

Notice of Intent to Cut - Map 8 Lot 1

POSTED ON: APRIL 25, 2023 - 8:55AM

Map 8 Lot 1

An "Intent to Cut Wood or Timber" was submitted by logger Patrick Kenney for the above referenced property on North River Rd.

It was submitted to the Assessing office by email on April 6, but inadvertently overlooked. This Intent was signed outside of a regular Board meeting in order to meet RSA 79:10 which requires:

"Any intent received by a city, town, or unincorporated place shall, within 15 days, be assigned a number in accordance with guidelines provided by the commissioner of revenue administration and be signed by the assessing officials if all conditions for approval have been met.

When a notice is to be signed by the assessing officials outside a public meeting, public notice shall be posted by the municipality at least 24 hours, excluding Sundays and holidays, before it is signed."

The Board was asked to come in individually to sign this intent.

5:30 Standard Veterans Credit and Tax Credit for Total Service-Connected Disability

Memorandum

To: Board of Selectman
From: Marti Noel, Assessor
Date: 5/8/2023
Re: Veterans Tax Credit – **For Approval:**

Standard Veteran's Credit: 1
Tax Credit for Total Service-Connected Disability: 1

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

5:30 Elderly Exemption or Tax Credit

Memorandum

To: Select Board
CC: Lincoln Daley
From: Marti Noel, Assessor
Date: May 8, 2023
Re: Elderly Exemption - For Approval
72:33 Application for Exemption or Tax Credit.
For Approval - 3 Applications, Including 1 New Applicants

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

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

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

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

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

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

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

The documentation needed to verify eligibility is as follows:

IRS Federal Form 1040

NH Interest & Dividends Tax Return

Annual 1099 Social Security Statement(s)

All Other 1099 Statements

Property Tax Inventories from other Towns/States/Communities

72:40-b Publishing Prohibited.

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

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

File #	Exemption Amount	Assessed Value	Date of Application	Code	Code By Age
NEW APPLICANTS					
2347	83000	192000	4/19/2023	Eld1	Eld1
2908	55800	55800	4/17/2023	Eld4	Eld1
1134	68100	68100	3/3/2023	Eld4	Eld1
RE-FILING					
2783	124000	202400	4/17/2023	Els2	Eld2
184366	102700	102700	4/17/2023	Eld4	Eld2
1260	59200	59200	4/11/2023	Eld4	Eld3

ELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/08/2023
CHRIS LABONTE		5/08/2023
PAUL DARGIE		5/08/2023
DAVID FREEL		5/08/2023
TIM FINAN		5/08/2023

Memorandum

To: Board of Selectman
From: Marti Noel, Assessor
Date: May 8 2023
Re: Exempt Properties For Approval -17
Payment in Lieu of Taxes – 4
Institutional Exemption Considered Separately – 1

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

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

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

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

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

against the lessees of property owned by the university system of New Hampshire pursuant to this subparagraph.

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

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

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

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

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

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

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

I have reviewed the following Exempt/Charitable applications and I recommend you **approve** the following applicants for the 2023 tax year.

CHAR REL EXEMPT

Internal ID	MBLU	Block	Lot	Owners Name	Location	LND_USE_CODE	EXEMPTION
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Institutional Exemptions

3986	25	113		AMERICAN LEGION	15 COTTAGE ST	9200	CHARITABLE
4053	25	114		AMERICAN LEGION	15 COTTAGE ST	9100	CHARITABLE
3998	26	186		CHURCH OF OUR SAVIOUR	10 AMHERST ST	9060	RELIGIOUS
3366	47	12		COLONIAL HILLS BAPTIST CHURCH	54 MELENDY RD	9060	RELIGIOUS
3967	22	92		FIRST BAPTIST CHURCH	42 SUMMER ST	906R	RELIGIOUS
3969	24	13		FIRST BAPTIST CHURCH	65 WEST ST	9060	RELIGIOUS
3978	25	38		FIRST CHURCH OF CHRIST SCI	103 SOUTH ST	9060	RELIGIOUS
3981	25	51		FIRST CONGREGATIONAL CHURCH	10 UNION ST	9060	RELIGIOUS
4006	30	115		GRANITE GRANGE #7	23 WEBSTER ST	9200	CHARITABLE
3965	18	5		LIGHT OF THE WORLD CHRSTN CHRCH	273 ELM ST	9060	RELIGIOUS
4047	25	57		LIVERMORE COMMUNITY ASSOC	5 UNION ST	9050	CHARITABLE
1606	25	31		MILFORD MASONIC TEMPLE ASSOC	30 MONT VERNON ST	9060	CHARITABLE
1648	4	33		MILFORD UNITED METHODIST CHURCH	327 NORTH RIVER RD	9060	RELIGIOUS
2264	39	27		MILFORD UNITED METHODIST CHURCH	33 ALDER ST	906R	RELIGIOUS (PARSONAGE)
3988	26	11		ROMAN CATHOLIC BISHOP	34 AMHERST ST	9060	RELIGIOUS
3982	25	59		UNITARIAN UNIVERSALIST CONG	20 ELM ST	9060	RELIGIOUS
4000	21	3		VFW HARLEY SANFORD POST #4368	1 VFW WAY	9200	CHARITABLE

Payment In Lieu of Taxes (PILOT)

381	48	2		DARTMOUTH-HITCHCOCK CLINIC	14 ARMORY RD	9200	CHARITABLE
496	26	182		HINEC MILFORD LLC	21 BRIDGE ST	9100	CHARITABLE
2316	26	91		HINEC MILFORD LLC	40 BRIDGE ST	9200	CHARITABLE
4110	13	10	2	SOUTHERN N H REG ME CENT	10 JONES RD	9200	CHARITABLE

Institutional Exemption Considered Separately

1858	43	13		LITTLE ARROWS CHILD CARE SERVS INC	365 SOUTH ST	9040	CHARITABLE
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Memorandum

To: Board of Selectman
From: Marti Noel Assessor
Date: 4/24/2023
Re: Residences in Industrial or Commercial Zone – For Approval (35)

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

75:11 Appraisal of Residences. –

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

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

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

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

I have reviewed the applications and I recommend that the Board of Selectman **approve** the attached list of applicants for Residences in an Industrial or Commercial Zone for the tax year 2023. The attached list identifies all applicants approved as a matter of public record and to expedite your decision making process.

RES IN CI 2023 (35)

2022 PA-42	REM_PR CL_ID	MAP	BLOCK	SUB LOT	REM_OWN_NAME	REM_PRCL_LOCN	REM_US E_CODE	LND_NOTE
X	1511	14	5		KHUTH, SOKKHORN	60 OLD WILTON RD	1010	75:11-RES IN C/I
X	2258	15	2		LESTON, SASHA	8 WESTCHESTER DR	1010	75:11-RES IN C/I
x	1326	20	56		LANGDELL, JANET	122 ELM ST	1010	75:11-RES IN C/I
X	2508	21	1		FRANCOEUR, AMBER C & STEVEN J	44 PERKINS ST	1010	75:11-RES IN C/I
X	292	21	5		JUNKIN, HAYS M	35 MONT VERNON ST	1010	75:11-RES IN C/I
X	968	25	78		GRIFFITHS, DAVID	33 UNION ST	1010	75:11-RES IN C/I
X	2439	25	85		GRAY, KATHLEEN LOUISE TRSTEE	36 COTTAGE ST	1010	75:11-RES IN C/I
X	516	25	88		RUSSELL, SETH	38 COTTAGE ST	1010	75:11-RES IN C/I
X	950	25	123		WRIGHT, ANN	58 ELM ST	1010	75:11-RES IN C/I
X	357	25	129		BROWN, LAURA & JOANN	4 WEST ST	1010	75:11-RES IN C/I
X	1966	26	94		RIDDLE, GINGERLEE & BETH TRUSTEES	140 BRIDGE ST	1010	75:11-RES IN C/I
X	116	26	114		BASCOM, MELISSA K % STEPHEN E JR	18 HIGH ST	1010	75:11-RES IN C/I
X	642	26	118		STEEVES, STEPHEN	130 FRANKLIN ST	1010	75:11-RES IN C/I
X	2602	26	121		STAITI, THOMAS P & SANDRA J TRSTEES	15 CLINTON ST	1010	75:11-RES IN C/I
X	2231	26	123		HEIBERG, JAMES	7 CLINTON ST	1010	75:11-RES IN C/I
X	1151	26	134		BISSONNETTE, LISA	71 HIGH ST	1010	75:11-RES IN C/I
X	2132	26	138		SEWARD, HUBBARD ARMAND TRSTEE	130 HIGH ST	1010	75:11-RES IN C/I
X	221	29	84		LAFRENIERE, GARY & MICHELLE	5 CHERRY ST	1010	75:11-RES IN C/I
X	2116	29	87		WORKS, RUSSELL J & ELLEN M	19 LINCOLN ST	1010	75:11-RES IN C/I
X	655	29	99		DOUCET, THOMAS & PROCTOR, SUSAN	205 SOUTH ST	1010	75:11-RES IN C/I
X	1639	29	105		RICHARD, PETER J	181 SOUTH ST	1010	75:11-RES IN C/I
X	1178	30	3		HUDON,ROLAND E & DEBORAH M TRSTEES	336 NASHUA ST	1010	75:11-RES IN C/I
X	1026	30	4		PETTINGELL,JUSTIN R & LINDA-JO	340 NASHUA ST	1010	75:11-RES IN C/I
X	1208	30	127		CLARK, DANIEL P & CATHERINE M	234 SOUTH ST	1010	75:11-RES IN C/I
	1050	30	128		HEALD, KATHRYN	246 SOUTH ST	1010	75:11-RES IN C/I
X	1449	30	133		SMITH, RILEY S	17 MARSHALL ST	1010	75:11-RES IN C/I

Memorandum

To: Board of Selectman
CC: Lincoln Daley
From: Marti Noel, Assessor
Date: May 8, 2023
RE: Solar Exemption- Application for Solar Exemption for Approval - 28

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. Included below are the RSA's that address Solar Exemption. The filing deadline is April 15.

The following list of property owners have applied for the Solar Exemption. I have reviewed their applications along with the supporting documentation and recommend that the selectmen **approve** the following applicants for the 2022 tax year based on the RSA listed below.

Map/ Lot	Address	Property Owner	Amount	Date Received
New Applications				
3/5/16	19 PERIGRINE WAY	PIERSON, BRADLEY & CHARLENE	\$10,000	4/6/2023
51/26/166	171 TIMBER RIDGE DR	BAXTER, MARK & FLORA	\$10,000	3/22/2023
8/79-15	12 LEE ANN DR	SULLIVAN H & O'REILLY J	\$10,000	3/21/2023
45/3-23	49 BOYTON HILL RD	BOGAARD, LAURA & SEAN	\$10,000	4/18/2023
20/34	8 CROSBY ST	CHAMBERLAIN, HANNAH & KYLE	\$10,000	4/18/2023
37/11	86 WESTCHESTER DR	IRELAND, THOMAS & COX, ELLEN	\$10,000	3/21/2023
30/111-2	39 WEBSTER ST	DUFFIS, ENNIS	\$10,000	4/12/2023
39/4	85 CROSBY ST	O'BRIEN, DANIEL & KATHLEEN	\$10,000	4/14/2023
42/37-33	44 CURTIS COMMONS	SILAGYI, RONALD	\$10,000	4/13/2023
24/26-1	90 WEST ST	PARO, KRISTINE	\$10,000	4/13/2023
20/2-3	15 WRIGHT RD	QUINN, STEPHEN & MELISSA	\$10,000	4/13/2023
40/1	107 MCGETTIGAN	SIREEN, CHRISTOPHER & DENNIS	\$10,000	4/12/2023
17/62	25 FALCONER AVE	WEBER, NICHOLAS & VANESSA	\$10,000	4/7/2023
42/37-18	41 CURTIS COMMONS	HECKING, PATRICK & REBECCA	\$10,000	3/23/2023
47/64-2	99 NOON'S QUARRY RD	ANDERSON, KEVIN	\$10,000	3/6/2023
46/37-5	47 NOON'S QUARRY RD	ROBERTS, CHRISTOPHER & BRIDGET	\$10,000	3/6/2023
7/10	431 ELM ST	RYEFIELD PROPERTIES LLC	\$10,000	3/29/2023
50/7-3	301 MILD SLIP RD	WRIGHT, MATTHEW & JACLYN	\$10,000	3/28/2023
29/132	53 OAK ST	CLARK, HAROLD & CYNTHIA	\$10,000	3/23/2023
10/9	9 WOODWARD DR	CUNNINGHAM & FOURNIER	\$10,000	3/21/2023
42/37-5	215 UNION ST	HODGKINS, DEVON & LUJING	\$10,000	3/13/2023
20/31	71 KNIGHT ST	JOHNSON, PETER	\$10,000	3/10/2023

5/4/3	20 HOMESTEAD CIR	ST. PETER, RICHARD & MARY	\$10,000	3/9/2023
51/26-177	158 TIMBER RIDGE DR	BRAGA, MARCOS & MARTA	\$10,000	3/9/2023
51/26-170	181 TIMBER RIDGE DR	CEVASCO, PATRICK & KAREN	\$10,000	3/8/2023
52/98	152 COMSTOCK DR	BIANCHI, KEVIN	\$10,000	3/6/2023
45/9	462 MASON RD	STOLZ, EARL & TATA	\$10,000	1/30/2023
39/35	6 ALDER ST	PEARSON, ERNEST & MYRNA	\$10,000	3/7/2023

SELECTMEN	SELECTBOARD SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/8/2023
CHRIS LABONTE		5/8/2023
PAUL DARGIE		5/8/2023
DAVID FREEL		5/8/2023
TIM FINAN		5/8/2023

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

DATE: May 8, 2023

TO: Milford Selectboard Members

FROM: Marti Noel, Assessor

RE: **2021 Property Tax Appeal Settlement and
2022 Property Tax Abatement
Map 44 Lot 10**

The Owners of the above referenced property had filed appeal for their 2021 assessment, which was denied for lack of supporting documentation. An Appeal in Hillsborough Superior Court was subsequently filed, and an appraisal was completed by and independent appraiser. This appraisal did come in significantly lower than the 2021 assessment. The Town, for its part, also had an appraisal completed which though slightly lower than the assessment, supported the Town's position. However, once the equalization factor was applied, the market value indicated an assessed value between the 2021 assessment and the property owner's appraisal.

While settlement discussion was underway, the appellant, as was their right, filed for abatement for 2022. Because of this action, both appraisals had also addressed a 2022 market value. Once the equalization ratio was applied to the 2022 assessed value, it was clear that even if the Town's appraisal prevailed in Court, the equalization ratio, once applied to the Town's assessment, indicated an assessment even below the property owner's appraised value.

It seemed prudent at this point to settle the Appeal outside a lengthy and costly trial with an unpredictable outcome. The Board met on two separate occasions to discuss negotiations for this Court Appeal case, and had agreed to this compromise. The attached spreadsheet spells out the details of that final agreement.

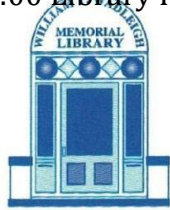
In order to expedite the withdrawal of the appeal, and because the Board members had all agreed to the settlement, Attorney Ratigan requested Mr. Daniels, Chairman of the Board, sign the agreement so that the legal process of withdrawal from the Court docket could be expedited.

Abatement forms are submitted for signature so that the Tax collector can process the abatements in a timely manner.

Thank You

TY 2022 Abatement Recommendations 5/8/2023									
App #	Map/ Lot	Address	Property Owner Request	Recommend	Reason	Letter Sent	2021 Assessed Value	Adjusted Assesed Value	Abatement Amount @ \$20.79 rate
2205	44/10	599 Nashua St	Recent Appraisal indicates significant lower market value : : \$7,680,000	Approve -	This abatement is settled as part of an Appeal Settlement for a Superior Court Appeal of 2021 Assessment		9,737,200	8,037,200	35,343.00
									-
					Total Amount of Abatement Recommended for Approval this Session				35,343.00
					Total from prior granted 2022 Abatements				3,609.86
					Appeals Resolved in 2023				
					2021 OSJ		9,768,900	8,068,900	34,255.00
					Total				73,207.86

6:00 Library Roof



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

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

www.wadleighlibrary.org

wadleigh@wadleighlibrary.org

WML Roof estimates

May 3, 2023

To the Board of Selectmen,

Please see the following estimates for replacing the shingled and EPDM rubber roofs:

- The Melanson Company - \$362,357
- Skyline Roofing - \$162,000
- Adam Vaillancourt Roofing & Construction - \$141,399
- Patriot Roofing - \$109,000
- Eaton Exteriors Roofing & Construction - \$62,800

Kathryn Parenti, Chair
Wadleigh Library Board of Trustees
603.494.7648



May 4, 2023

Wadleigh Memorial Library
49 Nashua Street
Milford, NH 03055

Attention: Ms. Kathryn Parenti
WML Trustee Chair
NHLTA Secretary

Reference: **Wadleigh Memorial Library Roof Replacement**
EPDM Roofing
(Approximately 3,600 Sq. Ft.)
&
Asphalt Shingle
(Approximately 6,600 Sq. Ft.)

Dear Ms. Parenti,

In accordance with your request, we have inspected the above-referenced roof areas. We hereby offer to be completed, as outlined in the below general re-roofing specifications:

EPDM Options

1. Upon mobilization, we would coordinate our operations with the owner's representative, to minimize any disruptions to the facility and personnel. Also, we would set up our safety barriers, and begin hoisting our materials onto the roof to commence our work.
2. The existing EPDM roofing system and all its components would be removed and properly disposed of. If a secondary roof system is discovered above the wood deck, it would remain in place.
3. The exposed substrate would be covered with two alternating layers of 2.6" polyisocyanurate insulation. The insulation layers would be fastened to the concrete deck with screws and metal plates set in a pre-determined pattern as specified by the roofing manufacture. The total "LTTR" of the insulation assembly would equal approximately 30, which meets local and state building code requirements.
4. The insulation assembly would be covered with .060" EPDM membrane as manufactured by Firestone. The membrane would be fully adhered to the insulation assembly with bonding adhesive. All laps would be bonded together



OUR AFFILIATES

- with pressure-sensitive seam tape to create one monolithic sheet. The field membrane color would be black.
5. All vertical abutting/parapet wall bases would be re-flashed as required with an adhered EPDM membrane and a continuous metal counter flashing.
 6. The roof's perimeter edge would be trimmed with a continuous custom shop-fabricated .040" aluminum dark bronze drip edge.
 7. All roof penetrations would be properly flashed to the new EPDM membrane roofing system as required. This would be inclusive of all curbed units, vent pipes, RTU bases etc.
 8. Upon completion of the new EPDM membrane roofing system, we would provide the manufacturer's standard Twenty (20) year labor and material warranty.

The cost to perform the above proposed work would be One Hundred Thirty Thousand, One Hundred Sixty Dollars (\$130,160.00).

Asphalt Shingles

1. All work would be done in compliance with OSHA safety guidelines.
2. The existing layer of asphalt shingles and underlying felt would be removed from the gable roof sections. All debris would be properly disposed of.
3. The roof boarding would be inspected and re-nailed as needed. Replacement of any deteriorated boarding or trim would be an additional cost. We may discover some plywood and/or boarding in need of replacement but we wouldn't know how much, if any, till the demolition phase commencement.
4. Six (6) feet above the eave edge would be covered with high temperature modified bitumen ice and water barrier membrane.
5. The remainder of the roof deck would be covered with a synthetic roof underlayment.
6. New custom shop fabricated .032" aluminum drip edging would be installed at the eaves and rake edges.
7. The valley lines would be covered with new custom shop-fabricated, pre-finished, .040" aluminum.
8. New Tamko architectural fiberglass shingles would be installed. These shingles would carry the manufacturer's 30-year limited warranty and UL Class A fire rating.

9. All the sanitary vent pipes would be replaced with new custom shop fabricated 20 oz. copper boots.
10. All debris would be carefully cleaned up and the ground around the perimeter of the building will be dragged with a large magnet to pick up stray nails.
11. We would have a portable sanitary facility on site for our workers.

The cost to perform this work, based upon the above outlined specifications would be Two Hundred Thirty-Two Thousand, One Hundred Ninety-Seven Dollars (\$2322,197.00).

EXCLUSIONS AND CONDITIONS:

- A. Our proposal is based on the premise that we would be given free access to a work area large enough to encompass our trucks, dumpsters, miscellaneous equipment, and materials. All other vehicular and pedestrian traffic would be restricted from this area during the re-roofing process.
- B. The Melanson Company, a Tecta America Company, LLC shall furnish the labor and material to perform the work described herein or in the referenced contract documents. The Melanson Company, a Tecta America Company, LLC does not provide engineering, consulting, or architectural services. It is the Customer's responsibility to retain a licensed architect or engineer to determine proper design and code compliance. If plans, specifications or other design documents have been furnished to The Melanson Company, a Tecta America Company, LLC, the Customer warrants that they are sufficient and conform to all applicable laws and building codes. The Melanson Company, a Tecta America Company, LLC is not responsible for loss, damage, or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by The Melanson Company, a Tecta America Company, LLC from the contract documents. Customer warrants all structures to be in sound condition capable of withstanding normal roofing construction equipment and operations. The Melanson Company, a Tecta America Company, LLC is not responsible for location of roof drains, adequacy of drainage, ponding on the roof or structural conditions.
- C. Customer warrants that the structures on which The Melanson Company, a Tecta America Company, LLC is to work are in sound condition and capable of withstanding normal activities of roofing construction, equipment, and operations. The Melanson Company, a Tecta America Company, LLC prosecution of the roofwork indicates only that the surface of the deck and walls appears satisfactory to Tecta to attach roofing materials. The Melanson Company, a Tecta America

Company, LLC is not responsible for the construction, undulations or structural sufficiency of the roof deck or other trades' work or design.

- D. It must also be determined by the owner that there is no asbestos containing materials that would be disturbed because of this installation. Asbestos could be present in the roof system, fireproofing of the roof deck, pipe coverings, ceiling tiles or existing roof top unit components being removed, etc. **Any necessary abatement not included in our scope of work could result in an additional cost to the base bid above.**
- E. Verbal authorization of changes will be considered part of this contract. Both parties to this contract must approve all such changes and/or additions in writing when possible or verbally when necessary. Work cancelled by the owner after materials have been purchased will be subject to shipping and restocking fees on the returned materials.
- F. If there are any intake fans or other rooftop devices that may allow fumes from adhesives, bituminous products, membranes, or welding processes, etc. to enter the building, there should be further discussion to help determine if control measures of any kind should be implemented.
- G. We have found that buildings occasionally have mechanical lines (usually electrical) nested into the ribs of a steel deck or tightly against the underside of other decks. This condition can pose a risk for accidental penetration by roof system fasteners. The cost involved in avoiding any line punctures can be excessive. While we would make reasonable attempts to avoid hitting any lines, the cost resulting from accidental penetration would be the responsibility of others.
- H. If it does not appear that an existing roof drain is suitable for re-flashing to a new roof membrane, there are usually two options. The best option involves installing a new drain that would require the services of a plumber for connecting to the drain line. This work could be warranted for two (2) years. However, the cost may be higher, especially if access issues exist. The other option involves the use of expansion style drain inserts. These may be less expensive but cannot be warranted and will reduce the diameter of the existing drain.
- I. The above proposal is based on information gathered during our visual observation and/or contributed by the building owner. If there are any additional factors such as condensation, ventilation problems or other situations that may affect the functionality of this roof, we should be informed so that we are better able to assist you with the selection of a roofing specification that is most suitable for your building.
- J. We recommend that, before any work is begun, the intended specifications be submitted to your insurance company for review. Some companies have

- requirements that may differ from a manufacturer's standard specifications, or they may want their insured to comply with a specific building code. Such inconsistencies could affect your coverage. If your insurance carrier has additional requirements, please have them submitted to us as soon as possible.
- K. The Melanson Company, Inc. shall not be held responsible for any damages relating to bodily injury, property damage, and personal injury caused directly or indirectly, in whole or in part, by mold, including fungus or mildew, regardless of the cost, event, material, product and/or component, that contributed concurrently or in any sequence to that injury or damage. The Melanson Company shall not be held responsible for any existing mold or mold due to water intrusion or arising because of any other reason whatsoever.
 - L. The cutting of holes through roof decks can result in debris falling to the interior. If the building occupant is not going to provide protection or monitoring for its fellow occupants, finishes or contents, please inform us. We may determine that some additional protection is necessary.
 - M. We would take reasonable precautions to keep construction traffic damage to the lawn/pavement to a minimum. Any such repairs that did become necessary would involve additional charges or be the responsibility of others.
 - N. If The Melanson Company, a Tecta America Company, LLC is delayed in the commencement or prosecution of the work for reasons beyond the Tecta's control, The Melanson Company, a Tecta America Company, LLC shall be granted reasonable additional time and a potential equitable adjustment. Causes beyond The Melanson Company, a Tecta America Company, LLC 's control includes effects resulting from the Coronavirus pandemic, quarantines, disruption in supply chains, unusual delay in materials or equipment, adverse weather conditions, unavoidable casualties, flood, fire and changes in the work.
 - O. The roofing industry is currently experiencing price volatility in insulation, membrane related products and metal. Because firm prices cannot be obtained from suppliers, prices are subject to change.
 - P. Snow and/or ice removal would be the responsibility of others or be performed on a time and material basis at \$70.00 per man per hour.

If you have any questions on any of the above, please do not hesitate to contact us.

We carry Worker's Compensation, Property Damage and General Liability Insurance.

If you would like to proceed with the work as outlined above, please sign this letter indicated below and return one copy to our office.

Thank you for giving us the opportunity to quote this project.

Very truly yours,

The Melanson Company, a Tecta America Company, LLC

JP Cavolo

Estimator/Project Manager

Accepted by: _____

EPDM Roofing Option: _____

Asphalt Roofing Option: _____

Date: _____



WE MAXIMIZE THE VALUE OF YOUR ROOF

April 24, 2023

Project: Wadleigh library

Attn: Kathryn

New Fully adhered .060 Elevate.

- Remove and dispose of the one layer of ½" fiberboard leaving existing insulation.
- Supply dumpsters for all roofing debris.
- Supply crane to send up safety and material on roof.
- Mechanically fasten to manufacturers specs.
- Supply and install fully adhered .060 Epdm.
- Supply and install new shop .040 fabricated drip edge and top of wall, color to match existing.
- Supply manufactures 20-year warranty.
- Supply and install .019 aluminum edge flashing on complete perimeter on shingle roof.
- Supply and install CertainTeed winter guard ht on entire roof and valleys.
- Supply and install CertainTeed Landmark Pro Architectural Asphalt shingles.
- Supply and install CertainTeed Shingle-vent II Ridge vent and matching ridge cap.

Price: \$162,000.00

Do to the volatility in the market prices on material are constantly changing and the material will have to be requoted at time of shipment. This job is quoted at today's prices.

Trusting this meets your approval

Ronald Doll
Project manager
Skyline Roofing

Adam Vaillancourt Roofing & Construction

Shingle area.

Remove shingles, edge metals and sub material down to wood.

Inspect the wood and replace if necessary. Any unforeseen damage will incur material and labor costs.

Install new edge metals (drip edge)

Owens corning ice and water 6' on eaves and valleys, 10" strip on rake edge.

Owens corning swift start starter shingle course.

Owens corning Deck defense synthetic underlayment.

Owens corning Duration shingle. 50 year warranty

Owens corning Ventsure venting system.

Owens corning Duraridge cap shingle.

Re-lead the chimney

Rubber area. – this is much more complex for the sake of the email I'll keep it brief. I can present and answer any questions when I can sit in front of folks.

we'd have to lift the air-conditioning unit with some heavy machinery.

Remove rubber to wood

Install 2 or 4" of ISO board (depends on what you have and what you need per CODE) the cost will vary

Install new vents fixtures

Install new drains (10)

Run rubber up the walls and terminate with the copper. Lots of wall work here.

All permits, labor, waste and clean-up is included in any cost.

Total project total (extremely tentative but close) \$141,399.00

Please let me know if you have any questions or a time to review a detailed scope of work.

Wes Melaas

603-554-7760

ESTIMATE



Prepared For

Katherine Parenti (Milford Library) - 49
Nashua St, Milford NH
49 Nashua St
Milford, NH 03055
(603) 494-7648
(603) 249-0645

Patriot Roofing LLC

591 Mast Rd, Unit 10
Manchester, NH 03102
Phone: (603) 722-5149
Email: patriotroofingnh@gmail.com
Web: patriotroofingnh.com

Estimate # Roof6096
Date 04/18/2023

Description

Full asphalt shingle roof replacement - OWENS CORNING DURATION complete roof system on all shingle areas

Step 1 - Strip single (1) layer of existing shingle and properly dispose. During the removal, we will tarp off areas to protect your house and property. Inspect and nail down any loose or lifted sheathing, clean off, and prep.

Step 2 - Install Owens Corning WeatherLock Ice and Water Shield leak barrier 6' along all eaves of roof, up all valleys, against cheek walls, and around all roof penetrations including skylights, chimneys, and vent pipes. Premium high temperature Ice and Water shield is designed to protect your home from ice dams, wind driven rain, and withstand extreme heat and freezing temperatures.

Step 3 - Install Owens Corning ProArmor synthetic underlayment on entire surface of sheathing not already covered with ice and water shield to help protect your home from damaging moisture.

Step 4 - Install 8" F8 drip edge flashing metal along the entire length of all eaves and rake edges. The homeowner may select their color choice including white, brown, or silver.

Step 5 - Install Owens Corning Starter Strip Plus shingles along eaves and rake edges to help reduce the risk of blow off.

Step 6 - Install new Owens Corning TruDefinition Duration architectural shingles according to manufacturer installation and warranty specifications. The homeowner may choose their color preference based upon supplier availability. Lines will be applied for each course to ensure shingles are perfectly straight. Each shingle will be secured with 6 1 ¼" nails along the alignment nailer guide for ultimate durability.

Step 7 - Replace all vent pipe flashings according to manufacturer installation and warranty specifications.

We will also replace all step flashing on brick chimneys under copper counter flashing.

Step 8 - Install Owens Corning VentSure ridge vents on all ridges. Ridge vents will be centered along the entire ridge using 3" roofing hand nails.

Step 9 - Install Owens Corning ProEdge Hip & Ridge caps on all ridges and hips to match shingle color. Cap shingles are installed according to manufacturer installation and warranty specifications. We use 3" roofing hand nails for all caps.

Step 10 - Upon job completion, the site will be thoroughly inspected by the project manager and owner. All debris will be cleaned up and properly disposed of. A magnet will be used around the property to pick up any loose nails.

*Because we are certified installers, we can give you a 50-year warranty through the manufacturer.

*Pricing is good for 20 days from proposal issue date. Proposals over 20 days are subject to supply house price increases.

CARLISLE EPDM Rubber Roof - on all flat roof sections

- Install EPDM rubber, Carlisle fully adhered roof system of flat roof sections.

Step 1 - Remove all old materials down to roof deck and properly dispose. During the removal, we will tarp off areas to protect your house and property. Inspect plywood/plank for rot, nail down any loose or lifted sheathing, clean off, and prep.

Step 2 - Install 1.6" Carlisle ISO insulation board, mechanically fastened every 2 sq ft with screws and plates.

Replace all drain and scrapper covers.

Step 3 - Install Carlisle .060 Black EPDM rubber roof with adhesive to manufacturer specifications.

Step 4 - Seal all seams with seam tape. Prime before install.

Step 5 - Install F8 aluminum drip edge and seal with 6" cover tape. Prime before install.

Step 6 - Flash all pipes, drains, penetrations, and walls to manufacturer specifications. Coat all seams and penetrations with lap seal.

The price is included in total roof price

Shingle References

Jim Forest- (603) 759-6196 - Peterborough, NH

Brian O'Hearn - (603) 305-7362 - Merrimack NH

Richard Maher - (603) 496-7667 - Concord, NH

Thomas Mareno - (603) 670-4774 - Manchester, NH
Bob Spinale - (603) 345-5682 - Goffstown, NH
Peter Avarnitis - (603) 496-8790 - Epsom, NH
John Morino - (603) 930-8123 - Manchester, NH

Subtotal	\$109,000.00
<hr/>	
Total	\$109,000.00

-
- * Pricing is good for 20 days from proposal issue date or prior to supply house price increases, whichever comes first.
 - * Payment schedule: 1/3 of the payment is due when material arrives at the property listed in this contract. The remaining 2/3 of the payment is due upon job completion.
 - * If any sheathing needs replacement after shingles are stripped, an additional cost of \$100 per sheet of plywood or \$40 per plank will be added to the final invoice.
 - * If there is more than one layer of shingles on the existing roof, additional disposal, labor, and clean up charges may be applied to the final invoice.
 - * Scheduling can change due to weather conditions, material shortages, delivery manpower shortages, install manpower shortages, vehicle issues, homeowner cancellations, emergency situations, and unpredictable extended time needed to finish the job prior to your roof project. While we do our best to schedule jobs in advance, the schedule changes often. Please be flexible with us, as we must be flexible with these unpredictable issues that can occur. We will do our best to give you an accurate install date, but can never guarantee a specific date.
 - * Removal of old chimney lead flashing and installation of new chimney lead flashing is an additional charge if not listed in this contract. If chimney lead flashing is not included in this contract and the homeowner later decides they would like this done, additional charges will be applied to the final invoice.
 - * Patriot Roofing strongly recommends that you replace your chimney lead flashing whenever you replace your roofing surface. If homeowner chooses not to replace existing chimney lead flashing, Patriot Roofing will warranty the entire roof once completed, except for the immediate area around the chimney. Patriot Roofing will not be liable for any leaking around the chimney if chimney lead is not replaced.
 - * Patriot Roofing strongly recommends that you replace your skylights whenever you replace your roofing surface. If homeowner chooses not to replace existing skylights, Patriot Roofing will warranty the entire roof once completed, except for the immediate area around the skylights. Patriot Roofing will not be liable for any leaking around the skylights if not replaced.
 - * Patriot Roofing checks all flashing on all structures being roofed. If flashing needs replacement, the homeowner acknowledges that pieces or sections of siding may need to be taken off and additional charges may be applied to the final invoice.
 - * If you choose, Patriot Roofing will reattach your satellite dish if there is one. Homeowner is responsible for contacting their cable provider if dish is uncalibrated after roof install.
 - * It is the homeowner's responsibility to remove all items (grills, statues, furniture, lights, etc.) away from all structures being roofed. Patriot Roofing is not responsible if these precautions are not taken prior to starting the job.
 - * Patriot Roofing will tarp surroundings of structures being roofed as necessary prior to starting shingle removal. This does not guarantee that damage to tarped over shrubbery or landscape cannot occur should falling shingles land on the tarps. It is the homeowner's responsibility to protect any shrubbery or landscape that requires additional protection prior to start of job.
 - * Patriot Roofing will tarp to protect gutters that are installed on structures being roofed. Despite our best efforts, damage can occur to gutters especially if they are older or made of materials that easily warp.
 - * It is the homeowner's responsibility to move all vehicles, boats, bikes, etc. Cars that are not removed from the garage and driveway prior to scheduled dumpster delivery may get blocked in until job completion. Patriot Roofing is not responsible for any damage from shingle fly off if the

homeowner neglects to move these from the property.

* It is the homeowner's responsibility to remove items from the interior walls of the structures being roofed. Patriot Roofing is not responsible for damages if interior items falling due to vibrations from loading and installing shingles onto structures being roofed.

* Roof installation will cause heavy vibrations. Patriot Roofing is not responsible for interior cracks or damages that may form. Cracks form due to improper installation of material, not enough and/or incorrect screws, insufficient plaster, etc.

* Dirt & debris fall from the ceiling and within attic space. Patriot Roofing is not responsible for clean up of falling dirt, dust, or debris in attic space or your interior home.

* At the end of every job, Patriot Roofing will inspect the property and do our best to clean up all fallen nails on the grounds with magnet rollers. Despite our best effort, nails may still get left behind. If the homeowner finds any, please call us and we will come back to take care of them. If you drive your car near structures being roofed during the install period, Patriot Roofing is not responsible if you drive over any nails. Please note that the magnet cannot reach under the dumpster. Once the dumpster is removed from the property, it is the homeowner's responsibility to inspect the area for any fallen nails.

* A/C & Plumbing lines are supposed to be installed 6 inches from the decking to meet all building codes. If we manage to puncture any AC or plumbing lines with roofing nails, it is the fault of your AC or plumber for building against building codes.

* Our dumpster company is a third party company and deliver dumpsters in very large and heavy trucks. If the dumpster company causes unintended damage to landscaping, mailbox, driveway, etc, they are completely responsible for damage. Patriot Roofing is not responsible for any damage caused by dumpster company. If you allow Patriot Roofing to do your job you are acknowledged that a dumpster can be put on your driveway and understand the risk of the weight of a dumpster. (HiHo Containers)

* Material will be delivered by a third party company and deliver in very large and heavy trucks. If they cause unintended damage to landscaping, mailbox, driveway, etc, they are completely responsible for damage. Patriot Roofing is not responsible for any damage caused by material company. If homeowner would like material delivered to a specific location, it is the homeowner's responsibility to inform Patriot Roofing before material is ordered so that we can inform supply warehouse. Occasionally, even after communication of material placement, the delivery driver may drop material to the wrong spot. If material is delivered to the incorrect location, Patriot Roofing is not responsible for moving material.

* Patriot Roofing will take photos and/or videos of all jobsites. This includes during roof inspection, throughout the job, and upon job completion. Some photos may be used on our website or social media pages for marketing purposes.

* Any warranty for roofing material is provided by the material manufacturer.

* Patriot Roofing provides a 10-year Workmanship Warranty on projects where products are fully replaced. Patriot Roofing is not responsible for damages that may exist under the homeowner's current shingles if a roof is getting a Go-Over.

* When we arrive to start the job, we will place a Patriot Roofing yard sign on your property and kindly request that it stay for 30 days. We are excited to work on your roof and proud to provide an excellent finished product which we believe to be is our best form of advertising.

* By signing this contract, you certify that you are the registered homeowner of the property listed above, or that you have legal permission to authorize Patriot Roofing to work on the property listed above.

* By signing this contract, you agree to pay the total project price including the price listed as well as any additional costs that are needed. Patriot Roofing will notify and update the homeowner should additional costs apply.

Eaton Exteriors Roofing and Construction

Milford, NH
603-554-4312



eaton.exteriors@gmail.com

ROOFING PROPOSAL

Date	Proposal #
April 2023	

JOB PHONE # 603-494-7684 kparenti@wadeleighlibrary.org

JOB NAME / NO. Wadeleigh Library

JOB LOCATION 49 Naskua St, Milford NH

APPROXIMATE START DATE Spring/Summer 2023 APPROXIMATE END DATE

TO:

Wadeleigh Library
c/o Kathy Parenti

EXISTING ROOF CONDITION				
YEAR INSTALLED	ROOF SIZE	ROOF HEIGHT	ROOF SLOPE	# OF LAYERS
	99 sq	2 story	9/12 - flat	1
ROOF SURFACE	ROOF DECK	VENT PIPES	CHIMNEYS	SKYLIGHTS
shingles EPDM	plywood		2	2

CURRENTLY LEAKING? YES NO HISTORY OF LEAKING? YES NO

SHINGLES	
CERTAINTEED	GAF
<input type="checkbox"/> LANDMARK	
<input type="checkbox"/> LANDMARK PRO	
<input type="checkbox"/> LANDMARK PREMIUM	
IKO	
<input type="checkbox"/> DYNASTY	
<input type="checkbox"/> CAMBRIDGE	
OWENS CORNING	
Duration = 62,800	
Designer = 67,675	

UNDERLAYMENT / INTERLAYMENT			
Synthetic Underlayment		Notes:	
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		
Ice Dam Protection			
<input checked="" type="checkbox"/> LEADING EDGE	<input type="checkbox"/> 3 FEET	<input checked="" type="checkbox"/> 6 FEET	<input type="checkbox"/> OTHER:
<input checked="" type="checkbox"/> VALLEY	<input type="checkbox"/> 3 FEET	<input type="checkbox"/> 6 FEET	<input type="checkbox"/> OTHER:

Valleys

WEAVED DOUBLE LAYER SYSTEM

OPEN METAL VALLEY

FLASHING		
CHIMNEY STEP	NEW	REUSED
COUNTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SKYLIGHTS	<input type="checkbox"/>	<input type="checkbox"/>
VENT-PIPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIP EDGES	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		TYRE
		Lead 10
		12" lead
		11
		lifetime boot and vents
		Aluminium
		LOCATION
		all chimney and
		brick walls
		11
		all pipes
		perimeter

RIDGE VENTS		
<input type="checkbox"/> CERTAINTEED	<input type="checkbox"/> OWENS CORNING	<input type="checkbox"/>
<input type="checkbox"/> IKO	<input type="checkbox"/> GAF	<input type="checkbox"/>

NOTES: This Quote includes replacing both shingle and Rubber roofs.

INSTALLATION OPTIONS (EXCLUSIONS / ADDITIONAL CHARGES)

- REMOVE EXISTING ROOF SHINGLES TO BARE WOOD SHEATHING. IF BAD WOOD IS FOUND, NEW SHEATHING WILL BE INSTALLED @ 90 PER 4' x 8' SHEET LABOR & MATERIAL
 - INSTALL ICE & WATER SHIELD ON ALL ROOF BOTTOMS/EAVES, VALLEYS, UNDER ALL STEP FLASHINGS & AROUND ALL FIXTURES
 - INSTALL UNDERLAYMENT OVER REST OF WOOD SHEATHING
 - INSTALL UNDER COARSE & SOLDIER COARSE AROUND PERIMETER OF ROOF
 - INSTALL ROOF SHINGLES
 - INSTALL RIDGE VENTILATION SYSTEMS ON ALL ROOF RIDGE OF HOUSE
 - INSTALL SOFFIT VENTILATORS UNDER SOFFITS OF ROOF
 - INSTALL RIDGE CAPS OVER ALL RIDGE VENTS
 - INSTALL NEW PIPE FLANGES OVER VENT PIPES
 - INSTALL NEW STEP & BASE FLASHING AROUND CHIMNEY
 - ALL RUBBISH WILL BE CLEARED & HAULED AWAY
 - REMOVE / RE-INSTALL EXISTING GUTTER SYSTEM
- OTHER: Install new Epdm Rubber Roof system on all Flat pitch roofs, (34 sq)

WARRANTY OPTIONS	
<input checked="" type="checkbox"/>	10 YEAR LABOR GUARANTEE
<input checked="" type="checkbox"/>	LIMITED LIFETIME WARRANTY
<input type="checkbox"/>	
<input type="checkbox"/>	NONE

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over & above the estimate. Actual charges will not exceed this amount by more than 20% without being previously notified. The listed deposit and a signed contract will hold the next available scheduling date. Thank you for the opportunity to present you with this business quote.

We propose hereby to furnish materials and labor - completed in accordance with above specifications. Payment to be made as follows:

1	Deposit	\$ 1,800 ⁰⁰
2	Final payment	\$ 61,000 ⁰⁰
3		\$
4		\$
TOTAL \$		62,800 ⁰⁰

Acceptance of Proposal: The specifications and conditions detailed on this proposal are hereby accepted. Payment will be made as outlined.

Authorized Signature: _____

This proposal may be withdrawn by Eaton Exteriors Roofing and Construction if not accepted in 30 days.



2023

**Annual Department Reporting Summary to the Board of Selectmen
-Office of Community Development-**

I. Areas of Responsibility for the Office of Community Development

- Handle all customer service and inquiries by the general public for all matters related to Planning, Zoning, Building Permitting & Inspections, & Code Enforcement.
- Special Projects related to Community Improvement Initiatives; provide the analysis of issues dealing with community conflicts or issues, and aiding to ensure the appropriate town staff personnel are directed to aid in remedying any outstanding problems.
- Coordinate with Building Dept. of daily Building Permit issues and inspection issues, when needed.
- Act as the “Supervisory Office” for all required entitlement requests for both the Planning Board and the ZBA (i.e. Major and Minor Site Plan Reviews, Sub Division Approvals, Minor Permits for a variety of requests, Special Exceptions Variances, etc.); providing full staff interpretation of Zoning Regs, and the review of all applications, coordinate with any retained outside professional consultants; and provide all coordination, legal noticing and scheduling for all required public hearings, while providing staff support & input for all approval requests to both Boards. Prepare Board Mtg. packages (up to four times a month), for both Boards.
- Consult with BOS on Town Matters as needed, and provide assistance to the Town Administrator daily.
- Provide leadership and assistance in assembling the needed staff, arrange for the services of professional consultants and volunteer committees for preparation of the Town’s Master Plan Update.
- Continually review current town processes for potential “revision scenarios” of Town Ordinances. Any Ordinance Revisions are likely to require Town Warrants to be established.

II. Financial Status of the Community Development Office

As of May 3, 2023, the Community Development Office was in full compliance with the allocated Annual FY Budget approved for the Department. In most all categories, **Expenditures to Date** were lower than anticipated, causing no budget revisions being required or requested at this time.

III. **Employee update: Turnover? Open positions? New employees? Positions vacated?**

A new Town Engineer has been hired by the Town, and is housed within the Community Development Offices. She reports directly to the Dept. of Public Works Director, but works closely and daily with our office on a variety of needs and problem solving. She researches matters upon request, and is considered a great resource to our Department.

The Town Planner Position is the only staff need at the present time, and that position remains OPEN. We have not as yet, been successful in finding the “correct fit” for the Town. (**Note:** State-wide, Town Planners are presently in high demand, while being in very short supply). We shall continue to remain diligent in seeking the proper candidate for this role. No employees in the Department have departed since March 2022.

IV. **Vehicular Update: Any out of service?**

The Department’s two vehicles (both SUV’s) are able to *minimally* serve the Dept.’s needs at this time. A cooperative vehicle switch was made a couple of months back with the DPW, and both vehicles are currently in sound operating condition.

However, it should be noted that both the Town Engineer and the Tax Assessor also use one of these two vehicles for their occasional needs. As much, it is challenging to serve all Dept. needs when vehicle demand (sometimes unforeseen) is high! An additional vehicle would be of great benefit to the Office.

V. **Upcoming major projects in the next three months**

The future, 58-acre Rental Apartment Community (aka “**The Q**”) comprised of 216 proposed dwelling units, is going through the prescribed Planning Board Review Process currently. It is anticipated the applicant shall be back before the Board in mid to late Summer ’23 for **Major Site Plan Review and Approval**.

Secondly, the Town’s “**Envision Milford**” (Master Plan Update) Process has been fully commenced. To date, multiple public input sessions have been hosted by the Town with the contracted assistance of the Nashua Regional Planning Commission (NRPC). An excellent summary of those public input sessions has now been prepared by the NRPC, and recently shared with and reviewed by the Planning Board. The Town’s next major step is to advertise a **Request for Proposals (RFP)** to retain the professional services of a professional land use planning firm who will continue to the existing work of the NRPC. The target date of the Master Plan Update completion is estimated for the latter half of 2025.

As well, the Department continues to coordinate and assist on the advancement of a selected plan scenario for the (presented) Downtown Traffic Improvements focusing on pedestrian safety, better traffic circulation, as well as seeking solutions to meet our priority need for additional parking.

VI. Does the change to 4.5-day Work Week result in any Office of Community Dev. schedule changes? If so, what?

It is too early to tell at this point if the new work hour implementation (at the end of only one work week) will provide advantages (or dis-advantages) as a result of the 4.5 Day Work Week being implemented. The office is keeping daily records of *post* 4:30 PM calls & in-person visits, etc. to determine trends, etc.

VII. How can residents report issues that require the attention of the Office of Community Development?

We are open from 8:00 AM until 5:30 PM, but all members of the general public may walk-in without an appointment, call or e-mail any one of us for assistance. We strive to respond and accommodate our citizens in a timely manner with any issue that has arisen. Likewise, there is a dedicated Town Web Page that re-directs any rec'd citizen complaints or questions to the appropriate Department for resolution.

VIII. Are there vacancies on any commissions, committees, or subcommittees with which DPW is associated?

At this point in time, there is only one (1) remaining "*Alternate*" Opening for our Zoning Board of Adjustment (ZBA) to be filled.

IX. Is there anything currently prohibiting the department from meeting its annual goals?

No, there are no issues at this time. As a personal note, my transition to Community Development Director (with Lincoln's new role as Town Administrator) is going very well. I welcome the challenges of my new role, and strive to successfully lead the Department in dealing with all of the *day-to-day* issues, while having our Department continue to provide a very high level of quality of customer service to our Town's citizens.

X. Is there anything the BOS can do to assist the department in meeting its goals?

Nothing specific at the moment. I would like to share that when I arrived here nearly six months ago, I immediately took note of how well Town Hall operates on a daily basis, as a "*Well Oiled Machine*". I also noted how hard working its staff is on a daily basis, and how effective and timely those daily operations appeared to me, especially with the Town's Customer Service to its residents.

I only wish to encourage the Board of Selectmen to continue its broad support towards all of the Town's Departmental Staff & our Town Administrator. For me, I strive to let my small staff know that I feel it is critically important to have them realize they are appreciated for their efforts. I love our Team! The Town of Milford has a wonderful staff here, and this "*caring dynamic*" is truly not as prevalent or apparent in other local jurisdictions, based on my professional experience. Thank you.

Leo Lessard

From: Leo Lessard
Sent: Thursday, May 4, 2023 10:26 AM
To: Leo Lessard
Subject: RE: questions for Departmental updates

From: Tina Philbrick <tphilbrick@milford.nh.gov>
Sent: Tuesday, May 2, 2023 12:35 PM
To: Terrence Dolan <tdolan@milford.nh.gov>; Leo Lessard <llessard@milford.nh.gov>; Lincoln Daley <ldaley@milford.nh.gov>
Subject: FW: questions for Departmental updates

Hi Guys,
Here is a list of Gary's questions. Please have very short answers for him at your departmental update on Monday.
Thanks
t

From: Gary Daniels <gldaniels127@gmail.com>
Sent: Tuesday, May 02, 2023 12:22 PM
To: Tina Philbrick <tphilbrick@milford.nh.gov>
Subject: Re: questions for Departmental updates

Hi Tina,

Here's a list of my questions. Trying to keep the update short, yet informative.

Leo

- What areas are the responsibility of the DPW (i.e. Parks, Cemetery, Transfer Station)?
[Leo Lessard] Highway, administration, buildings, parks, cemetery, transfer, street lights
- What is the financial status of your department vs. the budget (burn rate)?
[Leo Lessard] according to TA its in the red by 20k
- Employee update: Turnover? Open positions? New employees? Positions vacated?
[Leo Lessard] has been good for last 6 months, have one open position TOLD I CANT FILL, 4 employees lest than 6 months 2 that have made or close to 1 year, have 2 out on WC 1 I was told I can fill ?? leaving me with 5 down for plowing, have 2 seasonal that I will not be ale to fill
- Vehicular update: Any out of service?
*[Leo Lessard] had three trucks that this winter that went down 6-3 2009 EGR 68K, injectors 3K rear end 6K total \$15,000
6-2 2008 EGR 6100 6-8 2017 springs 1700, P-2 springs 1000 ,P-5 2003 motor leaking rear and front seals out of order total cost \$35,000.00 to date was cut to \$15,000*

- Any major projects in the next three months?

[Leo Lessard] had pipe work on walker, knight, great brook, Hartshorn, may not be able to any budget was cut so much total of \$126,000.00

- Does the change to 4.5-day work week result in any DPW schedule changes? If so, what?

[Leo Lessard] as said prior and at department head meeting to xTA the high way is on 4-10 will be from April to November 1st already getting much more done in a day, no ot Saving fuel and wear and tear, also having personnel eating lunch on site saving money and time for not traveling back and forth to shop and fuel

- How can residents report issues that require the attention of the DPW?

[Leo Lessard] they can call office at 603-249-0685 or on line under civic plus comes right to me

- Are there vacancies on any commissions, committees, or subcommittees with which DPW is associated?

[Leo Lessard] only the Recycling committee, cemetery committee, believe all are filled

- Is there anything currently prohibiting the department from meeting its annual goals?

[Leo Lessard] yes we are told to slow down and cut most projects for funding is not there. Was cut by past administration

- Is there anything the BOS can do to assist the department in meeting its goals?

[Leo Lessard] when the budget comes up for 2024 try to understand that I just don't ask for money just to have it. We have a lot of unknowns that do and will always happen that require time and money on the roads, parks and especially equipment. I have been doing projects much larger than this and have always stayed within the budget when not cut.

Terrey

- What areas are the responsibility of Community Development (i.e. Planning, Zoning)?
- What is the financial status of your department vs. the budget (burn rate)?
- Employee update: Turnover? Open positions? New employees? Positions vacated?
- Vehicular update: Any out of service?
- Any major projects in the next three months?
- How is the new Engineer position being used?
- Does the change to 4.5-day work week result in any Community Development schedule changes? If so, what?
- Are there vacancies on any commissions, committees, or subcommittees with which Community Development is associated?
- Is there anything currently prohibiting the department from meeting its annual goals?
- Is there anything the BOS can do to assist the department in meeting its goals?

On Tue, May 2, 2023 at 8:53 AM Tina Philbrick <tphilbrick@milford.nh.gov> wrote:

6:55 Skate Park Lights

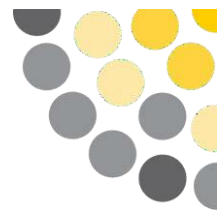


SELS

SMART ERA LIGHTING SYSTEMS

**ATTN:Monica Kluz
Lighting Information for Milford New
Hampshire Skate Park**

April 12, 2023



INDEX

*☰ Letter of Understanding	3
*☰ Family of Products	4
*☰ STL PRO Information	5
*☰ ALR	12
*☰ Photometrics	15
*☰ Experience	16
*☰ Pricing	31
*☰ Recent Customers	32
*☰ Installation	33
*☰ Contact Us	42

ILLUMINATING YOUR WORLD WITH THE POWER OF THE SUN

April 12, 2023

Monica Kluz

SELS USA LLC
4747 Kester Mill Rd
Winston-Salem, NC 27103
704-495-3535

SELS (Smart Era Lighting Systems) is pleased for the opportunity to present Milford New Hampshire with Solar Lighting Solutions.

SELS has been a leader in the solar lighting industry since 2013, with successful projects worldwide. As a leader in solar innovation, we are excited to present the enclosed proposal.

SELS is a designer and manufacturer of high-quality off-grid solar outdoor amenity products. We focus on performance, reliability, and aesthetics when designing our systems. We focus exclusively on providing products for government, commercial, and institutional customers, as reflected by the overall quality of our products.

It is essential to mention that solar products need to be engineered based on location and project specifics. However, after evaluating your needs, we feel confident we can offer you the best solar lighting solution for this project.

SELS fully understands the requirements and acknowledges the specific needs. Enclosed is our proposal, including necessary systems specifications, changed based on our expertise, with a technical explanation of the required changes.

Based in NC, SELS employs American engineers and design professionals to support our domestic supply chain. In addition, we possess strong relationships with local manufacturers, making SELS an innovator in the solar lighting industry.

The enclosed proposal and pricing shall remain valid for 60 days, and our engineering team will be available to help with any questions or information you may need.

Sincerely,

Andrew Randall

Andrew Randall

Sales Director at SELS SOLAR - Smart Era Lighting Systems
4747 Kester Mill Rd Winston-Salem Nc 27103

Mobile: [+17044951978](tel:+17044951978)

Work: Arandall@selssolar.com



Family of Products

Solar Park and Pathway



Solar Street Lighting



Fully Integrated Lighting



Solar Charging Stations



Solar Transit



Solar Bollards



Pucks and Pavers



Mobile Power Unit



Features Provided:



Security Surveillance
Utilize our patent pending camera design system to keep your property safe.



AC Power
120 volt output supports NEMA 5-15 ground and ungrounded plugs for powering large electric devices.



LED Lighting
Lighting Color Options: 2200K - 5000K
Lumen Options: 150 Lumens per Watt



Fully Programmable
Dimming and lighting schedule is customizable to customer needs. Monitor power usage on the web.



USB Charging
Plug in a USB cord to charge or power any device.



Wifi
Extend your current wifi network or create a new one utilizing LTE connectivity.



Wireless Charging
Fast-charge any phone, tablet, headphones or other devices that are wireless charging compatible.



Bluetooth Speaker
Connect your device and play music to elevate the ambiance.



SELs

SMART ERA LIGHTING SYSTEMS



STL PRO SOLAR SYSTEM

SOLAR STREET LIGHT



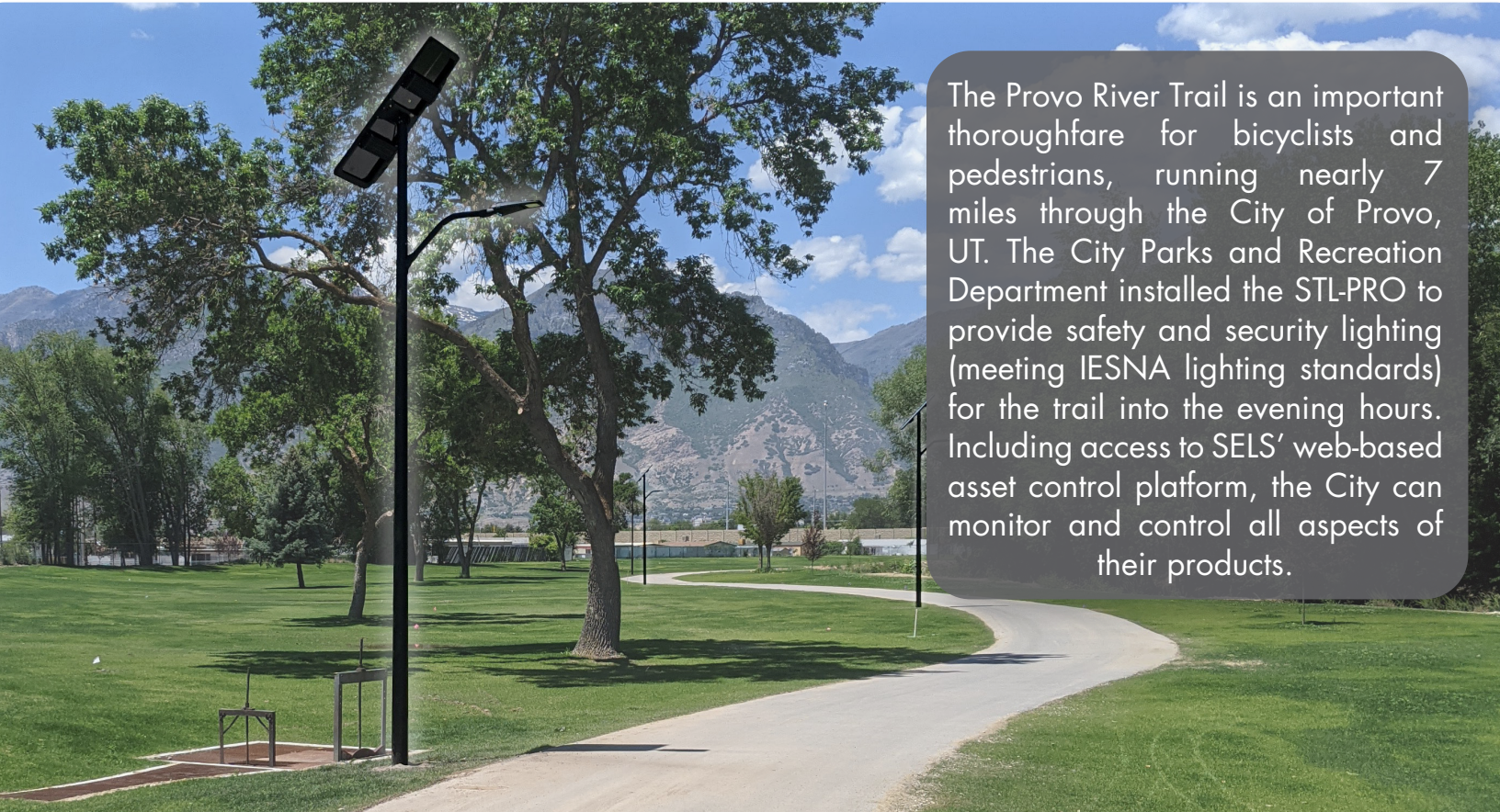
STREET & AREA LIGHTING

STL-PRO

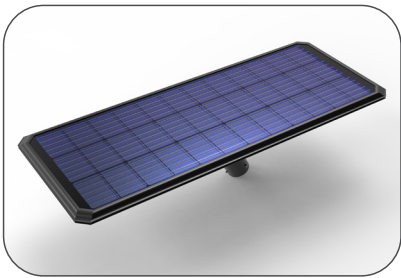


SELS

SELS' STL-PRO solar lighting systems are designed for easy and quick installation. Featuring custom aluminum extrusions and a high-strength steel mounting system, our design provides a sleek, high-performance lighting solution for a variety of applications. Our system is expandable to accommodate even the most demanding power applications, with custom sized solar panels, and energy storage through long-life lithium battery technology. SELS' proven solar power management and integrated lighting controller offers -user and field- adjustable lighting output and dimming control depending on the project need.



The Provo River Trail is an important thoroughfare for bicyclists and pedestrians, running nearly 7 miles through the City of Provo, UT. The City Parks and Recreation Department installed the STL-PRO to provide safety and security lighting (meeting IESNA lighting standards) for the trail into the evening hours. Including access to SELS' web-based asset control platform, the City can monitor and control all aspects of their products.



Solar Wattage Options:

- 135 Watts
- 210 Watts
- 285 Watts



Durable Solar Panel Housing

Ajustable Angle Mounting Hilt

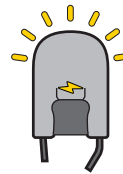
Water-Proof Battery Containment

Available Features with STL-Pro



Fully Programmable

Dimming and lighting schedule is customizable to customer needs. Monitor power usage on the web.



LED Lighting

Lighting Color Options: 2200K - 5000K
Lumen Options: 150 Lumens per Watt



Security Surveillance

Utilize our patent pending camera design system to keep your property safe.

"Customer satisfaction is our utmost priority. We strive to be an ethically driven company so that we can provide electricity and lighting to those who need it the most." - Rafael Badilla, President of SELS



STL PRO SERIES

THE COMPACT SOLAR LIGHTING SOLUTION

SELS present the ultimate fully integrated solar street light system. With an extremely simple installation method compared to traditional lead-acid battery systems, the STL-PRO outperforms all competitors in one sleek, enclosed design.



SUPERIOR LIGHTING.

Cast aluminum body and high efficiency LEDs provide better lighting and longer life.



ALUMINUM CASING.

Excellent heat dissipation. Direct airflow on the battery and system components.



ANTI BLACK OUT

Optimal component calibration and intelligent management system



UNEQUALED LIFETIME

Selection of the latest and highest component technology



EXTREME TEMPERATURE

Resistant
-20 °C to +65 °C
-5 °F to +150 °F



WARRANTY

We offer a 5 year warranty on all components

COMPONENTS & ADVANTAGES



SOLAR PANEL

+ EASY MAINTENANCE
With direct access to battery and controller.



✓ SAFE
No explosion risk



INFRARED MOTION SENSOR (optional)

LED FIXTURE



BATTERY OPTIONS

Lithium Iron Phosphate **LiFePO₄**

Nickel-Metal Hydride **Ni-MH**

The eco-friendly and safe LiFePO₄ battery improves the system charge and discharge over 2500 times and has a life span of **more than 10 years**.



BATTERY MANAGEMENT SYSTEM

Electronic protection algorithm and battery management system for **best use of the battery capacity**.



MULTI PROTECTION



OVER LOAD



OVER CURRENT



OVER TEMPERATURE



OVER VOLTAGE



OVER CHARGE



OVER DISCHARGE

MPPT SMART CONTROLLER 97% CHARGING EFFICIENCY

MPPT (Maximum Power Point Tracking) maximizes solar power output regardless of weather variation.



FEATURES

- Maximum power point tracking charging
- Auto identify day/night
- Infinite dimming options
- Smart operation mode
- Waterproof IP66

IP66



REMOTE MONITORING

- Bluetooth (BLE), LoRa, and IR communication methods
- Check system states
- Configure operating parameters
- View diagnostic

LiFePO₄

VS

Ni-MH

Over **4000** cycles



Over **3500** cycles

Extreme discharge tolerance 80%



Extreme discharge tolerance 80%

-20 to 75 Degree



-40 to 55 Degree

Over 10 years

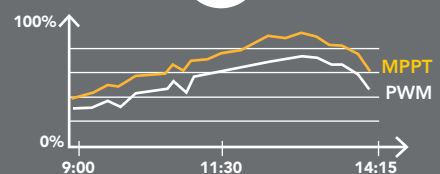


Over 10 Years

Great for Warm Weather and Temperate Locations

Great for Cold Weather Locations

MPPT **VS** PWM



CHARGING EFFICIENCY VS TIME

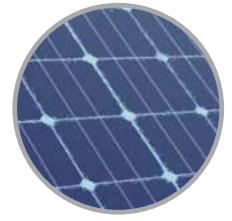
**EASY INSTALLATION
INSERT ON POLE, ORIENT,
& CHOOSE YOUR ANGLE**

With our reinforced support bracket, the STL PRO is easy and flexible to install on a variety of poles. The panel is fully adjustable to ensure maximum solar efficiency in any installation location.

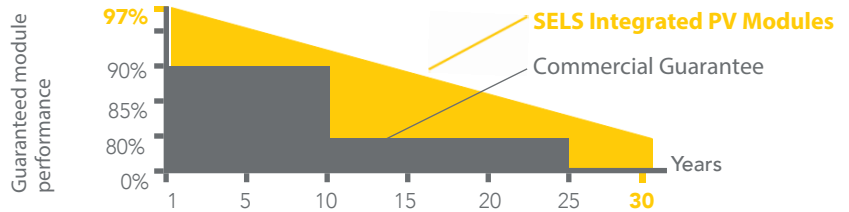


**SOLAR PANEL
135 to 285 Watts**

Monocrystalline solar panels.
Solar panel efficiency up to 19.4%.
5 busbars for better collected current capacity.



OUR PV PERFORMANCE GUARANTEE

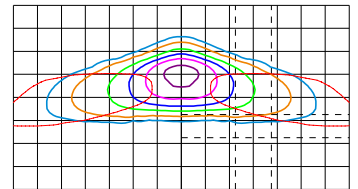


**LED EFFICIENCY
FROM 4500 TO 16800
LUMENS**

CREE luminaires deliver incredible efficiency without sacrificing application performance. Cree achieves greater optical control with NonOptic Precision Delivery Grid compared to traditional cobra head luminaires.

- T1M
- T2M
- T3M
- T3L
- T4S
- T4M
- T5U

**MULTIPLE LIGHT
DISTRIBUTIONS**



CREE XSP LED Streetlight

**INFRARED
MOTION SENSOR AVAILABLE**

360° coverage, integrated into the luminaire housing. 25'+ detection radius.



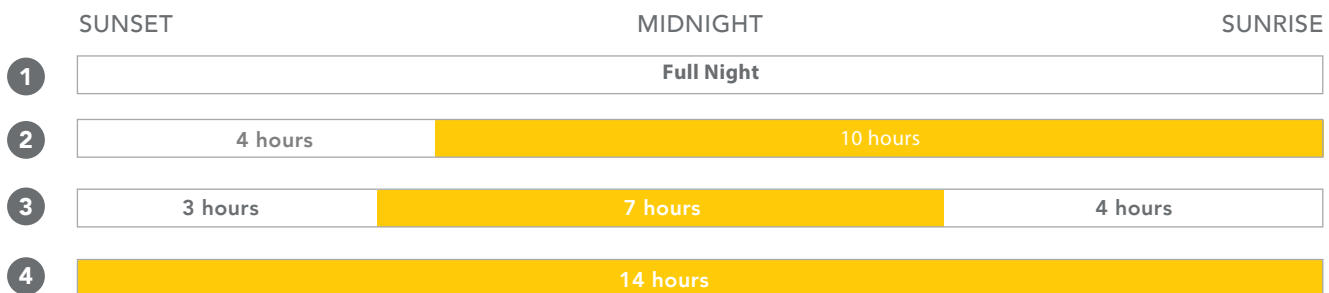
**DETECTION
8M RADIUS**



OPTIONAL OPERATION MODES

PHOTOSENSOR MODE AUTOMATICALLY POWERS ON THE LIGHT AT DUSK AND OFF AT DAWN.

SELS gives you the option to select the perfect lighting profile for your project. Choose from a preprogrammed profile or give us your specs for a custom lighting solution. Fully customizable in the field with remote management.



□ 100% ON ■ 30% DIM ■ Sensor* 30% Dimming + 100% Power for 1 min when triggered

MADE TO THE
HIGHEST STANDARDS

SELS uses the best components for the
highest level of performance and durability



STL PRO

LED POWER	From 20W to 250W
LUMINOUS FLUX	UP TO 37,500 LUMENS
LIGHTING	
Efficiency	UP TO 150 LUMENS / WATT
Chips	CREE XLAMP
LED Lifetime	OVER 100000 HOURS L80
Lighting Angle	ACCORDING TO PROJECT NEEDS
Pole Height	14 - 30 FT
STORAGE	
Technology	LITHIUM IRON PHOSPHATE - NICKEL METAL HYDRIDE
Capacity	UP TO 3200 W-h
Autonomy	UP TO 5 DAYS FULL AUTONOMY
Charging time	<4 HOURS DIRECT SUN
Lifespan	OVER 4000 CYCLES: 10+ YEARS LIFETIME
Certificate	EN 61427 MSDS
ENERGY	
Solar panel	UP TO 285 WATTS
Lifespan	MONOCRYSTALLINE PANEL GRADE A: 25 YEARS
Certificates	IEC 61215 ; IEC 61730 I AND II ; IEC 60904
ELECTRONIC	
Controller	MPPT SMART CONTROLLER
Sensor	360 DEGREE IR MOTION SENSOR OPTIONAL
Cabling	WATERPROOF CONNECTIONS, PLUG AND PLAY
Certificates	EN 55015 ; EN 61000



Lighting System Performance Report

Project Name

Skate Park
 ST Series

Location

Milford NH

System Configuration

	Total LED Load	250 W		
PV Wattage	285 W	Battery Capacity	120 A-h	
PV Angle (from horizontal)	37 Deg	Battery Voltage	25.6 V	
Azimuth Angle	180 Deg	Battery Quantity	1 Ea	
		Battery Type	LiFePO ₄	

Location Characteristics

	Daily Average Peak Sun Hours	Daily Average PV Energy Collection
February	4.60 hrs	1048.8 Watt-hrs
March	5.29 hrs	1206.12 Watt-hrs
April	5.20 hrs	1185.6 Watt-hrs
May	5.09 hrs	1160.52 Watt-hrs
June	5.50 hrs	1254 Watt-hrs

Charging performance from PV module derated to 80% to account for surface degradation and internal cell degradation over 25 year lifetime.

Month	ALR	Sunset	Park Close	Required
February	0.88	5:15 PM	10:00 PM	4.75 Hrs
March	1.48	6:45 PM	10:00 PM	3.25 Hrs
April	1.90	7:30 PM	10:00 PM	2.50 Hrs
May	2.32	8:00 PM	10:00 PM	2.00 Hrs
June	3.34	8:30 PM	10:00 PM	1.50 Hrs

February Operating Profile

Load Usage (per night)	4.75 hrs
Dimming Profile	3 Hrs: 100% + 2Hrs: Motion or Push Button Smart Power
Equivalent Full Load (per night)	3.5 hrs

Performance Characteristics

December Array : Load Ratio	1.20
Battery Autonomy (Hours)	13.67 hrs
Battery Autonomy (Nights)	2.88 days

To ensure maximum operational life, power storage performance derated to include maximum depth of discharge limited to 80%.

Note: User defined adjustments may be made by the project owner using SELS' online lighting control platform. The solar lighting controller uses a built-in real-time clock allowing for dusk to dawn transition detection and user selected parameters.



Lighting System Performance Report

Project Name

Skate Park
 ST Series

Location

Milford NH

System Configuration

Total LED Load 250 W

PV Wattage	285 W	Battery Capacity	120 A-h
PV Angle (from horizontal)	37 Deg	Battery Voltage	25.6 V
Azimuth Angle	180 Deg	Battery Quantity	1 Ea
		Battery Type	LiFePO ₄

Location Characteristics

	Daily Average Peak Sun Hours	Daily Average PV Energy Collection
July	5.53 hrs	1260.84 Watt-hrs
August	5.26 hrs	1199.28 Watt-hrs
September	5.20 hrs	1185.6 Watt-hrs
October	4.14 hrs	943.92 Watt-hrs
November	3.69 hrs	841.32 Watt-hrs

Charging performance from PV module derated to 80% to account for surface degradation and internal cell degradation over 25 year lifetime.

Month	ALR	Sunset	Park Close Required
July	2.88	8:15 PM	10:00 PM 1.75 Hrs
August	1.92	7:30 PM	10:00 PM 2.50 Hrs
September	1.46	6:45 PM	10:00 PM 3.25 Hrs
October	0.94	6:00 PM	10:00 PM 4.00 Hrs
November	0.59	4:15 PM	10:00 PM 5.75 Hrs

November Operating Profile

Load Usage (per night) 5.75 hrs
 Dimming Profile 3 Hrs: 100% + 2Hrs: Motion or Push Button Smart Power
 Equivalent Full Load (per night) 3.2 hrs

Performance Characteristics

December Array : Load Ratio	1.05
Battery Autonomy (Hours)	18.11 hrs
Battery Autonomy (Nights)	3.15 days

To ensure maximum operational life, power storage performance derated to include maximum depth of discharge limited to 80%.

Note: User defined adjustments may be made by the project owner using SELS' online lighting control

Explanation of Solar System Design

When designing a complete solar powered system, SELS begins with the worst-case load usage, usually winter solstice for a lighting system. To reliably estimate the optimum solar power production to sustain the system indefinitely, we base all calculations around the specific location where the system will be installed. Additionally, because the sun does not shine the same in all locations, we rely on data compiled over decades by the US Department of Energy's National Renewable Energy Lab (NREL). The system sizing is based on Typical Meteorological Year data sets derived from at least 15 years of data in the National Solar Radiation Database (NSRDB), considering also temperature, angle of the solar panel relative to the horizon, and direction of panel relative to the polar azimuth.

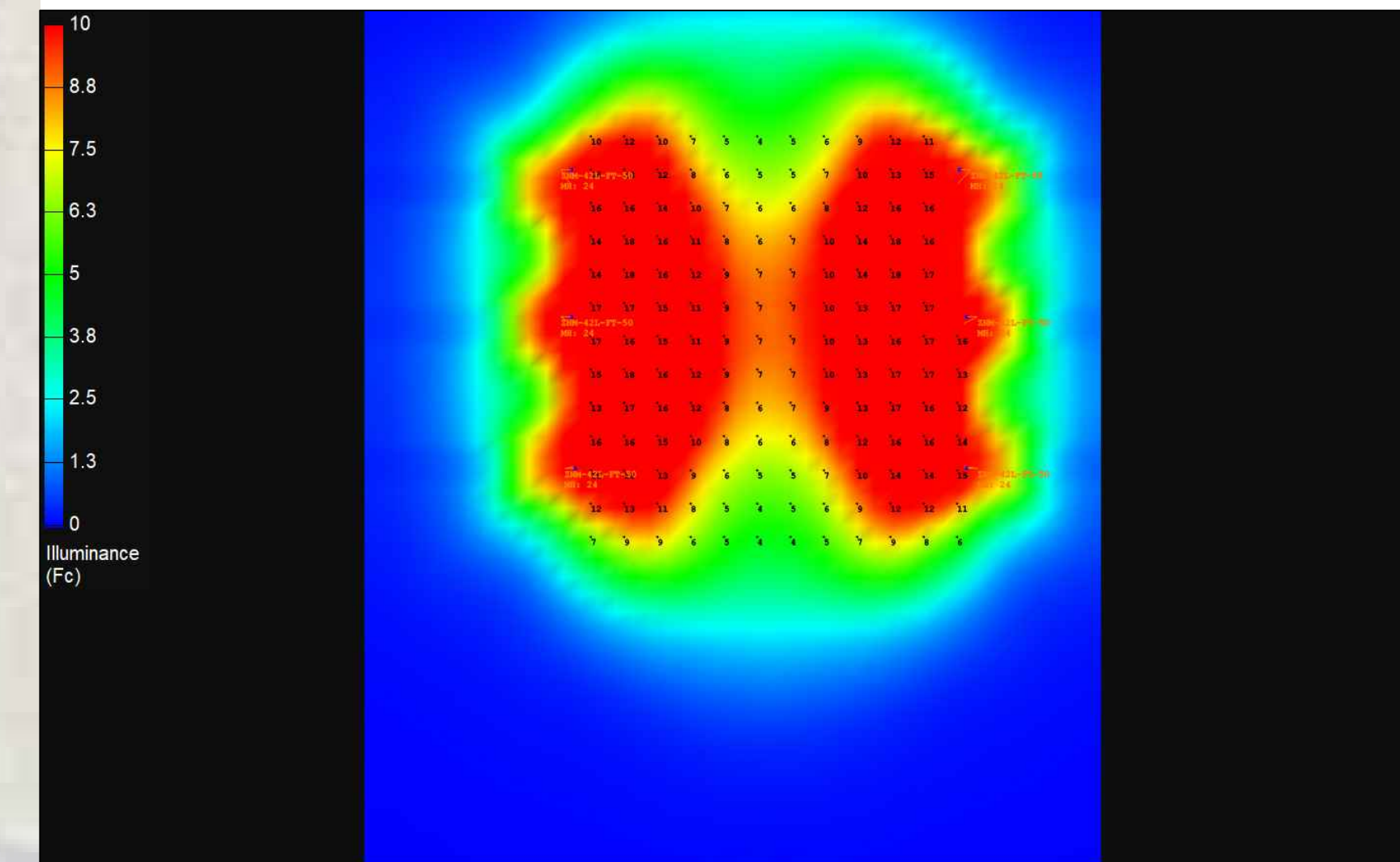
Though the design calculations are quite complicated, we can break down the reliability and performance of a solar power system to a single number called Array-to-Load Ratio (ALR). This is an easy to understand concept describing the amount of energy that can be conservatively expected to be generated and stored to the system batteries on a given day, relative to the amount of energy used by the electronic loads of the system. An ALR over 1.0 can be expected to be exceptionally reliable and with SELS' other system design parameters, is guaranteed to operate without failure for 365 days a year, for many years. SELS has hundreds of solar lighting systems installed around the world dating back to 2013 with zero outages or failures. Based on system location and load usage, the proposed design achieves an ALR average of 1.81 with true battery backup of over 2.97 Days .

Battery autonomy is defined as the battery's ability to support the system load, under normal operating conditions, with no charging input to the battery. When considering total battery capacity, it is important to differentiate between usable capacity and nameplate capacity. Usable capacity varies based on battery chemistry and treatment. In the case of Lithium Iron Phosphate we limit the discharge to 80% to maximize the life of the battery system and improve cycle performance.



Luminaire Schedule					
Symbol	Qty	Label	Arrangement	Description	Luminaire Watts
□	6	ZNM-42L-FT-50	Single	ZNM-42L-FT-50	354

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
SKATEPARK	Illuminance	Fc	11.06	18	4	2.77	4.50



REVISIONS

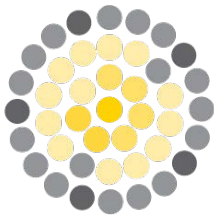
DATE	DESCRIPTION	DATE	DESCRIPTION


SELS USA LLC
 4747 Kester Mill Rd, Bldg B
 Winston-Salem, NC 27103
 Phone (704) 495-3535
 ENGINEER OF RECORD: MA. ALD. ALEJANDRA ULLOA

LOCATION	SKATEPARK
PROJECT:	SKATEPARK

PHOTOMETRIC ANALYSIS

SHEET NO.
1/1



SELS

SMART ERA LIGHTING SYSTEMS

EXPERIENCE AND REFERENCES

SOLAR STREET LIGHTS

ILLUMINATING YOUR WORLD WITH THE POWER OF THE SUN

SMART ERA LIGHTING SYSTEM EXPERIENCE – www.SELSsolar.com

CITY OF SARASOTA, FL

BENJAMIN FRANKLIN DR.

The Benjamin Franklin Dr Solar Lighting Project was undertaken by the City of Sarasota, Florida, which is renowned for its commitment to preserving the environment and promoting sustainability, while striving to create a world-class community that is attractive to visitors from all over the world.

The project involved the installation of solar lighting along the 1.6-mile stretch of Benjamin Franklin Drive, which runs from St Armand's Circle to Ted Spurling Nature Park. Due to the location's sensitivity as a sea turtle nesting beach, high-end condominiums and hotels, and its placement within the Coastal Construction Control Line, the City faced a significant challenge in finding the best lighting solution.

To address these challenges, the City enlisted the services of external engineering firms, the Florida Fish and Wildlife Conservation (FWC), and its own engineering team to evaluate the project's needs. After careful consideration, SELS was chosen to design and engineer the lighting for this unique project.

The SELS team faced numerous challenges, including the need for the lighting to be environmentally sensitive due to the presence of sea turtles in the nesting area. The team evaluated lighting spectrum and cut-off options to minimize light trespass and promote marine turtle conservation. In addition, the lighting design had to meet the lighting standards of both the FWC and the Department of Transportation (DOT), with their differing requirements for amber color, non-intrusive, low-height luminaires and bright, clear lighting with high uniformity.

Furthermore, the team had to contend with other challenges such as high winds, storm surge during hurricanes, and a high water table during construction. Despite these obstacles, the project was successfully completed, making it the first large-scale solar lighting project to be approved by both the FWC and DOT.

The Benjamin Franklin Dr Solar Lighting Project represents a significant milestone in the use of solar-powered lighting for cities and municipalities. At SELS, we are proud of our ability to meet the challenges posed by this project and position ourselves as leaders in commercial solar-powered solutions.

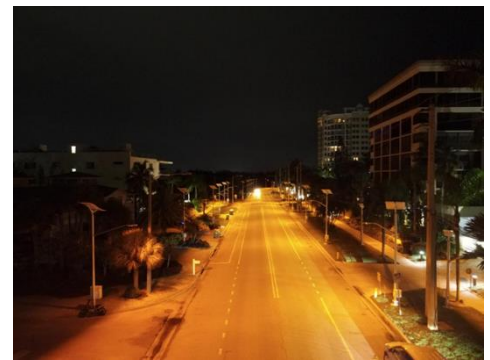
Robert R. Heggan, Jr., P.S.M., P.L.S. Coordinator – Capital Projects / City Surveyor

Phone: (941) 263-6137

Mobile: (941) 724-9636

Email: robert.heggan@sarasotafl.gov

1761 12th Street, Sarasota, FL 34236



US CUSTOMS AND BORDER PROTECTION

The Customs and Border Protection, being the primary agency responsible for ensuring the security of the United States borders, had a pressing need for reliable and efficient power and lighting systems to support the activities and operations of their personnel. Given the remote locations of some of their facilities and the challenging terrain in which they operate, the agency sought to procure solar power generators and light towers that could provide a sustainable and cost-effective solution to their power needs.

The specifications provided by the Customs and Border Protection were extensive and highly demanding, reflecting the criticality of their operations and the need for reliable and robust equipment. The agency required systems that could withstand extreme weather conditions, operate silently to avoid detection, high lumen luminaires, and offer long-lasting performance without the need for frequent maintenance.

In this context, SELS, stepped up to the challenge and offered a range of products that met and exceeded the specifications put forward by the Customs and Border Patrol. SELS worked closely with the agency to understand their unique needs and developed a custom-designed model that could offer the best possible performance in the challenging conditions faced by the organization.

The result of this collaboration was a solar power generator and light tower system that not only met but surpassed the expectations of the agency. The system was designed to offer long-lasting performance, withstanding harsh weather conditions and providing a reliable source of power and illumination to support the activities of the Customs and Border Patrol personnel.

In summary, the partnership between the Customs and Border Protection and SELS resulted in the successful procurement of a highly specialized and unique solar power generator and light tower system, tailored to the demanding needs of the organization. The solution provided by SELS demonstrated their commitment to providing sustainable and high performance solar powered solutions that meet the needs of their clients, while also showcasing their expertise and innovation in the field of renewable energy.

Vincent Kraft

Supervisory Mission Support Specialist

U.S. Customs and Border Protection

Office of Field Operations

San Luis, Arizona Port of Entry

Office: 928.627.8854 ext. 7370

Mobile: 520.289.1037

vincent.kraft@cbp.dhs.gov

Mistelle Watkins

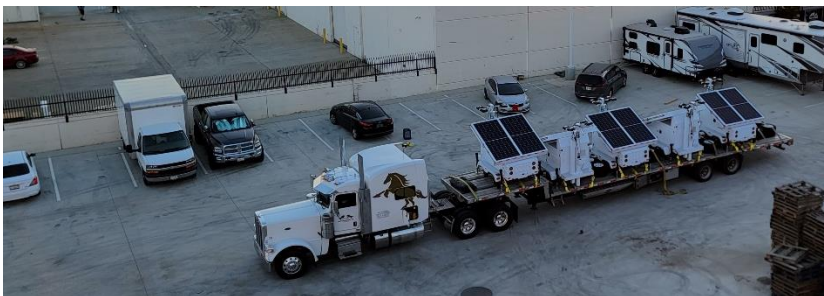
Contracting Officer

Border Enforcement Contracting Division

Customs and Border Protection

Dept. Homeland Security

Email: mistelle.watkins@cbp.dhs.gov



PROVO, UTAH

PROVO RIVER PARKWAY SYSTEM

The Provo River Parkway System is a highly-regarded trail system that continues to expand and enhance its offerings. Its origins lie at Utah Lake State Park, where the Provo River meets the lake, and the Provo River Trail follows the river's meandering path through Provo City and Provo Canyon. The Parkway caters to a variety of outdoor enthusiasts, including walkers, joggers, bicyclists, horseback riders, and rollerbladers, and spans over 15 miles across city and county-operated parks, residential areas, and commercial districts.

Provo City is dedicated to fostering a strong economy, nurturing a healthy community, and preserving the environment. With these goals in mind, the city strives to create a sustainable community that can endure and thrive for future generations.

To advance its sustainability objectives, Provo City partnered with SELS to provide Solar Park Lighting for the expansive trail. SELS was selected due to its reputation and expertise in the field. One of the main advantages of SELS' solar lighting solution is its real-time monitoring and control capabilities, which can be accessed via any web-enabled device.

Currently, SELS has installed its solar lighting solution along 1.9 miles of the trail, with plans to cover all areas that require safety lighting. The versatile STL PRO Solar Lighting model was used for this project, which features an 18ft pole and a dark sky-compliant luminaire. The solar lighting system was placed at an average of 165 ft apart, ensuring uniform illumination of the trail while minimizing any impact on the surrounding wildlife and ecosystems.

SELS is honored to continue its partnership with Provo City and to contribute to the enhancement and preservation of one of the most iconic trails in the United States.

John V. Bunderson

Provo Parks & Recreation

Parks Project Manager

office: (801) 852-6643

email: JBunderson@provo.org



City of Augusta, SC

RIVERVIEW PARK

Riverview Park is a central recreational complex in North Augusta, South Carolina, which hosts the national amateur basketball recruiting showcase, EYBL Nike Peach Jam, attracting thousands of visitors annually. The City was concerned about the safety of visitors in the park during the evening due to insufficient lighting in the parking lots, roads, and playgrounds.

The Director for Parks, Recreation & Tourism, Rick Meyer, evaluated various options and suggested exploring solar lighting as a potential solution. As a park that is in use throughout the year and receives hundreds of visitors every day, compromise on the use of facilities or the safety of visitors is not an option. The City of North Augusta chose SELS and our Charleston Distributor, Supergreen Solutions, to provide high-quality solar lighting across the vast 149-acre park.

SELS and Supergreen Solutions developed a cost-effective installation plan using the ST-series solar lighting system, which met the lighting requirements without the need for wiring, and eliminated the monthly power bill for outdoor lighting. The project was completed in January 2020, resulting in significant cost savings for the City. The solar lighting system provided the necessary lighting at a fraction of the cost of traditional systems, resulting in substantial ongoing savings.

Rick Meyer

Director, Parks, Recreation, & Tourism

North Augusta Parks, Recreation & Tourism

PO Box 6400

North Augusta, SC 29861-6400

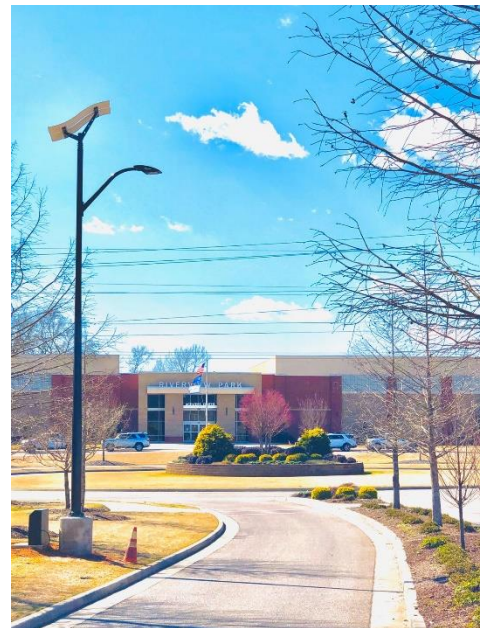
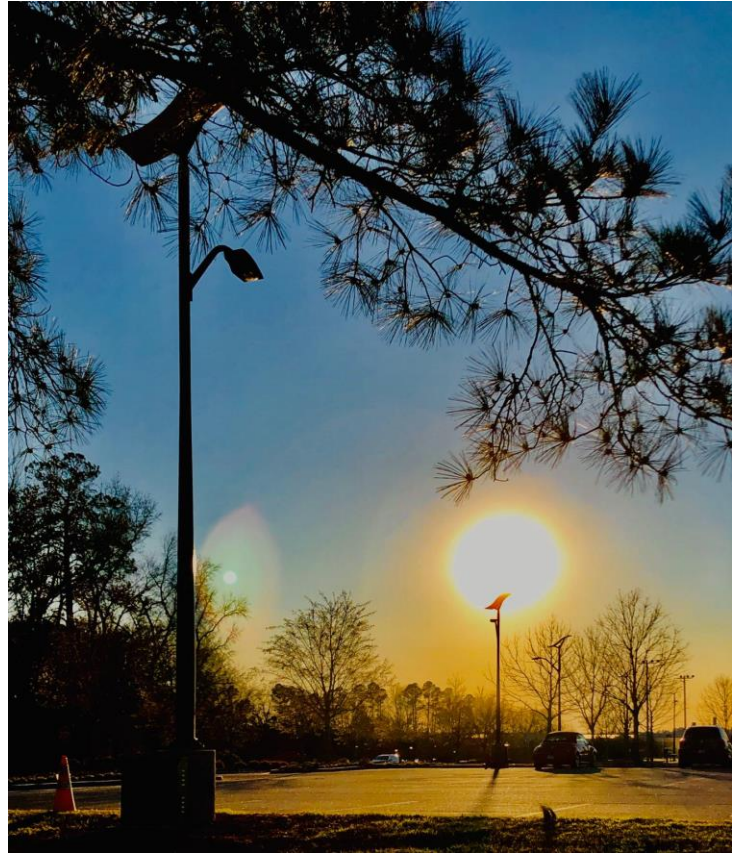
Office: 803.441.4301

Fax: 803.441.4319

rmeyer@northaugusta.net

www.northaugusta.net

**North
Augusta**
South Carolina's Riverfront



LYNWOOD, CA

RICARDO LINEAR PARK

The Ricardo Lara Linear Park in Lynwood, California serves as an exemplary model of repurposing underutilized land to meet the needs and aspirations of a historically marginalized community. The park was created to address the negative impacts of a massive freeway corridor that has burdened the community for decades, with the aim of restoring a sense of community among its residents.

Today, Ricardo Lara Linear Park stands as a vibrant community asset, featuring flourishing community gardens, playgrounds bustling with children, and aesthetically pleasing solar lighting that provides safety during evening hours. The park has successfully transformed the infrastructure that once divided and isolated the community into a unifying and valuable amenity.

The park's excellence was recognized in 2018 when it won the Urban Open Space Award, the Community Impact Award from the Urban Land Institute, and the Southern California Honor Award from the American Society of Landscape Architects. Beyond its recreational and aesthetic benefits, the park also plays a critical environmental role by filtering stormwater along an I-105 freeway embankment.

Given the park's environmental responsibility, it was imperative that any lighting solutions be equally sustainable. After experiencing poor-quality solar lighting in the past, the City of Lynwood sought a trustworthy partner in SELS to provide reliable and sustainable lighting for this mile-long park. SELS successfully demonstrated its solar lighting technology, rebuilding trust in solar lighting as a viable option for future ambitious projects.

SELS' SP-Series Solar Park lamps were installed in the park, providing safety lighting to an area that had previously been five acres of fallow land along the freeway corridor. This innovative lighting solution is not only functional but also serves as a high-value community amenity that offers much-needed environmental and recreational benefits.

Jennifer Hernandez

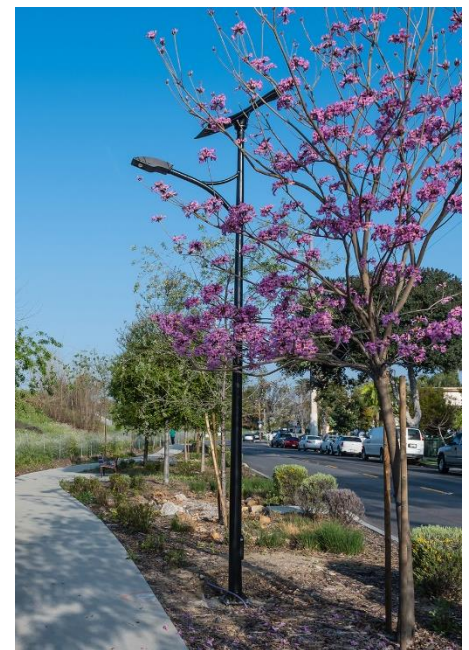
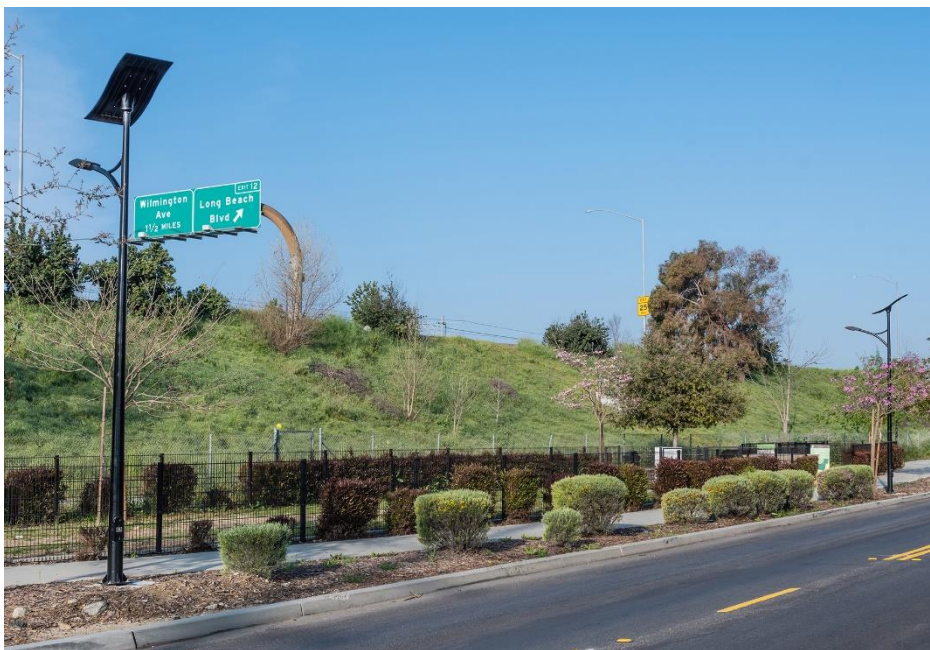
City of Lynwood | Public Works Department

11330 Bullis Road

Lynwood, CA 90262

T: (310)603-0220, ext. 827

Email: jhernandez@lynwood.ca.us



CLEMSON , SC

CLEMSON UNIVERSITY

Clemson University engaged in a project to evaluate the performance and durability of solar lighting systems at two of its facilities. The university's engineering department led this initiative to educate students about the potential of solar power systems and their ability to perform comparably to grid-connected lighting systems. The university considered several options and ultimately selected SELS for its advanced technology, aesthetic appeal, intellectual property, and communication system that provided real-time data for analysis by students.

For SELS, this project was noteworthy not only because it involved educating customers but also because it offered an opportunity to demonstrate the viability of sustainable solutions in terms of cost-effectiveness, design, and technology while matching the performance of grid-connected alternatives. SELS provided the necessary materials and expertise to design and implement the system, which was installed by the university's facilities team. Since its installation over four years ago, the system has operated without any issues or outages. The success of this project was documented in November 2018.

SNOWIL LOPES | CLEMSON UNIVERSITY

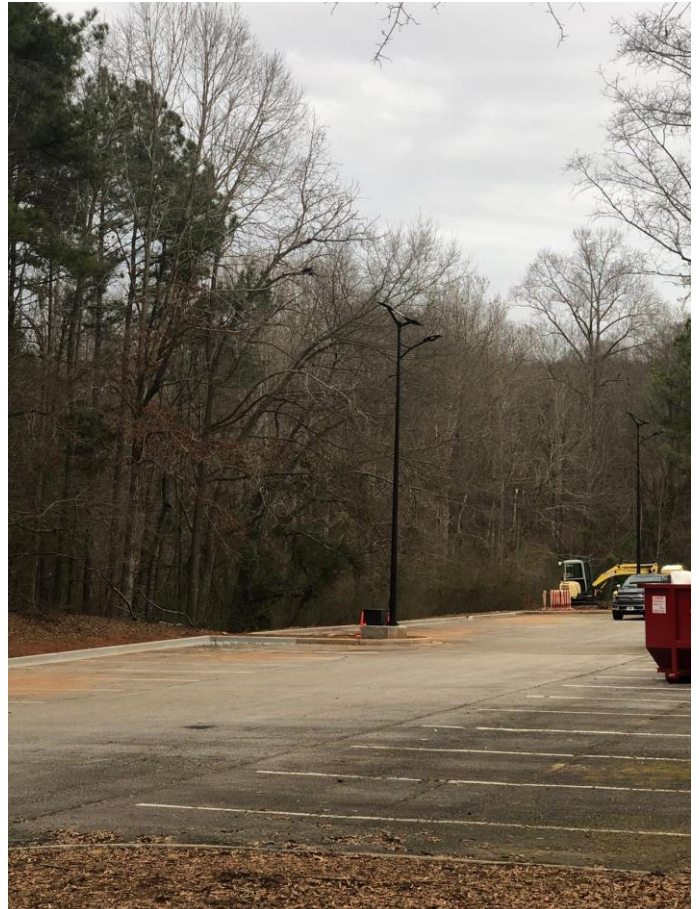
Energy Engineer and System Analyst

University Facilities Utility Services

Email: snowil@clemson.edu



CLEMSON
UNIVERSITY



MYRTLE BEACH, SC

MYRTLE BEACH CONVENTION CENTER

The City of Myrtle Beach in South Carolina is renowned for its natural beauty, outdoor activities, and hosting millions of visitors annually for both leisure and business. The Myrtle Beach Convention Center is the largest of its kind in the southeast, making it a crucial hub for various events and gatherings.

In 2018, the Convention Center embarked on a modernization project that aimed to upgrade the outdoor lighting, landscaping, and amenities. While the landscaping and hardscaping design went smoothly, the cost of running wires to the new light locations proved to be a significant challenge. To find a cost-effective solution, the project team evaluated multiple options, ultimately deciding to go with solar lighting.

After extensive research, the Convention Center selected SELS as their solar lighting partner. One of the main reasons for choosing SELS was their custom-engineered solutions that cater to specific location requirements. SELS presented a solution that was significantly below the total cost of running wiring and did not involve landscape destruction or remediation.

SELS installed ST-series area lights, commercial-quality landscape lighting, and a charging station in less than a week with minimal disruption to operations, as per the project timeline in June 2018. The installation provided the Convention Center with an eco-friendly and cost-effective lighting solution that enhances the aesthetic appeal of the facility while saving on energy costs.

Paul Edwards – General Manager Myrtle Beach Convention Center

2101 North Oak Street, Myrtle Beach, SC 29577

T: (843) 385-1513

Email: PEdwards@cityofmyrtlebeach.com





SELS - Smart Era Lighting Systems
 4747 Kester Mill Rd, Bldg B
 Winston-Salem, NC 27103

Quote

704-495-3535
arandall@selsolar.com
CustomerService@selsled.com

Date: 4/4/2023

Quote Number: 12552

To: The Memo Foundation
 Monica Kluz

Reference: SELS Solar Skate Park Lighting

Qty	Description of Goods & Services	Price	Total
6	STL285 SOLAR AREA LIGHTING Solar Street Light, Solar Parking Lot Light, 285W Solar Panel, LifePo4 Batteries, 102 Ah, 25,6V, LED Output from 4000LM - 20000LM, Aluminum Pole up to 40ft, Light Distribution I,II, III, IV, V, Color Temperature from 2200K to 6000K; with necessary arm	\$ 4,855.21	\$ 29,131.26
1	Delivery	\$ 2,913.13	\$ 2,913.13
<p>NOTE: Tax exempt status at time of order</p> <p>Note Quote Valid: 60 Days</p>			
		Amount	\$ 32,044.39
		Tax	
		Total Quotation Price	\$ 32,044.39

This material is intended solely for use by the addressee and its agents at addressee organization. This quote request is sent to compare available offers and does not imply entering into a legally binding agreement. Quote valid for 60 days from date of issue.

Wire Payment Information

Bank Name:	Suntrust Bank
Account Name:	SELS USA LLC
Account Number:	1000170872997
Fed Wire:	62000104

For and on behalf of
 SELS USA LLC

www.SELSLED.com



SELS

SMART ERA LIGHTING SYSTEMS

OUR CLIENTS

SELS is proud to work with a diverse group of municipalities, universities, and corporations. Listed below are our most successful projects.

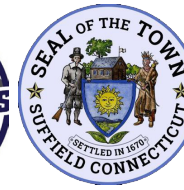
Our goal is to combine excellent engineering with the latest design aesthetics to bring the highest quality solar products to satisfy every client's specific needs.



CAPSTONE
REALTY CONSULTANTS, INC.



AMERESCO



City of
Casa Grande



TENNESSEE
State Parks



APACHE JUNCTION
Arizona



CITY OF
LAUREL
MARYLAND



Metro Transit
Serving the Minneapolis / St. Paul Area

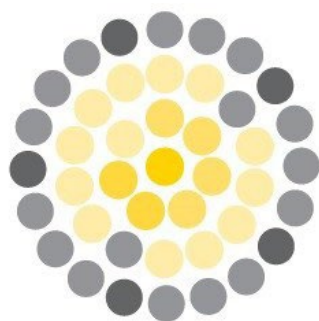


Levi E. Coe
LIBRARY



Yale University





SELs

SMART ERA LIGHTING SYSTEMS



SOLAR LIGHT STL PRO

SOLAR STREET LIGHT



STREET & AREA LIGHTING

INSTALLATION MANUAL

STL PRO SERIES



Thank you for choosing **SELS STL PRO Solar Street Light**. Please read this operation manual carefully before installation to ensure successful installation and usage. Please retain this manual for future needs. Powered by a high efficiency monocrystalline silicon solar panel and long-life lithium battery, the STL PRO is designed for ease of installation and long service life.

Product Layout

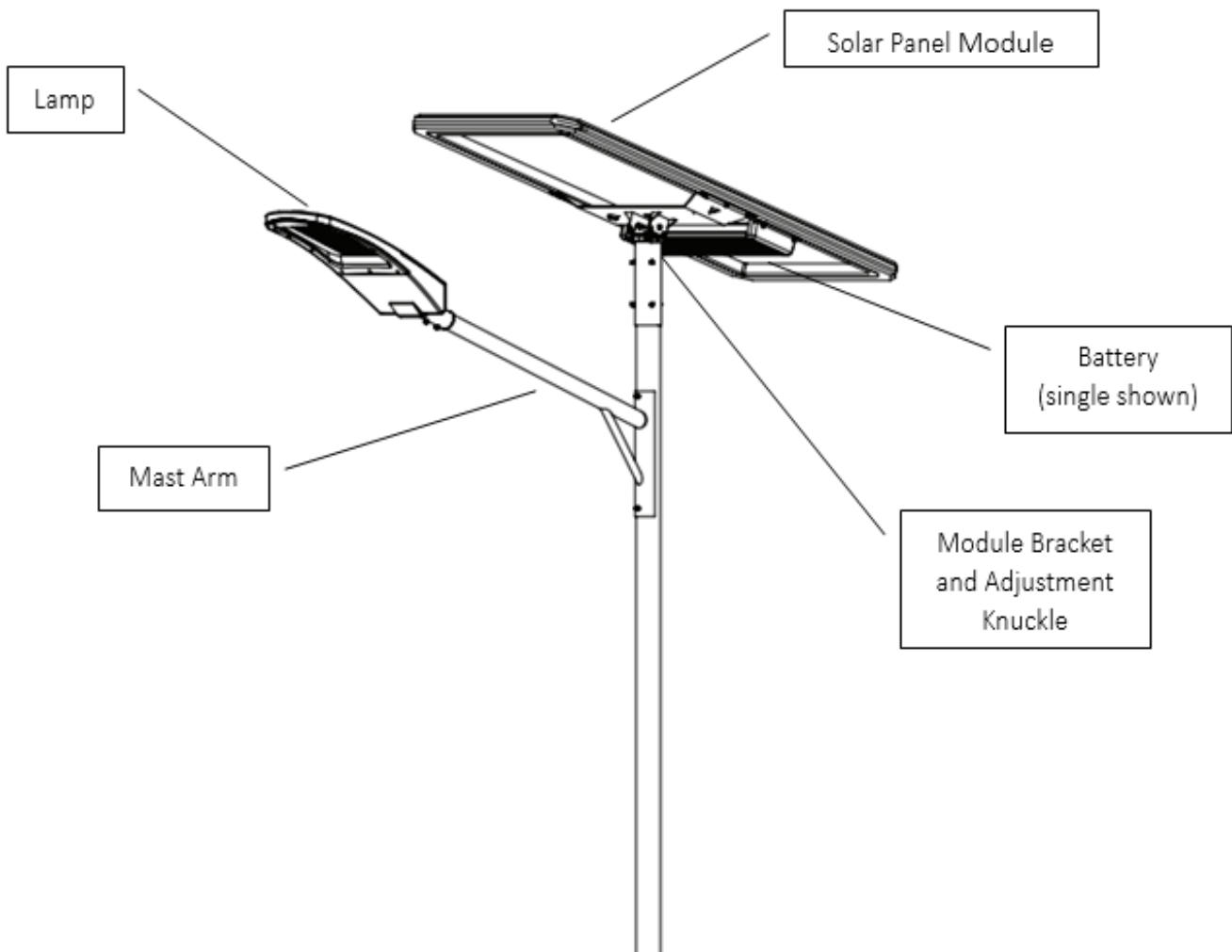


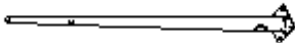


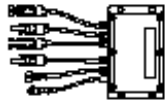


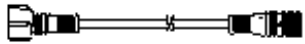


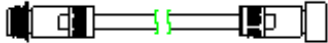
Figure 1 STL PRO Solar Street Light Overview



Parts List

No.	Item	Photo/Specification	Unit	Qty	Remark
1	Solar battery panel module		EA	1	
2	Light head module		EA	1	
3	Whole lamp post		EA	1	
4	Lamp post		EA	1	
5	Battery		EA	2	
6	Controller		EA	1	
7	Solar Panel Mounting Bracket		EA	1	
8	Pole Mounting Bracket		EA	1	
9	Lamp Connection Wire		EA	1	



10	Solar connection wire		EA	1	
11	Battery connection wire	Single or Double Battery	EA	1	
12	Accessories package	Anti-Theft Screws	set	1	

Accessories

No.	Item	Qty	Specification	Remark
12.1	Screw	8	M8 x 20, 316SS SHCS	6mm Hex Head
12.2	Security Screw	4	M8 x 20, 316SS BHCS	T30 Socket
12.6	Nut	10	M8, 316SS	

Installation Instructions

Necessary Tools: 6mm Allen Wrench, 13mm Box Wrench, Fish Tape

1)LED lamp Installation

- 1) Insert lamp wire through mast arm.
- 2) Using fish tape, pull lamp wire up to top of pole and secure in place.
- 3) Insert lamp onto end of mast arm and secure with m8 screws. See Figure 2
- 4) Install mast arm onto pole using method provided (band clamps, screws, etc.). See Figure 3
- 5) Adjust lamp head to specified angle.

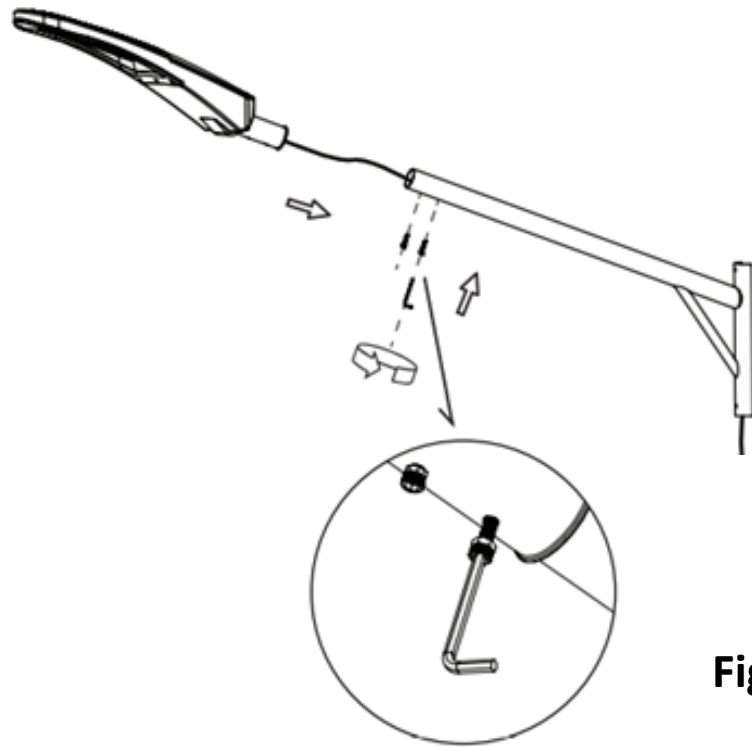


Figure 2

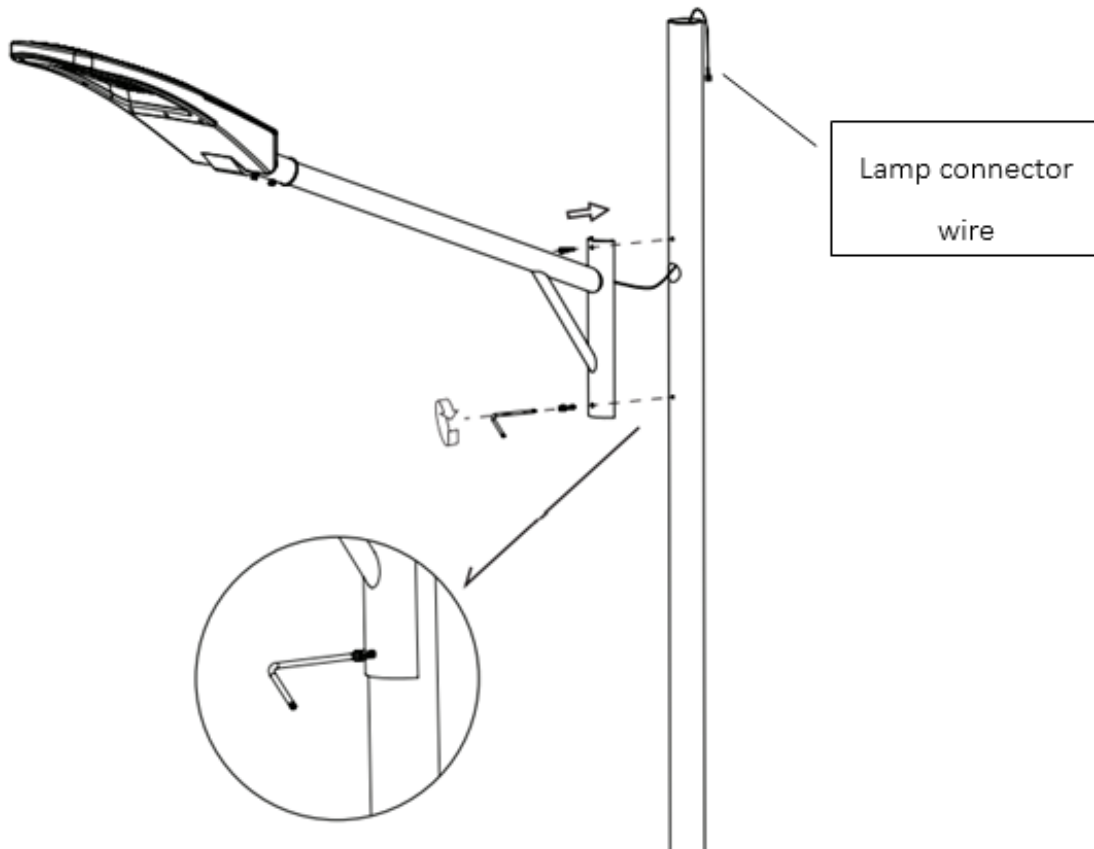


Figure 3

2) Solar Panel Bracket Installation

- 1) Secure the pole bracket to the solar panel using two security screws at pivot point. Pivot point has welded nuts on inside of solar panel knuckle. See Figure 4 and Figure 6.
- 2) Adjust solar panel to desired angle based on installation location. SELS representative can assist as needed.
- 3) Secure knuckle angle using socket head screws and nuts. See Figure 5 for angle adjustments.

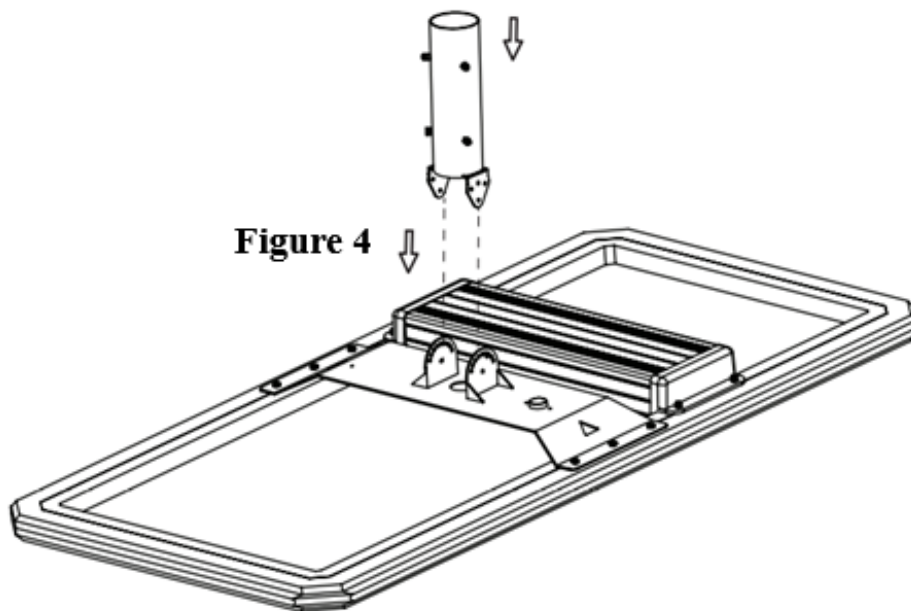
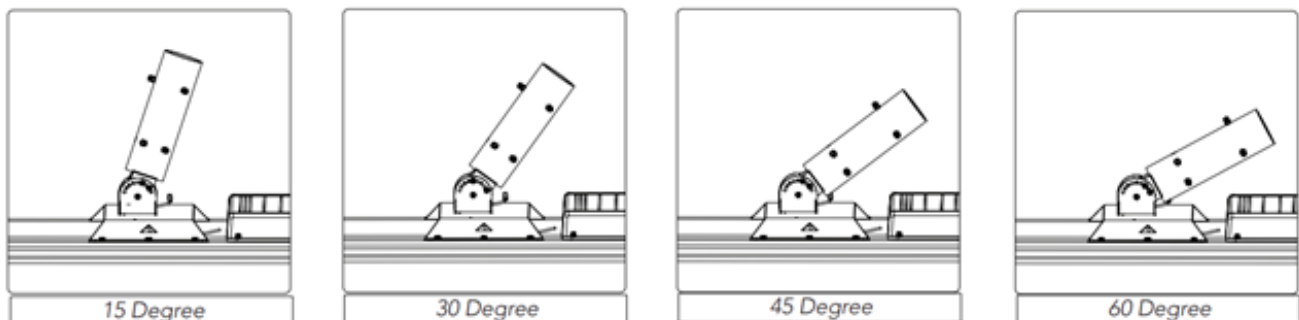


Figure 4

Figure 5



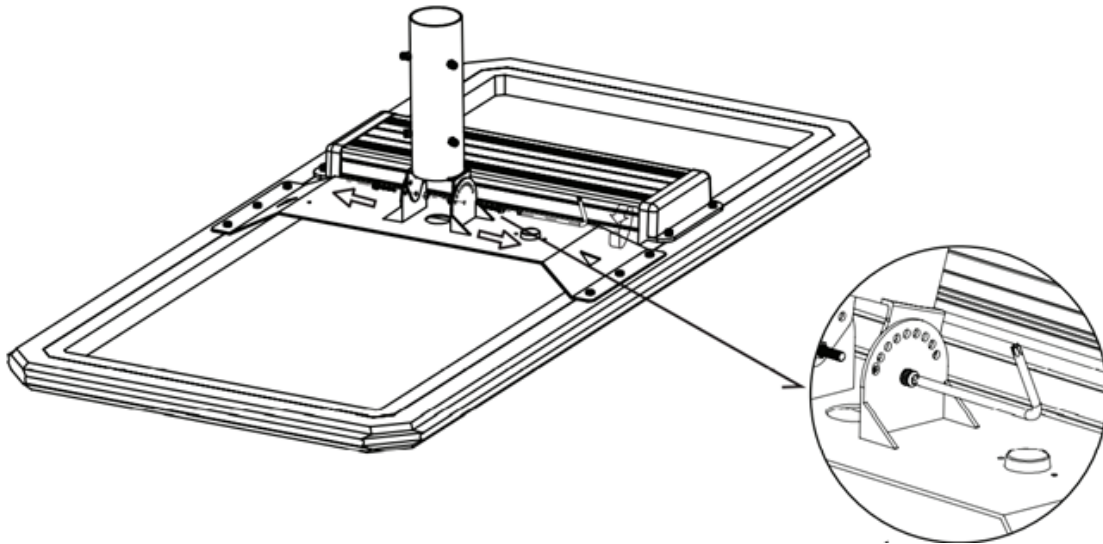


Figure 6

3) Installing the STL PRO System on the pole

- 1) Ensure the lamp wire is secured at the top of the pole. See Figure 3.
- 2) Insert the lamp wire through the pole mount bracket. See Figure 7.
- 3) Slide pole mount bracket over pole and rotate to ensure solar panel facing desired direction. SELS representative can assist for locating ideal orientation.
- 4) Tighten 6 screws into the pole and tighten nut to ensure screws cannot back out.
- 5) Connect lamp wire to the appropriate connector on solar charge controller using error-proofing connector. Ensure nut is tight to ensure waterproof condition. See Figure 9.
- 6) Press the button mounted on the side of bracket to power on the system.



Figure 7

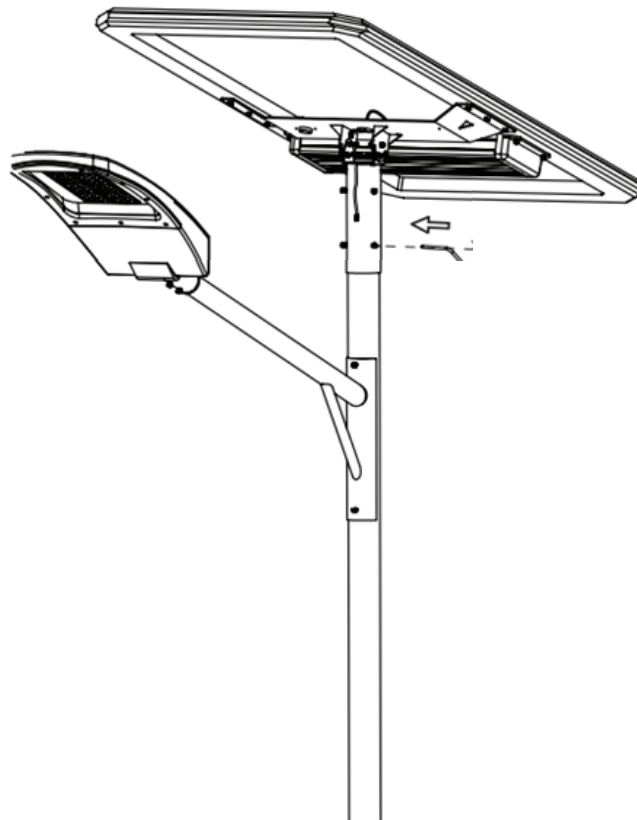


Figure 8

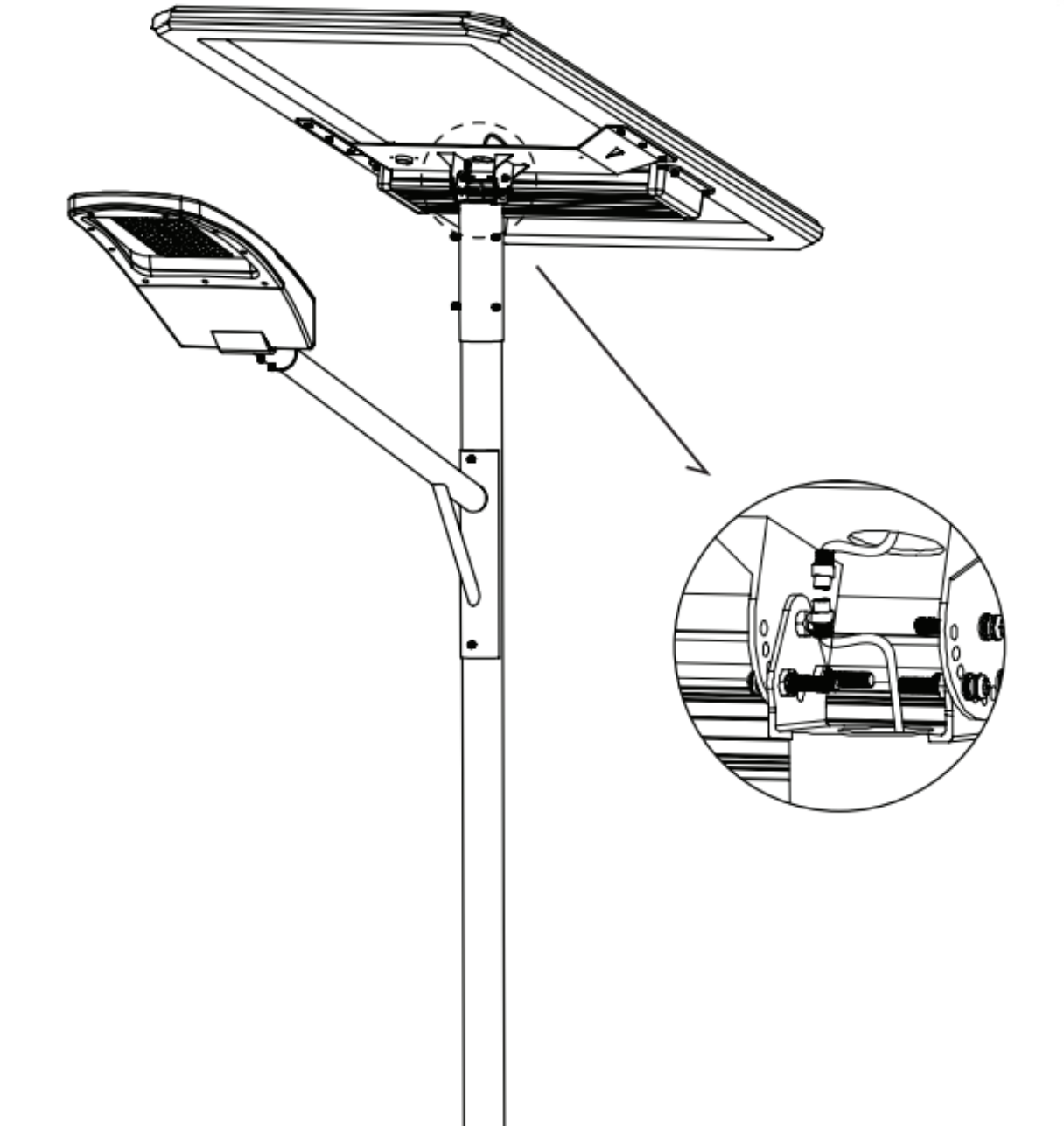


Figure 9

4) All electrical connections

- 1) Ensure all other electrical connections are secure. Ensure nuts are tightened to provide waterproof connections.
- 2) Options include: Second battery, motion sensor, and remote antenna.

SMART SOLAR LIGHTING: SELS



SELS

SMART ERA LIGHTING SYSTEMS

4747 Kester Mill Rd,
Winston-Salem, NC 27103
704-495-3535

E- M A I L

customerservice@selsled.com

www.SELSolar.com

To: Mr. Lincoln Daley,
Milford, NH Town Administrator

Date: May 8, 2023

Memorandum

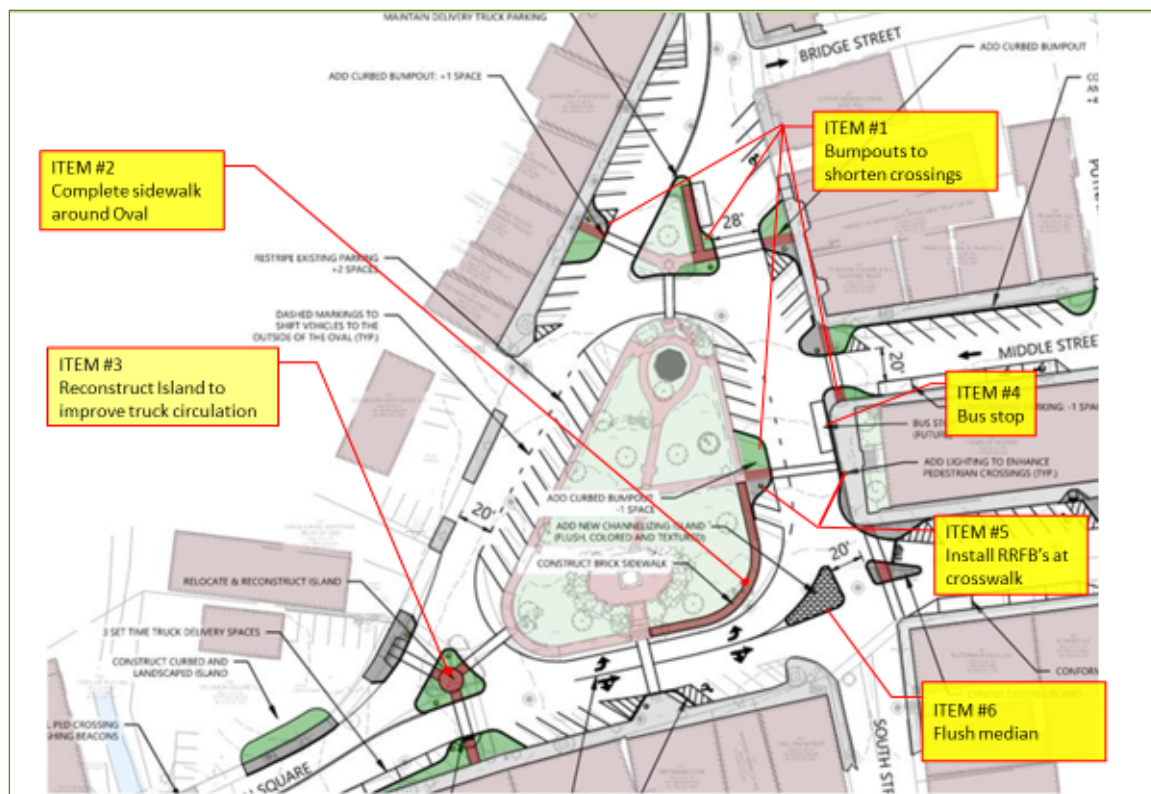
Project #: 52852.00

From: Gregory L. Bakos, PE

Re: Milford #42470 LPA Project

The following is a summary of the proposed Oval improvements that are depicted in the accompanying images. **The latest status of each item has been added.**

MILFORD OVAL IMPROVEMENTS



Item 1 – Curb bumpouts to shorten pedestrian crossings everywhere shown

\$ 445,000

Description

Install curb extensions at the crosswalks surrounding the oval as shown on the plans. The curb extensions provide opportunities for plantings, lighting, and crossing signs. They are largely unrelated to the parking issues.

Status: There was mixed support at the last meeting. A decision on the bumpouts is central to the project purpose and need.

Benefits

The curb extensions will improve pedestrian safety by shortening crossing distances and by making pedestrians more visible before they enter the roadway to cross. They also provide landscape opportunities and allow street lights to be positioned nearest the crosswalks.

Concerns

The curb extensions will require drainage modifications since they will obstruct water flowing along the curblin in some areas. They also make snow and leaf removal more difficult, but they do not impede traffic since fall in line with the adjacent parking bays.

Item 2 – Complete brick sidewalk around the southeast side of the Oval \$ 40,200

Description

The intent is to complete the sidewalk that is missing around the southeast quadrant of the oval park.

Status: Included

Benefits

This will provide better opportunities for pedestrians to reach the crossing locations on the south and east side of the Oval park.

Concerns/ Miscellaneous

There is a hydrant that may need to be relocated to make room for the sidewalk. The Town will likely sell bricks to offset costs as they did with the prior brick walks.

Item 3 – Reconstruct delta island in southwest corner to improve truck circulation \$75,400

Description

The island would essentially be moved further to the southwest to make room for circulating trucks.

Status: Included

Benefits

The large truck cabs would be able to swing wider to allow their rear tires to avoid clipping the Oval park curbing.

Concerns

The tree in the island would be lost and the granite and brick work will be expensive.

Item 4 – Define a bus stop location for future bus service

\$ minimal

Description

A bus stop would be marked on the pavement and designated with a sign. There may also be space for a bench.

Status: Include at a future date if bus service comes to Milford. If Middle Street becomes one-way the bus stop may not be included due to effect on sight lines.

Benefits

This would be a logical location for a bus stop if service is expended to the downtown.

Concerns

Parked buses would slightly impeded trucks from swinging wide before turning to go south around the Oval

Item 5 – Install Rectangular Rapid Flashing Beacons (RRFB's) at the Town Hall / Oval crosswalk

Description

RRFB's would enhance pedestrian safety at the heavily used crosswalk that leads from City Hall to the Oval park. The RRFB's would be pedestrian actuated, and the expectation is they will improve the rate of motorists yielding to pedestrians in the crosswalk. (The rapid flashing beacons do not stop traffic, they only draw attention to the fact that there are pedestrians attempting to cross. They are known to improve compliance with yield laws.)

Status: NOT Included. Concern was mainly with aesthetics.

Benefits

Improved yielding to pedestrians.

Concerns

Visual impact at a prominent location in front of Town Hall and the park.



Item 6 – Install a flush textured median to help orient circulating traffic

\$ 49,500

Description

This would include installing colorized and textured pavement in a configuration to help reinforce the use of the left and right eastbound lanes. The material may be similar to the colorized stamped material on the South Street approach, or it could be a concrete or cobblestone material.

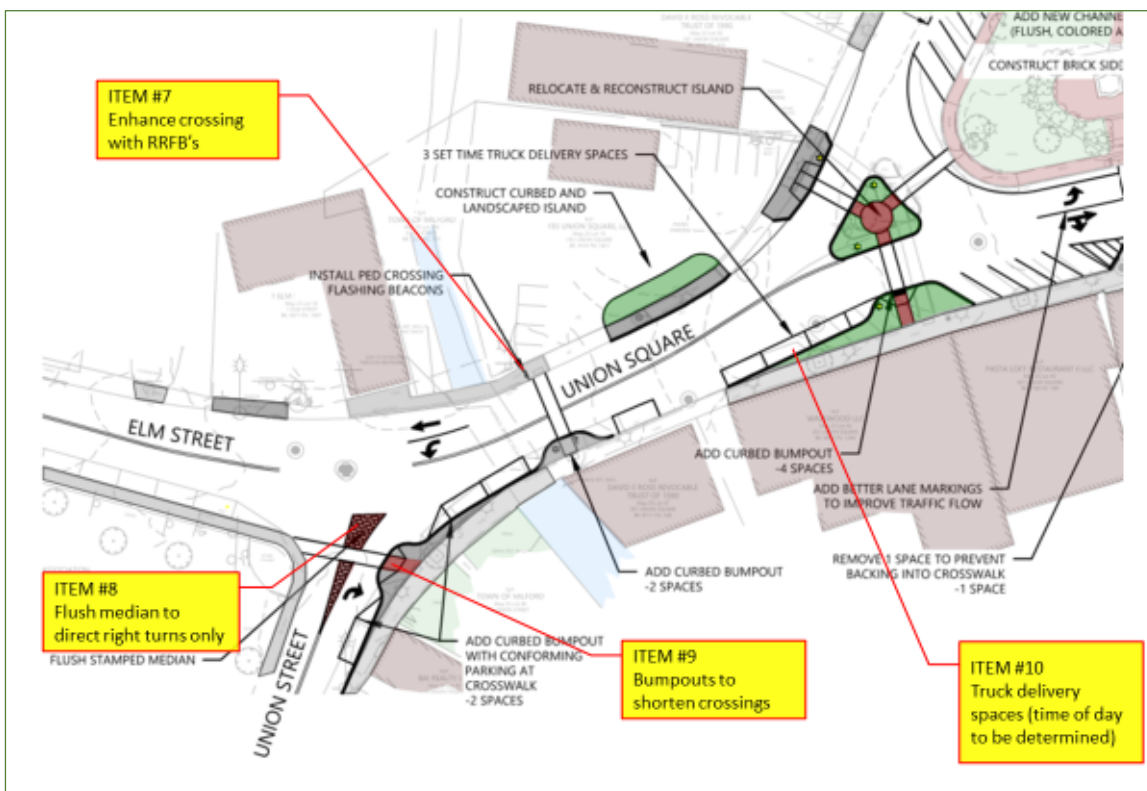
Status: **Included**

Benefits

Moderately low-cost low impact measure to improve operations.

Concerns

Long term maintenance of the material, depending on what materials is selected.



Item 7 – Enhance crosswalk with RRFB’s and bumpout across Union Square

Description

This crosswalk was identified as an important location and the bumpout and RRFB’s would improve yielding to pedestrians at a location where vehicles may otherwise be speeding up to leave the Oval.

Status: Include the bumpout and crosswalk but NOT the RRFB’s

Benefits

Improved yielding to pedestrians.

Concerns

Visual impact. Potential need for an easement on the north side.

Item 8 – Install flush median to reinforce new right turn only designation

Description

A flush median would be installed similar to the one in #6 above to help reinforce a new right turn only designation.

Status: NOT Included, mostly due to impacts elsewhere.

Benefits

\$ 93,400

Reduced congestion and conflict at the Elm/Union intersection, making it easier to get out of Union Street and reducing stacking back into the oval.

Concerns

This change would shift some traffic to Cottage Street and the Cottage Street / Elm Street intersection.

Item 9 – Construct bumpout to shorten Union Street crosswalk

Description

This bumpout would shorten the crosswalk distance and make pedestrians more visible to motorists.

Status: NOT Included

Benefits

This bumpout would shorten the crossing distance and it would also improve pedestrian visibility since there are cars parked in advance of the crosswalk.

Concerns

As with the other bumpouts, the curb extension may require drainage modifications, and may make snow and leaf removal slightly more difficult.

Item 10 – Designate parking for truck delivery during specific hours

\$ minimal

Description

There is a concern that delivery trucks currently park in a lane along the south side of the Oval. This action would designate parking spaces for delivery trucks during specific hours so the trucks will have an alternative to parking in a lane.

Status: Undecided pending discussions with business owners and Police.

Benefits

Improved traffic operations and improved safety for the delivery staff.

Concerns

The delivery hours, presumed to be morning, could impact an adjacent restaurant that serves breakfast. That is not to say there are not three parking spaces available around the Oval during those hours. The selection of the truck parking hours may warrant further discussion.

Item 12 – Convert a portion of the north side of Middle Street parking to parallel and a portion to diagonal east of Putnam Street

Description

The 90-degree parking would be converted to parallel and diagonal parking since there is not sufficient room to accommodate 90-degree parking when parking is added to the south side of the street. A portion of the parking would be parallel to stay off the 30 Putnam Street property and a portion would be diagonal to maximize the number of spaces.

Status: NOT Included if Middle Street will remain two-way. Included otherwise.

Benefits

This configuration would allow new spaces to be added on the south side of the street.

Concerns

There would be property impacts to the former school property on the north side.

There would be a loss of 7 spaces on the north side.

Item 13 – Construct sidewalk on south side of middle Street and add diagonal parking

Description

\$ 65,200

This would be a curbed sidewalk where none exists today, and diagonal parking would be added.

Status: NOT Included if Middle Street will remain two-way since there is not enough width with two-way.

Benefits

This would provide a new walkway for pedestrians and 12 new parking spaces.

Concerns

The small surface lot that fronts on Middle Street would be closed off and reoriented to School Street with a loss of 2 spaces.

Item 14 – Add two parking spaces on School Street

\$ minimal

Description

Two spaces would be marked where none exist today. The 8-foot wide parking spaces would leave two 11-foot wide travel lanes.

Status: NOT Included

Benefits

Two new spaces.

Concerns

Concern has been expressed that the spaces may impede vehicles turning into School Street from Nashua Street, however the spaces are set in approximately 30-feet from Nashua Street.

Item 15 – Expand the Nashua Street delta island at South Street slightly to improve pedestrian refuge

\$ 11,400

Description

The existing island is 8-feet wide at its widest point and the expansion would make it 14-feet wide at its widest point.

Status: NOT Included

Benefits

Shorter crosswalks and more space for pedestrian refuge.

Concerns

Truck turning would be tighter from South Street.

Item 16 – Reconfigure and expand the Library parking lot to add approximately 49 spaces

Description

\$ 460,000 (placeholder pending more information)

This is a City initiative to greatly expand the Library parking area. NHDOT is in support of applying the funds to this initiative IF the parking is not regulated (it must all be public parking).

Status: NOT decided, pending further investigation relative to the willed land.

Benefits

This would add greatly to the downtown public parking supply as well as adding parking for the Library.

The lot is convenient to Town Hall and the Oval.

Concerns

Initial cost of approximately \$400,000 is a concern, and it may be higher once it is actually designed.

It may be necessary to designate specific parking spaces for general public parking so the library gets priority.

Item 17 – Add a fire station actuated traffic signal at the School Street / Nashua Street intersection

\$ 108,200

Status: NOT Included

Description

This signal would help fire trucks enter Nashua Street, especially during peak hours when traffic queues across School Street. There reportedly was a signal at this intersection in the past.

Benefits

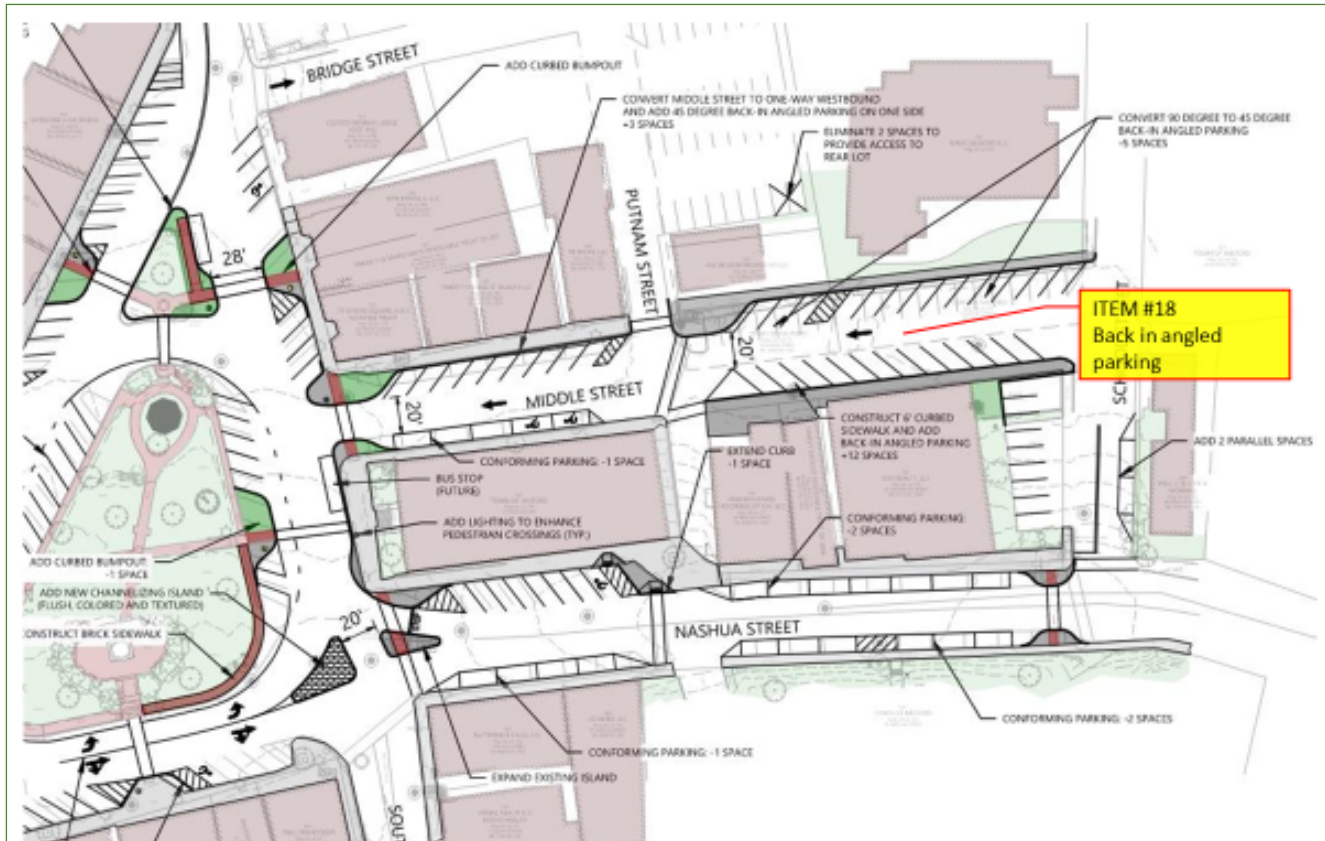
The signal would be expected to improve fire department response times.

Concerns

Initial cost.

Item 18 – Make the diagonal parking on Middle Street back-in instead of head-in

Not Approved



Description

The diagonal parking spaces that are proposed on Middle Street would reoriented such that vehicles would back into them instead of pulling into them head first.

Status: NOT Included since Middle Street will remain two-way

Benefits

Back-in angled parking greatly improves motorist's ability to pull out from parking spaces safely when compared to backing out. The expectation is the benefits of pulling out with good visibility of oncoming traffic and bicyclists would outweigh the added challenge of backing into the spaces.

Concerns

Rear bumper overhangs tend to be longer than front bumper for some vehicles such as pickup trucks, so wider sidewalks may be needed to counter that effect.

Public education and acceptance on how to use back-in parking can be a challenge.

Item 19 – Reconstruct the sidewalks within the Oval area for uniformity and ADA compliance

Description

\$ 284,700

The intent is to reconstruct the sidewalks around the outside of the Oval since work at the bumpout areas will not match aesthetically and since some of the brick inlay in the existing sidewalks has created uneven surfaces, which is an ADA concern. NHDOT is in support of this initiative if the bumpouts create a patchwork of new vs. old sidewalks.

Status: Included

Benefits

The work will leave the Oval sidewalks looking uniformly new and smooth. Decorative inlay may be considered.

Concerns

Initial cost.

Item 20 – Mill and overlay the roadways within the project limits

\$ 288,100

Description

The intent is to resurface and re-stripe the roadways within the project limits since the other improvements will leave the roadways with scars and joints along new curbing. NHDOT is in support of this initiative if there are significant curbing and striping revisions.

Status: Included

Benefits

The work will leave the Oval area looking new and riding smoothly.

Concerns

Initial cost.

Item 21 – Make improvements to Bridge Street if Middle Street becomes One-way west.

\$ T.B.D.

Description

The intent would be to upgrade the roadway and sidewalk conditions on Bridge Street since it would likely endure additional traffic if Middle Street becomes one-way. NHDOT supports this initiative. It is uncertain what the cost will be since it has not been reviewed or engineered.

Status: New Item. Dependent on middle Street becoming one-way.

Benefits

The work will leave Bridge Street in better condition.

Concerns

Initial cost.

CONSTRUCTION COST ESTIMATE

PROJECT : Milford Oval Improvements

LOCATION: Milford, NH

VHB PROJECT NO. 52852.00

TYPE: Conceptual Estimate 4/17/23

ITEM DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
203.1 COMMON EXCAVATION	CY	\$ 18.00	995	\$17,910
203.2 ROCK EXCAVATION	CY	\$ 40.00	175	\$7,000
203.6 EMBANKMENT IN PLACE	CY	\$ 14.00	20	\$280
304.4 CRUSHED STONE (FINE GRADATION) (F)	CY	\$ 40.00	758	\$30,320
304.5 CRUSHED STONE (COURSE GRADATION) (F)	CY	\$ 40.00	17	\$680
403.11 HOT BITUMINOUS PAVEMENT - MACHINE METHOD	TON	\$ 100.00	1250	\$125,000
403.12 HOT BITUMINOUS PAVEMENT - HAND METHOD	TON	\$ 150.00	45	\$6,750
417 COLD PLANING BITUMINOUS SURFACES	SY	\$ 5.00	8200	\$41,000
COLORIZED AND STAMPED PAVEMENT MATERIAL	SY	\$ 300.00	64	\$19,200
603.00215 15" R.C. PIPE, 2000D	LF	\$ 80.00	160	\$12,800
604.0007 POLYETHELENE LINER	EA	\$ 350.00	8	\$2,800
604.124 CATCH BASINS TYPE B, 4-FOOT DIAMETER	UNIT	\$ 4,000.00	8	\$32,000
604.4 RECONSTRUCTING/ADJUSTING CATCH BASIN & DROP INLET	LF	\$ 400.00	3	\$1,200
604.324 DRAINAGE MANHOLES, 4 FT DIAMETER	U	\$ 4,000.00	2	\$8,000
607.9839 RESET GRANITE POST	EA	\$ 250.00	9	\$2,250
608.24 4" CONCRETE SIDEWALK (F)	SY	\$ 50.00	2720	\$136,000
BRICK SIDEWALK	SY	\$ 200.00	110	\$22,000
BRICK SIDEWALK REMOVE AND RESET	SY	\$ 50.00	37	\$1,850
608.54 DETECTABLE WARNING DEVICES, CAST IRON	SY	\$ 500.00	30	\$15,000
609.01 STRAIGHT GRANITE CURB	LF	\$ 45.00	920	\$41,400
609.02 CURVED GRANITE CURB	LF	\$ 50.00	260	\$13,000
609.5 RESET GRANITE CURB	LF	\$ 25.00	504	\$12,600
615.0301 TRAFFIC SIGN TYPE C	SF	\$ 90.00	120	\$10,800
616.191 TRAFFIC SIGNAL (FIRE STATION ACTUATED AT SCHOOL ST/ NASHUA ST)	U	\$ 100,000.00	1	\$60,000
616.26101 RECTANGULAR RAPID FLASHING BEACON	U	\$ 30,000.00	1	\$30,000
625.525 STREET LIGHTS INCLUDING POLES, FOUNDATIONS AND LUMINAIRES	EA	\$ 8,000.00	11	\$88,000
626.999 STREET LIGHTS POWER SUPPLY INCL. WIRED CONDUIT AND CONTROLL	U	\$ 20,000.00	1	\$20,000
628.2 SAWED BITUMINOUS PAVEMENT	LF	\$ 5.00	2000	\$10,000
650.2 LANDSCAPING	U	\$ 30,000.00	1	\$30,000
SUBTOTALS=				\$797,840
618.61 UNIFORMED OFFICERS W/ VEHICLE	HR	\$ 75.00	240	\$18,000
618.7 FLAGGERS	HR	\$ 40.00	800	\$32,000
619.1 MAINTENANCE OF TRAFFIC	UNIT	\$ 40,000.00	1	\$40,000
619.253 PORTABLE CHANGEABLE MESSAGE SIGN (UNIT WEEK)	UWK	\$ 600.00	48	\$28,800
692 MOBILIZATION	UNIT	\$ 50,000.00	1	\$50,000
698.13 FIELD OFFICE TYPE C	MON	\$ 1,800.00	6	\$10,800
699 MISCELLANEOUS TEMPORARY EROSION AND SEDIMENT CONTROL	\$	\$ 1,000.00	1	\$1,000
SUBTOTAL				\$978,440
MISCELLANEOUS ITEMS (10%)				\$97,844
CONTINGENCIES (20%)				\$195,688
TOTAL ESTIMATED CONSTRUCTION COST				\$1,272,000
CONSTRUCTION ENGINEERING, INSPECTION AND TESTING				\$100,000
LIBRARY PARKING LOT EXPANSION DEISGN				\$60,000
LIBRARY PARKING LOT EXPANSION CONSTRUCTION				\$400,000
ENGINEERING				\$260,000
ESTIMATED PROJECT TOTAL:				\$2,092,000

1		2		3		6		7		11		13		15		16		17		19		20		TOTALS	
Bumpouts		Oval Brick Walk		Delta Island		Flush Median		Enhanced Crossing		Middle St One Way		Middle St Sidewalk		Nashua St Island		Library Parking		Nashua St Fire Signal		Misc. Sidewalks		Pavement and Striping		Quantity	Amount
Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
90	\$1,620	25	\$450	45	\$810		\$0	9	\$162		\$0		\$0		\$0		\$0		\$0		\$0		\$0	169	\$3,042
0	\$0		\$0		\$0		\$0	2	\$80		\$0		\$0		\$0		\$0		\$0	172	\$6,880		\$0	174	\$6,960
10	\$140		\$0		\$0		\$0	10	\$140		\$0		\$0		\$0		\$0		\$0		\$0		\$0	20	\$280
16	\$640	16	\$640	6	\$240		\$0	6	\$240		\$0		\$0		\$0		\$0		\$0	200	\$8,000		\$0	244	\$9,760
	\$0		\$0	17	\$680		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	17	\$680
	\$0		\$0	0	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	730	\$73,000
10	\$1,500		\$0	9	\$1,350		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	19	\$2,850
	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	8,200	\$41,000
	\$0		\$0		\$0	64	\$19,200		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	64	\$19,200
100	\$8,000		\$0	160	\$12,800		\$0	20	\$1,600		\$0		\$0		\$0		\$0		\$0		\$0		\$0	120	\$9,600
5	\$1,750		\$0		\$0		\$0	1	\$350		\$0		\$0		\$0		\$0		\$0		\$0		\$0	6	\$2,100
5	\$20,000		\$0		\$0		\$0	1	\$4,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	6	\$24,000
2	\$800		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	2	\$800
2	\$8,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	2	\$8,000
4	\$1,000		\$0	4	\$1,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	8	\$2,000
50	\$2,500		\$0		\$0		\$0	30	\$1,500		\$0		\$0		\$0		\$0		\$0	1,930	\$96,500		\$0	2,010	\$100,500
30	\$6,000	75	\$15,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	105	\$21,000
	\$0		\$0	30	\$1,500		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	30	\$1,500
12	\$6,000		\$0	4	\$2,000		\$0	2	\$1,000		\$0		\$0		\$0		\$0		\$0	4	\$2,000		\$0	22	\$11,000
240	\$10,800		\$0	30	\$1,350		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	270	\$12,150
170	\$8,500		\$0	0	\$0		\$0	40	\$2,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	210	\$10,500
140	\$3,500		\$0	144	\$3,600		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	284	\$7,100
60	\$5,400		\$0	10	\$900		\$0	10	\$900		\$0		\$0		\$0		\$0		\$0	0	\$0	5	\$450	85	\$7,650
	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0		\$0	0	\$0
	\$0		\$0		\$0		\$0	0	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
7	\$56,000		\$0	1	\$8,000		\$0	1	\$8,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	9	\$72,000
0.60	\$12,000		\$0	0.10	\$2,000		\$0	0.10	\$2,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0.80	\$16,000
550	\$2,750		\$0	140	\$700	120	\$600	40	\$200		\$0		\$0		\$0		\$0		\$0		\$0		\$0	240	\$1,200
0.70	\$21,000		\$0	0.20	\$6,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0.90	\$27,000
	\$177,900		\$16,090		\$30,130		\$19,800		\$22,172		\$0		\$0		\$0		\$0		\$0		\$113,830		\$115,200		\$495,122
0.35931	\$6,467	0.03250	\$585	0.06085	\$1,095	0.03999	\$720	0.04478	\$806	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$4,138	0.23267	\$4,188	1.0000	\$18,000
0.35931	\$11,498	0.03250	\$1,040	0.06085	\$1,947	0.03999	\$1,280	0.04478	\$1,433	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$7,357	0.23267	\$7,445	1.0000	\$32,000
0.35931	\$14,372	0.03250	\$1,300	0.06085	\$2,434	0.03999	\$1,600	0.04478	\$1,791	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$9,196	0.23267	\$9,307	1.0000	\$40,000
0.35931	\$10,348	0.03250	\$936	0.06085	\$1,753	0.03999	\$1,152	0.04478	\$1,290	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$6,621	0.23267	\$6,701	1.0000	\$28,800
0.35931	\$17,965	0.03250	\$1,625	0.06085	\$3,043	0.03999	\$2,000	0.04478	\$2,239	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$11,495	0.23267	\$11,633	1.0000	\$50,000
0.35931	\$3,880	0.03250	\$351	0.06085	\$657	0.03999	\$432	0.04478	\$484	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$2,483	0.23267	\$2,513	1.0000	\$10,800
0.35931	\$359	0.03250	\$32	0.06085	\$61	0.03999	\$40	0.04478	\$45	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.00000	\$0	0.22990	\$230	0.23267	\$233	1.0000	\$1,000
	\$242,791		\$21,959		\$41,120		\$27,022		\$30,259		\$0		\$0		\$0		\$0		\$0		\$155,350		\$157,220		\$675,722
	\$24,279		\$2,196		\$4,112		\$2,702		\$3,026		\$0		\$0		\$0		\$0		\$0		\$15,535		\$15,722		\$67,572
	\$48,558		\$4,392		\$8,224		\$5,404		\$6,052		\$0		\$0		\$0		\$0		\$0		\$31,070		\$31,444		\$135,144
	\$315,628		\$28,547		\$53,456		\$35,129		\$39,337		\$0		\$0		\$0		\$0		\$0		\$201,956		\$204,386		\$878,000
	\$35,931		\$3,250		\$6,085		\$3,999		\$4,478	</															

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

4. a) 1) Approval of Grant Opportunity for Improvements to the Armory Road Crossing of the Granite Town Rail Trail

Town of Milford CONSERVATION COMMISSION



April 24, 2023

Milford Board of Selectmen

Granite Town Rail Trail Armory Rd Crossing

Dear Board,

The Milford Conservation Commission is seeking funding from the Recreation Trails Program (RTP) to improve the Armory Rd crossing of the Granite Town Rail Trail. This grant opportunity is federally funded from the Federal Highway Administration and administered by the NH Department of Natural and Cultural Resources and the NH Bureau of Trails. The funding is generated from federal gas tax dollars paid on fuel purchases for all-terrain vehicles and snowmobiles.

The Armory Rd crossing has been a challenge for many trail users due to the limited site visibility at the road crossing and the steep transition from trail grade to road grade. This crossing improvement has been part of the MCC's Granite Town Rail Trail Long Range Plan. Site work will regrade the approach to the road from the trail, reducing the steepness. The MCC will purchase and install flashing beacons at the roadside which are triggered by activity on the trail. The MCC received funding from the Kaley Foundation which will be used for the site work and as a match for the RTP grant application. The revenues from the 2020 and 2021 Ghost Train Races will also be used for match to the RTP grant. The MCC applied for and received an RTP grant in 2019 to install the tunnel at the Granite Town Rail Trail Melendy Rd crossing.

The MCC appreciates the continued support from Town residents and officials as it works to provide and improve access to the natural spaces in Milford, while protecting the habitat for the wildlife dependent upon those spaces.

Respectfully,

Chris Costantino
Milford Conservation Commission

GTRT Armory Road: Proposed Pedestrian Crossing



1.: Stop signs asking trail users to stop and cyclists to dismount before crossing road

2.: Brightly marked (painted) crosswalk

3.: Pedestrian Detection Photo-Sensor Bollards (<https://www.xwalk.com/pages/Photo-Sensor-Bollards.htm>)

4.: LED Rectangular Rapid Flashing Beacon & Sign Systems (<https://www.xwalk.com/pages/TS60-Beacon.htm>)



STATE OF NEW HAMPSHIRE
 Department of Natural and Cultural Resources
 Division of Parks and Recreation
 Bureau of Trails



**RECREATIONAL TRAILS PROGRAM
 PUBLIC LANDOWNER PERMISSION FORM**

This form must be submitted with original signatures to the Bureau of Trails and cannot be reused.

For the purpose of receiving RTP funding from the Bureau of Trails, any and all projects funded by the RTP Program on public property must have prior written approval by the land manager before any work is initiated. This form can be used for federal, state, county and municipal properties. This form is not valid for private land. Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner or land manager for any work to commence.

Sponsor Organization: Milford Conservation Commission
 Project name: Granite Town Rail Trail Armory Rd Crossing
 Project Administrator Name: Lincoln Daley, Town Administrator Date: 4 / 24 / 23

List the landowner to the property where the project named above will be taking place (Ex: NH Bureau of Trails, NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, etc.). If project is on multiple parcels of public lands, use a new landowner permission form for every landowner.

Name of public land (if applicable): Granite Town Rail Trail - Milford NH
 Contact person for public land/land manager: Chris Costantino
 Title of contact person for public land/land manager: Milford Conservation Commission
 Best method of contact for land manager (ex: phone number w/ area code/ mailing address/email address):
conservation@milford.nh.gov

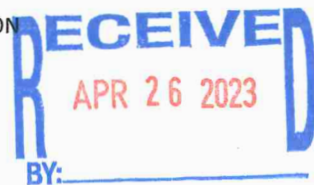
Sponsoring organization has informed land manager of project scope for above named project.
 Consent is hereby given from land manager for work to take place on above named public property:

Signature (Land Manager): _____ Date: ____/____/____
 (Not valid unless signed) (Not valid unless dated)

REPORT OF EXCAVATED MATERIAL

RSA 72-B:9

See instructions on back of form



OPERATION # 22-303-03-E

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

Mailing Address:

JANE PROVINS
113 N MASON RD
BROOKLINE NH 03033-2471

4. a) 2) Approval of Report of Excavated Material Map
58 Lot 1 Phase 9

1. Town/City of: MILFORD, NH

2. Tax Map/Lot # or Road Project Name or #:
58 / 1 PHASE - 9

3. Total permitted area under RSA 155-E (acres): 4.5

4. Excavation area as of April 1 : 3

5. Reclaimed area as of April 1 : 1

6. Remaining cubic yards of earth to excavate:
46406

8. EXEMPT EARTH

Excavated earth that was used on the parcel of land, or other parcel that is contiguous and in common ownership, in the construction, reclamation, reconstruction or alteration of such parcel of land during the tax year is exempt from the excavation tax. Excavation of earth from a parcel of land which does not exceed 1,000 cubic yards during the tax year is also exempt from the excavation tax but must be reported.

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

Table with 2 columns: EXEMPT EARTH TYPE, CUBIC YARDS EXCAVATED

7. DESCRIPTION OF EARTH EXCAVATED DURING TAX YEAR:

Table with 2 columns: EARTH TYPE, EXACT CUBIC YARDS EXCAVATED. Rows include GRAVEL (11068), SAND, LOAM (484), STONE PRODUCTS, OTHER:, and TOTAL (11552).

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

JANE E PROVINS
PRINT OWNER(S) NAME OR CORPORATION CLEARLY

X Jane E Provins 4-26-23
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER & TITLE DATE

PRINT OWNER(S) NAME CLEARLY

SIGNATURE (IN INK) OF OWNER(S) DATE

MAILING ADDRESS

113 N. MASON RD
CITY / TOWN BROOKLINE STATE NH ZIP CODE 03033
PHONE #: 603-673-6807 CELL #:

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

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

TOWN OF [TOWN/CITY], NH

OFFICE OF THE TAX COLLECTOR

P.O. BOX [XXX]

[TOWN/CITY], NH [XXXXX]

(603) [XXX-XXXX]

May 8, 2023

Jane Provins
113 N. Mason Rd
Brookline, NH 03033

EXCAVATION TAX ASSESSMENT PER RSA 72-B

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

PARCEL DATA	EARTH TYPE	CUBIC YARDS EXCAVATED	TAX PER CUBIC YARD	TAX DUE
PARCEL I.D./ TAX MAP NUMBER:	GRAVEL	11068	\$0.02	\$221.36
Map 58Lot 1	SAND	0	\$0.02	\$0.00
OPERATION NUMBER:	LOAM	484	\$0.02	\$9.68
22-303-03-E	STONE PRODUCTS	0	\$0.02	\$0.00
ACCOUNT NUMBER:	OTHER	0	\$0.02	\$0.00
#	TOTAL EARTH:	11552	TOTAL TAX:	\$231.04
SERIAL NUMBER:				
#				

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 June 7, 2023 ON UNPAID TAXES *****

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

TAX OFFICE HOURS: Monday - Friday 8-4:30

ORIGINAL WARRANT

GRAVEL TAX LEVY

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

THE STATE OF NEW HAMPSHIRE

YOUR COUNTY, SS

TO: COLLECTORS NAME, Collector of Taxes for TOWN OF [TOWN/CITY], 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 b from the person(s) named herewith committed to you, the Gravel Taxes set against their name(s), amounting in all to the sum of : **\$231.04** , 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 ε TOWN OF [TOWN/CITY], NH

Gary Daniels, Chair

Chris Labonte, Vice Chair

Paul Dargie

David Freel

Tim Finan

DATE: **May 8, 2023**

NAME & ADDRESS	MAP & LOT	OPERATION #	GRAVEL TAX DUE
Jane Provins 113 N. Mason Rd Brookline, NH 03033	Map 58Lot 1	22-303-03-E	\$231.04

DATE DUE: **June 7, 2023**

TOTAL DUE: **\$231.04**

4. a) 3) Approval of Intent to Excavate Map 58 Lot 1 Phase

9

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



FORM PA-38 139

YR - TOWN - OP# - E

BY: _____
For Tax Year April 1, 23 to March 31, 24

GENERAL INSTRUCTIONS FOR FILING THIS FORM ON REVERSE

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

- Town/City of: MILFORD
- Tax Map/Block/Lot #: 58-1 PHASE A
- Name of Road From Which Accessible:
MILE SLIP
- Total Acreage of Lot: 40
- Date of Permit per RSA 155-E:2: PHASE - 9
(Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, I (d): _____
- Permit Number per RSA 485-A:17, if any: _____
(Alteration of Terrain Permit)
- Incidental Construction/155-E Exception: Check if Yes
- Total Permitted Area (acres): 4.8
- Excavation Area (acres) as of April 1: 3
- Reclaimed Area (acres) as of April 1: 1
- Remaining Cubic Yards of Earth to Excavate: 46406
- Type of Ownership (Check only one):
 Owner of land
 Previous owner retaining deeded earth excavation rights
 Owner of earth or earth excavation rights on public lands (Fed, State, Municipal, etc) or, removes earth from public lands or right of way

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	25000
SAND	10000
LOAM	500
STONE PRODUCTS	
OTHER ()	
TOTAL	35500

FOR DRA USE ONLY

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

15. CHECK ONLY THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100.00 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100.00 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

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

A. Jane C Provins 4/18/23
SIGNATURE (in Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Jane C Provins
PRINT OWNER(S) OR CORPORATE OFFICER(S) NAME CLEARLY

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

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

113 N MASON RD
MAILING ADDRESS

BROOKLINE MA 03033
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS _____

TELEPHONE 603 613 6867 CELL PHONE _____
(Type numbers only; no symbols) (Type numbers only; no symbols)

DATE INTENT SENT TO TOWN: 4-24-2023

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

TO BE COMPLETED BY ASSESSING OFFICIALS

Amount of Security Required \$ _____

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

SIGNATURES & DATE OF ASSESSING OFFICIALS

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

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

SIGNATURE (IN INK)

SIGNATURE (IN INK)

SIGNATURE (IN INK)

SIGNATURE (IN INK)

SIGNATURE (IN INK)

MEMORANDUM

To: Board of Selectmen
Cc: Lincoln Daley

From: Kathy Doherty, Tax Collector

Date: May 3, 2023

Subject: 2022 Real Estate Tax Liens

Pursuant to RSA 80:61, I am formally notifying the Board of Selectmen of the Real Estate Tax Liens placed against properties with an unpaid balance.

Please find an affidavit pursuant to RSA 80:61 of the real estate tax lien execution for unpaid 2022 tax due the Town of Milford. A Notice of Impending Tax Lien was sent to the referenced taxpayer(s). This notice demanded payment of taxes and other charges identified therein no later than May 1, 2023. The named taxpayer(s) did not respond with payment as demanded and, accordingly, I have now executed to the Town, by yourselves, a 100% interest in the property. I have also forwarded an appropriate report of said action for recording at the Hillsborough County Registry of Deeds.

76 liens were executed for the unpaid 2022 tax levy totaling \$280,697.80.
99.3% of 2022 real estate tax was collected prior to the lien execution

Please contact me should you have any questions or require additional information

Respectfully,

Kathy Doherty

AFFIDAVIT OF EXECUTION OF REAL ESTATE TAX LIEN

Town of Milford, NH

May 1, 2023

Date of Execution: May 1, 2023

Levy of 2022

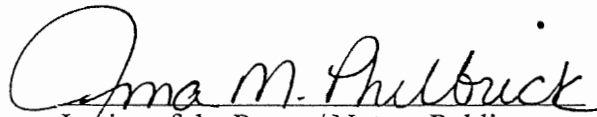
I Kathy P. Doherty, Tax Collector for the Town of Milford, certify under oath that I gave notice of the impending lien on the 31st day of March, 2023. Being at least 30 days prior to the execution of the lien. Said notice was sent by certified mail return receipt requested, to the last known address of the current owner, if known, or of the person against whom the tax was assessed.

In accordance with provisions of RSA 80:59, Real Estate Tax Liens were executed to the municipality.

 Tax Collector

State of New Hampshire, Hillsborough County

Personally appearing Kathy P Doherty, Tax Collector, who swore that the foregoing affidavit was true to the best of her recollection, knowledge and belief, and acknowledged the foregoing instrument to be his/her voluntary act and deed.
Signed before me:


Justice of the Peace / Notary Public

TINA M. PHILBRICK, Notary Public
State of New Hampshire
My Commission Expires September 5, 2023

TOWN STATUS REPORT

May 8, 2023

1. Town Hall New Hours of Operation

The new Town Hall hours begin on May 1, 2023, the Town Hall. With the exception of the Town Clerk's office, the Town Hall will be open Monday – Thursday 8:00 am to 5:30pm and Friday 8:00 am to 12:00 pm).

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

2. Right to Know Law, RSA Chapter 91-A Training

On April 27, 2023, the Town hosted a seminar for Town Board, Commission, and Committee members to discuss procedural and notice requirements for holding a proper public meeting, as well the exceptions to the meeting requirement (the so-called "non-meeting"). The webinar and discussion was led by New Hampshire Municipal Association Attorney Stephen Buckley and as attended by over 40 individuals from the various Town boards, committees, and commissions. The meeting was recorded and is available for viewing on the Granite Town Meeting site.

As part of the discussion, the question was raised regarding the need for and potential adoption of a Town Right to Know Town policy. Attorney Buckley recommended the adopted policies from Hudson and Auburn as possible examples. For review and consideration, attached please find the Right to Know Policy from Hudson.

3. Goals & Objectives – Town Administrator

See attached memo.

4. Police Department Replacement of Vehicles

Chief Viola will be presenting a brief informational update regarding the transition of two 2020 SUV vehicles from patrol use to administrative use and the purchase of two new 2022 replacement patrol vehicles. The purchase of the two new patrol vehicles is part to the approved 2023 budget. The remaining funds after the purchase of the vehicles is being reappropriated to convert the existing 2020 vehicles for administrative use. For more information, please see attached memo.

5. Wadleigh Memorial Library – Site I Environmental Site Assessment

A Site I Environmental Site Assessment is currently being performed on the Library facility and property. A Phase I Environmental Site Assessment, commonly referred to as an ESA, or Phase I ESA, is a report prepared for a real estate holding that identifies potential or existing environmental contamination liabilities. The analysis, typically addresses both the underlying land as well as physical improvements to the property/building(s). The Phase I report will be used as a tool to determine what (if any) steps are required to address contamination on the property and within building. Funding for the assessment is being provided through the Nashua Regional Planning Commission's Brownfields Program.

6. 168 South Street – Former Gas Station

We are moving forward with the design, layout, and costs to construct the municipal parking lot with EV charging stations on the former gas station property. An initial concept has been layout out and staff is currently exploring alternatives to remove the structure and canopy from the site.

7. Milford Spartan Solar Project – Milford Industrial Properties (Update)

The Milford Spartan Solar company continues to seek resolution of issues in the interconnection agreement proposed by Eversource. Eversource is attempting to implement a change to interconnection standards for the Public Service of New Hampshire (“PSNH”) distribution system to harmonize the PSNH standards at Eversource-owned utilities in other states. The proposed change to PSNH interconnection policy has significant potential for increased costs for projects and ratepayers in New Hampshire. In a proposed settlement agreement between the New Hampshire Department of Energy and Eversource, those parties proposed removing consideration of the relevant interconnection issue from the on-going PSNH Least Cost Integrated Resource Planning proceedings and reviewing the issue as part of a separate, on-going, DOE investigation of interconnection standards.

In accordance with the 2019 Land Lease Option and Lease Agreement with the Town, the lease expires September 23, 2023.

8. Board, Commission, Committee Volunteers

The Town is actively seeking volunteers seeking to serve on the various boards, commissions, and committees. The following is a listing of current vacancies:

- Board of Adjustment 3 Alternate Positions
- Budget Advisory Committee TBD
- Capital Improvement Advisory Committee 7 Full Time Positions
- Conservation Commission 2 Alternate Positions
- Economic Development Advisory Council TBD
- Planning Board 2 Alternate Positions
- Traffic Safety Committee 1 Full Time Position

If you are interested in applying, please contact the Administration Office or visit the Town website at www.milford.nh.gov and download /complete the volunteer application.

5. 3) Town Administrators Goals and Objectives

2023 Milford Town Administrator Goals and Objectives

I. Financial

Town Administrator shall work closely with the Board of Selectmen, Budget Advisory Committee, and appropriate municipal staff/officials in providing financial leadership. Objectives:

1. In coordination with Finance Director, examine the existing policies and fiscal management practices involving the development and creation of the annual Town budget and default budget. Develop itemized plan to complete the budget for submittal to the Board of Selectmen for review and consideration in September 2023.
2. Develop monthly financial reports as to how the current fiscal year's budget is being maintained. Reports will be presented to Board of Selectmen at the first Board of Selectmen meeting of each month as part of the Town Status Report.
3. As a function of the budget preparation process, identify areas for operating and capital cost avoidance without negatively impacting the overall quality of municipal infrastructure and services. Identify areas of potential savings and potential budget crises with emphasis of one area of the budget per year.
4. In coordination with the Town's external auditor and Finance Department, pursue changes to existing policies and fiscal management practices that will enhance internal controls and/or otherwise lead to "clean" annual audits and their timely submittal by September 2023.

II. Human Resources Management and Labor Relations

1. Organize and facilitate bi-weekly meetings with Department Heads and Town Hall staff.
2. Complete an in-depth review of the Town's existing Personnel Policy and provide the Board of Selectmen with recommended modifications as appropriate by December 2023.
3. Work proactively with Primex (the Town's provider of all non-medical insurance coverage) to reduce unnecessary risk exposure and manage long-term costs.
4. Ensure that the Town is adhering to pertinent laws and regulations with respect to workers compensation and unemployment practices.
5. Review employee compensation and suggest adjustments (where applicable) as part of the 2024 budget cycle.
6. Begin planning for staff retirements that will likely take place over the next 1-5 years and develop succession plans.
7. Complete at least one training in human resources, personnel management, supervisory leadership, or related discipline.

8. Make a concerted effort to continue fostering a congenial, close-knit and supportive work environment for all employees of the town.

III. Community Relations

The Town Administrator shall be an active participant and engaged with the Milford community. Objectives:

1. Attend off hour's community events as time allows.
2. Develop positive and productive relationships with civic, business, and other groups important to the Town.
3. Meet with businesses and other groups in Milford at least twice per year and document said meetings.
4. With the assistance of Granite Town Media produce a podcast and/or show that informs the public of Town projects/events/news and introduces department heads, elected officials, and businesses to the residents of Milford.

IV. Planning and Economic Development

The Town Administrator shall actively participate in the strategic planning process especially with regards to economic development, residential/commercial/industrial growth, open space and recreation enhancement, historic preservation, and transportation improvements. Objectives:

1. Provide direct support and guidance to the Community Development Office and Planning Board regarding the long-term/master planning process, and help ensure that a complete draft of an updated Master Plan is prepared by mid-2025.
2. Facilitate and manage the NHDES Alteration of Terrain permit application for the Milford Community Lands (Former Brox Property) Gravel Removal Operation. Seek approval and receipt of the permit in Fall 2023.
3. Re-establish the Milford Economic Development Counsel and foster improved communications/relationships with the business community.

V. Town Government Communication/Efficiency and Effectiveness

The Town Administrator shall strive to improve community/interdepartmental communications and transparency and the effectiveness/efficiency of Town government. Objectives:

1. Identify & develop improved communication channels & policies (e.g. a Town FB Group, Granite Town Media, easier to navigate website),
2. Improve Town Website:
 - Ensure consistent branding.
 - Utilize as marketing tool for town and as a conduit to communicate to the public/stakeholders

- Ensure regular maintenance of content and information.
 - Modify/update the social media policy to relative to consistent content updates and maintenance responsibilities.
3. Focus outreach efforts to encourage and promote volunteerism in the Milford. Identify at least one new method of recruiting new board and committee members to open positions.

VI. Service and Support to the Board of Selectmen

The Town Administrator shall be responsive to the needs of the Board of Selectmen.

Objectives:

1. Work diligently to ensure that the policy directives established by the Board of Selectmen are effectively implemented.
2. Keep the Board of Selectmen well informed of the matters under its control.
3. Prepare high quality analyses and accurate information regarding the various issues facing the Town.
4. Include an update on at least one project or department at each meeting of the Board, as time allows.
5. Help ensure that the Board of Selectmen continues to conduct its official business in a manner that appropriately adheres to the Open Meeting Law and/or other pertinent state laws and regulations.

VII. Relationships with other levels of Government

The Town Administrator shall strive to establish positive working relationships with agencies of other towns, county-wide organizations, the State of New Hampshire, and the Government of the United States. Objectives:

1. Continue to foster positive working relationships with surrounding towns and other towns within the County and Souhegan Valley by quarterly contact with the other towns' managers and administrators.
2. Review, analyze, represent and present the position of the town and Board of Selectmen relative to implemented and proposed legislation and governmental policies and regulations.
3. Stay abreast of and perform research involving pertinent governmental legislation, policies and regulations.
4. Engage in regular meetings and develop productive working relationships, with the key external government officials and agencies (i.e., Governor's Office, members of the state legislative delegation, NH-DRA, NH-DOT, other state agencies, Nashua Regional Planning Commission, Hillsborough County Commission, Milford School District, the administrations of neighboring towns, etc).

VIII. Professional Growth

The Town Administrator shall pursue his continued growth and advancement and enhance his education for the good of the town. Objectives:

1. Complete at least one formal training in municipal finance, capital planning, or a related discipline provided by the NH-DRA, NHMA or other appropriate authority.
2. Attend pertinent professional meetings, seminars and conferences including the New Hampshire Municipal Association (NHMA) annual conference.
3. Maintain membership in pertinent regional, state and national professional organizations.



Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola
Chief of Police



To: Lincoln Daley, Town Administrator
From: Chief Michael J. Viola
Date: May 4, 2023
Ref: Remake of 2020 Police Vehicles

I am respectfully requesting your approval to remake the two 2020 marked Police SUV vehicles into unmarked vehicles, for detective and administrative use. The following is an overview on how the department would cover the costs of the remakes and still stay within the 2023 approved police department budget on vehicles.

The 2023 department budget for two Police Utility SUV's is \$112,785.00. While meeting with MHQ's representative on behalf of our department, Captain Frye was able to secure two new 2022 Police Utility vehicles in place of the 2023 Police Utility vehicles.

- 2022 Police Utility vehicle is \$36,643.78, per vehicle.
- 2023 Police Utility vehicle is \$43,646.95, per vehicle
- Difference per vehicle is \$7003.17 or \$14,006.34 for two.

Based on the new costs for the two vehicles and with the transfer of equipment from the 2020 Utility vehicles to the new 2022 Police Utility vehicles the department would have an overall estimated cost of \$96,861.06. The current budget is \$112,785.00

- Savings would be approximately \$15,923.94.
- Some of the savings were achieved by transferring the following equipment:
 - Prisoner Cage and Seat
 - Radar Units
 - Front Push Bumpers

Vehicles to be transitioned from Patrol to Administrative vehicles:

- 2020 Utility Vehicle (B20), approximate mileage 64,000
- 2020 Utility Vehicle (A20), approximate mileage 72,000
- Cost to remake (transition) is \$12,500.00.

Vehicles the department will be removing from the current fleet:

- 2016 SUV (B16), approximate mileage 146,000
- 2011 Ford Crown Vic, approximate mileage 102,000
- 2012 Ford Police Interceptor, approximate mileage 121,500

Based on the cost estimates, we should not exceed the budget on department vehicles.

6. Discussions

6. 2) RTK Policy for review

Town of MILFORD NEW HAMPSHIRE

Policies and Procedures

Section: General

Subject: Right to Know Policy

Policy Number:	Revision Number:
Approved by: Board of Selectmen	Revision Dates:
Origination Date:	Review Frequency:

draft

Table Of Contents

Section 1.0 - Overview

- 1.1 [Purpose](#)
- 1.2 [Scope](#)
- 1.3 [Legal Definitions](#)

Section 2.0 – Requesting Information

- 2.1 [Requesting Information](#)
- 2.2 [Gathering and Organizing Information](#)
- 2.3 [Completing a Public Information Request](#)
- 2.4 [Applicable Costs](#)

Section 3.0 – Policy Changes

- 3.1 [How to Make Changes to This Policy](#)

Section 4.0 – Training Requirements

- 4.1 [Training Requirements](#)

References

- [State Contacts](#)
- [Judicial Appeals and Legal Escalations](#)

Addendum

- [Attachment 1: Hudson RTK Request Form](#)
- [Attachment 2: Hudson RTK Denial Form](#)

Section 1.0 – Overview

1.1.1 Purpose

This policy is intended to guide both town personnel, and individual and entities to effectively and efficiently handle Right to Know requests and any requests for public information (requests do not need to reference NH RSA 91A). This document serves as a guidance policy and should not be considered a town ordinance or regulations of legal weight. It is recommended that all parties familiarize themselves with the actual law as written under NH RSA 91-A.

1.2 Scope

This policy and the subsequent NH state statutes apply to *Governmental Records* maintained by *Public Agencies* and *Public Bodies*. Specifically, to Milford, this would include but is not limited to, Milford NH governmental meetings, quasi-governmental meetings, subcommittees, and town departments.

Information for Right to Know requests are only required to be provided to legal New Hampshire residents Nothing in the law requires the Town to provide information to an out-of-state individual. See *McBurney v Young*, 569 U.S. 221 (2013). Requests from out-of-state individuals will be reviewed and analyzed on a case-by-case basis.

A reasonably good faith effort will be made to provide records for all right to know requests. In line with the spirit of NH RSA 91a, governmental agents/agencies should assist the Right to Know Requester as much as reasonably possible to reinforce trust, openness, and cooperation.

There are exemptions to the regulations in which information can be considered *Non-Public* and is not subject to release upon request. For further details on non-public exemptions please see NH RSA 91-A3.

There are other exemptions including but not limited to, draft notes, attorney-client privilege communication, public safety information, school records of minors, and similar information. For further details on the allowable exemptions please see RSA 91-A5.

1.3 Legal Definitions

"Advisory committee" means any committee, council, commission, or other like body whose primary purpose is to consider an issue or issues designated by the appointing authority so as to provide such authority with advice or recommendations concerning the formulation of any public policy or legislation that may be promoted, modified, or opposed by such authority.

"Governmental proceedings" means the transaction of any functions affecting any or all citizens of the state by a public body.

"Governmental records" means any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."

"Information" means knowledge, opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic, or other physical form.

For additional legal definitions please reference RSA 91A-5

Section 2.0 – Obtaining Public Information

2.1 Requesting Information

RSA 91-A4:1 - “Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5.”

2.1.1 Requests for records that can be immediately released

- a. Requestors should first make a reasonable effort to find the information they seek on the Town website www.milford.nh.gov by using the Search feature, most past meeting minutes, meeting packets and meeting recordings can be found. Additionally, information on town events, activities, projects and similar may also be found on the town website. When requested, information is not directly accessible on the town website, the requestor should follow process below to request the information.

Records for immediate release are considered to already be available or easily accessible and currently meeting or have met the requirements of RSA 91a.

2.1.2 Request for records that require additional support and resources to provide

- a. All requests for information should be submitted to the Town Administrator’s Office in order to provide a single point of contact for requestors. (*Exception: Requests for public safety records are encouraged to be submitted to the Milford Police Records Division or the Milford Fire Department Respectively.*) This process will allow the town to efficiently and effectively disseminate the request to all applicable parties with the intent to meet the legal timeframe in which requests need to be responded to.
- b. The completion of an application is not legally required to request public information, but it is highly recommended that the requesting party complete a request form - [Milford NH Right to Know \(RTK\) Request Form](#) for town employees to accurately provide timely information to requestors. Reference the addendum to this policy for more details on the application process.

If the requestor does not complete the form, the department taking the request should do so on behalf of the requester ensuring that the information that is being requested is clearly captured and understood to allow completion of the Right to Know Request.

- c. To confirm the accuracy of the request and to start the timeline as outlined in RSA91-A, it is highly recommended to have the requesting party sign and date the application before submitting it for the processing of the request.
- d. Once an application and/or request has been officially received by the Milford NH Town Administrator's Office, the public body associated with the request has five business days to complete the said request, deny the request or provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

2.2 Gathering and Organizing Information

- a. Upon receipt of the request by the Milford NH Town Administrator's Office, a representative from said office shall forward the request as applicable to the department and agency associated with the requested information.
- b. Either the department associated with the RTK request or the Informational Technology (IT) department, if determined to be the more effective resource, should make every reasonable effort to search and collect all information within the scope of the request, including but not limited to archived information, information both on the digital servers and electronic storage devices as well as information that may have been accidentally or unintentionally transferred between personal emails/accounts by public officials or staff if there is reasonable evidence to assume such.
- c. Information collected for the Right to Know request shall be provided to the requestor in its native format in which it was originally created. This will require no additional time or resources to convert documents and will provide all original information associated with the information that was requested and provided to the requestor. Native Format files will provide file creation date, author, modification dates, date email was sent, original attachments to emails and other relevant data.
- d. Information gathered and produced by a town body shall be submitted to the Town Administrator's office to compile, provide the information to the requestor, and complete the Right to Know request.

2.2.1 Completing a Public Information Request

- a. Information that has been gathered should be organized and presented to the requestor, but it should be known that there is no legal obligation for the public body "to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency"

- b. Right To Know information can be provided in the following forms based on the most effective delivery method as it relates to the amount of information being requested.
 - 1. Printed on paper
 - 2. Emailed back to requestor: limited if requested files are too large to send
 - 3. Loaded onto a Universal Serial Bus (USB) Hard Drive
 - 4. Post marked through USPS (which can incur cost to the requestor)
 - 5. Reference section 2.4 to see associated costs with each option when applicable
- c. A log of Right to Know request, which are not considered public safety requests associated with the fire department or police department, will be kept in a separate file in the Town Administrator's office along with the corresponding (completed) Right to Know request form.
- d. If the town is unable to make a governmental record available for immediate inspection and copying, the Town must, within 5 business days of a request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied (the Right to Know Form should be used for this purpose).

2.2.2 Applicable Costs

- a. If permitted by law, the individual requesting a copy of governmental records will be charged the actual cost of providing said copies or external media. No additional profits should be included by the town or governmental agency.
- b. Requests for information to be emailed, will be free of charge, unless extenuating circumstances cause the town to incur an unreasonable cost in which case, the cost will be transferred to the requestor
- c. No cost or fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.
- d. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

Section 3.0 – Policy Changes

3.1 How to make changes to this policy

- a. Changes to this policy can be presented by the Town or the Public to the Board of Selectmen.
- b. Changes should be presented and/or discussed during a regularly schedule Board of Selectmen's meeting (1st reading) and then presented at a subsequent meeting (2nd reading) for Public Input and Board of Selectmen approval

Section 4.0 – Training Requirements

4.1 Training Requirements

- a. All current employees should be trained on the Right to Know Policy within 60 days of _____.
- b. New employees shall be trained on the Right to Know policy as part of their new employee orientation.
- c. When the Right to Know policy is updated, all employees shall be notified and trained within 60 days of the policy update adoption.

**Attachment 1:
Additional References**

draft

Additional References

Overview of The Regulations

Below is an unofficial and unmaintained outline of the sections within NH RSA 91-A for reference. Please navigate to <http://www.gencourt.state.nh.us/rsa/html/vi/91-a/91-a-mrg.htm> for the most up-to-date information and any changes to the regulations.

RSA 91-A:1 Preamble

RSA 91-A:1-a Definitions

RSA 91-A:2 Meetings open to Public

RSA 91-A:2-a Communication Outside Meetings

RSA 91-A:3 Nonpublic Sessions

RSA 91-A:4 Minutes and Records Available for Public Inspection

RSA 91-A:5 Exemptions

RSA 91-A:5-a Limited Purpose Release

RSA 91-A:6 Employment Security

RSA 91-A:7 Violation

RSA 91-A:8 Remedies

RSA 91-A:9 Destruction of Certain Information Prohibited

RSA 91-A:10 Release of statistical Tables and Limited Data Sets for Research

Additional References

State contacts

- a. **New Hampshire's Right to Know organization**; Established in 2013, Right to Know NH (RTKNH) is a nonprofit, nonpartisan citizen coalition working to improve access to New Hampshire state, county, and local governments. We advocate to strengthen New Hampshire state laws, particularly the Right-to-Know law known as RSA 91-A, as well as Right-to-Know governmental policies. We serve as a resource on Right to Know in our state with the goal of making government more open and transparent. We educate citizens on their Right to Know and aid them in exercising their rights under the law. We educate public officials on improving their adherence to the law and delivering greater government transparency to their constituents.
 - a. <https://righttoknownh.wordpress.com/>
- b. **New Hampshire Municipal Association** – The NH Municipal Association provides guidance to NH Cities and towns on Right to Know Laws and Regulations.
 - a. <https://www.nhmunicipal.org/>
- c. **NH Attorney General** – The NH Attorney General has provided a Memorandum on New Hampshire's Right to law RSA Chapter 91-A. Milford NH shall ensure this Memorandum is available to all employees, board, and committee members to ensure Right to Know Requests comply with the Attorney General's Memorandum.
 - a. <https://www.doj.nh.gov/>
 - b. <https://www.doj.nh.gov/civil/documents/right-to-know.pdf>

Judicial appeals and legal escalations

- a. NH Superior Court – Right to Know Violations may be appealed to the NH Superior Court.
 - a. <https://www.courts.nh.gov/our-courts/superior-court>
- b. NH Supreme Court - Right to Know Violations may be appealed to the NH Supreme Court that fail at the NH Superior Court. The Statute provides an immediate remedy in Superior Court, where the case is given “high priority on the court calendar.” RSA 91-A:7 A Superior Court ruling on a petition for access is deemed a final judgment, which may be appealed as of right to the New Hampshire Supreme Court. An appeal must be filed within thirty days of the date on the clerk's written notice of the decision on the merits.
 - a. <https://www.courts.nh.gov/our-courts/supreme-court>
- c. Ombudsman office: As an **alternative** to filing a petition in court, a citizen may file a written complaint with the office of the right to know ombudsman. The ombudsman will then require the public body/agency to provide an answer to the

Additional References

complaint within 20 days citing any justifications for their refusal to or delay in producing the requested governmental records, access to meetings open to the public, or otherwise comply with the provisions of the Right-to-Know Law (RSA 91-A).

draft

**Attachment 2:
Right To Know (RTK) Request Form**

draft

Pursuant to the Right to Know Law (NH RSA. 91-A), I am requesting public access, within five business days, to the governmental records reasonably described as follows.

Name of the Public Body associated with request

Describe the records sought with enough detail for the public agency to respond.

Timeframe in question

From / / To / /
Month Day Year Month Day Year

Person Making the Request:

Name:

(Print)

Phone: _____

Email: _____ (optional)

Signature of Requestor: _____

_____ Date: _____

For town hall employees only

Name _____ of _____ Governmental _____ Agent:

_____ (Print) Signature of

Governmental Agent: _____ Date: _____

If requested information is available; I have chosen to receive it by

- A link to a web address of online directory has been provided
- Printed physical copy (Fees can apply)
- Digital copy loaded on TOWN PROVIDED USB Hard Drive (Fees can apply)
- Digital copy loaded on PERSONAL USB Hard Drive (Preferred choice for large requests)

Note: Said USB drive will be fully formatted by IT for security purposes

- Digital copy E-Mailed to me at the contact listed above (Size limited)
- Physically inspect applicable documents at a town of Hudson facility
- Sent to me via U.S.P.S. mail to:
(Fees can apply) _____

The undersigned has acknowledged that their request has been completed in full and they are in receipt of the requested information upon signing this acknowledgment.

Signature _____ of _____ Receiver:
_____(Sign)

Attachment 3:

**Milford New Hampshire's
Right To Know (RTK) Denial Form**

draft

Milford New Hampshire's Right To Know (RTK) Denial Form

If the RTK Request cannot be carried out, the reasons for such must be documented and provided back to the requestor within 5 business days. Unless the requestor was asking for "statistical tables and limited data sets for research", as referenced under RSA 91A10, then a window of 10 days is allotted for a denial.

Note: For legal denial references, please see NH RSA 91A:3 for nonpublic exceptions and NH RSA 91A:5 Exceptions. Any other reasonably interpreted state or federal law should also be referenced as applicable.

Reference to Original Request (Brief statement referencing original request)

Reason for Denial

For town hall employees only

Name _____ of _____ Governmental _____ Agent: _____
_____ (Print)

Signature of Governmental Agent: _____

Date: _____

9. Approval of Final Minutes April 19, 2023 (Worksession)

DRAFF

MINUTES OF THE MILFORD BOARD OF SELECTMEN WORK SESSION

April 19, 2023

PRESENT: Gary Daniels, Chairman
Chris Labonte, Vice Chairman
Paul Dargie, Member
Tim Finan, Member
Dave Freel, Member
Lincoln Daley, Town Administrator

1. CALL TO ORDER: Chairman Daniels called the special work session to order at 5:30 p.m. This meeting is open to the public. The purpose of this work session is to discuss the Downtown Improvement Project

2. SPECIAL WORKSESSION:

Greg Bakos gave an overview of the Downtown improvement project. The recommendation from NH DOT is to use the funding for the Oval because there isn't enough funding for both the Oval and Nashua Street improvements. Mr. Bakos was tasked with breaking out the cost in detail which he brought with him tonight. There will be project costs for Police protection during construction, flaggers, (maintenance of traffic), message signs, field office, and erosion control. Those were distributed in each of the items.

Item #1 Bumpouts: This would improve pedestrian safety by shortening crossing distances and making pedestrians more visible. Discussion included loss of parking spaces, and bump outs, nothing is requiring the town to do bump outs, but they do have to make the parking spots in compliance with the code, and they currently are out of compliance.

Andrea Kokko, a Milford resident had objections to one of the bump outs as it would interfere with delivery trucks. Selectman Finan thinks bump-outs are a bad idea because of the loss of parking spaces. Losing spaces and then making additional spots at the Library doesn't do anything. There was additional discussion about lighting.

Lynn Coakley, Library Trustees, presented documentation that stated that a land section at the Library can't be developed into a parking lot. There was an addition conversation about the land deeds and who the property belongs to. Administrator Daley said that one deed on the corner lot spells out that the lot shall be managed by the Trustees, the other lots don't have that language included in the deeds. There was additional discussion about who owns what. Administrator Daley will get additional information on who owns the property through Town Council. If additional parking is approved at the Library DOT will need to weigh in on how the parking lot may be utilized. They may not approve the job it only gains 14 parking spots for the town as a whole. There was some discussion about moving the library maintenance building.

Item #2 Complete sidewalk around the oval: There was a discussion about selling bricks for this process. The Board was supportive of this process.

Item #3 Reconstruct South West island: They plan on re-using the existing granite around the curb as well as the bricks after moving the island a few feet. They also discussed the types of trees that could be used to replace the existing ones. Chairman Daniels asked if this is done, will it fix the problem? Mr. Bakos said you are giving a driver more room to swing wide but people have to take advantage of that or they will still hit the island.

Selectman Labonte asked if the bump outs were not done, would you still do the island? There was additional discussion on making the island bigger or smaller and what the impact could be.

**APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –
04/19/23**

54 Ms. Kokko, clarified that this island was not included in the bump-outs. Selectman Finan said correct.
55 Ms. Kokko doesn't understand why it would be changed if the bump outs go away. She said that island
56 has always been a huge problem for the tractor-trailers, and she would agree with moving the island.
57

58 There was additional discussion about the cost of lighting on the island. The Board was supportive of this
59 process.
60

61 **Item #4 Bus stop:** This is a no-cost item. Chairman Daniels asked about the bus stop impeding traffic.
62 Mr. Bakos said no. There was a discussion about having two lanes in that area. The Board was support-
63 ive of this process.
64

65 **Item #5 Install RRFBs:** This was eliminated.
66

67 **Item #6 Flush Median:** This would include installing colorized and textured pavement in a configuration
68 to help reinforce the use of the left and right eastbound lanes. There was a discussion of painting instead
69 of using textured pavement.
70

71 Additional speakers included Paul Amato, Andrea Kokko Chappell, Katherine Kokko, Mike Thornton,
72 and Dale White, all speakers are Milford residents. The Board was supportive of this process.
73

74 **Item #7 Enhance crosswalk with RRFBs and bump out (Union Square):** This would improve yielding
75 to pedestrians. The Board was divided into bump-outs and or RRFBs. Selectman Finan mentioned that
76 area is busy with school crossings. The Board approved the bump out without the flashers. Mr. Bakos
77 will look more into what signs are needed.
78

79 **Item #8 Install flush median to reinforce new right turn-only designation:** This was eliminated.
80

81 **Item #9 Construct bump-out to shorten Union Street crosswalk:** This was eliminated.
82

83 **Item #10 Designate parking for truck delivery during specific hours:** Several options were discussed.
84 This is basically about putting a sign in this area. There needs to be a review of how many businesses use
85 truck delivery's during the day if parking for deliveries was further away, how would it affect businesses?
86 This was tabled for discussion.
87

88 **Item #11 Make Middle Street one-way and diagonal parking:** This was tabled for discussion until af-
89 ter they figure out the library parking situation.
90

91 **Item #12 Diagonal and parallel parking Middle and Putnam Street:** This was eliminated.
92

93 **Item #13 Sidewalk on the south side of Middle St. and diagonal parking:** This was tabled for discus-
94 sion until after they figure out the library parking situation.
95

96 **Item #14 Add two parking spaces on School Street:** There are concerns about this being able to be
97 done or not. This was eliminated.
98

99 **Item #15 Expand the Nashua St. delta island at Sough Street:** This was eliminated.
100

101 **Item #16 Reconfigure and expand the Library parking area:** Placeholder pending more information.
102

103 **Item #17 Add a fire station actuated traffic signal at the School and Nashua Street intersection:** The
104 cost was questioned.
105

**APPROVED MINUTES OF BOARD OF SELECTMEN WORK SESSION –
04/19/23**

106 **Item #18 Make the diagonal parking on Middle St. back-in instead of head-in.** This was eliminated.

107
108 **Item #19 Mill and overlay the roadways within the project limits:** This would resurface and re-stripe
109 the oval area.

110
111 They changed the order of the last couple of items to be more in line with what was needed. Selectman
112 Labonte asked if this money could be extended to Bridge Street. He asked if money could be moved to
113 make Bridge Street more friendly if Middle Street is made into a one-way.

114
115 Ms. Kokko, was surprised that this didn't go further to the Bales School. She feels that area needs work
116 as far as pedestrian safety. Mr. Bakos said this money is old and he doesn't know how it was defined
117 originally.

118
119 Administrator Daley and Mr. Bakos will re-group and see if the questions can be answered from tonight's
120 meeting.

121
122 **3. ADJOURNMENT:** There being no further business to come before this Meeting, Selectman Finan
123 moved to adjourn at 8:00. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

124

125

126

127

128

129

130

131 _____
Gary Daniels, Chairman

132 _____
Chris Labonte, Vice Chairman

133

134

135 _____
Paul Dargie, Member

136 _____
Tim Finan, Member

137

138

139 _____
Dave Freel, Member

140

141

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

April 24, 2023

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

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. – Fire Truck Update – Fire Chief, Ken Flaherty

Chief Flaherty presented a purchase agreement from Minuteman Fire and Rescue Apparatus, LLC. (DBA Allegiance Fire & Rescue) ("Dealer"), and Town of Milford an NH Municipality ("Customer") to the Board for one (1) Pierce ® Saber FR 1500 GPM Waterous Pumper, Medium, Aluminum, 2nd Gen for \$749097.00. They are \$6,000 under warrant.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract and merely an approximation based on current information./0.Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

We need to take delivery before January 1, 2026, or it will be over \$120,000 price increase due to a new emissions motor being implemented.

Selectman Labonte asked when we start paying for it. Chief Flaherty said when we take delivery. Selectman Labonte asked about the trade-ins. Chief Flaherty said it’s up to the Board. He gave options of what they can do with the other vehicles as far as donations or sealed bids.

Selectman Freel made a motion to allow Chief Flaherty to enter into a purchase agreement for \$749,097 with Allegiance Fire & Rescue. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

At this time Chairman Daniels brought forth two Traffic Safety Concerns:

Ms. Jane Tessier of 91 Wallingford Road has concerns about speeding and motorists not stopping at the stop signs at the Wallingford Road and Kendrick Lane intersection. This was previously sent to the Traffic Safety Committee in 2015 and she would like it re-visited.

Ms. Cevasco would like a speed limit sign posted in the Badger Hill Estates area. There is some concern about what the speed limit is and should be.

Selectman Dargie made a motion to send both traffic concerns to the Traffic Safety Committee. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

5:45 p.m. – Appointment of John Yule to the Nashua Regional Planning Commission (NRPC) – Term Expires 2025

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

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 04/24/2023

58 Scott Kimball, a Milford resident, is opposed to John Yule being appointed to this position. Chairman Daniels
59 said we will go into non-public under reputation to discuss Mr. Kimball's concern about Mr. Yule.
60

61 **Selectman Freel made a motion to go into non-public under NH (RSA 91-A:3, II (c))- Reputation at 5:40.**
62 **Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**
63

64 **Selectman Freel made a motion to come out of non-public at 6:02. Seconded by Selectman Finan. All were**
65 **in favor. The motion passed 5/0.**
66

67 In non-public the Board discussed one issue and made no decisions. Selectman Labonte questioned sealing the
68 minutes because it was a vague discussion. Selectmen Dargie said it depends on how the minutes are written.
69 Selectmen Finan said we haven't seen the minutes and they could potentially do harm. They can be unsealed
70 when we approve them after they are written.
71

72 **Selectman Dargie made a motion to seal the minutes under NH (RSA 91-A:3, II (c))- Reputation because it**
73 **is determined that divulgence of this information likely would affect adversely the reputation of any person**
74 **other than a member of this board. Seconded by Selectman Finan. All were in favor. The motion passed**
75 **5/0.**
76

77 Janet Langdell, Planning Board Vice Chair member, said she is impressed with John's professional experience as
78 a surveyor and working with developers. He's on many other committees and has volunteered in Milford for
79 many years. Chris Costantino, NRPC and Conservation member welcomes John's work experience.
80

81 John Yule feels that his background gives him knowledge and incite to represent the Town on this committee.
82

83 **Selectman Dargie made a motion to appoint John Yule to the Nashua Regional Planning Commission**
84 **(NRPC) with a term expiring in March 2025. Seconded by Selectman Freel. All were in favor. The motion**
85 **passed 5/0.**
86

87 **5:50 p.m. - Elderly Exemption or Tax Credit for Approval (31) including (9) New – Assessing Director,**
88 **Marti Noel**

89 Ms. Noel reviewed all elderly applications and recommends that the Board of Selectman approve the attached list
90 of applicants for Elderly Exemption for the tax year 2023.
91

92 Selectman Labonte asked what makes that amount varied. Ms. Noel explained that it goes by age. Selectman
93 Finan asked how this is planned for. Ms. Noel said there is no budget line item. It's in the tax rate calculation.
94 It's in the MS1 that she brings to the Board in the Fall. It doesn't change much.
95

96 **Selectman Labonte made a motion to approve the Elderly Exemptions or Tax Credits as presented. Se-**
97 **conded by Selectman Freel. All were in favor. The motion passed 5/0.**
98

99 **6:05 p.m. - Standard Veterans Tax Credits (21), All Veteran's Tax Credit - (1), Tax Credit for Total Service-**
100 **Connected Disability (3), and Change of Status for Spouse for Veteran's Tax Credit (6) – Assessing Direc-**
101 **tor, Marti Noel**
102

103 **Selectman Dargie made a motion to recommend 21 Standard Veterans Credits, the all-Veterans Credit, 3**
104 **Tax Credit for Total Service-Connected Disability, and 6 Changes of Status for Spouses eligible for the**
105 **Veteran's Credit after the Death of the Veteran as presented. Seconded by Selectman Finan. All were in**
106 **favor. The motion passed 5/0.**
107

108 **6:20 p.m. - Audit Review – Jarad Vartanian, Vachon and Clukay and Finance Director, Paul Calabria**
109 **(VERBAL)**

110 Mr. Vartanian explained the process that is involved in the audit review. This audit is for 2021 and 2022 is
111 scheduled for the Fall. Some minor adjustments were made. ARPA funding was not recorded as revenue, it's a
112 liability until it's spent. We didn't spend it all at the end of 2021. They didn't have any management recommen-
113 dations which means that controls are operating effectively in Town.

114
115 Selectman Dargie asked about future benefits and retirement benefits. Mr. Calabria said he just completed the
116 final paperwork for 2022 and it will be available for the next audit. They are also not going up on their fees.

117
118 Mr. Vartanian said the town received the best rating overall. He reviewed some of the increases and decreases.
119 Milford has \$4.7 million unsigned which is about 9% of gross appropriation. NH GFOA and the DRA recommend
120 8% to 17%. New standards are coming up on leases which will now be called a finance purchase obligation which
121 is closer to a note payable than to an actual lease. There will be no bottom-line impact.

122
123 Selectman Labonte asked why we are doing the 2021 audit in 2023. Mr. Calabria said we are not doing it in 2023,
124 it was released in 2023. The fieldwork was started last July and completed in September. Information from that
125 is used to set the tax rate in October. Selectman Labonte mentioned that in a recent training, he attended where
126 they stated that the annual audit should be done sometime in April of the year following the year you are being
127 audited. Mr. Calabria said that Mr. Vartanian mentioned that we are 4 months ahead of schedule last year and
128 hopefully we get our auditors next May or June as opposed to the July that they are scheduled for this year. Before
129 Mr. Calabria's arrival 4 years ago, we were behind by 2 audits. We are now getting back on track. The information
130 completed in the audit gets loaded up into the portal which is what we need to set the tax rate. The state gets this
131 information. Mr. Vartanian said very few if any towns are getting their full audit report done by April. The April
132 5th deadline is actually for the 535 reports. The state is aware that no one is getting their reports done by April 1st
133 and even if they do, the state doesn't look at those reports until August or September.

134
135 Mr. Calabria gave a shout-out to the Finance Team, Tax Collector, Department Heads, Trustees, and others that
136 put a lot of time into gathering information for the audit.

137
138 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)** There were no comments at this
139 time.

140

141 **4. DECISIONS**

142 **a. CONSENT CALENDAR**

- 143 1. Approval of Investment Policy Review and Re-Adoption, and Treasurer's Delegation
144 2. Approval of Report of Appropriations Actually Voted MS-232
145 3. Approval of Notice of Intent to Excavate, Map 50 Lot 4-4 and Map 42 Lot 1
146 4. Approval of Report of Wood or Timber Cut Map 1 Lot 10
147 5. Approval of Intent to Cut Wood or Timber, Map 51 Lot 1
148 6. Approval of Report of Excavated Material Map 50-4 Lot 4 and Map 42 Lot 1
149 7. Approval to Display Pride Flags on the Pillsbury bandstand from the evening of Friday, June 2nd until
150 the evening of Sunday, June 4th.

151
152 **Selectman Dargie made a motion to approve the consent calendar. Seconded by Selectman Finan. All were**
153 **in favor. The motion passed 5/0.**

154

155 **b. OTHER DECISIONS**

- 156 **1. Request for Update to the Board of Selectmen's Representatives Listing 2023 – 2024 Boards,**
157 **Commissions, etc. (Draft Listing)**

158 At the last meeting, Selectman Finan realized that he overextended himself for the number of meetings that he
159 signed up for. He is asking that one of the other Selectman step up and take zoning.

160 Selectman Freel doesn't understand why a Board member needs to be on Zoning or any other committee that they
161 are not a voting member. He feels that the committee chairs should be updating the Board quarterly and Depart-
162 ments should be updating the Board on their activities as well.

163
164 Selectman Finan agrees. Department Heads updated the Board in the past. There is some value in having a Board
165 member attend a committee meeting. There was additional discussion about having a Board member on each of
166 the committees as either a Liaison or voting member. There was mention of having a committee/commission
167 night and having the Chairs or a member update the Board on what's going on.

168
169 Chairman Daniels said he looked at the website and minutes and agendas are not up to date. Tina Philbrick,
170 Executive Assistant, said she has already started scheduling Department Heads to come to Board meetings starting
171 in May until August. There will be two departmental updates scheduled at each meeting. She can start scheduling
172 committees after the summer.

173
174 Selectman Dargie feels it's valuable to have a Selectman at committee meetings. Selectman Freel said he would
175 cover Zoning for Selectmen Finan.

176
177 Ms. Philbrick said if the Board had specific questions, they want answers for, they should be providing those
178 questions to the Department Heads before they attend a meeting. Chairman Daniels agreed. There was additional
179 discussion about being on multiple boards.

180

181 **5. TOWN STATUS REPORT –**

182 **1. Downtown Improvement Update -**

183 The Board of Selectmen held a public work session on April 19th to discuss the various elements of the proposed
184 conceptual designs for the Milford Oval and along Nashua Street. The main focus was improvements to the
185 Milford Oval. Potential inclusion and redevelopment of the Wadleigh Library parking lot within the project
186 scope were discussed. Additional information is needed to determine if the Library parking lot can be included.
187 Town Staff and the engineering consultant, VHB anticipate coming before the Board on May 8th to provide the
188 updated conceptual designs with revised cost estimates along with a legal opinion for the Library property.

189
190 **2. Goals & Objectives – Town Administrator**

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

193
194 **3. Town Hall Hours of Operation**

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

197
198 The Town Clerk's Office hours of operation are 7:30 to 5:30 Monday, Wednesday, and Thursday. Tuesday 7:30
199 am to 6:30 pm, and closed on Fridays.

200
201 **6. DISCUSSIONS**

202 **1. Review of Selectmen Rules of Procedure**

203 Chairman Daniels said this should be updated annually.

204

205 Chairman Daniels brought up Rule 12. Meetings of the Board of Selectman, pages 7 & 8 – are Board members
206 going to be voting members or just Liaison? He asked that the Board research their committees to get a better
207 handle on what the Boards duties are.
208

209 Selectman Dargie suggests adding Appendix B of all the committees, commissions, and boards to the Selectmen’s
210 Rules of Procedures and include the RSA whether they are a voting member or not.
211

212 Chairman Daniels brought up Rule 9. Order of Business (BOS Agenda) page 5. Under 3. Public Comments,
213 remove the words **(regarding items that are not on the agenda)**.
214

215 There was additional discussion about moving other items but no decisions were made.
216

217 The Board decided to swap the order of 7. Public Comments and 8. Selectmen's Reports/Discussion in their Rules
218 of Procedures.
219

220 There were no other changes at this time.
221

222 **2. Selectmen’s Goals & Objectives**

223 Chairman Daniels asked the Board to work on their goals and objectives. Selectman Labonte asked if the website
224 could be updated because there is a lot of outdated information on it.
225

226 Ms. Philbrick said that Chris Gentry is working on updating the website, he's only one person so it takes time.
227 Chairman Daniels said they are also trying to do training with committee/commission members so that they can
228 add their notices, minutes, and agendas so it doesn't all fall on Chris. We can set a goal to have this in place
229 throughout the year. There was additional discussion about the website.
230

231 Ms. Philbrick said that all departments had training on the website so that they can be responsible for putting their
232 information on the site and removing information. This includes departments that have a committee or commis-
233 sion under them. They should be doing their stuff and not relying on one person to do all the work on the website.
234

235 There was a discussion about getting a part-time person to put additional information on the website. Selectman
236 Finan said all departments that have a committee/commission under them should be posting information for those
237 committees and commissions.
238

239 Chris Gentry, Community Media, said he's working on updating the website. He has been putting as much as he
240 can on the website and Ms. Philbrick helps out a lot. He held training for employees in the departments and is
241 currently trying to get employees up to speed on the website. Our emergency management departments are all up
242 to speed. If people keep up with the website, it should be okay.
243

244 **7. PUBLIC COMMENTS** There were no comments at this time.
245

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

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

- 248 • Selectman Finan said Recreation hosted coffee with the Chiefs. Recreation is fully staffed at the pool this
249 summer.
- 250 • Selectman Labonte said the Steering Committee hosted two meetings that were well attended.
- 251 • Chairman Daniels reached out to the school to let them know when the Town’s joint BAC/BOS meeting
252 was in November and requested that the school chose a different date so that people could go to both
253 meetings.
- 254 • Selectman Labonte recommends that CIP start earlier this year.

- 255 • Captain Frye presented crash data for the downtown area over the last 10 years. There were 136 accidents
256 in the downtown Oval area consisting of 7 streets. This report was generated to determine the safety of
257 the Oval.

258 b) **OTHER ITEMS (not on the agenda)**

259

260 **9. APPROVAL OF FINAL MINUTES – April 10, 2023**

261

262 **Selectman Dargie moved to approve the minutes of April 10, 2023, as amended. Seconded by Selectman**
263 **Finan. All were in favor. The motion passed 5/0.**

264

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

266

267 a. N/A

268

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

270

271 **12. NON-PUBLIC SESSION – N/A**

272

273 **13. ADJOURNMENT: Selectman Freel moved to adjourn at 8:04. Seconded by Selectman Labonte. All**
274 **were in favor. The motion passed 5/0.**

275

276 _____
277 Gary Daniels, Chairman

276 _____
277 Tim Finan, Member

278

279 _____
280 Chris Labonte, Vice-Chairman

279 _____
280 Dave Freel, Member

281

282 _____
283 Paul Dargie, Member

284