

# TOWN OF MILFORD

RECREATION DEPARTMENT



To: Board of Selectman  
CC: John Shannon, Town Administrator  
From: Arene Berry, Recreation Director  
Date: April 14, 2022  
Subject: Milford Parks & Recreation Commission Board appointment

On behalf of the Milford Parks & Recreation Commission Board, I am requesting the Board of Selectman consider the following appointment.

Stacy Cusack, as an alternate member, with a term expiring March 2025.

Thank you for your consideration.

Dear Board of Selectmen

I am coming to the Board of Selectmen to be considered to be one of the Alternates on the Milford Rec Commission.

I have been a member of this community since 2014 and have participated in many events that the rec department puts on, and most recently I am helping out more by volunteering my time photographing the many events to showcase the community.

I would love to be more involved and I feel this is the perfect opportunity.

Thank you for your consideration

Best

Stacy Cusack

Stacy Cusack Photography  
(603) 998.1391  
[www.stacycusackphotography.com](http://www.stacycusackphotography.com)

**5:35 Request Approval to Appoint Fred Hobbs as a Full Member of the Recycling & Solid Waste Committee - Term Expires 2025**

To the Milford Board of Selectmen:

We are requesting the Milford Board of Selectmen to approve Fred Hobbs for a term on the Milford Recycling & Solid Waste Committee. Fred learned that the committee was seeking additional members and began attending our meetings. He will bring excellent knowledge and assets to the committee.

Thank you.

Celeste Barr, Chair

Milford Recycling & Solid Waste Committee

Board of Selectmen,

I am interested in serving on the Recycling and Solid Waste Committee. Service, Community Engagement, Environmental Responsibility, and Fiscal Care are terms that come to mind describing my desire to become a member of this Committee. In this role I bring unique skills and personal experiences that will enhance this valuable and vibrant committee. My support and advocacy of the committee charter and programs will further strengthen this team's progress to educate each of Milford's citizens to take responsible environmentally sustainable actions.

Thank you for your consideration.

Fred Hobbs

**5:40 Standard Veterans Credits (10), All Veterans Tax Credits (1), Tax Credit for Total Service Connected Disability (3), Change of Status for Spouse for Veterans Tax Credit (1) - Assessing Director, Marti Noel**

Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** 4/25/2022

**Re:** Veterans Tax Credit – For Approval

**Standard Veteran's Credit: 10**

**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: 1**

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





## Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** April 25, 2022

**Re:** Exempt Properties For Approval (30);  
Payment in Lieu of Taxes (PILOTS) (4)  
Certain Exempt Properties (1)

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**72:23 Real Estate and Personal Property Tax Exemption.** – The following real estate and personal property shall, unless otherwise provided by statute, be exempt from taxation:

I. (a) Lands and the buildings and structures thereon and therein and the personal property owned by the state of New Hampshire or by a New Hampshire city, town, school district, or village district unless said real or personal property is used or occupied by other than the state or a city, town, school district, or village district under a lease or other agreement the terms of which provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property. The exemption provided herein shall apply to any and all taxes against lands and the buildings and structures thereon and therein and the personal property owned by the state, cities, towns, school districts, and village districts, which have or may have accrued since March 31, 1975, and to any and all future taxes which, but for the exemption provided herein, would accrue against lands and buildings and structures thereon and therein and the personal property owned by the state, cities, towns, school districts, and village districts.

(b) All leases and other agreements, the terms of which provide for the use or occupation by others of real or personal property owned by the state or a city, town, school district, or village district, entered into after July 1, 1979, shall provide for the payment of properly assessed real and personal property taxes by the party using or occupying said property no later than the due date. This subparagraph shall not apply to leases of state-owned railroad properties which are subject to railroad taxes under the provisions of RSA 82 or which provide revenue to the state, a portion of which is distributed to cities and towns pursuant to RSA 228:69, I(a). All such leases and agreements shall include a provision that “failure of the lessee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate said lease or agreement by the lessor.” All such leases and agreements entered into on or after January 1, 1994, shall clearly state the lessee’s obligations regarding the payment of both current and potential real and personal property taxes, and shall also state whether the lessee has an obligation to pay real and personal property taxes on structures or improvements added by the lessee.

(c) If the lessee using or occupying the property fails to pay the duly assessed



personal and real estate taxes on the due date, the tax collector of the taxing district involved shall notify the lessor that the same remains unpaid. Upon receipt of said notification from the tax collector, the lessor shall terminate said lease or agreement and pay over to the tax collector from amounts received from said lease such sums as are necessary to satisfy the tax due.

(d) The exemptions provided in subparagraph (a) shall apply to the lands and the buildings and structures thereon and therein and personal property owned by the university system of New Hampshire. The requirements of subparagraph (b) shall apply to all leases and other agreements entered into or renewed on or after April 1, 2006, the terms of which provide for the use or occupation by others of real or personal property owned by the university system of New Hampshire. The remedies set forth in subparagraph (c) shall be available to enforce the payment of real and personal property taxes assessed against the lessees of property owned by the university system of New Hampshire pursuant to this subparagraph.

II. Lands and buildings and personal property owned and used by any county for governmental purposes, including hospitals, court houses, registry buildings, and county correctional facilities except that county farms and their lands, buildings and taxable personal property shall be taxed.

III. Houses of public worship, parish houses, church parsonages occupied by their pastors, convents, monasteries, buildings and the lands appertaining to them owned, used and occupied directly for religious training or for other religious purposes by any regularly recognized and constituted denomination, creed or sect, organized, incorporated or legally doing business in this state and the personal property used by them for the purposes for which they are established.

IV. The buildings and structures of schools, seminaries of learning, colleges, academies and universities organized, incorporated or legally doing business in this state and owned, used and occupied by them directly for the purposes for which they are established, including but not limited to the dormitories, dining rooms, kitchens, auditoriums, classrooms, infirmaries, administrative and utility rooms and buildings connected therewith, athletic fields and facilities and gymnasiums, boat houses and wharves belonging to them and used in connection therewith, and the land thereto appertaining but not including lands and buildings not used and occupied directly for the purposes for which they are organized or incorporated, and the personal property used by them directly for the purposes for which they are established, provided none of the income or profits are divided among the members or stockholders or used or appropriated for any other purpose than the purpose for which they are organized or established; provided further that if the value of the dormitories, dining rooms and kitchens shall exceed \$150,000, the value thereof in excess of said sum shall be taxable. A town at an annual town meeting or the governing body of a city may vote to increase the amount of the exemption upon dormitories, dining rooms and kitchens.

V. The buildings, lands and personal property of charitable organizations and societies organized, incorporated, or legally doing business in this state, owned, used and occupied by them directly for the purposes for which they are established, provided that none of the income or profits thereof is used for any other purpose than the purpose for which they are established.

V-a. The real estate and personal property owned by any organization described in

paragraphs I, II, III, IV or V of this section and occupied and used by another organization described in said paragraphs, but only to the extent that such real estate and personal property would be exempt from taxation under said paragraphs if such property were owned by the organization occupying and using the property, as long as any rental fee and repairs, charged by the owner, are not in clear excess of fair rental value.

VI. Every charitable organization or society, except those religious and educational organizations and societies whose real estate is exempt under the provisions of paragraphs III and IV, shall annually before June 1 file with the municipality in which the property is located upon a form prescribed and provided by the board of tax and land appeals a statement of its financial condition for the preceding fiscal year and such other information as may be necessary to establish its status and eligibility for tax exemption.

VII. For the purposes of this section, the term “charitable” shall have the meaning set forth in RSA 72:23-1.

I have reviewed the following Exempt/Charitable applications and I recommend you **approve** the following applicants for the 2018 tax year.

Map/Lot	Address	Name
25-113	15 Cottage St	American Legion
25-114	15 Cottage St	American Legion
8-64	13 Buxton Rd	Area Agency Properties, Inc
46-30	482 Osgood Rd	Area Agency Properties, Inc
41-26	Mason Rd	Beaver Brook Association
41-27	Mason Rd	Beaver Brook Association
41-38	Mason Rd	Beaver Brook Association
26-186	10 Amherst St	Church of Our Savior
47-12	54 Melendy Rd	Colonial Hills Baptist Church
22-92	42 Summer St	First Baptist Church
24-12	Lewis St	First Baptist Church
24-13	65 West St	First Baptist Church
24-14	12 Spaulding St	First Baptist Church
25-38	103 South St	First Church of Christ Scientist
25-51	10 Union St	First Congregational Church
30-115	28 Webster St	Granite Grange #7
18-5	273 Elm St	Light of the World Christian Church
25-57	5 Union St	Livermore Community
25-50	6 Union St	Milford Historical Society
13/1/2	0 Elm St	Milford Historical Society
26-146	95 High St	Milford Home for Aged Women
25-31	30 Mont Vernon St	Milford Masonic Temple
21-22	Mont Vernon St	Milford Masonic Temple
39-27	33 Alder St	Milford United Methodist Church, Inc
4-33	327 No. River Rd	Milford United Methodist Church, Inc
26-11	34 Amherst St	Roman Catholic Bishop of Manchester

25-126	1 Columbus Ave	Share Outreach, Inc
21-23	56 Mont Vernon St	Souhegan Valley Boys & Girls Club
25-59	20 Elm St	Unitarian Universalist Cong
21-3	1 VFW Way	VFW Harley Sanford Post #4368

**PILOTS**

72:23-n: The governing body of any municipality may enter into negotiations for a voluntary payment in lieu of taxes from otherwise fully or partially tax exempt properties, and may accept from such properties a voluntary payment in lieu of taxes.” N.H. Rev. Stat. § 72:23-n

13-10-2	10 Jones Rd	Southern NH Medical Center (Pilot)
26-91	40 Bridge St	Milford Mill (Pilot)
26-182	21 Bridge St	Milford Mill (Pilot)
48-2	14 Armory Rd	Dartmouth Hitchcock Clinic (Pilot)

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
PAUL DARGIE		4/25/2022
TIM FINAN		4/25/2022
GARY DANIELS		4/25/2022
LAURA DUDZIAK		4/25/2022
DAVID FREEL		4/25/2022

**Certain Exempt Property**

43-13	365 South St	Little Arrows Child Care Services
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SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
PAUL DARGIE		4/25/2022
TIM FINAN		4/25/2022
GARY DANIELS		4/25/2022
LAURA DUDZIAK		4/25/2022
DAVID FREEL		4/25/2022

## Memorandum

**To:** Board of Selectman  
**From:** Marti Noel Assessor  
**Date:** 4/25/2022  
**Re:** Residences in Industrial or Commercial Zone – For Approval ( 33 )  
For Denial (1)

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Attached, please find the list of applicants who have applied for Special Appraisal for an owner occupied single family residence located in a Commercial or Industrial zone.

### **75:11 Appraisal of Residences. –**

**“I. The owner of record of any residence located in an industrial or commercial zone may apply on or before April 15 of each year to the selectmen or assessors for a special appraisal of the residence for that year, based upon its value at its current use as a residence...If any owner shall satisfy the assessing officials that the owner was prevented by accident, mistake or misfortune from filing said application on or before April 15, the officials may receive the application at a later date and classify the residence under this section; but no such application shall be received after the local tax rate has been approved by the commissioner of revenue administration for that year”.**

**II. The assessing officials shall notify the applicant on a form provided by the commissioner of revenue administration no later than July 1, or within 15 days if the application is filed after July 1, of their decision to classify or refusal to classify the applicant’s residence by delivery of such notification to the applicant in person or by mailing such notification to the applicant’s last and usual place of abode.**

**III. Prior to July 1 each year, the assessing officials shall determine if previously classified residences have been reapplied or have undergone a change in use. A list of all classified residences and their owners in each town or city shall be filed by the respective assessing officials each year. Such list shall be part of the inventory and subject to inspection as provided in RSA 76:7.**

**VI. The selectmen or assessors shall make such a special appraisal of any eligible residence whose owner correctly applies in accordance with paragraph I, and shall assess the tax for that year on that special appraisal.**

I have reviewed the applications and I recommend that the Board of Selectman **approve** the attached list of applicants for Residences in an Industrial or Commercial Zone for the tax year 2019. The attached list identifies all applicants approved as a matter of public record and to expedite your decision making process.

## RES IN CI 2022

2022 PA-42	REM_PR CL_ID	MAP	BLOCK	SUB LOT	REM_OWN_NAME	REM_PRCL_LOCN	MAD_MAIL_ CITY	REM_US E_CODE	LND_Z ONE	LND_N BHD	LND_NBHD_ ADJ	LND_NOTE
DENY	1559	32	13		MEDLYN, BARBARA B REVCB TRST HEIRS OF	18 MEDLYN ST	MILFORD	1010	LC	C05	1	
X	1825	7	19		RENDA JR, MATTHEW & STEPHANIE	84 OLD WILTON RD	MILFORD	1010	IC12	R04	0.85	75:11-RES IN C/I
X	1511	14	5		KHUTH, SOKKHORN	60 OLD WILTON RD	MILFORD	1010	IC12	R04	0.85	75:11-RES IN C/I
X	2258	15	2		LESTON, SASHA	8 WESTCHESTER DR	MILFORD	1010	C	I06	1.25	75:11-RES IN C/I
X	2508	21	1		FRANCOEUR, AMBER C & STEVEN J	44 PERKINS ST	MILFORD	1010	C	C05	1	75:11-RES IN C/I
X	292	21	5		JUNKIN, HAYS M	35 MONT VERNON ST	MILFORD	1010	C	R05	1	75:11-RES IN C/I
X	968	25	78		GRIFFITHS, DAVID	33 UNION ST	MILFORD	1010	C	R05	1	75:11-RES IN C/I
X	2439	25	85		GRAY, KATHLEEN LOUISE TRSTEE	36 COTTAGE ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	2351	25	87		LIKAS, ROGER J & CYNTHIA	15 CHERRY ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	516	25	88		RUSSELL, SETH	38 COTTAGE ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	2555	26	93		DAVIS, JEROME W II TRSTEE	124 BRIDGE ST	MILFORD	1010	C	C05	1	75:11-RES IN C/I
X	1966	26	94		RIDDLE, GINGERLEE & BETH TRUSTEES	140 BRIDGE ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	116	26	114		BASCOM, MELISSA K % STEPHEN E JR	18 HIGH ST	MILFORD	1010	C	C05	1	75:11-RES IN C/I
X	14	26	116		WARD, RODGER & JACQUELINE STAITI, THOMAS P & SANDRA J TRSTEEES	50 HIGH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	2602	26	121		RUSSELL, BETTI G	15 CLINTON ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	727	26	131		SEWARD, HUBBARD ARMAND TRSTEE	40 FRANKLIN ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	2132	26	138		WORKS, RUSSELL J & ELLEN M	130 HIGH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	2116	29	87		GREENHOW III, JOHN M	19 LINCOLN ST	MILFORD	1010	C	R05	1	75:11-RES IN C/I
X	87	29	94		RICHARD, PETER J	225 SOUTH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	1639	29	105		HUDON,ROLAND E & DEBORAH M TRSTEEES	181 SOUTH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	1178	30	3		PETTINGELL,JUSTIN R & LINDA-JO	336 NASHUA ST	MILFORD	1010	LC	R03	0.7	75:11-RES IN C/I
X	1026	30	4		CLARK, DANIEL P & CATHERINE M	340 NASHUA ST	MILFORD	1010	LC	R03	0.7	75:11-RES IN C/I
X	1208	30	127			234 SOUTH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I

X	1449	30	133		SMITH, RILEY S	17 MARSHALL ST	MILFORD	1010	C	R05	1	75:11-RES IN C/I
X	705	31	5		SULLIVAN, SEAN T & BARBARA F	415 NASHUA ST	MILFORD	1010	LC	R03	0.7	75:11-RES IN C/I
X	2243	32	14		SMITH, WAYNE G & BONNIE R CO TRSTEES	22 MEDLYN ST	MILFORD	1010	LC	R05	1	75:11-RES IN C/I
X	1247	32	15		UHAS, GRETCHEN L & MICHAEL M	19 MEDLYN ST	MILFORD	1010	LC	R05	1	75:11-RES IN C/I
X	1561	32	16	2	MEDYLN, EDWARD R & CHRISTINA E	11 MEDLYN ST	MILFORD	1010	LC	R05	1	75:11-RES IN C/I
X	3951	32	23	6	MCFARLAND, DANIEL R	5 CHARLES ST	MILFORD	1010	LC	R05	1	75:11-RES IN C/I
X	1863	35	3	1	ST CYR, STEVEN P	268 SOUTH ST	MILFORD	1010	C	R04	0.85	75:11-RES IN C/I
X	344	48	4		CARTER JR, CHARLES & DEANNA	26 OLD BROOKLINE RD	MILFORD	1010	ICI	R05	1	75:11-RES IN C/I
X	548	48	12		TAYLOR, NELSON H & LORI A	484 NH RTE 13 S	MILFORD	1010	ICI	R05	1	75:11-RES IN C/I
X	4416	48	19	1	CHAPPELL, ANDREA K TRUSTEE	498 NH RTE 13 S	MILFORD	1010	ICI	R05	1	75:11-RES IN C/I
X	1794	48	39		PATTON, DELMAR H & BARBARA	59 EMERSON RD	MILFORD	1010	C	C05	1	75:11-RES IN C/I
	Selectman				Signature			Date				
	Paul Dargie							4/25/2022				
	Tim Finan							4/25/2022				
	Gary Daniels							4/25/2022				
	Laura Dudziak							4/25/2022				
	David Freel							4/25/2022				

## 6:00 Elderly Exemption Tax Credit for Approval (49)

### Memorandum

**To:** Board of Selectman  
**CC:** John Shannon  
**From:** Marti Noel, Assessor  
**Date:** April 25, 2022  
**Re:** Elderly Exemption - For Approval  
**72:33 Application for Exemption or Tax Credit.  
For Approval ( 49)**

**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 2022. 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
877	124000	270200	2/2/2022	Eld2	Eld2
1958	124000	215900	2/15/2022	Eld2	Eld2
4385	124000	230300	2/14/2022	Eld2	Eld2
1984	124000	214800	2/24/2022	Eld2	Eld2
3775	124000	161700	3/21/2022	Eld2	Eld2
681	124000	241500	4/11/2022	Eld2	Eld2
282	165000	313800	2/10/2022	Eld3	Eld3
147	165000	293100	1/28/2022	Eld3	Eld3
3225	165000	225800	2/14/2022	Eld3	Eld3
1215	165000	194400	2/18/2022	Eld3	Eld3
2785	165000	244600	2/28/2022	Eld3	Eld3
1855	165000	192800	2/22/2022	Eld3	Eld3
2477	165000	222800	2/24/2022	Eld3	Eld3
183997	165000	295500	2/24/2022	Eld3	Eld3
344	165000	318300	2/24/2022	Eld3	Eld3
2802	165000	218200	3/8/2022	Eld3	Eld3
2024	165000	262800	3/8/2022	Eld3	Eld3
183933	165000	288600	3/2/2022	Eld3	Eld3
2695	165000	251800	3/11/2022	Eld3	Eld3
856	165000	302900	3/17/2022	Eld3	Eld3
1133	165000	221200	3/9/2022	Eld3	Eld3
2848	165000	229900	3/22/2022	Eld3	Eld3
2373	165000	258500	3/24/2022	Eld3	Eld3
186	165000	284500	3/21/2022	Eld3	Eld3
2239	165000	276900	4/5/2022	Eld3	Eld3
2080	165000	321400	4/5/2022	Eld3	Eld3
287	165000	247000	4/6/2022	Eld3	Eld3
1742	165000	225700	4/6/2022	Eld3	Eld3
1063	165000	255500	4/8/2022	Eld3	Eld3
3340	165000	246200	3/30/2022	Eld3	Eld3
1142	165000	231600	4/15/2022	Eld3	Eld3
1874	165000	277500	4/12/2022	Eld3	Eld3
1921	165000	302600	4/14/2022	Eld3	Eld3
1541	165000	380900	2/28/2022	Eld3	Eld3
183845	165000	265600	4/11/2022	Eld3	Eld3
21	79000	79000	2/14/2022	Eld4	Eld3



184376	136900	136900	2/14/2022	Eld4	Eld3
184355	114100	114100	3/15/2022	Eld4	Eld3
3806	161700	161700	3/16/2022	Eld4	Eld3
1895	69300	69300	3/21/2022	Eld4	Eld3
4238	96600	96600	2/18/2022	Eld4	Eld3
3086	72800	72800	4/8/2022	Eld4	Eld3
121	30600	30600	4/11/2022	Eld4	Eld3
2765	76000	76000	4/12/2022	Eld4	Eld3
3088	84500	84500	4/8/2022	Eld4	Eld2
3077	71900	71900	2/24/2022	Eld4	Eld2
3170	64800	64800	3/31/2022	Eld4	Eld1
3099	70400	70400	4/5/2022	Eld4	Eld1
3082	70200	70200	3/17/2022	Eld4	Eld1

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
PAUL DARGIE		4/25/2022
TIM FINAN		4/25/2022
GARY DANIELS		4/25/2022
LAURA DUDZIAK		4/25/2022
DAVID FREEL		4/25/2022

# Memo

**To:** Board of Selectman  
**From:** Paul Calabria, Finance Director  
**Date:** 4/15/22  
**Re:** Investment Policy Review and Re-Adoption, and Treasurer's Delegation

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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

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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:

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- (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

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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**



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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  
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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;

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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;

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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  
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- 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.

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- 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;

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- (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.

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- (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 1<sup>st</sup> Amendment

12/1/97 2<sup>nd</sup> Amendment

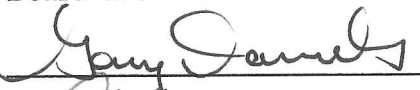
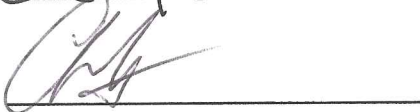
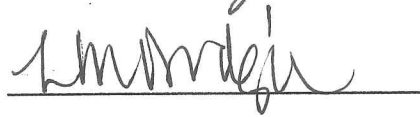
11/30/98 3rd Amendment

11/27/00 4<sup>th</sup> Amendment

03/23/09 5<sup>th</sup> Amendment

## APPENDIX J. TREASURER DELEGATION

In accordance with RSA 41:29, VI, the Town Treasurer and Board of Selectmen as shown below delegate deposit, investment, recordkeeping and reconciliation function to the Director of Financial Operations, \_\_\_\_\_, as of the date of this document effective through April 30, \_\_\_\_\_. Said designee shall follow the policies outlined in the Town's Investment Policy and New Hampshire Law RSA 41:29,I-V. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.

<u>Treasurer</u>	<u>Date</u>
<b>Board of Selectmen:</b>	<b>Dates</b>
<u></u>	<u>4/26/21</u>
<u></u>	<u>4-26-21</u>
<u>Paul Dargie</u>	<u>4/27/21</u>
<u></u>	<u>4.27.21</u>
<u> </u>	<u> </u>

## TREASURER DELEGATION

In accordance with RSA 41:29, VI, the Town Treasurer and Board of Selectmen as shown below delegate deposit, investment, recordkeeping and reconciliation function to the Director of Financial Operations, Paul Calabria, as of the date of this document effective through April 30, 2023. Said designee shall follow the policies outlined in the Town's Investment Policy and New Hampshire Law RSA 41:29,I-V. Such delegation shall not eliminate the responsibility of the Treasurer to comply with all statutory duties required by law.

Allen H White  
Treasurer

14 APR 2022  
Date

Board of Selectmen:

Dates

Paul Dorje

4/14/2022

Justin M. Jones

7/16/2022

Laura M. Dudgeon

4.18.22

Jay Daniels

4-19-22

\_\_\_\_\_

\_\_\_\_\_

4. a) 2) Approval of Gravel Tax Levy Map 58 Lot 1

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

JANE PROVINS  
 113 NORTH MASON RD  
 BROOKLINE NH 03033

April 25, 2022

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**  
**TAX YEAR: APRIL 1, 2021 - MARCH 31, 2022**

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
<b>PARCEL I.D./ TAX MAP NUMBER:</b>	GRAVEL	7133	\$0.02	\$142.66
58-1				
	SAND	2115	\$0.02	\$42.30
<b>OPERATION NUMBER:</b>				
21-303-30-E				
	LOAM	0	\$0.02	\$0.00
<b>ACCOUNT NUMBER:</b>				
#	STONE PRODUCTS	0	\$0.02	\$0.00
<b>SERIAL NUMBER:</b>	OTHER	0	\$0.02	\$0.00
#				
	<b>TOTAL EARTH:</b>	9248	<b>TOTAL TAX:</b>	\$184.96

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 25, 2022 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, 2021 - MARCH 31, 2022

**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 : **\$184.96** , 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

\_\_\_\_\_  
Paul Dargie

\_\_\_\_\_  
Tim Finan

\_\_\_\_\_  
Gary Daniels

\_\_\_\_\_  
Laura Dudziak

\_\_\_\_\_  
David Freel

DATE: **April 25, 2022**

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
JANE PROVINS 113 NORTH MASON RD #REF! BROOKLINE NH 03033	58-1	21-303-30-E	\$184.96

DATE DUE: **May 25, 2022**

TOTAL DUE: **\$184.96**

4. a) 3) Approval of Gravel Tax Levy map 42 Lot 1

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

Thomas Lorden  
 c/o Dale White  
 138 Elm St  
 Milford NH 03055

April 25, 2022

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**  
**TAX YEAR: APRIL 1, 2021 - MARCH 31, 2022**

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
<b>PARCEL I.D./ TAX MAP NUMBER:</b>	GRAVEL	0	\$0.02	\$0.00
42-1				
	SAND	97005	\$0.02	\$1,940.10
<b>OPERATION NUMBER:</b>				
21-303-02-E				
	LOAM	0	\$0.02	\$0.00
<b>ACCOUNT NUMBER:</b>				
#	STONE PRODUCTS	0	\$0.02	\$0.00
<b>SERIAL NUMBER:</b>	OTHER	0	\$0.02	\$0.00
#				
	<b>TOTAL EARTH:</b>	97005	<b>TOTAL TAX:</b>	\$1,940.10

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 25, 2022 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, 2021 - MARCH 31, 2022

**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 : **\$1,940.10** , 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

\_\_\_\_\_  
Paul Dargie

\_\_\_\_\_  
Tim Finan

\_\_\_\_\_  
Gary Daniels

\_\_\_\_\_  
Laura Dudziak

\_\_\_\_\_  
David Freel

DATE: **April 25, 2022**

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Thomas Lorden c/o Dale White 138 Elm St Milford, NH 03055	42-1	21-303-02-E	\$1,940.10

DATE DUE: **May 25, 2022**

TOTAL DUE: **\$1,940.10**

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

RECEIVED  
APR 20 2022

(Assigned by Municipality)

For Tax Year April 1, 2021 to March 31, 2022

YR TOWN OP#  
21 - 303 - 02 - E

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

- 1. Town/City of: MILFORD
- 2. Tax Map/Block/Lot #: MAP 42 L1
- 3. Name of Access Road: PERRY ROAD
- 4. Total Acreage of Lot: (275 TOTAL) 5 ACRE PH 1
- 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: AOT 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 ACRES
- 10. Excavation Area (acres) as of April 1: 5 ACRES
- 11. Reclaimed Area (acres) as of April 1: 0
- 12. Remaining Cubic Yards of Earth to Excavate: 151,640
- 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	37,005
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 Larkin (Dale A White operator)  
PRINT CLEARLY OR TYPE NAME OF OWNER  
Dale A White, President  
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)

MAILING ADDRESS

CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

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:  
1. All owners of record have signed the Intent.  
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;  
3. The form is complete; and  
4. Any bond required under RSA 72-B:5 has been received.  
5. 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



4. a) 4) Approval of Gravel Tax Levy Map 50 Lot 4-4

**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 25, 2022

**EXCAVATION TAX ASSESSMENT PER RSA 72-B**  
**TAX YEAR: APRIL 1, 2021 - MARCH 31, 2022**

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
<b>PARCEL I.D./ TAX MAP NUMBER:</b>	<b>GRAVEL</b>	0	\$0.02	\$0.00
50-4-4				
	<b>SAND</b>	115649	\$0.02	\$2,312.98
<b>OPERATION NUMBER:</b>				
21-303-01-E	<b>LOAM</b>	0	\$0.02	\$0.00
<b>ACCOUNT NUMBER:</b>				
#	<b>STONE PRODUCTS</b>	0	\$0.02	\$0.00
<b>SERIAL NUMBER:</b>	<b>OTHER</b>	0	\$0.02	\$0.00
#				
	<b>TOTAL EARTH:</b>	115649	<b>TOTAL TAX:</b>	\$2,312.98

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 25, 2022** 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, 2021 - MARCH 31, 2022  
**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 : **\$2,312.98** , 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

\_\_\_\_\_  
Paul Dargie

\_\_\_\_\_  
Tim Finan

\_\_\_\_\_  
Gary Daniels

\_\_\_\_\_  
Laura Dudziak

\_\_\_\_\_  
David Freel

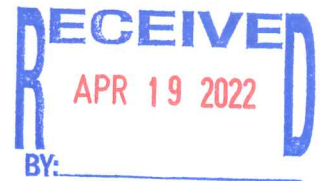
DATE: April 25, 2022

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Paul Amato c/o Dale White 138 Elm St Milford, NH 03055	50-4-4	21-303-01-E	\$2,312.98

DATE DUE: May 25, 2022

TOTAL DUE: \$2,312.98

4. a) 5) Approval of Notice of Intent to Excavate Map 58 Lot 1 Phase 9



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

FORM PA-38 139

YR [ ] [ ] - TOWN [ ] [ ] [ ] [ ] - OP# [ ] [ ] - E [ ]

For Tax Year April 1, 22 to March 31, 23

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

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 #: 58-1 PHASE-9
- Name of Road From Which Accessible: MIKE SLIP
- Total Acreage of Lot: 40
- Date of Permit per RSA 155-E:2: PHASE - 9  
(Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: \_\_\_\_\_  
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if Yes
- Total Permitted Area (acres): 4.8
- Excavation Area (acres) as of April 1: 3
- Reclaimed Area (acres) as of April 1: 0
- Remaining Cubic Yards of Earth to Excavate: 57958
- Type of Ownership (Check only one):  
 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 way

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	<u>25000</u>
SAND	<u>15000</u>
LOAM	
STONE PRODUCTS	
OTHER ( [ ] )	
<b>TOTAL</b>	<b><u>40000</u></b>

15. CHECK ONLY THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100.00 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100.00 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.)

A. Jane E Provins 4/13/22  
SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

JANE E PROVINS  
PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

B. \_\_\_\_\_  
SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

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

113 N. MASON RD  
MAILING ADDRESS

BROOKLINE NH 03033  
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE 6736807 CELL PHONE ~~4-13-22~~  
(Type numbers only; no symbols) (Type numbers only; no symbols)

DATE INTENT SENT TO TOWN: 4-13-22

E-MAIL REPORT & CERTIFICATE?  (Check if YES. If No, they will be mailed to the address above)

TO BE COMPLETED BY ASSESSING OFFICIALS

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

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

SIGNATURES & DATE OF ASSESSING OFFICIALS

The Selectmen/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.

\_\_\_\_\_  
SIGNATURE (IN INK)

\_\_\_\_\_  
SIGNATURE (IN INK)

\_\_\_\_\_  
SIGNATURE (IN INK)

\_\_\_\_\_  
SIGNATURE (IN INK)

\_\_\_\_\_  
SIGNATURE (IN INK)

FOR DRA USE ONLY

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

4. a) 6) Approval of Notice of Intent to Excavate Map 41 Lot 1



FORM PA-38

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

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

BY: \_\_\_\_\_

(Assigned by Municipality)

YR - TOWN - OP# - **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 #: MAPS 42 L1

3. Name of Access Road: PERRY ROAD

4. Total Acreage of Lot: (27.5 TOTAL) 5 ACRE PH 2 DM

5. Date of Permit per RSA 155-E:2: \_\_\_\_\_  
 or (Municipal Excavation Permit)

6. Date of Report, if required, per RSA 155-E:2, I (d): \_\_\_\_\_

7. Permit Number per RSA 485-A:17, if any: AOT 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 ACRES

10. Excavation Area (acres) as of April 1: 5 ACRES Ph 2 DM

11. Reclaimed Area (acres) as of April 1: 0 5 acres Ph 1 DM

12. Remaining Cubic Yards of Earth to Excavate: 54,635

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	54,635 CY
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 Jordan (Dale A White Operator)  
 PRINT CLEARLY OR TYPE NAME OF OWNER  
Dale A White, Past  
 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 NH 03055  
 CITY OR TOWN STATE ZIPCODE  
 \_\_\_\_\_  
 E-MAIL ADDRESS  
 \_\_\_\_\_  
 HOME PHONE (Enter number without dashes) 603 493 6888 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:

1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. 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

4. a) 7) Approval of Notice of Intent to Excavate Map 50 Lot 4-4



FORM  
PA-38

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

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

(Assigned by Municipality)

YR                      TOWN                      OP#                      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 #: MAPS 50-4-4
3. Name of Access Road: MASON ROAD
4. Total Acreage of Lot: 41.592
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: \_\_\_\_\_  
(Alteration of Terrain Permit)
8. Incidental Construction/155-E:2-a Exception: Check if YES
9. Total Permitted Area (acres): 10/10 +/-
10. Excavation Area (acres) as of April 1: 5/5 +/-
11. Reclaimed Area (acres) as of April 1: 10 +/-
12. Remaining Cubic Yards of Earth to Excavate: 10,000+/- / 374,351
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	120,000 CY
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  
PRINT CLEARLY OR TYPE NAME OF OWNER  
Paul Amato  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S)                      5-29-22  
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

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
HOME PHONE (Enter number without dashes)                      603 493 6888  
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:

1. All owners of record have signed the Intent;
2. If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
3. The form is complete; and
4. Any bond required under RSA 72-B:5 has been received.
5. 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

#### 4. a) 8) Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))

Board of Selectmen  
Agenda Date: 4/25/2022

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

Source	Amount	Purpose
Milford Police Benevolent Association	\$8,461.71	Donation to the Milford Police Department for the purchase of Tasers. The Police Dept. wishes designate the donation to the For the Benefit of the Police Dept. Special Purpose Fund. See attached memo.
Recreation Commission - Recreation Revolving Fund	\$ 300.00	Donation to the Recreation Bus Special Purpose Fund. See attached memo.

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

None at this time.



# Town of Milford

POLICE DEPARTMENT

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

**Michael J. Viola**  
Chief of Police



To: John Shannon, Town Administrator  
Board of Selectmen

From: Chief Michael J. Viola

Date: April 7, 2022

Ref: Unanticipated Funds from the Milford Police Benevolent Association for the Purchase of Tasers for the Milford Police Department

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve unanticipated funds in the amount of \$8461.71, (Eight Thousand Four Hundred Sixty One Dollars and 71 cents) from the Milford Police Benevolent Association. These unanticipated funds are to be used for the purchase of six Tasers for the Milford Police Department. This purchase will increase the amount of our Tasers to twenty six, which will allow us to assign one to each Officer.

Your consideration in this request is greatly appreciated.

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MEMORANDUM

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**TO:** KATHY TOWNSEND, FINANCE  
**FROM:** ARENE BERRY, RECREATION DIRECTOR  
**SUBJECT:** FUNDS ACCEPTANCE  
**DATE:** 4/14/22

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The Recreation Commission approved to transfer \$300 from the Recreation Revolving Fund to the Recreation Bus Special Purpose Fund (account #48940) at their meeting on April 13, 2022.

This transfer is included as part of the Recreation Revolving Funds Transfer Request dated April 13, 2022.

Please let me know if there are any questions.

Thank you,

**Arene Berry, Recreation Director**  
**Town of Milford**  
**1 Union Square**  
**Milford, NH 03055-4240**  
**603/249-0625 phone**  
**603/673-2273 fax**  
**[aberry@milford.nh.gov](mailto:aberry@milford.nh.gov)**







No Commercial Dumping

## AMHERST TRANSFER STATION RECYCLING INFORMATION

### PAY AT SCALE HOUSE FOR THESE ITEMS

**Appliances with Freon:** Refrigerators, Air Conditioners, Freezers: \$10.00  
**Brush over 6" diameter:** \$0.10/lb.  
**Demolition & Construction material** (No asbestos or asbestos shingles): \$0.10/lb.  
**Propane Gas Cylinders:** \$3.00 each  
**Car Tires:** \$2.50 each.  
**Truck Tires:** \$10.00 each.  
**TVs, Computer Monitors, CRTs:** \$5.00 each.

### OTHER ITEMS

**Composting:** Amherst encourages residents to compost – home composting of yard and kitchen waste reduces trash, lengthens life of leaching field, and produces rich fertilizing material.  
**Flower Pots:** Put in trash  
**Home Safety Detectors:** Return heat, smoke, radon, and carbon monoxide detectors to the manufacturer.  
**Plastic bags:** Most grocery stores recycle plastic bags.  
**Packing material:** Styrofoam popcorn; Plastic air filled bags; packing filler of most types – are usually accepted by outlets such as Mail Boxes Etc. They do not accept large solid Styrofoam packing spacers – dispose of in trash  
**Stuffed Furniture:** Dispose in container; check at Scale House first; separate hide-a-bed and recliner metal frame off site and dispose of in metal bin.  
**Asbestos:** Contact a Licensed Asbestos Abatement Contractor. Asbestos contaminates trash and will be rejected by the trash disposal site. Amherst is liable and could incur significant fines for the infraction

Aluminum Cans	Recycle on aluminum can sorting table; rinse.
Antifreeze	Dispose of in antifreeze collection tank.
Batteries-Alkaline	Put in trash compactor
Batteries-Rechargeable	Take to Nashua Hazardous Waste Center, or place in special battery container in recycling area with terminal taped
Batteries-Car	Stack in designated area.
Brush-up to 6"	Put in brush pile at top of hill.
Brush –over 6"	Pay at Scale House, then put in brush pile at top of hill.
Yard Waste	Put in compost pile: Grass clippings, leaves, pine needles, garden waste; no brush, rocks, food products, flower pots, or plastic bags.
Clean pallets ONLY	Dispose of at top of hill: Not painted or stained, no pressure treated items, no plywood, no wood-like composite material.
Clothing/Textiles	Must be clean, dry, and in plastic bags—clothing, bedding, rags, or towels. No pillows or sleeping bags. Place in collection container.
Plastics	#1 Plastic beverage containers, ONLY #2 Translucent milk jugs, No solid color plastic
Corrugated Cardboard	Recycle in cardboard compactor; clean, dry, no pizza boxes.
Electronics	Check at the Scale House – VCRs, radios, electronic equipment; computer equipment. - Place "intact" CPU box (all components including hard drive) and laptops into the container dedicated to CPU's. TVs/computer monitors – pay at Scale House.
Fluorescent lights	Recycle in covered plastic containers near trash compactors.
Glass	Recycle in glass bin; bottles, drinking glasses, ceramic coffee cups, plate glass, and window panes. NO CAR GLASS.
Kitty Litter	<b>MUST</b> be disposed of in trash. Cannot be Recycled.
Magazines, Newspapers	Recycle in newspaper & magazine recycle container; newspapers with inserts, magazines, direct mail catalogs.
Mixed Paper	Recycle in mixed paper compactor; cannot be shredded. Shredded paper goes into the trash.
Motor Oil	Dispose of in oil collection tank; no antifreeze or synthetic oil. Dispose of antifreeze in antifreeze collection tank.
Paint	Latex paint thoroughly dried – put in trash; Oil based paints, stains, thinners – take to Hazardous Waste Center.
Scrap Metal	Put in Metal container. All large and small metal items. appliances that do not contain Freon. Metal frames from Hide-a- beds and recliners.

**If you have questions about how to dispose of any item please don't hesitate to ask the attendants or volunteers at the Transfer Station.**



## AMHERST TRANSFER STATION RECYCLING INFORMATION

### Details on what to include in Recycling Categories

Category	Include	Exclude
<b>Aluminum Cans</b>	Rinsed, crushed soda, beer, and other aluminum beverage cans.	Aluminum dog and cat food cans Aluminum foil Aluminum pie plates Recycle these items in metal cans.
<b>Newspapers &amp; Magazines</b>	Newspapers—clean, dry, unsoiled Newspaper Inserts Magazines	Dirty, shredded or wet paper, dispose of in the trash.
<b>Mixed Paper</b>	Brown Paper Bags, Junk Mail, Catalogs Paperboard boxes—cereal, shoe boxes, etc. Computer Paper, Paper Egg Cartons Envelopes—with or without windows Books—soft cover, or with hard covers removed. Fax Paper, Junk Mail, Manila Folders Manila Envelopes, Office Paper, Posters School Paper—ruled, construction, etc. Telephone Books White or Colored Paper	Waxed Milk or O-J Cartons—dispose of in trash. Blueprints, Carbon Paper Foil Coated Paper—pet food or lawn fertilizer bags, for example. Gift Wrap—Any kind: Birthday, Christmas, etc. Plastic Bags—Any type. Styrofoam—Any type. TYVEK Envelopes—The type that doesn't tear from USPS, FedEx, etc. Waxed Paper—Any type, including waxed or coated cardboard. All these items go in the trash unless already specified where they go.
<b>Corrugated Cardboard</b>	Clean, dry, and un-waxed Boxes must be empty of packing material, styrofoam, wood, and plastic.	Corrugated cardboard delivery boxes for fresh pizza go in to the trash.
<b>#1 Plastic clear bottles</b>	Rinsed. No caps on containers. Plastic containers – with number 1 in the triangle usually on the bottom.	Meat tray containers, of any kind—Put in trash compactors 5 Gallon Plastic buckets, plastic flower pots and styrofoam of any kind
<b>#2 Plastic Containers</b>	Translucent milk jug style plastic	No solid white plastic
<b>Glass</b>	Clean Bottles or Jars, of any color.	<b>Absolutely no safety glass.</b>
<p><b>If you have questions about how to dispose of any item please don't hesitate to ask the attendants or volunteers at the Transfer Station</b></p>		

Bedford

# Commercial Construction Materials Rates

Item	Rate
Household Trash	\$150 per ton effective 01/02/19
Construction Demo	\$150 per ton effective 01/02/19
Roofing Shingles	\$150 per ton effective 01/02/19
Brush	\$110 per ton
Compost	\$110 per ton

# TOWN OF HOLLIS - Schedule of Fees and Charges

## Department of Public Works - 2018

ACTIVITY	FEE	
<b>Permits (Plus applicable security, bond and/or escrow if required)</b>		
Driveway (new)	\$	50.00
Driveway (reconstruction/paving)	\$	25.00
Temporary Access	\$	50.00
Trench / Road Opening	\$	50.00
 <b>Stump Dump Disposal Area</b>		
All Material Must Originate In Hollis Any Vehicle 1 Ton or Larger Is Considered Commercial		
<b>Mixed Painted or Stained Wood, Paneling, Plywood &amp; Chipboard</b>		
Hollis Resident	\$	42.00    cubic yard
Commercial	\$	42.00    cubic yard
<b>Sheetrock &amp; Pressure Treated Wood</b>		
Hollis Resident	\$	54.00    cubic yard
Commercial	\$	54.00    cubic yard
<b>Asphalt Shingles (free of metal, wood &amp; other foreign materials)</b>		
Hollis Resident	\$	90.00    cubic yard
Commercial	\$	90.00    cubic yard
<b>Stumps, Logs &amp; Hard Fill</b>		
Hollis Resident	\$	12.00    per cu yd
Commercial	\$	12.00    per cu yd
<b>Brush &amp; Clean wood (any vehicle 1 ton or larger is considered commercial)</b>		
Hollis Resident	No charge	
Commercial	\$	6.00    per cu yd
<b>Leaves, grass, manure, compost, etc</b>	No charge	

# Transfer Station

**All Material Must Originate in Hollis  
Any Vehicle 1 Ton or Larger Is Considered Commercial**

**Transfer Station Sticker** \$ 2.00 per vehicle

## Electronic Disposal

Laptops & Microwaves \$ 6.00 per unit  
Computer Monitors & Miscellaneous Items \$ 12.00 per unit  
TV's under 36" \$ 12.00 per unit  
TV's over 36 & Console TV's \$ 24.00 per unit

## Tire Disposal

Auto Tires up to 17" \$ 3.00 per tire  
Auto Tires with rims up to 17 " \$ 5.00 per tire  
Truck Tires 17 to 20" \$ 10.00 per tire  
Truck Tires 22 to 24" \$ 12.00 per tire  
Truck Tires with rim \$ 16.00 per tire  
Tractor Tires \$ 25.00 per tire  
Loader Tires \$ 50.00 per tire

**Refrigerators, Air Conditioners, Dehumidifiers** No Charge

## Propane Tanks

One Pound No charge

## Equipment & Operator Hourly Rates

Chain Saw \$ 35.00 per hour  
Pick up and 1 Ton Truck, \$ 40.00 per hour  
Dump Truck \$ 45.00 per hour  
Tractor & Rake \$ 50.00 per hour  
Backhoe \$ 65.00 per hour  
Loader, Excavator, and Shovel Dozer \$ 85.00 per hour  
Grader \$ 100.00 per hour

**Mattresses** No Charge

**Town of Hooksett Recycling and Transfer Department**  
**210 West River Rd., Hooksett 03106**  
**(603) 669-5198**

The following charges and restrictions are in effect for COMMERCIAL USERS:

**Construction/demolition debris.** \$100.00 per ton. / \$.05 per pound \$2.00 minimum load.  
(wood, insulation, bathroom fixtures, cabinets, siding, flooring, roofing, etc.) No asbestos or hazardous material will be accepted. **VINYL SIDING/ plastic pipe must be kept separate and under 4' in length. ASPHALT SHINGLES must be kept separate and clean no wood, trash or metal, SHEETROCK must be kept separate.**

**Large plastic and fiberglass items must be cut up to be less than 4' x 4'.**  
**Concrete – Bricks – Asphalt – etc. \$125.00 per pickup load**  
No mixed loads must be placed in proper location

Solid Waste/trash: \$100 per ton

**Furniture.** \$100.00 per ton \$.05 per pound. All solid wood furniture \$100.00 per ton.

**Carpet.** \$100.00 per ton \$.05 PER POUND. **(Must be cut into 3-4' square sections)**

**Metal.** Units with FREON (refrigerators, freezers, A/C's, dehumidifiers)  
20.00 per unit. **DOORS MUST BE REMOVED**  
White goods (washers, dryers, dishwashers, stoves, hot water heaters)  
\$5.00 per unit. No charge other metal (oil, gas and antifreeze must be removed)

**Electronics.** \$.15 per pound.

**Florescent tubes** - \$.25 per foot, compact lights \$1 Each, Ballast \$2 each

**Propane Tanks** 20lb. \$4.00 each 30lb \$6.00 100lb. \$20.00 1 lb. No charge

**Recycling.** Cardboard No Charge  
Paper/glass \$45 per ton.

**Tires.** Not accepted from commercial

**Yard Waste** \$15 per load (Based on 1 ton truck).

Hazardous materials are not excepted form commercial accounts.

No stumps will be accepted

Any businesses bring material from outside Hooksett will have their dumping privileges revoked.

If you have someone doing work at your property they will need a letter from you/property owner, that stating they are working at your property with, Date, name of business, address and phone # for each load.

**Town of Hooksett Recycling and Transfer Department**  
**210 West River Rd., Hooksett 03106**  
**(603) 669-5198**

**TO: All Hooksett RESIDENTS**

The following charges and restrictions are in effect

**Construction/demolition debris.** \$100.00 per ton./ \$.05 per pound \$2.00 minimum load.  
(wood, insulation, bathroom fixtures, cabinets, siding, flooring, roofing, etc.) No asbestos or hazardous material will be accepted. **VINYL SIDING/ plastic pipe must be kept separate and under 4' in length. ASPHALT SHINGLES must be kept separate and clean no wood, trash or metal, SHEETROCK must be kept separate.**

**Large plastic and fiberglass items must be cut up to be less than 4' x 4'.**

**Concrete – Bricks – Asphalt – etc. \$10.00 per pickup load**

No mixed loads must be placed in proper location

<b>Furniture.</b>	<b>\$100.00 per ton \$0.05 per pound.</b>	All solid wood furniture \$100.00 per ton.
Twin/full mattresses	\$3.00 a piece	recliner \$5.00
Queen mattresses	\$4.00 a piece	stuffed chair \$4.00
King mattresses	\$5.00 a piece	office chair \$2.00
Sleep sofa \$7.00	sofa \$6.00 loveseat \$5.00	Sofa with recliners \$5.00 per recliner

**Carpet.** \$100.00 per ton \$.05 PER POUND. (Must be cut into 3-4' square sections)

**Metal.** Units with FREON (refrigerators, freezers, A/C's, dehumidifiers)  
\$11.00 per unit. DOORS MUST BE REMOVED  
White goods (washers, dryers, dishwashers, stoves, hot water heaters)  
\$5.00 per unit. No charge other metal (oil, gas and antifreeze must be removed)

**Electronics.** \$.15 per pound.  
Small computer drive \$2.00, personal printer \$2.00, 13"computer monitor \$5.00, laptop \$2.00,  
17"computer monitor \$7.00, 19"TV \$9.00, 13"TV \$4.00, (Electronics to include: copy machines,  
fax machines.) All flat monitors less than 20" \$4.00. For TVs and monitors over 19" fee based  
per pound. Call facility for other electronic fees.

**Propane Tanks.** 20lb. \$4.00 each 30lb \$6.00 100lb. \$20.00 1 lb. No charge

**Recycling.** No charge.

**Tires.** No charge for the first four tires per year per Hooksett registered vehicle.  
Thereafter a charge of \$2.00 for each tire. Must be off rims.

**Yard Waste** No charge for leaves and grass.  
No land clearing, no tree cutting. See attendant for list of places to go with larger loads, stumps,  
logs, BRUSH. INVASIVE PLANTS must be kept separate. SEE ATTENDANT  
No stumps will be accepted

**Any resident bringing material from outside Hooksett will have their permit revoked.**

**If you have someone doing work at your property they will need a letter from you stating they are doing work for you with, date, your name, address and phone # for each load.**





Published on *Merrimack NH* (<https://www.merrimacknh.gov>)

[Home](#) > [Departments](#) > [Public Works Department](#) > [Divisions](#) > Solid Waste

## Solid Waste

Merrimack has adopted new disposal rates for commercial trash, construction/demolition material and single stream commercial recycling. **EFFECTIVE ON MARCH 15th, 2022 THE COMMERCIAL DISPOSAL RATES WILL BE AS FOLLOWS:**

**COMMERCIAL TRASH \$133.00/TON**

**COMMERCIAL DEMO/CONSTRUCTION MATERIALS \$150.00/TON**

**COMMERCIAL RECYCLING \$124.00/TON**

All other residential and commercial disposal rates remain unchanged. For more information, please contact the public works department at (603)424-5137.

### **NEW IN 2022**

**PLEASE HAVE PROOF OF RESIDENCY AND VEHICLE REGISTRATION TO ACQUIRE A NEW TRANSFER STATION STICKER. ONE STICKER PER REGISTRATION.**

The town clerk's office will no longer be issuing stickers. Please visit the scale house at the transfer station or the DPW administration

office, located at the lower level of town hall to acquire your sticker.

**THANK YOU FOR YOUR COOPERATION!**

**GOOD AFTERNOON MERRIMACK!** With the upcoming change in recycling vendors (E.L. Harvey to Waste Management) there will be some minimal changes as to what CAN and CAN NOT be recycled. Beginning on February 1st, 2022, **ACCEPTED** plastics will be #1, #2 and #5. Plastics that are **NOT ACCEPTED** and **CAN NOT** go in the single stream recycling are #3, #4, #6 and #7. Please use the link below to refresh or familiarize yourself with examples of these plastics.

**[CLICK HERE FOR EXAMPLES OF PLASTICS](#)**

**2021 Hazardous Household Waste Collection  
schedule is now available**

**Click on link to the left to view**

Click **[HERE](#)** to read the latest article in "Talking Trash". Mike Nork of the NH DES explains why recycling can be so confusing.

### **Hours of Operation**

**Sunday - Closed**

**Monday - Closed**

**Tuesday - 8:00 AM - 4:00 PM**

**Wednesday - 8:00 AM - 4:00 PM**

***Thursday - 8:00 AM - 4:00 PM***

***(8:00 AM - 7:00 PM April 8 through September 30 - Thursdays only)***

**Friday - 8:00 AM - 4:00 PM**

**Saturday - 8:00 AM - 4:00 PM**

Please see the link below for tips on composting to remove as many compostable items from the waste stream as possible. This creates organic material to use on lawns and gardens while reducing the cost of waste disposal.

**[Click here for a list of items that can be composted and removed from the waste stream](#)**

Please stop at the scale house on your way into the Transfer Station or Town Hall to renew your decal. Although there is NO COST, please have valid proof of residency ready to acquire a permit. Acceptable forms of identification/residency include:

drivers license or ID

vehicle registration

utility bill/tax bill

lease/mortgage

[CLICK HERE FOR THE UPDATED TRANSFER STATION GUIDE](#)

Check out our Trash Talk link by clicking [here](#) or clicking the heading under the "Links" section to the left.

## Overview of Transfer Station and Recycling Facility

This is a brief overview of how residents will be disposing of their trash. We would like to emphasize if you are uncertain of the location to drop off an item or have any questions at all, please ask the staff. We will gladly advise you in the proper method of disposal. As always, thank you for your cooperation and support.

## New Transfer Station Decals

Decals will be replaced every year in January to have increased control on who accesses the transfer station. Stickers may also be obtained from Town Hall at the Town Clerk/Tax Collector's office and the Public Works Administration office.

Note: residents will be required to show proof of residency in order to receive a new sticker and all stickers must be placed on the driver's side windshield, lower left hand corner.

## Traffic Flow

The new transfer station layout requires a one-way traffic pattern to safely and quickly move residents through the facility. All residents will enter on Fearon Rd. Residents that wish to recycle will bear left at the fork and continue into the recycling facility to drop-off their items, exit the building, and bear left again to the other drop-off areas. If you do not wish to recycle, you will proceed on Fearon Rd. and turn left to continue to the other drop-off areas.

## Disposal Fees

All residents must pay the appropriate fees for the item(s) they wish to dispose of. A receipt will be issued as a proof of payment. Under **NO** circumstances should **ANY** items associated with a fee be placed in the Swap Shop. Regardless of condition, all items **MUST** be paid for and placed in their designated areas.

### Fee Schedule:

#### **ELECTRONICS - \$15.00 Per Piece**

- Television (all sizes)
- Computer Monitors (all sizes)
- Computer Towers
- Microwaves
- Stereos
- Printers
- Video Game Consoles
- Miscellaneous Circuit Boards and Mother Boards
- Receivers
- Scanners
- DVD Players
- VCRs
- CD Players
- Radios

#### **FREON BEARING APPLIANCES - \$15.00 Per Piece**

- Refrigerators (all sizes)
- Freezers (all sizes)
- Dehumidifiers
- Air Conditioners

#### **PROPANE TANKS - \$5.00 Per Tank**

- 20-30lb Tanks
- 1lb Tanks are FREE

#### **TIRES (With or without rims are accepted at the same price per tire)**

- Passenger Tires - \$5.00 Per Tire
- Truck Tires - \$10.00 Per Tire
- OHRV Tires - \$15.00 Per Tire

#### **COMMERCIAL MATERIAL**

- Commercial material is charged at \$122.00 per ton ( \$0.061 per pound). **ALL COMMERCIAL MATERIAL MUST COME FROM THE GEOGRAPHIC LIMITS OF THE TOWN OF MERRIMACK.**
- Commercial Recycling is charged at \$125.00 per ton (\$0.0625 per pound). **All COMMERCIAL RECYCLABLE MATERIAL MUST COME FROM THE GEOGRAPHIC LIMITS OF THE TOWN OF MERRIMACK.**

#### **RESIDENTIAL MATERIAL**

- Residential material that **DOES NOT** exceed 1000lbs is free of charge. Any questionable loads are subject to be weighed.

- **All residential loads that exceed the 1000lb limit must be paid for. The fee will be charged for the sum of the entire load that was dumped. The tipping fee is \$122.00 per ton (\$0.061 per pound).**

**Staff Contacts:**

Kyle Fox  
Kristopher Perreault

**Fax:**

(603) 423-8565

**Phone:**

(603) 424-2604

**Hours of Operation:**

Tuesday - Saturday: 8:00 AM - 4:00 PM

Summer hours begin in April - Open until 7:00 PM Thursday Evenings Until September.

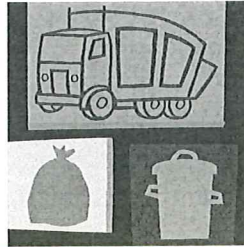
**Address**

*Solid Waste Transfer Station & Recycling Facility  
Fearon Road  
Merrimack, NH 03054  
United States  
See map: [Google Maps](#)*

**Source URL:** <https://www.merrimacknh.gov/solid-waste>



**Four Hills Landfill & Recycling Center**  
 840 West Hollis Street, Nashua, NH  
 603-589-3410 E-mail: [solidwaste@nashuanh.gov](mailto:solidwaste@nashuanh.gov)



**Commercial Haulers and Nashua Businesses Only**  
**(Material must be generated in Nashua)**

**Hours of Operation: Monday to Friday 8:00 a.m. to 4:00 p.m.**  
**Last weigh-in at 3:30 p.m.**  
**Saturday 8:00 a.m. to 1:00 p.m. Last weigh-in at 12:30 p.m.**

**Acceptable Materials**

- Annual Commercial Permits \$50/vehicle
- Municipal Solid Waste (1/2 ton min.) \$80/ton
- Construction / Demolition & Sweepings (1/2 ton min.) \$300/ton
- Soft Yard Waste\*\* \$20/ton
- Single Stream Recyclables \$100/ton
- Brush\*\* \$90/ton
- Wood Chips\*\* No charge
- Asbestos \$200/ton
- Mattresses & Box springs \$10/each
- Appliances (Freon)\*\* \$15 each \*
- Electronics / TVs \*\* \$10/item
- Fluorescent Lamps (prices by size – must be boxed)\*\* \$0.50 to \$1/each

\*Commercial customers may have fee waived with documentation of Freon refrigerant evacuation by a certified HVAC technician prior to disposal.

\*\*These items may not be dumped in the landfill and must be separated for disposal in the appropriate areas.

All commercial vehicles must be weighed in and out. The scale shuts off 30 minutes early. Asbestos must be pre-approved prior to disposal. Additional information is available on our website [www.NashuaNH.gov](http://www.NashuaNH.gov) or at the Solid Waste Department.

**THE FOUR HILLS LANDFILL RESERVES THE RIGHT TO REFUSE ANY MATERIAL FOR ANY REASON.**

**NOTE:** Commercial Customers may NOT bring any of the following to the Landfill / Recycling Center – NO antifreeze, NO batteries, NO tires, NO used motor oil.



## Household Hazardous Waste Program Small Quantity Business Generators

Much like homeowners, businesses often need to dispose of hazardous waste. These businesses are classified by New Hampshire state regulations as either Small Quantity Generators (SQGs) or Full Quantity Generators (FQGs).

A Small Quantity Generator is any business that produces less than 220 pounds of hazardous waste (or 2.2 pounds of "acutely hazardous waste") per month. For more details, see the NH DES Administrative Rules. Common SQGs include printing shops, auto repair garages, dry cleaners, and laboratories.

Any SQG within the Nashua region that has an EPA ID Number can bring hazardous wastes to the Household Hazardous Waste Collection Center during regular HHW Collection Events. If you do not have an EPA Identification Number, please call NH DES at 603-271-2921.

Businesses interested in participating in the HHW Collection must contact Veolia Environmental Services, 508-804-4810, at least two weeks prior to the event. Veolia will ask specific questions regarding the amount and type of waste the business wishes to dispose of. If Veolia is confident the business has the proper container to self transport the hazardous material, they will quote a price and generate an EPA manifest, which will be mailed prior to the collection event.



# Disposal Prices

Disposal Prices	
<b>Appliances</b>	
Washers, dryers, stoves, dishwashers, furnaces, water tanks	\$7.00
Microwaves	\$5.00
Appliances with Freon: Refrigerators, freezers, dehumidifiers, air conditioners	\$15.00
<b>Television Sets/Monitors/Computer Hardware</b>	
19 inches or less	\$10.00
Over 19 inches	\$20.00
Console/projection T.V.'s	\$25.00
Laptops	\$7.00
Computer towers	\$5.00
DVD/CD/VCR players	\$3.00
Printers/fax machines/scanners	\$3.00
<b>Furniture</b>	
Sofas, loveseats, sleepers	\$15.00
Stuffed chairs, mattresses, box springs, recliners	\$8.00
Other heavy furniture	by weight
<b>Carpets</b>	
9x12 feet or smaller	\$7.00
Over 9X12 feet	by weight
<b>Misc.</b>	
Fire extinguishers	\$5.00
Propane Tanks (20 lb)	\$2.00
Construction/demolition debris (under 200lb flat rate of \$12.00 - see attendant)	\$.09 per lb
Toilets	\$5.00
Commercial landscape brush	\$.05 per lb



<p><b>CASH AND CHECKS ARE THE ONLY ACCEPTED FORM OF PAYMENT</b></p>	
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## C&D Coupons & TV/Monitor Coupons

### C&D Coupons: \$25.00 ea.

C&D Coupons are available for purchase for Salem residents at the Town Clerk's/Collections Office (603)890-2110. Coupons are \$25.00 each and are good for use up to 500 pounds (to be disposed of at one time). Anything over that weight will be charged at \$0.07 per pound, in cash only, at the time of disposal. The C&D Coupons are only to be used to dispose of wood, construction, and other materials at the LL&S Transfer Station (privately owned) at 87 Lowell Rd., Salem, NH. Please call LL&S at 603-894-9800 for acceptable materials for disposal, hours of operation, and any further questions. There is a limit of three (3) coupons per household per year. Please note these coupons are separate from the three (3) Transfer Station Bulky coupons issued with your Transfer Station Permit.

### TV/Monitor Coupon: \$10.00 ea.

Effective October 6, 2009 - A video device coupon is required to be attached to any video device with a screen measuring 4" or greater diagonally. Coupons can be obtained at the Town Hall collection window, one coupon is required for each device.

**Source URL:** <https://www.townofsalemnh.org/solid-waste/pages/cd-coupons-tvmonitor-coupons>

## 6. 1) Traffic Safety Concern: Wallingford Road/Ponemah Hill Road

**Tina Philbrick**

---

**From:** Contact form at Milford NH <cmsmailer@civicplus.com>  
**Sent:** Monday, April 11, 2022 9:43 AM  
**To:** BOS Members  
**Subject:** [Milford NH] Stop sign at Ponemah Hill Rd and Wallingford Rd (Sent by Shannon Disla, gabrielsj@ymail.com)

Hello Board of Selectmen,

Shannon Disla ([gabrielsj@ymail.com](mailto:gabrielsj@ymail.com)) has sent you a message via your contact form (<https://www.milford.nh.gov/user/49/contact>) at Milford NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.milford.nh.gov/user/49/edit>.

Message:

Hi,

I am a resident of Milford, NH and travel through the intersection of Wallingford Rd/Ponemah Hill Rd daily. I am requesting that the town add a stop sign to this intersection for safety reasons (see attached image).

When traveling though the intersection I have seen confusion and near misses on several occasions. I believe the additional stop sign will help to ensure that all cars entering the intersection are aware of the other vehicles, which may be entering as well. In my opinion, there is not adequate visibility at this intersection and an additional stop sign may prevent accidents.

Please let me know if a stop sign can be added.

Thank you,  
Shannon

P.S. Please note that my email to [tfinan@milford.nh.gov](mailto:tfinan@milford.nh.gov), which is on the Town Website, was undeliverable as the email error message stated the address could not be found.

## 6. 2) Milford Marker Survey Results

### Milford Marker Survey \*

Please select from one of the following options or choose other and write-in your own suggestion.

#### Number of Votes:

<b>The Carey House (Historical Society)</b>	<u>20</u>
<b>The Oval</b>	<u>83</u>
<b>The Scout House at Shepard Park</b>	<u>4</u>
<b>Next to the Front Steps of Town Hall</b>	<u>22</u>
<b>Other</b>	
101 Bypass to Amherst	<u>1</u>
Keyes Park Entrance (Close to new stage)	<u>4</u>
Original spot	<u>10</u>
Town's Graveyard	<u>1</u>
Rt 13 North at Brookline Town Line	<u>1</u>

Total: 146 votes

Here are the results, after the removal of several multiple, (up to 25) votes from the same IP address. Overall amount of valid results is (as mentioned in the file) 146

## 9. Approval of FINAL Minutes - April 11, 2022

DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

April 11, 2022

**PRESENT:** Paul Dargie, Member  
Tim Finan, Member  
Gary Daniels, Member  
Laura Dudziak, Member  
Dave Freel, Member

John Shannon, Town Administrator  
Tina Philbrick, Executive Assistant  
Andy Kouropoulos, Videographer

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
Chairman Dargie called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

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

**5:30 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95)b) -**

- \$100,000 from NHDES Drinking Water and Ground Water Trust Funds for Water Utilities.
- \$50,000 from NHDES Department of Environmental Services Strategic Planning Grant for Water Utilities
- \$30,000 from NHDES Wastewater Engineering Bureau for Water Utilities
- \$10,000 from the Arthur Keyes Memorial Fund for upgrades on the Scout House

Chairman Dargie opened the public hearing.

Jim Pouliot Jr., Water Utilities Director, explained what the three grants were for. Chairman Dargie then went to explain the donation for the upgrades on the Scout House. Selectman Freel asked if the window project was complete per the donations that we previously approved.

Katherine Kokko, a Milford resident, spoke about the donation for the scout house. The window project is functional but still needs some work. The NH Preservation Alliance was asked to do an assessment of the building and give some recommendations on what needs to be done to repair the building. This needed to be done to apply for a grant. We put a report together and Keyes Memorial Trust offered a donation of \$10,000. There will be some work done this spring to include granite steps. The next step is to complete an application and submit it to Preservation Alliance so they can provide a report for us.

Selectman Freel asked what this will cost. Ms. Kokko said nothing, it is part of the grant process. The final assessment of the building will have a cost associated with it. She thinks it's a matching grant that Preservation Alliance will contribute up to a certain amount of the cost of the assessment and we would match it. We are trying to put a strategic plan in place to have the work done. Some of the funds may be used for the match and the rest will go towards repairs.

Dave Palance, Heritage Commission, gave additional information on what was presented to Keyes Memorial Fund and they felt that this was worthy of a donation. Mr. Palance shared an e-mail document with Chairman Dargie. Selectman Finan will also forward some additional information to Board members.

Ms. Kokko said the document needs to be complete for the building to go on the Historic registry, this needs to be done to apply for the grant.

Selectman Dargie closed the public hearing.

**Selectman Daniels made a motion to accept the Unanticipated Funds over \$10K NH (RSA (31:95)b) - Water Utilities NHDES Drinking Water and Ground Water Trust Funds \$100,000. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**Selectman Daniels made a motion to accept the Unanticipated Funds over \$10K NH (RSA (31:95)b) - Water Utilities NHDES Department of Environmental Services Strategic Planning Grant \$50,000. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**Selectman Daniels made a motion to accept the Unanticipated Funds over \$10K NH (RSA (31:95)b) - Water NHDES Wastewater Engineering Bureau \$30,000. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 04/11/2022**

62 **Selectman Daniels made a motion to accept the Unanticipated Funds over \$10K NH (RSA (31:95)b) – Scout House**  
63 **Donation \$10,000. Seconded by Selectman Freel. The motion passed 4/0/1 with Selectman Finan abstaining.**  
64

65 **Selectman Daniels made a motion to allow the Town Administrator, John Shannon to sign for the Water and Waste**  
66 **Water Grants. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**  
67

68 **5:45 p.m. – Town Outdoor Restaurant Seating – Community Development Director, Lincoln Daley.**  
69

70 Mr. Daley requests that the Board delegate/assign the responsibility of approving outdoor seating for restaurants on Town  
71 property to the Office of Community Development and the Fire Department. Outdoor dining has supported small business-  
72 es over the last two years. This process reduces the administrative burden and expedites the review and approval process  
73 for business owners. This recommendation will be provided only after the Restaurant owner has met all local and state reg-  
74 ulations, approvals, and requirements. The WWII Memorial or any parks are not included in this request. This is for restau-  
75 rants that have seating in front of their establishments.  
76

77 Chairman Dargie referenced an e-mail about Station 101. Mr. Daley said Station 101 has outdoor seating as part of their  
78 site plan, they went through this as part of the Planning Board, it's also on private property and the Board has no jurisdic-  
79 tion over it. If they wanted to expand their outdoor seating, they would have to do another site plan and go before the Plan-  
80 ning Board for approval. Selectman Daniels said if they put in an expanded site plan, can the Planning Board turn it down.  
81 Mr. Daley said yes, like any kind of application. Selectman Daniels asked about a Farris wheel that Pay Less Towing al-  
82 lowed during the Pumpkin Festival. Mr. Daley said that was part of a private agreement through a lease opportunity on that  
83 property. You would have to speak to the Pumpkin Festival Committee. Selectman Daniels is concerned with consistency.  
84 We recently turned down a request for someone to put a food truck on private property at Keyes Park. Mr. Daley said that  
85 this review is for business operations in front of or next to a storefront only. A food truck requires a peddler's license  
86 through the Police Department.  
87

88 Selectmen Daniels asked Mr. Daley to explain Administrative Approval. Mr. Daley said the restaurants currently speak  
89 with his office and Chief Flaherty. After a review of everything that is required including Planning Board for site plans if  
90 needed and state approval for outdoor liquor sales, a review from the Community Development Office and the Fire De-  
91 partment to include a letter from our office they then come before the Board. We are just asking to not have them come  
92 before the Board to speed up the process as it could sometimes take an additional month or so for appointments. We are  
93 trying to eliminate the burden on property owners by having to wait more time. Property owners can come to the Board if  
94 they were turned down through this process.  
95

96 Chris Labonte, a Milford resident, referenced a vending machine that was turned down at Keyes Field and asked if we are  
97 considering charging revenue on the town's side for businesses using the town's sidewalks. He feels that the Board needs  
98 to think about how we help our businesses in town. Do we take away from some and give to the others? He's looking for  
99 consistency. Mr. Daley said the vending machine is an official lease agreement and it's a permanent fixture on town prop-  
100 erty. This request is meant to be seasonal only, and to allow for businesses that have been struggling for a couple of years to  
101 be successful and generate some revenue. It also brings energy to the downtown area. He wants to get the town back into a  
102 positive situation. To charge them is unfair. Maybe long term we can look into that. Mr. Labonte said if we are helping  
103 some business owners, we need a level line across time. We have restaurants in town that won't benefit from this.  
104

105 Selectman Freel feels it should still stay where the Board makes this decision. He doesn't think it's a long wait to come  
106 before the Board. Chairman Dargie is in favor of allowing this to go forward. He isn't in favor of charging money to use  
107 the sidewalks; he is in favor of supporting local businesses. Mr. Daley can be relied upon in having common sense on what  
108 is allowed or not allowed.  
109

110 Selectman Finan is also in support of this. He is glad you are separating out the parks. People have been putting tables on  
111 the sidewalks for years, not just during COVID. We need to promote our businesses. The process takes more than a month.  
112 In the parks, you are giving town property to businesses. Selectman Freel isn't saying he isn't for local businesses. He just  
113 feels that the Board should discuss this.  
114

115 Selectman Dudziak said we have department heads for a reason. This is completely reasonable to be within the realm of  
116 Community Development. Outdoor seating in front of your business doesn't have to come before the Board. To suggest  
117 that it's equivalent to someone putting a vending machine at Keyes Park, there's no correlation.  
118

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 04/11/2022

119 Chairman Dargie didn't feel that Mr. Daley would approve something that the Board wouldn't approve. Mr. Daley asked  
120 Selectman Freel what level of detail is lacking for this to come before the Board. Selectman Freel said this has only been  
121 allowed since COVID. We may not have allowed it if COVID didn't happen. The Oval is already congested.  
122

123 Ken Flaherty, Fire Chief, said that Amigo's owns some of his sidewalk areas. Café on the Oval owns the area outback of  
124 their restaurant. And Bar One and Greenleaf own part of the sidewalks in front of their restaurants. Those have been al-  
125 lowed for at least two years before COVID. COVID just expanded everyone else's ability to do this. Seating on sidewalks  
126 has been approved year after year with permits. Would it be acceptable for current businesses now to move forward and  
127 submit their applications and when a new business comes to town, it can go before the Board? Chairman Dargie is willing  
128 to leave it to Community Development and the Fire Department unless there are questions that they think the Board needs  
129 to be involved in.  
130

131 Ms. Kokko noted that the memo given to the Board specifically called out the WWII memorial as Town Property that  
132 would be used. She clarified that this conversation is only about sidewalks. Mr. Daley said yes.  
133

134 Selectman Daniels said the Board has bent over backward for businesses in the last couple of years to help them stay in  
135 business. He still has concerns about consistency. We are taking public property for some of the businesses. He wants to  
136 make sure everyone is treated the same.  
137

138 **Selectman Dudziak made a motion to assign the Office of Community Development and the Fire Department au-**  
139 **thority to approve outdoor seating in Milford, not the parks. Seconded by Selectman Finan. The motion passed 3/2**  
140 **with Selectman Daniels and Selectman Freel opposed.**  
141

142 **5:50 p.m. – Ambulance Staffing – Director Eric Schelberg**

143 Eric Schelberg asked the Board to authorize increasing the weekly hours of the current four full-time 40-hour-per-week  
144 employees to 48-hours per week to assist with filling chronic weekly schedule shortfalls. This allows more hours to be cov-  
145 ered saving on full-time benefit-related costs. So far there haven't been any uncovered shifts. Increasing the current four  
146 full-time providers each an additional 8-hour of weekly overtime equates to a reduction of 32-hours per week of needed  
147 part-time or per-diem shift coverage. The annual cost associated with this request is \$24,000 (\$15,600 ambulance budget  
148 and \$8,400 administration budget for wage-driven only costs). Implementing this in June 2022 will cost \$14,000.  
149

150 Additional benefits to this will include:

- 151 - Facilitate coverage of the regularly scheduled open shifts while reducing the number of part-time hours needing to be  
152 filled,
- 153 - Protect approximately \$36,869 in annual revenue,
- 154 - Reduce additional mutual aid responses to town, approximately an additional 1.56 per week, or 82 calls annually,
- 155 - Not result in health care-related benefit cost as these employees receive full benefits, an average savings of \$20,000 per  
156 employee, or \$80,000 annually,
- 157 - Assist with avoiding ACA and NHRS limits and a subsequent need to offer benefits,
- 158 - Potentially reduce the number of hiring sessions and Field Training shifts: 2021 cost of \$6,000  
159

160 Chairman Dargie feels that hiring another person would cost a little more but give more flexibility. Mr. Schelberg presented  
161 what he thought would be best. A new full-time person has to come in as part of the budget and be voted on by the town.  
162 As far as cost, doing it the way he suggested would eliminate the need to pay a benefits package for a new employee. Se-  
163 lectman Freel asked what the going rate was. Mr. Schelberg said for an AEMT, about \$18 per hour which is lower than it  
164 should be by \$6 to \$7. These are people who are on a truck, not in the office. He is having a hard time finding people. Last  
165 year he had 13 applicants, he netted 3 people and it cost \$6,000 to go through the process. He could possibly get another  
166 part-timer if he raised his rates but the competition is still higher. Next year he will be proposing the possibility of going all  
167 full-time. He explained the mutual aid program to the surrounding towns.  
168

169 Selectman Daniels asked about the limitations set by the affordable care act and the NH retirement system. Mr. Schelberg  
170 said the NH retirement system states that an employee working 32 hours or more has to be offered NH retirement benefits.  
171 The affordable care act says that a part-time employee can work no more than 1500 hours in a measurement period or you  
172 have to offer them benefits. His full-time employees already get full benefits so they won't get additional benefits. Select-  
173 man Daniels asked if Mr. Schelberg could cover the \$14,000 additional cost in his budget. Mr. Schelberg said most, but not  
174 all. Selectman Daniels asked why this wasn't part of the recent budget that just passed if it's been going on for a couple of  
175 years. Mr. Schelberg said at the time we were able to cover what we needed and we are reaching a critical level that we

176 can't now. It's a universal staffing issue. Selectman Finan asked if covering it in the budget included the \$36,000 in potential additional revenue. Mr. Schelberg said it could protect that much revenue if we cover all these hours.

177  
178  
179 Selectman Freel asked if the numbers dropped, would these guys just be hanging out. Mr. Schelberg said they average about a 3% increase yearly. They had a couple of years that it dropped, but more times they increase.

180  
181  
182 Selectman Freel said if a part-timer when over on hours would the town be able to supplement benefits? Mr. Schelberg said he can do the math, but it will be more. Selectman Freel wants to find out the difference in cost for a full-time employee vs increasing overtime for the additional 32 hours. Chairman Dargie said it would be more depending on the benefits package for a single person versus a person with a family.

183  
184  
185  
186  
187 Chairman Dargie is in favor of hiring someone who would be one step in what Mr. Schelberg is proposing for next year. Selectman Finan asked what it would cost. There was some speculation, but they don't have real numbers to play with. Chairman Dargie said the intent of having a full-time person would be to avoid overtime.

188  
189  
190  
191 Selectman Finan said if Mr. Schelberg is going to come back with a plan for full-time next year, why don't we just give him what he suggests for six months to cover his hours. Chairman Dargie said if someone is sick or already working overtime you can't flex that time.

192  
193  
194  
195 Chris Labonte, a Milford resident, said if you are taking someone that is working 36 hours already and making them full time you only have a net gain of 4 hours and you now have to replace a part-time employee. Mr. Schelberg said that his part-time staff is usually scheduled for about 24 hours per week. The max that they can go to is 34 if needed.

196  
197  
198  
199 Chairman Dargie said they would post the job and if a part-time person wanted to apply and got hired, then there would be a part-time position open.

200  
201  
202 Selectman Daniels asked where the additional money will come from that won't be covered in the Ambulance budget, and what won't get done if we find the money elsewhere. He understood that there wasn't a lot of surplus in the budget. We already passed \$5,900 from the budget at the last meeting that was not budgeted previously.

203  
204  
205  
206 Chairman Dargie asked the Town Administrator if he could give a number on what was saved in the budget so far this year in the first three months on unfilled positions. Administrator Shannon said no, it's all over the chart. At this point, they were just speculating. Selectman Finan said there will be additional revenue. Mr. Schelberg said its revenue that we would protect.

207  
208  
209  
210  
211 **Selectman Free made a motion to table this discussion for additional information until the next meeting. Seconded by Selectman Daniels. All were in favor. The motion passed 5/0.**

212  
213  
214 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

215  
216 Katherine Kokko asked if Town Council approved adding \$3,500 to the fireworks warrant. Administrator Shannon said yes.

217  
218  
219 Mike Thornton, a Milford resident, referenced three e-mails that he sent to the Town Administrator and confirmed that they are in the works.

220  
221  
222 **4. DECISIONS**

223 **a) CONSENT CALENDAR**

- 224 1. Approval of two (2) Taxicab Operator's Permits and License – Milford Taxi LLC.
- 225 2. Acceptance and Appropriation of Gifts of Property under \$5,000 (31:95€) – Donation of Lumber from the School Department to help rebuild the Dugout roof and sides - \$3,600.
- 226 3. Approval of Timber Tax, Map 3 Lot 10.
- 227 4. Approval to change Elaine Cohen from an Alternative Member to a Full Member of the Planning Board – Term Expires 2024

228  
229  
230



231 **Selectman Daniels made a motion to approve the consent calendar. Seconded by Selectman Freel. All were in favor.**  
232 **The motion passed 5/0.**  
233

234 **b) OTHER DECISIONS**

235 1. Request for Update to the Board of Selectmen’s Representatives Listing 2022 – 2023 Boards, Commissions, etc. (Draft  
236 Listing) – Additional Alternatives – Chairman Dargie requested that we have backup members for some of the committees.

- 237 • Conservation Commission - Selectman Dudziak (Liaison), Alternate Tina Philbrick
- 238 • Granite Town Media - Selectman Finan (Voting member), Alternate Paul Dargie
- 239 • Heritage Commission - Selectman Dargie (Voting member), Alternate Selectman Finan
- 240 • Library Trustees - Selectman Dudziak (Liaison), Alternate Selectman Freel
- 241 • Recreation Commission - Selectman Freel (Liaison), Alternate Selectman Dudziak
- 242 • Zoning Board of Appeals - Selectman Freel (Liaison), Alternate Selectman Dargie

243

244 **5. TOWN STATUS REPORT –**

245 **1. Recreation Scholarship Program (VERBAL)**

246 This will be expanded out to a full-year program instead of just summer. The donors asked the town to do this. This doesn't  
247 cost the town any money.

248

249 **2. MACC Base Update (VERBAL)**

250 Captain Frye, Milford Police introduced Ray Anderson who started April 4<sup>th</sup> and replaced the old MACC Base Director.  
251 Mr. Anderson provided some background on his work history. Captain Frye feels that Mr. Anderson will be a really good  
252 Director.

253

254 Chairman Dargie welcomed Mr. Anderson and said he’s looking forward to upgrading Milford’s part of the system and  
255 getting it operational. Captain Frye said the Board of Governors is currently updating the employee and policy handbooks,  
256 the bylaws, and the IMA. The estimated surplus is about \$73,000. He mentioned to the other Board members that with  
257 approval, Milford may keep that money up at MACC Base. It would help offset the Federal Hill cost in conjunction with  
258 the ARPA funds. They will be housing some of Mont Vernon's equipment for their firehouse. They need some space and  
259 we are already building an outdoor cabinet. They will also go up on our antenna at Federal Hill. He will get the exact num-  
260 ber.

261

262 Chairman Dargie is in favor of applying the money towards Federal Hill. Selectman Finan asked when we project revenue  
263 for the year do we assume a refund from MACC Base. Captain Frye said we never have; we always seem to have a sur-  
264 plus. Chairman Dargie said one year we put in \$5,000 as a placeholder. Selectman Daniels said we did in the year before  
265 last, around \$60,000. Captain Frye said this would be bigger but we did about \$55,000 in maintenance to MACC Base.

266

267 Captain Frye said if we leave it with MACC Base, it won’t go back into the general fund. Selectmen Daniels asked if any  
268 of the federal funds be used for Federal Hill. Captain Frye said yes, and this would be to help offset that. We are working  
269 with MACC Base; it’s a coordinated project.

270

271 **3. Milford Marker Discussion**

272 In summary: On April 22nd of 2019 the Board discussed a location for the Milford Stone marker. They again discussed it  
273 on April 29, 2019, thus given the public time to weigh in on the location. No one moved to speak on this subject at that  
274 meeting. The Board then voted 4/0 to put the Milford Stone marker on the Historical Society's property at the Carey House.  
275 Selectman Daniels stated that it would be on loan to the Historical Society, but still belong to the town.

276

277 After a recent discussion on social media about the marker, Janet Langdell sent an e-mail to the Board asking for reconsid-  
278 eration of the location. She gave two additional suggestions, "on the east side of the Oval facing the convergence of  
279 Nashua Street, South Street, and Union Square", and at the new east entrance to Keyes Memorial Park.

280

281 Mark Genovesi, Historical Society Member, said the marker is sitting at the Riverside Cemetery behind the maintenance  
282 barn on a couple of pallets. The previous administration told us that the DPW workers could bring it to the Carey House but  
283 they would not be allowed to put it in the ground. We were not physically able to move this and through a series of events,  
284 it’s still sitting in the same spot.

285

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 04/11/2022**

286 Ms. Langdell said this is what prompted the e-mail for a more visible spot. Selectman Freel likes the idea of having it at  
287 Keyes Field but the people who made the Amphitheater are planning something for that entryway. He would like their in-  
288 put. Selectman Dudziak said most of the people she spoke to want it put back where it came from. Ms. Langdell said the  
289 NH DOT requires breakaway signs.

290  
291 Selectman Daniels said we thought of the Carey House because the place is historical. It wasn't meant to be permanent.  
292 Selectman Finan likes the entrance to Keyes but it seems random there. On the oval says, "You've arrived in Milford". He  
293 thought either side of the front of the Town Hall would be nice if it wasn't so crowded. Ms. Langdell had concerns about  
294 the irrigation system running under the oval.

295  
296 Clair Brewer suggests doing a survey monkey, having certain locations picked out and allowing input from the public. Ms.  
297 Langdell said you can also leave a spot for suggestions. Chairman Dargie asked the Town Administrator to come up with  
298 some type of system and bring it back to the Board.

299  
300 Selectman Finan asked what would be involved in moving and setting the marker. Mr. Lessard said he hasn't seen it.  
301 There was additional discussion on the size of the marker and what would be needed to plant it. Administrator Shannon  
302 said if Keyes Field was a location, EPA would have to be involved.

303  
304 Ms. Kokko clarified that the sign couldn't be put back in its original location because of the breakaway rules. Administra-  
305 tor Shannon said yes. Chairman Dargie said once the survey is complete and is brought to the Board, the Board will make  
306 the final decision on the location of the marker.

307  
308 Mr. Daley suggests taking the top three suggestions from the survey and having the Board decide on those.

309  
310 **4. 2022 Paving Schedule Update** – Leo Lessard, Public Works Director, presented the Board with a **DRAFT** proposal of  
311 paving projects for 2022. Mr. Lessard said the prices are just estimates because we don't know what the cost is yet. He will  
312 find out more once he goes out to bid. There will also be doing some drainage work.

313  
314 Mr. Daley gave the Board an update on the Amherst project that was being proposed. Mr. Daley said they are going for-  
315 ward with another section of their sidewalk program going towards Amherst. The pot of money was meant for state projects  
316 and not this project. They are looking for funds through Senator Shaheen's office to help with engineering designs. They  
317 are trying to partner with other funds that may pay for water and sewer and other infrastructure to fix Amherst Street.

318  
319 Selectman Daniels said originally, he was told that there was a multi-jurisdictional multi-million-dollar grant. Mr. Daley  
320 said he reached out to the state officials who run that program and he doesn't think that Amherst and Milford were fully  
321 informed of that program. The money is already spoken for and didn't apply to this type of program. We have to apply for  
322 the design element of this by Friday of this week.

323  
324 Chairman Dargie said we've had no luck in getting sidewalks passed with 80% match in funding. What is the probability of  
325 this passing? Mr. Daley said the design work has to happen regardless. There is an opportunity to replace water and sewer  
326 lines. Applying for this will potentially save the taxpayers about \$200,000 for the design.

327  
328 Ammy Rice, a Milford resident, would like to know if the drainage on Colburn and Foster will be fixed. Mr. Lessard said  
329 he would get together with her to discuss it.

330  
331 Chairman Dargie reviewed the summary and said that Mr. Lessard will do as much as he can with the money that he has  
332 allotted for this once the numbers come back.

333  
334 Chairman Dargie asked about the leaves and brush at the Transfer Station and when they will be discussing it again. Tina  
335 Philbrick, Executive Assistant said she will be putting it on the agenda in May so they would have time to implement it by  
336 August. Chairman Dargie would it to come back to the Board soon.

337  
338 Andrea Kokko, a Milford resident, asked why the brush and other stuff haven't been separated this year. There is a large  
339 difference in the cost when this is separated. Mr. Lessard said it's being separated now like it was 20 years ago. Ms. Kokko  
340 feels that August is very aggressive toward landscapers. The Board should be looking at what other towns do in this area.  
341 Where are they going to go if we say no dumping and are charging high costs? Chairman Dargie said that is what Admin-  
342 istration is looking into.

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**6. DISCUSSIONS**

**1. N/A**

**7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)**

There were no public comments at this time.

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

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

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

Selectman Daniels would like to have a joint meeting with the School Board to talk about both budgets and expectations before budget season. We should be working together.

**9. APPROVAL OF FINAL MINUTES – Selectman Dudziak moved to approve the minutes of March 28, 2022, as presented. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

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

**a. N/A**

**11. NOTICES.** Notices were read.

**12. NON-PUBLIC SESSION – A motion made by Selectman Daniels to enter into a non-public session in accordance with (RSA 91-A:3, II(a)) Personnel. Seconded by Selectmen Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Daniels yes, Selectman Dudziak yes, Selectman Freel yes, and Selectman Finan yes. All were in favor. The motion passed 5/0.**

**In non-public, the Board discussed one item pertaining to Personnel. No decisions were made.**

**Selectman Daniels made a motion to seal the non-public minutes of April 11, 2022, under reputation. Seconded by Selectman Freel. All were in favor. The motion passed 5/0. The minutes were sealed under reputation because it would affect adversely the reputation of any person other than a member of this board.**

**13. ADJOURNMENT: Selectman Dudziak moved to adjourn at 8:24 pm. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

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

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Laura Dudziak, Member

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Tim Finan, Vice-Chairman

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Dave Freel, Member

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Gary Daniels, Member