

MEMORANDUM

To: Board of Selectman
From: Marti Noel, Assessor
Date: 4/27/2020
Re: Signatures Required on Exemption and Credit Applications

As standard operating practice in past years, the BOS members have signed the original application forms (PA-29's and PA-42's)) for all exemption and credit applications as well as all new forms required as a result of change in status. Those members who have done this in past years know this is usually cumbersome and time consuming at best. For 2020, I anticipate approximately 60 PA-29's and 32 PA-42's (for residential property in a commercial/industrial zone).

This year, while practicing social distancing and having the BOS meetings on line, the original forms would prove extremely difficult to ensure all signatures from the Board members could be obtained.

Statute designates approval authority for exemptions and credits to the Assessing Officials. The Board members are the ultimate assessing officials. To that end, a "Memorandum" and "Grid" with all pertinent data is provided for each type of exemption or credit. The grid includes a place for the Board members to sign. Seasoned Board members will know that this practice has been followed for many years in order to organize and memorialize the approvals / denials in a single document for historic reference purposes.

Given the extreme circumstances resulting from the Covid-19 social distancing guidance and the time constraints governing exemption applications and tax billing, a little flexibility could go a long way. If the Board wishes, they may grant authority for the assessor to sign the original documents after the Board has approved all requests as noted in the memos and grids in your packages. This is a reasonable and workable solution under normal circumstances, and certainly an appropriate solution for the added constraints we are experiencing this year. The Board members should require that any controversial decisions or decisions where the tax payer wishes to be present should be fully addressed in the Board meetings.

Guidance from the Department of Revenue in the past has been for this arrangement to be documented in writing. This memo will serve as documentation of the Board's decision. Should the Board members choose not to approve this action and prefer to individually sign each PA-29 and PA-42, they will be located in Tina's office on Tuesday immediately following this meeting.

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

MEMORANDUM

DATE: April 27, 2020

TO: Board of Selectmen

CC: John Shannon III

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax (LUCT) for 4 parcels:
Map 45 Lots 3-34, 3-36, 3-37, 3-38**

The above referenced parcels are located in the Autumn Oaks subdivision subdivision. Each parcel was noted to have been disturbed for construction of new homes. Construction on Current Use land requires the affected areas to be removed for Current Use.

The property owner is aware of the action being taken tonight regarding their property.

The Land Use Change Tax is based on 10% of estimated market value at the time of removal from current use.

After approval to accept the application, the form is required to be recorded at the Hillsborough County Registry of Deeds. **Please note that the Hillsborough County Registry of Deeds will not accept electronic signatures for recording. Tina Philbrick will have the original document for you to sign after the 4/27/2020 meeting.** Please remember to coordinate with Tina to sign the document.

Thank You

MEMORANDUM

DATE: April 27, 2020

TO: Board of Selectmen

CC: John Shannon

FROM: Marti Noel, Assessor

RE: **Current Use Applications
Map 56 Lot 71**

The applicant wishes to place a 29 acre parcel of undeveloped land into Current Use. The property consists of a mix of Pine, hardwood and non-productive land which is appropriately delineated on a map provided, as required by Current Use regulations.

All application requirements have been reviewed and met. I recommend the BOS approve the Current Use Application for the above referenced property.

After approval to accept the application, the form is required to be recorded at the Hillsborough County Registry of Deeds. **Please note that the Hillsborough County Registry of Deeds will not accept electronic signatures for recording. Tina Philbrick will have the original document for you to sign after the 4/27/2020 meeting.** Please remember to coordinate with Tina to sign the document.

5:40 Approval of forty eight (48) Applications for Elderly Exemption or Tax Credit, and Denial of one (1) application.

Memorandum

To: Board of Selectman
CC: John Shannon
From: Marti Noel, Assessor
Date: April 27, 2020
Re: Elderly Exemption - For Approval
72:33 Application for Exemption or Tax Credit.
For Approval (48, including 13 new applications)
For Denial – (1)

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 2020. 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, only file numbers 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
4238	73,100	73,100	3/16/2020	Eld4	Override	Eld3
3106	33,700	33,700	2/24/2020	Eld4	Override	Eld2
3077	69,600	69,600	2/3/2020	Eld4	Override	Eld2
2852	164,400	164,400	1/27/2020	Eld4	Override	Eld3
2802	164,300	164,300	3/2/2020	Eld4	Override	Eld3
1215	130,900	130,900	2/28/2020	Eld4	Override	Eld3
1895	50,500	50,500	3/4/2020	Eld4	Override	Eld3
2239	126,500	126,500	2/27/2020	Eld4	Override	Eld3
2985	64,600	64,600	3/25/2020	Eld4	Override	Eld1
3082	66,600	66,600	3/20/2020	Eld4	Override	Eld1
2765	75,700	75,700	4/6/2020	Eld4	Override	Eld3
184011	155,300	155,300	4/11/2020	Eld4	Override	Eld3
3099	68,900	68,900	4/13/2020	Eld4	Override	Eld1
3086	69,900	69,600	4/14/2020	Eld4	Override	Eld2
1260	28,300	28,300	4/15/2020	Eld4	Override	Eld2
2024	165,000	215,400	2/12/2020	Eld3		Eld3
1874	165,000	230,900	2/24/2020	Eld3		Eld3
2785	165,000	187,400	2/24/2020	Eld3		Eld3
183997	165,000	241,200	2/24/2020	Eld3		Eld3
856	165,000	235,500	2/17/2020	Eld3		Eld3
147	165,000	220,400	2/26/2020	Eld3		Eld3
186	165,000	259,900	2/3/2020	Eld3		Eld3
1541	165,000	321,900	3/16/2020	Eld3		Eld3
302	165,000	248,500	1/28/2020	Eld3		Eld3
1133	165,000	203,200	3/23/2020	Eld3		Eld3
344	165,000	255,700	3/25/2020	Eld3		Eld3
2848	165,000	175,300	3/31/2020	Eld3		Eld3
114	165,000	211,600	4/2/2020	Eld3		Eld3
183845	165,000	219,300	4/1/2020	Eld3		Eld3
4153	165,000	211,200	4/2/2020	Eld3		Eld3
1270	165,000	219,200	4/13/2020	Eld3		Eld3
1142	165,000	180,800	4/13/2020	Eld3		Eld3
287	165,000	206,500	4/13/2020	Eld3		Eld3
2373	165,000	225,300	3/16/2020	Eld3		Eld3
1628	165,000	272,100	4/15/2020	Eld3		Eld3

The following is a list of **new** applicants for the 2020 tax year. I recommend that the Board of Selectman **approve** the attached list of applicants for Elderly Exemption for the tax year 2020.

File #	Exemption Amount	Assessed Value	Date of Application	Code		Code By Age
3071	69,600	69,600	4/13/2020	Eld4	Override	Eld1
615	83,000	259,100	1/13/2020	Eld 1		Eld1
1709	31,100	31,100	4/10/2020	Eld4	Override	Eld1
688	83,000	562,500	4/14/2020	Eld1		Eld1
938	83,000	197,500	3/2/2020	Eld 1		Eld 1
3796	124,000	129,600	2/11/2020	Eld2		Eld2
2239	165,000	222,300	2/2/2020	Eld3		Eld3
184355	98,300	98,300	4/15/2020	Eld4	Override	Eld3
21	72,000	72,000	1/27/2020	ELD4	Override	Eld3
282	165,000	273,700	4/6/2020	Eld3		Eld3
2080	165,000	282,300	4/13/2020	Eld3		Eld3
2784	165,000	184,100	3/31/2020	Eld3		Eld3
1742	165,000	200,000	4/14/2020	Eld3		Eld3

The following Applicant did not qualify for the elderly exemption and a **denial** is recommended for this application. The applicant has been made aware of this action.

File #	Reason
3170	The applicant slightly exceeded the income limits for this year.

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

Memorandum

To: Board of Selectman**CC:** John Shannon**From:** Marti Noel, Assessor**Date** April 27, 2020**RE:** Solar Exemption- Application for Solar Exemption for Approval (5 Residential, 1 Commercial)

The following list of property owners, as a matter of public record, have applied for the Solar Exemption.

I have reviewed the application for the Solar Exemption along with the supporting documentation and recommend that the selectmen **approve** the following applicants for the 2020 tax year based on the RSA listed below.

In March of 2016 the Town voted to approve the Warrant Article changing the amount of the solar exemption from the *cost* of the system to the *contributory value* of the system. The deadline for filing is April 15. Included below are the RSA's that address Solar Exemption.

Map/ Lot	Address	Property Owner	Amount	Date Received
34/63	10 Hemlock St	Elliot, Adam & Allison	\$10,000	3/16/2020
27/1-4	30 Oakwood Cir	Ochoa, Alejandro & Mancuso, Krystal	\$10,000	1/3/2020
20/28	89 Knight St	Patt, Jonathan & Susan	\$10,000	6/21/2019
47/5-4	10 Beacon Way	Townsend, Matthew	\$10,000	3/17/2020
37/31	21 Larch Rd	Ledger, John & Holly	\$10,000	4/14/2020

The following property is commercial in nature. The size of the system (99 kW) is intended to be adequate to power the property where the solar array is located, and one other property that is under identical ownership. This is not a commercial venture for the sale of power, and there is no intent to produce more than what is necessary to supply the two properties. Other commercial properties in Milford with solar arrays meant to solely service the individual properties have been granted at the same rate as the residential properties.

Map/ Lot	Address	Property Owner	Amount	Date Received
19/23	261 Elm St	Cardoza Flooring LLC	\$10,000	3/18/2020

April 27 2020 Select board approval for Solar Exemption:

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

72:62 Exemptions for Solar Energy Systems. – Each city and town may adopt under RSA 72:27-a an exemption from the assessed value, for property tax purposes, for persons owning real property which is equipped with a solar energy system as defined in RSA 72:61.

72:61 Definition of Solar Energy Systems. – In this subdivision “solar energy system” means a system which utilizes solar energy to heat or cool the interior of a building or to heat water for use in a building and which includes one or more collectors and a storage container. “Solar energy system” also means a system which provides electricity for a building by the use of photovoltaic panels.

Memorandum

To: Board of Selectman
CC: John Shannon
From: Marti Noel, Assessor
Date April 27, 2020
RE: Blind Exemption- Application for Blind Exemption for Approval (1)

The following property owner, as a matter of public record, has applied for the Blind Exemption.

I have reviewed the application for the Blind Exemption along with the supporting documentation and recommend that the selectmen **approve** the applicant for the 2020 tax year based on the RSA listed below.

The deadline for filing is April 15. Included below are the RSA’s that address the Blind Exemption.

Map/ Lot	Address	Property Owner	Amount	Date Received
29/9	104 Union St	Hicks, Bruce and Joyceann	\$15,000	8/27/2019

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

72:37 Exemption for the Blind. — Every inhabitant who is legally blind as determined by the blind services program, bureau of vocational rehabilitation, department of education shall be exempt each year on the assessed value, for property tax purposes, of his or her residential real estate to the value of \$15,000, and a city or town may exempt any amount it may determine is appropriate to address significant increases in property values in accordance with the procedures in RSA 72:27-a. The term "residential real estate" as used in this section shall mean the same as defined in RSA 72:29. All applications made under this section shall be subject to the provisions of RSA 72:33 and RSA 72:34.

5:50 Approval of Veterans Tax Credits (21).

Memorandum

To: Board of Selectman
From: Marti Noel, Assessor
Date: 4/27/2020
Re: Veterans Tax Credit – **For Approval (21)**

The following list of property owners, as a matter of public record, have applied for the Standard Veterans Tax Credit RSA 72:28 for tax year 2020. I have reviewed the applications along with the supporting documentation and I am recommending that the selectman **approve** the following list of qualified veterans.

Map/Lot	Address	Veteran/Property Owner(s)	Amount	Date Received
5/4	253 North River Rd	Grummon, Jeffrey	\$400	3/15/2020
2/24	205 Jennison Rd	Mclallen, Stephen P	\$400	3/8/2020
35/24-C-13	7 Serene Cir	Balsama, Richard	\$400	8/13/2019
29/168	56 Union St	Ryan, Gerard	\$400	3/2/2020
36/100	56 Valhalla Dr	Brennan, Jason	\$400	2/26/2020
29/27	8 Ford St	Welch, Gregory	\$400	8/28/2019
49/12	135 Stable Rd	Clark, William M	\$400	10/15/2019
25/102	6 Walker St	Gagnon, Normand	\$400	11/19/19
37/68	82 Wellesley Dr	Lewis, James	\$400	3/23/2020
37/71	174 Westchester Dr	Waldron, Shawn	\$400	7/4/2019
56/17	236 Colburn Rd	Lavoie, Donald	\$400	1/7/2020
45/3-10	118 Boynton Hill Rd	Crandall, Ernest	\$400	9/27/2019
40/92	8 McGettigan Rd	DiGeronimo, Nicholas	\$400	4/6/2019
37/55	28 Wellesley Dr	Kelley, Christopher J Jr	\$400	1/16/2020
46/37-1	15 Noon's Quarry Rd	Fiorentino, Jphn VI	\$400	3/28/19 (Held for additional paperwork)
42/73-M-5	26 Melendy Rd #5	Decoteau, Donald	\$400	1/29/2020
26/51	44 Souhegan St	Kreisz, Matthew P	\$400	7/9/2019
25/96-1	4 Johnson St	Wilson, David A	\$400	8/21/2019
3/5/36	120 Falcon Ridge	Cobble, Jeffrey N	\$400	4/4/2020
40/86	55 McGettigan Rd	Tropea, Joseph	\$400	4/9/2020
3/13	96 Cortland Rd	Lima, Candice	\$400	4/14/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

5:50 Approval of All Veterans Tax Credit (8).

Memorandum

To: Board of Selectman
From: Marti Noel, Assessor
Date: 4/27/2020
Re: All Veterans Tax Credit – **For Approval (8)**

The following list, as a matter of public record has applied for the All Veterans Tax Credit RSA 72:28-b (**Approved 2017 tax year town vote ballot question 27**) for the 2020 tax year. I have reviewed the applications along with the supporting documentation and recommend that the select board **approve** the following list of qualified veterans.

Map/Lot	Property Address	Property Owner/Veteran	Amount	Date Received
2/19	22A Richardson Rd	Szarko, Paul	\$400	4/13/19 (Held for additional information)
34/21-6	22 Oakland Dr	Hilt, Carol A	\$400	3/16/2020
52/21-8	17 Helene Dr	Smith, Michael	\$400	3/4/2020
37/163	175 Westchester Dr	Deware, Rainsford G III	\$400	1/24/2020
27/10	94 Souhegan St	LeBlanc, Roy	\$400	12/6/2020
43/23-C-53	1 Vista Way	Vogel, David L Sr	\$400	4/15/2020
45/8-11	54 Mile Slip Rd	Clary, John	\$400	7/8/2019
38/43	18 Brookview Dr	Brewer, Clarie M	\$400	3/17/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

5:50 Approval of Service Connected Total Disability Tax Credit (2).

To: Board of Selectman

From: Marti Noel, Assessor

Date: 4/27/2020

Re: Tax Credit for Service Connected Total Disability – **For Approval (2)**

The following property owners, as a matter of public record, have applied for the Tax Credit for Service Connected Total Disability RSA 72:35 for tax year 2020. I have reviewed the applications along with the supporting documentation and am recommending that the select board **approve** the following list of qualified veterans.

MAP/LOT	Property Address	Veteran/Property Owner	Amount	Date Received
37/111	7 Cypress Rd	Gartland, Edward P Jr	\$1,500.	3/3/2020
52/3-2	16 Annand Dr	Steel, Richard A	\$1,500.	11/22/2019

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

5:55 Approval of Veterans Change in Status (10)

Memorandum

To: Board of Selectman

From: Marti Noel, Assessor

Date: 4/27/2020

Re: Change in Status- Veterans (or Spouses) who have placed their property into a trust.(10)

The following list of Veterans or Veteran's spouses, as a matter of public record, have placed their home in Trust within the past year. I have reviewed their application along with the supporting documentation and am recommending that the select board **approve** the following list of qualified veterans.

Map/Lot	Address	Trust Name/Veteran	Amount	Date Received
22/84	9 Summer St	Barnes Family Rev. Trust / Richard Barnes Trustee	\$400	8/1/2019
37/17	39 Radcliffe Dr	Elise A DeMichael Rev. Trust / Elise A DeMichael Trustee	\$400	6/4/2019
39/70-21	68 West Meadow Ct	Hochstetler Family Rev. Trust/ Donald Hochstetler Trustee	\$400	6/6/2019
8/71-C-17	17 Quarry Cir Dr	Thomas Welman Rev. Trust / Thomas Welman Trustee	\$400	5/28/2019
21/16	10 Granite St	Denno Family Rev. Trust / Paul Denno Trustee	\$400	10/20/2019
53/97	27 Tarry Ln	Morrell Family Rev. Trust/ Sean N Morrell Trustee	\$400	2/8/2020
3/5-5	87 Falcon Ridge Rd	REMK Jones Rev. Trust / Richard E Jones Trustee	\$400	4/8/2020
10/28-9	5 Oxbridge Way	Cook-Coulon Family Rev. Trust / Karen M Coulon Trustee	\$400	4/6/2020
20/3-4	29 Berry Ct	Olga Bitzkowski Rev. Trust / Olga Bitzkowski Trustee (Spouse of Veteran Stanley Bitzkowski)	\$400	3/25/2020
22/44	28 North St	Betty M Rosebush Rev. Trust /Betty Rosebush Trustee (Spouse of Veteran John Rosebush)	\$400	9/3/2019

RE: Change in Status- Veterans (or Spouses) who have placed their property into a trust.
 (10) 4/27/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

RSA 72:29 VI..the ownership of real estate, as expressed by such words as "owner," "owned" or "own," shall include those who have placed their property in a grantor/revocable trust or who have equitable title or the beneficial interest for life in the subject property.

Re: Change in Status-Changed Residences within Milford (1)

The following Veteran has changed residences within Milford and has requested to move the Veteran's Credit from the old residence to the new residence.

Map/Lot	New Address	Veteran	Amount	Date Received
17/57	32 Mayflower Dr	Kristine Poplar	\$400	9/15/2019

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

RSA 72:33 II. Any person who changes residence after filing such a permanent application shall file an amended permanent application on or before December 1 immediately following the change of residence. The filing of the permanent application shall be sufficient for said persons to receive these exemptions or tax credits on an annual basis so long as the applicant does not change residence.

5:55 Approval of Veterans Tax Credit in spouses name after death of Veteran (4).

Memorandum

To: Board of Selectman

From: Marti Noel, Assessor

Date: 4/27/2020

Re: Veterans Tax Credit – Applications in spouses name after death of Veteran who is receiving the Veterans Tax Credit-For Approval (4)

The following list of property owners, as a matter of public record, will have a change in application name. A widow or widower is entitled to continue receiving benefits of a qualified veteran. I have reviewed these applications along with the supporting documentation and am recommending that the selectman **approve** the following changes based on the RSA listed below.

72:28 Standard and Optional Veterans' Tax Credit. –

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

(a) Every resident of this state who served not less than 90 days in the armed forces of the United States in any qualifying war or armed conflict listed in this section and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident;

Map-Lot	Address	Spouse / Veteran	Amount	Date Received
18/61	17 Georgetown Dr	Jean West / Robert N West	\$400	6/4/2019
49/8	46 Stable Rd	Jane Labbe / Russell G Labbe	\$400	1/10/2020
41/54	305 Mason Rd	Janet Ross / Francis G Ross	\$400	4/6/2020
41/40-2C-78	78 Great Brook Rd	Donna Thomas / Michael Thomas	\$400	4/8/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

5:55 Approval of Change for Service Connected total Disability (1).

Memorandum

To: Board of Selectman

From: Marti Noel, Assessor

Date: 4/27/2020

Re: Veterans Tax Credit – Change for Service Connected Total Disability

The following property owner, as a matter of public record, has a change in status being recently rated as having Total and Permanent Service Connected Disability, which is also rated a higher tax credit above the standard Veteran’s tax credit in Milford.

RSA 72:3 III. (a) Any person applying for the standard or optional tax credit under this section shall furnish to the assessors or selectmen certification from the United States Department of Veterans' Affairs that the applicant is rated totally and permanently disabled from service connection.

Map-Lot	Address	Veteran	Amount	Date Received
10/6	27 Woodward Dr	George Gautier	\$1500	9/4/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

MEMORANDUM

DATE: April 27, 2020

TO: Board of Selectmen

CC: John Shannon

FROM: Marti Noel, Assessor

RE: **2019 Property Abatement Applications
Recommendations for Approval -4**

Property Abatement Application:

As a refresher on the Abatement process, if a property owner feels their assessment is incorrect or inequitable, an abatement application may be submitted to the assessing office between the date the final tax bill is mailed and March 1st of the following year. The deadline for filing for abatement for the 2019 tax year is March 2, 2020 as March 1st landed on a Sunday.

The deadline for response by the municipality to all abatements timely filed is July 1. If no decision has been made, the abatement is to be considered to have been denied, and the Appellants may begin filing for appeal at the state level, either the BTLA or Superior Court.

The Abatements presented tonight are all submitted for approval.

Abatements include:

1 request for abatement is for a manufactured home which was abandoned by the previous owners who owed the taxes, and subsequently determined to be uninhabitable and destroyed by the recent owner who purchased it only in order to be able to demolish it and remove it from becoming a further hazard and eyesore within the manufactured home park.

2 are hardship abatements filed by elderly exemption recipients. The abatement relief recommended represents the difference between the previous exemption limits and the newly approved exemption limits.

The last is a property where an inspection was conducted by the assessing department. Adjustments and changes were applied to the physical data which resulted in a net reduction in the assessed value of the property.

TY 2019 Abatement Recommendations

App #	Map/ Lot	Address	Property Owner Request	Recommend	Reason	Letter Sent	2019 Assessed Value	Adjusted Assesed Value	Abatement Amount @ \$25.97 rate
1902	43/59-M-52	529 Nashua St #52	This manufactured home was uninhabitable and destroyed.	Approve	The current owner acquired the manufactured home only to be able to remove it and destroy it. The abatement request is for taxes owed by the previous owner who has left the area but were paid by the current owner to expedite the removal of the unit.	4/1/2020	51,900	-	1,347.84
1905	8/71-C-12	12 Quarry Cir Dr	Owner recieves the Elderly Exemption but was excessively burdened when the taxes went up suddenly and sharply.	Approve	The abatement amount recommended is to cover the difference between the 2019 approved exemption amount and the 2020 exemption increase.	4/1/2020	145,300	175,300	727.16
1909	30/31	354 Nashua St	Proeprty owner requested an assessment review based on a recent appraisal.	Approve	An on-site property visit revealed changes were necessary to the property record card which resulted in a net reduction in value.	4/1/2020	530,500	495,500	908.95
1910	22/86	14 Summer St	Owner recieves the Elderly Exemption but was excessively burdened when the taxes went up suddenly and sharply.	Approve	The abatement amount recommended is to cover the difference between the 2019 approved exemption amount and the 2020 exemption increase.	4/1/2020	164,600	198,400	727.16
									-
					Total Amount of Abatement Recommended for Approval this Session				3,711.11
					Total from prior granted 2019 Abatements				3,396.88
					Appeals Resolved in 2020				
					Total abtements granted to date for tax year 2019 (does not include interest)				7,107.99

**ABATEMENT RECORD
TY 2019**

Date: 27-Apr-20

Record #: 1902

Account #:

Current
Assessment

Revised
Assessment

Owner: Wheeler, Davd K

Land: \$0

\$0

Address: 523 Mason Rd
Milford, NH 03055

Building: \$51,900

\$0

Total: \$51,900

\$0

Map/Lot: M43 L59-M-52

Credit Exemption

Other

Property Location: 529 Nashua St #52

Tax Rate: 25.97

Abatement Amount: **\$1,347.84**

REASON FOR ABATEMENT: MH was uninhabitable; demo'd and removed from site immediately after purchase.

BOARD OF SELECTMEN:

Date: 4/27/2019

Abatement Approved:

Gary Daniels

Abatement Denied: _____

Abatement Approved:

Paul Dargie

Abatement Denied: _____

Abatement Approved:

Laura Dudziak

Abatement Denied: _____

Abatement Approved:

Chris Labonte

Abatement Denied: _____

Abatement Approved:

David Freel

Abatement Denied: _____

TAX COLLECTOR:

Original Tax Due: _____

Date Abatement Executed: ____/____/____

Abated Amount: **\$1,347.84**

Date Corrected Tax Bill Sent: ____/____/____

Interest/Costs, If any: _____

Date Corrected Tax Bill Due: ____/____/____

Total Tax Now Due: _____

If tax has been paid and a refund is due.

Amount: _____

Interest, If any: _____

Refund Date _____

Total Refund: _____

**ABATEMENT RECORD
TY 2019**

Date: 27-Apr-20

Record #: 1910

Account #:

Current
Assessment

Revised
Assessment

Owner: Hanley, Marilyn & Douglas

Land: \$61,900

\$61,900

Address: 14 Summer St
Milford, NH 03055

Building: \$102,700

\$136,500

Total: \$164,600

\$198,400

Map/Lot: M22 86

Credit Exemption

Other

Property Location: 14 Summer St

Tax Rate: 25.97

Abatement Amount: **\$727.16**

REASON FOR ABATEMENT: Abatement to supplement the elderly exemption gap after assessed values were adjusted in 2019.

BOARD OF SELECTMEN:

Date: 4/27/2020

Abatement Approved:

Gary Daniels

Abatement Denied: _____

Abatement Approved:

Paul Dargie

Abatement Denied: _____

Abatement Approved:

Laura Dudziak

Abatement Denied: _____

Abatement Approved:

Chris Labonte

Abatement Denied: _____

Abatement Approved:

David Freel

Abatement Denied: _____

TAX COLLECTOR:

Original Tax Due: _____

Date Abatement Executed: ____/____/____

Abated Amount: **\$727.16**

Date Corrected Tax Bill Sent: ____/____/____

Interest/Costs, If any: _____

Date Corrected Tax Bill Due: ____/____/____

Total Tax Now Due: _____

If tax has been paid and a refund is due.

Amount: _____

Interest, If any: _____

Refund Date _____

Total Refund: _____

**ABATEMENT RECORD
TY 2019**

Date: 27-Apr-20

Record #: 1905

Account #:

Current
Assessment

Revised
Assessment

Owner: Osborn, Joann S

Land: \$0

\$0

Address: 12 Quarry cir Dr
Milford, NH 03055

Building: \$145,300

\$175,300

Total: \$145,300

\$175,300

Map/Lot: M8 L71-C-12

Credit Exemption

Other

Property Location: 14 Summer St

Tax Rate:

25.97

Abatement Amount:

\$727.16

REASON FOR ABATEMENT: Abatement to supplement the elderly exemption gap after assessed values were adjusted in 2019.

BOARD OF SELECTMEN:

Date: 4/27/2020

Abatement Approved: _____
Gary Daniels

Abatement Denied: _____

Abatement Approved: _____
Paul Dargie

Abatement Denied: _____

Abatement Approved: _____
Laura Dudziak

Abatement Denied: _____

Abatement Approved: _____
Chris Labonte

Abatement Denied: _____

Abatement Approved: _____
David Freel

Abatement Denied: _____

TAX COLLECTOR:

Original Tax Due: _____

Date Abatement Executed: ___/___/___

Abated Amount: **\$727.16**

Date Corrected Tax Bill Sent: ___/___/___

Interest/Costs, If any: _____

Date Corrected Tax Bill Due: ___/___/___

Total Tax Now Due: _____

If tax has been paid and a refund is due.

Amount: _____

Interest, If any: _____

Refund Date: _____

Total Refund: _____

**ABATEMENT RECORD
TY 2019**

Date: 27-Apr-20

Record #: 1909

Account #:

Current
Assessment

Revised
Assessment

Owner: Demers, Trace & Steven, Demers, Ashley
Libby, Richard, Demers, Andrew
Address: 354 Nashua St
Milford, NH 03055

Land: \$54,000
Building: \$476,500
Total: \$530,500

\$54,000
\$441,500
\$495,500

Map/Lot: M30 L31

Credit Exemption

Other

Property Location: 354 Nashua St

Tax Rate: 25.97
Abatement Amount: **\$908.95**

REASON FOR ABATEMENT: Corrections to physical data on PRC resulted in a net reduction in assessed value.

BOARD OF SELECTMEN:

Date: 4/27/2019

Abatement Approved: _____
Gary Daniels

Abatement Denied: _____

Abatement Approved: _____
Paul Dargie

Abatement Denied: _____

Abatement Approved: _____
Laura Dudziak

Abatement Denied: _____

Abatement Approved: _____
Chris Labonte

Abatement Denied: _____

Abatement Approved: _____
David Freel

Abatement Denied: _____

TAX COLLECTOR:

Original Tax Due: _____

Date Abatement Executed: ___/___/___

Abated Amount: **\$908.95**

Date Corrected Tax Bill Sent: ___/___/___

Interest/Costs, If any: _____

Date Corrected Tax Bill Due: ___/___/___

Total Tax Now Due: _____

If tax has been paid and a refund is due.

Amount: _____

Interest, If any: _____

Refund Date: _____

Total Refund: _____

Memorandum

To: Board of Selectman
From: Marti Noel Assessor
Date: 4/27/2020
Re: Residences in Industrial or Commercial Zone – For Approval (33)

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 a 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.

MAP/LOT	ADDRESS	PROPERTY OWNER	ZONE	DATE RECEIVED
7-19	84 Old Wilton Rd	Matthew & Stephanie Renda	ICI2	1/20/2020
11-16	92 Wilton Rd	Perkins, David	ICI	1/24/2020
14-5	60 Old Wilton Rd	Sokkhorn Khuth	ICI2	4/20/2020

18-6	210 Elm St	Thomas & Xhevit Bifsha	C	3/16/2020
20-56	122 Elm St	Janet Langdell	C	3/30/2020
21-5	35 Mont Vernon St	Hays Junkins	C	1/10/2020
25-65	10 Cottage St	Parquette, Robert	C	1/9/2020
25-78	33 Union St	David Griffin	C	3/13/2020
25-88	38 Cottage St	Seth Russell	C	4/22/2020
26-98	170 Bridge St	Lovett, Joshua	C	3/2/2020
26-116	50 High St	Ward, Rodger & Jacqueline	C	3/25/2020
26-118	130 Franklin St	Stephen Steeves	C	3/31/2020
26-121	15 Clinton St	Thomas & Sandra Staiti	C	1/13/2020
26-133	70 Franklin St	Martin Bialczak	C	2/14/2020
26-138	130 High St	Hubbard & Margaret Seward	C	1/12/2020
29-87	19 Lincoln St	Russell & Ellen Works	C	1/24/2020
29-94	225 South St	John Greenhow	C	2/14/2020
29-96	217 South St	Thompson, Robert	C	1/14/2020
29-105	181 South St	Peter Richard	C	3/4/2020
30-127	234 South St	Daniel & Catherine Clark	C	1/13/2020
30-128	246 South St	James & Kathryn Heald	C	2/25/2020
30-133	17 Marshall St	Riley Smith	C	4/14/2020
31-5	415 Nashua St	Sean Sullivan	LC	4/14/2020
32-14	22 Medlyn St	Wayne Smith	LC	1/9/2020
32-15	19 Medlyn St	Jenifer Fisher	LC	4/14/2020
32-16-2	11 Medlyn St	Edward & Christina Medlyn	LC	1/9/2020
32-20	483 Nashua St	Koban, Kyle & Taylor	LC	4/13/2020

32-23-6	5 Charles St	Daniel McFarland	LC	4/3/2020
32-29	451 Nashua St	Gloria Maguire	LC	3/13/2020
48-4	26 Old Brookline Rd	Charles & Deanna Carter	ICI	3/30/2020
48-12	484 NH Rte 13 S	Taylor, Nelson	ICI	3/2/2020
48-19-1	498 NH Rte 13S	Duane & Andrea Chappell	ICI	2/4/2020
48-39	59 Emerson Rd	Delmar & Barbara Patten	C	1/21/2020

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		4/27/2020
PAUL DARGIE		4/27/2020
LAURA DUDZIAK		4/27/2020
CHRIS LABONTE		4/27/2020
DAVID FREEL		4/27/2020

**6:15 – MEMO Foundation Skate Park
Update – Arene Berry**



Report of Appropriations Actually Voted

Milford

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

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

GOVERNING BODY CERTIFICATION

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

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

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



Appropriations

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



Appropriations

Account	Purpose	Article	Appropriations As Voted
Debt Service			
4711	Long Term Bonds and Notes - Principal	07	\$1,000,507
4721	Long Term Bonds and Notes - Interest	07	\$306,167
4723	Tax Anticipation Notes - Interest	07	\$3,000
4790-4799	Other Debt Service	07	\$1,500
Debt Service Subtotal			\$1,311,174
Capital Outlay			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	12	\$45,180
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
Capital Outlay Subtotal			\$45,180
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	06,09	\$2,218,206
4914W	To Proprietary Fund - Water	08	\$1,548,984
4915	To Capital Reserve Fund	11,13,16,17,1 8,22	\$210,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$3,977,190
Total Voted Appropriations			\$19,820,865



Appropriations

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

4. a) 2) Approval for Reappointment of Deputy Forest Fire Wardens for the Milford Fire Department.



Fire Department MEMORANDUM

TO: Town Administrator and Board of Selectman

FROM: Milford Fire Department

DATE: 4/17/20

SUBJECT: Deputy Forest Fire Warden Appointment Form

I have attached (1) form for the reappointment of Deputy Forest Fire Warden(s) for the Milford Fire Department. I am requesting your signatures based on my recommendation.

Thank you,

A handwritten signature in black ink, appearing to read "K. Flaherty", is written above the printed name.

Chief Kenneth Flaherty

2021 Reappointment

District: 21

Location		Milford								Check box if Participated in Training per Res 5605	Write NO below if individual will not be reappointed
Title	LName	FName	Addr	City	Can Issue Permit	Can issue Notice	Home#	Bus#	Email		
Deputy Warden	Adams	Michael	39 SCHOOL ST	MILFORD	Yes	Yes					<input type="checkbox"/>
Deputy Warden	Britton	Mark	68 Cortland Rd	Milford	Yes	Yes	603-673-9257		Mbritton@comcast.net		<input type="checkbox"/>
Deputy Warden	Charest	Brian	69 Jennison Rd	Milford	Yes	No	603-672-8582	603-769-9410	accharest@netzero.net		<input type="checkbox"/>
Deputy Warden	Crowley	Thomas	28 James St. #48	Milford	Yes	Yes	603-533-9232	603-249-0680	tc006@juno.com		<input type="checkbox"/>
Deputy Warden	Goldstein	Michael	111 Homestead Circle	Milford	Yes	Yes	603-547-5170	603-249-0680	stickersmfd79@gmail.com		<input type="checkbox"/>
Deputy Warden	Haerinc	Dennis	206 Melendry Rd	Milford	Yes	Yes		603-249-0680	dhaerinc@milford.nh.gov		<input type="checkbox"/>
Deputy Warden	Kincaid	William	51 Falconer Ave	Milford	YES	NO	603-673-1357		kincaidauto@aol.com		<input type="checkbox"/>

Location *Milford*

Title	LName	FName	Addr	City	Can Issue Permit	Can issue Notice	Home#	Bus#	Email	Check box if Paticipated in Training per Res 5605	Write NO below if individual will not be reappointed
Deputy Warden	Marshall	Jeffrey	51 Cortland Rd	Milford	Yes	no	603-672-7513	603-673-3136	jeff@marshall-home.com	<input type="checkbox"/>	
Deputy Warden	Mayhew	Jamison	39 School St	Milford	yes	yes	603-582-9831	603-249-0680	jmayhew774@gmail.com	<input type="checkbox"/>	
Deputy Warden	Smedick	Jason	69 Magnolia Drive	Goffstown	YES	YES	603-626-7877	603-673-1545	jsmedick@milford.nh.gov	<input type="checkbox"/>	
Deputy Warden	Williams	Gary	39 School St	Milford	yes	yes	603-672-4476	603-249-0680	burnshill@msn.com	<input type="checkbox"/>	
Issuing Agent	Gaffney	Jodie	39 School St	Milford	Yes	No	603-882-9589	603-249-0680	jgaffney@milford.nh.gov	<input type="checkbox"/>	
Warden	Flaherty	Kenneth E	242 Osgood Rd	Milford	Yes	Yes	603-672-2251	603-673-2600	kflaherty@milford.nh.gov	<input type="checkbox"/>	

Forest Fire Warden Approval

Date

DISCLAIMER STATEMENT: Warden Signature indicates that the Job description has been read and discussed with me.

Forest Ranger Approval

Date

The Selectmen/Mayor/Town/City Manager recommends the above named persons:

Chairman, Mayor, Town/City Manager

Selectman

Selectman

Director

Date

Mail Documents back to:

Forests and Lands

172 Pembroke Rd

Concord NH 03301

RSA 227-L:7 Forest Fire Warden Appointment

- I. The selectmen of towns and the mayors of cities shall, and other citizens may, recommend to the director the names of such persons as may in their estimation be fit to fill the offices of forest fire warden and deputy forest fire warden in their respective towns and cities.
- II. After investigation the director shall appoint from the persons so recommended no more than once competent person in each town or city to be the forest fire warden for the town or city, and such deputy forest fire wardens as the director deems necessary. In such towns or cities where the fire chief is not the appointed town or city forest fire warden, the fire chief shall be appointed as a deputy forest fire warden. The director may appoint a forest fire warden or deputy forest fire warden for 2 or more towns or parts of towns.

4. a) 3) Request for Approval of Excavation Tax Warrant - Map 41 Lot 1.

TOWN OF MILFORD, NH

OFFICE OF THE TAX COLLECTOR

1 UNION SQUARE

MILFORD, NH 03055

603-249-0655

Map 42 Lot 1
Operation # 19-303-05-E

Thomas Lorden

138 Elm St
Milford NH 03055

EXCAVATION TAX ASSESSMENT PER RSA 72-B

Operation # 19-303-05-E

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

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	0	\$0.02	\$0.00
Map 42 Lot 1				
OPERATION NUMBER:	SAND	73,590	\$0.02	\$1,471.80
ACCOUNT NUMBER:	LOAM	0	\$0.02	\$0.00
0				
SERIAL NUMBER:	STONE PRODUCTS	0	\$0.02	\$0.00
#				
	OTHER	0	\$0.02	\$0.00
	TOTAL EARTH:	73,590	TOTAL TAX:	\$1,471.80

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 27, 2019 ON UNPAID TAXES *****

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

TAX OFFICE HOURS: Monday - Friday 8:00 am to 4:00 pm

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH COUNTY, SS

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$1,471.80** , 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

(Selectmen/Assessors)

DATE: April 27, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Thomas Lorden 138 Elm St Milford NH 03055	Map 42 Lot 1	19-303-05-E	\$1,471.80
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

DATE DUE: May 27, 2019

TOTAL DUE: \$1,471.80

4. a) Request for Approval of Intent to Excavate - Map 42 Lot 1

TOWN OF MILFORD

FORM
PA-38

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

APR 17 2020

RECEIVED

(Assigned by Municipality)

For Tax Year April 1, 2020 to March 31, 2021

YR - TOWN - OP# - **E**

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

- Town/City of: Milford, NH
- Tax Map/Block/Lot #: Map 42L1
- Name of Access Road: Perry Rd
- Total Acreage of Lot: (275 Total) Same Ph 1
- Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): AOT 1437
- Permit Number per RSA 485-A:17, if any: 2018-0125-011
(Alteration of Terrain Permit)
- Incidental Construction/155-E-2-a Exception: Check if YES
- Total Permitted Area (acres): 10.4 acres
- Excavation Area (acres) as of April 1: 5.0 ac
- Reclaimed Area (acres) as of April 1: 0
- Remaining Cubic Yards of Earth to Excavate: 214,245 +/-
- 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	50,000
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 (Date A. White)
PRINT CLEARLY OR TYPE NAME OF OWNER
Dale A. White operator
SIGNATURE (In Ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED
PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (In Ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

138 Elm St
MAILING ADDRESS
Milford NH 03055
CITY OR TOWN STATE ZIPCODE
dale.white@leightonwhite.com
E-MAIL ADDRESS
6038732264 6034936888
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: _____

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

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

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

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

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

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

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

4. a) 5 Request for Approval of Excavation Tax Warrant Map 50 Lot 4-4

TOWN OF MILFORD, NH

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

Map 50 Lot 4-4
 Operation # 19-303-06-E

Spring Creek Sand & Gravel
 Paul K Amato
 462 Mason Rd
 Milford NH 03055

EXCAVATION TAX ASSESSMENT PER RSA 72-B

Operation # 19-303-06-E

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

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	0	\$0.02	\$0.00
Map 50 Lot 4-4				
OPERATION NUMBER:	SAND	25,556	\$0.02	\$511.12
ACCOUNT NUMBER:	LOAM	0	\$0.02	\$0.00
SERIAL NUMBER:	STONE PRODUCTS	0	\$0.02	\$0.00
0				
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	25,556	TOTAL TAX:	\$511.12

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 27, 2019 ON UNPAID TAXES *****

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

TAX OFFICE HOURS: Monday - Friday 8:00 am to 4:00 pm

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH COUNTY, SS

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$511.12** , 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

(Selectmen/Assessors)

DATE: April 27, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Spring Creek Sand & Gravel Paul K Amato 462 Mason Rd Milford NH 03055	Map 50 Lot 4-4	19-303-06-E	\$511.12
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

DATE DUE: May 27, 2019

TOTAL DUE: \$511.12

4. a) 6) Request for Approval of Intent to Excavate

TOWN OF MILFORD

FORM PA-38

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

APR 17 2020

RECEIVED

For Tax Year April 1, 2020 to March 31, 2021

(Assigned by Municipality)

YR - TOWN - OP# - **E**

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

- Town/City of: Milford
- Tax Map/Block/Lot #: Maps 50-4-4
- Name of Access Road: Mason Rd
- Total Acreage of Lot: 41.592
- Date of Permit per RSA 155-E:2: Ph 10-22-2012 / Ph 20 10/25/20
(Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1(d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 10/10 +/-
- Excavation Area (acres) as of April 1: 5/5 +/-
- Reclaimed Area (acres) as of April 1: 10 +/-
- Remaining Cubic Yards of Earth to Excavate: 10,000 +/- / 610,000 +/-
- 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

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.)

PRINT CLEARLY OR TYPE NAME OF OWNER
Paul Amato 4/14/20
 SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)
Dale White Dale B. White operator 4/14/20
 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

dale.white@leighwhite.com
 E-MAIL ADDRESS

603 673 2294 603 493 6888
 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4/14/20

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

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	25,000 cy
LOAM	
STONE PRODUCTS	
OTHER ()	
TOTAL	

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

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

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

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

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL _____ DATE _____

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL _____ DATE _____

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL _____ DATE _____

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL _____ DATE _____

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL _____ DATE _____

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

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

4. a) 7) Request for Approval of Excavation Tax Warrants Map 58 Lot 1

TOWN OF MILFORD, NH

OFFICE OF THE TAX COLLECTOR

1 UNION SQUARE

MILFORD, NH 03055

603-249-0655

Map 58 Lot 1
Operation # 19-303-02-E

Jane Provins
113 N. Mason Rd
Brookline, NH 03033

EXCAVATION TAX ASSESSMENT PER RSA 72-B

Operation # 19-303-02-E

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

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	2,526	\$0.02	\$50.52
Map 58 Lot 1				
	SAND	2,063	\$0.02	\$41.26
OPERATION NUMBER:				
	LOAM	0	\$0.02	\$0.00
ACCOUNT NUMBER:				
0	STONE PRODUCTS	320	\$0.02	\$6.40
SERIAL NUMBER:	OTHER	0	\$0.02	\$0.00
#				
	TOTAL EARTH:	4,909	TOTAL TAX:	\$98.18

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 27, 2019 ON UNPAID TAXES *****

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

TAX OFFICE HOURS: Monday - Friday 8:00 am to 4:00 pm

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH COUNTY, SS

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, NH , in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$98.18** , 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

(Selectmen/Assessors)

DATE: April 27, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Jane Provins 113 N. Mason Rd Brookline NH 03033	Map 58 Lot1	19-303-02-E	\$98.18
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

DATE DUE: May 27, 2019

TOTAL DUE: \$98.18

TOWN OF MILFORD, NH

OFFICE OF THE TAX COLLECTOR

1 UNION SQUARE

MILFORD, NH 03055

603-249-0655

Map 58 Lot 2
Operation # 19-303-01-E

Jane Provins
113 N. Mason Rd
Brookline, NH 03033

EXCAVATION TAX ASSESSMENT PER RSA 72-B

Operation # 19-303-01-E

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

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	1,123	\$0.02	\$22.46
Map 58 Lot 2				
OPERATION NUMBER:	SAND	0	\$0.02	\$0.00
ACCOUNT NUMBER:	LOAM	0	\$0.02	\$0.00
SERIAL NUMBER:	STONE PRODUCTS	0	\$0.02	\$0.00
0				
#	OTHER	0	\$0.02	\$0.00
	TOTAL EARTH:	1,123	TOTAL TAX:	\$22.46

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 27, 2019 ON UNPAID TAXES *****

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

TAX OFFICE HOURS: Monday - Friday 8:00 am to 4:00 pm

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH COUNTY, SS

TO: Kathy P. Doherty, Collector of Taxes for

TOWN OF MILFORD, NH, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$22.46**, 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

(Selectmen/Assessors)

DATE: April 27, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Jane Provins 113 N. Mason Rd Brookline NH 03033	Map 58 Lot 2	19-303-01-E	\$22.46
TAXPAYER 2 ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 3 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 4 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00
TAXPAYER 5 ADDRESS ADDRESS TOWN, CITY, STATE ZIP	MAP & LOT	03-000-00-G	\$0.00

DATE DUE: May 27, 2019

TOTAL DUE: \$22.46

4. a) 8) Request for Approval of Intent to Excavate Map 58 Lot 1

FORM
PA-38

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

NOTICE OF INTENT TO EXCAVATE

RSA 72-B

TOWN OF MILFORD

APR 15 2020

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

(Assigned by Municipality)

YR - TOWN - OP# - **E**

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

- Town/City of: MILFORD
- Tax Map/Block/Lot #: 58-1
- Name of Access Road: MILE SLIP
- Total Acreage of Lot: 40
- Date of Permit per RSA 155-E:2: PHASE 8 AND 9
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d):
- Permit Number per RSA 485-A:17, if any:

8. Incidental Construction/155-E:2-a Exception: Check if YES

9. Total Permitted Area (acres): 4.8

10. Excavation Area (acres) as of April 1: 3

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

12. Remaining Cubic Yards of Earth to Excavate: 44107

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	15000
SAND	10000
LOAM	
STONE PRODUCTS	5000
OTHER ()	
TOTAL	30000

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.)

X JANE E PROVINS
PRINT CLEARLY OR TYPE NAME OF OWNER
X Jane E. Provins 4-15-20
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)

113 N MASON RD
MAILING ADDRESS
BROOKLINE NH 03033
CITY OR TOWN STATE ZIPCODE
E-MAIL ADDRESS
673 6507
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4-15-20

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

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

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

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

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

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

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

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

RSA 72-B

APR 15 2020

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

(Assigned by Municipality)

YR	TOWN	OP#	E

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

- Town/City of: MILFORD
- Tax Map/Block/Lot #: 58-2
- Name of Access Road: MILE SLIP
- Total Acreage of Lot: 36
- Date of Permit per RSA 155-E:2: _____
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): _____
- Permit Number per RSA 485-A:17, if any: PLEASE 8
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 4
- Excavation Area (acres) as of April 1: 3
- Reclaimed Area (acres) as of April 1: 2
- Remaining Cubic Yards of Earth to Excavate: 13778
- 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	15000
SAND	
LOAM	
STONE PRODUCTS	
OTHER ()	
TOTAL	15000

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.)

JADE E PROVINS
PRINT CLEARLY OR TYPE NAME OF OWNER

Jane E. Provins 4-15-20
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)

<u>113 N MASON RD</u>		
MAILING ADDRESS		
<u>BROOKLINE</u>	<u>NH</u>	<u>03033</u>
CITY OR TOWN	STATE	ZIP CODE
E-MAIL ADDRESS		
<u>673 6807</u>		
HOME PHONE (Enter number without dashes)	CELL PHONE (Enter number without dashes)	

DATE INTENT SENT TO TOWN: 4-15-20

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

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

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

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

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

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

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

TOWN OF MILFORD

20

RECEIVED

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) 9) Request for Approval of Yield Tax Levy Map 23 Lots 2-4 thru 2-7.

**ORIGINAL WARRANT
YIELD TAX LEVY
April 27, 2020
THE STATE OF NEW HAMPSHIRE**

Hillsborough

TO: COLLECTORS NAME, Collector of Taxes for Town of **Milford**, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$1,323.47**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at Milford

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: April 27, 2020

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Gateway Homes, LLC Scott Bonenfant 17 Hillcrest Dr Merrimack, NH 0354	23-2-4 thru 23-2-7	19-303-08-T	\$1,323.47

TAX DUE DATE: May 27, 2020 TOTAL YIELDTAX: \$1,323.47

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

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

TOWN / CITY OF: Milford
 COUNTY OF: Hillsborough
 CERTIFICATION DATE: April 27, 2020

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

 (Selectmen/assessor)

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

# 1	# 4	# 5	# 6	#6	#7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Gateway Homes, LLC Scott Bonenfant 17 Hillcrest Dr Merrimack, NH 0354	WHITE PINE	82.455			\$149.50	\$12,327.02	\$1,232.70	
	HEMLOCK	0.000			\$0.00	\$0.00	\$0.00	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	TOTAL TAX
ACCOUNT OR SERIAL #: 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	DUE ON THIS
	HARD MAPLE	0.000			\$0.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 23-2-4 thru 23-2-7	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	
	OAK	0.000			\$0.00	\$0.00	\$0.00	COL. # 9)
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$0.00	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	9.005			\$76.20	\$686.18	\$68.62	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$1,323.47
# 3 OPERATION NUMBER 19-303-08-T	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		255.00		\$ 0.66	\$168.30	\$16.83	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD				5.00	\$ 10.64	\$53.20	\$5.32
						\$13,234.70	\$1,323.47	

TOWN: Milford
 COUNTY: Hillsborough
 OWNER: Gateway Homes, LLC
 OWNER: Scott Bonenfant
 ADDRESS: 17 Hillcrest Dr
 ADDRESS: Merrimack, NH 0354

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

ACCOUNT & SERIAL #: 1
 MAP & LOT #: 23-2-4 thru 23-2-7
 OPERATION #: 19-303-08-T
 DATE OF BILLING: April 27, 2020

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$100.00	\$175.00			\$75.00	0.66	\$ 149.50	82.455			
HEMLOCK	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
RED PINE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
HARD MAPLE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OAK	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
ASH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SOFT MAPLE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
BEECH/PALLET/TIE LOGS	\$30.00	\$100.00			\$70.00	0.66	\$ 76.20	9.005			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.66	\$ 0.66		255.000	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
CORD WOOD/FUELWOOD			\$8.00	\$12.00		\$4.00	0.66		\$ 10.64		5.000

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

4. a) 10) Request for Approval of Library Trustees Recommendation to Appoint John Yule as a Full Member to the Library Trustees - Term ends 2021



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

(P) 603-249-0645 (F) 603-672-6064

www.wadleighlibrary.org

wadleigh@wadleighlibrary.org

April 23, 2020

To The Town of Milford Board of Selectmen,

On April 19, 2020, Serena Neveu, a trustee elected on March 10, 2020, sent an email to me, as the trustee chair, stating she would not be able to fulfill her duties as a trustee. Pursuant to RSA 202-A:10, Library Trustees; Vacancies; Alternates, the Wadleigh Board of Trustees would like to recommend that John Yule be appointed as a full member to our Board, effective immediately. The position will be in effect until the vote next March when a two year term will be on the ballot.

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

Sincerely,

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648

Town Status Report – April 27, 2020

a. COVID-19 Revenues/Expenses – Due to the COVID-19 pandemic, Milford has experienced unanticipated expenses in terms of personnel, equipment, etc. Pandemic related expenses are currently reimbursed at 75% by the Federal government. There is a strong possibility that they soon will be 100% reimbursable. The first table below outlines the expenses. The second table depicts anticipated revenue shortfalls. The state is still determining how Federal financial aid will be distributed to municipal governments to assist with lost revenue. Any questions or concerns about this can be directed to the Town Administrator’s Office.

NHMA COVID-19 Financial Impact - Expenses (as of 4/16/2020)			
Category	Expenses to date	Expenses Anticipated	Explanation
Fire	\$15,240	\$65,457	Wages and Expenses
Emergency/Rescue	\$8,074	\$5,665	Expenses
Health Officers	\$5,080	\$21,819	Wages and Expenses
Police	\$2,839	\$33,460	Wages and Expenses
Welfare	\$2,000	\$150,000	Anticipated demand when eviction protects removed
Technology	\$1,511	\$55,000	Needs for videoconferencing and Emergency Broadcast
Elections	\$0	\$7,800	Two elections remaining this year with unknown special requirements
Misc (Town Clerk)	\$0	\$5,475	Renewal registration envelopes and postage
Borrowing Costs	\$0	\$15,000	Anticipated due to possible loss of revenue from the state
Unemployment related expenses	\$0	\$50,000	
Legal Fees	\$0	\$10,000	
Facilities Maintenance	\$0	\$0	
Communications	\$0	\$0	
Utilities/Telephone	\$0	\$0	
Assessing Expenses	\$0	\$0	
Total Expenses	\$34,744	\$419,676	

NHMA COVID-19 Financial Impact - Predicted Revenue Shortfall for Remainder of 2020 (as of 4/16/2020)			
Category	Fee Delinquency	Expected Shortfall	Explanation
Motor Vehicle Fees	Yes	\$113,000	registrations, new tags, etc.
Utility Fees	TBD	\$100,000	loss of income by users
Other Fees and Taxes	Yes	\$452,000	
	Total Anticipated Shortfall	\$665,000	

b. Transfer Station Recycling – For the protection of town employees and citizens, it was necessary for the town to limit everyone’s possible exposure to COVID-19 by transitioning the Transfer Station to accepting only limited recyclable materials. The Town is exploring its options of returning to our normal recycling program in May 2020. We will do so when it is appropriate and in accordance with the Governor’s Emergency Orders. Any questions or concerns about the project can be directed to the Town Administrator’s Office.

c. Osgood Pond Dredging Project Phase II – Phase II of the Osgood Pond Dredging Project is set to begin during the Month of May. The necessary drawdown of the lake will be the first step in the process. The actual dredging will begin shortly thereafter. The Town will continue to work with the appropriate state partners to ensure the work is done in accordance with all appropriate state regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator’s Office.

6. a) Traffic Safety Concern - 472 Federal Hill Road

April 16, 2020

Board of Selectman,

My name is Jean Saytanides. I live at 472 Federal Hill Road. I am writing to inquire about the possibility of posting speed limit and slow children signs between my house and 446 Federal Hill Road on both sides of the road.

The traffic on this part of the road continuously goes way too fast any time during the day. But, it appears to be most noticeable in the mornings from around 6:30 a.m. until around 10:30 a.m. This includes whoever drives the early school bus. During the afternoon, between approximately 2:30 p.m. until around 5:30 p.m.

The condition of this part of the road is very poor from Foster Road to the Hollis line. Continuous patching only contributes to the deterioration and safety factors in our area in that those who exceed the town speed limit have had issues controlling their vehicles while driving past my home.

We have family at 461 Federal Hill Road with 2 small children living there. They are my main concern for writing to you. Along with that, my family and many others walk on our "scenic" road quite frequently as do many folks on bicycles. Besides the fact that there is really no safe space along the side of the road in our area, vehicles tend to speed by them and with the poor condition of the road, makes it quite hazardous to try and enjoy a family walk.

We have no issue with the police department using any of our property to do what they may need to to monitor the traffic.

I look forward to hearing back from you on this matter.

Regards,
Jean Saytanides

TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted January 27, 2018

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Section I General Provisions

BOARD OF SELECTMEN MEETING – LOCATION

Rule 1. Board of Selectmen Meeting – Location and Posting

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

Rule 2. Board of Selectmen Meeting – Day/Time

Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date. Occasionally, meetings will be held at other times of the day as may be required. All Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th Monday forums are meetings held on months with a 5th Monday, start at 7:00 p.m and are open to anyone who wishes to attend. Notices for all Selectmen meetings must be posted in two locations, one of which may be the town website.

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

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

Rule 4. Responsibilities of Members of the Board

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

Rule 5. Election of Officers

Procedures for electing officers are as follows:

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

Rule 6. Presiding Officer

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

Rule 7. Quorum

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

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

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

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

Rule 8. Board of Selectmen's Meeting Agenda

Any Selectmen, the Town Administrator or the Executive Assistant may place a matter upon the agenda. The Town Administrator shall arrange a list of such matters according to the order of business and prepare an agenda for review by the Chair of the Board of Selectmen. Upon approval, a copy of the agenda and supporting materials shall be prepared for the

Selectmen. These materials shall be available at the Selectmen's Office on the Friday preceding a scheduled meeting of the Board of Selectmen.

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

Rule 9. Order of Business

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

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments**
 - a. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, generally five (5) minutes. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner's, vested interests, etc.
 - c. Any ruling by the Presiding Officer relative to the proceeding two subsections may be overruled by a vote of a majority of members present.
- 4. Decisions**
 - a. **Consent Calendar** - The Town Administrator shall place matters on the Consent Calendar which have been: (a) previously discussed by the Board of Selectmen, or (b) are based on the information previously delivered to the Selectmen that can be reviewed by a Selectman without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) as directed by the Town Board of Selectmen or Committee thereof. The motion on the

Consent Calendar is as follows: "I move for adoption of the Consent Calendar". This motion shall be non-debatable and will have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent calendar implies unanimous consent, any Selectman shall have the right to remove any item from the Consent calendar. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Selectman wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.

- b. **Other Decisions** – The Selectmen may include the final vote of a item discussed at a previous meeting. Some public hearing require to meetings prior to a decision being made.

5. Town Status Report

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

6. Discussions

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

7. Selectmen's Reports/Discussions

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

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

9. Information Items Requiring No Decisions

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

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

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

12. Adjournment

Rule 10. Town Administrator

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

Rule 11. Clerk of the Board of Selectmen

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

Rule 12. Meetings of the Board of Selectmen

- (a) **Organizational Meeting** – An organizational meeting to elect officers shall be held in accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuring year at this meeting, and shall designate the Selectmen ex-officio board and committee members. The Board may adopt the previous Board's policies and

procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule of meetings for the upcoming year at its Organizational Meeting.

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

Rule 13. Appointment to Boards and Commissions

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

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

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

Rule 15. Placement of Selectmen Recommendations on Warrant

The Board shall place a "Recommended" or a "not Recommended" notation on each warrant article submitted directly to the Board or submitted through petition to any Town Meeting as may be required by RSA 32:5 V(a) or RSA 40:13, V-a. The Board may choose to place such notation on any warrant article, regardless of whether such actions is required, unless the Town has voted to prohibit such voluntary notations.

**SECTION II
DUTIES AND PRIVILEGES OF MEMBERS**

Rule 16. Forms of Address

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

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

- (a) Prior to any vote, each Board of Selectmen member should give consideration whether a conflict of interest or a potential violation of the Town Ethics Policy exists (See Appendix A). If the Board of Selectmen member believes a potential violation may exist, no matter how remote, the Board of Selectmen member should disclose such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities, the Board Member should speak up and refrain from voting on said matter.

- (b) Whenever a Board of Selectmen member discloses there is a potential violation of the Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the Board of Selectmen.
- (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate the decision. The party seeking to disqualify the Board of Selectmen member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall participate and/or vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the board of Selectmen.
- (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Board of Selectmen whether the Board of Selectmen member's participation would/would not violate the Town's Ethics Policy.
- (e) After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists, the Presiding Officer shall rule that the Selectman shall not participate and/or vote in the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may override the Presiding Officer's ruling and the Selectman shall be permitted to participate and vote in the matter before the Board of Selectmen.

Rule 18. Rules of Order

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

Rule 19. Motions

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

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

Rule 20. Suspension of Rules

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

Rule 21. Dissents and Protests

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

Rule 22. Procedures for a Public Hearing

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

Rule 23. Voting

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

- (a) The Presiding Officer may require any questions to be submitted in writing before the vote, and shall state each question before the vote.
- (b) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Selectman, a roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically, when the question is called shall vote on the question before the Board of Selectmen. Selectmen may, for good cause, recuse from a vote should they feel that to vote would

constitute a conflict of interest or other similar disqualifying circumstances. Such Selectman shall at the beginning of the debate on any such motion announce the intention to recuse himself/herself and shall take no part in the debate and the vote of the issue.

Rule 24. Committees

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

- (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of Selectmen for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Board of Selectmen meeting. Board of Selectmen study committees may consist of a specific number of individuals and no more than one Selectman, if any Selectman is to be included on the Committee. Special Board of Selectmen committees shall disband at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Board of Selectmen thereafter for a specified time period.
- (b) Special Ad Hoc Advisory or Study Committees shall:
 - 1) Be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
 - 2) Make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Board of Selectmen. The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Board of Selectmen.
 - 3) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a Special Ad Hoc Advisory or Study Committee unless specifically designated to do so by the Board of Selectmen.
 - 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

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

- (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Board of Selectmen action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- (b) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Board of Selectmen action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

- (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

Rule 26. Resolutions and Policies

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

Rule 27. Procedures for Ordinances

- (a) An ordinance shall be discussed, considered and approved at a public hearing, but shall not be voted and approved on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
- (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford Purchasing Policy.
- (c) A Selectman may, in open session, request of the Presiding Officer that the Board of Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion, the Board of Selectmen may assign the proposed ordinance to a specific department head or official, committee or the committee of the whole for the study and consideration. The department head, official or committee shall report its findings to the Board of Selectmen.
- (d) Action on all ordinances and resolutions shall be governed by the following rules:
 - 1) The Selectmen shall have the authority to establish, and amend town ordinances and codes after they hold 2 public hearings at least 10 but not more than 21 days apart on the establishment or amendment of the ordinance or code.
 - 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance or resolution may seek a motion to introduce the ordinance or resolution by title only and to waive a reading of the entire ordinance or resolution. If there is a second, and after discussion, the Presiding Officer shall call for the question and the Board of Selectmen shall vote whether to read the ordinance or resolution by title only. Lacking such a motion or should this motion fail, the ordinance or resolution shall be read in its entirety.
 - 3) If an ordinance or resolution is referred to committee, the committee shall report the item to the Board of Selectmen in due course and the item shall then be in order for further action. The reporting of an ordinance or resolution shall not require a motion or other Board of Selectmen action. The Board of Selectmen may, upon a motion made and seconded, call the ordinance or resolution out of committee. The item shall then be in order for further action before the Board of Selectmen.

- 4) At such time as further action is in order, any Selectmen may move that the ordinance or resolution be scheduled first for 2 public hearings at least 10 but not more than 21 days apart.
- 5) The selectmen's vote shall take place no sooner than 10 days nor later than 21 days after the second public hearing is held. The provisions of this section shall not apply to the establishment and amendment of a zoning ordinance, historic district ordinance, or building code under the provisions of RSA 675.

Rule 28. Public Complaints and Suggestions to Board of Selectmen

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

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

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

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

- (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2) Treat all staff and other elected officials as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A or at the Board level, usually in non-public session.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- (b) The individual members of the Board of Selectmen in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board of Selectmen or the Town.
 - 2) No member, including the chairperson or vice-chairperson, shall conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.

- 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session.
 - 4) Refrain from communicating the position of the town or the Board of Selectmen with other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement.
 - 5) Treat with respect the rights of all members of the Board despite differences of opinion.
- (c) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
- (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
- (e) Punishment for any violation of this code of conduct shall include but not be limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

Rule 30. Amendment Procedure

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

Rule 31. Effective Date

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

APPENDIX A POLICY: ETHICAL CONDUCT

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

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

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

Officials shall not:

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

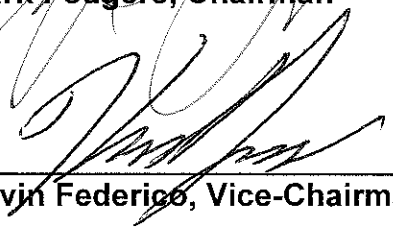
Town of Milford
New Hampshire

Board of Selectmen Rules of Procedure

The above Rules of Procedure were adopted by a majority vote of the Milford New
Hampshire Board of Selectmen on January 22, 2018



Mark Feugere, Chairman



Kevin Federico, Vice-Chairman

Gary Daniels, Selectman



Mike Putnam, Selectman



Laura Dudziak, Selectman

Received and recorded this 22 day of Jan., 2018.



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

RULES OF PROCEDURE

Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
3. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
4. **Privileged Motion:** Urgent or important matter unrelated to pending business

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

<u>RANK</u>	<u>PRIVILEGED MOTIONS</u>	<u>SECOND NEEDED</u>	<u>DEBATE ALLOWED</u>	<u>AMEND</u>	<u>VOTE</u>	<u>RECONSIDER</u>
1.	Adjourn	Yes	No	No	Maj.	No
2.	Recess	Yes	No	Yes	Maj.	No
3.	Fix the time at which to adjourn	Yes	Yes	Yes	Maj.	Yes
4.	Question of privilege	No	No	No	None	No
5.	Call for the orders of the day	Yes	No	No	2/3	No
<u>SUBSIDIARY MOTIONS</u>						
6.	Lay on the table	Yes	No	No	Maj.	Yes
7.	Move the question	Yes	No	No	2/3	No
8.	Limit or extend time for debate	Yes	No	No	2/3	Yes
9.	Postpone to a certain time	Yes	Yes	Yes	Maj.	Yes
10.	Amend	Yes	Yes	Yes	Maj.	Yes
<u>INCIDENTAL MOTIONS</u>						
same	Point of order	No	No	No	None	No
as	Appeal	Yes	Yes	No	Maj.	Yes
current	Divide the question	Yes	Yes	Yes	Maj.	No
motion	Withdraw or modify a motion	No	No	No	Maj.	No
<u>MAIN MOTIONS</u>						
none	Main motion	Yes	Yes	Yes	Varies	Yes
varies	Reconsider	Yes	Varies	No	Maj.	No
none	Take from the table	Yes	Yes	Yes	Maj.	Yes
	Consent Calendar	Yes	No	No	Maj	Yes
	Enter Non-Public Session	Yes	Yes	No	Roll Call	No
	Exit Non-Public Session	Yes	Yes	No	Maj	No
	Seal the minutes	Yes	Yes	Yes	Maj	No

TITLE VI

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 91-A

ACCESS TO PUBLIC RECORDS AND MEETINGS

Section 91-A:3

91-A:3 Nonpublic Sessions. –

I. (a) Bodies or agencies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No body or agency may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

[Subparagraph (c) effective until January 1, 2005; see also subparagraph (c) set out below.]

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

[Subparagraph (c) effective January 1, 2005; see also subparagraph (c) set out above.]

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

[Subparagraph (e) effective until January 1, 2005; see also subparagraph (e) set out below.]

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

[Subparagraph (e) effective January 1, 2005; see also subparagraph (e) set out above.]

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any body, board, or agency for the purposes of this subparagraph.

(f) Consideration of applications by the adult parole board under RSA 651-A.

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

III. Minutes of proceedings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the body or agency itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Source. 1967, 251:1. 1969, 482:2. 1971, 327:3. 1977, 540:4. 1983, 184:1. 1986, 83:4. 1991, 217:3. 1992, 34:1, 2. 1993, 46:1, eff. June 7, 1993; 335:16, eff. June 29, 1993. 2002, 222:2, 3, eff. Jan. 1, 2003. 2004, 42:1, eff. Jan. 1, 2005.

Tips and Reminders for Chairpersons

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Town of Milford - Social Media Guidelines

1. PURPOSE

The Town of Milford endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its employees. These guidelines establish the Town's position on the use and management of social media and provide guidance on the management, administration, and oversight of social media. These guidelines are not meant to address any one particular form of social media but to apply to all forms of social media including emerging technologies.

2. SCOPE

These guidelines shall apply to all employees and department volunteers of the Town of Milford.

3. PHILOSOPHY

Social media provides a valuable means of assisting the Town in providing community education, community information, emergency preparedness, and other related community objectives. It also provides citizens with a valuable tool for communicating with the Town. The Town also recognizes the role that social media tools may play in the personal lives of its employees. However, employees and volunteers must be aware that their use of social media, even in their personal lives, can have an effect on the performance of their duties and could negatively impact the Town. These guidelines provide specific restrictions and prohibitions on the use of social media when acting as a representative of the Town of Milford as well as guidance of a precautionary nature as to the use of social media by Town personnel in both their personal and professional lives.

4. DEFINITIONS

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

- Post:** Content an individual shares on a social media site or the act of publishing content on a site.
- Profile:** Information that a user provides about himself or herself on a social networking site.
- Social Media:** A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, MySpace, Twitter, YouTube, Wikipedia, blogs, and other sites
- Social Networks:** Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- Speech:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- Town Personnel:** Refers to employees and department volunteers of the Town of Milford.

5. PROCEDURES

- A. Prior to creating a social media site, departments should consider the need and value of a department or program dedicated site versus relying on the Town website to disperse department or program information. Department staff should calculate the time and effort it will take to maintain a site such that the information posted will remain current and that visitors will continue to find the site useful over time.
- B. Department Heads must obtain approval from the Town Administrator and the Director of Community Media prior to creating a social media account.
- C. Department Heads must approve the creation of social media accounts within their departments and appoint specific staff members to maintain the sites. Department Heads are responsible for ensuring that their staff follows the procedures set forth in these guidelines and monitoring the sites for appropriate use by their employees.
- D. All approved uses of social media must be reported to the Town's Director of Community Media. The Director of Community Media will maintain a list of all active Town social media sites, *including login and password information*. Passwords must not be changed without first informing the Director of Community Media of the change. The Director of Community Media must be informed if the department intends to stop operating its social media site.
- E. Department staff is responsible for monitoring comments, immediately removing any prohibited content, and saving content as required by the NH Right-To-Know law

(RSA 91-A). In addition, when staff removes content that they deem to be inappropriate, they need to include their name, the date and time the content was removed, and a brief explanation as to why the content was removed.

6. CONTENT

Town Posted Information

- A. The most appropriate uses of Town social media sites are:
 - Time-sensitive and emergency information such as road closures and weather emergencies.
 - As a communications/marketing tool which increases the Town's ability to broadcast its messages to the widest possible audience. Specifically this would include such things as advertising upcoming Recreation Department events, or upcoming meetings of the various Town committees, boards or commissions.
- B. Information posted to the Town's social media sites is subject to the New Hampshire Right-To-Know law (RSA 91-A).
- C. Wherever possible and reasonable, content posted to Town's social media sites will also be available on the Town's main website.
- D. Social media sites shall clearly indicate that they are maintained by the official department and shall have the department logo and contact information prominently displayed.
- E. Each social media site shall include an introductory statement that clearly specifies the purpose and scope of the Town's presence on the site.
- F. Social media sites should contain links directing users back to the Town's website for in-depth information, forms, documents, or online services necessary to conduct business with the Town of Milford.
- G. Social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
- H. Information posted on social media sites must be related to official Town business.

- I. Town employees shall be professional in all social media outlets, especially when responding to criticism or negative posts.
- J. Town Employees are expressly forbidden to misuse any social media access privileges in any way that may include, but are not limited to:
 - a. Using social media accounts for unlawful activities, including violations of copyright law, or for activities that are malicious or have the effect of harassing other users.
 - b. Violating the terms of service policies of any network to which they are utilizing. For example, when maintaining a Town Facebook page, Facebook's published Terms of Service must be adhered to.
 - c. Misrepresenting the Town's programs or policies in their communications.
 - d. Conducting political activities or private business.

Information Posted by Outside Individuals

- A. For all Town social media sites that allow posts and/or comments, those sites are limited public forums that are moderated by Town staff to ensure content posted by outsiders is appropriate.
 1. Posted content (including comments, photos and links) must be related to the topic posted by the Town to be considered appropriate.
 2. Information posted to the Town's social media sites is subject to the New Hampshire Right-To-Know law (RSA 91-A).
 3. Inappropriate and prohibited content is subject to immediate removal from the site. This includes, but is not limited to, content that:
 - Is not topically related to the particular article being commented upon.
 - Promotes or advertises commercial services, entities or products.
 - Supports or opposes political candidates or ballot propositions.
 - Is obscene
 - Discusses or encourages illegal activity.
 - Promotes, fosters, or perpetuates discrimination on the basis of creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
 - Provides information that may tend to compromise the safety or security of the public or public systems.
 - Violates a legal ownership, including, but not limited to, copyright law.
 - Spam

7. PERSONAL USE

The following section provides guidance of a precautionary basis on the use of social media by Town personnel in both their personal and professional lives.

- A. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of their duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
- B. As public employees, department personnel are cautioned that their speech either on or off duty, and in the course of their official duties on matters of public concern may not necessarily be protected speech under the First Amendment.
 - a. This speech may form the basis for discipline if deemed detrimental to the Town or department and the speech is not protected by the First Amendment.
 - b. Employees should assume that their speech and related activity on social media sites will reflect upon their position within the Town.
- C. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the appropriate Board or Commission or their designee.
- D. Employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of Town without expressed authorization.
- E. Employees shall, at all times, exercise diligence to avoid holding themselves out as spokespersons for their department except when duly authorized to do so. For this reason, the use of titles, department logos, Town-owned images, or identification as an employee of the department when using social media sites is prohibited.
- F. Employees and volunteers engaged in patient care are prohibited -- while on or off duty -- from posting federal HIPAA-defined, patient-identifiable information or information that can reasonably be used to identify a patient in any form that relates to the past, present or future physical or mental health of an individual. Additionally, employees and volunteers are prohibited from releasing scene or patient photographs or from discussing patient care, transport and activities on personal social media sites or the department's social media site without the expressed written permission of the department Privacy Officer.

8. DISCIPLINARY ACTION

Any disciplinary action for violations of these guidelines will follow, and be consistent with, the Town of Milford Employee Handbook, the Town of Milford Ethics Policy and/or any applicable collective bargaining agreements.

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2006-04.08

TO: ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, AND COMMITTEES

FROM: GUY SCAIFE, TOWN ADMINISTRATOR

SUBJ: POLICY AND PROCEDURE ON TOWN OFFICIALS AND TOWN EMPLOYEE ETHICS

DATE: ENACTED TUESDAY, DECEMBER 26, 2006 (**AMENDED JUNE 25, 2012, MAY 23, 2011, NOVEMBER 2009, JULY 14, 2008, JUNE 23, 2008, MAY 27, 2008 & AUGUST 27, 2007**)

At a meeting of the Milford Board of Selectmen held on Tuesday, December 26, 2006, the Board of Selectmen voted to adopt the following Policy regarding Town Officials and Town Employee Ethics (this Policy amended by the Board of Selectmen on June 25, 2012, May 23, 2011, November 2009, July 14, 2008, June 23, 2008, May 27, 2008 & August 27, 2007):

2006.04.010 Definitions

In this policy:

- A. "Town official" means any elected Town official or individual appointed by the Board of Selectmen to serve on a Town board, committee, subcommittee or commission.
- B. "Town employee" means any individual employed by the Town of Milford.
- C. "Gift" or "Contribution" means any money, discount, or thing of value received in excess of \$50 from any single source during any calendar year. "Gift" shall not include contributions as defined in RSA 664; a commercially reasonable loan made in the ordinary course of business; meals and beverages consumed in the course of official business; ceremonial gifts or awards which have insignificant monetary value; unsolicited gifts of nominal value or trivial items of informational value; reasonable expenses for food, travel, and lodging for a meeting at which a Town official or Town employee participates in a panel or a speaking engagement; gifts of tickets or free admission extended to a Town official to attend charitable or political events, if the purpose of such gift or admission is a courtesy customarily extended to the office; gifts that are purely private and personal in nature; or gifts from relatives by blood or marriage, or a member of the same household.

2006.04.020 Principles of Public Service

The following section describes a set of values that should be aspired to by all Town officials and Town employees. These items in and of themselves *do not* form the basis for an ethics complaint.

A. Public Service as a Public Trust -

Town officials and Town employees should treat their positions as a public trust, only using the powers and resources of their positions to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.

B. Principle of Independent Objective Judgment -

Town officials and Town employees should employ independent objective judgment in performing their duties, deciding all matters on the merits free from conflicts of interest and both real and apparent improper influences.

C. Principle of Accountability -

Town officials and Town employees should assure that government is conducted openly, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold Town officials and Town employees accountable.

2006.04.030 Grounds for an Ethics Complaint

The following sections describe the items upon which an ethics complaint may be based. Any ethics complaint must specify the section or sections of this paragraph upon which the complaint is based.

A. Impression of Influence

Town officials and Town employees shall conduct their official and personal affairs in such a manner that they cannot be improperly influenced, and so as to avoid any appearance of improper influence, in the performance of their official duties.

B. Conflict of Interest

Town officials and Town employees shall avoid conflicts of interest. "Conflict of interest" means a situation, circumstance, or financial interest, which has the potential to cause a private interest to interfere with the proper exercise of a public duty. Town officials and Town employees shall not participate in any matter in which they, or their spouse or children, have a private interest which may directly or indirectly affect or influence the performance of their duties. In any instance where there is a conflict of interest or there could be the appearance of a conflict of interest, the Town official or Town employee shall disclose the circumstances prior to the time the matter arises for official consideration or decision. Such disclosures by Town officials shall be made to the board, committee, subcommittee or commission on which the official serves, and disclosures by Town employees shall be made to the Town Administrator.

C. Misuse of Position

No Town official or Town employee shall disclose or use confidential or privileged information for personal benefit or for financial gain. Town officials and Town employees shall not use their governmental positions to secure privileges or advantages for themselves, which are not generally available to Town officials or Town employees, or to improperly secure governmental privileges or advantages for others.

D. Acceptance and Giving of Gifts

Any Town official and any Town official's spouse or dependent, and any Town employee and any Town employee's spouse or dependent, who gives, solicits, accepts, or agrees to accept a gift from a person or entity who is subject to any matter or action pending before or contemplated by the Town official, Town employee, or by the governmental body with which that individual is affiliated shall disclose the gift prior to the time the matter or action arises for official consideration or decision. Disclosure by Town officials shall be made to the board, committee, subcommittee or commission on which the official serves, and disclosure by Town employees shall be made to the Town Administrator. Disclosure made by Town officials or Town employees shall be recorded in the official minutes of all meetings at which the matter or action is discussed or considered. Nothing in this section shall be construed to prohibit gifts made to the Town of Milford and accepted in accordance with the law.

2006.04.040 Supplemental Policies

In addition to this Ethics Policy, each Town board, committee, subcommittee and commission, and each Town department, may promulgate a supplemental ethics policy to address issues specific to that organization. In the event of a conflict, the provisions of this Ethics Policy shall supersede any such supplemental policy; provided however, that for those Town of Milford departments or agencies who have established Codes of Conduct or Codes of Ethics with provisions that are more stringent than those contained herein, then those more stringent provisions shall apply.

2006.04.050 Milford Board of Selectmen Procedure for Implementing the Ethics Policy

A. Filing the Complaint

1. Any individual having information that any town official or town employee is or has been engaged in activities, or is or has been subject to a condition that constitutes a violation of the Ethics Policy, may present a complaint to the Ethics Committee. The conduct that is the basis for the complaint must have occurred within one year prior to the date the complaint is filed.
2. The complaint form can be obtained from the Town's Web site or in person from the Board of Selectman's office at Town Hall during normal business hours.

3. A complaint shall be presented in writing and shall be signed under oath before a notary public. The complaint shall allege the specific facts constituting the alleged violation of the Ethics Policy, shall name a specific person or persons who are alleged to have violated the Ethics Policy, and shall specifically state the particular provisions of section 2006.04.030 of this document that are alleged to have been violated.
 4. The complaint shall be submitted to the Board of Selectmen's office at Town Hall during regular business hours in a sealed envelope addressed to the Ethics Committee
- B. Requests for advice relating to compliance with the Ethics Policy can be submitted in writing or by email directed to the Ethics Committee. A request for advice must identify the person requesting the advice.
- C. The Ethics Committee

In the event of an alleged ethics violation, the complaint will be addressed according to one of the following three scenarios:

1. If the individual being accused is a town employee (excluding the Town Administrator), the complaint will be turned over to the Town Administrator to be addressed according to established town procedures.
2. If the individual being accused is a member of the Board of Selectmen, a town official who has been appointed by the Board of Selectmen, or if the person being accused is the Town Administrator, the complaint will be heard by the Ethics Committee.
3. If the individual being accused is a member of the Ethics Committee itself, the complaint shall be heard by the Board of Selectmen, according to the procedures described herein.

In any of the above scenarios, if a member of the Ethics Committee, Board of Selectmen, or the Town Administrator feels that he or she would not be able to impartially conduct the business of the Committee/Board, he or she shall bring it to the attention of the Committee/Board chair person for replacement or recusal.

D. Formation of the Ethics Committee

1. The Ethics Committee shall consist of five (5) voting members and two (2) alternates. Members and Alternates shall be private citizens who are residents of the Town of Milford and who do not hold any town official position in the Town.
2. The first Ethics Committee shall be appointed by the Board of Selectmen with preferential consideration being given to members of the ad hoc Ethics Committee that was appointed by the Board of Selectmen in March of 2008. At the Committee's first meeting the appointed members shall determine by lot:
 - a. which member will serve for a one-year term
 - b. which two members will serve for a two-year term

- c. which two members will serve for a three-year term
 3. The two Alternate members shall be appointed by the Board of Selectmen to serve terms of three (3) years.
 4. The Board of Selectmen will appoint members to the Ethics Committee after these initial terms are completed. All newly appointed and reappointed members shall serve terms of three (3) years.
 5. Should a vacancy on the Committee arise, the remaining members of the Ethics Committee will nominate to the Board of Selectman a town resident to serve out the remainder of the term.
- E. Purpose and Charge
- The purpose of the Ethics Committee is to:
1. Educate Town Officials regarding the provisions of the Town of Milford Ethics Policy.
 2. Provide advice and counsel to Town Officials regarding ethical issues with which they are confronted.
 3. Hear and resolve ethics complaints which are filed against Town Officials.
- F. Confidentiality
1. All regular business of the Ethics Committee, including training, working on policies, and deliberations on requests for advice shall be conducted in public sessions, in accordance with RSA 91-A.
 2. All reviews of complaints, preliminary hearings, hearings, and deliberations on complaints or hearings shall be conducted in non-public session, in accordance with RSA 91-A:3(c).
 3. Any complaint received by the Ethics Committee is a confidential document and is not disclosable under RSA 91-A.
 4. If the person against whom the complaint is made requests that the proceedings be conducted in public session, that request will be honored only if permissible by law.
- G. Preliminary Review
1. Within two weeks of receiving a complaint, the Ethics Committee shall consider the complaint at a meeting and determine if the complaint has sufficient merit to warrant a hearing or further investigation. The Ethics Committee shall dismiss the complaint if any of the following applies:
 - a. The complaint does not meet the requirements of section 2006.04.050 (A) of this document. If the complaint is dismissed on this basis, the committee shall invite the complainant to resubmit the complaint in proper form.

- b. The complaint alleges facts that, if true, would not constitute a violation of the Ethics Policy or alleges facts that constitute constitutionally protected or legally protected conduct.
 - c. The complaint is frivolous, scurrilous, or retaliatory in nature.
 - d. The complaint alleges facts that may constitute a violation of criminal law. In this case, the Ethics Committee may consult with the Town's Chief of Police, in accordance with all confidentiality provisions of RSA 91-A, and, if necessary, shall refer the complaint to the applicable law enforcement authorities and shall take no further action on the complaint until notified of the conclusion of any criminal investigation or criminal proceeding.
 - e. If the complaint is being investigated by law enforcement, the Ethics Committee shall notify the complainant that the matter has been transferred to law enforcement.
 - f. If the complaint is investigated by law enforcement and there is a determination that no criminal activity occurred, the complaint shall be returned to the Ethics Committee and it shall follow its standard process for reviewing a complaint.
2. Regardless of whether the Ethics Committee dismisses the complaint or finds the complaint to have sufficient merit to warrant a hearing or further investigation, the Committee shall promptly notify the complainant and the person against whom the complaint is made. The notification shall be in writing and shall include a copy of the Committee's written finding.
 3. If the complainant fails to move forward to proceed with the complaint, the Ethics Committee may, at its discretion, continue to review the complaint and make a determination if a violation of the Ethics Policy has occurred.

H. The Hearing

1. The hearing shall be held within four weeks of the date the complaint is received by the Ethics Committee.
2. The Ethics Committee shall request that the complainant and the person against whom the complaint is made attend the hearing.
3. The hearing shall provide the opportunity for all parties to be heard and to present evidence. Witnesses shall testify under oath.
4. The Ethics Committee shall determine all cases by a preponderance of the evidence in deciding whether or not there has been a violation of the Ethics Policy.
5. The Ethics Committee shall have all powers at the hearing available under applicable law, including subpoena authority.

6. The Ethics Committee may dismiss the complaint at any stage of the proceedings if the Ethics Committee determines that one or more of the reasons for dismissal, as stated in section 2006.04.050 (F:1) of this document, are applicable.

I. The Findings

1. Within one week of the conclusion of the hearing, the Ethics Committee shall make a determination, in writing, of whether the person against whom the complaint is made has violated the Ethics Policy.
2. The Ethics Committee shall notify the complainant, the person against whom the complaint is made, and the Selectmen, in writing, of the determination of the complaint and the applicable recommendation.
3. Any determination by the Ethics Committee shall become public upon being forwarded to the Board of Selectmen. If it is determined by the Ethics Committee that a violation has occurred, the Ethics Committee shall recommend such sanctions, if any, that it deems appropriate. Such sanctions may include, but are not limited to, any one or more of the following:
 - a. In the case where the person who violated the Ethics Policy is a Selectman or the town administrator, the Ethics Committee may:
 - I. Vote to recommend the removal of the person from office (to the extent authorized by law);
 - II. Vote to recommend that the person resign from his or her office;
 - III. Vote to recommend a public censure of the person;
 - IV. Vote to recommend a private censure of the person;
 - V. Vote to recommend that a letter of counseling be issued to the person regarding the determination.
4. The factual findings and determination of the Ethics Committee shall be final and are not to be overruled or modified by the Board of Selectmen, it being further understood that the Board of Selectmen is not obligated to take action on any recommendations forwarded to it by the Ethics Committee.
5. The Board of Selectmen shall notify the complainant and the person against whom a complaint is made, in writing, of the disposition of the complaint.

J. Other Issues

1. To the extent that these procedures may conflict with the terms of any collective bargaining agreement that is binding on the Town of Milford, the terms of the collective bargaining shall apply.

Severability:

If any provision of this Policy or the application thereof to any person or circumstance is held invalid, the invalidity does not affect the other provisions or applications of this Policy which can be given effect without the invalid provision or application, and to this end the provisions of this Policy are severable.

Effective Date:

This Policy shall become effective upon adoption by the Milford Board of Selectmen and upon its distribution to Town Departments and any other relevant governing bodies/organizations (if applicable).

Gary L. Daniels, Chairman

Tim Finan, Vice Chairman

Katherine Bauer, Member

Mike Putnam, Member

Mark Fougere, Member

6. c) - Status of Large Events Planned for 2020.

- **Memorial Day Parade, May 25th**
- **Independence Day Activities at Keyes Field, July 4th**
- **Rotary Swim Meet, July 18th & 19th**
- **Labor Day Parade, September 7th**
- **Pumpkin Festival, October 9th thru 11th**
- **Veterans Day Parade, November 11th**
- **Other**

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
April 13, 2020

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

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

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

2. APPOINTMENTS: (Approximate times)
5:30 p.m. - Selection of New Board of Selectmen, Chairman and Vice Chairman

Administrator John Shannon asked for nominations for the position of Chairman of the Board of Selectmen. Selectman Dargie nominated Selectmen Daniels for the position of Chairman. Seconded by Selectman Dudziak. A Roll Call vote was taken with Selectman Daniels yes, Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes and Selectman Freel yes. All were in favor. The motion passed 5/0. Administrator Shannon handed the meeting over to Chairman Daniels. Chairman Daniels then asked for nominations for the position of Vice Chairman of the Board of Selectmen. Selectman Dudziak nominated Selectmen Dargie as Vice Chairman. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes and Chairman Daniels yes. All were in favor. The motion passed 5/0. This concluded the selection of Board of Selectmen Chairman and Vice Chairman.

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

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

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

Roll call attendance: Paul Dargie, no one present. Selectman Dudziak, no one present. Selectman Labonte, no one present. Selectman Freel, no one present. Chairman Daniels, present was Bruce Dickerson and Chris Gentry.

5:33 p.m. - Request to appoint John Yule as an Alternate Member of the Library Trustees – Term expires 2021.

John Yule, Milford resident, said he feels he can bring a valuable perspective to the Trustees as well as additional help for any task that need to be done. He has the time to make and uphold a commitment to work with the Trustees and be a reliable person when called upon for assistance. He believes that he can offer his abilities as a critical thinker and to make himself an asset with ability to research, analyze and help work towards solutions on issues that will come before the Trustees should his input as an alternate ever be required.

Selectman Dudziak made a motion to appoint John Yule as an Alternate Member of the Library Trustees. Seconded by Selectman Dargie. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 04/13/2020

5:36 p.m. - Request to appoint Nathalie Watson as a Full Member of The Granite Town Media Advisory Committee - Term expires 2023.

Nathalie Watson, Milford resident, is interested in joining GTM because she enjoys supporting community TV in various aspects. She has an undergraduate degree in TV/Radio/Film from Syracuse University's Newhouse School. She created episodes of For Pets' Sake for BCTV and a piece for GTM. She has been attending meetings for a while, and would appreciate the opportunity to join GTM.

Selectman Labonte made a motion to appoint Nathalie Watson as a Full Member of the Granite Town Media Advisory Committee. Seconded by Selectman Dudziak. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:39 p.m. - Request to appoint Kevin Federico as a Full Member of The Granite Town Media Advisory Committee - Term expires 2023.

Kevin Federico, Milford resident, said that while he member of the Board of Selectmen, he was GTA's Selectman representative. He was very involved with the committee as well as the department itself. In his day job he also works closely with another Community Access Television group on very similar issues and projects. He feels this experience will allow him to be an asset to the GTM Advisory Committee.

Selectman Dudziak made a motion to appoint Kevin Federico as a Full Member of the Granite Town Media Advisory Committee. Seconded by Selectman Labonte. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:42 p.m. - Request to appoint Wade Scott Campbell as a Full Member of The Granite Town Media Advisory Committee – Term expires 2021.

Wade Scott Campbell, Milford resident said that for the past year he has been sitting in for most of the GTM meetings and is looking forward to participating more. He believes he has a lot to add and will be a useful and productive member of the committee.

Selectman Dargie made a motion to appoint Wade Scott Campbell as a Full Member of the Granite Town Media Advisory Committee. Seconded by Selectman Freel. A Roll Call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

5:45 p.m. - Information Only: Notice of Intent to Cut Wood or Timber on Map 38 Lots 10 and 10-1. This notice was signed by four (4) Board members prior to this meeting in order to meet the statutory requirements as set out in RSA 71:10 (1)(b). – Marti Noel

Mart Noel stated that normally intent to cut is done on the consent calendar. This intent was submitted on March 30th when things were confusing with COVID 19 and meeting times, or whether or not we would be able to meet. This notice was brought to Tina Philbrick, the Towns Administrative Assistant and Marti said that according to the RSA, it requires this to be returned in 15 days and they were cutting it close. Tina informed her that she would notify the Board members. The intent was signed.

A concerned citizen came back with several questions about the intent. The first three questions being, where the intent was signed and who signed it. The intent was signed by four Selectmen. Selectman Daniels inadvertently signed in the wrong spot and the questions was, “what was Mr. Daniels relationship to the owners of this property”. Mr. Daniels signed only as a Selectman and has no relationship to the owners of the property. The fourth point was that the intent to cut wasn't noticed, which was correct. The RSA does require that it be noticed. Again, there was a lot of uncertainty around shut-downs, availability of staff and board members, ability to hold meetings, numerous other concerns regarding Covid-19 and enforced isolation, and the ball got dropped. It's on the agenda for this meeting to make sure that it is a public record.

One point that the citizen brought up was that because the intent was not noticed before it was signed, does that make the intent illegal. It does not make it illegal. Marti said she personally spoke with Mr. Rick Evans the Department of

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122 Revenue Timber Tax Appraiser, who has assured her there are no repercussions for this error. Mr. Evans has confirmed
123 that there is nothing “illegal” about this Intent, and he further asserted that an Intent to Cut is informational from the
124 property owner to the town. Mr. Evan’s affirmed that the town’s duties include posting a notice that the Intent has been
125 received, and signing the Intent within 15 days as required by statute. If a property owner has met the conditions for the
126 Intent, the town has no standing to discuss it, postpone it, or refuse to sign it. Marti also assured Mr. Evans that going
127 forward she will be more diligent.
128

129 Selectman Labonte asked if the town uses the town’s web site for notices or is it just noticed in the town hall. Town
130 Administrator Shannon said the web site is used as much as possible. Selectman Labonte said he was referring to the
131 individual department’s web sites and he doesn’t think they really notice things there. Administrator Shannon said he
132 thinks it’s already being done but he will double check.
133

5:55 p.m. - Fireworks – Arene Berry

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135
136 Arene Berry, Recreation Director, said the town voted for fireworks at the town meeting in March and she is having
137 difficulty finding a distributor. She understands that with COVID 19 they may not be able to have an event requiring
138 fireworks. Atlas will no longer be able to provide fireworks for the 4th of July celebration for the foreseeable future.
139 She checked with numerous other companies and they are also not able to provide fireworks. She is asking for the
140 Boards direction on how to proceed. The warrant article for fireworks states “for an Independence Day Celebration”,
141 does the Board want her to search for other options, dates, not utilize the money or still do a 4th of July celebration, just
142 not with fireworks.
143

144 Nathalie Watson, Milford resident asked if there was something she could help with. She would like to know if she can
145 suggest other companies. Arene said she already reached out to all the companies in New England. She suggested that
146 Nathalie e-mail or call her with any suggestions.
147

148 Selectman Freel asked if the 4th of July was the only issue or is she thinking it could be another date, like Labor Day.
149 Arene said they have to be careful about moving it to Labor Day because they have to follow the specific wording in the
150 warrant article. The warrant article calls it an “independence day celebration and the citizens voted yes to this and are
151 looking for just that. Selectman Dargie asked Arene if she had the exact language.
152

153 Arene read the warrant, “Shall the Town vote to raise and appropriate the sum of \$8,500 for the purpose of providing
154 the Independence Day celebration fireworks display at a time and location to be determined by the Board of Selectmen?
155 This is a Special Warrant Article in accordance with RSA 32”. Selectman Dargie asked if the people she spoke couldn’t
156 do it in 2021 as well. Arene said yes. Selectman Dargie said he would be okay with cancelling the fireworks for this
157 year and explore something else for 2021.
158

159 Selectman Freel asked if the people would rather have some kind of celebration. Chairman Daniels said it’s for an Inde-
160 pendence Day celebration. Would it be acceptable if they could come up with a different idea that was not fireworks,
161 would that be acceptable? Arene said it states, providing the Independence Day celebration fireworks display. This
162 warrant article is very specific.
163

164 Selectman Labonte asked if an RFP is done for fireworks. Arene said no, there isn’t a formal RFP written, but each
165 year she collects three quotes. Selectman Labonte asked what happens with the money if they decide not to do it. Arene
166 said it has to be spent only on that warrant article and nothing else.
167

168 Selectman Dargie said his interpretation of the language is that it has to be spent on fireworks only but it does say that a
169 time and location can be determined by the Board. Having something on Labor Day would be legal but it misses the
170 spirit of it. He isn’t in favor of having fireworks on Labor Day. Arene said she isn’t in favor of that either.
171

172 Selectman Dargie moved that they cancel the fire works for 2020. Seconded by Selectman Dudziak. A roll call vote
173 was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and
174 Chairman Daniels yes. All were in favor. The motion passed 5/0.
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6:00 p.m. - Recreational Trails Program Grant – Chris Costantino

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177
178 Andy Hughes, Conservation Commission Chair, said The Milford Conservation Commission was awarded a grant to
179 help pay to re-open the filled underpass at Melendy Road. The abandoned rail bed that crossed under Melendy Road
180 was filled in the early 1900’s. This grant process is managed by the Bureau of Trails within the NH Department of Nat-
181 ural and Cultural Resources using funds from federal gas taxes paid on fuel for off-highway use.

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The Conservation Commission requests the Board of Selectmen to accept the \$78,790.00 to re-establish a passage for the Granite Town Rail Trail under Melendy Road. The re-establishment of this underpass has been part of the Granite Town Rail Trail long-range plan as the best solution for a challenging road crossing at this location for users of the rail trail. Authority was granted by this Board to the Commission in 2019 to seek funding to supplement funds raised from the annual Ghost Train Rail Trail Race for this purpose. The Commission also requests the Board of Selectmen authorize Chris Costantino, Milford Conservation Commission alternate member and Coordinator to manage this project.

Chairman Daniels asked if it was a matching grant. Andy said they have to match it with a 20% match of \$19,697.50 which the Commission has in their Rail Trail Fund.

Selectman Labonte asked if there was any chance that it will cost us any more money other than the \$20,000. Andy said DPW is going to do the work as far as paving the road and removing the fill. We don't anticipate any additional cost. Chris Costantino said Andy was correct. If there is additional cost we have another 40k in the rail trail fund.

Selectman Labonte asked what is the cost to the taxpayers on the DPW side. Chris replied, DPW always some projects to do in town and this becomes part of the projects, this is part of their normal budget. The commission pays for any equipment rental that DPW doesn't have.

Rick Riendeau, Public Works Director said it's more in the material and utilizing the trucks as opposed to them doing the actual work. We can supply the sand and gravel from the pit or reuse whatever is in the underpass. DPW is not actually physically digging and doing the work.

Selectman Labonte asked if this needs to be decided now or could it be put off until the next meeting. He would rather review what is might be needed for COVID 19 expenses and prioritized where we will be spending the money. Andy said if they don't do this project this year, they will lose \$78,790. Chris said the process is moving forward and she isn't sure what will happen if it's delayed. The contract has to be signed by multiple players before it's complete and that process takes time. Four different signature agency's need to sign this contract.

Selectman Labonte is concerned about the cost that will come out of the DPW budget. Many towns and cities are taking a different look over their budget due to the expenses that they may incur with COVID 19.

Chairman Daniels asked if the work that DPW is doing considered part of the \$20,000 match. Chris said yes. Chairman Daniels asked if they knew how much it would cost for the DPW work. Rick said DPW is more of support to this project. There is a small cost to it because we are working during the day. It isn't like we are spending money for our current manpower, equipment or additional manpower.

Selectman Labonte asked if DPW was paving the road after. Rick said DPW will be paving because it's such a small amount, they would actually get a better cost when doing it in line with their projects. It is about 60 to 70 feet.

Selectman Dargie said he is ready to vote on this tonight and this is standalone funding which is different from COVID.

Tina Philbrick, Milford resident, reminded the Board that on May 28, 2019 they voted to authorized the Conservation Commission to re-establish a tunnel for the 151 Granite Town Rail Trail under Melendy Road, and to seek funding to cover the costs to replace the tunnel. It would be a shame for them to postpone this and risk losing the grant.

Selectman Labonte asked if it could fluctuate with the \$20,000 or is that the cap. Chris said it can fluctuate. The estimate to complete the project was around \$116,000. If there is additional cost we have another \$40,000 in the rail trail fund. Selectman Freel asked it the extra could come out of the DPW budget? Chairman Daniels said this is a Conservation project and if it runs over, it will come out of the Conservation Fund. Chris said the rail trail fund has \$63,000 in it.

Selectman Labonte asked Rick if he knew how much it would cost for trucking and if it would be just a base coat, or a base coat and a top coat. Rick said when he and Chris put this together we were trying to max out as much as we could from the state. DPW is doing the "soft" cost which will show more on paper than physically money coming out. He repeated that they would be reusing materials coming out of the hole and stuff at their disposal from the pit. When you get into the paving part, it's cheaper for DPW to get a price per ton for that little section. He doesn't have the numbers in front of him. This was worked on a while ago.

Chris checked the contract and said that base and top coat is included. Selectman Labonte asked if Conservation actually pays DPW for this type of work. Chris said it's a standing offer that they have with DPW and it depends on the pro-

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ject, we have paid for some things. Selectman Labonte asked this would negatively impact DPW’s budget and take away from other paving projects that we have. Chris said the amount that Rick estimated for this was \$4,600. Rick said he sets aside money each year for Conservation projects. Every year they work on the rail trail so he actually has money in the budget that he holds for Conservation and \$4,600 is a small number.

Selectman Dargie made a motion to accept up to \$78,790 from the State of New Hampshire Department of Natural and Cultural Resources Bureau of Trails for the Recreational Trails Program Grant and to further authorize Chris Costantino to manage the project. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

3. PUBLIC COMMENTS –

Nathalie Watson, Milford resident, said in regards to fireworks, since Atlas isn’t willing to do them, there are eight other fireworks companies in New England, four of which are in New Hampshire that we might be able to look into. Chairman Daniels said they would take it under advisement if Arene hasn’t already contacted them. Selectman Labonte asked if there are other companies that can do it, could it be brought back to the Board for discussion. Chairman Daniels said we would have to reconsider our position and take another vote. He repeated that they would take it under advisement if Arene hasn’t already contacted them.

Paul Calabria, Finance Director asked to remove number 4. a) 9 from the consent calendar. There may be something that needs to be removed from the MS-232.

a) CONSENT CALENDAR.

Marti Noel asked that the Board remove item 4. a) 7 from the consent calendar for discussion. Selectman Dargie made a motion to remove items 4. a) 7 and 4. a) 9 from the consent calendar. Selectman Dargie made a motion to approve the Consent Calendar except for 4. a) 7 and 4. a) 9. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

1. Request for Approval to re-appoint **Jason Plourde** as a full member of the Zoning Board of Adjustments – Term expires 2023.
2. Request for Approval to change **Joan Dargie** from a full-member to an alternate member of the Zoning Board of Adjustments – Term expires 2021.
3. Request for Approval to change **Wade Campbell** from an alternate member to a full-member of the Zoning Board of Adjustments – Term expires 2023
4. Request for Approval to re-appoint **Chris Costantino** as an alternate member of the Library Trustees – Term expires 2023.
5. Request for Approval of revised Joint Loss Management Committee (JMLC) Manual
6. Request for Approval to renew Two (2) Taxi Cab Licenses – Milford Taxi LLC
7. Request for Approval of Yield Tax Levy, Map 1 Lot 10 and supplemental Intent Map 1 Lot 10.
8. Request for Approval of Abatement – 26 Melendy Road, #70
9. Approval of Appropriations Actually Voted – MS-232 – Tabled to April 27, 2020.

Marti Noel said in regards to 4. a) 7 Map 1 Lot 10 is a Yield Tax Levy before you for signature. This morning there was a call from the logger explaining that they made an error and they requested that it be corrected. The numbers for bio mass chips was slightly lower. There is approximately \$100 difference in what is correct and what is in your package.

Selectman Dargie moved to approval 4. a) 7 as amended. Seconded by Chairman Daniels. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS.

1. Request for Input & Approval of 2020 – 2021 Board of Selectmen’s Meeting Schedule (draft calendar)

After some discussion, the Board decided to leave the calendar as is stating that it could be changed if needed. Selectman Dargie made a motion to accept the calendar as amended. Seconded by Selectman Labonte. A roll call vote was

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taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

2. Request for Update to the Board of Selectmen’s Representatives Listing 2020 – 2021 Boards, Commissions, etc. (Draft Listing)

After some discussion, the Board of Selectmen’s Representatives Listing was revised as follows:

Conservation Commission - Selectman Dudziak

Economic Development Advisory Committee (Varied) - Selectman Dargie

Granite Town Media (Formerly PEG Access) Advisory Committee - Selectman Labonte

Heritage Commission - Selectman Dargie

Joint Loss Management Committee - Selectman Labonte

Library Trustees - Selectman Dudziak

NHMA (Varied) - Town Administrator John Shannon & Alt. Selectman Dargie

MACC Base - Captain Frye & Alt. Tina Philbrick – There was some discussion on if an alternate was allowed and Chairman Daniels said there wasn’t anything in the IMA that does not allow it. He feels that it was a good idea to have a backup in case Captain Frye can’t make a meeting. Going forward, if we wish to put something in the IMA about alternates, we can do so, not just for Milford, but all towns as well.

Planning Board - Selectman Dudziak & Selectman Freel (Alternate)

Recreation Commission - Selectman Dargie

Recycling/Solid Waste Committee - Selectman Daniels

Tax Increment Finance District (Varied)—Selectman DELETE Chairman Daniels asked that this be removed.

Traffic Safety Committee - Selectman Daniels

Zoning Board of Appeals - Selectman Dargie

Manifest Sign Off - Selectman Labonte & Selectmen Dargie (Alternate)

Payroll Sign Off - Selectman Freel & Selectman Dudziak (Alternate)

5. TOWN STATUS REPORT – John Shannon

a) Bonding Authority Re-Financing Savings

Paul Calabria, Finance Director, said the savings on the re-financing for Bonds are as follows: Fire Station Renovations savings will be \$256,000 in interest in just over 19 years. The Road Bond savings will be about \$83,000 in interest in just over 9 years. The HVAC savings will be about \$5,000 in interest in just over 9 years. The Water and Sewer Projects savings will be about \$49,000 in interest in just over 9 years.

b) COVID 19 Update

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

Selectman Dargie had some questions regarding Executive order #25. The order is to authorize Towns pursuant to RSA 76:16 and RSA 29:12, to grant a blanket abatement of the interest charged on all property taxes not paid after their assessment, for the duration of the State of Emergency declared in Executive order 2020-04 and any subsequent orders.

Selectman Dargie is in favor of doing a blanket form due to many people in town having major financial difficulties due to the COVID 19 pandemic. He doesn’t think it will be a major cost to the town. We will be given up interest on tax moneys that go into our account and we earned interest on it. If the payments are delayed, we will lose the interest on them. The NH Municipal Association recommended towns try to not implement this now until questions they prepared are answered by the Governor. There could be additional clarification on how it’s implemented and we shouldn’t do anything yet. He would like to work towards having something in place. One of the questions is, would it only apply to new taxes due July 1st or would it apply to existing unpaid taxes.

Selectman Labonte said he doesn’t disagree that this is something that we need to look at. Due to unemployment being so high, we have to prepare ourselves for people not being able to come up with their tax bill payment. Other communities are re-looking at their project list for the year to see what they may possibly not do to stay within their spending means. A delay of people paying their taxes would decrease the money in the fund balance which may result in getting a TAN loan.

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Administrator Shannon said he has already spoken to the Department Heads to start looking at their budgets so if we do need to tighten the belt we can make the cuts depending on what happens. Three weeks ago, the Finance Director asked departments to track COVID 19 expenses because those are reimbursable by the state. The State still doesn't know what the \$1,250,000,000 that New Hampshire is getting will be used for. We don't know how much Milford is going to get but we are planning as best we can. We will be prepared to speak to that at a later date.

Chairman Daniels said we will be having a discussion about dispatch communication shortly and we may need to enhance some of what we have to take out some of the issues, and if that is possible, the only place we may have to get the money from that will be the fund balance. We can't let the fund balance deplete too much or it will affect our credit rating.

Administrator Shannon said we are just making plans so we are not behind the game if the Board directs us to go in a different direction. We are not saying anything will be changed from the budget that was already approved we are getting ready just in case.

Chairman Daniels said if we set a date on the taxes that was effective today, what about the person who was late paying their taxes but paid them on Friday? They won't get a break on not paying the interest on a late payment. He agrees that we need to wait for clarification.

Selectman Dargie said he's concerned that there may be some lead time involved in changing the system. We will be generating the property tax bills soon and if we have to change the format of that, there is a cost to it. We need to make sure we do this properly.

Selectman Freel agrees with Selectman Dargie on this. If there are people who have lost their jobs and have gone under hardship, there should be some kind of form they can fill out, or something they can apply for to get a small amount of time to get back on their feet. He asked if Selectman Dargie was thinking town wide or an individual case basis.

Selectman Dargie said it would be a generic abatement. The taxes would be due as of July 1st as normally processed, but we wouldn't charge interest on it. People would be able to delay payment for however long we allow them too at no consequence. He was thinking zero percent interest until around October 1, 2020. The executive order is written so that you are allowed to do this as long as the overall system is in place. It may last a long time so we would want to pick an end date.

Selectman Freel agrees but he would hope that the tax payer that isn't under hardship doesn't try to take advantage of the situation. Selectman Dargie said all the taxes that are escrowed would get paid normally and that is about 1/3 of the taxes. Of the remaining 2/3, a good amount of people will most likely just pay their taxes.

Paul Calabria, Finance Director said so far there isn't a town or city that has taken any action on executive order #25 in regards to the interest. We need to stop using the word "abatement". This is not an abatement; this doesn't involve Assessing or the evaluation of property. This is only for the waiving of interest only. He agrees with Selectman Freel that we need to set something going forward looking at this by a case by case basis. If the Board does make a decision after July 1st to not charge any interest, we have a concern that there will be x number of tax payers who will not pay their tax bills and that will detrimentally affect our cash flow. After speaking with the Tax Collector and the Town Administrator this week he recommends that if the Board takes an action, to make it on a case by case basis and not do it globally. Selectman Freel agrees.

Selectman Labonte said this goes back to his comment on what we need as far as prioritizing and what we need for cash flow. He asked if the deadline to pay goes to October, will it put too many people at risk on the December tax bill. He is not opposed to doing it on a case by case basis. If you are going to defer the interest, it just means you are changing the date of when the tax bill is due if you do a blanket form.

Selectman Dargie said he disagrees on doing it on a case by case basis. There could easily be 1,000 applications and that would be difficult to handle. He doesn't think we could process that many in a short period of time. Selectman Labonte said there isn't a clean way to do it. He isn't opposed to the grace period because there are a lot of people hurting. We have to do it with caution.

Administrator Shannon said in his discussions with other Town Administrators, they are saying that a case by case basis is the best way to go. He doesn't know how many we will get, however it's just the waving of interest, the tax bill is

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420 still due. We want to make sure we are providing a benefit for those who need it and not across the board. It's im-
421 portant to protect the revenues that we currently have.

422
423 Selectman Freel said he pays his taxes every six months. As far as escrow payments, if someone is under hardship and
424 isn't paying their mortgage payment, is the escrow payment still coming from the bank? Currently people are not sup-
425 posed to lose their houses or go under foreclosure if they get behind on their mortgage payments, will their escrow
426 payments be delayed as well.

427
428 Paul said the escrow payments automatically come from the bank. Selectman Freel replied, even if their mortgage pay-
429 ment isn't being paid? Paul said he thinks there is a certain amount of grace period involved, and then the mortgage
430 company will contact the mortgagee. We may see an upswing in home equity loans to help pay property taxes.

431
432 Selectman Dargie said we are expecting some type of clarification from the New Hampshire Municipal Association and
433 hopefully they will talk about these issues and have a recommendation on how this should be implemented. Chairman
434 Daniels said we will monitor that and if we have an answer back, we will have this on the next agenda.

435
436 **6. DISCUSSIONS:**

437 **a) Milford Communications Dispatch Discussion**

438
439 Chairman Daniels said the intent tonight is to find out what to do as a next step on Dispatch, not to try to find a solution.
440 He thought going forward we might be able to enhance any problems that we have not addressed. Mark Cady and
441 Cheryl Giggetts are standing by to answer questions. He originally asked how much it would cost to put repeaters in
442 cars. The answer he received was that the quality of our communication when we get to the portables is dependent up-
443 on the quality of the signal for the mobile radios and the existing system was poor, he asked Cheryl if this was a correct
444 statement.

445
446 Cheryl Giggetts, CTA Consultant said yes. Their recommendation was basically, once you put in a new system with a
447 solid foundation and good radio signal, the digital vehicular repeater then boosts the signal for the portable which allows
448 the portable radio to talk better with the mobile and allow you to go into a building and allow you to have that coverage
449 that you need inside that building. It will allow your portable radio to move further away from your vehicle and still
450 have a very good signal. In order for this to work, you have to have a good solid infrastructure which you currently
451 don't have

452
453 Chairman Daniels said with our existing antenna at 200 feet on town hall at 100 watt, he understands that based on
454 CTA's comment that we are getting a poor signal at the mobiles. If we put up antenna at the Police Station that isn't as
455 high, or equally as high at 1/2 the wattage how does that signal come out better than what we already have.

456
457 Cheryl said the new system will be configured for what you need and will have P25 technology which is better than the
458 technology that you are currently using. Chairman Daniels asked if P25 could be integrated with the equipment that we
459 currently have at MACC Base. Cheryl said there are currently some subscriber units at MACC Base that are P25 capa-
460 ble but that can't be engaged to be P25 because that technology won't work with the technology currently in place.

461
462 Selectman Labonte said the voters cast their vote and did not vote in favor of article 4 or 5. It was presented to the tax
463 payers and everyone else that we are in a situation that could result in imminent danger to our first responders. With all
464 Milford Police dispatch aside what can the town of Milford do today? We can't wait until March. He understands that
465 people don't want to piece things together as a "band aid fix". He doesn't call it a band aid fix. This is the second time
466 this was in front of the voters and they have chosen not to go along with it. A majority of the Police radios can be put
467 towards the P25 system but they are not active now because it's not dispatching off the P25 system. Is there a repeater
468 that we can put in the car that can improve the situation and make it where it's not a life threatening situation?

469
470 Cheryl said the problem with engaging any type of P25 technology is because it will not integrate to MACC Base in the
471 correct consoles. You can put repeaters in the car and there will be areas where it might benefit you but it will only be
472 in an area that you already have a really strong signal. You have multiple repeaters currently in your system and if the
473 newer technology can't integrate in the system that MACC Base is operating on, it isn't going to improve communica-
474 tion. Your infrastructure has to be improved. Until it's improved, you are not going to improve the communications
475 adding a repeater or even switching out some of your radios, it won't improve the system.

476
477 Selectman Labonte said he doesn't think anyone disagrees that we have to improve the infrastructure. With the tax pay-
478 er voting not to support this, what other options do we have? People that he's spoken to won't support a town owned
479 system. What can we do now?

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Cheryl said they've talked a lot about that working with our engineering staff. We are not exactly sure what you can do that won't cost you a great deal of money. You can put in digital vehicular repeaters that will cost you over \$100,000 and you might get some improved coverage, but we won't stand behind. The issue there is that it's going to cost you even more money once you go to P25 and try to reconfigure them to work. As the system currently stands, we don't see that there is much that can be done.

Selectman Labonte said if we were to put \$100,000 in the system now, do you feel it's viable to not spend any money until next year? Is a \$100,000 putting a number on a life. It's cheap and he feels that we can come up with \$100,000. Cheryl repeated that spending that \$100,000 will not significantly improve the current communication system. You have to replace this system if you are really looking to protect the lives of your emergency people who are out there every day using this system.

Captain Frye, Captain, Milford Police Department, clarified a statement that Selectman Labonte made in reference to saying that both warrant articles failed. Article 4 actually did pass; we just didn't reach the 60% of votes needed, we achieved 53%. Maybe if we had only article instead of two on the warrants, it would have been less confusing for the voters. If we had full support of the Board it would have passed.

Selectman Labonte said he doesn't think that changes where we are today, it's in the past. He asked Craig, as a member of the Police Department, if he was okay with waiting until next March. Craig said he is not comfortable with the way it's been for years. As a taxpayer and a member of the Police Department, he doesn't want to waste any money and if the experts are saying that it's not going to work, why are we going to ask the taxpayers to keep spending money foolishly, especially in these times. What we should do is have CTA present the RFP and go forward to finish off the warrant article from last year. We should give them to go ahead to get a system designed built going forward and have the people who bid on the job hold their price until next year. We could also use the MACC Base surplus so we are not taking money from the taxpayers, relatively speaking and put that towards the RFP so we can get a price on what it would cost to have the building done. When we go back in March, those numbers would be all set to go. We shouldn't be wasting money and band aiding this thing together.

Kevin Federico, Milford resident, said the worst thing that this Board can do right now is back off of warrant article 4. It's been supported in the past and was supported last year. The warrant article did pass at 53%, not the 60% needed to have the super majority. This Board is sitting on \$100,000 of evaluations of MACC Base that have been spent over the last five to seven years. It's counter intuitive for this Board to do anything other than move warrant article 4 forward this year in support of it. This town is famous for not passing big money warrant articles the first time through. Eventually once the message is out to all of the taxpayers of the community of the importance of what this Board is putting forward, it will pass. This Board should get behind what Captain Frye is saying in terms of using the rest of the money already allocated and move forward. The experts are telling us that repeaters in cars are not the way to go because it isn't going to get you the fix that you need.

Selectman Labonte said he isn't trying to put a band aid on the system and fix it, he is concerned for the first responders. He feels that if we can repurpose our radios with P25 and put repeaters in the cars, even if it's only going to help a little bit, that's better than just doing nothing. If a month from now something happens to a first responder, who shoulder should it be sitting on because we figured we would wait for a complete system instead of trying to fix part of the problem now.

Administrator Shannon clarified that the repeaters won't fix spots that are already dead spots. Cheryl said correct. Administrator Shannon also clarified that it will make somewhere we already get a signal better and where we don't get a signal still won't have anything so all the holes we are currently experiencing will still not work even if we put \$100,000 into repeaters. Cheryl said correct and for clarification for Selectman Labonte, moving to a new P25 is the most current technology that gives you a much better signal and transmission, however, even if you put P25 equipment into the vehicles, and try to turn P25 on in the current radios that you have, it will not work in the system because the consoles in MACC Base can't communicate with them. If you purchase that equipment and put it in the vehicles, we can't use it.

Selectman Labonte asked if we could use cellular repeaters or another kind that would work. He finds it hard to believe that there is no answer other than we have to do the complete system or none. He asked if the money that we get back from MACC base has to go back to the taxpayers. It's his understanding that the money can't be allocated for a different purpose. Administrator Shannon said he would get that answer to the Board.

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539 Cheryl said their opinion is that putting repeaters into these vehicles will be at a great expense; they will not significant-
540 ly improve, if at all. They would have to go back and look at the detailed engineering and prorogation to see if we
541 could see at what degree it might help you. Not only will you be spending the money now, you will have to spend more
542 money in the future to reconfigure them to be able to work into a P25 system. Your current system is old and not con-
543 figured well and until you replace the core components of that you will not have a system that will protect the people
544 out on the streets.
545

546 Captain Frye referred to an email that Cheryl had sent, and asked if we go ahead with the repeaters, which sounds like it
547 isn't a good idea, is it not true that if we do this then next year if we get a bid to build a system and design it, then who-
548 ever wins that bid may not be the same people that put the repeaters in and they may not be compatible. Cheryl said it's
549 possible. Captain Frye said if that the case then we would have to sell the new equipment if we can.
550

551 Administrator Shannon asked, if we went ahead and put an RFP out to get an actual cost to put the system in, with the
552 money that the town's people already voted in, is it possible to have the RFP numbers good until after the vote in
553 March? Cheryl said yes. They would make several requirements for the RFP, one being how long they would want the
554 price to be good for, and competitive negotiations where you don't actually select a bidder until you go through negotia-
555 tions with whoever vends. It could be two or three different people.
556

557 Selectman Labonte since he's been on the Board, he doesn't recall that we've asked MACC Base for any solutions. Is
558 this something we should be giving to Captain Frye, as a Board of Governor to go back to MACC Base and ask what
559 we can do to fix our deficiencies?
560

561 Chairman Daniels said that's a discussion that can take place with the Board. Before we get into any of these, we need
562 to address the IMA to extend beyond the end of the year deadline that we have now.
563

564 Kevin Federico said you can talk about a band aid fix, \$100,000 on a \$2,400,000 system that needs that renovation be-
565 cause the technology is over 30 years old. The reason why previous Boards of Selectmen have said no repetitively to
566 those fixes is because it is not a fix, it's a band aid. As you renegotiate the IMA, he thinks this Board needs to send a
567 clear message that they are behind warrant article 4 and move forward with it. It received 54% of the taxpayer's vote, if
568 we put it up next year it will get the 60% that is needed.
569

570 Captain Frye, in reference to Selectman Labonte's last comment, said in 2017 MACC Base came up with, let's put two
571 repeaters in your vehicles at \$50,000 each and we had to go on our own channel. Right away, there was no reason to be
572 part of a group dispatch center if we are going to be on our own frequency. That was one reason that all the Chiefs got
573 together and asked, "why would we want Milford to be on their own channel". In March, the presentation of the
574 \$3,500,000 was the regional fix and it was done by CTA.
575

576 Jason Johnson, MACC Base Director, when MACC Base came to the numbers of \$50,000 solution and \$250,000 solu-
577 tion, those were at the direction of our Milford representative to come up with the lowest cost thing you can do to im-
578 prove things. The original one was to go to a repeaterized channel and expand it out one Town at a time. This is the
579 same thing you would do if you leave MACC Base to go on your own. You will still be scanning to listen to your
580 neighbors. The original one was proposed as a single site repeater for the Town of Milford Police and then to expand
581 that out to one Town per year going forward. At the next meeting a suggestions was made to come up with a complete
582 Police Department fix that was set at between \$200,000 and \$250,000 and it was voted down by the Milford representa-
583 tive that had asked for it in the first place. We have presented solutions but they have been small dollar ones. We also
584 gave the Board a \$1,600,000 option going forward that was a full system rehab. We were asked to make it a multi-year
585 to expand the impact. He isn't denying that everything needs to be replaced; we've talked about this for five years now.
586

587 Chairman Daniels said it's obvious that we have a lot of work to do which is why he would like full meetings through-
588 out the summer to make sure this is fully vetted. Cheryl Griggets and Mark Cady will continue to be available for any
589 of our questions going forward. Selectman Labonte said he hopes this is something that the Board, Departments and
590 MACC Base work together on. He doesn't call it "kicking the can down the road". If we wait until next March, that
591 will be kicking the can down the road. We don't have a lot of money to throw around but if putting \$100,000 fixes
592 something and makes it so that one officer is able to get through, then that is our due diligence that we had to do to get
593 them the opportunity to do that.
594

595 Chairman Daniels would not be in favor of buying equipment that will not be able to be integrated into something fur-
596 ther and will have to be cast aside because we can't use it in the future.
597

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598 Selectman Dudziak asked if there was a reason why we can't proceed with the RFP to get an actual cost. Chairman
599 Daniels said no, as long as the RFP will still be good when it comes time for us and the voters to make a decision. Ad-
600 ministrator Shannon said that is what Cheryl said would happen. Cheryl said the only change that she would see would
601 be if you actually hired new people from the time of the RFP going out and when you actually purchase the system next
602 year.

603
604 Selectman Dudziak would like to move forward with getting an actual cost. Chairman Daniels asked how long would it
605 take to do an RFP. Cheryl said there would be something out within three months then there would be a couple of
606 months for responses and evaluation. Chairman Daniels said he would like the Board to be fully involved in this deci-
607 sion so they can understand the entire process and be advocates for whatever comes back as a solution. Selectman Freel
608 asked if they would be getting multiple bids or just the best one. Cheryl said they would expect a minimum of two but
609 there may be more than that if you are just putting out a Milford only solution.

610
611 Selectman Labonte asked how much it would cost to come up with the RFP. Cheryl said \$35,250 is left from the origi-
612 nal \$85,000 for CTA to do their study, and that is what's allocated for writing the RFP document. Selectman Labonte
613 asked what would happen if you wrote the RFP now and something didn't come back right, would we be looking at
614 additional money to change the RFP. Cheryl said she wouldn't expect there be a need to change the RFP. They would
615 go on the design that they already offered as it was the best design. We write a functional specification which allows
616 the vendor community to come back and create a specific design around their technology and their equipment and it
617 would not change between this year and next year.

618
619 Selectman Labonte said you keep bringing back, "the one that is the best for us", is there a way to bring back options for
620 us, like the next level down, if that is more fitting for us. Cheryl repeated that they write a functional specification
621 which we have gathered with all of your requirements and we put that into a technical format for the vendor community.
622 They will come back with what they consider to be the best solution and there are always areas where you can negoti-
623 ate, which is one of the reasons that we have those requirement documents. This allows us to help you determine a cost
624 benefit, make changes if needed and provide a system that is within your budget. We also look at the needs for future
625 expansion.

626
627 Selectman Dudziak made a motion to authorize CTA to go forward with the RFP. Seconded by Selectman Dargie. A
628 roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel,
629 yes and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

630
631 **7. PUBLIC COMMENTS:**

632
633 **8. SELECTMEN'S REPORTS/DISCUSSIONS.**

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

635
636 Recycling is planning on having their first zoom meeting on the 3rd Tuesday of this Month.

637
638 **b. OTHER ITEMS (that are not on the agenda).**

639
640 **9. APPROVAL OF FINAL MINUTES.** Selectman Dargie moved to approve the minutes of March 9, 2020 as pre-
641 sented. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak
642 yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed
643 5/0.

644
645 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

646 **a. Treasurers Report - January 2020**

647 **11. NOTICES.** Notices were read. There was some discussion on town wide brush cleanup this year. Rick Riendeau
648 said it hasn't been decided yet with everything going on. It wouldn't happen until restrictions are lifted due to only per-
649 son being able to be in the truck at a time. It usually takes more than a full week and at this point it will take us even
650 longer. He recommends not doing brush cleanup this year. Chairman Daniels agreed.

651
652 Selectman Dargie moved to cancel town wide brush cleanup this year. Seconded by Selectman Dudziak. A roll call
653 vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and
654 Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

655
656 **12. NON-PUBLIC SESSION. N/A**

657

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658 **13. ADJOURNMENT:** Selectman Dargie moved to adjourn at 7:55. Seconded by Selectman Dudziak. All were in
659 favor. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Select-
660 man Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

661

662

663

Gary Daniels, Chairman

Chris Labonte, Member

664

665

666

Paul Dargie, Vice Chairman

David Freel, Member

667

668

669

Laura Dudziak, Member