



PURCHASE AGREEMENT

This Purchase Agreement (together with all attachments referenced herein, the “Agreement”), made and entered into by and between Minuteman Fire and Rescue Apparatus, LLC. (DBA Allegiance Fire & Rescue) (“Dealer”), and Town of Milford a NH Municipality (“Customer”) and is effective as of the last date executed by both parties (the “Effective Date”).

- 1. Product.** Customer agrees to purchase the following product, as further described in the Dealer Proposal attached hereto as **Exhibit A** and incorporated herein (“Product”). The Product comes with all applicable manufacturers’ warranties from Pierce Manufacturing, Inc. (“Pierce”) and all makers of component parts or other equipment that is part of the Product. All such warranties are included in the Dealer Proposal and/or separately attached hereto as **Exhibit B**.
- 2. Purchase and Payment.** The Customer agrees to purchase the Product specified on Exhibit A for the total purchase price of \$749,097.00 (“Purchase Price”). Prices are in U.S. funds.
In addition to the Purchase Price, Customer shall be responsible for paying for all added costs and expenses incurred by Dealer in the event that any state, federal or other regulatory agency (e.g. NFPA, DOT, EPA) requires any modifications to the Product. Dealer shall make reasonable efforts to advise the Customer of any such changes within a reasonable time and to provide Customer with documentation to support the required modifications.

| Quantity | Description | Price Per Unit | Total Price |
|----------|---|----------------|--------------|
| One (1) | Pierce ® Saber FR 1500 GPM Waterous Pumper, Medium, Aluminum, 2nd Gen | \$749,097.00 | \$749,097.00 |
| | | | |
| | | | |
| | | | |
| | Total | | \$749,097.00 |

Payment is due upon delivery of product
The above amount reflects HGAC contract pricing.

Training Requirements: Standard

Other: 100% Performance Bond

- 3. Optional Product Changes.** Customer may request changes to the Product at any time by way of a written

change order. Dealer will review the request and notify Customer of any resulting changes to the Purchase Price, Delivery dates or other terms of this Agreement that will result from the change order. Dealer may accept or reject the change order request. All change orders (including new pricing and delivery dates) must be signed by the parties to be effective.

4. **Cancellation.** Customer may cancel this Agreement (or individual Units if the Product involves multiple Units in which event the cancellation fees are based on the portion of the Purchase Price for the subject Unit set forth in Section 1) prior to Delivery only by a written notice provided in accordance with Section 6. In such event, Customer shall pay Dealer the following cancellation fee as liquidated damages because actual damages would be difficult to ascertain and the following agreed upon fees are a reasonable estimate of actual damages: (a) 10% of the Purchase Price if cancellation occurs after Pierce enters the order for the Product on its computer system; (b) 20% of the Purchase Price if cancellation occurs after Pierce has completed draft Product drawings; and (c) 40% of the Purchase Price if cancellation occurs after Pierce makes any material requisition (i.e. orders material), plus an additional percentage as reasonably set by Dealer to account for additional costs and expenses incurred after material requisition, up to no more than 80% of the Purchase Price if cancellation occurs after substantial completion of the Product. Dealer shall have no obligation to mitigate damages. Customer hereby authorizes Dealer to deduct the cancellation fee from the Purchase Price being held by Dealer and return the remainder to Customer in exchange for a waiver and release of claims.
5. **Delivery, Inspection and Acceptance.** Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible. Delivery of the Product is scheduled to be within 440-484 working days of the Effective Date, F.O.B. Milford Fire Department, NH Milford, NH. Risk of loss shall pass to Customer upon Delivery. Upon Delivery, Customer shall have ten (10) business days within which to inspect the Product and, in the event of substantial non-conformance, to furnish Dealer with detailed written notice sufficient to permit Dealer to evaluate any such non-conformance. Absent timely receipt of such notice of non-conformance, the Product shall be deemed in conformance and accepted by Customer. Time is of the essence with respect to such notice. Any Product not in substantial conformance shall be remedied by Dealer by putting Pierce on written notice of such non-conformance.
6. **Notices.** All notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by either hand delivery (notice deemed delivered upon receipt) or by registered, overnight mail (notice deemed delivered one business day after mailing):

Dealer:

Allegiance Fire & Rescue
2181 Providence Highway
Walpole, Massachusetts 02081
Fax: 508-216-6368

Customer:

Town of Milford
Milford Fire Department, NH
39 School Street
Milford, NH 03055-4544

7. **Warranty Disclaimer.** The Product comes with the warranties referred to in Section 1. Dealer itself provides no warranties whatsoever. TO BE CLEAR, NEITHER DEALER NOR, ITS AFFILIATES, AGENTS OR REPRESENTATIVES, MAKE ANY EXPRESS OR IMPLIED WARRANTIES WITH RESPECT TO THE PRODUCTS OR OTHERWISE REGARDING THIS AGREEMENT, WHETHER ORAL OR WRITTEN, EXPRESS, IMPLIED OR STATUTORY. WITHOUT LIMITING THE FOREGOING, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY, THE IMPLIED WARRANTY AGAINST

INFRINGEMENT, AND THE IMPLIED WARRANTY OR CONDITION OF FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED. STATEMENTS MADE BY SALES REPRESENTATIVES OR IN PROMOTIONAL MATERIALS DO NOT CONSTITUTE WARRANTIES.

8. **Force Majeure.** Dealer shall not be responsible nor deemed to be in default on account of delays in performance due to causes which are beyond Dealer's control which make Dealer's performance impracticable, including but not limited to civil wars, insurrections, strikes, riots, fires, storms, floods, pandemics or public health emergencies, other acts of nature, explosions, earthquakes, accidents, any act of government, delays in transportation, inability to obtain necessary labor supplies or manufacturing facilities, allocation regulations or orders affecting materials, equipment, facilities or completed products, failure to obtain any required license or certificates, acts of God or the public enemy or terrorism, failure of transportation, epidemics, quarantine restrictions, failure of vendors (due to causes similar to those within the scope of this clause) to perform their contracts or labor troubles causing cessation, slowdown, or interruption of work.
9. **Indemnity.** Customer shall indemnify, defend and hold harmless the Dealer and all of its officers, directors, employees, representatives, agents and subcontractors, from and against any and all claims, costs, judgments, liability, loss, damage, attorneys' fees or expenses of any kind or nature whatsoever (including, but without limitation, relating to personal injury or death) caused by, resulting from, arising out of or occurring directly or indirectly in connection with Customer's purchase, operation, ownership, installation or use of Product (and/or any part of the Product such as attachments or apparatus). In the event of any claim, Customer shall engage counsel for Dealer and Dealer shall allow Customer to direct the defense of such claim with counsel of Customer's choosing. Customer shall make good faith efforts to have Dealer dismissed from any lawsuit and shall otherwise not settle any such claim or alleged claim without first obtaining Dealer's written consent, which consent shall not be unreasonably withheld.
10. **Independent Contractors.** The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent, or joint venturers of or with the other.
11. **Entire Agreement / Amendments.** This Agreement (including Exhibits) contains the entire agreement between the parties regarding the Product. No representations, promises, agreements, or understandings, written or oral not contained herein shall be of any force or effect. This Agreement may only be amended or modified by a written agreement signed by both parties.
12. **Assignment.** Neither party may assign its rights and obligations under this Agreement unless it has obtained the prior written approval of the other party; provided, however, that Dealer may assign this Agreement as part of a public offering or the sale or transfer of all or substantially all of its assets.
13. **Severability.** The invalidity or un-enforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.
14. **No Waiver of Rights.** No waiver of any provision of this Agreement shall be enforceable unless in writing and signed by the waiving party. No waiver of any provision shall affect the validity or enforceability of any other provision.
15. **Governing Law / Jurisdiction.** Without regard to any conflict of law provisions, this Agreement is to be governed by and under the laws of the Commonwealth of Massachusetts. The parties agree that any claim concerning this Agreement must be filed and adjudicated in state or federal courts located in the Commonwealth and such courts shall be the sole and exclusive venue for the adjudication of all claims under this Agreement. The parties hereby consent to personal and subject matter jurisdiction within the

Commonwealth.

16. Counterparts / Electronic Signatures. This Agreement may be executed in one or more counterparts. The exchange of signed copies of this Agreement by facsimile or via .pdf by email will constitute effective execution and delivery of this Agreement and may be used in the lieu of the original Agreement for all purposes.

Accepted and agreed to:

Dealer: Allegiance Fire & Rescue

Customer: Town of Milford

Name: William O'Connor

Name: _____

Title: Vice President

Title: _____

Date: Apr 14, 2023

Date: _____

Signature William K. O'Connor

Signature _____

5:45 Appointment of John Yule to the Nashua Regional Planning Commission (NRPC) - Term Expires 2025



Milford Planning Board

To: Board of Selectmen
From: Doug Knott, Planning Board Chairperson
CC: Lincoln Daley, Town Administrator
Terrey Dolan, Director Community Development
Chris Costantino, NRPC Commissioner
Janet Langdell, NRPC Commissioner
Date: April 17, 2023
Subject: Planning Board recommendation - NRPC Commissioner Appointments

The Planning Board met with John Yule, Milford Conservation Commission, on April 4th regarding his interest in serving our community as a Commissioner on the Nashua Regional Planning Commission (NRPC). Per RSA 36:45-53, Milford is allowed three commissioners to the regional planning commission. Mr. Yule currently serves on a variety of municipal and school committees and commissions. Given his extensive professional and volunteer experience, he is very knowledgeable about the purpose of the commission and would be an asset in representing our community at this regional organization.

On behalf of the Planning Board, I respectfully request the Board of Selectmen to consider the appointment of John Yule to the Nashua Regional Planning Commission as one of the three Milford NRPC commissioners. Technically, Mr. Yule will be filling the vacant position created by Mr. John Shannon's departure from Milford and that term expires in March 2025 (RSA 36:46, III). If you have any questions regarding this recommendation, please contact either myself or the Community Development Office.

A large, stylized handwritten signature in blue ink is located at the bottom left of the page. The signature is cursive and appears to be the name of Doug Knott, the Planning Board Chairperson mentioned in the header.

Memorandum

To: Select Board
CC: Lincoln Daley
From: Marti Noel, Assessor
Date: April 24, 2023
Re: Elderly Exemption - For Approval
72:33 Application for Exemption or Tax Credit.
For Approval - 32 Applications Including 9 New Applicants

No person shall be entitled to the exemptions or tax credits provided by RSA 72:28, 29-a, 30, 31, 32, 35, 36-a, 37, 37-a, 37-b, 38-b, 39-b, 62, 66, and 70 unless the person has filed with the selectmen or assessors, by April 15 preceding the setting of the tax rate, a permanent application therefore, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption or tax credit is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption or tax credit is first claimed, or, in the case of financial qualifications, that the applicant is duly qualified at the time of application...”.

72:34 Investigation of Application and Decision by Town Officials.

On receipt of an application provided for in RSA 72:33 or RSA 72:38-a, the selectmen or assessors shall examine it as to the right to the tax exemption, tax deferral or tax credit, the ownership of the property listed, and, if necessary, the encumbrances reported.

May request true copies of any documents as needed to verify eligibility. Unless otherwise provided for by law, all documents submitted with an application or as requested, as provided for in paragraphs I and II, and any copies shall be considered confidential, handled so as to protect the privacy of the individual, and not used for any purpose other than the specific statutory purposes for which the information was originally obtained. All documents and copies of such documents submitted by the applicant shall be returned to the applicant after a decision is made on the application.

II. For those exemptions having income or asset limitations, the assessing officials may request true copies of any documents as needed to verify eligibility. Unless otherwise provided for by law, all documents submitted with an application or as requested, as provided for in paragraphs I and II, and any copies shall be considered confidential, handled so as to protect the privacy of the individual, and not used for any purpose other than the specific statutory purposes for which the information was originally obtained. All documents and copies of such documents submitted by the applicant shall be returned to the applicant after a decision is made on the application.

III. The assessing officials shall grant the exemption, deferral, or tax credit if:

- (a) They are satisfied that the applicant has not willfully made any false statement in the application for the purpose of obtaining the exemption, deferral, or tax credit; and**
- (b) The applicant cooperated with their requests under paragraph II, if it applies.**

The documentation needed to verify eligibility is as follows:

IRS Federal Form 1040
NH Interest & Dividends Tax Return
Annual 1099 Social Security Statement(s)
All Other 1099 Statements
Property Tax Inventories from other Towns/States/Communities

72:40-b Publishing Prohibited.

The names of persons receiving an exemption under RSA 72:39-b (the Elderly Exemption) shall not be printed in any list for publication except as required under RSA 74:2

I have reviewed all elderly applications and I recommend that the Board of Selectman **approve** the attached list of applicants for Elderly Exemption for the tax year 2023. The attached list identifies all applicants approved as a matter of public record and to expedite your decision making process. Due to the financial criteria governing elderly exemptions and in adherence to RSA 72:40-b, properties will be listed excluding the names and addresses of the applicants. As a reminder to the Board members, the assessing office is on a bi-annual schedule for applications.

| File # | Exemption Amount | Assessed Value | Date of Application | Code | Code By Age |
|-----------------------|------------------|----------------|---------------------|------|-------------|
| NEW APPLICANTS | | | | | |
| 825 | 83000 | 230500 | 3/2/2023 | Eld1 | Eld1 |
| 3003 | 83000 | 221900 | 4/15/2023 | Eld1 | Eld1 |
| 1772 | 83000 | 128000 | 3/22/2023 | Eld1 | Eld1 |
| 993 | 83000 | 325400 | 3/24/2023 | Eld1 | Eld1 |
| 3205 | 200500 | 224200 | 3/6/2023 | Eld3 | Eld3 |
| 1999 | 200500 | 305700 | 3/28/2023 | Eld3 | Eld3 |
| 2943 | 147300 | 147300 | 3/28/2023 | Eld4 | Eld3 |
| 184385 | 112900 | 112900 | 3/6/2023 | Eld4 | Eld3 |
| 1134 | 68100 | 68100 | 3/3/2023 | Eld4 | Eld1 |
| RE-FILING | | | | | |
| 1760 | 83000 | 96800 | 2/3/2023 | Eld1 | Eld1 |
| 684 | 83000 | 262500 | 2/9/2023 | Eld1 | Eld1 |
| 59 | 83000 | 249600 | 3/13/2023 | Eld1 | Eld1 |
| 789 | 83000 | 220900 | 4/12/2023 | Eld1 | Eld1 |
| 165 | 83000 | 345600 | 4/13/2023 | Eld1 | Eld1 |
| 1734 | 83000 | 238500 | 4/14/2023 | Eld1 | Eld1 |
| 877 | 124000 | 270200 | 2/9/2023 | Eld2 | Eld2 |
| 3796 | 124000 | 164800 | 2/9/2023 | Eld2 | Eld2 |
| 1958 | 124000 | 215900 | 2/13/2023 | Eld2 | Eld2 |
| 69 | 124000 | 237600 | 2/21/2023 | Eld2 | Eld2 |
| 3775 | 124000 | 161700 | 2/22/2023 | Eld2 | Eld2 |
| 1986 | 124000 | 303500 | 3/6/2023 | Eld2 | Eld2 |
| 4385 | 124000 | 230300 | 3/9/2023 | Eld2 | Eld2 |
| 184454 | 124000 | 162600 | 3/10/2023 | Eld2 | Eld2 |
| 2497 | 124000 | 261100 | 3/17/2023 | Eld2 | Eld2 |
| 2016 | 124000 | 347300 | 3/21/2023 | Eld2 | Eld2 |
| 184027 | 124000 | 258700 | 3/22/2023 | Eld2 | Eld2 |
| 2891 | 124000 | 251600 | 3/24/2023 | Eld2 | Eld2 |
| 1984 | 124000 | 214800 | 4/10/2023 | Eld2 | Eld2 |
| 1204 | 124000 | 360000 | 4/13/2023 | Eld2 | Eld2 |

| | | | | | |
|------|--------|--------|-----------|------|------|
| 2476 | 200500 | 227600 | 4/6/2023 | Eld3 | Eld3 |
| 1984 | 200500 | 214800 | 4/11/2023 | Ed3 | Eld3 |
| 2985 | 66400 | 66400 | 3/30/2023 | Eld4 | Eld1 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| ELECTMEN PRINTED NAME | SELECTMEN SIGNATURES OF APPROVAL | DATE |
|--------------------------|-------------------------------------|-----------|
| GARY DANIELS | | 4/24/2023 |
| CHRIS LABONTE | | 4/24/2023 |
| PAUL DARGIE | | 4/24/2023 |
| DAVID FREEL | | 4/24/2023 |
| TIM FINAN | | 4/24/2023 |

6:05 Standard Veterans Tax Credits (21), All Veteran's Tax Credit (1), Tax Credit for Total Service Connected Disability (3), and Change of Status for Spouse for Veteran's Tax Credit (6) - Assessing Director, Marti Noel

Memorandum

To: Board of Selectman
From: Marti Noel, Assessor
Date: 4/24/2023
Re: Veterans Tax Credit – **For Approval :**

Standard Veteran's Credit: 21

All Veteran's Tax Credit: 1

Tax Credit for Total Service-Connected Disability: 3

Change of Status for Spouse eligible for the Veteran's Credit after Death of Veteran: 6

The attached list of property owners have applied for the various Veteran's Property Tax Credits as indicated on the spreadsheet attached.

2022 Veteran's Credit List (4/25/2022)

| Map/Lot | Applicant | Veteran | 72:28 (\$400) | 72:28-b (\$400) | 72-35 (\$1,500) | 72:29-a (\$800) | 72:36-a | 72:28 (IV) (a) | 72:28-b (IV) | Comments | Date Recieved |
|--------------|------------------------------------|---------------------|------------------|--------------------|--------------------|--------------------|---------|-------------------|-----------------|-------------------|---------------|
| | NEW APPLICATIONS | | | | | | | | | | |
| 43/59-M-37 | DUCLOS, LOUIS | DUCLOS, LOUIS G | X | | | | | | | | 3/3/2023 |
| 48/58 | LEVINE, CHARLES & HATFIELD, MAR | LEVINE, CHARLES M | X | | | | | | | | 3/29/2023 |
| 48/48-C-53 | CARRAHER, WILLIAM & FAY | CARRAHER, WILLIAM T | X | | | | | | | | 3/2/2023 |
| 38/70 | BURROWS, JOSEPH & KAREN | BURROWS, KAREN A | X | | | | | | | | 3/3/2023 |
| 52/3/7 | TUSTIN, JESSIE L | TUSTIN, JESSIE L | X | | | | | | | | 3/3/2023 |
| 43/23-C-22 | HOWARD, HARRY & SARA | HOWARD, HARRY W | X | | | | | | | | 2/16/2023 |
| 46/37-24 | GARGAN, JAMES R & BALL, RACHAEL | GARGAN, JAMES R | X | | | | | | | | 1/30/2023 |
| 42/37/10 | BRIGGS, JOSEPH N | BRIGGS, JOSEPH N | X | | | | | | | | 1/5/2023 |
| 39/62 | PIZZIMENTI, DOLLY & VINCENT | PIZZIMENTI, DOLLY E | X | | | | | | | | 9/27/2022 |
| 51/26-45 | WORNHAM, BRIAN A | WORNHAM, BRIAN A | X | | | | | | | | 8/15/2022 |
| 8/78-1 | MANSEAU, NICOLE C | MANSEAU, NICOLE C | X | | | | | | | | 7/8/2022 |
| 37/160 | ALDRICH, DENNIS E & METSIOU, DORIS | ALDRICH, DENNIS E | X | | | | | | | | 1/18/2023 |
| | | METSIOU, DORIS A | X | | | | | | | | 1/18/2023 |
| 9/1-30 | HAYDEN, TIMOTHY & AMANDA | HAYDEN, TIMOTHY W | X | | | | | | | | 4/10/2023 |
| | | HAYDEN, AMANDA I M | X | | | | | | | | 4/10/2023 |
| 35/23 | SORCE, ANDREW & RACHEL | SORCE, ANDREW L | X | | | | | | | | 3/21/2023 |
| | | SORCE, RACHEL M | X | | | | | | | | 3/21/2023 |
| 3/5-16 | PIERSON, BRADLEY & CHARLENE | PEARSON, BRADLEY J | X | | | | | | | | 4/6/2023 |
| | | PIERSON, CHARLENE R | X | | | | | | | | 4/6/2023 |
| 51/26-166 | BAXTER, MARK & FLORA | BAXTER, MARK A | X | | | | | | | | 3/22/2023 |
| 56/44-6 | LAMB, RYAN F & HOLLY | LAMB, RYAN F | X | | | | | | | | 8/19/2022 |
| 8/79/15 | SULLIVAN, HEIDI & O'REILLY, JAMES | O'REILLY, JAMES M | | X | | | | | | | 3/21/2023 |
| 32/23-1C-110 | NENNI, LAWRENCE J | NENNI, LAWRENCE J | | | X | | | | | 100% T&P DISABLED | 3/16/2022 |
| | CHANGE OF STATUS | | | | | | | | | | |
| 32/4-C-117 | LEVY, JANET | SONCE, WILLIAM J | | | | | | X | | SPOUSE OF VETERAN | 3/6/2023 |
| 32/23-1C-109 | DUSSOL, GENEVIEVE D | DUSSOL, HENRY J | | | | | | X | | SPOUSE OF VETERAN | 3/10/2023 |
| 30/2-C-6 | NASSIF, MARGARET L | NASSIF, DONALD P | | | | | | X | | SPOUSE OF VETERAN | 4/12/2023 |
| 37/12 | LESTICO, CYNCRERIA | LESTICO, BRYAN M | | | | | | x | | SPOUSE OF VETERAN | 11/22/2022 |

**6:20 Audit Review – Jarad
Vartanian, Vachon and
Clukay and Finance
Director, Paul Calabria**

Memo

To: Board of Selectman
From: Paul Calabria, Finance Director
Date: 4/24/23
Re: Investment Policy Review and Re-Adoption, and Treasurer's Delegation

According to the Town of Milford's Investment Policy: "This policy shall be reviewed at least annually by April 30 by the Board of Selectmen, with changes made as warranted, followed by re-adoption by the governing body." I am presenting our Investment Policy to you with no changes from last year. I am requesting re-adoption for the ensuing year.

In addition to the re-adoption of the Investment Policy, I am also requesting a renewal of the Treasurer Delegation by April 30 as required by the policy. You will find a sample of the Treasurer Delegation in Appendix J of the Investment Policy. An updated copy of the Delegation is available for your signatures in your signature folder.

Town of Milford
Town Hall
1 Union Square
Milford, NH 03055

INVESTMENT POLICY

| | |
|--|----|
| I. PREFACE..... | 2 |
| II. SCOPE..... | 2 |
| III. OBJECTIVES..... | 2 |
| IV. DELEGATION OF AUTHORITY..... | 2 |
| V. PRUDENCE..... | 3 |
| VI. INTERNAL CONTROLS..... | 3 |
| VII. INVESTMENT INSTRUMENTS..... | 4 |
| VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS..... | 5 |
| IX. QUALIFIED INSTITUTIONS..... | 6 |
| X. SAFEKEEPING AND COLLATERALIZATION..... | 6 |
| XI. ACCOUNTING/REPORTING..... | 6 |
| XII. PERFORMANCE EVALUATION..... | 6 |
| XIII. OTHER..... | 6 |
| XIV. POLICY APPROVAL/AMENDMENTS..... | 6 |
| APPENDIX A. RSA 41:9..... | 8 |
| APPENDIX B. RSA 41:29..... | 9 |
| APPENDIX C. RSA 35:9..... | 11 |
| APPENDIX D. RSA 41:6..... | 14 |
| APPENDIX E. BIDDING PROCEDURES..... | 15 |
| APPENDIX F. QUALIFIED INSTITUTIONS CRITERIA..... | 17 |
| APPENDIX G. RSA 383:22-24..... | 19 |
| APPENDIX H. SAFEKEEPING AND COLLATERAL..... | 22 |
| APPENDIX I. POLICY ADOPTION/AMENDMENTS..... | 23 |
| APPENDIX J. TREASURER DELEGATION..... | 24 |

Town of Milford, New Hampshire
INVESTMENT POLICY

I. PREFACE

This investment policy is adopted by the Board of Selectmen pursuant to RSA 41:9, VII, a copy of which is attached as Appendix A.

The investment policy establishes a framework for the safe and prudent investment of public funds.

It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets of the Town of Milford, New Hampshire, which funds are accounted for in the Town's annual audited financial reports. Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all these funds. Excluded are funds managed by the Trustees of the Trust Funds which are covered by the Trustees' Investment Policy.

III. OBJECTIVES

1. To preserve capital and protect investment principal.
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain the highest possible rate of return on investments, taking into account the legal constraints, cash flow needs and risk levels consistent with the objective of capital preservation

IV. DELEGATION OF AUTHORITY

1. Pursuant to RSA 41:29, I, a copy of which is attached as APPENDIX B, the Town Treasurer shall have custody of all moneys belonging to the Town, except as may otherwise be provided by law. The Town Treasurer, and any person to whom the Town Treasurer shall delegate investment authority, shall invest such moneys in accordance with this investment policy.
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.
3. The Town Treasurer may, in accordance with RSA 41:29, VI (See APPENDIX B), delegate deposit, investment, record keeping and reconciliation functions to the Director of Financial Operations. This

Town of Milford, New Hampshire
INVESTMENT POLICY

assignment shall be provided in writing and renewed annually by April 30.
(See APPENDIX J)

V. PRUDENCE

The investment policy will be conducted in accordance with the “prudent person” standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the Board of Selectmen any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction’s portfolio.

Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

The provisions of this section are intended as a supplement to, not a substitute for, the Town of Milford’s Ethics Policy and/or Employee Handbook.

VI. INTERNAL CONTROLS

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required),

“Town Treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorize to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

Town of Milford, New Hampshire
INVESTMENT POLICY

- (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - (b) Fraudulent or dishonest acts committed by the covered officers.”
2. A system of written internal controls, with regard to investments, shall be established and maintained by the Board of Selectmen, or its designee, and shall be reviewed annually by Town’s independent auditors. (See APPENDIX E, APPENDIX F & APPENDIX H)

VII. INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 (see APPENDIX B), the Town’s funds shall be divided into two categories for purposes of investments:

- (1) Operating Funds which are immediately needed for the purposes of Town expenditures (“short-term operating funds”)
- (2) Excess funds which are not immediately needed for Town expenditures (“excess funds”).

Funds that are not needed for Town expenditures within 30 days shall be deemed to be excess funds.

Short term operating funds may be invested only in the following instruments:

- (a) Participation units in the New Hampshire Public Deposit Investment Pool;
- (b) Deposits in banks that are federally insured, located in New Hampshire and chartered under the laws of New Hampshire or under federal laws;
- (c) Deposits in banks that are federally insured and located outside of New Hampshire if such banks pledge and deliver collateral security for such deposits as provided in RSA 41:29, II.

Excess funds may be invested only in the following instruments:

- (a) Participation units in the New Hampshire Public Deposit Investment Pool;
- (b) Deposits, including money market accounts and certificates of deposit, in banks that are federally insured, located in New Hampshire and chartered under the laws of New Hampshire or under federal laws;
- (c) Obligations fully guaranteed as to principal and interest by the United States government;
- (d) Securities or other interest of open-end or closed-end investment companies of investment trust (i.e., mutual funds) that are registered under the Investment Company Act of 1940, provided that the portfolios of such mutual funds are limited to obligations fully guaranteed as to principal and interest by the United

Town of Milford, New Hampshire
INVESTMENT POLICY

states government and repurchase obligations fully collateralized by such obligations.

The Director of Financial Operations (DFO) shall maintain a list of specific eligible investment instruments that meet the above criteria or short-term operating funds and excess funds. The list shall identify eligible investments individually (ie., specific securities, specific banks in which deposits may be made, specific money market funds, specific mutual funds, etc.) This list together with a report showing the Town's actual investments and the returns from such investments for the most recent period (net of all fees and expenses), shall be provided on a quarterly basis to the Board of Selectmen. The report shall also describe the DFO's investment strategy for the most recent period and how the investment strategy comports with the investment objectives and other provisions of this investment policy.

Investment maturities for operating funds shall be scheduled to coincide with project cash flow needs, taking into account large routine expenditures (e.g. Payroll and accounts payable) as well as anticipated revenue inflows.

The DFO, in investing Town funds, shall strive to obtain the highest possible investment return consistent with cash flow needs and the risk levels set by the Board of Selectmen in this investment policy.

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the Town invests any excess funds in investment instruments, with the exception of the Town's primary bank and the New Hampshire Public Deposit Investment Pool, a competitive bid process shall be conducted (see APPENDIX E).

Bids shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Town will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

Where the Town has undertaken the competitive bid process in the selection of (a) banking, investment, and/or cash management provider(s), the investment of Town funds in accordance with this policy will be a key consideration in assessing and awarding such a bid. Once awarded, it is the responsibility of the provider to maintain investments within the parameters of this policy, with the understanding that each individual investment will not necessarily be competitively bid by the provider, but will meet the investment criteria as proposed and agreed.

IX. QUALIFIED INSTITUTIONS

The Town shall use institutions which meet the criteria as outlined in APPENDIX F.

X. SAFEKEEPING AND COLLATERALIZATION

Securities, except securities held as collateral, shall be purchased using the Delivery versus Payment procedure. Unless prevailing practices or economic circumstances dictate otherwise, ownership of collateralized securities shall be protected through third-party custodial safekeeping (See APPENDIX H).

Safekeeping procedures shall be reviewed annually by the Town's independent auditors.

XI. ACCOUNTING/REPORTING

Monthly cash balances, as evidenced through interfund accounting records, will be the basis for allocating investment earnings, which will be based on proportional balances in pooled account of contribution funds.

XII. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of investment program relative to stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIII. OTHER

This policy shall be reviewed at least annually by April 30 by the Board of Selectmen, with changes made as warranted, followed by re-adoption by the governing body.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Board of Selectman's office.

XIV. POLICY APPROVAL/AMENDMENTS

Town of Milford, New Hampshire
INVESTMENT POLICY

The Board of Selectmen approved adoption of the Town of Milford Investment Policy at their meeting held August 21, 1991, and amended and adopted per the Schedule in Appendix H. (See APPENDIX I).

APPENDIX A. RSA 41:9

41:9 Financial Duties. –

I. The selectmen shall pay all sums of money received by them in behalf of the town to the town treasurer immediately after receipt, and state to him from whom and for what received.

II. They shall draw orders upon the treasurer for the payment of all accounts and claims against the town allowed by them, and take proper vouchers therefor.

III. They shall keep a fair and correct account of all moneys received, all accounts and claims settled and all orders drawn by them, and of all their other financial transactions in behalf of the town.

IV. They shall publish in the next annual report, or post at the annual meeting, the general fund balance sheet from the most recently completed audited financial statements or from the financial report filed pursuant to RSA 21-J:34, V.

V. In the case of an accumulated general fund deficit, the selectmen shall insert an article in the warrant recommending such action as they deem appropriate, which may include, but is not limited to, raising a sum of money for the purpose of reducing that deficit.

VI. The selectmen shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties.

VII. The selectmen shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies.

VIII. The selectmen shall be responsible for establishing procedures to ensure that all funds paid to the town from any department shall be remitted to the treasurer at least on a weekly basis or daily whenever such funds total \$500 or more. Remittances to the treasurer from the tax collector shall be in accordance with RSA 41:35 and remittances from the town clerk shall be in accordance with RSA 261:165.

APPENDIX B. RSA 41:29

41:29 Duties of Elected and Appointed Town Treasurers.

I. The town treasurer shall have custody of all moneys belonging to the town, and shall pay out the same only upon orders of the selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission, or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the heritage commission, or in the case of fees held pursuant to RSA 673:16, II, upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or in the case of fees deposited by the town clerk pursuant to RSA 41:25, upon the invoice of the town clerk, or other board or body designated by the town to expend such a fund.

II. The treasurer shall deposit all such moneys in participation units in the public deposit investment pool established pursuant to RSA 383:22 or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

(a) United States government obligations;

(b) United States government agency obligations; or

(c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

III. The town treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town, giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the selectmen statements from the treasurer's books, and submit the books and vouchers to them and to the town auditors for examination, whenever so requested.

IV. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in accordance with the investment policy adopted by the selectmen under RSA 41:9, VII. The treasurer may invest in the public deposit investment pool established pursuant to RSA 383:22, in deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to

Town of Milford, New Hampshire
INVESTMENT POLICY

principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. The treasurer may delegate deposit, investment, recordkeeping, or reconciliation functions to other town officials or employees provided such delegation is in writing and includes written procedures acceptable to the selectmen, or in the case of a town operating under RSA 37, to the town manager, and is agreeable to all parties involved. However any such delegation shall only be made to a town official or employee bonded in accordance with RSA 41:6 and rules adopted by the commissioner of revenue administration under RSA 541-A. Such delegation shall not eliminate the responsibility of the treasurer to comply with all statutory duties required by law.

VII. The treasurer shall ensure that all moneys remitted shall be deposited at least on a weekly basis, or daily whenever funds remitted from all departments collectively totals \$500 or more. Such deposit function may be delegated pursuant to paragraph VI. However, failure to ensure that funds are being deposited on a timely basis as required by this paragraph shall be cause for immediate removal from office pursuant to RSA 41:26-d.

APPENDIX C. RSA 35:9

35-A:9 Terms of Agreement with Holders of Securities.

In any resolution of the bank authorizing or relating to the issuance of any bonds or notes, the bank, in order to secure the payment of such bonds or notes and in addition to its other powers, shall have power by provisions therein which shall constitute covenants by the bank and contracts with the holders of such bonds or notes;

I. To pledge to any payment or purpose all or any part of its revenues to which its right then exists or may thereafter come into existence, and the moneys derived there from, and the proceeds of any bonds or notes;

II. To covenant against pledging all or any part of its revenues, or against permitting or suffering any lien on such revenues or its property;

III. To covenant as to the use and disposition of any and all payments of principal or interest received by the bank on municipal bonds or other investments held by the bank;

IV. To covenant as to establishment of reserves or sinking funds, the making of provision for the same, and the regulation and disposition thereof;

V. To covenant with respect to or against limitations on any right to sell or otherwise dispose of any property of any kind;

VI. To covenant as to any bonds and notes to be issued and the limitations thereon and the terms and conditions thereof and as to the custody, application and disposition of the proceeds thereof;

VII. To covenant as to the issuance of additional bonds or notes or as to limitations on the issuance of additional bonds or notes and on the incurring of other debts by it;

VIII. To covenant as to the payment of the principal of or interest on the bonds or notes, as to the sources and methods of such payment, as to the rank or priority of any such bonds or notes with respect to any lien or security or as to the acceleration of the maturity of any such bonds or notes;

IX. To provide for the replacement of lost, stolen, destroyed or mutilated bonds or notes;

X. To covenant against extending the time for the payment of bonds or notes or interest thereon;

XI. To covenant as to the redemption of bonds or notes and privileges of exchange thereof for other bonds or notes of the bank;

Town of Milford, New Hampshire
INVESTMENT POLICY

XII. To covenant as to any charges to be established and charged, the amount to be raised each year or other period of time by charges or other revenues and as to the use and disposition to be made thereof;

XIII. To covenant to create or authorize the creation of special funds or moneys to be held in pledge or otherwise for operating expenses, payment or redemption of bonds or notes, reserves or other purposes and as to the use and disposition of the moneys held in such funds;

XIV. To establish the procedure, if any, by which the terms of any contract or covenant with or for the benefit of the holders of bonds or notes may be amended or abrogated, the amount of bonds or notes the holders of which must consent thereto, and the manner in which such consent may be given;

XV. To covenant as to the custody of any of its properties or investments, the safekeeping thereof, the insurance to be carried thereon, and the use and disposition of insurance moneys;

XVI. To covenant as to the time or manner of enforcement or restraint from enforcement of any rights of the bank arising by reason of or with respect to nonpayment of any principal or interest of any municipal bonds;

XVII. To provide for the rights and liabilities, powers and duties arising upon the breach of any covenant, condition or obligation and to prescribe the events of default and the terms and conditions upon which any or all of the bonds, notes or other obligations of the bank shall become or may be declared due and payable before maturity and the terms and conditions upon which any such declaration and its consequences may be waived;

XVIII. To vest in a trustee or trustees within or without the state such property, rights, powers and duties in trust as the bank may determine, which may include any or all of the rights, powers and duties of any trustee appointed by the holders of any bonds or notes and to limit or abrogate the right of the holders of any bonds or notes of the bank to appoint a trustee under this chapter or limiting the rights, powers and duties of such trustee;

XIX. To pay the costs or expenses incident to the enforcement of such bonds or notes or of the provisions of such resolution or of any covenant or agreement of the bank with the holders of its bonds or notes;

XX. To agree with any corporate trustee which may be any trust company or bank having the powers of a trust company within or without the state, as to the pledging or assigning of any revenues or funds to which or in which the bank has any rights or interest, and may further provide for such other rights and remedies exercisable by the trustee as may be proper for the protection of the holders of any bonds or notes of the bank and not otherwise in violation of law, and which agreement may provide for the restriction of the rights of any individual holder of bonds or notes of the bank;

Town of Milford, New Hampshire
INVESTMENT POLICY

XXI. To appoint and to provide for the duties and obligations of a paying agent or paying agents, or such other fiduciaries as such resolution may provide within or without the state;

XXII. To limit the rights of the holders of any bonds or notes to enforce any pledge or covenant securing bonds or notes; and

XXIII. To make covenant other than and in addition to the covenants herein expressly authorized, of like or different character, and to make such covenants to do or refrain from doing such acts and things as may be necessary, or convenient and desirable, in order to better secure bonds or notes or which, in the absolute discretion of the bank, will tend to make bonds or notes more marketable, notwithstanding that such covenants, acts or things may not be enumerated herein.

APPENDIX D. RSA 41:6

41:6 Surety Bond Required.

I. Town treasurers, trustees as provided in RSA 31:22 and 23, trustees as provided in RSA 53-B:8-a, I, library trustees including alternate library trustees, if any, town clerks, tax collectors and their deputies, agents authorized to collect the boat fee, and persons delegated treasury functions under RSA 41:29, VI shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

(a) The failure of the officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions; or

(b) Fraudulent or dishonest acts committed by the covered officers.

II. A blanket bond may exclude the town treasurer if a separate fidelity bond for the faithful performance of his duties is furnished by the surety writing the blanket bond.

III. Premiums shall be paid by the town.

IV. The required bonds shall provide for at least a 2-year discovery period from the date their coverage terminates.

V. The commissioner of revenue administration shall adopt rules under RSA 541-A, concerning the amount and form of the surety bonds required under this section.

APPENDIX E. BIDDING PROCEDURES

LEGAL BASIS

Investment of excess Town funds in legally permissible instruments is governed by RSA 41:29 (see Appendix A), and the Town of Milford's adopted Investment Policy.

GENERAL

In accordance with RSA 41:29 (see Appendix A), the Town Treasurer, or his designee with the approval of the Town Administrator or Board of Selectmen, is responsible for the investing of Town Funds.

If events do not permit the following of an orderly bidding procedure, the existing investment outstanding may be rolled-over once, for a time frame not to exceed thirty (30) days.

PROCEDURE

The following procedures shall pertain to investments made directly by the Treasurer or his designee, but are not intended to pertain to investments made by banking, investment or cash-management providers hired or employed by the Town to assist in the management and investment of Town funds:

- 1) Bids shall be obtained telephonically by the Treasurer or his designee, from at least three Qualified Institutions (see Appendix E).
- 2) Institutions will respond telephonically with bids by the date and time designated.
- 3) Awards of investments will be determined as follows:
 - a.) The Treasurer or his designee will accept bid(s) which provide the highest rate of return, within the maturity required, and within the parameters of the Town's Investment Policy, taking into consideration all associated charges and fees, legal and cash flow considerations [and the Town's cash management repurchase agreement relationship].
 - b.) A tie bid will be resolved by a coin toss, or drawing of lots in the event there are more than two tie bids.
 - c.) A transfer of funds will be made to the winning bidder by the Town Treasurer or his designee no later than the next business day. If the transfer is made by wire or electronic funds transfer (EFT), the recipient shall be instructed to call-back receipt of the funds to the Treasurer or his/her designee.
 - d.) Interest paid shall be from the date of bid award funds are transferred to the date of maturity

Town of Milford, New Hampshire
INVESTMENT POLICY

- e.) All bidders shall be notified by telephone following the award and should be instructed that, in the absence of notification, they call the Treasurer, or his/her designee.
- f.) Records shall be kept by the Treasurer or his designee, for the duration of the accounting year, including information pertaining to bids offered, bids accepted, and the rationale for the decision regarding the investment and any special circumstances attending the bidding.
- g.) Purchases of securities shall be acknowledged either by a written safekeeping receipt or Certificate of Deposit for each investment made with same transmitted to the Town of Milford no later than the next business day as proof of purchase.
- h.) The Treasurer, or his designee, is responsible for making necessary entries to Town accounts to reflect investments, balances, income earned and accrued.

APPENDIX F. QUALIFIED INSTITUTIONS CRITERIA

PROCEDURES / METHODS

- 1) A "Qualified Institution shall be identified by the following criteria.
- 2) No investment or deposit shall be made in any institution whose financial well-being is considered in jeopardy.
- 3) Qualifying Criteria:
 - a.) Institutions must be qualified depositories in accordance with RSA 41:29 (see Appendix A) and RSA 383:22-24 (see Appendix F).
 - b.) The creditworthiness of each banking institution being considered as part of this investment policy shall be analyzed through the use and assistance of Veribanc, Inc., a recognized bank evaluation service. The New Hampshire Public Deposit Investment Pool shall be deemed creditworthy so long as the New Hampshire Bank Commissioner successfully operates the Pool for the purpose for which it was created.
 - c.) Analysis of an institution's condition and economic viability shall take into consideration overall operations and
 - Key operating measures;
 - Compliance with federal capital requirements;
 - Loan management measures;
 - Liability measures; and
 - Any other measurements, standards, criteria and principles deemed pertinent.
 - d.) The resulting evaluations and recommendations shall be considered and weighed by the Board of Selectmen, or its designee, in making judgment as to whether an institution is "Qualified".
 - e.) In the event an institution, which is serving as the Town's primary bank (as selected through the Town's Banking and Cash Management Service Request for Proposal), is deemed not qualified, the Town shall take whatever steps necessary to terminate relations with that institution, consistent with relevant RFP provisions, and to select a new primary bank.
 - f.) Using Veribanc Inc.'s evaluation as a basis of qualification, institutions must at a minimum be rated "yellow, one star."
- 4.) Depositories shall be selected through the Town's banking services procurement process, which shall include the policy herein established and a formal request for proposals issued every two or three years, or as the Board of Selectmen deems necessary.
- 5.) Letters of Credit, Performance Bonds, or other instruments of guarantee shall not be considered acceptable unless the issuing institution is otherwise eligible as a qualified institution.

Town of Milford, New Hampshire
INVESTMENT POLICY

- 6.) For brokers and dealers of government securities, only primary government securities dealers may be selected that report daily to the New York Federal Reserve Bank and that have verifiable records of successful and competent service in other public jurisdictions. Such firms must undergo scrutiny no less vigorous than that indicated above.

APPENDIX G. RSA 383:22-24

383:22 Public Deposit Investment Pool.

I. The commissioner shall, with the assistance of the advisory committee created under RSA 383:24, establish and operate, beginning on January 1, 1992, a public deposit investment pool, for the purpose of investing funds of the state, and funds under the custody of governmental units, pooled risk management programs established pursuant to RSA 5-B, agencies, authorities, commissions, boards, political subdivisions and all other public units within or instrumentalities of the state.

II. The public deposit investment pool shall be operated under contract with a private investment advisor, approved by the bank commissioner and advisory committee. The commissioner and advisory committee shall choose an investment advisor by requesting proposals from advisors and reviewing such proposals based on criteria adopted by rule under RSA 383:23.

III. The commissioner shall make available to prospective depositors detailed information on the public deposit investment pool, similar to that information generally contained in a securities prospectus. The commissioner shall also ensure that periodic statements of accounts and reports on holdings are provided to pool participants relative to their proportionate share of the pool.

IV. The commissioner shall cause an independent audit of the pool to be conducted on an annual basis. The auditor shall be selected by the advisory committee.

383:23 Rulemaking.

Prior to January 1, 1992, the commissioner shall, with the approval of the advisory committee, adopt rules, pursuant to RSA 541-A, relative to:

I. Formulation of a disclosure policy and materials to be included in a prospectus and in periodic reports to participants, including:

- (a) A written statement of policy and pool objectives;
- (b) Investment objectives designed to meet the pool objectives;
- (c) A description of eligible investment instruments;
- (d) The credit standard of investment;
- (e) Allowable maturity range of investments;

Town of Milford, New Hampshire
INVESTMENT POLICY

- (f) The limits of portfolio concentration permitted for each type of security;
- (g) Safekeeping practices;
- (h) Definition of pool participant eligibility;
- (i) Disclosure of size of accounts, size of transactions and administrative costs; and
- (j) Instructions for establishing and utilizing accounts.

II. Investment and administrative policies, practices and restrictions, including the frequency and method used for calculating valuation, yields and earnings.

III. Requests for proposals from investment managers and criteria for reviewing such proposals.

383:24 Advisory Committee.

I. There is established an advisory committee on the public deposit investment pool, consisting of the following members:

- (a) The state treasurer.
- (b) The commissioner of the department of revenue administration or designee.
- (c) Two members appointed by the New Hampshire Government Finance Officers Association.
- (d) Two members appointed by the New Hampshire Bankers Association.
- (e) One county finance officer appointed by the New Hampshire Association of Counties.
- (f) One city finance officer, appointed by the New Hampshire Municipal Association.
- (g) One school district finance officer, appointed by the New Hampshire School Boards Association.

II. The advisory committee shall assist and advise the commissioner on the establishment and operation of the investment pool, including:

- (a) Formulating the disclosure policy.
- (b) Determining eligible investment vehicles.

Town of Milford, New Hampshire
INVESTMENT POLICY

- (c) Establishing performance standards.
- (d) Monitoring the outflow of funds from financial institutions.
- (e) Determining compliance with written investment policies.
- (f) Conducting periodic reviews of the public deposit investment pool.

APPENDIX H. SAFEKEEPING AND COLLATERAL

Certificates of Deposit and Deposit Accounts: Those amounts in excess of Federal Deposit Insurance limits shall be collateralized.

Repurchase Agreements: Securities being purchased (underlying collateral) shall be limited to United States Treasury securities or United States government Agency securities. Insurance policies (underlying collateral) shall be limited to GAAP Category I Insurance policies which name the Town of Milford as the only insured party.

GENERAL

- 1) Safekeeping receipts shall list the specific instrument, rate, maturity and other pertinent information, and shall indicate that securities are being held exclusively for the account of the Town of Milford, New Hampshire.
- 2) Repurchase agreements shall be subject to a master repurchase agreement between the institution and the Town.
- 3) Specific, identifiable securities must be used as collateral. Collateral shall be placed in third-party safekeeping and documented by a written receipt acknowledging that the securities are being held for the account of the Town of Milford, New Hampshire. The Trust Department or Safekeeping Division or like designation within a bank, is not to be considered a third party for the purpose of safekeeping securities used as collateral on investment purchases transacted within the same bank.

APPENDIX I. POLICY ADOPTION/AMENDMENTS

8/21/91 Original

7/26/93 1st Amendment

12/1/97 2nd Amendment

11/30/98 3rd Amendment

11/27/00 4th Amendment

03/23/09 5th Amendment



Report of Appropriations Actually Voted

| Account | Purpose | Article | Appropriations As Voted |
|---|--|---------|-------------------------|
| General Government | | | |
| 4130-4139 | Executive | 04 | \$209,718 |
| 4140-4149 | Election, Registration, and Vital Statistics | 04 | \$191,672 |
| 4150-4151 | Financial Administration | 04 | \$984,622 |
| 4152 | Revaluation of Property | | \$0 |
| 4153 | Legal Expense | 04 | \$42,500 |
| 4155-4159 | Personnel Administration | 04 | \$3,906,314 |
| 4191-4193 | Planning and Zoning | 04 | \$263,297 |
| 4194 | General Government Buildings | 04 | \$421,344 |
| 4195 | Cemeteries | 04 | \$110,927 |
| 4196 | Insurance | 04 | \$177,022 |
| 4197 | Advertising and Regional Association | | \$0 |
| 4199 | Other General Government | 04 | \$19,683 |
| General Government Subtotal | | | \$6,327,099 |
| Public Safety | | | |
| 4210-4214 | Police | 04,10 | \$2,757,599 |
| 4215-4219 | Ambulance | 04 | \$1,183,827 |
| 4220-4229 | Fire | 04 | \$798,178 |
| 4240-4249 | Building Inspection | 04 | \$152,474 |
| 4290-4298 | Emergency Management | 04 | \$8,000 |
| 4299 | Other (Including Communications) | 04 | \$797,632 |
| Public Safety Subtotal | | | \$5,697,710 |
| Airport/Aviation Center | | | |
| 4301-4309 | Airport Operations | | \$0 |
| Airport/Aviation Center Subtotal | | | \$0 |
| Highways and Streets | | | |
| 4311 | Administration | 04 | \$294,171 |
| 4312 | Highways and Streets | 04,08 | \$1,835,511 |
| 4313 | Bridges | | \$0 |
| 4316 | Street Lighting | 04 | \$75,600 |
| 4319 | Other | | \$0 |
| Highways and Streets Subtotal | | | \$2,205,282 |
| Sanitation | | | |
| 4321 | Administration | | \$0 |
| 4323 | Solid Waste Collection | 04 | \$901,738 |
| 4324 | Solid Waste Disposal | | \$0 |
| 4325 | Solid Waste Cleanup | | \$0 |
| 4326-4328 | Sewage Collection and Disposal | | \$0 |
| 4329 | Other Sanitation | | \$0 |
| Sanitation Subtotal | | | \$901,738 |



Report of Appropriations Actually 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 | 04 | \$144,445 |
| 4444 | Intergovernmental Welfare Payments | | \$0 |
| 4445-4449 | Vendor Payments and Other | 12,14 | \$72,000 |
| Welfare Subtotal | | | \$216,445 |

Culture and Recreation

| | | | |
|--|------------------------------|-------------|--------------------|
| 4520-4529 | Parks and Recreation | 04 | \$332,045 |
| 4550-4559 | Library | 04 | \$935,107 |
| 4583 | Patriotic Purposes | 17,18,19,20 | \$34,000 |
| 4589 | Other Culture and Recreation | 04 | \$3,000 |
| Culture and Recreation Subtotal | | | \$1,304,152 |

Conservation and Development

| | | | |
|--|--|----|-----------------|
| 4611-4612 | Administration and Purchasing of Natural Resources | 04 | \$27,681 |
| 4619 | Other Conservation | | \$0 |
| 4631-4632 | Redevelopment and Housing | | \$0 |
| 4651-4659 | Economic Development | | \$0 |
| Conservation and Development Subtotal | | | \$27,681 |

Debt Service

| | | | |
|------------------------------|---------------------------------------|-------|--------------------|
| 4711 | Long Term Bonds and Notes - Principal | 04,09 | \$1,147,205 |
| 4721 | Long Term Bonds and Notes - Interest | 04,09 | \$201,474 |
| 4723 | Tax Anticipation Notes - Interest | 04 | \$3,000 |
| 4790-4799 | Other Debt Service | 04 | \$1,500 |
| Debt Service Subtotal | | | \$1,353,179 |



Report of Appropriations Actually Voted

Capital Outlay

| | | | |
|--------------------------------|------------------------------------|-------|---------------------|
| 4901 | Land | | \$0 |
| 4902 | Machinery, Vehicles, and Equipment | 07,09 | \$250,465 |
| 4903 | Buildings | 03 | \$23,953,000 |
| 4909 | Improvements Other than Buildings | | \$0 |
| Capital Outlay Subtotal | | | \$24,203,465 |

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 | 05 | \$2,677,050 |
| 4914W | To Proprietary Fund - Water | 06 | \$2,083,269 |
| 4915 | To Capital Reserve Fund | 16 | \$25,000 |
| 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 | | | \$4,785,319 |

Total Voted Appropriations

\$47,022,070

4. a) 3) Approval of notice of Intent to Excavate, Map 50 -4 Lot 4 and Map 42 Lot 1

FORM
PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
RSA 72-B



(Assigned by Municipality)

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

YR TOWN OP#

23 - 303 - - E

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

- Town/City of: Milford
- Tax Map/Block/Lot #: 50-4-4
- Name of Access Road: Mason Rd
- Total Acreage of Lot: 41.592
- Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 10/104-
- Excavation Area (acres) as of April 1: 5/5
- Reclaimed Area (acres) as of April 1: 10+1-
- Remaining Cubic Yards of Earth to Excavate: 10,000+ / 306
159,000+1-
- Type of Ownership:
 - Owner of land
 - Previous owner retaining deeded earth excavation rights
 - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

| EARTH TYPE | ESTIMATED CUBIC YARDS (CY) |
|----------------|----------------------------|
| GRAVEL | |
| SAND | <u>150,000 cy</u> |
| LOAM | |
| STONE PRODUCTS | |
| OTHER () | |
| TOTAL | |

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

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

Paul Amato (Dale A. White operator)
PRINT CLEARLY OR TYPE NAME OF OWNER

Dale A. White
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

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

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

138 Elm St.
MAILING ADDRESS

Milford NH 03055
CITY OR TOWN STATE ZIPCODE

dale.white@leightonwhite.com
E-MAIL ADDRESS

603 493 6888
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: _____

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

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ _____

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

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

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

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

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

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO EXCAVATE
RSA 72-B



(Assigned by Municipality)

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

YR TOWN OP# E
23 - 303 - - E

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 #: 42 L1
- 3. Name of Access Road: Perry Rd
- 4. Total Acreage of Lot: (27.5 Total) 5 ac Ph 2
- 5. Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- 6. Date of Report, if required, per RSA 155-E:2, 1 (d): _____
- 7. Permit Number per RSA 485-A:17, if any: ^{NOT} 1437 2018-0125-011
(Alteration of Terrain Permit)
- 8. Incidental Construction/155-E:2-a Exception: Check if YES
- 9. Total Permitted Area (acres): 10.4 ac
- 10. Excavation Area (acres) as of April 1: 5 ac Ph 2
- 11. Reclaimed Area (acres) as of April 1: 5 ac Ph 1 H-
- 12. Remaining Cubic Yards of Earth to Excavate: 2000 +/-
- 13. Type of Ownership:
 - Owner of land
 - Previous owner retaining deeded earth excavation rights
 - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways
- 14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

| EARTH TYPE | ESTIMATED CUBIC YARDS (CY) |
|----------------|----------------------------|
| GRAVEL | |
| SAND | <u>2,000 g</u> |
| LOAM | |
| STONE PRODUCTS | |
| OTHER () | |
| TOTAL | |

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

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

Thomas Lozon (Dale White operator)
PRINT CLEARLY OR TYPE NAME OF OWNER

[Signature]
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

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

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

138 Elm St
MAILING ADDRESS

Milford NH 03055
CITY OR TOWN STATE ZIP CODE

[Signature] Dale White @ Leightonwhite.com
E-MAIL ADDRESS

603 493 6888
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: _____

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

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ _____
Security Posted (Bond, Certified Check, etc.) \$ _____

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE
The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

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

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

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN
SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS
SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

See instructions on back of form

RECEIVED
APR 05 2023
BY: _____

OPERATION # 22-303-05-T

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

Mailing Address:

DALE RILEY
39 CHRISTMAS TREE LN
MILFORD NH 03055-4202

4. a) 4) Approval of Report of Wood or Timber Cut, Map 1 Lot 10

8. Description of Wood or Timber Cut

| SPECIES | EXACT SCALE CUT | | | |
|------------------------------|-----------------------------|-------------|----------------|--------|
| | USE INTERNATIONAL 1/4 | | RULE LOG SCALE | |
| | MBF = (THOUSAND BOARD FEET) | | | |
| White Pine | 1 | 6 | 4 | 215 |
| Hemlock | | | | |
| Red Pine | | | | |
| Spruce & Fir | | | | |
| Hard Maple | | | | |
| White Birch | | | | |
| Yellow Birch | | | | |
| Oak | | | | 155 |
| Ash | | | | 645 |
| Soft Maple | | | | 171 |
| Beech/ Pallet/ Tie Logs | | | | 350 |
| Others (Specify) Box Pine | | | | 25800 |
| PULPWOOD | | TONS | | |
| Spruce & Fir | | | | |
| Hardwood & Aspen | | | | |
| Pine | | | | |
| Hemlock | | | | |
| Biomass Chips | | | | 477.10 |
| MISCELLANEOUS: | | | | |
| High Grade Spruce/Fir =TONS | | | | |
| Cordwood & Fuelwood =CORDS | | | | |

1. City/Town of: MILFORD

2. Tax Map/Lot # or USFS sale name/unit #: 1 / 10

3. Exact Acreage of Cut: 30

4. Is the cutting complete? Yes No

5. If yes, date cutting was completed? 12/9/22

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

Robbins Lmbr.
NAME

Wilkins Lmbr.
NAME

MHP Inc.
NAME

Bridgewater power
NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)

Dale Riley 3-4-23
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

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

CORPORATE OFFICER NAME AND TITLE DATE

Riley Bros. Lumber Inc
PRINT OWNER(S) NAME - (Attach a signature page for additional owners)

39 CHRISTMAS TREE LANE
MAILING ADDRESS

MILFORD NH 03055
CITY/TOWN STATE ZIP CODE

396-2710
TELE NO.:

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

| Species: | Amount |
|-----------------|----------------|
| <u>cordwood</u> | <u>10 cord</u> |

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

[Signature]
SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING

1/8/23
DATE:

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

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

TOWN / CITY:

Milford

COUNTY:

Hillsborough

OWNER:

Riley, Dale

COMPANY / OWNER 2:

ADDRESS:

39 Christmas Tree Lane

TOWN / STATE / ZIP:

Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2022 to March 31, 2023

ACCOUNT & SERIAL #:

TAX MAP & LOT #:

Map 1 Lot 10

OPERATION #:

22-303-05-T

DATE OF BILLING:

April 27, 2023

| SPECIES | LOW MBF | HIGH MBF | | | RANGE DIFFERENCE | RATING % | STUMPAGE VALUE* | BOARD FEET (In Thousands) | | | |
|-----------------------|----------|-----------|-----------|------------|------------------|----------|-----------------|---------------------------|----------------------|---------|--------|
| WHITE PINE | \$100.00 | \$200.00 | | | \$100.00 | 0.83 | \$ 183.00 | 164.215 | | | |
| HEMLOCK | \$25.00 | \$65.00 | | | \$40.00 | 0.83 | \$ 58.20 | 0.000 | | | |
| RED PINE | \$25.00 | \$65.00 | | | \$40.00 | 0.83 | \$ 58.20 | 0.000 | | | |
| SPRUCE & FIR | \$80.00 | \$170.00 | | | \$90.00 | 0.83 | \$ 154.70 | 0.000 | | | |
| HARD MAPLE | \$180.00 | \$400.00 | | | \$220.00 | 0.83 | \$ 362.60 | 0.000 | | | |
| WHITE BIRCH | \$50.00 | \$110.00 | | | \$60.00 | 0.83 | \$ 99.80 | 0.000 | | | |
| YELLOW BIRCH | \$75.00 | \$200.00 | | | \$125.00 | 0.83 | \$ 178.75 | 0.000 | | | |
| OAK | \$250.00 | \$500.00 | | | \$250.00 | 0.83 | \$ 457.50 | 0.155 | | | |
| ASH | \$70.00 | \$250.00 | | | \$180.00 | 0.83 | \$ 219.40 | 0.645 | | | |
| SOFT MAPLE | \$75.00 | \$165.00 | | | \$90.00 | 0.83 | \$ 149.70 | 0.171 | | | |
| BEECH/PALLET/TIE LOGS | \$30.00 | \$75.00 | | | \$45.00 | 0.83 | \$ 67.35 | 0.350 | | | |
| PINE BOX / PALLET | \$15.00 | \$50.00 | | | \$35.00 | 0.83 | \$ 44.05 | 25.800 | | | |
| OTHER: | \$0.00 | \$0.00 | | | \$0.00 | 0.83 | \$ - | 0.000 | | | |
| OTHER: | \$0.00 | \$0.00 | | | \$0.00 | 0.83 | \$ - | 0.000 | | | |
| OTHER: | \$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 | \$1.00 | | | \$1.00 | | 0.50 | \$ 0.50 | | 0.000 | |
| HARDWOOD & ASPEN | \$1.00 | \$5.00 | | | \$4.00 | | 0.50 | \$ 3.00 | | 0.000 | |
| PINE | \$0.00 | \$0.50 | | | \$0.50 | | 0.50 | \$ 0.25 | | 0.000 | |
| HEMLOCK | \$0.00 | \$4.00 | | | \$4.00 | | 0.50 | \$ 2.00 | | 0.000 | |
| BIOMASS CHIPS | \$0.00 | \$1.00 | | | \$1.00 | | 0.50 | \$ 0.50 | | 477.100 | |
| HIGH GRADE SPRUCE | \$20.00 | \$30.00 | | | \$10.00 | | 0.50 | \$ 25.00 | | 0.000 | |
| CORD WOOD/FUELWOOD | | | \$8.00 | \$15.00 | | \$12.00 | 0.50 | | \$ 14.00 | \$ - | |

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

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2022 to March 31, 2023

TOWN / CITY OF: Milford
COUNTY OF: Hillsborough
DATE OF BILLING: April 27, 2023

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

| | |
|-------------------------|-----------|
| Gary Daniels, Chair | 4/24/2023 |
| Chirs Labonte, Co-Chair | 4/24/2023 |
| Paul Dargie | 4/24/2023 |
| David Freel | 4/24/2023 |
| Tim Finan | 4/24/2023 |

| # 1 | # 4 | # 5 | # 6 | # 6 | # 7 | # 8 | # 9 | # 10 |
|--|-----------------------|-------------------------------------|----------------|-----------------|----------------|----------------------|-------------------|---|
| NAME OF OWNER | SPECIES | NUMBER OF BOARD FEET (In Thousands) | NUMBER OF TONS | NUMBER OF CORDS | STUMPAGE VALUE | TOTAL ASSESSED VALUE | TAX AT 10 % | |
| Riley, Dale 39 Christmas Tree Lane Milford, NH 03055 | WHITE PINE | 164.215 | | | \$183.00 | \$30,051.35 | \$3,005.14 | Subtotal of TAXES Due (Col. #9) |
| | HEMLOCK | | | | \$58.20 | | | |
| | RED PINE | | | | \$58.20 | | | |
| | SPRUCE & FIR | | | | \$154.70 | | | |
| | HARD MAPLE | | | | \$362.60 | | | |
| # 2 DESIGNATED ON NOTICE OF INTENT TO CUT | WHITE BIRCH | | | | \$99.80 | | | \$3,168.81 |
| | YELLOW BIRCH | | | | \$178.75 | | | |
| | OAK | 0.155 | | | \$457.50 | \$70.91 | \$7.09 | |
| MAP & LOT NUMBER Map 1 Lot 10 | ASH | 0.645 | | | \$219.40 | \$141.51 | \$14.15 | Less bond or amount previously paid, if applicable |
| | SOFT MAPLE | 0.171 | | | \$149.70 | \$25.60 | \$2.56 | |
| | BEECH/PALLET/TIE LOGS | 0.350 | | | \$67.35 | \$23.57 | \$2.36 | |
| | PINE BOX / PALLET | 25.800 | | | \$44.05 | \$1,136.49 | \$113.65 | |
| | OTHER: | | | | | | | |
| | OTHER: | | | | | | | |
| # 3 | OTHER: | | | | | | | |
| OPERATION NUMBER | | | | | TONS | CORDS | | |
| 22-303-05-T | SPRUCE & FIR | | | | \$ 0.50 | | | Total Amount Due |
| | HARDWOOD & ASPEN | | | | \$ 3.00 | | | |
| | PINE | | | | \$ 0.25 | | | |
| | HEMLOCK | | | | \$ 2.00 | | | |
| ACCOUNT OR SERIAL #: | BIOMASS CHIPS | | 477.10 | | \$ 0.50 | \$238.55 | \$23.86 | \$3,168.81 |
| | HIGH GRADE SPRUCE | | | | \$ 25.00 | | | |
| | CORDWOOD | | | | \$ 14.00 | | | |
| | | | | | | \$31,687.98 | \$3,168.81 | |

**ORIGINAL WARRANT
YIELD TAX LEVY
April 27, 2023
THE STATE OF NEW HAMPSHIRE**

COUNTY OF: Hillsborough

Kathy Doherty, Collector of Taxes for Town of: Milford, in said County.

In the name of said State, you are hereby directed to collect on or before thirty (30) days from the 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 yield tax due, below, 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 *ENTER TOWN or CITY NAME*,

| | |
|-------------------------|------|
| Gary Daniels, Chair | Date |
| Chirs Labonte, Co-Chair | Date |
| Paul Dargie | Date |
| David Freel | Date |
| Tim Finan | Date |

DATE OF BILLING: April 27, 2023

| NAME & ADDRESS | TAX MAP & LOT | OPERATION # | YIELD TAX DUE |
|--|---------------|-------------|---------------------|
| Riley, Dale 39 Christmas Tree Lane Milford, NH 03055 | Map 1 Lot 10 | 22-303-05-T | \$3,168.81 |
| DATE YIELD TAX DUE: | | | May 27, 2023 |

4. a) 5) Approval of Intent to Cut Wood or Timber, Map 10 Lot 1

FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
NOTICE OF INTENT TO CUT WOOD OR TIMBER

RECEIVED
APR 17 2023

YR TOWN OP# T (Assigned by Municipality)

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

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

- City/Town of MILFORD
- Tax Map No./Lot or USFS sale name & unit #: 51/1
- Intent Type: Original Supplemental Original Operation # _____
(Use mouse to click on Check Boxes)
- Name of road from which accessible: NYE DRIVE
- a. Acreage of Lot: 85 Acreage of cut: 85
b. Anticipated start date: MAY 1, 2023
- 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

8. Description of Wood or Timber To Be Cut

| Species | Estimated Amount To Be Cut | |
|-----------------------|----------------------------|--------------|
| White Pine | 150 | MBF |
| Hemlock | 20 | MBF |
| Red Pine | | MBF |
| Spruce & Fir | | MBF |
| Hard Maple | 5 | MBF |
| White Birch | | MBF |
| Yellow Birch | | MBF |
| Oak | 50 | MBF |
| Ash | | MBF |
| Beech & Soft Maple | 10 | MBF |
| Pallet or Tie Logs | 20 | MBF |
| Other (Specify) | | MBF |
| Pulpwood | Tons | Cords |
| Spruce & Fir | | |
| Hardwood & Aspen | | |
| Pine | | |
| Hemlock | | |
| Whole Tree Chips | 500 | |
| Miscellaneous | | |
| High Grade Spruce/Fir | | Tons |
| Cordwood & Fuelwood | 75 | Cords |

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

Sandra Conley 4-13-23
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

[Signature] 4-13-23
SIGNATURE OF OWNER(S) OR CORPORATE OFFICER DATE

PRINT CORPORATE OFFICER NAME AND TITLE DATE
GARY CONLEY + SANDRA CONLEY

PRINT OWNER(S) NAME
79 Woodhawk Dr

MAILING ADDRESS
Milford NH 03055

CITY/TOWN STATE ZIPCODE
603-801-3891
PHONE E-MAIL sandra.conley@gmail.com

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.

Dean Chappell 4/3/23
SIGNATURE OF PERSON RESPONSIBLE FOR CUTTING DATE

Dean Chappell
PRINT NAME

116 Osgood Rd
MAILING ADDRESS

Milford NH 03055
CITY/TOWN STATE ZIPCODE

PHONE 603 345 9761 E-MAIL dean@chappellfarmsetc.com

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.

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

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



REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form

4. a) 6) Approval of Report of Excavated Materials, Map 50-4 Lot 4 and Map 42 Lot 1

OPERATION # 22-303-01-E

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

Mailing Address:

PAUL AMATO
138 ELM ST
MILFORD NH 03055-4759

1. Town/City of: MILFORD, NH

2. Tax Map/Lot # or Road Project Name or #: 50 / 4 / 4

3. Total permitted area under RSA 155-E (acres): 10 +/-

4. Excavation area as of April 1: 5 +/-

5. Reclaimed area as of April 1: 5 +/-

6. Remaining cubic yards of earth to excavate: 159,000 +/-

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

Table with 2 columns: EARTH TYPE, EXACT CUBIC YARDS EXCAVATED. Rows include GRAVEL, SAND (215,348 cy), LOAM, STONE PRODUCTS, OTHER, and TOTAL (215,348 cy).

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.

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

EXEMPT EARTH TYPE CUBIC YARDS EXCAVATED

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

Spring Creek Sand & Gravel, LLC
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

Paul Amato 4/17/23
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

Paul Amato
PRINT OWNER(S) NAME CLEARLY

SIGNATURE (IN INK) OF OWNER(S) DATE

MAILING ADDRESS

CITY / TOWN STATE ZIP CODE

PHONE #: CELL #:

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

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

TOWN OF [MILFORD], NH
 OFFICE OF THE TAX COLLECTOR
 1 UNION SQUARE
 MILFORD, NH 03055
 (603) [249-0655]

Paul Amato
 c/o Dale White
 138 Elm St
 Milford NH 03055

April 24, 2023

EXCAVATION TAX ASSESSMENT PER RSA 72-B
TAX YEAR: APRIL 1, 2022 - MARCH 31, 2023

| PARCEL DATA | EARTH TYPE | CUBIC YARDS EXCAVATED | TAX PER CUBIC YARD | TAX DUE |
|-------------------------------------|---------------------|-----------------------|--------------------|------------|
| PARCEL I.D./ TAX MAP NUMBER: | | 0 | \$0.02 | \$0.00 |
| 50-4-4 | GRAVEL | | | |
| OPERATION NUMBER: | | 215348 | \$0.02 | \$4,306.96 |
| 22-303-01-E | SAND | | | |
| ACCOUNT NUMBER: | | 0 | \$0.02 | \$0.00 |
| # | LOAM | | | |
| SERIAL NUMBER: | | 0 | \$0.02 | \$0.00 |
| # | STONE PRODUCTS | | | |
| | OTHER | 0 | \$0.02 | \$0.00 |
| | TOTAL EARTH: | 215348 | TOTAL TAX: | \$4,306.96 |

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 24, 2023 ON UNPAID TAXES ***

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

TAX OFFICE HOURS: Monday - Friday 8-4

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH, SS

TO: COLLECTORS NAME, 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 : **\$4,306.96** , 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

Gary Daniels

Chris Labonte

Paul Dargie

David Freel

Tim Finan

DATE: April 24, 2023

| NAME & ADDRESS | MAP & LOT | OPERATION # | GRAVEL TAX DUE |
|---|-----------|-------------|----------------|
| Paul Amato c/o Dale White 138 Elm St Milford, NH 03055 | 50-4-4 | 22-303-01-E | \$4,306.96 |

DATE DUE: May 24, 2023

TOTAL DUE: \$4,306.96

4. a) 7) Approval to Display Pride Flags on the Pillsbury Bandstand from the evening of Friday, June 2nd until the evening of Sunday, June 4th.

To: Town of Milford
Board of Selectmen
1 Union Square
Milford, NH 03055

From: Paul Dargie
136 Prospect St
Milford, NH 03055

Date: April 18, 2023

Re: Request for LGBTQ Pride Flag Display on June 2-4, 2023

This June is the 54th anniversary of the Stonewall riots that occurred in New York City in 1969, and those riots are recognized as the start of the Gay Pride movement. In honor of this event, June has been established as Pride month in many jurisdictions. Milford has celebrated June as Pride month for each of the past five years, and this request is to continue this recognition for a sixth year.

This request is to allow for the display of Pride flags on the Pillsbury bandstand from the evening of Friday June 2nd to the evening of Sunday June 4th. This display will be substantially the same as the display of flags in the previous years as shown below, except that a newer more-inclusive flag design will be used this year.

There will be a Milford Pride Fest event in Emerson Park on Sunday June 4th from 12 to 4. The event will include vendors, food, live music, speakers, non-profit groups, an art contest and display, and a bake sale / raffle fundraiser for the LGBTQ group Transforming Hearts Collective. Please contact pauldargie@gmail.com If you want more information about the event.



4. b) 1) Request for Changes to the Board of Seslectmen's Representatives Listing

Summary of 2023 – 2024 Committees, Commissions, Boards & Organizations

Gary:

| | |
|----------------------------|--|
| Heritage Commission | 2nd Wednesday 7:00 pm |
| Joint Loss Mgmt. Committee | quarterly 9:00 am. next meeting is June 6th. |
| Recycling Committee | 3rd Tuesday 6:30 pm |

Chris:

| | |
|--------------------------------|--------------------------------|
| EDAC | Varied times (not started yet) |
| Master Plan Steering Committee | Varied times |
| Traffic Safety Committee | Varied times AS NEEDED |
| Manifest Sign off (ALTERNATE) | Thursdays after 4:30 pm |
| Payroll sign off | every other week anytime |

Paul:

| | |
|-------------------------|------------------------------|
| Conservation Commission | 2nd Thursday 7:00 pm |
| Heritage Commission | 2nd Wednesday 7:00 pm |
| MEAC | Every other Thursday 5:00 pm |
| NHMA | Varied times |
| Manifest Sign off | Thursdays after 4:30 pm |

Tim:

| | |
|----------------------------|-----------------------------|
| GTM | 4th Thursday 6:00 pm |
| Library Trustee Meeting | 3rd Tuesday 6:30 pm |
| Planning Board (ALTERNATE) | 1st & 3rd Tuesdays 6:30 pm |
| Recreation Commission | 2nd Wednesdays 7:00 pm |
| Zoning Board | 1st & 3rd Thursdays 7:00 pm |

Dave:

| | |
|-----------------------------------|----------------------------|
| GTM (ALTERNATE) | 4TH Thursday 6:00 pm |
| Planning Board | 1st & 3rd Tuesdays 6:30 pm |
| Recreation Commission (ALTERNATE) | 2nd Wednesdays 7:00 pm |
| Payroll sign off (ALTERNATE) | every other week anytime |

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

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

TOWN STATUS REPORT

April 24, 2023

1. Milford Downtown Improvements Project – Milford Oval & Nashua Street

The Board of Selectmen held a public work session on April 19th to discuss the various elements of the proposed conceptual designs for the Milford Oval and along Nashua Street. Due to budgetary limitations, the Board mainly focused on the improvements to the Milford Oval. Using estimated cost information, the Board systematically evaluated each proposed element to develop a preferred list of improvements. The Board and public discussed the potential inclusion and redevelopment of the Wadleigh Library parking lot within the project scope. Additional information is needed to determine if the Library parking lot can be included.

Town Staff and the engineering consultant, VHB anticipate coming before the Board on May 8th to provide the updated conceptual designs with revised cost estimates along with a legal opinion for the Library property.

2. Goals & Objectives – Town Administrator

The Town Administrator will be presenting his annual Goals & Objectives to the Board at the May 8th Board of Selectmen's meeting for discussion and review.

3. Town Hall New Hours of Operation

Beginning May 1, 2023, the Town Hall will begin the modified hours of operation. The new hours of operation will be Monday – Thursday 8:00 am to 5:30pm and Friday 8:00 am to 12:00 pm.

The Town Clerk's Office hours of operation are 7:30 to 5:30 Monday, Wednesday, Thursday, Tuesday 7:30 am to 6:30 pm, and closed on Fridays.

TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted January 22, 2018

TABLE OF CONTENTS

| | |
|---|-------------|
| Board of Selectmen Meeting, Location | Page 3 |
| Board of Selectmen Meeting, Time | Page 3 |
| Board of Selectmen Meeting, Open to Public | Page 3 |
| Responsibilities of Members of the Board | Page 3 |
| Election of Officers | Page 4 |
| Presiding Officer | Page 4 |
| Quorum | Page 4 |
| Board of Selectmen's Meeting Agenda | Page 4 |
| Order of Business | Page 5 |
| Town Administrator | Page 6 |
| Clerk of Board of Selectmen | Page 6 |
| Meetings of the Board of Selectmen | Page 6 |
| Appointments to Boards and Commissions | Page 7 |
| Procedure for Nominating and Appointing Citizens to Town Boards, Commissions and Committees. | Page 8 |
| Placement of Selectmen's Recommendations on Warrants | Page 8 |
| Forms of Address | Page 9 |
| Ethics Policy and Conflict of Interest | Page 9 |
| Rules of Order | Page 10 |
| Motions | Page 10 |
| Suspension of Rules | Page 10 |
| Dissents and Protests | Page 10 |
| Procedures for a public Hearing | Page 10 |
| Voting | Page 11 |
| Committees | Page 11 |
| Enacted Ordinances, Resolutions and Motions – Defined | Page 12 |
| Resolutions and Policies | Page 12 |
| Procedures for Ordinances | Page 12 |
| Public Complaints and Suggestions to Board | Page 13 |
| Conduct with other Board Members and Staff | Page 14 |
| Amendment Procedures | Page 15 |
| Effective Date | Page 15 |
| Appendix A – Policy: Ethical Conduct | Page 16 |

Section I General Provisions

BOARD OF SELECTMEN MEETING – LOCATION

Rule 1. Board of Selectmen Meeting – Location and Posting

All meetings of the Town of Milford Board of Selectmen shall be held at the Milford Town Hall, 1 Union Square unless the Board of Selectmen adjourns to another location or the meeting is scheduled for another location and is properly noticed. In general, meetings of the Board must have at least 24-hour notice (not counting Saturdays and Holidays) prior to the meeting (RSA 91-A:2) Notice must be either published in a newspaper or posted in two prominent public places. Other statutes may require longer periods for and/or different types of notice, such as public hearings, depending on the action being considered.

Rule 2. Board of Selectmen Meeting – Day/Time

Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date. Occasionally, meetings will be held at other times of the day as may be required. All Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th Monday forums are meetings held on months with a 5th Monday, starting at 7:00 p.m., and are open to anyone who wishes to attend. Selectmen meetings must be noticed in compliance with RSA 91-A:2 II which states in part: Except in an emergency, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate un-delayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.

Rule 3. Board of Selectmen Meetings – Open to the Public

All meetings of the Town of Milford Board of Selectmen and Committees shall be open to the public, except as provided for by RSA 91-A, and/or for discussions with Town Counsel.

Rule 4. Responsibilities of Members of the Board

- (a) All members shall make every effort to attend each scheduled meeting of the Board.
- (b) Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to a decision of the Board.

Rule 5. Election of Officers

Procedures for electing officers are as follows:

- (a) Annually, at the first meeting of the new Board of Selectmen, the members thereof shall choose, from among their number, a Chair and a Vice Chair. In addition to the powers conferred upon the Chair and Vice Chair, he/she shall continue to have all the rights, privileges, and immunities of a member of the Board of Selectmen.
- (b) The above election shall be by a majority vote of the Board of Selectmen present at the first meeting after the Town Election.

Rule 6. Presiding Officer

- (a) The Chair of the Board of Selectmen shall preside at all meetings of the Board of Selectmen, and be recognized as the head of the Town for all ceremonial purposes. The Chair of the Board of Selectmen has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence. In case of the absence or temporary disability of both the Chair and the Vice Chair, an acting Vice Chair of the Board of Selectmen selected by members of the Board of Selectmen shall act as the Chair during the continuance of the absences or disabilities. The Chair of the Board of Selectmen or the Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.
- (b) The Presiding Officer shall preserve order and decorum, may participate in the discussion of any issue before the Board of Selectmen, may submit reports and legislation to the Board of Selectmen for its consideration, which shall require both motion and second by other members of the Board of Selectmen, may speak to points of order in preference to other members of the Board of Selectmen, and shall decide all questions of order or procedure, subject to appeal to the full Board of Selectmen. The Presiding Officer is allowed to vote on any matter before the Board with the exception of a vote concerning the Officer's ethical conduct. No Selectmen shall be interrupted while speaking except for a point of order or correction of a mistake of fact.

Rule 7. Quorum

Three Selectmen shall constitute a quorum for the conduct of town business.

In accordance with RSA 91-A:2, III, Selectmen may participate in all aspects of a meeting of the Board of Selectmen, including voting, by telephone conference call, provided that a quorum of Selectmen is present at the location of the meeting, and that any Selectmen participating by conference call can hear all other selectmen and can be heard by persons attending the meeting. The person calling in must identify other persons also present at his/her location and state why attendance at the meeting is not reasonably practical. The reason must be recorded in the minutes of the meeting. All votes taken with a telephonic participant must be a roll call vote.

Any exception to the quorum “present at the location of the meeting” requirement is permitted under the emergency conditions specified by RSA 91-A:2, III, (b).

Minutes must be kept for any meeting with a Board of Selectmen quorum and must be made available to the public.

Rule 8. Board of Selectmen’s Meeting Agenda

Any Selectmen, the Town Administrator or the Executive Assistant may place a matter upon the agenda. The Town Administrator shall arrange a list of such matters according to the order of business and prepare an agenda for review by the Chair of the Board of Selectmen. Upon approval, a copy of the agenda and supporting materials shall be prepared for the Selectmen. These materials shall be available at the Selectmen’s Office on the Friday preceding a scheduled meeting of the Board of Selectmen.

Matters submitted by members of the public or any Town department head or official requesting an appointment with the Selectmen by the agenda deadline shall be included on the agenda and must be received at the Selectmen’s office by 4:30 pm on the Wednesday prior to a scheduled meeting in order to be considered for placement on the agenda. Due to scheduling and time constraints, an item submitted by the public is not guaranteed to be placed on the next meeting’s agenda.

Rule 9. Order of Business

The business of all meetings of the Board of Selectmen shall be transacted as follows; provided, however that the Presiding Officer may during a Board of Selectmen’s meeting, rearrange items on the agenda to conduct the business before the Board of Selectmen more expeditiously.

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments (regarding items that are not on the agenda)**
 - a. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, **generally five (5) minutes**. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may

change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner's, vested interests, etc.

- c. Any ruling by the Presiding Officer relative to the proceeding two subsections may be overruled by a vote of a majority of members present.

4. Decisions

- a. **Consent Calendar** - The Town Administrator shall place matters on the Consent Calendar which have been: (a) previously discussed by the Board of Selectmen, or (b) are based on the information previously delivered to the Selectmen that can be reviewed by a Selectman without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) as directed by the Town Board of Selectmen or Committee thereof. The motion on the Consent Calendar is as follows: "I move for adoption of the Consent Calendar". This motion shall be non-debatable and will have the effect of moving to adopt the recommendation of all items on the Consent Calendar. Since adoption of any item on the Consent calendar implies unanimous consent, any Selectman shall have the right to remove any item from the Consent calendar. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Selectman wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.
- b. **Other Decisions** – The Selectmen may include the final vote of an item discussed at a previous meeting. Some public hearing require two meetings prior to a decision being made.

5. Town Status Report

- a. Town Administrator updates the Board of Selectmen with ongoing projects.

6. Discussions

- a. Board of Selectmen use this time to talk about **requests** that they have received, ie: ordinances, traffic safety concerns, town budgets, warrants, schedules, etc.

7. Public Comments

8. Selectmen's Reports/Discussions

- a. **From Projects, Specials Boards, Commissions & Committees**
- b. **Other items (that are not on the agenda)**

9. Approval of Final Minutes – Selectmen approve Final minutes for previous meetings.

10. Information Items Requiring No Decisions

- a. Treasurer's Report and/or other updates from Finance

11. Notices – Future Board of Selectmen meetings, Town Wide Notices and/or Closings

12. Non-Public Session – Approval of non-public minutes and/or non-public sessions.

13. Adjournment

Rule 10. Town Administrator

The Town Administrator, as the chief executive officer, shall attend all meetings of the Board of Selectmen, unless excused by the Presiding Officer of the Board of Selectmen. The Town Administrator may take part in all Board of Selectmen's discussions on all matters on the agenda, and otherwise concerning the welfare of the Town. In the event that the Town Administrator is unable to attend a Board of Selectmen's meeting, the Town Administrator

may appoint another qualified staff member to attend the meeting on behalf of the Town Administrator.

Rule 11. Clerk of the Board of Selectmen

The Town Administrator shall be the Clerk of the Board of Selectmen and shall keep the minutes and perform such other and further duties in the meeting as may be required. The Town Administrator may delegate any of these functions to a member of his/her staff.

Rule 12. Meetings of the Board of Selectmen

- (a) Organizational Meeting – An organizational meeting to elect officers shall be held in accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuing year at this meeting, and shall designate the Selectmen ex-officio board and committee members. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule of meetings for the upcoming year at its Organizational Meeting.
- (b) Regular Meeting – A more formal meeting of the Board generally conducted in accordance with the order of the "Agenda" contained in Rule 8.
- (c) Workshop Meetings – A less formalized meeting of the Board generally conducted for the purpose of providing Board members a more detailed understanding of a limited number of issues or to permit discussions of issues that require significant depth of discussion.
- (d) Non-Public Sessions – A meeting of the Board held in accordance with the provisions of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance at that specific session. The Board may also have in attendance for all or part of the non-public session, those individuals the Board deems necessary to fulfill the purpose of the non-public session. This may include, but is not limited to: the Board's Secretary or Assistant, the Town Administrator, Town Counsel, and/or an employee whose actions are the subject of the non-public session, or for whom a personnel decision is before the Board. The decision to include or exclude an individual from a non-public session is entirely within the discretion of the Board. Minutes of non-public must include attendees and decisions.
- (e) Emergency Meetings – May be called by the Chair in accordance with NH RSA 91-A: 2, II; upon demand of two (2) members of the Board; or at the request of the Town Administrator. The Town Administrator, or his/her designee, shall ensure Emergency Meetings are properly noticed in accordance with RSA 91-A: 2, II.
- (f) Site Walk – May be held by the Board if a walk or inspection of a specific property or properties is required in order for the Board to have a full and complete understanding of a pending issue in order to render a decision. A site walk is considered to be a meeting of the Board, which shall be noticed in accordance with RSA 91-A: 2, II and a record or minutes of the site walk will be maintained. The Board will not engage in any deliberation or decision making as part of a site walk. Such a session is for information gathering purposes only. Any deliberations or decision will be made at a Regular or Emergency Meeting of the Board.
- (g) 5th Monday Forum – Meetings occur in a month that has 5 Mondays. The informal meeting allows the public to come in to speak to the Board of Selectmen without an appointment.

Rule 13. Appointment to Boards and Commissions

- (a) In making the appointment of Selectmen Representatives to various town Boards as noted in Rule 12, the terms of these ex-officio members of the Board on all Boards, Committees and Commissions shall be for one (1) year, or until the next Organizational Meeting of the Board following a Town Election, or until the appointed Board Member's term expires or the Member resigns.
- (b) As soon after the Board's Organizational Meeting as possible, the Board will consider the appointment or re-appointment of individuals to the various Town boards, committees and commissions whose terms of office are expiring. All appointments of these positions shall be for three year terms of offices, unless a vacancy exists due to a resignation or other such means. In those situations, the Board may make an appointment to fill the remaining time on the original term of office of the person who left the position.

Rule 14. Procedure for Nominating and Appointing citizens to Town Boards, Commissions and Committees.

- (a) Single nomination. Whenever only one person is nominated to a particular position, the nomination shall be made by a Selectman, and then seconded. Once seconded, a vote is taken. Should the person so nominated receive the majority of votes from those Selectmen present and voting, the nomination is confirmed. If the majority of those Selectmen present and voting do not approve the nomination, the nomination shall be considered rejected and the name removed from further consideration at this meeting.
- (b) Multiple nominations. Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirements for a second, although a nomination may receive a second if a Board member wishes to do so. When all nominations are closed, each Selectman shall have an opportunity to speak regarding the qualifications of nominees, and then each Selectman shall cast a vote for no more than one name. The name receiving a majority of those Selectman present and voting shall be deemed confirmed. If the majority of those Selectmen present do not vote to approve a nomination, the nomination shall be considered rejected and the name(s) removed from further consideration at this meeting.

Rule 15. Placement of Selectmen Recommendations on Warrant

The Board shall place a "Recommended" or a "not Recommended" notation on each warrant article submitted directly to the Board or submitted through petition to any Town Meeting as may be required by RSA 32:5 V(a) or RSA 40:13, V-a. The Board may choose to place such notation on any warrant article, regardless of whether such action is required, unless the Town has voted to prohibit such voluntary notations. The Board shall place their recommendations regarding each warrant article on the ballot for all articles that were placed on the ballot by the Board or by petition. Their position regarding each article shall be placed on the ballot substantially in this format: The Board of Selectmen recommends this article (x-x) (yes-no), or The Board of Selectmen does not recommend this article (x-x) (yes-no).

SECTION II DUTIES AND PRIVILEGES OF MEMBERS

Rule 16. Forms of Address

The Chair of the Board of Selectmen shall be addressed as "Mr./Madame Chair or as "Chairman (surname)." The Vice Chair of the Board of Selectmen, when acting for the Chair, shall be addressed in the same manner. Members of the Board of Selectmen shall be addressed as "Selectman (surname)." This is an optional Rule that may be adopted at the annual organizational meeting.

Rule 17. Conflict of Interest/Ethics Policy and Its Application

- (a) Prior to any vote, each Board of Selectmen member should give consideration whether a conflict of interest or a potential violation of the Town Ethics Policy exists (See Appendix A). If the Board of Selectmen member believes a potential violation may exist, no matter how remote, the Board of Selectmen member should disclose such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities, the Board Member should speak up and refrain from voting on said matter.
- (b) Whenever a Board of Selectmen member discloses there is a potential violation of the Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the Board of Selectmen.
- (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate the decision. The party seeking to disqualify the Board of Selectmen member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall participate and/or vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the board of Selectmen.
- (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Board of Selectmen whether the Board of Selectmen member's participation would/would not violate the Town's Ethics Policy.
- (e) After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists, the Presiding Officer shall rule that the Selectman shall not participate and/or vote in the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may override the Presiding Officer's ruling and the Selectman shall be permitted to participate and vote in the matter before the Board of Selectmen.

Rule 18. Rules of Order

The Presiding Officer shall resolve all issues of procedure for the Board of Selectmen meetings. By a majority vote, the Selectmen may overrule any procedural decision of the Presiding Officer.

Rule 19. Motions

In making decisions or determining a course of action, the Board shall generally operate under a process of one Board member making a motion and another Selectman offering a second, followed by a vote.

The Presiding Officer shall not allow more than one main motion and second, and one amending motion and second on the floor at a time.

Rule 20. Suspension of Rules

A motion to suspend these rules shall be in order at any time during a meeting of the Board of Selectman or a public hearing, except during discussion of a pending motion. A motion to suspend shall require a two-thirds vote of those present and voting.

Rule 21. Dissents and Protests

Any Selectman shall have the right to express dissent from or protest against any ordinance, resolution or action of the Board of Selectmen and have the reason therefore recorded in the minutes.

Rule 22. Procedures for a Public Hearing

- (a) Presiding Officer opens the public hearing at set time.
- (b) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Board of Selectmen.
- (c) If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing must be published in two locations, one of which may be the town web site.
- (d) The Presiding Officer may call upon the Town Administrator or other appropriate person to describe the matter under consideration.
- (e) Each speaker, for or against the matter before the Board of Selectmen for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to **five (5) minutes**. When everyone wanting to speak has had one opportunity to speak, the Presiding Officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen. Once all Town residents wanting to speak for a second time have spoken, the Presiding Officers shall call for any non-residents wanting to speak. These speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen.
- (f) During the hearing any Selectman shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Board of Selectmen for

Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.

(g) The Presiding Officer closes the public hearing.

(h) The Presiding Officer shall then inquire if there is a motion by any of the Selectman. Following the motion and its second, discussion occurs among Selectman. The Presiding Officer may call on an individual Selectman in the discussion.

Rule 23. Voting

The votes during all meetings of the Board of Selectmen shall be transacted as follows:

- (a) The Presiding Officer may require any questions to be submitted in writing before the vote, and shall state each question before the vote.
- (b) Unless otherwise provided for by statute, ordinance, or resolution, such as RSA 91-A2, III, all votes shall be taken by voice, except that at the request of any Selectman, a roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically, when the question is called shall vote on the question before the Board of Selectmen. Selectmen may, for good cause, recuse from a vote should they feel that to vote would constitute a conflict of interest or other similar disqualifying circumstances. Such Selectman shall at the beginning of the debate on any such motion announce the intention to recuse himself/herself and shall take no part in the debate and the vote of the issue.

Rule 24. Committees

The Board of Selectmen may establish committees of the Board with responsibility to review specific matters and report to the Board as a whole. All appointments to these committees shall be by majority vote of the Board of Selectmen.

- (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of Selectmen for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Board of Selectmen meeting. Board of Selectmen study committees may consist of a specific number of individuals and no more than two Selectmen, if any Selectman is to be included on the Committee. Special Board of Selectmen committees shall disband at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Board of Selectmen thereafter for a specified time period.
- (b) Special Ad Hoc Advisory or Study Committees shall:
 - 1) Be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
 - 2) Make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Board of Selectmen. The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Board of Selectmen.

- 3) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a Special Ad Hoc Advisory or Study Committee unless specifically designated to do so by the Board of Selectmen.
- 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

Rule 25. Enacted Ordinances/Rules, Resolutions and Motions – Defined

- (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Board of Selectmen action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- (b) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Board of Selectmen action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

Rule 26. Resolutions and Policies

Each resolution and policy may be voted and approved on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire resolution or certain of its sections be read, such requests shall be granted.

Rule 27. Procedures for Ordinances

- (a) An ordinance shall be discussed, considered and approved at a public hearing, but shall not be voted and approved on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
- (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford Purchasing Policy.
- (c) A Selectman may, in open session, request of the Presiding Officer that the Board of Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion, the Board of Selectmen may assign the proposed ordinance to a specific department head or official, committee or the committee of the whole for the study and consideration. The department head, official or committee shall report its findings to the Board of Selectmen.

- (d) Action on all ordinances and resolutions shall be governed by the following rules:
- 1) The Selectmen shall have the authority to establish, and amend town ordinances and codes after they hold 2 public hearings at least 10 but not more than 25 days apart on the establishment or amendment of the ordinance or code.
 - 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance or resolution may seek a motion to introduce the ordinance or resolution by title only and to waive a reading of the entire ordinance or resolution. If there is a second, and after discussion, the Presiding Officer shall call for the question and the Board of Selectmen shall vote whether to read the ordinance or resolution by title only. Lacking such a motion or should this motion fail, the ordinance or resolution shall be read in its entirety.
 - 3) If an ordinance or resolution is referred to committee, the committee shall report the item to the Board of Selectmen in due course and the item shall then be in order for further action. The reporting of an ordinance or resolution shall not require a motion or other Board of Selectmen action. The Board of Selectmen may, upon a motion made and seconded, call the ordinance or resolution out of committee. The item shall then be in order for further action before the Board of Selectmen.
 - 4) At such time as further action is in order, any Selectmen may move that the ordinance or resolution be scheduled first for 2 public hearings at least 10 but not more than 25 days apart.
 - 5) The selectmen's vote shall take place no sooner than 10 days nor later than 25 days after the second public hearing is held. The provisions of this section shall not apply to the establishment and amendment of a zoning ordinance, historic district ordinance, or building code under the provisions of RSA 675.

Rule 28. Public Complaints and Suggestions to Board of Selectmen

When citizen complaints or suggestions are brought before the Board of Selectmen, other than for items already on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If legislative in nature and complaint pertains to legislative acts or suggestions for changes to such acts, and if the Board of Selectmen finds such complaint or suggestion warrants a change to an ordinance or resolution of the town, then the Board of Selectmen may refer the matter to a committee or to a Town Administrator for study and recommendation.
- (b) If administrative in nature, and it is a complaint regarding administrative staff performance, administrative execution, or interpretation of legislative policy, or administrative policy within the authority of the Town Administrator, then the Presiding Officer should refer the complaint directly to the Town Administrator for review and response to the citizen. The Board of Selectmen may direct that the Town Administrator brief or report to the Board of Selectmen when his/her response is made.

Rule 29. Conduct with other Board of Selectmen Members and Staff

The Board of Selectmen shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Board of Selectmen expects to be treated the same.

- (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2) Treat all staff and other elected officials as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A or at the Board level, usually in non-public session.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- (b) The individual members of the Board of Selectmen in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board of Selectmen or the Town.
 - 2) No member, including the chairperson or vice-chairperson, shall act on behalf of the Board outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session.
 - 4) Refrain from communicating the position of the town or the Board of Selectmen with other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement.
 - 5) Treat with respect the rights of all members of the Board despite differences of opinion.
- (c) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
- (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
- (e) Punishment for any violation of this code of conduct shall include but not be limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

Rule 30. Amendment Procedure

An amendment to these Rules of Procedure may be moved and voted at a regularly scheduled Board meeting. A copy of any amendment shall be submitted at one meeting and discussed by the Board. The amendment shall not be voted upon until the next Board meeting, to ensure adequate time for the Board members to consider the proposal.

Rule 31. Effective Date

These Rules of Procedure shall take effect immediately following a majority rule of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

APPENDIX A POLICY: ETHICAL CONDUCT

The ethical Town official and employee accept the responsibility that his or her mission is that of servant and steward to the public.

Accordingly, it shall be the policy of the Town of Milford that public officials shall:

- ✓ Properly administer the affairs of Town government.
- ✓ Promote decisions that only benefit the public interest.
- ✓ Actively promote public confidence in government.
- ✓ Keep safe all funds and other properties of the Town
- ✓ Conduct and perform the duties of the office diligently and promptly dispose of the business of the town.
- ✓ Maintain a positive image to pass constant public scrutiny.
- ✓ Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- ✓ Inject the prestige of the office into everyday dealings with the public employees and associates.
- ✓ Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- ✓ Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- ✓ Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Officials shall not:

- ✓ Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- ✓ Improperly influence or attempt to influence other officials to act in his or her own benefit.
- ✓ Accept anything of value from any source that is offered to influence his or her action as a public official.

Town of Milford
New Hampshire

Board of Selectmen Rules of Procedure

The above Rules of Procedure were adopted by a majority vote of the Milford New
Hampshire Board of Selectmen on June 22, 2020

Gay Daniels
Chairman

Paul Dargie
Vice-Chairman

Kennam Dodge
Selectman

[Signature]
Selectman

Selectman

Received and recorded this 22 day of June, 2020.

Tina M. Philbrick
Tina M. Philbrick, Executive Assistant Town Administration and Board of Selectmen

6. 2) Selectmen's Goals and Objectives (VERBAL)

9. Approval of Final Minutes - April 10, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

April 10, 2023

| | | |
|-----------------|------------------------------|-------------------------------------|
| PRESENT: | Gary Daniels, Chairman | Lincoln Daley, Town Administrator |
| | Chris Labonte, Vice Chairman | Tina Philbrick, Executive Assistant |
| | Paul Dargie, Member | Andy Kouropoulos, Videographer |
| | Tim Finan, Member | |
| | Dave Freel, Member | |

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

Administrator Daley called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - Swearing in of New Selectman – Town Clerk, Joan Dargie

The Town Clerk Joan Dargie administered oaths for our newly elected Selectmen, Dave Freel, and Chris Labonte.

5:40 p.m. - Election of New Chair and Vice-Chair Positions

Administrator Daley asked for nominations for the position of Chairman of the Board of Selectmen. Selectman Freel nominated Selectmen Daniels. All were in favor. The motion passed 5/0.

Administrator Daley handed the meeting over to Chairman Daniels.

Chairman Daniel asked for nominations for the position of Vice Chairman of the Board of Selectmen. Selectman Dargie nominated Selectman Finan the nomination failed.

Selectman Freel nominated Chris Labonte. The motion passed 4/1.

5:45 p.m. - Appointment of Treasurer – Laura Dudziak and Deputy Treasurer – Lisa Carl

In Summary: The Treasurer is responsible for the custody, deposit, and disbursement of town funds in compliance with detailed statutory standards, RSA 41:29. The Treasurer Reports to and is appointed by the Board of Selectmen.

Laura Dudziak has been nominated for Treasurer. Ms. Dudziak recently completed two (2) terms on the Board of Selectmen. She has a good working relationship with Paul Calabria, the Finance Director, and is familiar with the town’s finances. She feels that this will keep her involved with the town.

Selectman Finan made a motion to appoint Laura Dudziak as Treasurer for the Town of Milford. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

Lisa Carl has been nominated as Deputy Treasurer. Ms. Carl worked for the Town of Milford from 2003-2016 as the Finance Clerk. She was the Deputy Treasurer for SAU40 from 2009 until 2022.

Selectman Finan made a motion to appoint Lisa Carl as Deputy Treasurer for the Town of Milford. Seconded by Selectman Dargie All were in favor. The motion passed 5/0.

6:00 p.m. - Land Use Change Tax, Map 3 Lot 12 – Assessing Director, Marti Noel

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

Selectman Freel made a motion to accept the LUCT as recommended for Map 3 Lot 12. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

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6:05 p.m. - Black Heritage Trail Marker – Heritage Commission Chairman, David Palance

In summary: The Black Heritage tour currently has over 30 stops in 6 towns. This would be a tribute to Harriet Wilson of Milford. The Heritage Commission is asking to place a NH Black Heritage Trail Marker in Bicentennial Park. No permits are required from the town regarding the placing of a marker. They are asking for a donation of \$1,000 to complete this project.

Administrator Daley asked if was going to interfere with the track right of way. Mr. Palance said no. Selectman Labonte asked if DPW could install it so they wouldn't have to spend the \$1,000. Mr. Palance said yes, but the \$1,000 they are asking for would be matched by another organization. The installation is being donated by the Trombleys. Administrator Daley said DPW could find the \$1,000 in his budget.

Selectman Freel mentioned using the bandstand money for this because the bandstand warrant article didn't pass. Chairman Daniels said those donations were raised specifically for the bandstand and needs to be kept separate.

Finance Director, Paul Calabria asked if the \$3,000 currently in the line item for the Historical Society's budget can be used for this. Mr. Palance said no. Tina Philbrick agreed.

Scott Kimball, a Milford resident, said he's concerned about the story, not the money. He made suggestions about what the plaque should say.

Selectman Freel said he's in support of the project, he's just concerned about how we get the funds. There was a discussion about when this project started and how come they didn't come to the Board sooner. Mr. Palance said they were not ready and didn't have accurate numbers. Chairman Daniels asked if Conservation was interested in donating. Mr. Palance said they haven't spoken to them.

Selectmen Dargie supports donating the \$1,000. There was discussion on how lean the budget was this year and concerns about not knowing what will be needed later this year. Chairman Daniels encouraged Mr. Palance to contact the Conservation Commission or other groups to see if there was a way the money can be raised.

Selectman Daniels made a motion to support the project contingent on if we can find the money towards the Black Heritage Trail of NH marker. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

6:20 p.m. - Public Works/Water Utilities Joint Venture (Verbal) – Directors Jim Pouliot and Leo Lessard

Directors Pouliot and Lessard proposed a joint venture between the Water Utilities and Public Works Departments to utilize members from both departments to make a pipe crew. Neil Beauregard would be in charge of the crew. He's already a supervisor. The Highway and Water Departments have a good relationship and should be working more together. Mr. Lessard explained the process. The Water Commissioners are on board with this process.

Administrator Daley is looking forward to this as it's meant to streamline the process of how we repair both water lines and roads. Selectman Freel asked for clarification on pay.

Mr. Lessard said both departments will continue to pay each employee from their budgets during the day. If there is a water main break at night for emergencies, the Water Department will cover the labor cost which is what they currently do. Mr. Pouliot explained the process in more detail. They are trying to create efficiencies and help to save money. They will be working together. This is work that would have been done anyway. They will be working on the same roads together each year.

Dale White, Water Commissioner, said this was presented at one of the Commissioners meetings and it should have been done a while ago. We have people in place now that can make this happen. A good pipe crew needs

109 to be made up of at least 5 men and we can have that by combining the departments. Large jobs will need to be
110 contracted out, but we have a lot of side streets that can benefit from both departments working together. The
111 Commission feels that this is a good idea.

112
113 Selectman Dargie wants to make sure the cost is allocated properly. Selectman Freel is concerned about depart-
114 ments going over budget for things that were not planned. Mr. Pouliot said they already discussed this and they
115 are only working on this for a short period to make sure it works. They will be revisiting it in the Fall and will go
116 off what is on their list already, not random roads. They will bring back a plan in the Fall. They will be cross-
117 training people to make sure they have the crew that they need. Job descriptions will not need to be changed. The
118 employees will still be doing what they were hired for. The Water Department will be paying Mr. Beauregard a
119 stipend as he will now have more responsibilities.

120
121 Both Directors will report on their progress in August.

122
123 **Selectman Labonte Freel made a motion to approve the Public Works and Water Utilities Joint Venture**
124 **for 1 year. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

125
126 **6:40 p.m. - Review and Approval of Beaver Management Policy – Conservation Member, Chris Costantino**
127 In summary: The Milford Conservation Commission has been developing a Beaver Management Policy which
128 could be used to guide the decision-making process of various Town Departments and Boards regarding beaver
129 impacts on town infrastructure. They proposed that the Board consider the adoption of this policy.

130
131 Ms. Costantino said issues have come up with flooding in resident's backyard because of the beaver dams and
132 DPW has wanted to have something in place to manage the beaver activity for a long time. Conservation came
133 up with this policy. Other Towns have beaver management policies and we mirrored ours from the one being
134 used in Merrimack.

135
136 Selectman Labonte feels that this is redundant to the state statute. Ms. Costantino said this expands on that statute.
137 Administrator Daley said the policy is more detailed and clarifies more.

138
139 Scott Kimball said there is already mitigation out on Heron Pond. What's the definition of an emergency? How
140 do we hold private landowners accountable for any augmentation they did to their property?

141
142 Mr. Yule said there are various interpretations of emergency. Right now we are looking at anticipated rains and
143 the pool was full. This would avoid an emergency.

144
145 Selectman Finan said the benefit of having a policy is making priorities with conservation oversight. You can
146 define things more clearly. You can put a policy on the website for people to review.

147
148 Selectman Freel is concerned that this will impair DPW's ability to do its job. Administrator Daley said it's in
149 place to have both groups work together. Chairman Daniels would like more details about what constitutes an
150 emergency. Mr. Yule said prevention of an emergency is just as important as an actual emergency. They can look
151 into providing more detail. Mr. Kimball would like to avoid what is considered an emergency.

152
153 Suzanne Fournier, a Milford resident, said she sent comments by e-mail to the Board. She said there is no place
154 in Milford for trapping beavers. It's all deadly and unnecessary. The beaver control devices work. She wants
155 trapping information removed from the policy. Trapping kills many other kinds of animals.

156
157 Selectman Labonte questioned number 7 on page 2 of the policy. "All costs associated with the control of beaver
158 and their activity that occurs on private land that impacts or threatens public improvements shall be borne by the
159 Town". He thought the landowner should be responsible. Ms. Costantino said if the land owner refuses to accept

160 the cost and the town infrastructure is under threat, it needs to get done. Ms. Costantino explained this in more
161 detail. The intent is to protect the animals.

162
163 Ms. Fournier asked why the town removed the water control devices at Heron Pond. Ms. Costantino said there
164 was flooding, the water was almost to the pavement and DPW couldn't get at the beaver flow devices that were
165 anchored to the ground. Everyone is doing the best they can to manage the beaver activity in town.

166
167 Chairman Daniels asked if they could modify this and bring it back. Mr. Yule would like guidance on if the Board
168 wants the policy or not. They don't want to continue with it if the Board doesn't want it.

169
170 Selectman Labonte would rather have a fact sheet, not a policy. A policy ties your hands more. Mr. Yule said
171 there are no policies that would nullify an RSA.

172
173 Ann Sobel, a Milford resident, is against the trapping of beavers to solve this problem.

174
175 Chairman Daniels asked for a consensus from the Board of just going with the statute or having a policy. A
176 majority of the Board favored having a policy.

177
178 Ms. Fournier brought up trapping again and how much it costs. Beaver devices, property installed pays for itself
179 over time and is the preferred alternative. They need to be maintained. The solution to the heron pond school
180 would be a properly installed culvert.

181
182 Conservation will come back with additional information.

183
184 **7:00 p.m. – Downtown Improvements Revised – Greg Bakos**

185 In summary: Given that the available funds do not cover constructing both the Oval and the Nashua Street im-
186 provements, the Town sought input from NHDOT on possibly only constructing one of the two projects.

187 The following are the results:

188 **NHDOT** believes the original project purpose and needs were focused on the Oval and choosing to only do the
189 Nashua Street improvements would not satisfy the need.

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

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

194
195 Given these facts, the Selectboard is being asked to approve the following:

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

200
201 Katheryn Parenti, a Milford resident, is concerned that allocating \$450,000 for the library parking expansion may
202 not be enough.

203
204 Lynn Coakley, a Milford resident, is disappointed that Nashua Street won't be done. As a library Trustee, she
205 thought the library parking expansion would be more than \$500,000. She also asked how many more parking
206 spots they would have. Administrator Daley said it would be about 70 spots total.

207
208 Selectman Labonte asked how many parking spots will be lost in the oval area. Mr. Bakos said around 16. Se-
209 lectman Labonte said the result will be who owns the land at the library and many other things need to be worked

210 out before going forward. He also recommends continuing this conversation at a workshop and inviting the Li-
211 brary Trustees to join in.

212
213 Scott Kimball asked if some of the engineering work be done in-house. Selectman Freel said this is too big of a
214 project for the Town Engineer but she will be in the loop.

215
216 Janet Langdell, a Milford resident, asked what the date is that we need to use this money. Administrator Daley
217 said we need to go out to bid by 2024 and start construction in 2024 with completion in 2025.

218
219 Chairman Daniels wants a more detailed cost breakout of everything that is being done on the oval per the last
220 conversation.

221
222 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**
223 Kokko clarified that the donations for the Bandstand can't be used for anything else except for what it was raised
224 for.

225
226 **4. DECISIONS**
227 **a. CONSENT CALENDAR**

- 228 1. Approval of Wood or Timber Cut, Map 30 Lots 19-1, 19-2, and 19-3
229 2. Approval of Intent to Excavate, Map 3 Lot 12
230 3. Approval of Report of Excavation, Map 3 Lot 12
231 4. Approval to re-appoint **Nathalie** Watson to the Granite Town Media Advisory Board - Term expires 2026
232 5. Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))
- 233 • HealthTrust donation to the Town of Milford for the Town Wellness Campaign Special purpose fund -
234 \$1,000
 - 235 • HealthTrust donation to the Milford Fire Department for the Town Wellness Campaign Special purpose
236 fund - \$500

237
238 **Selectman Dargie asked to remove 4. a) 4 from the consent calendar.**

239
240 **Selectman Freel made a motion to approve the consent calendar except for 4. a) 4). Seconded by Selectman**
241 **Labonte. All were in favor. The motion passed 5/0.**

242
243 **Selectman Dargie asked that the spelling of Nathalie's name be corrected. Selectman Dargie made a motion**
244 **to accept 4. a) 4) on the consent calendar. Seconded by Selectman Finan. All were in favor. The motion**
245 **passed 5/0.**

246
247 **1. OTHER DECISIONS**

- 248 1. Request for Input & Approval of 2023 – 2024 Board of Selectmen's Meeting Schedule (draft calendar)
249 There was some discussion about when the School Board will be holding their joint BAC meeting. Tina Philbrick,
250 Executive Assistant said the Town always has its meeting the second Saturday in November but this year that
251 Saturday is Veterans Day so she chose November 18th instead. She didn't pick November 4th because the budget
252 usually isn't finished at that time. The administration department will reach out to ask the School Board when their
253 meeting is.

254
255 **Selectman Labonte made a motion to approve the 2023 – 2024 Board of Selectmen's Meeting Schedule.**
256 **Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

257

258 2. Request for Update to the Board of Selectmen’s Representatives Listing 2023 – 2024 Boards, Commissions,
259 etc. (Draft Listing)

- 260 • Conservation Commission - Selectman Dargie (Liaison) & Selectman _____ (Alternate)
- 261 • Economic Development Advisory Committee (Varied) - Selectman Labonte (Voting member)
- 262 • Granite Town Media Advisory Committee - Selectman Finan (Voting member) & Selectman Freel (Al-
263 ternate)
- 264 • Heritage Commission - Selectman Dargie (Voting member) & Selectman Daniels (Alternate)
- 265 • Joint Loss Management Committee - Selectman Daniels (Liaison)
- 266 • Library Trustees - Selectman Finan (Liaison) & Selectman _____ (Alternate)
- 267 • MACC Base Meeting time and dates TBD at each meeting - Captain Frye (Voting member)
- 268 • Master Plan Steering Committee - Selectman Labonte
- 269 • Milford Energy Advisory Committee - Selectman Dargie (Liaison) & Selectman _____ (Alternate)
- 270 • NHMA (Varied) - Town Administrator Lincoln Daley & Selectman Dargie (Alternate)
- 271 • Planning Board - Selectman Freel (Voting member) & Selectman Finan (Alternate)
- 272 • Recreation Commission - Selectman Finan (Liaison) & Selectman Freel (Alternate)
- 273 • Recycling/Solid Waste Committee - Selectman Daniels (Liaison)
- 274 • Traffic Safety Committee - Selectman Labonte (Voting member)
- 275 • Zoning Board of Appeals Selectman Finan (Liaison) & Selectman _____ (Alternate)
- 276 • Manifest Sign Off - Selectmen Dargie & Selectmen Labonte (Alternate)
- 277 • Payroll Sign Off - Selectmen Labonte & Selectman Freel (Alternate)

278
279 **5. TOWN STATUS REPORT – Town Administrator, Lincoln Daley**

280 1. March Town vote
281 Administrator Daley thanked everyone for their participation in the March Town Vote. Voter turnout for this year
282 was 2,845 up from 2,401 from the previous year. As part of the 2023 Town Vote, the Town utilized new ballot
283 machines with great success and positive results.

284
285 **2. Town Hall Alternative Hours of Operation**

286 In summary: after several weeks of input from the public, town staff is proposing a 4 ½ day work week for con-
287 sideration by the Board of Selectmen. The 4 ½ day work week addresses the expressed desire of the public and
288 stakeholders for extended services in the evening and continued services on Friday. The proposal also allows the
289 Town to effectively maintain the level/quality of services using current staffing with the added potential flexibility
290 of shared resources/personnel. Lastly, the alternative work schedule provides a benefit to Town Hall employees
291 with a slightly modified work week.

292 **The 4 ½ work week would consist of the following:**

293 Monday – Thursday 8:00 am to 5:30 pm

294 Friday 8:00 am to 12:00 pm

295 (Note: Town Clerk’s Current Office Hours of Operation: 7:30 – 5:30 Mon., Wed. Thurs., 7:30 – 6:30 Tues.)

- 296 • Employees would not be paid during their lunch period.
- 297 • Alternative schedule would begin on May 1, 2023, and continue to September 8, 2023.
- 298 • Would be on a trial/temporary basis.

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

303

304 There was some discussion about the survey results. Selectmen Labonte said he didn't like either hour suggested
305 on the survey. Administrator Daley said we had to provide a middle ground that would still be in line with the
306 Town Clerks hours. The 4.5-hour work week will still be the same number of hours we work now, but we will be
307 working longer hours on Monday through Thursday. These hours will not impact any of the other departments.
308

309 Selectman Finan said he liked the fact that they would be open an additional hour in the evening. He also feels
310 that most people that are working a 4-day work week will come to the town hall on Fridays. Administrator Daley
311 said a majority of the people who visit the town hall come once a year or maybe once a month. People wanted the
312 later evening hours. It may not work, but we should make the effort to try.
313

314 Selectman Labonte talked about staggering help to be able to keep a full 5 days with longer hours. Administrator
315 Daley said we don't have enough employees to do something like this, we would have to hire more people. We
316 may have an opportunity to have another department cover some things like tax payments. Selectman Labonte
317 commented on the fact that only 98 people took the survey.
318

319 Ms. Philbrick, a Milford resident and Town employee, said the Town employees are asking to try this. They are
320 willing to work the extra hour every day because that is what the public asked for. She loves getting out at 4:30.
321 She's always had a job where she worked 12 hours plus every day. She said maybe the reason people didn't do
322 the survey was that they just didn't care. They come in once a year or maybe once a month. Friday afternoons
323 are dead. Staying open an extra hour is a benefit to the community and trying it isn't going to hurt anything.
324

325 Chairman Daniels said we should make sure these hours are included on tax bills. Ms. Langdell said you can
326 reach a lot of people on social media but you can't make them do the survey. There was additional discussion on
327 how to reach people.
328

329 Karen Blow, HR Director, agreed with what Ms. Philbrick and Administrator Daley said. We will be collecting
330 data to see how many people we serviced during these new hours. This will also help with morale. It's worth a
331 try.
332

333 Mike Thornton, a Milford resident, said in organizations where he worked there were core hours with all hands
334 on deck.
335

336 There was additional discussion on the number of months to try this, and suggestions about additional types of
337 hours. Ms. Langdell suggested making the survey longer to incorporate the Fall/Winter months. She also suggests
338 a repeat survey after the trial. Chairman Daniels said if the survey was open during the trial period if someone
339 was dissatisfied, they could make comments.
340

341 It was decided that the hour's Administrator Daley proposed were good.
342

343 Selectman Dargie made a motion to approve the 4.5-hour work week on a trial basis. Seconded by Selectman
344 Finan. The motion passed 3/2 with Selectmen Labonte and Selectmen Freel opposed.
345

346 **3. AoT Permit Update**

347 The Town and Northeast Sand & Gravel are waiting for responses from NH Fish & Game to its December 22,
348 2022 submittal to NH Dept. Of Environmental Services (permitting agency). In its submittal, the Town and North-
349 east Sand & Gravel responded to a lengthy list of minor and substantive comments. Two major areas of the project
350 remain under discussion. These include the final determination of (1) the area of onsite mitigation currently 75+
351 acres of the proposed conservation area and (2) the legal conservation instrument to manage the proposed 75+
352 acre area.
353

354 The Town and Northeast Sand & Gravel are currently seeking to schedule a meeting with both state agencies to
355 finalize the remaining elements of the application/permit for approval and allow the Town to complete the project.
356

357 There was additional information about the AoT permit and what needs to be done for the Conservation easement
358 for 75 acres. It was recommended that a third party hold on to the Conservation easement and no one wants to do
359 it. As an alternative, we proposed a deed restriction managed by the Conservation Commission. Fish and Game
360 would prefer a land trust. The cost would be around \$30,000 and the contractor is willing to pay for it. There is
361 no money currently dedicated to this process. The contractor's contract goes out to 2026 and they have about 1 ½
362 years left of the project.
363

364 Administrator Daley gave Selectman Freel an overview of the BROX property and what it was going to be used
365 for. They also discussed some of the unanticipated costs incurred in the process. The town has stated that they
366 want the gravel operation to occur and this is a revenue source for the town.
367

368 Ms. Langdell brought up playing fields in that area and the BROX industrial side is still in the process for a solar
369 field. There have been uses there.
370

371 Ms. Fournier commented about the sports fields, and what the cost was and made mentioned that fields haven't
372 been used yet. She said you can't play on the fields because the surface was not done right.
373

374 **4. Waste Water EPA Discharge Administrative Order**

375 On March 23, 2023, the Town received the Administrative Order from US EPA Region 1 granting an extension
376 to two interim milestones of the Milford Wastewater Treatment Facility toward meeting its total phosphorus limit
377 outlined in Part I.G.2 of the Town's NPDES permit (permit no. NH0100471), issued by EPA on August 31, 2020.
378 The Town (by way of the Board of Water & Sewer Commissioners) submitted an extension request on November
379 1, 2022. Mr. Pouliot said the extension was granted so this Administrator Order is a good thing. This is just for
380 information only. The final deadline doesn't change.
381

382 **6. DISCUSSIONS**

383 **1. N/A**
384

385 **7. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no comments at this time.
386

387 **8. SELECTMEN'S REPORTS/DISCUSSIONS**

388 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**
389

390 **b) OTHER ITEMS (not on the agenda)**
391

392 **9. APPROVAL OF FINAL MINUTES – March 27, 2023**

393
394 **Selectman Dargie moved to approve the minutes of March 27, 2023, as amended. Seconded by Selectman**
395 **Finan. The motion passed 4/0/1 with Selectman Labonte abstaining.**
396

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

398 **a. N/A**
399

400 **11. NOTICES.** Notices were read.
401

402 **12. NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public in accordance with**
403 **NH (RSA 91-A:3, II (I)) Consideration of Legal Advice Provided by Legal Counsel, and approval of non-**

404 public minutes from March 27, 2023, at 8:52. Seconded by Selectman Dargie. All were in favor. The
405 motion passed 5/0.

406
407 Selectman Freel made a motion to come out of non-public. Seconded by Selectman Finan. All were in
408 favor. The motion passed 5/0.

409
410 In non-public the Board discussed one legal topic and approved the non-public minutes of March 27, 2023.

411
412 **13. ADJOURNMENT:** Selectman Freel moved to adjourn at 9:13. Seconded by Selectman Finan. All were
413 in favor. The motion passed 5/0.

414

415

416 _____
Gary Daniels, Chairman

416 _____
Tim Finan, Member

417

418

419 _____
Chris Labonte, Vice-Chairman

419 _____
Dave Freel, Member

420

421

422 _____
Paul Dargie, Member

423

424

10. Treasurers Report - January 2023

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
1/31/2023
(unaudited)

| | CHECKING ACCOUNT | TOWN CLERK ACCOUNT | ESCROW ACCOUNT | NHPDIP ACCOUNT | DISBURSEMENT ACCOUNT | BAR HARBOR ACCOUNTS | INVESTMENT ACCOUNT | TOTAL |
|---------------------------------------|--------------------------|------------------------|----------------------|--------------------------|-------------------------|------------------------|------------------------|--------------------------|
| Beginning Balance as 1/01/23 | 2,603,945.21 | 24,262.45 | 130,505.40 | 18,399,173.77 | 8,145.97 | 10,687.31 | 21,297.88 | \$ 21,198,017.99 |
| Receipts: | | | | | | | | |
| Taxes and Interest | 289,641.95 | - | - | - | 97,416.89 | - | - | \$ 387,058.84 |
| Water & Sewer User Fees | 162,865.70 | - | - | - | 50,853.64 | - | - | \$ 213,719.34 |
| Other Revenues | 183,772.50 | 364,674.88 | - | - | 4,959.45 | - | - | \$ 553,406.83 |
| Ambulance | - | - | - | - | 57,283.11 | - | - | \$ 57,283.11 |
| Recreation | - | - | - | - | 4,672.00 | - | - | \$ 4,672.00 |
| Escrow Deposit | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | - | - | - | - | - | - | - | \$ - |
| Interest Income | - | - | 11.08 | 67,065.17 | - | 0.44 | 90.88 | \$ 67,167.57 |
| Investment Transfers | 2,124,173.77 | - | - | - | - | - | 633,702.12 | \$ 2,757,875.89 |
| TAN Deposit | - | - | - | - | - | - | - | \$ - |
| Bond Proceeds | - | - | - | - | - | - | - | \$ - |
| 23 ARPA-LFRF Comm Equip. | - | - | - | - | - | - | - | \$ - |
| 23 ARPA-LFRF Sewer Equip. | - | - | - | - | - | - | - | \$ - |
| Total Receipts: | <u>\$ 2,760,453.92</u> | <u>\$ 364,674.88</u> | <u>\$ 11.08</u> | <u>\$ 67,065.17</u> | <u>\$ 215,185.09</u> | <u>\$ 0.44</u> | <u>\$ 633,793.00</u> | <u>\$ 4,041,183.58</u> |
| Disbursements: | | | | | | | | |
| Accounts Payable Warrants | (1,579,029.86) | (74,792.45) | - | - | (352.80) | - | - | \$ (1,654,175.11) |
| Payroll Warrants | (477,128.95) | - | - | - | - | - | - | \$ (477,128.95) |
| Milford School District Appropriation | (3,220,488.00) | - | - | - | - | - | - | \$ (3,220,488.00) |
| Hillsborough County Appropriation | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | - | - | - | - | - | - | - | \$ - |
| Investment Transfers | (134,702.12) | (284,000.00) | - | (1,549,173.77) | (215,000.00) | - | (575,000.00) | \$ (2,757,875.89) |
| TAN Disbursement | - | - | - | - | - | - | - | \$ - |
| Suntrust Disbursement | - | - | - | - | - | - | - | \$ - |
| Bank Charges | (1,506.93) | - | - | - | - | - | - | \$ (1,506.93) |
| Voided Checks | - | - | - | - | - | - | - | \$ - |
| Total Disbursements: | <u>\$ (5,412,855.86)</u> | <u>\$ (358,792.45)</u> | <u>\$ -</u> | <u>\$ (1,549,173.77)</u> | <u>\$ (215,352.80)</u> | <u>\$ -</u> | <u>\$ (575,000.00)</u> | <u>\$ (8,111,174.88)</u> |
| Ending Balance as of 1/31/23 | <u>\$ (48,456.73)</u> | <u>\$ 30,144.88</u> | <u>\$ 130,516.48</u> | <u>\$ 16,917,065.17</u> | <u>\$ 7,978.26</u> | <u>\$ 10,687.75</u> | <u>\$ 80,090.88</u> | <u>\$ 17,128,026.69</u> |


 ALLEN WHITE
 TOWN TREASURER

4/20/23