selectmen Putnam & Selectman Dargie (Alternate)
 - Payroll Sign Off (available every other week Wednesdays after 3:00 pm through Thursdays before 9:00 am) – Selectmen Putnam & Selectman Labonte (Alternate)

Town Status Report – April 13, 2020

TOWN'S COVID-19 RESPONSE – Due to the COVID-19 Pandemic and in accordance with the Emergency Orders from Governor Sununu, the Town altered the way it normally conducts business on March 18, 2020. All Town services are still currently available. However, since we are still operating under these new rules, townspeople are encouraged to do business by phone, email, or online whenever possible. The Town's website will continue to be updated with the latest information. If anyone has any questions or concerns, please contact the Town Administrator's Office.

6. 1) Milford

Communications

Dispatch Discussion

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

March 9, 2020

PRESENT: Gary Daniels, Chairman John Shannon, Town Administrator
Paul Dargie, Vice Chairman Tina Philbrick, Recording Secretary
Mike Putnam, Member Rich Addonizio, Videographer
Laura Dudziak, Member
Chris Labonte, Member

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

INSTRUCTIONS: Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast. Chairman Daniels presented Selectman Putnam with a granite stone for his years of dedicated service serving as a Selectman for the Town of Milford from 2007 to 2020.

2. APPOINTMENTS: (Approximate times)

5:35 p.m. - Review and Approval of four Property Abatement Applications Map 50 Lot 4-5, Map 43 Lot 45, Map 40 Lot 13 and Map 41 Lot 16 – Marti Noel

In summary: The Abatements presented tonight are all submitted for approval. After review of each of the four requests reviewed, adjustments were made to the property record card either from a personal review of the property or from information provided by the property owner which resulted in a net reduction in value. Assessing recommends the Board approve the abatements recommended for approval as presented tonight.

Selectman Putnam made a motion to approve the four Property Abatement Applications as recommended. Seconded by Selectman Dudaizk. All were in favor. The motion passed 5/0.

5:40 p.m. - Review and Approval of two Land Use Change Tax Applications, Map 50 Lot 1-6 and Map 45 Lot 3-30 – Marti Noel

In summary: The owners of the above referenced parcels have each applied for a building permit to construct a new home. Construction on current use land requires the affected areas to be removed from Current Use. The property owners are aware of the action being taken tonight regarding their property. The Land Use Change Tax is based on 10% of estimated market value of the affected area at the time of removal from Current Use. Assessing recommends the Board approve the Land Use Change Tax recommended for approval as presented tonight.

Selectman Putnam made a motion to approve the two Land Use Change Tax Applications as recommended. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

5:45 p.m. - Ambulance Purchase Authorization – Eric Schelberg

In summary: this is to request permission from the Board, pending approval of Warrant Article 12 at town vote, to purchase one PL Custom ambulance supplied by Sugarloaf Ambulance/Rescue Vehicles and the durable equipment. The total purchase is \$296,400 as itemed next to each item below.

The department received three bids for an ambulance from the following vendors:

- Sugarloaf Vehicles: PL Custom Medallion Series - \$222,931
- Bulldog: Osage Super Warrior - \$221,065
- Autotronics – Braun Chief XL - \$223,924

Selectman Dargie asked if there were any legalities about this Board approving something that comes up in a warrant. There could be different Board members after the vote. Eric said the current Board recommended moving forward with this warrant article. We are now just waiting for the legislative body to approve the warrant. Chairman Daniels agreed. Selectman Labonte agreed with Selectman Dargie, although the voters may approve the spending, the Board ultimately has the authority to decide where to buy the vehicle. Selectman Dargie said if there are three votes in favor of people who are already on the Board, it really doesn't matter.

Selectman Dargie asked why Eric didn't go with the low bid. Eric said PL Custom vehicle was selected as the ambulance of choice based on specification requirements, price being comparable to the other two vendors plus the ability to provide superior road mobile service. We also may be able to reduce the price by about \$700.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 03/09/2020

Selectman Putnam made a motion to approve purchasing an ambulance with PL Custom Medallion Series contingent on Warrant Article 12 passing on March 10, 2020. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

5:55 p.m. – Scope of Bonding Authority – Paul Calabria

In summary: It is in Town Counsels opinion that the Select Board has the legal authority to refinance outstanding loan agreements previously entered into in connection with borrowing authority previously authorized by the Town's annual meeting. The purpose of the refinance is to revise the terms of the loan agreements to obtain more favorable interest and payoff terms to take advantage of fluctuating rates. This will not increase the aggregate borrowing previously authorized. This will lower the rates from the twenty year notes from 3.25% to 3.05% and the ten year notes from 2.8% to 2.55%.

Chairman Daniels asked if there was a type of closing cost involved to re-finance. Paul said no. Selectman Labonte asked if we know what this will save us in finance charges. Paul will get that information for the next meeting.

Selectman Dargie asked if this works like a payment goes down over time as opposed to the Bond bank where you make the same payment, but they just send you back money. Paul said the payment goes down and it's retro back to March 1, 2020.

Selectman Putnam made a motion to allow Paul Calabria, Town of Milford's Finance Director to refinance outstanding loan agreements to obtain more favorable interest rates as recommended. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

6:00 p.m. - Potential Location for Hutchinson Statue – Charlie Annand

In summary: The Historical Society would like to place a statue of the Hutchinson Family Singers at Keyes Field around where the new band stand is. The statue design has not been finalized. They are looking for a place to house it and then they can continue. They are asking permission to proceed with their plans to put the statue in the spot they are suggesting. This spot is on town owned land. They would like it put closer to the Korean Memorial.

Selectman Dargie asked if they have a rough description of the statue, will it be a small one or a big one? Charlie said they don't have a size yet. Selectman Dargie said originally the Vietnam Memorial was going to be on the spot where the Historical Society wants their statue. Even though it is being put somewhere else, there is always a possibility that it will go next to the Korean Memorial. He would rather this statue not be put in that area. He's supportive of having the Hutchinson statue somewhere near there.

Charlie said if they know there is a spot for them in that general area they can continue in their planning. Town Administrator Shannon said he would get together with Lincoln and his staff to see if they can find alternate spaces within that area where they can put the statue. He will have this information for the next BOS meeting on March 23, 2020.

Mark Genovesi, Historical Society President said it sounds like the Vietnam Memorial location is in a state of flux. In talking to Lincoln, the area outlined seemed to be an ideal spot. They can nuance the location. Chairman Daniels said they will have to determine how big the statue will be and how much space they will need. Charlie said they have a meeting on April 8th and they should get more information then.

3. PUBLIC COMMENTS – Kathy Parenti, Library Trustee Chairman, gave a brief summary for the Library warrant article. The Trustees were elected to manage the library and related funds for the benefit of the town. They presented what they believe to be the best solution to address the issues with the library and provide the services, programs, and updates requested by the citizens of Milford. Several years have been spent gathering community input. It isn't a Taj Mahal. This project is largely about addressing long-standing facility issues, renovating existing space, and providing a small 3,000 square foot addition that will allow the library to provide the service and programs that are most heavily used by its patrons in a clean, comfortable, and safe environment. She asks that everyone please support Warrant Article #3.

Steve Trombly, Milford resident said he's asked questions for several years now. It's a big expense. You don't just save it all up and try to get it down all in one year. A little should be put into it every year. Last year he asked what it really needed and the reply was windows and a new roof. This year they still have the same problems, and the fire department wants a sprinkler system. We need to come up with a plan to put some money into each year so we don't have

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 03/09/2020

to have a large tax impact. He would like someone to take the charge to get this going. Chairman Daniels said he heard that the Library Trustees were considering a capital reserve account for building.

Lynn Coakley, Library Trustees Treasurer said they put a capital reserve bond warrant article out a few years ago and it didn't pass. They will try again.

a) CONSENT CALENDAR. Chairman Daniels asked that 4. a) 1) be removed from the consent calendar. Selectman Putnam made a motion to approve 4. a) 2 through 4. a) 4 on the Consent Calendar. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

1. Request for Approval of revised Granite Town Media's Bylaws.
2. NH RSA (31:95(b)) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 –
 - Donation from The Milford Rotary Club Foundation for the Recreation Bus Special Purpose Fund - \$5,050.
 - Donation from Arthur L. Keyes Memorial Trust for the Recreation Bus Special Purpose Fund - \$7,500.
 - Donation from the Amato Family Fund Grant through the NH Charitable Foundation for the Recreation Bus Special Purpose fund - \$5,000.
3. Request for Approval to Nominate Celeste Barr to the Local River Management Advisory Committee.
4. Approval of Notification of Intent to Cut, Map 23 Lot 2-4 through Map 23 Lot 2-7 and Map 7 Lot 10

In regards to 4. a) 1, Chairman Daniels said he noticed that alternates could only miss so many meetings a year. He asked Tim Finan that if a decision was being made, and they are using an alternate, is there any kind of a requirement that the alternate know what is going on, or are you just going to let them blindly vote without knowing what they are voting on.

Tim said that is true with every alternate on every committee in town. We have four or five people who are alternates that come to every meeting now anyway. They would all be up to speed regardless. Chairman Daniels asked, if you have multiple alternates, is it the Chair that decides who decides who is serving so they can look at the attendance of the alternates. Tim said yes.

Chairman Daniels made a motion to approve 4. a) 1 on the Consent Calendar. Seconded by Selectman Putnam. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

1. N/A

5. TOWN STATUS REPORT – John Shannon

a) Voters Guide Information - The 2020 Voters' Guide was printed the weekend of February 29th. Copies were distributed at Town Hall, Wadleigh Library, Milford High School, Shaw's, Market Basket and other various places around Town. In addition to handouts, the voters guide was posted on the Town's Web site and social media sites.

Selectman Labonte said he would like to pass along information/responses as far as the voters guide. People noticed this year that there were no ads in the voters' guide. The telegraph normally produces the guides and they didn't this year so we did them in house.

Tina Philbrick, Executive Assistant, said the telegraph told me we would get the guides, then they called to say they would be late because they were having issues getting sponsors for the ads to pay for the guides. They ended up not providing anything. Some of us got together and put the voter's guides together in a small print shop. We will be going out to bid next year. Hopefully we will have the voters' guide sent to all our residents. We will also ask the school to help pay for it next year.

Selectman Labonte said a lot of people felt that the voters' guide was more of a political advertisement this year because historically, in Milford, we haven't had a voter's guide where it actually asked you to please vote yes or please vote no. He agreed with those people. He feels that the voter's guide is put out as information to let a voter decide how they want to vote. In his opinion, and many other people who voiced their opinion on it, he feels that it was basically missing that comment, "I am so and so and I approve this message" like you see on TV.

Tina said this did come up before the previous Town Administrator left and he asked her to see if we had included please vote yes, or please vote no in any past voters guides. In the 2012 voters guide the Ambulance Facility was able to put a topical description in the voters' guide for warrant article 3 which ended with "please vote yes". In 2018 the

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 03/09/2020

Fire Department was able to put a topical description in the voters' guide for warrant article 3 which ended with "please vote yes". Typically Department Heads who are in favor of the articles, and work on the articles can put topical descriptions in the voter's guides. This may have also been done when we voted for a new Police Station, but she didn't have information going that far back. So, historically, this has been done in the past.

6. DISCUSSIONS:

a) N/A

7. PUBLIC COMMENTS:

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

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

9. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of February 24, 2020. as amended. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. Treasurers Report - January 2020

11. NOTICES.

Notices were read.

12. NON-PUBLIC SESSION. Selectman Putnam made a motion to go into non-public in accordance with (RSA 91-A:3,I(c)) Reputation February 10, 2020 (6:30) and (RSA 91-A:3,I(e)) Legal February 24, 2020 and Review of Potential unsealing of non-public minutes August 19, 2019, September 9, 2019, September 30, 2019, October 14, 2019, October 28, 2019, December 9, 2019, December 16, 2019, December 23, 2019, January 27, 2020, February 10, 2020. Selectman Dudziak seconded. All were in favor. The motion passed 5/0

13. ADJOURNMENT: Selectman Putnam moved to adjourn at 6:25. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Laura Dudziak, Member

Paul Dargie, Vice Chairman

Chris Labonte, Member

Mike Putnam, Member

10. a) Treasurers Report - February 2020

TREASURER'S REPORT TOWN OF MILFORD, NEW HAMPSHIRE 2/29/2020 (unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 2/1/20	66,252.70	32,019.50	109,934.94	16,826,238.13	17,177.60	10,671.51	150,418.67	\$ 17,212,713.05
Receipts:								
Taxes and Interest	276,035.97	-	-	-	29,029.12	-	-	\$ 305,065.09
Water & Sewer User Fees	239,161.73	-	-	-	24,561.76	-	-	\$ 263,723.49
Other Revenues	296,475.87	405,508.49	-	-	50.00	-	-	\$ 702,034.36
Ambulance	-	-	-	-	61,047.63	-	-	\$ 61,047.63
Recreation	-	-	-	-	2,981.00	-	-	\$ 2,981.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	52.25	19,167.57	-	0.66	65.34	\$ 19,285.82
Investment Transfers	3,449,000.00	-	-	-	-	-	399,000.00	\$ 3,848,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 4,260,673.57</u>	<u>\$ 405,508.49</u>	<u>\$ 52.25</u>	<u>\$ 19,167.57</u>	<u>\$ 117,669.51</u>	<u>\$ 0.66</u>	<u>\$ 399,065.34</u>	<u>\$ 5,202,137.39</u>
Disbursements:								
Accounts Payable Warrants	(1,513,754.97)	(86,196.86)	-	-	(6,934.84)	-	-	\$ (1,606,886.67)
Payroll Warrants	(450,415.29)	-	-	-	-	-	-	\$ (450,415.29)
Milford School District Appropriation	(2,058,544.00)	-	-	-	-	-	-	\$ (2,058,544.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(114,000.00)	(289,000.00)	-	(2,895,000.00)	(111,000.00)	-	(439,000.00)	\$ (3,848,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,408.49)	-	-	-	-	-	-	\$ (1,408.49)
Voided Checks	1,140.13	-	-	-	-	-	-	\$ 1,140.13
Total Disbursements:	<u>\$ (4,136,982.62)</u>	<u>\$ (375,196.86)</u>	<u>\$ -</u>	<u>\$ (2,895,000.00)</u>	<u>\$ (117,934.84)</u>	<u>\$ -</u>	<u>\$ (439,000.00)</u>	<u>\$ (7,964,114.32)</u>
Ending Balance as of 2/29/20	<u>\$ 189,943.65</u>	<u>\$ 62,331.13</u>	<u>\$ 109,987.19</u>	<u>\$ 13,950,405.70</u>	<u>\$ 16,912.27</u>	<u>\$ 10,672.17</u>	<u>\$ 110,484.01</u>	<u>\$ 14,450,736.12</u>


 ALLEN WHITE
 TOWN TREASURER