

**Town of Milford**  
CONSERVATION COMMISSION

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



May 10, 2018

To: Board of Selectmen for your Information and Concurrence

**Re:** Hiking Trails Mobility Device Policy

Dear Board,

The Milford Conservation Commission spent several months working on a policy that addresses the use of Mobility Devices on town trails. The Commission hosted an event which featured Janet Zeller, who is the National Accessibility Manager for the U.S. Forest Service. Members of the surrounding Conservation Commissions attended the event looking for guidance in managing the changes in the American Disabilities Act of 2011. One of the changes was directed towards accessibility guidelines for outdoor recreational areas for the mobility impaired.

The purpose of this Mobility Device Policy is to preserve the uniqueness of our trails and features while ensuring that accessibility is provided for all users.

Respectfully,

Andy Hughes, Chair  
Milford NH Conservation Commission

# Milford Conservation Commission

---



## Mobility Device Use Policy

The U.S. Department of Justice (DOJ) has adopted revisions to Title II and III of the Americans with Disabilities Act (ADA) that took effect March 15, 2011. The definition and regulation to permit the use of mobility devices has been amended. The rule adopts a two-tiered approach to mobility devices, drawing distinctions between wheelchairs and "other power-driven mobility devices" (OPDMDs).

The DOJ requires that each group which owns a trail(s) "make reasonable modifications in its policies, to permit the use of OPDMDs by individuals with mobility disabilities. However, if a group can demonstrate that certain OPDMDs cannot be operated safely on their trails those devices can be prohibited.

Therefore, the Milford Conservation Commission (MCC) adopts the following guidelines concerning the use of mobility devices by individuals with mobility impairments.

To accommodate mobility disabled persons:

1. Wheelchairs and similar devices built specifically for mobility disabilities are allowed. Individuals with mobility disabilities are permitted to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use. The Commission recognizes and adheres to the ADA definition of wheelchair listed in the definitions section of this policy.
2. Other Power-Driven Mobility Devices (OPDMDs), not specifically designed for disabilities, may be used provided:
  - a. Motors on electric devices are 250 watts or less,
  - b. Devices weigh less than 100 lb. (43kg),
  - c. Devices are no more than 36" wide,
  - e. Devices must be capable of being turned around within the trail tread in a safe manner.
  - f. Devices must have the capacity to safely negotiate trail features and obstructions
3. No internal combustion devices are permitted.

By adopting these guidelines, the MCC is not representing that its properties are safe for use by an OPDMD and it is not assuming any liability. Certain risks are inherent in the use of the properties and all users must exercise reasonable care

Each trail will be assessed based on the following factors suggested by the DOJ. Requirements for prohibition must be based on actual risks.

- (i) The type, size, weight, dimensions, and speed of the device;
- (ii) The trail's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);
- (iii) A facility's design and operational characteristics (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);
- (iv) Whether legitimate safety requirements can be established to permit the safe operation of the other power-driven mobility device in the specific trail; and

- (v) Whether the use of the other power-driven mobility device creates a substantial risk of serious harm to the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

(Full text and information of regulations and assessment factors can be found at <http://www.ada.gov/regs2010/ADAregs2010.htm>)

### **Rationale for Above Listed Policies**

#### **Preface:**

The trails owned and/or operated by MCC have been designed and constructed for non-motorized uses such as bicycling and walking (unless otherwise specified, i.e. *share-the-road* segments). There is a significant volume of local, regional, national, and international trail users that have come to expect a safe, relaxed, quiet environment without the concerns related to automobile centric spaces. Trail users range in age from infants to young children, adults and seniors. Walkers use the trail singly and in company with others. Families walk or bicycle together, parents enjoy the out-of-doors pushing baby strollers or pulling trailers, and children and seniors are regularly found in friendly groups. The culture of the trail environment has been established to be a low key, relaxed travel, comfortable environment.

The trail(s) has been built in a rural, natural environment including areas of sensitive natural resources such as wetlands, waterways and unique habitats. Other cultural and historical artifacts are also evident along the corridor. Some segments of trail(s) may enter neighborhoods that may have other regulations regarding use of OPDMDs.

The MCC believes that persons with mobility disabilities are welcome the same as any other trail user. The trails are designed to enable many who would not be able to enjoy the pleasures of outdoor recreation a chance to experience what others have found to be a wonderful asset in Milford and the Souhegan Valley. The Commission also believe that limiting the sound, potential emissions, size, weight, power and speed of trail use devices is necessary to maintain this established and expected environment and to protect the natural and cultural resources found along the trail(s). In order to permit many different users to share the same limited and linear space, the rules can be adjusted, but must be structured to allow users to pass each other safely and interact together in that limited space.

The MCC believes that the policies listed above and the justifications for those policies meet the intent of the ADA regulations by allowing other mobility devices, and at the same time maintaining the existing trail culture and the safety of all visitors.

#### **Assessment Factors:**

- (i) The type, size, weight, dimensions, and speed of the device;

The DOJ requirements for prohibition include speed as a parameter for regulating OPDMDs. Because speed is impossible to assess from vehicle specifications, the power of the motor has been used as an equivalent, with higher power translating to higher top speed. Average human power on a bicycle is approximately 125 watts. The trail is non-motorized. Allowing mobility disabled individuals the use of devices equal to a strong person is similar to having tandem bikes sharing the trail. There are potential OPDMD vehicles with motors of 250 watts and above. However the power, and thus speed of those higher than 250 watts, is deemed to be a danger to other trail users.

Bicycles are in the 20 - 40 lb range. Considering the heaviest vehicle now allowed on the trail to be a tandem tricycle pulling a fully loaded trailer, that combination is nearly 90 lbs. The 100 lb limit should thus be applied to all vehicles on the trail.

Most of the town trails are single track or rustic hiking trails. Much of the trail has been built to 8' specifications. Also the shoulders tend to be soft, and surrounding vegetation encroaches from the edges. With two way traffic, that gives a 4' or less lane width for vehicles to pass. Any device wider than 3' begins to encroach on the opposite lane and becomes a safety hazard. Bicycles easily fit this width requirement. A search of the typical equipment available today indicates most are within that width. In addition, bollards or boulders at trail access areas and road crossings have openings of approximately 36" and thus are significant barriers to wider vehicles.

(ii) The trail's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);

Viewing the various access points and parking areas during the summer months shows a high volume of trail users at all times of the day. Use of high speed or heavy/large vehicles would present a danger to this volume of non-motorized users.

(iii) The facility's design and operational characteristics (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);

This factor refers to indoor facilities and thus is less applicable to a trail. But the design includes stationary bollards and boulders placed within the travel lane at road crossings and access areas to prevent unapproved access. Trail users cannot move or adjust these bollards. The original intent and expected operational characteristic of the trail is for non-motorized two way traffic use where users can safely pass each other.

(iv) Whether legitimate safety requirements can be established to permit the safe operation of the other power-driven mobility device in the specific trail;

While safety requirements, such as a speed limit, could be created and posted on the trail, it would be difficult to enforce since the MCC is a volunteer organization with no enforcement personnel or capabilities. Other physical factors, such as the remote area of some segments of trail and limited sight distances, are also prohibitive in the use of larger, wider or faster devices. Those segments of trail that share the road or use municipal sidewalks or parking areas are governed by the rules and regulations established for such areas.

(v) Whether the use of the other power-driven mobility device creates a substantial risk of serious harm to the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

The trail(s) is constructed in a natural setting with vegetation and/or waterways directly adjacent. OPDMDs typically have wider wheels and have the power to cause damage such as crushing of vegetation or erosion of soil.

Internal combustion powered devices, gasoline, diesel or propane, are inherently loud, emit unpleasant, possibly noxious fumes and have the possibility of spilling or leaking toxic substances. The noise and fumes do not fit in with the natural qualities of the trail, and present a potential danger to users as well as the adjacent vegetation and wildlife. Those segments of trail that share the road or use municipal sidewalks or parking areas are governed by the rules and regulations established for such areas.

Definitions:

**ADA Part 35 (Title II) - § 35.104 Definitions.**

**Wheelchair** means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

**Other power-driven mobility device** means any mobility device powered by batteries, fuel, or other engines--whether or not designed primarily for use by individuals with mobility disabilities--that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this section.

Adopted this \_\_\_\_\_, 2018 by the Conservation Commission of Milford, NH

Chair:

\_\_\_\_\_  
(Print)

Adopted this \_\_\_\_\_ 2018 by the Milford Board of Selectmen

Chair:

\_\_\_\_\_  
(Print)

Memorandum

**To:** Board of Selectman  
**From:** Marti Noel, Assessor  
**Date:** 5/14/2018  
**Re:** Elderly Exemption - For Approval

**72:33 Application for Exemption or Tax Credit. For Approval (90) Includes 14 New Applicants**

10. **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.**

10. **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 76765R attached list of applicants for Elderly Exemption for the tax year 2018. 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 these the elderly exemptions and in adherence to RSA 72:40-b, only file numbers will be listed excluding the names and addresses of the applicants.

File #	D.O.B	Exemption Amount	Status	Date Received
59	2/23/1951	\$69,000	S	2/21/2018
69	11-3-1943	\$69,000	M	3/20/2018
204	7-24-1945	\$69,000	W	3/6/2018
789	1-16-1951	\$69,000	S	3/29/2018
877	7-4-1946	\$69,000	S	3/20/2018
1024	7/24/1948	\$69,000	S	2/21/2018
1734	10-15-1948	\$69,000	S	4/13/2018
1958	11-14-1946	\$69,000	S	1/26/2018
1986	7-14-1945	\$69,000	W	2/5/2018
2094	8/16/1949	\$69,000	S	4/18/2018
2783	6-21-1947	\$69,000	S	4/11/2018
3475	2-14-1950	\$69,000	S	4/13/2018
4385	8-25-1946	\$69,000	S	2/24/2018
184454	5-27-1944	\$69,000	M	3/27/2018
114	11-25-1938	\$103,000	M	4/11/2018
185	12-11-1939	\$103,000	W	4/16/2018
344	12-15-1938	\$103,000	M	3/30/2018
508	3-11-1941	\$103,000	M	3/6/2018
782	8-24-1940	\$103,000	S	2/7/2018
873	12-12-1942	\$103,000	W	4/6/2018
1133	4-4-1938	\$103,000	M	3/30/2018
1264	4-28-1941	\$103,000	M	4/16/2018
1855	2-11-1941	\$103,000	W	2/22/2018
1874	3-9-1938	\$103,000	M	3/6/2018
2476	12-21-1942	\$103,000	W	3/7/2018
2477	10-17-1941	\$103,000	W	4/3/2017
2497	8-8-1942	\$103,000	M	2/2/2018
2695	6-14-1941	\$103,000	M	2/6/2018
2831	9-8-1942	\$103,000	M	4/16/2018

3353	1-16-1939	\$103,000	W	4/20/2018
3488	10-5-1938	\$103,000	W	4/10/2018
183997	4-3-1939	\$103,000	W	3/16/2018
184376	2-8-1941	\$103,000	W	2/2/2018
50	11-2-1926	\$137,000	W	4/3/2018
149	9-5-1935	\$137,000	M	3/27/2018
186	3-7-1932	\$137,000	M	2/21/2018
287	1-28-1937	\$137,000	W	3/29/2018
302	7-26-1929	\$137,000	S	4/13/2018
856	7-3-1927	\$137,000	W	2/13/2018
1008	8-18-1932	\$137,000	W	4/5/2018
1142	8-12-1935	\$137,000	M	4/4/2018
1270	10-5-1931	\$137,000	W	3/30/2018
1541	11-3-1934	\$137,000	M	4/3/2018
1628	1-16-1934	\$137,000	S	4/9/2018
1921	10-17-1930	\$137,000	M	4/9/2018
2373	5-25-1951	\$137,000	W	2/26/2018
2730	4-12-1937	\$137,000	S	4/4/2018
2785	4-14-1936	\$137,000	S	3/21/2018
2848	1-22-1934	\$137,000	W	2/23/2018
3423	9-1-1928	\$137,000	S	4/5/2018
4153	1-9-1928	\$137,000	W	3/22/2018
183845	8-7-1933	\$137,000	W	3/21/2018
184002	6-1-1934	\$137,000	M	3/1/2018
184011	11-13-1931	\$137,000	M	4/3/2018
762	7-28-1930	OVERRIDE \$65,200	W	2/22/2018
1215	6-16-1924	OVERRIDE \$132,500	W	3/15/2018
1260	8-14-1941	OVERRIDE \$52,600	M	4/13/2018
1895	8-20-1934	OVERRIDE \$33,500	S	3/28/2018
2074	8-5-34	OVERRIDE \$83,100	M	2/15/2018



2765	9-24-1937	OVERRIDE \$57,500	S	1/29/2018
2852	3-9-1926	OVERRIDE \$136,000	W	1/29/2018
2960	5-5-1941	OVERRIDE \$57,900	M	3/6/2018
2984	9-8-1931	OVERRIDE \$53,600	W	3/7/2018
2985	5-3-1950	OVERRIDE \$46,600	M	3/21/2018
3066	11-03-1946	OVERRIDE \$49,400	M	3/30/2018
3077	10/19/1940	OVERRIDE \$49,600	M	2/22/2018
3082	7-9-1948	OVERRIDE \$48,000	S	3/28/2018
3086	11-30-1940	OVERRIDE \$53,100	W	4/3/2018
3088	11-28-1946	OVERRIDE \$59,500	W	3/23/2018
3106	1-13-1947	OVERRIDE \$25,000	S	3/12/2018
3353	1-16-1939	OVERRIDE \$129,300	W	4/10/2017
3786	8-19-1937	OVERRIDE \$116,200	M	3/15/2018
3806	8-9-1926	OVERRIDE \$116,200	W	3/26/2018
4238	8-9-1938	OVERRIDE \$52,400	M	2/26/2018
184383	11-17-1939	OVERRIDE \$99,700	W	2/15/2018
184422	9-9-12926	OVERRIDE \$109,500	W	4/6/2018

**The following are new applicants for the 2017 tax year & require the PA-29 to be signed by the BOS**

File #	D.O.B	Exemption Amount	Status	Date Received
622	5/7/1952	\$69,000	M	5/01/2018***
681	6-21-1946	\$69,000	M	4/30/2018***
1984	6-8-1946	\$69,000	W	5/1/2018***
2016	9-10-1943	\$69,000	M	4/4/2018
3775	8-2-1946	\$69,000	W	4/13/2018
184027	1-21-1944	\$69,000	S	3/5/2018
1063	12-14-1938	\$103,000	W	4/13/2018
3418	7-9-1941	\$103,000	M	4/13/2018
199	6-1-1935	OVERRIDE \$102,750	M	4/11/2018
2802	8-5-1930	OVERRIDE \$135,900	S	2/15/2018
3069	3-1-1953	OVERRIDE \$46,400	S	4/6/2018

3099	10-3-1952	OVERRIDE \$48,700	S	2/27/2018
3170	3-13-1948	OVERRIDE \$43,100	S	4/13/2018
184389	2-15-1940	OVERRIDE \$92,000	S	3/213/2018

\*\*\* Late Filing- Explanation Letter Attached

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

## Memorandum

**To:** Board of Selectman  
**From:** Marti Noel, Assessor  
**Date:** May 14, 2018  
**Re:** Elderly Exemption - For Denials (2)

### **72:33 Application for Exemption or Tax Credit.**

**I. 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 therefor, 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.**

**I. 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 **Deny** the attached list of applicants for Elderly Exemption for the tax year 2016. The attached list identifies all applicants denied as a matter of public record and to expedite your decision making process. Due to the financial criteria governing the elderly exemptions and in adherence to RSA 72:40-b, only file numbers will be listed excluding the names and addresses of the applicants.

The following applicant has been receiving the Elderly Exemption does not qualify for the 2018 Tax Year & requires the PA-35 to be signed by the BOS

File #	Reason for Denial	Status	Date Received
1890	The applicant is not living in the home. The home is on the market & under contract.	S	3/23/2018
2442	The applicant passed away May 6, 2018		4/12/2018

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

5:45 Approval of Veterans Credit

Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** 5/14/2018

**Re:** Veterans Credit – **For Approval (6)**

The following list, as a matter of public record has applied for the Standard Veterans Tax Credit RSA 72:28 for tax year 2018. I have reviewed this application along with the supporting documentation and am recommending that the selectman **approve** the following list of qualified veterans. These will need the PA-29 signed.

Map/Lot	Address	Veteran/Property Owner(s)	Amount	Date Received
10/28/9	5 Oxbridge Way	Karen Coulon	\$300	4/5/2018
43/23/C/50	7 Vista Way	Clement Lamare	\$300	4/5/2018
42/65	212 Osgood Rd	Robert Michalowski	\$300	4/17/2018
47/5/2	18 Beacon Way	Stephen Tourangeau	\$300	4/7/2018
51/22/3	95 Young Rd	Robert Howard	\$300	4/11/2018
52/18/7	70 Ruonala Rd	Joshua Gue	\$300	4/18/2018

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

5:45 Approval of All Veterans Tax Credit

Memorandum

**To:** Board of Selectman  
**From:** Marti Noel, Assessor  
**Date:** 5/14/2018  
**Re:** All Veterans Tax Credit – **For Approval (3)**

The following list, as a matter of public record has applied for the All Veterans Tax Credit RSA 72:28-b (Approved 2017 tax year town vote ballot question 27) I have reviewed this application along with the supporting documentation and am recommending that the selectman **approve** the following list of qualified veterans. These will need the PA-29 signed.

Map/Lot	Property Address	Property Owner/Veteran	Amount	Date Received
47/5/2	18 Beacon Way	Melinda Tourangeau	\$300	4/16/2018
52/101	60 Ball Hill Rd	Francis & Danielle O’Meara*	\$600	4/12/2018

- Husband and Wife are both Veterans

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** 5/14/2018

**Re:** Tax Credit for Service Connected Total Disability – **For Approval (1)**

The following list, as a matter of public record has applied for the Tax Credit for Service Connected Total Disability RSA 72:35 for tax year 2018. I have reviewed this application along with the supporting documentation and am recommending that the selectman **approve** the following list of qualified veterans. This will need the PA-29 signed.

MAP/LOT	Property Address	Veteran/Property Owner	Amount	Date Received
36/118	33 Briarcliff Dr	Michael Wiechec	\$1,400.00	4/13/2018

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

Memorandum

**To:** Board of Selectman  
**From:** Marti Noel Assessor  
**Date:** 5/14/2018  
**Re:** Residences in Industrial or Commercial Zone – For Approval (42)

---

**75:11 Appraisal of Residences. –**

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

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

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

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

I have reviewed the applications and I recommend that the Board of Selectman approve the attached list of applicants for Residences in a Industrial or Commercial Zone for the tax year 2018. The attached list identifies all applicants approved as a matter of public record and to expedite your decision making process.

MAP/LOT	ADDRESS	PROPERTY OWNER	ZONE	DATE RECEIVED
7-19	84 Old Wilton Rd	Matthew & Stephanie Renda	ICI2	3/14/2018
11-13	74 Wilton Rd	Brendan & Janelle Getman	ICI	4/13/2018
11-14	78 Wilton Rd	Matthew Tedford	ICI	4/16/2018



14-5	60 Old Wilton Rd	Sokkhorn Khuth	ICI2	2/28/2018
14-11	11 Old Wilton Rd	Steve & Sherry Foskett	I	2/14/2018
15-2	8 Westchester Dr	David & Kristen Rysdam	C	2/8/2018
18-6	210 Elm St	Thomas & Xhevit Bifsha	C	2/7/2018
20-56	122 Elm St	Janet Langdell	C	3/5/2018
21-5	35 Mont Vernon St	Hays Junkins	C	2/7/2018
25-78	33 Union St	David Griffin	C	3/1/2018
25-85	36 Cottage St	Kathleen Gray	C	4/13/2018
25-88	38 Cottage St	Seth Russell	C	4/13/2018
25-132	14 West St	James & Veronica Rasmussen	C	2/20/2018
26-94	140 Brtidge St	Gingerlee & Beth Riddle	C	4/3/2018
26-114	18 High St	Jeff Wheeler	C	4/12/2018
26-116	50 High St	Matthew Lydon	C	4/18/2018
26-118	130 Franklin St	Stephen Steeves	C	2/9/2018
26-121	15 Clinton St	Thomas & Sandra Staiti	C	2/23/2018
26-131	40 Franklin St	Betti Russell	C	4/13/2018
26-133	70 Franklin St	Martin Bialczak	C	2/8/2018
26-138	130 High St	Hubbard & Margaret Seward	C	1/28/2018
29-84	5 Cherry St	Gary & Michelle LaFreniere	C	2/22/2018
29-87	19 Lincoln St	Russell & Ellen Works	C	2/2/2018
29-94	225 South St	John Greenhow	C	3/28/2018
29-105	181 South St	Pete Richard	C	4/13/2018
30-4	340 Nashua St	Justin & Linda Jo Pettingell	LC	2/16/2018
30-127	234 South St	Daniel & Catherine Clark	C	2/14/2017

30-128	246 South St	James & Kathryn Heald	C	2/13/2018
30-133	17 Marshall St	Riley Smith	C	4/16/2018
31-5	415 Nashua St	Sean Sullivan	LC	4/12/2018
32-13	Barbara Medlyn	18 Medlyn St	LC	2/8/2018
32-14	22 Medlyn St	Wayne Smith	LC	2/5/2018
32-14-1	26 Medlyn St	Stephen Medlyn	LC	4/2/2018
32-15	19 Medlyn St	Jenifer Fisher	LC	2/6/2018
32-16-2	11 Medlyn St	Edward & Christina Medlyn	LC	2/8/2018
32-23-6	5 Charles St	Daniel McFarland	LC	3/28/2018
32-29	451 Nashua St	Gloria Maguire	LC	2/12/2018
35-3-1	Steven St. Cyr	268 South St	C	3/23/2018
48-4	26 Old Brookline Rd	Charles & Deanna Carter	ICI	3/30/2018
48-18	26 Colburn Rd	Thomas Hughes	ICI	4/16/2018
48-19-1	498 NH Rte 13S	Duane & Andrea Chappell	ICI	1/26/2017
48-39	59 Emerson Rd	Delmar & Barbara Patten	C	2/2/2017

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

## Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** May 14, 2018

**Re:** Exempt Properties For Approval (35)

---

**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 2018 tax year.

Map/Lot	Address	Name
25-113	15 Cottage St	American Legion
25-114	15 Cottage St	American Legion
8-64	13 Buxton Rd	Area Agency Properties, Inc
46-30	482 Osgood Rd	Area Agency Properties, Inc
41-26	Mason Rd	Beaver Brook Association
41-27	Mason Rd	Beaver Brook Association
41-38	Mason Rd	Beaver Brook Association
26-186	10 Amherst St	Church of Our Savior
47-12	54 Melendy Rd	Colonial Hills Baptist Church
22-92	42 Summer St	First Baptist Church
24-12	Lewis St	First Baptist Church
24-13	65 West St	First Baptist Church
24-14	12 Spaulding St	First Baptist Church
25-38	103 South St	First Church of Christ Scientist
25-51	10 Union St	First Congregational Church
18-5	273 Elm St	Light of the World Christian Church
43-13	365 South St	Little Arrows Child Care Services
25-57	5 Union St	Livermore Community
25-56	15 Union St	Milford Regional Counseling Service Inc <b>50%</b>
25-50	6 Union St	Milford Historical Society
13/1/2	0 Elm St	Milford Historical Society
26-146	95 High St	Milford Home for Aged Women
25-31	30 Mont Vernon St	Milford Masonic Temple
21-22	Mont Vernon St	Milford Masonic Temple
26-91	40 Bridge St	Milford Mill (Pilot)
26-182	21 Bridge St	Milford Mill (Pilot)
39-27	33 Alder St	Milford United Methodist Church, Inc
4-33	327 No. River Rd	Milford United Methodist Church, Inc
26-11	34 Amherst St	Roman Catholic Bishop of Manchester
26-9	26 Amherst St	Roman Catholic Bishop of Manchester

25-126	1 Columbus Ave	Share Outreach, Inc
13-10-2	10 Jones Rd	Southern NH Medical Center (Pilot)
21-23	56 Mont Vernon St	Souhegan Valley Boys & Girls Club
25-59	20 Elm St	Unitarian Universalist Cong
21-3	1 VFW Way	VFW Harley Sanford Post #4368

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
KEVIN FEDERICO		5/14/2018
GARY DANIELS		5/14/2018
MIKE PUTNAM		5/14/2018
LAURA DUDZIAK		5/14/2018
PAUL DARGIE		5/14/2018

## 5:45 Approval for Current Use Application

### MEMORANDUM

DATE: May 7, 2018

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **Current Use Application – Map 8 Lot 31**

---

The above referenced parcel is applying to have 1.65 acres placed into Current Use Status under Farmland Category.

This land had previously been assessed as farmland, but was removed during an aggregate removal operation where the owner was selling the materials removed from the land.

The owner has completed the aggregate removal operation and has reclaimed the land to return it to farm use for growing hay.

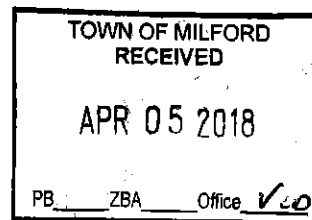
Statute allows for land having been reclaimed to be placed back into Current Use.

Since this parcel is less than 10 acres in size, and has no contiguous parcels under identical ownership, the owner must establish that \$2500 in agricultural product can be produced on the land. The owner has provided a letter stating that the land has that ability, and that it is his intent to utilize that land in that manner.

Thank You



6:00 Community Revitalization Property Tax Exemption - 79-E



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

## APPLICATION FOR COMMUNITY REVITALIZATION TAX RELIEF PROGRAM

### Instructions to the Applicant:

You will need to fill out the application, provide required documentation, take part in a public hearing before the Board of Selectmen and execute a covenant with the Town of Milford, which will be recorded in the Hillsborough County Registry of Deeds. To the extent that may be required by your specific application, you may also need to submit your proposal to the Planning Board, the Zoning Board of Adjustment and/or the Heritage Commission.

The Office of Community Development will be available to respond to questions the applicant(s) may have regarding the application form, drawings and plans. Legal assistance should be obtained from the applicant's personal attorney.

If you have any questions with the application, the process, or what to expect, please call the Director of Community Development at (603) 249-0620 or email: DirComDev@Milford.nh.gov.

Thank you for your interest in the Community Revitalization Tax Relief Incentive, and good luck with your application and restoration project.

#### Office Use Only

Date Application Submitted: 4/5/18 Received By: LD (Initials)  
Applicant: Tea Pokno / Retreat Falls LLC Application Fee Received: Yes  No   
Board of Selectmen Action: Approved  Denied  Date: \_\_\_\_\_



# COMMUNITY REVITALIZATION TAX RELIEF PROGRAM (RSA 79-E)

(To be completed by the Applicant)

**Property/Building Information**

Building Name (if any): The Corner

Property/Building Address: 1 Nashua St

Zoning District: C-Oval Tax Map: 26 Lot: 156 Registry Book: 8863 Page: 1292

**Contact throughout this application process will be made through the applicant listed below.**

The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendations, staff reports, and will communicate all case information to other parties as required.

**The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information as requested.**

**Applicant's Name:** OWNER

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner's Name:** Jed Dokmo C/O Buttermilk Falls, LLC

Address: PO Box 6182

City: Amherst State: NH Zip: 03031

Phone: 603-565-2275 Fax: \_\_\_\_\_

E-mail: JedDokmo@gmail.com

**Existing Property/Building Information:**

Existing Uses (describe present use, size, and number of employees, etc.):

Vacant Commercial Building. Gutted Commercial Building. Use code 3220 -Store/Shop MDL-94

Is the building listed on, or eligible for listing, on the National Register of Historic Places or located within a locally designated State or National Register Historic district?  Yes  No

*If yes, provide a copy of the approved designation by the State or National Register of the building or the district.*

Is the building located within and important to a locally designated historic district?  Yes  No

**Existing Property/Building Information (Continued):**

Gross Square Footage of Building: 4871 Year Building was built: 1900  
Gross Square Footage of Parcel: 3920 Area of Parcel to be impacted: 100%  
Square footage of building to be impacted: 4871  
Total assessed value of parcel as of date of application: \$172,800  
Assessed value of building: \$84,400 Assessed value of land: \$88,400

**Project Description**

Proposed Uses (describe use, size, number of employees, etc.):

Mixed use commercial, restaurant/bar

Is this a change of use associated with this project?  Yes  No

Will the project include new residential units?  Yes  No

If yes, please describe:

Previously used for retail sales. Currently vacant for over 10 years.

Will the project include affordable residential units?  Yes  No

If yes, please describe: \_\_\_\_\_

Has an abatement application been filed or has an abatement been awarded on this property within the past year?

Yes  No

Will any state or federal grants, low income subsidies, or any other tax credits be used with this project?

Yes  No

If yes, describe and detail the amount of the aid and terms of repayment: \_\_\_\_\_

Number of years of requested tax relief: 5 (Max)

For any request for tax relief for up to an additional four (4) years for historic buildings, the project described must meet the Secretary of Interior's Standards for Rehabilitation. (See NH RSA 79-E:5, III)

**Replacement of Qualifying Structure:**

Does the project involve the replacement of a qualifying structure?  Yes  No

If yes, the owner shall submit with this application the following:

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Milford Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located.

*Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted, if required.*

**Public Benefit (RSA 79:E-7)**

In order to qualify for tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the project provide the following public benefits? (Check all that apply)

Enhances the economic vitality of the designated area?  Yes  No

If yes, please describe:

It provides new space for businesses in space of a vacant building. The reconstruction of the building provides an opportunity revitalize and re-establish an prominent under-utilized property in the Oval area and provide viable business and job opportunities to Milford

Enhances and improves a culturally or historically important structure?  Yes  No

If yes, please describe:

Replaces a dilapidated, gutted building. The proposed project will greatly improve the culturally significant structure by reconstructing it in line with the architectural elevations of the original two-story, mixed use building. The vacant building continues to be an eyesore and symbol of days long past in downtown Milford. We anticipate that the building and proposed uses will only add to the culture and enhance the character of the Oval District.

Promotes development of the designated area, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B?  Yes  No

If yes, please describe:

The building has been vacant for more than a decade contributing to the negative effect on the health of the downtown and represented an un-utilized space that added very little to the local economy. The proposed project will greatly enhance the sense of community by reconstructing the building in line with the original two-story structure and providing viable business and job opportunities to Milford. Lastly, the project will provide safe/ attractive commercial spaces

Increases residential housing in urban or town centers?  Yes  No

If yes, please describe:

Promotes preservation and reuse of existing building stock by rehabilitation of historic structures  Yes  No

If yes, please describe:

Other issues and matters applicant deems relevant to this request?  Yes  No

If yes, please describe:

**Substantial Rehabilitation**

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, renderings, or photographs that will help explain this application

**Structural (both exterior and interior):**

Demo existing remains of the 38 x 72 building and construct a 2 story building reminiscent of the 19th century building that the Waidleigh family built on the lot. The building will be used for the same purposes as the historical structure

Estimated Cost: \$400,000

**Electrical:**

Total rehab to code

Estimated Cost: \$50,000

**Plumbing/Heating:**

Total rehab

Estimated Cost: \$50,000

**Mechanical:**

Total rehab

Estimated Cost: \$50,000

**Other:**

Construct deck overlooking Oval, interior finishes, flooring, interior doors, cabinets  
consultants and engineers and other soft costs

Estimated Cost: \$100,000

**Total Estimated Project Cost:**

\$650,000

**Expected Project Start Date:** April 2018

**Expected Project Completion Date:** October 2018

**Optional attachments to this application include the following:**

Sketches, renderings, photographs, plot plans, building plans, elevations, construction details/costs not included in application, and multi-year cash flow pro forma showing all revenues and expenditures for the project, which might help explain the project.

**Applicant/Owner Signature**

To qualify for this tax relief incentive, the costs of the project must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less.

I/we certify the estimated costs are reasonable and the costs of the project meet the above requirement.

Initial here:     JLD     \_\_\_\_\_

I/We understand that failure to meet this threshold or the listing unreasonable construction costs will result in the denial of the application and forfeiture of the application fee.

Initial here:     JLD     \_\_\_\_\_

I/we have read and understand the Community Revitalization Tax Relief Incentive, RSA 79-E, and am/are aware that this will be a public process including a public hearing to discuss the merits of this application and the subsequent need to enter into a covenant with the Town and pay all reasonable expenses associated with the drafting/recording of the covenant.

Initial here:     JLD     \_\_\_\_\_

**Note:** The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application as required under RSA 79-E:4, II until the inventory form and letter required by RSA 79-E:4, I-a, and all other required information, have been submitted, if required

Initial here:     JLD     \_\_\_\_\_

**IMPORTANT**

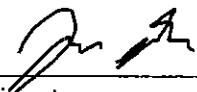
Per RSA 79-E:13(II), the Base or "Original" Assessed Value for any tax relief is only set after the following two conditions are met:

1. Approval by the Board of Selectmen.
2. The Applicant's entering into a Covenant with the Town of Milford to protect the public benefit.

Therefore, the Applicant and/or property owner shall not commence any of the improvements included in this application until such time as he/she has secured the above. This prohibition shall include any demolition to an existing structure.

**Affidavit**

I/we have read and understand the RSA 79-E, Community Revitalization Tax Relief Incentive and the March 11, 2017 Town vote and am/are aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the Town and pay all reasonable expenses associated with the drafting/recording of the covenant. The undersigned hereby certifies the foregoing information is true and correct;

	Jed Dokmo	4/2/2018
Signature	(printed name)	Date
Signature, <i>Chairman</i>	(printed name)	Date
Signature	(printed name)	Date
Signature	(printed name)	Date
Signature	(printed name)	Date
<i>Signature</i>	<i>(printed name)</i>	<i>Date</i>



## NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources 603-271-3483  
19 Pillsbury Street, Concord, NH 03301-3570 603-271-3558  
TDD Access Relay NH 1-800-735-2964 FAX 603-271-3433  
www.nh.gov/nhdhr preservation@nh.gov

TOWN OF MILFORD  
RECEIVED

APR 05 2018

PB \_\_\_\_\_ ZBA \_\_\_\_\_ Office \_\_\_\_\_

April 2, 2018

Lincoln Daley  
Director of Community Development  
Milford Town Hall  
1 Union Square  
Milford, NH 03055

RE: National Register Eligibility of 1 Nashua Street, Milford, NH (MIL0030)

Dear Mr. Daley;

The above referenced property has been reviewed by the NH Division of Historical Resources (NHDHR) for eligibility to the National Register of Historic Places both individually and as part of historic district. In 1994, an NHDHR Inventory Form for 1 Nashua Street (MIL0030) was reviewed by the Determination of Eligibility (DOE) committee and was determined not eligible for the National Register due to a total loss of integrity. In 2010, the DOE committee again reviewed 1 Nashua Street as part of the Downtown Milford Commercial, Civic and Residential Historic District. At that time, 1 Nashua Street was identified as a non-contributing resource to the historic district which was recommended as eligible for listing to the National Register of Historic Places. The DOE committee concurred with these recommendations.

Based on the above information and the current appearance of the building, it is the opinion of NHDHR that 1 Nashua Street is not individually eligible to the National Register or a contributing resource to a National Register-eligible historic district and does not possess historic significance.

We thank you for coordinating with our office. Please feel free to contact me at (603) 271-6435 with any additional questions.

Sincerely,

Megan R. Rupnik  
State Survey Coordinator





**Milford Heritage Commission**  
**Town Hall**  
**1 Union Square**  
**Milford NH 03055**

Board of Selectmen  
Town of Milford  
1 Union Square  
Milford NH 03055

March 30, 2018

This letter and attachment identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The historic inventory of the property is attached as created by Lisa Mausolf representing the NH District of Historical Resources in a survey of May 1995.

---

The original structure of 1 Nashua Street has lost much of the original integrity over the years prior to 1969 due to the removal of the upper floors but some foundation features remain which may date to the early days of Milford's incorporation in 1794. The little that remain translates to the structure as not eligible for the National Register.

The Milford Heritage Commission has reviewed the owner's proposed remodeling and though not true to the original structure, the plans show a tasteful representation of the Historical Oval District and promises to bring aesthetic value to the area. Furthermore, the property owner ensures that the structure shall be maintained and used in a manner that furthers the public benefit.

Respectfully

David Palance  
Chairman  
Milford Heritage Commission

Meets 2<sup>nd</sup> Wednesday of each month 7:00PM  
Wadleigh Memorial Library  
Lull Room

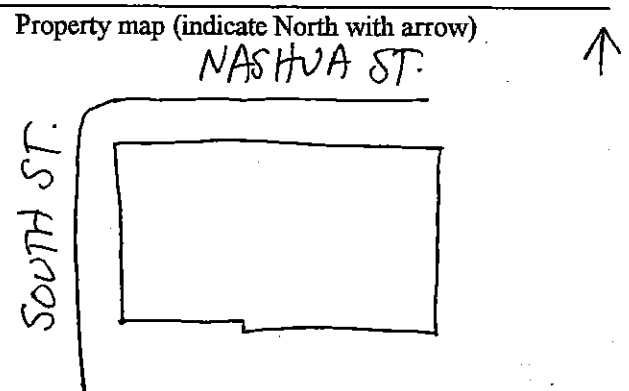
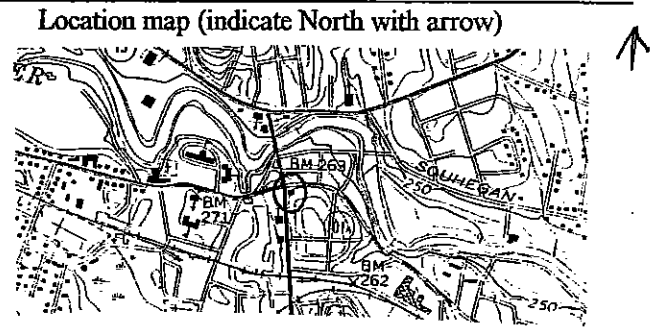


NHDHR INVENTORY # 30		CODE
Included in Area Union Square		
County Hillsborough		06C
Town/City Milford		M12
Address 1 Nashua Street		
Current owner Salvatore & Virgi Crisafulli		
Property Name		
Acreage 0.09 acre		
Tax map/parcel # 26/156		
UTM Ref. Z19 E283460 N4745720		
USGS Quad Milford		scale 1:24000
Use: present commercial		COT
original commercial		COT
Exterior building materials:		
Roof:		Walls:
tar		aluminum siding
		MEA
Foundation:		Chimney:
granite	STG	—
# of stories:		Roof shape:
1		flat
Chimney location:		Entry location:
—		multiple
Sash type:		Plan configuration:
plate glass		rectangular
Major alterations (with dates): 1881 - building substantially remodeled; 1969 - cut down to one story		
Condition:		Outbuildings:
good		none
Setting: commercial town center		
Architect/Builder: unknown		
source: ---		
Original construction date: 1797?		
source: Wright: 515		
<input checked="" type="checkbox"/> multiple building campaigns (see back)		
Style: ---		
Loved: no		date: ---
Surveyor: Lisa Mausolf		
Recorded by: Lisa Mausolf		
Date of field survey: May 1995		

NH DIVISION OF HISTORICAL RESOURCES  
INDIVIDUAL RESOURCE INVENTORY FORM



Photographer facing: south  
 Photograph date: March 1995  
 Roll #: M3 Frame #: 20  
 Negative stored at: Town of Milford



**ARCHITECTURAL DESCRIPTION AND COMPARATIVE EVALUATION:**

Drastically altered in 1969, this former 2 1/2 story clapboarded commercial structure, has been reduced to a single story, flat roofed structure on a granite foundation, clad in a combination of aluminum siding, metal panels and plate glass windows.

**HISTORICAL BACKGROUND and role in Town/City's development:**

According to the local history, parts of this structure may date as early as 1797. The building was extensively remodeled by Gilbert Wadleigh who purchased it in 1881. The building was reduced to its present single story configuration by Mr. Crisafulli in 1969 (Wright: 516).

**NATIONAL REGISTER CRITERIA STATEMENT OF SIGNIFICANCE:**

This structure is not eligible for the National Register owing to a near total loss of integrity due to alterations in 1969 including the removal of the upper stories of the building.

**STATEMENT OF INTEGRITY:**

This structure retains little more than its integrity of location and association. Its integrity of design, materials, workmanship, setting, and feeling have been seriously compromised by the removal of the upper stories of the building and the application of aluminum siding and metal panels to the remaining single story.

**BIBLIOGRAPHY and/or REFERENCES:**

New Hampshire Historical Society, Concord, NH, Photographic collection.

Sanborn Insurance Maps, 1885, 1892, 1901, 1912, 1924. [NH Historical Society, Concord].

Wright, Winifred. The Granite Town, Milford, New Hampshire: 1901-1978. Canaan: Phoenix Publishing, 1979.

**APPLICABLE HISTORIC CONTEXT(s) with code:** none

---

**Surveyor's Evaluation:**

NR listed:	individual	<input type="checkbox"/>	NR Criteria:	A	<input type="checkbox"/>	NR Eligible:	individual	<input type="checkbox"/>
	w/in district	<input type="checkbox"/>		B	<input type="checkbox"/>		w/in district	<input type="checkbox"/>
				C	<input type="checkbox"/>		not eligible	<input checked="" type="checkbox"/>
Integrity	Yes	<input type="checkbox"/>		D	<input type="checkbox"/>		need more info	<input type="checkbox"/>
	No	<input checked="" type="checkbox"/>						

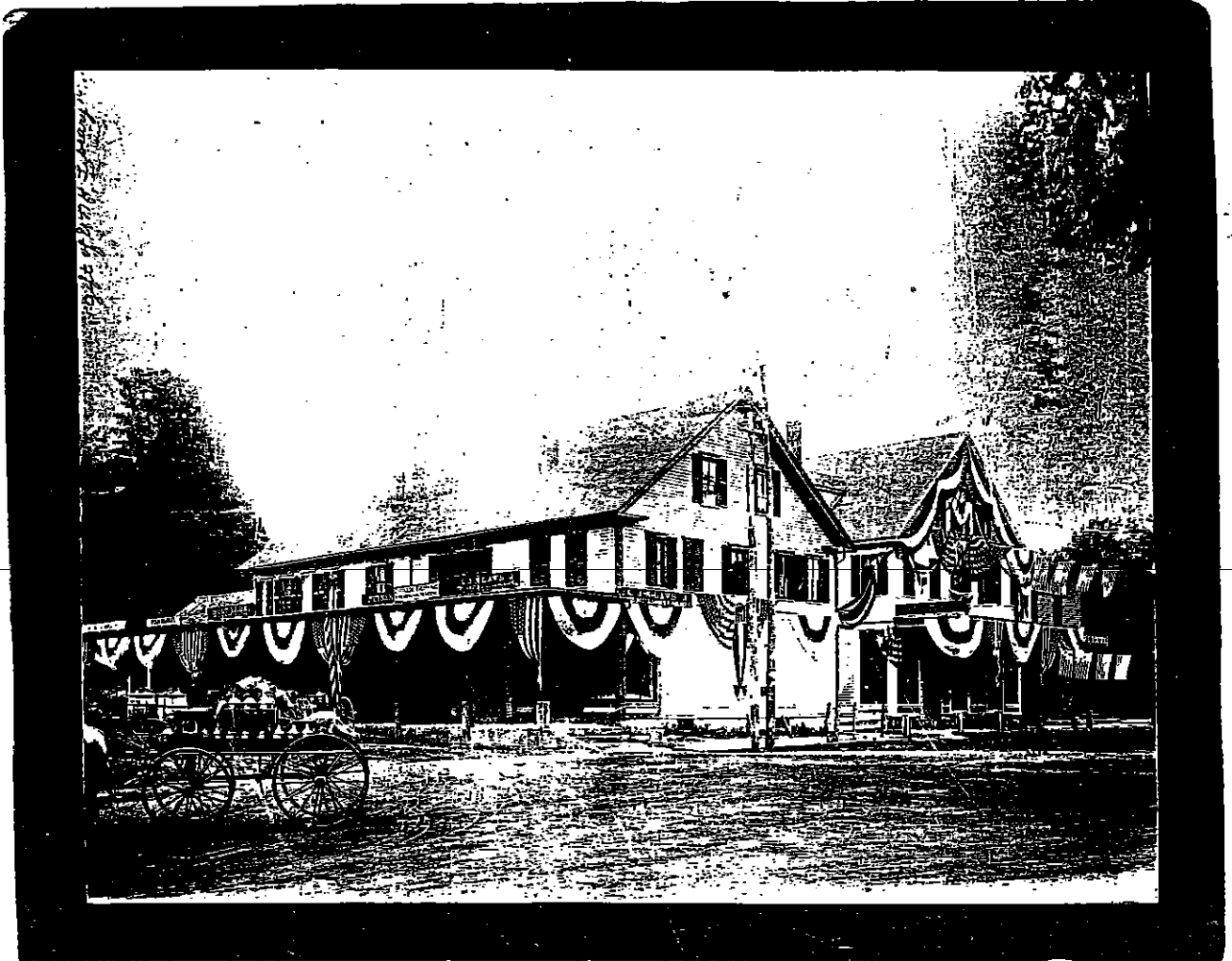
SHPO Office - Reviewed for Determination of Eligibility (date):

**NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES  
CONTINUATION FORM**

**NHDHR Inventory#30  
NHDHR Area Letter  
Town/City Milford  
County Hillsborough**

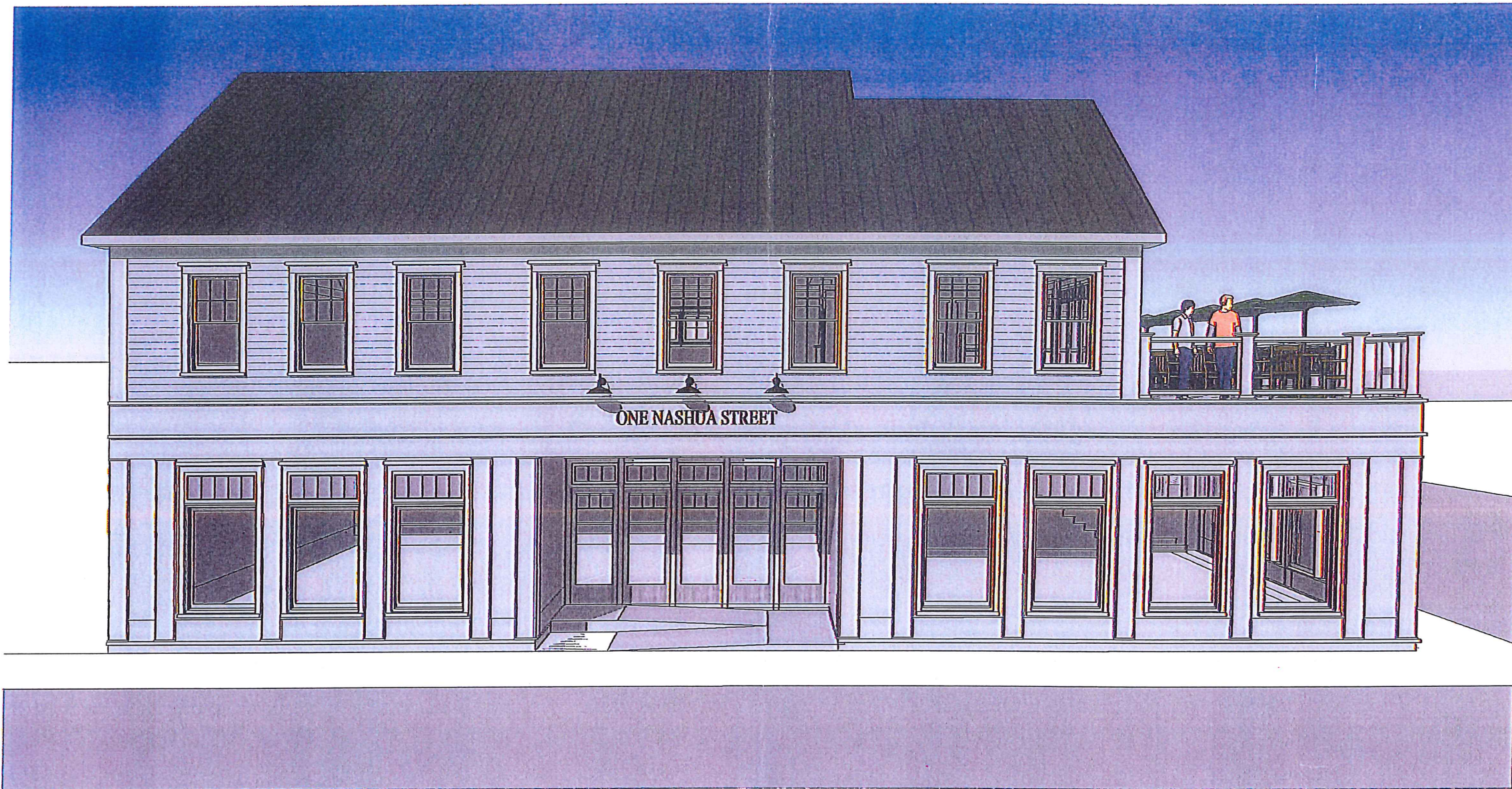
Inventory Form     Area Form

Sheet 3 of 3



View looking SW at corner of Nashua and South Streets, between 1889 and 1895.

Source: NH Historical Society, Concord.



 JAD DESIGN GROUP INC.

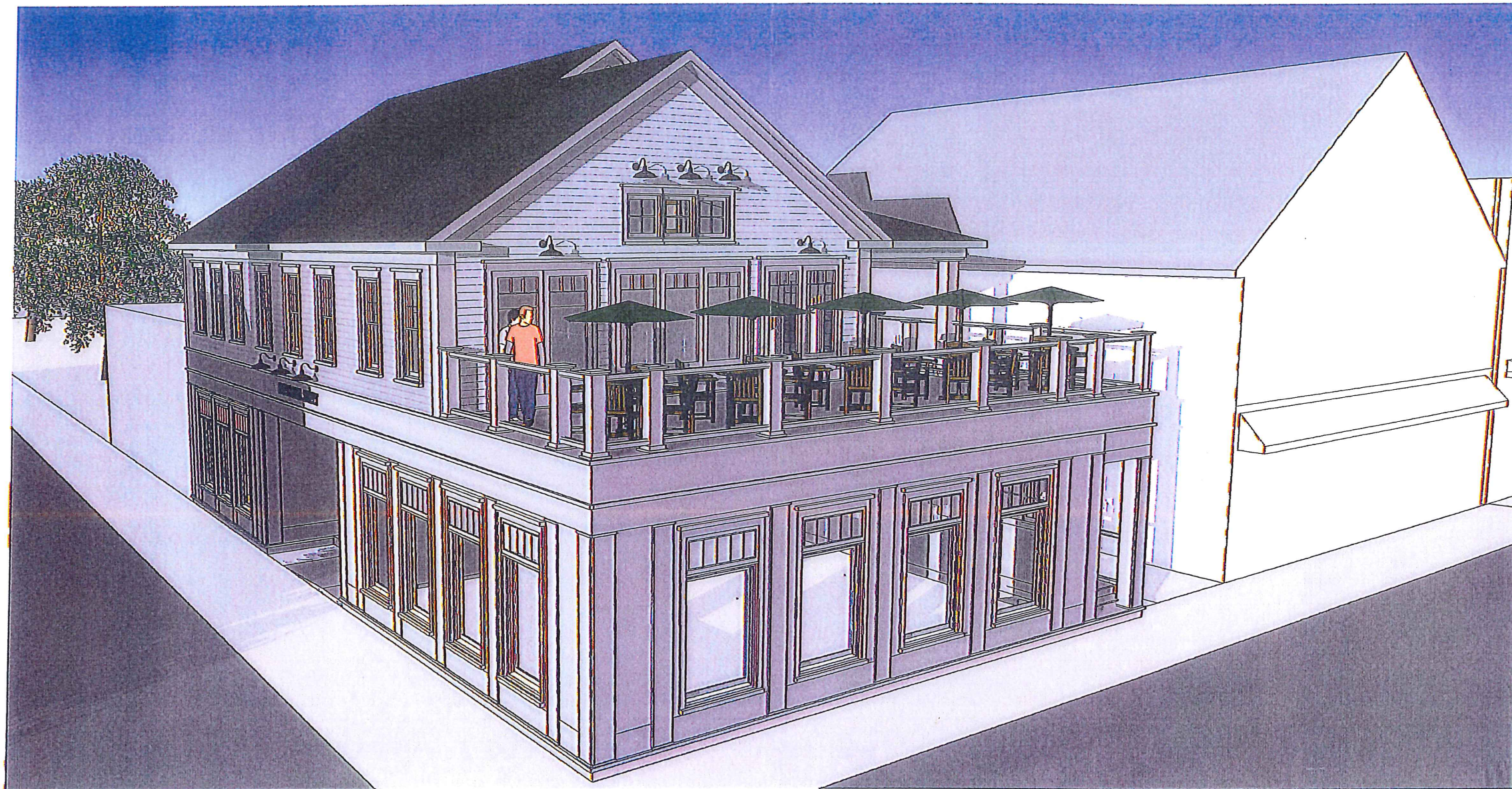
One Nashua Street

Milford, NH

Desmarais Construction

Milford, NH

A 1.0



 JAD DESIGN GROUP INC.

One Nashua Street

Milford, NH

Desmarais Construction

Milford, NH

A 1.0



**Milford NH Dog Park Association Inc.**  
 20 Riverview St. • Milford, NH 03055 • (603) 769-9374  
[www.milfordnhdogpark.weebly.com](http://www.milfordnhdogpark.weebly.com)  
[milfordnhdogpark@gmail.com](mailto:milfordnhdogpark@gmail.com)



May 9<sup>th</sup>, 2018

6:15 Milford Dog Park Association - Kierstyn Williamson

Milford Board of Selectmen,

The Milford NH Dog Park Association represents a need for our town that we have not met. There are an estimated 89.7 million dogs living in households in the United States alone according to Statistica and the US Census. The ASPCA estimates that 44% of homes in America have a dog. The Town of Milford is a wonderful place to raise a family, and increasingly a family includes one or more dogs. A dog park will help bring our dog loving community together with a safe place for our canine friends to bond while our two-legged friends do as well. With your support, and our over 400 Facebook followers we hope to successfully apply for and receive a grant from PetSafe for \$25,000 which will more than meet our goal to create our park.

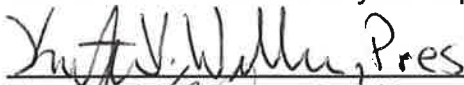
PetSafe is the largest manufacturer of electronic pet training products in the United States, including training collars, electric fences, and automatic feeders. Yearly they sponsor a grant program, this invites communities around the country to apply for grants to create a new dog park, maintain an existing one, or enhance an existing one. PetSafe has helped to fund 64 dog parks in 40 states since 2011 when the grant program began.


The Grant requires only a few things to be accomplished for application. You must have letters from civic leaders supporting the project, photos of our future dog park location, blueprints of our ideal dog park, a summary of how our community would benefit from building the dog park, and a list of ways our community has shown support for a dog park. We are coming to you, the Town of Milford Board of Selectmen for the first of those requirements.

Section 38-5 of the Brox Community Lands was discussed with the Recreation Commission and was designated as the most ideal location for a dog park in Milford. As you are aware, the town already has plans for future development around that area and we would greatly appreciate the town clearing and leveling the area where the dog park would be located.

Over the next few years we plan to continue to fundraise and apply for various grants and funding even if we are not chosen for the PetSafe Grant at this time. We would very much appreciate your support moving forward with this grant in the form of a letter detailing your support for this project on behalf of the Town of Milford which would include a designated location to build the future Milford Dog Park.

Thank-You in Advance for your Support,

  
 \_\_\_\_\_  
 Kierstyn V. Williamson, President & Chairman

  
 \_\_\_\_\_  
 Jennifer Lemelin, Vice President & Vice Chairman

  
 \_\_\_\_\_  
 Zachary Williamson, Director of Operations



# Milford Dog Park Proposal

---

BY: THE MILFORD NH DOG PARK ASSOCIATION INC.

# Who are we?

- Milford NH Dog Park Association Inc.
- Last Met: Oct 2016
- 501©3 Approved as of Dec 2017



- Grown from 6 Committed Members to 14
- **Mission:** Our mission is to bring a safe off-leash area to the town of Milford, NH where canines and their owners can enjoy the outdoors, socialize and exercise.
- We meet every third Wednesday of the Month at the MPD Community Room at 7pm





# Committee Members

---

- **President / Chairman:** Kierstyn Williamson
- **VP / Vice Chairman:** Jennifer Lemelin
- **Director of Operations:** Zachary Williamson
- **Treasurer:** Jen Kelly
- **Secretary:** Maria Yanez
- **Associate VP:** Marcia Whitney
- **Fundraising Coordinator:** Heather Blanchette
- **Other Members:** Nancy & Don Rankin, Lauren Desmarais, Judy Carter, Jason Short, Chandler Blanchette & Marie Borino etc.



Kiesza



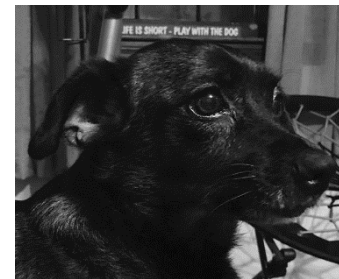
Jack



Ryan



Daisy



Beauty



Yogi

# New Proposal: Brox Property

---



**Size:** Approx. 28,500 Square Feet (Approx. 2/3 Acre)

**Cost:** Approx. \$29,000      **Goal:** \$32,000

**Current Parking:** Dead end parking with more to come as cleared.

## **Details:**

- Includes Large and Small Dog Park Areas with Double-Gated Entrance Area

## **Materials:**

- 1040' Feet of Fencing
- 3 Entrance Gates
- 3 Vehicle Gates

## **Town Support:**

- Pick up Trash
- Initial Clearing & Leveling



# Brox Property Continued...

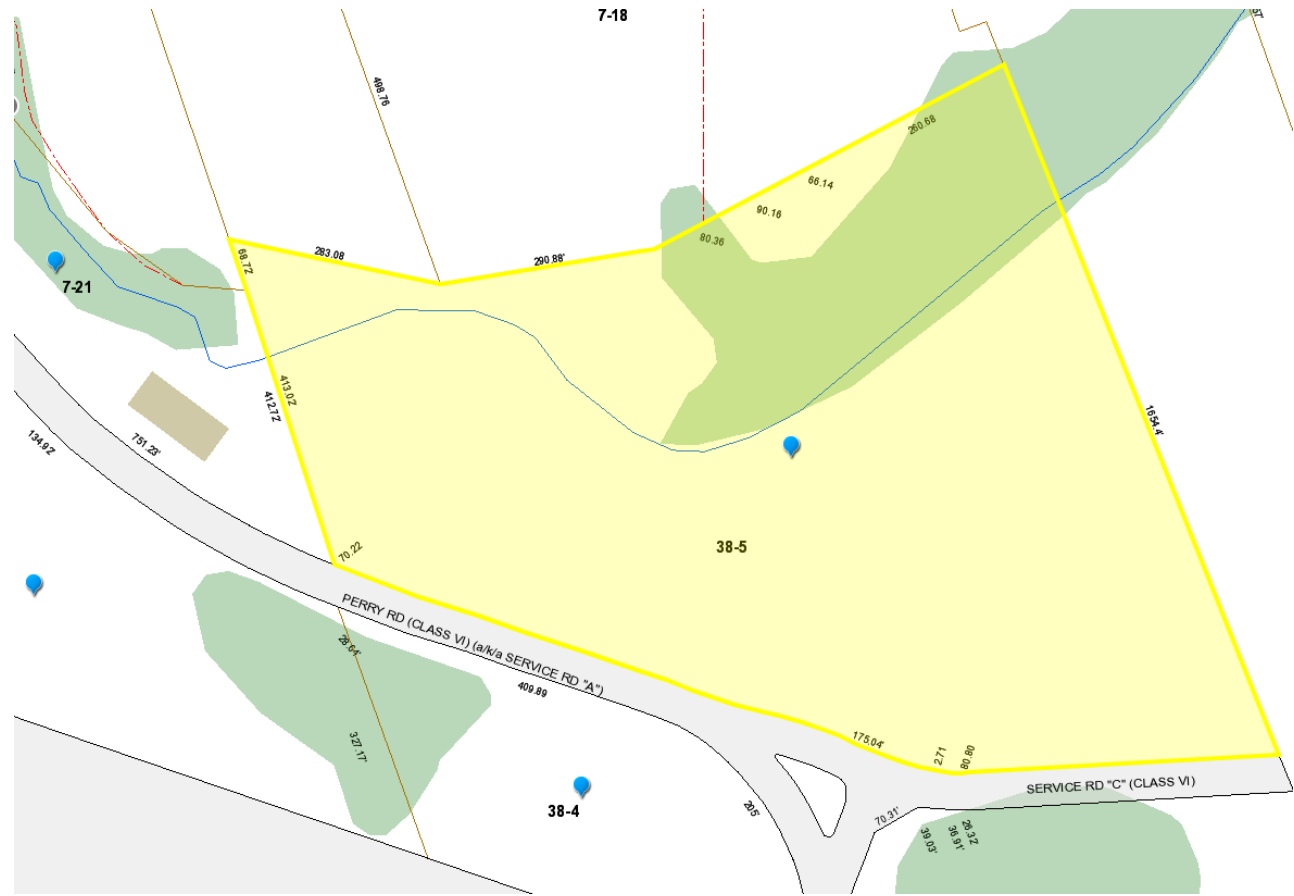
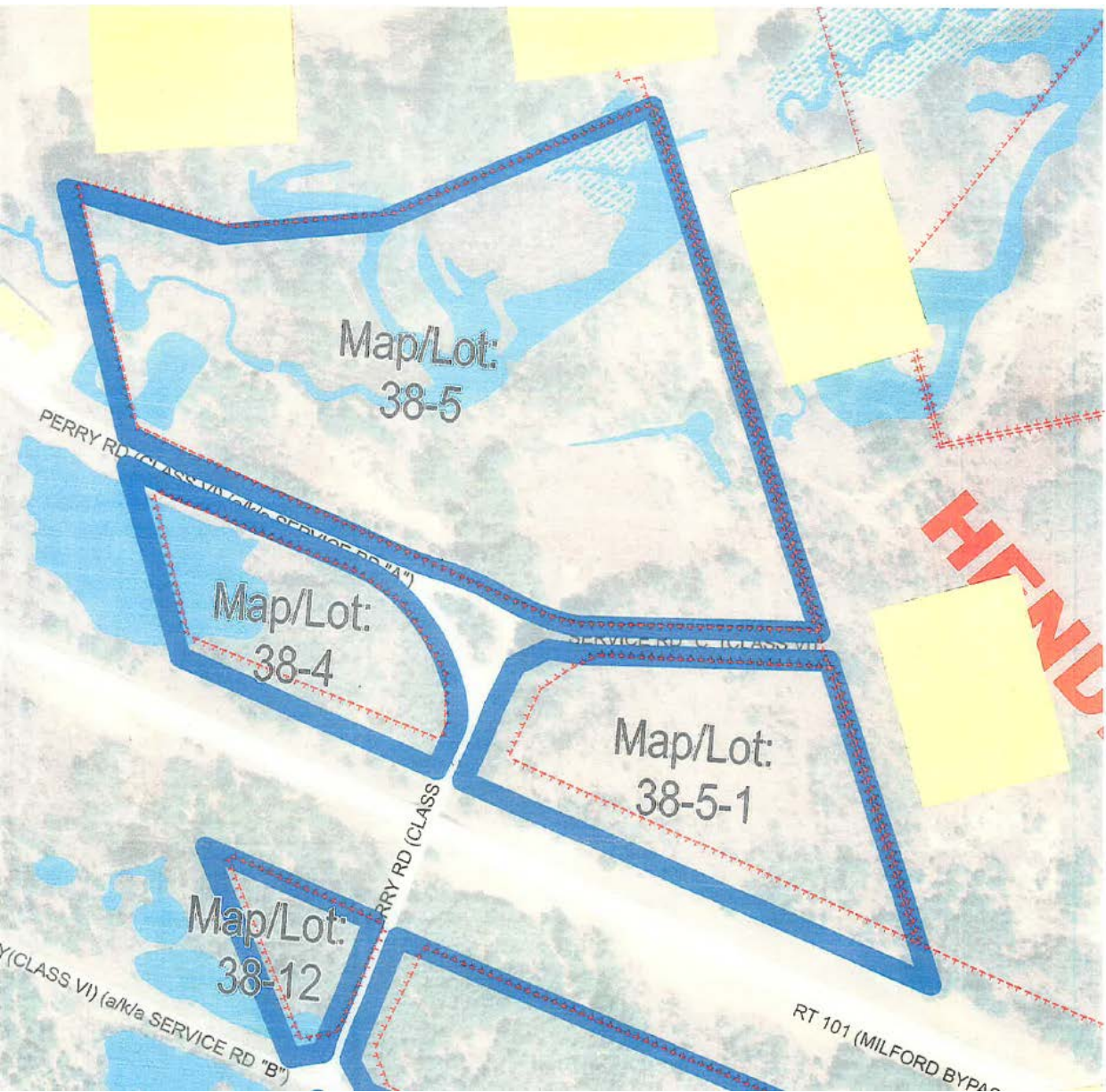
---

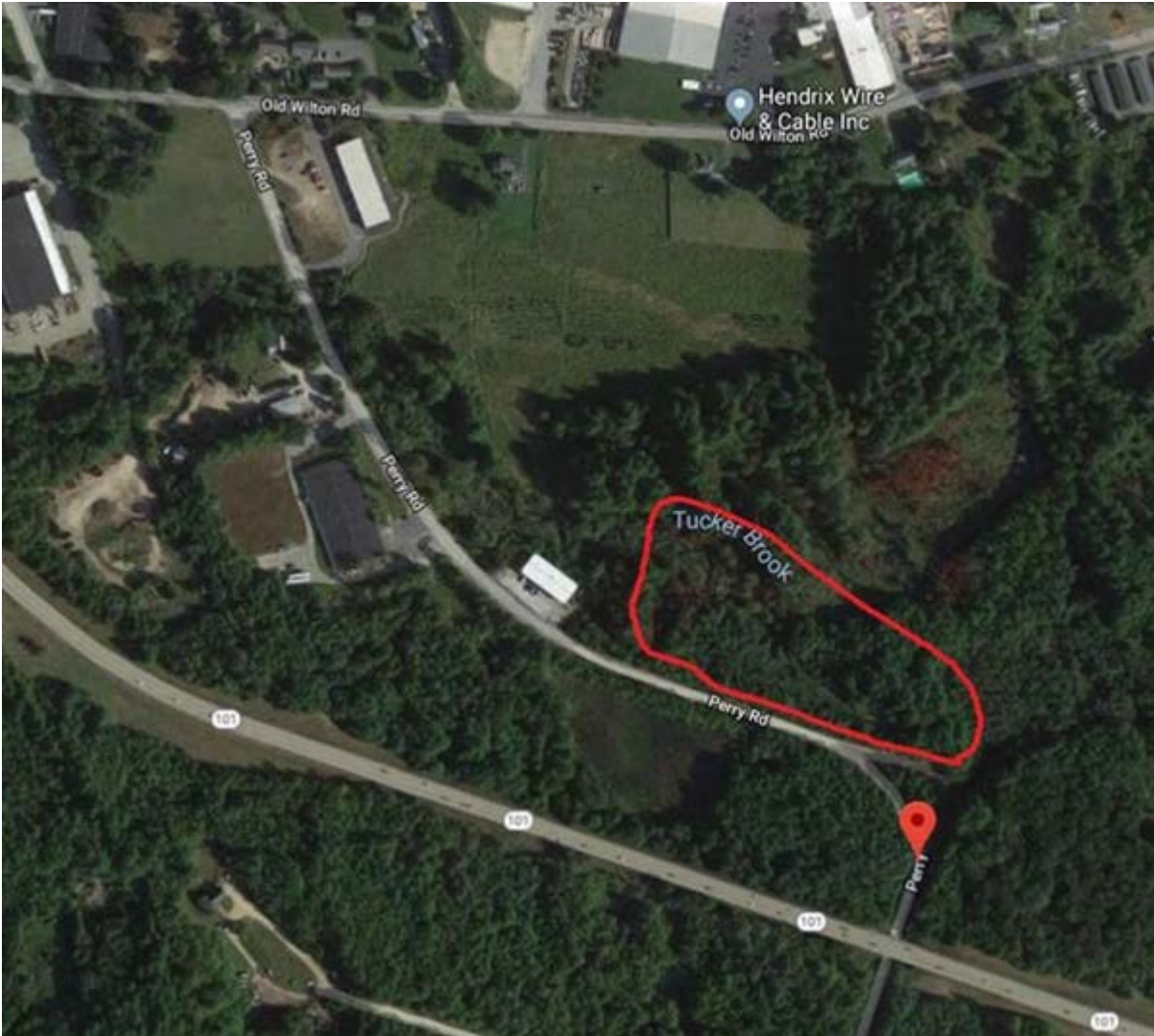


# Brox Property Continued...

---







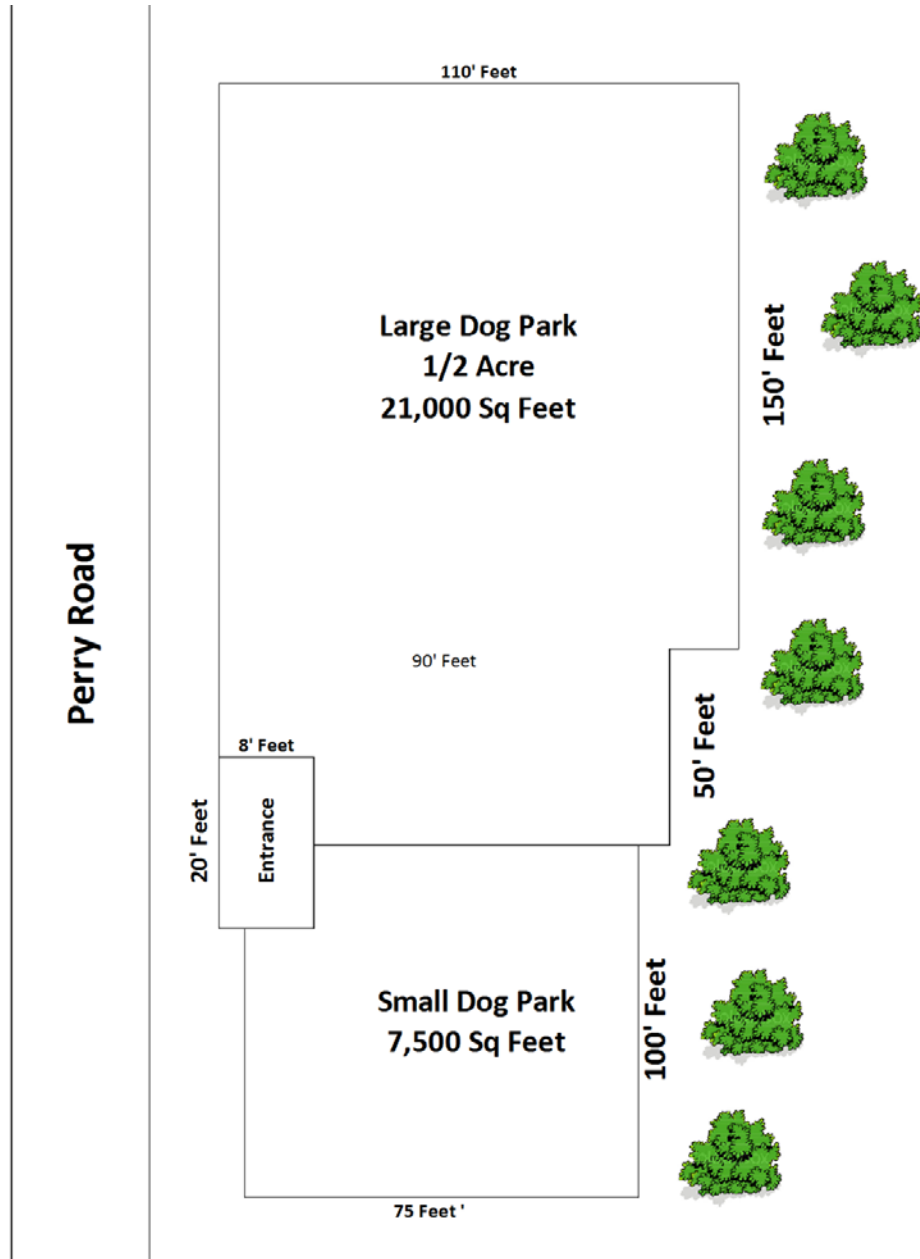


**Support Of A Milford, NH  
Dog Park  
Tax Map 38 Lot 5  
Perry Road  
May 2018**

LEGEND	
	Wetland Resource Area
	25 ft. Wetland Buffer
	Flood Plain 500 Yr.
	Flood Plain 100 Yr.
	Small Dog Park
	Large Dog Park



# Design



**\*Blueberry  
Plants along  
wetlands**



**\*25' Feet From Wetlands**



# Comparable Dimensions

---

## OUR PARK

2/3 of an Acre divided into two sections

- Large Dog Park: 21,000 Sq. Feet
- Small Dog Park: 7,500 Sq. Feet
- Total: 28,500 Square Feet

Size: The recommended minimum size for dog parks varies considerably among cities, but is generally between ½ acre and **one acre**. Buffer from Residential: A few cities provide definitive distances from residences, varying from 50 feet to 200 feet.

[Recommendations and Guidelines for Dog Park Site Selection ...](https://www.a2gov.org/.../Parks.../Recommendations%20and%20Guidelines%20for%20...)

<https://www.a2gov.org/.../Parks.../Recommendations%20and%20Guidelines%20for%20...>

## OTHERS

### Merrimack Dog Park

- 0.67 or 2/3 of an Acre divided into two sections
  - Large dog area measures 91 x 208 = 18,928 Sq. Feet
  - Small dog area measured 50 x 208 = 10,400 Sq. Feet
  - Total 29,328 Square Feet

### Hudson Dog Park

- 0.97 of an Acre divided into two sections
  - Large dog area measures 202 x 227 x 258 x 149 = 39,754 Sq. Feet
  - Small dog area measured 50 x 50 = 2,500 Sq. Feet
  - Total 42,254 Square Feet

# Original vs. New Proposal

---

**Size:** Approx. 18,000 Square Feet

**Cost:** Approx. \$18,500

**Materials:**

- 740' Feet of Fencing
- 3 Entrance Gates
- 2 Vehicle Gates

**Town Support:**

- Pick up Trash (Already on Site)
- Initial Mowing (Already Being Done)

**Size:** Approx. 28,500 Square Feet (Approx. 2/3 Acre)

**Cost:** Approx. \$29,000

**Materials:**

- 1040' Feet of Fencing
- 3 Entrance Gates
- 3 Vehicle Gates

**Town Support:**

- Pick up Trash
- Initial Clearing & Leveling
  - Including the Dog Park area & Parking

# Sample: Entrances of Existing Dog Parks

---



Hooksett, NH



Hudson, NH Dog Park

# Sample: Large Area of Existing Dog Parks

---



Hooksett, NH



Hudson, NH Dog Park

# Sample: Small Area of Existing Dog Parks

---

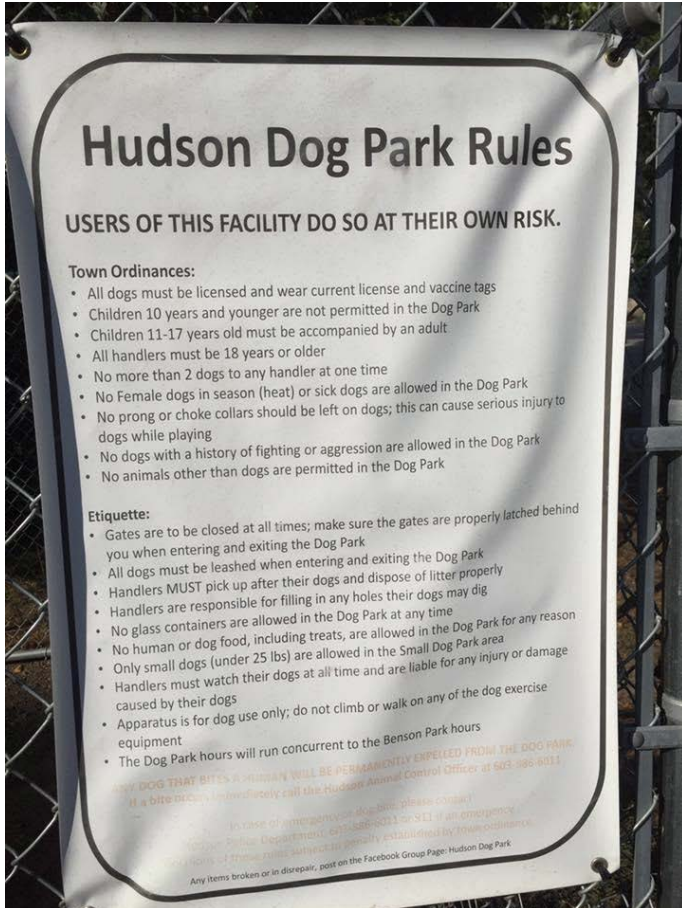


Hooksett, NH



Hudson, NH Dog Park

# Sample: Park Rules of Existing Dog Parks



# Our Rules:

---



1. Users of this facility do so at their own risk. The town will not be held liable for any injury or damage caused by any dog on Town property.
2. All handlers must be with their dogs at all times.
3. All handlers must be over 16 and are responsible for any injuries caused by their dogs.
4. Children 10 years and younger are not permitted in the dog park.
5. Children 11-15 years old must be accompanied by an adult and remain within 'arms-reach' of parent or guardian at all times. No children's toys allowed.
6. All dogs must wear current license and vaccine tags.
7. Dogs under 16 weeks of age are not allowed.
8. Food or treats including any and all glass containers are not allowed inside the fenced area.
9. Dogs must be leashed when exiting and entering the park.
9. Handlers must "scoop the poop" and properly remove and dispose of the waste.
10. No female dogs in season (heat) or sick dogs allowed.
11. No more than 2 dogs to one handler at any given time.
12. All spike and choke collars must be removed.
13. No animals other than dogs are permitted.
14. Only small dogs (under 30 lbs.) are allowed in the small dog park area.
15. Handlers are responsible for filling in holes that their dog(s) dig.
16. Dogs must be removed from the park at the first sign of aggression.
17. Gates must remain closed at all times.
18. Parks hours: 6:00am to 10:00pm.

# Original Fencing Costs

---

## Gate City Fence Company (Nashua, NH)

- Vinyl Coated Chain Link Fence w/ Gates- \$18,500



## Crow Fencing (Amherst, NH)

- Galvanized Chain Link w/ Gates - \$18,500
- Vinyl Coated Chain Link Fence w/ Gates- \$20,000



## American Fence, Inc. (Hooksett, NH)

- Galvanized Chain Link w/ Gates - \$18,800





# Initial Costs

---

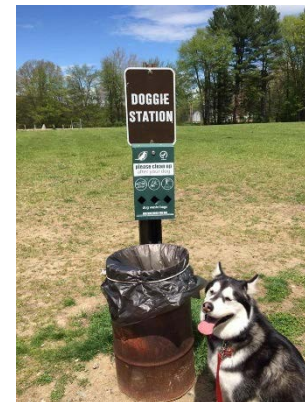
## Crow Fencing (Amherst, NH)

- Galvanized Chain Link w/ Gates - \$29,000
- Vinyl Coated Chain Link Fence w/ Gates - \$33,000

## Trash Bins - \$100-\$600/Each

## Blueberry Plants – \$1,000-\$2,000 Total (\$25-40/Each)

(Items May be Donated)



# Amenities for Future Construction



(Possible Projects for High School Construction Tech Class)



# Insurance, Expenses & Maintenance

---

**Insurance:** Through our current town insurance, Primex, no extra insurance is needed. But they did suggested to make all signage clear and posted.

**Annual Expenses:** Minimal, as it's mostly just trash bags and misc. items.

**User Fee:** None



**Maintenance:**

- Trash Disposal
- Possible Light Mowing
- Yearly Park Clean up



Kiesza's  
Alaskan  
Malamutes

In Memory of  
Brooke, Tracks  
& Frost

# Fundraising

Fundraising Goal: \$32,000 Was: \$25,000

Privately Raised: \$2,800

Remaining Time Frame: Estimated 1-3 Years

## How:

- Direct Donations / GoFundme
- Business Donations
- Signs: As a contributor they can "adopt" a section of fence for:
  - Small Sign \$100 + (5" X 5")
  - Large Sign \$300 + (10" X 10")
- Raffles
  - Gift Cards (Happy butcher, Tractor Supply, Food for Pets, Happy Paws Etc.)
- Local Events:
  - Milford Pumpkin Festival
  - Holiday Craft Fair
- Yardsales



**Thursday March 8, 2018**

**For Lunch or Dinner**

**Bring this flyer and Amigos will donate 20% of the bill to The Milford Dog Park Association**

**Enjoy a Fabulous meal and support a great cause!**

Valid at Amigos Mexican Cantina 20 South St. Milford, NH 03055 603-673-1500

Patrons MUST present flyer at time of purchase



# Pumpkin Festival & Holiday Craft Fa

**Happy Holidays**  
30<sup>TH</sup> ANNUAL JINGLE ON DOWNTOWN HOLIDAY FAIR  
Saturday, December 2nd, 2017  
8:00am – 2:00 PM  
Dog Park Fundraiser Table will be located at Jacques Memorial Elementary School





# Yardsales



# Poopapalooza! and Star Spangled 5k Walk/Run

## Poopapalooza!



Aka Keyes Field Clean Up!  
When: April 28th  
From 7am-2:30pm  
Where: Keyes Field  
Come help clean up trash and dog poop from our town's Parks.



# Over 450+ Members in Support

MEMBERS 482 Members



**Monica's Pals**  
May 9 at 12:41 PM  
Moco would love to make new friends and step out of his comfort zone with his brother buddy previously pictured

**Denise Sacrenty-Bucher**  
May 9 at 8:34 PM  
Chloe would love to make new friends at the dog park.



**Kayla Haverfield**  
May 9 at 10:21 PM  
Zoey and Arielle would love a dog park so close to home!



**Chris Anfuso**  
May 9 at 9:57 PM  
Buddy would love some friends with 4 legs instead of 2 wheels!

**Heather-Marie Fersch**  
May 9 at 1:22 PM  
Newton wants a park to play in with all of his friends!

**Anne Copson Fitzgerald** feeling curious.  
May 9 at 7:55 AM  
Did I hear someone say dog park??

**Utica Harbuck**  
May 9 at 10:00 AM  
Mason would love a place to play and run around!



# PetSafe Grant

- \$25,000 Grant to Build a New Park
- Applications opened May 1st

## What we need.

- Firm Commitment to a Location
- Help with clearing and leveling areas

## What we'll do!

- Apply for PetSafe Grant for the town
- Continue raising funds either way
- Get Fieldstone Blueprints of area
- BRING A DOG PARK TO MILFORD NH!

# BARK FOR YOUR PARK™

PetSafe® has given away over \$1 Million in grants to build, maintain and enhance dog parks to communities across the country.

**Accepting 2018 Applications May 1st**

[Learn More](#)

## Preparing Your Community's Application

What You'll Need:

- 🐾 A letter from a civic leader showing support for your dog park project
- 🐾 Photos of your future dog park space or current off-leash dog park
- 🐾 Blueprints of your ideal dog park
- 🐾 Summary of how your community would benefit from the building, maintaining or enhancing of the dog park
- 🐾 A brief of ways your community has shown support for an off-leash dog park

## Application Process

Each spring, PetSafe® invites communities across the country to apply for grants totaling \$225,000 to build or enhance off-leash dog parks. Awards are given to 13 communities: eight \$25,000 grants to help build new dog parks and five \$5,000 awards to enhance existing dog parks.

# Thoughts or Questions?

---



Thank  
You!

Kevin Federico, Chair  
Milford Board of Selectmen  
1 Union Square  
Milford, NH 03055

4. a) 1) Request for Permission for the Granite Town Festivities Committee (GTFC) to hold the 29th Annual Milford Pumpkin Festival.

Dear Chair and Members of the Board,

The Granite Town Festivities Committee (GTFC) is requesting permission to act on behalf of the Town of Milford to hold the 29<sup>th</sup> Annual Milford Pumpkin Festival, scheduled for October 5, 6, and 7, 2018.

We respectfully request the following:

Permission for GTFC to act in the best interest of the Town of Milford and the Festival as lead agency in planning, coordinating and executing Festival activities and facilitating the participation of non-profits & businesses in the Festival;

Use of the following Town properties: Middle Street, The Oval, Emerson Park, Town Hall, Nashua Street, Keyes Field and Bicentennial Park. We also request that you approve the submitted Pumpkin Festival site map that designates the approved boundaries of the Pumpkin Festival event, and gives GTFC jurisdiction over these areas including public sidewalks with the designated area for the Pumpkin Festival only. We understand and acknowledge that as coordinators of this event on behalf of the town, however, that our jurisdiction does not include activities performed on private property;

Support of the Festival by Town Police, Fire, Public Works, and Ambulance Departments using support funds approved at the March 2018 Town Meeting; Authorization to work with Town departments on special considerations regarding traffic control, street closings and any other relevant safety or maintenance issue;

Permission to hold fund-raising raffles during the festival weekend and to put Pumpkin Festival banners on the bandstand;

Granite Town Festivities Committee is to be named as an additional insured party in the Town of Milford's liability coverage (Town of Milford to be named as an additional insured party in GTFC's liability coverage).

We understand that a two day waiver of the Open Container Ordinance #7.04.070 (only in relation to the Pumpkin Festival event and location) and permission to have an alcohol tasting activity to take place on the Community House Lawn on Friday and Saturday evenings from 5:30 to 9:00 pm was given to the Milford Rotary and Lions Club. As occurred at the 2017 festival, the tasting will be in a roped off area and attendees will be required to provide proper proof of legal drinking age. Additional liability insurances, naming the Town of Milford as additionally insured, to cover the activity and carry all necessary state licenses.

We are looking forward to the 2018 Milford Pumpkin Festival and look forward to your response. If you have any questions or concerns, please feel free to contact me. Thank you for your consideration of this event.

Sincerely,

Carol Gates, President, Granite Town Festivities Committee

Wade Scott Campbell,  
VP, Granite Town Festivities Committee

**Board of Selectmen**  
**Agenda Date: 5/14/18**

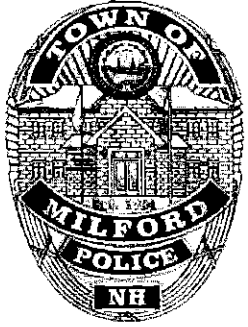
- 4. a) 2) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
- Donation from the Keene Police Department to the Milford Police Department for Mountain Bike Training.
- Donation from the Brenda J. Silva Revocable Trust to be used for the Annual Fishing Derby - \$100.

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

<b>Source</b>	<b>Amount</b>	<b>Purpose</b>
The Brenda J. Silva Revocable Trust	\$ 100.00	Donation to be used for the Annual Milford Fishing Derby.
City of Keene, NH	\$ 300.00	Donation to the Milford Police Department for the IPMBA Mountain Bike training to cover the costs of one City of Keene Police Officer. See attached memo from the Police Chief.

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

None at this time.

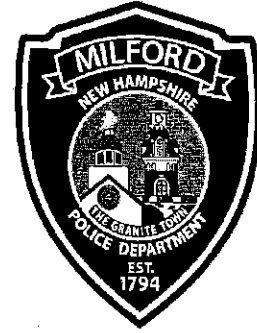


# Town of Milford

POLICE DEPARTMENT

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

**Michael J. Viola**  
Chief of Police



To: Mark Bender, Town Administrator  
Board of Selectmen  
From: Chief Michael J. Viola  
Date: April 30, 2018  
Ref: Unanticipated Funds from the City of Keene

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve unanticipated funds in the amount of \$300.00 (three Hundred dollars), from the City of Keene. These unanticipated funds are being paid to cover the costs of one City of Keene Police Officer to attend the upcoming IPMBA Mountain Bike training that is being hosted by the Milford Police Department.

Your consideration in this request would be greatly appreciated.

## 4. a) 3) Notification of 2017 Real Estate Tax Liens

---

### MEMORANDUM

---

To: Board of Selectmen  
Cc: Mark Bender

From: Kathy Doherty, Tax Collector

Date: May 1, 2017

Subject: 2017 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 2017 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 April 30, 2017.

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.

121 liens were executed for the unpaid 2017 tax levy totaling \$567,168.15 versus 115 liens for the 2016 levy totaling \$542,657.44.

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

April 30, 2018

Date of Execution: April 30, 2018

Levy of 2017

I Kathy P. Doherty, Tax Collector for the Town of Milford, certify under oath that I gave notice of the impending lien on the 29th day of March 2018. 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.



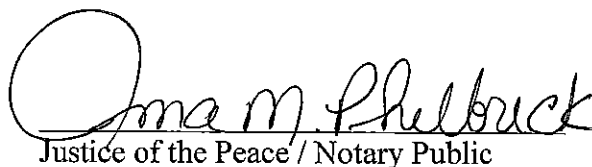
Tax Collector

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:

TINA M. PHILBRICK, Notary Public  
State of New Hampshire  
My Commission Expires September 18, 2018



Justice of the Peace / Notary Public

4/30/18

4. a) 4) Request for Approval of Two (2) Yield Tax Levy's: May 57 Lot 3 and May 57 Lot 11.

**ORIGINAL WARRANT  
YIELD TAX LEVY**

**THE STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH**

TO: KATHY DOHERTY, Collector of Taxes for Town of **MILFORD**, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$3,479.41**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at MILFORD

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

**DATE SIGNED: May 14, 2018**

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Michael & Heather Ciardelli Trstees Ciardelli, Michael Rvcbl Trst 467 Nashua St Milford, NH 03055	57-3	17-303-06	\$3,479.41

**TAX DUE DATE: June 13, 2018      TOTAL YIELDTAX: \$3,479.41**

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2017 to March 31, 2018



**CERTIFICATION OF YIELD TAXES ASSESSED**  
**INTENT FILED DURING TAX YEAR: April 1, 2017 to March 31, 2018**

**TOWN / CITY OF:** MILFORD  
**COUNTY OF:** HILLSBOROUGH  
**CERTIFICATION DATE:** May 14, 2018

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

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Michael & Heather Ciardelli Trstees Ciardelli, Michael Rvcbl Trst 467 Nashua St Milford, NH 03055	WHITE PINE	75.000			\$170.45	\$12,783.75	\$1,278.38	
	HEMLOCK	0.000			\$47.45	\$0.00	\$0.00	
	RED PINE	0.000			\$70.65	\$0.00	\$0.00	<b>TOTAL TAX</b>
<b>ACCOUNT OR SERIAL #:</b>	SPRUCE & FIR	0.000			\$113.95	\$0.00	\$0.00	<b>DUE ON THIS</b>
	HARD MAPLE	0.000			\$311.75	\$0.00	\$0.00	<b>OPERATION</b>
<b># 2</b> <b>BY WHICH LOT WAS DESIGNATED</b> <b>IN NOTICE OF INTENT</b>  <b>MAP &amp; LOT NUMBER</b>  57-3	WHITE BIRCH	0.000			\$82.35	\$0.00	\$0.00	<b>(TOTAL OF</b>
	YELLOW BIRCH	0.000			\$178.75	\$0.00	\$0.00	<b>COL. # 9)</b>
	OAK	42.000			\$411.75	\$17,293.50	\$1,729.35	
	ASH	0.000			\$179.60	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$133.85	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	10.000			\$70.65	\$706.50	\$70.65	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
				<b>TONS</b>	<b>CORDS</b>			<b>\$3,479.41</b>
<b># 3</b>  <b>OPERATION NUMBER</b>  17-303-06	SPRUCE & FIR		0.00		\$ 1.00	\$0.00	\$0.00	
	HARDWOOD & ASPEN		125.00		\$ 4.49	\$561.25	\$56.13	
	PINE		0.00		\$ 0.92	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ 3.49	\$0.00	\$0.00	
	BIOMASS CHIPS		1,100.00		\$ 1.75	\$1,919.50	\$191.95	
	HIGH GRADE SPRUCE		0.00		\$ 28.30	\$0.00	\$0.00	
	CORDWOOD			115.00	\$ 13.30	\$1,529.50	\$152.95	
						\$34,794.00	\$3,479.41	

**ORIGINAL WARRANT  
YIELD TAX LEVY  
May 14, 2018  
THE STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH**

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$3,143.54**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at **MILFORD**

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

\_\_\_\_\_  
(Selectmen/assessor)

**DATE: May 14, 2018**

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Andrew Ciardelli Trstee Andrew Ciardelli Rvcbl Trst 467 Nashua St Milford, NH 03055	57-11	17-303-07	\$3,143.54
OWNER 2 OWNER ADDRESS TOWN, STATE, ZIP	000-0000-000	02-000-000-T	\$0.00
OWNER 3 OWNER ADDRESS TOWN, STATE, ZIP	000-0000-000	02-000-000-T	\$0.00
OWNER 4 OWNER ADDRESS TOWN, STATE, ZIP	000-0000-000	02-000-000-T	\$0.00

**TAX DUE DATE: June 13, 2018      TOTAL YIELD TAX: \$3,143.54**

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2017 to March 31, 2018

**CERTIFICATION OF YIELD TAXES ASSESSED**  
**INTENT FILED DURING TAX YEAR: April 1, 2017 to March 31, 2018**

TOWN / CITY OF: MILFORD  
 COUNTY OF: HILLSBOROUGH  
 CERTIFICATION DATE: May 14, 2018

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

\_\_\_\_\_  
 (Selectmen/assessor)

\_\_\_\_\_  
 (Selectmen/assessor)

\_\_\_\_\_  
 (Selectmen/assessor)

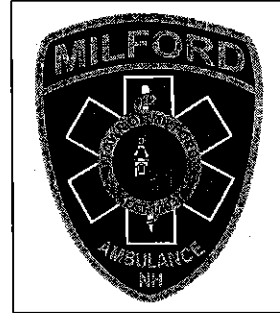
\_\_\_\_\_  
 (Selectmen/assessor)

\_\_\_\_\_  
 (Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Andrew Ciardelli Trstee Andrew Ciardelli Rvcbl Trst 467 Nashua St Milford, NH 03055	WHITE PINE	82.085			\$150.90	\$12,386.63	\$1,238.66	
	HEMLOCK	0.000			\$44.90	\$0.00	\$0.00	
	RED PINE	0.000			\$61.30	\$0.00	\$0.00	<b>TOTAL TAX</b>
<b>ACCOUNT OR SERIAL #:</b>	SPRUCE & FIR	0.000			\$102.90	\$0.00	\$0.00	<b>DUE ON THIS</b>
	HARD MAPLE	0.000			\$273.50	\$0.00	\$0.00	<b>OPERATION</b>
<b># 2</b> BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT  <b>MAP &amp; LOT NUMBER</b> 57-11	WHITE BIRCH	0.970			\$74.70	\$72.46	\$7.25	<b>(TOTAL OF</b>
	YELLOW BIRCH	0.910			\$157.50	\$143.33	\$14.33	
	OAK	42.585			\$373.50	\$15,905.50	\$1,590.55	
	ASH	0.000			\$159.20	\$0.00	\$0.00	
	SOFT MAPLE	2.950			\$117.70	\$347.22	\$34.72	
	BEECH/PALLET/TIE LOGS	14.200			\$61.30	\$870.46	\$87.05	
	OTHERS :	10.740			\$159.20	\$1,709.81	\$170.98	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
				<b>TONS</b>	<b>CORDS</b>			<b>\$3,143.54</b>
<b># 3</b>  <b>OPERATION NUMBER</b> 17-303-07	SPRUCE & FIR		0.00		\$ 1.00	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ 3.98	\$0.00	\$0.00	
	PINE		0.00		\$ 0.83	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ 2.98	\$0.00	\$0.00	
	BIOMASS CHIPS		0.00		\$ 1.49	\$0.00	\$0.00	
	HIGH GRADE SPRUCE		0.00		\$ 26.60	\$0.00	\$0.00	
	CORDWOOD			0.00	\$ 11.60	\$0.00	\$0.00	
						\$31,435.41	\$3,143.54	

# MEMORANDUM

**To:** Board of Selectmen  
**CC:** Mark Bender, Town Administrator  
Jack Sheehy, Finance Director  
**From:** Eric Schelberg, Director  
**Date:** May 10, 2018  
**Subject:** Grant Award Notification and Acceptance



---

This memorandum serves to notify and request the Board to approve acceptance of an EMS in the Warm Zone grant in the amount of \$6,000 through the NH Homeland Security Grant Program Unit.

Last week the department applied for and was informed of award approval by the Grant Program Unit.

The grant is a purchase and reimbursement program wherein the department is reimbursed after expending funds on approved items under the grant provisions, up to maximum \$6,000 limit.

The EMS in the Warm Zone program has been established to offer EMS agencies the ability to purchase equipment and supplies to work with law enforcement in an active shooter situation. EMS providers will work in areas that have been cleared of an active threat by law enforcement, be equipped with protective equipment and carry medical supplies for bleeding control and breathing interventions of injured parties.

Equipment to be purchased through this program include: six each ballistic helmets, goggles and vests with plate carriers; trauma plates; supply carriers and caches of medical supplies -- tourniquets, wound control bandages and hemostatic dressings, chest seals and decompression needles.

At no time will EMS providers be equipped with firearms or engaged in active engagement of a shooter.

Both the police and fire department support this program and plans will be developed to respond to and operate in such an environment if ever called upon. Initial training as required by the grant has been completed with advanced training is in process.

A 31:95 hearing will be submitted in the coming weeks to officially accept reimbursement of funds if this program is approved by the Board.

**Town Status Report – May 14, 2018**

**Town Hall Auditorium Rental Agreement & Fees** – Current agreement and fee schedule was revised in 2013. Tina, Russ and I reviewed the information and suggest a few changes that are noted in red on the document in your packets. Proposed changes include:

- Non-profit organizations from other communities will be charged rental & custodial fees.
- Auditorium is not available for weddings, baby showers, etc. Documenting an unwritten rule.
- Simplified fee structure so that the Rental Fee includes setup and take down fee.
- Changed custodial fees to \$30/hour for weekdays and \$50/hour for weekends to cover overtime rates.

Need Board guidance on a few “grandfathered events”:

- Indoor Farmers Market – Charging \$60 rental. Custodians arrive at 7:30 and leave at 1:30. Total 6 hours and clean-up is completed during week.
- Nashua Chamber Orchestra – Charging \$120 custodial fee and no rental fee.

**Proposed Summer Hours** – We would like to test a summer hour schedule among town employees. You can reference the draft memo in your packets. Key points include:

1. Town Hall and department hours will not change.
2. Effective Memorial Day through Labor Day.
3. Department staff will rotate to accommodate 4 day/40 hour work week. One Example:  
Week 1 – Employee A works Monday – Thursday while Employee B works regular Monday – Friday schedule.  
Week 2 – Employee B works Monday – Thursday while Employee A works regular Monday – Friday schedule.
4. Departments will flex staff to maintain regular hours.
5. Department needs will supersede summer hours if/when necessary.
6. Departments should not incur additional overtime because of summer hours.
7. Department schedules will be approved by Department Head & HR.
8. Will try to work a schedule with Teamster employees. AFSCME employees are not affected.
9. Some departments may be unable to accommodate summer hours.

**2018 Paving Plan** – Bids were received on Wednesday, May 9. Ask Rick to update the Board.

**Town of Milford**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

**5. a) Review of Town Hall Auditorium Rental Agreement.**

**PURPOSE:**

It is the desire of the Milford Board of Selectmen that the Auditorium, Banquet Hall, and Kitchen be places that will be used by Milford-based educational, cultural, civic, philanthropic, and social organizations, both for-profit and non-profit. It is the intent that these facilities are not to be used for individual purposes and functions. Both the Auditorium and Banquet Hall meet fire and safety codes and are handicapped accessible.

**TERMS AND CONDITIONS:**

1. Applications are to be made at the Selectmen's Office at least three (3) weeks in advance and cannot be made for more than four (4) consecutive meetings within a four (4) month period, or five (5) days in a one (1) week period. If this application is renewed immediately upon the expiration of the initial time period, the schedule shall be considered in total when enforcing the intent of this paragraph (for example an applicant cannot continually renew an application for four consecutive meetings with the intent of circumventing this policy). The Lessee agrees to conform to all Town of Milford rules, regulations, codes, and statutes. Paperwork must be submitted within three days of reserving the hall in order to hold the space.
2. The 'name of applicant' as requested on the application indicates the person completing the documentation for the event. This person **will be held responsible for payment of additional charges, custodial or otherwise, should the organization or contact person listed on the application not pay said charges.** The 'contact name' as requested on the application (if different than the 'name of applicant') indicates the person that will be coordinating the event and will be available at the telephone numbers listed to answer any questions that may arise regarding the event.
3. **Groups of 200 or more are required to have a Milford police officer present** unless this requirement is specifically waived by town Administration and/or the Police Department. Police coverage, when required, is to be requested/coordinated by the applicant directly with the Milford Police Department (249-0630).
4. The Lessee shall indemnify and hold the Town of Milford harmless for damage to persons and property resulting from the use of the Town Hall facilities by the Lessee and shall, when requested, at its own expense, provide the **Town with a Certificate of Liability Insurance against accident with limits of no less than \$1,000,000 combined single-limit coverage. This Certificate must be delivered to the Selectmen's Office prior to the use of the Town Hall unless said requirement is specifically waived.**
5. The Lessee agrees to obtain all necessary copyright licenses and to defend the Town against all claims arising because of its failure to do so. The Lessee further agrees to hold the Town harmless from all loss, liability, damage, and expenses, including reasonable attorney fees, for which the Town may become liable because of the failure of the Lessee to acquire said copyright license.
6. In the event of a concern that weather or other related cancellation of an event might need to take place it is the responsibility of the designated contact person for the organization reserving the facility to notify the Board of Selectmen's Office during normal office hours (M – F 8:00 am to 4:30 pm) to discuss the options of the situation prior to the event being cancelled. **Failure to notify the Board of Selectmen Office in the timely manner may result in billing for custodial time.**

**Town of Milford**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

7. **Milford** Non-profits charging a fee to attend their function will be charged a fee for hall rental. **Milford** Non-profit groups requesting room fee waiver must provide documentation of their non-profit status as part of the application process (official federal or state documentation). **Custodial fees are required for all profit and non-profit functions. Although we welcome groups from other communities to use our hall, all non Milford organizations (for profit and non-profit) will be required to pay full hall rental and custodial fees. There will be no exceptions.**
8. **Rental of the Town Auditorium and Banquet hall will be limited to a one day event only unless it's a Milford Department Town Event.**
9. **The Town Auditorium will not be used for personal events ie: weddings, bridal showers, baby showers, birthday parties, etc.**
10. Unless sponsored by a Milford-based political organization, groups endorsing political candidates are not allowed use of the facilities; however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Milford or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates is not allowed in Town Facilities.
11. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
12. Rental of the Town's Steinway Piano is only made to professionally and scholastically qualified applicants (**see fee schedule**). There is no charge for use of the Town's upright piano.
13. Payment of room fees, piano rental fees, and food in auditorium fees, are due at the time of application submission, unless other arrangements have been made with the Board of Selectmen's Office.
14. A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
15. **Custodian services are charged on a flat rate basis and will be billed separately (see fee schedule).** Custodial charges, if applicable, will be billed to the organization listed on page 3 of the Application, after the event, following completion of custodial services.
16. The Town Hall shall be left in the same condition it was in prior to rental. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of an invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
17. Smoking and alcoholic beverages are **strictly prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions.

**Town of Milford**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

18. No nails, tacks, staples, transparent tape, or any other type of tape shall be affixed to any wall, ceiling, floor, or woodwork. Hay, glitter, confetti, rice, or materials of a similar nature are not allowed in the Town Hall facilities. Use of such materials will necessitate additional custodial fees being charged. For safety reasons open flame sources (candle, oil lamps, etc.) are not permitted in the Town Hall facilities. All decorating plans must be submitted as soon as possible for review and approval but not later than one week in advance of the scheduled event. Decorations are to be removed the same day of the event in order to facilitate next-day facility use. For special functions - and upon the request of the renter - the day before the function(s) may generally be reserved for decorating. Only in very rare cases will earlier decorating be authorized, as this would reduce the availability of the space to other renters.
19. **The Lessee shall, at the end of the event, be responsible for the collection of all rubbish generated by the function,** and all Town Hall space used by the Lessee is to be left in a clean, neat, and orderly condition. Failure to do so may result in additional charges being assessed.
20. The Kitchen is to be used for light cooking (i.e., warming food, salad preparation) and food clean up only. Any more extensive use is prohibited and any additional custodial efforts required for additional Kitchen clean up will be billed to the organization.
21. The balcony in the Auditorium is not available for rental or for general public use.
22. All equipment, props, etc. owned by the Lessee must be removed from the premises the evening of the last performance or event unless other arrangements have been made in advance with the Selectmen's Office. The Town assumes no responsibility for the safe keeping of any private property brought onto the premises.
23. Organizations using musical instruments, amplifiers, speakers, or other gear on the stage must provide rugs or mats to preclude scratching or damaging the stage or Auditorium floor.
24. Rental of the Town Hall facilities does not include tablecloths, dinnerware, cookware, utensils, etc. Tables and chairs may be available depending on the nature and size of the function. The Lessee shall be responsible for providing all required equipment for any function. Please inquire at the time of application as to the availability and number of tables and chairs within Town Hall.
25. During the winter season, access via the main front door may not always be available due to wind safety hazards due to the size of the doors and also please be certain to carefully clean shoes upon entering Town Hall in order to preclude salt and sand damage to the entryway, Banquet Hall and Auditorium floors.



# Town of Milford

## TERMS AND CONDITIONS FOR USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

### BUILDING CAPACITY (FIRE CODE BASED):

	<u>Auditorium</u>	<u>Banquet Hall</u>
Chairs Only	- 300 Individuals	- 125 Individuals
Tables & Chairs (No Dance Floor)	- 250 Individuals	- 100 Individuals
Tables & Chairs (20 X 30 Dance Floor)	- 200 Individuals	

- Total capacity of the third floor (Auditorium & Banquet Hall) is 425 individuals.
- Final capacity determination is the **sole jurisdiction** of the Milford Fire Chief.
- The approximate dimensions of the Auditorium are 54' x 55' = 2,970 ft.<sup>2</sup>, Banquet Hall are 40' x 43' = 1,720 ft.<sup>2</sup>, and Stage are 20' x 25' = 500 ft.<sup>2</sup>.

### FEE SCHEDULE:-

#### Auditorium: separate

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee* (see terms & conditions #7)
Rental Fee for All Others	\$250.00 per event*

**\*Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

#### Banquet Hall: separate

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee (see terms & conditions #7)
Rental Fee for All Others	\$100.00 per event

#### Kitchen:

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	\$25.00 per event
Rental Fee for All Others	\$25.00 per event

#### Auditorium & Banquet Hall: together

Rental Fee for Non-Profit Organizations (e.g. 501-C-3)	No Rental Fee* (see terms & conditions #7)
Rental Fee for All Others	\$300.00 per event*

**\*Note:** There will be an additional \$75.00 fee if food is to be served in the Auditorium.

**Town of Milford**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

**Custodial Fees:**

A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.

**REMOVE** Starting January 1, 2014, all custodial fee are required for profit or non-profit functions.

~~Custodial fees are \$30 per hour and based on the following:~~

~~1 to 30 people in attendance — 1 hour setup fee and 1 hour take down fee = \$60 per function~~

~~31 to 100 people in attendance — 1 hour setup fee and 2 hours take down fee = \$90 per function~~

~~101 to 300 people in attendance — 1.5 hours setup fee and 2.5 hours take down fee = \$120 per function~~

**REPLACE WITH** Custodial fees are required for all profit or non-profit functions.

**Custodial fees are \$30 per hour, (for all hours worked) for functions held Monday through Friday.**

**Custodial fees are \$50 per hour, (for all hours worked) for functions held Saturday and Sunday.**

**Other Fees:**

Additional fees may be assessed, at the discretion of the Board of Selectmen, depending on nature of the event. **In the event that the custodians are asked to setup for additional people after an event has been established, fees will be adjusted according to attendance.**

There will be an additional \$75.00 fee if food is to be served in the Auditorium.

There will be an additional \$50.00 fee for use of the Town's Steinway. There is no charge for use of the Town's upright piano.

Payment for rental charges, piano rental fees, food in auditorium fees, and key deposits are due at the time of application submission, unless other arrangements have been made in advance with the Board of Selectmen's Office.

Fees for the use of the facilities on a long-term basis may be reviewed and a rate determined by the Selectmen's Office.

Note: The Board of Selectmen may, at its sole discretion, amend the application process and requirements based on the needs of the applicant and event.

**As a general rule, back-to-back weekend functions will not be scheduled except in special circumstances to be approved in advance.**

# Town of Milford

## TERMS AND CONDITIONS FOR USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

Application accepted at the Administration Office, Town Hall, One Union Square, Milford, NH 03055-4240, 249-0603

Name of the event: \_\_\_\_\_ Purpose of the event: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of function: \_\_\_\_\_

Room(s) Requested: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Will we need to unlock the doors for the event? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_:\_\_\_\_

Which doors (Nashua Street, Middle Street, or Oval)? \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_ e-mail \_\_\_\_\_

Registered Non-Profit Organization (e.g. 501-C-3): Y \_\_\_\_\_ N \_\_\_\_\_ Copy Provided?: \_\_\_\_\_

**Have you completed the function lay-out/map drawing on the reverse page?** Y \_\_\_\_\_ N \_\_\_\_\_ NA \_\_\_\_\_

Will you arrive early to set-up? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_:\_\_\_\_ to: \_\_:\_\_\_\_ on Date(s): \_\_\_\_\_

Will we need to unlock the doors for the set-up? Y \_\_\_\_\_ N \_\_\_\_\_ If Yes, indicate time: \_\_:\_\_\_\_

**Will admission be charged?** Y \_\_\_ N \_\_\_\_ # of People Expected: \_\_\_\_\_ **Police Coverage Coordinated?:** \_\_\_\_\_

If a Town Function, will there be a Town Employee present until the conclusion of the event? Y \_\_\_\_\_ N \_\_\_\_ NA \_\_\_\_\_

**Will you be serving food in the Auditorium (if applicable):** Y \_\_\_ N \_\_\_\_ If Yes, an additional \$75.00 fee will be charged

**Kitchen**

This is not to be used for preparing food. It is merely a cleanup kitchen. Only light refreshments may be prepared. Food may be brought in and it may be used to keep it warm. There is a stove, refrigerator, 2 microwaves, an oven, sink, & dishwasher. The elevator is handicapped accessible.

**Auditorium**

Capacity – 300 people with a bare stage. There are 300 chairs available at present. The elevator is handicapped accessible. There is a Steinway Piano available for a **separate charge** (see fee schedule). The Balcony **CANNOT** be used except for photographs. Food/Beverages are not allowed unless otherwise authorized and for a **separate charge** (see fee schedule).

**Banquet Hall**

Capacity – 150 (with chairs only) There are 9 double length tables & 100 chairs available at present.

**Conditions**

- ✓ Responsible adults must be present at all times.
- ✓ Applications must be received **at least three (3)** weeks in advance.
- ✓ You must show proper respect for facility.
- ✓ No alcohol or smoking permitted on premises.
- ✓ Leave facility clean & dispose of trash in proper container.
- ✓ A janitor is **required** for all events.
- ✓ A Police Officer is **required** if more than 200 are people expected to attend an event.
- ✓ Payment of fee(s) is/are due at time of application.
- ✓ Deposit for key(s) is required.
- ✓ Rental Group is responsible for all damages.
- ✓ **Total Capacity of Third Floor = 300**

# Town of Milford

## TERMS AND CONDITIONS FOR USE OF TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN

If there are any changes to the above please contact the Town's Executive Assistant at least one week prior to the event. The number is 603-249-0603.

The granting of this application by the Town of Milford for the use of the requested space for the purpose / organization stated above indicates neither endorsement nor support by the municipality and it's Board of Selectmen of the views or activities of the applicant or applicants.

The undersigned has read the Town of Milford Terms and Conditions for Use of Town Hall Auditorium, Banquet Hall & Kitchen and agrees to the terms and conditions outlined therein.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_ ADMINISTRATION DEPARTMENT USE ONLY BELOW THIS LINE \_\_\_\_\_

**ESTIMATED** Custodial Fees for this event are: ( **ACTUAL** custodial setup fees are billed following the event)  
( \_\_\_\_\_ hours at \$30 (weekday) = \$ \_\_\_\_\_ ) = **ESTIMATED** Custodial Fees = \$

**ESTIMATED** Custodial Fees for this event are: ( **ACTUAL** custodial setup fees are billed following the event)  
( \_\_\_\_\_ hours at \$50 (weekend)= \$ \_\_\_\_\_ ) = **ESTIMATED** Custodial Fees = \$

**ADDITIONAL** Fees:

Space Rental Fee: \$ \_\_\_\_\_ Food in Aud. (\$75) \_\_\_\_\_ Steinway Rental (\$50) \_\_\_\_\_ Other Fees: \$ \_\_\_\_\_

Total Additional Fees: \$ \_\_\_\_\_ Certificate of Insurance Required? \_\_\_\_\_ Certificate of Insurance Received? \_\_\_\_\_

Space Reservation Processed: \_\_\_\_\_ Custodian Confirmed: \_\_\_\_\_

Application Approved: \_\_\_\_\_  
Signature Date Yes No

KITCHEN

BANQUET HALL

BATHROOM

BATHROOM

HALLWAY

ELEVATOR  
(Middle Street Entrance)

STAIRS  
(Nashua Street Entrance)

STAGE

AUDITORIUM

**Town of Milford**  
**TERMS AND CONDITIONS FOR USE OF**  
**TOWN HALL AUDITORIUM, BANQUET HALL & KITCHEN**

Application is to be made to the Milford Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240,

Room(s) Requested: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Registered Non-Profit Organization (e.g. 501-C-3): Y \_\_\_\_\_ N \_\_\_\_\_

Date of Function: \_\_\_\_\_ Hours of function: \_\_\_\_\_

**FOR CUSTODIAL USE ONLY**

Actual Function Start Time: \_\_\_\_\_

Actual Function End Time: \_\_\_\_\_

Rooms Used/Cleaned: Auditorium \_\_\_\_\_ Banquet Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Custodian	Date	Clocked in	Clocked out	Total Hours
<b>Total Billable Custodial Hours:</b>				

Any damages to the facilities (circle one)? Yes                      No

    If yes, total repair estimate (details attached)

Total Billable damage charges (provide copy of estimate/invoices):

Any Additional Fee (piano use, etc.):

Custodial fee for Hall set up and take down (see pg. 5 for number of people determined per function.

Hall Rental Fee (if applicable)

Total Billing Amount:

Notes:

**2017 Town Hall Rental Information**  
**CHARGEABLE EVENTS ONLY**

FUNCTION	DATE	TOTAL HOURS (includes early arrival)	ACTUAL EVENT HOURS	FEE CHARGED	NOTES:
Indoor Farmers Market	1/14/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	1/28/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	2/11/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	2/25/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Chamber Orchestra	2/26/2017	5.5	2	\$ 120.00	Grandfathered verbal agreement. Custodial fees \$120
Indoor Farmers Market	3/14/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	3/25/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
First Church Christ Scientist Healing Power of Unselfishness	4/2/2017	3.5	2	\$ 90.00	Non profit church. Custodial fees only
Indoor Farmers Market	4/8/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market Temple Community Retreat - Church	4/22/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Orchestra rehearsal only	4/29/2017	8.5	7	\$ 90.00	Non profit church. Custodial fees only
Nashua Chamber Orchestra	5/16/2017	4.5	4	\$ 60.00	They couldn't use their rehearsal facility due to graduation
Nashua Chamber Orchestra	6/4/2017	5	2	\$ 120.00	Grandfathered verbal agreement. Custodial fees \$120
Girls Scouts Bridging Ceremony	6/19/2017	4	3.5	\$ 120.00	Non profit. Custodial fees only

Dollars for Schollars - Check night	7/10/2017	3	3	\$	-	Non profit school event - fee waived. They will be issuing checks for scholarships for graduating students
Monadnock music Concert - Piano Trio	7/13/2017	7.5	2	\$	140.00	Hall fee waived. Custodial fees \$90. Stienway Fee \$50 They gave custodians a difficult time.
NH Ballroom Dancing 1st event	7/15/2017	5	4.5	\$	340.00	Hall rental fee and custodial fee.
NHABDA Dance	8/19/2017	5	4.5	\$	340.00	Hall rental fee and custodial fee.
Quarrywood Green's Annual Meeting	9/21/2017	2.5	2.5	\$	60.00	Custodial fee.
Indoor Farmers Market	11/4/2017	6	3	\$	60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Tree of Life Church Community Retreat	11/5/2017	4	3.5	\$	60.00	Non profit church. Custodial fees only
Indoor Farmers Market	11/19/2017	6	3	\$	60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Chamber Orchestra	11/19/2017	5	2	\$	120.00	Grandfathered verbal agreement. Custodial fees \$120
Indoor Farmers Market	12/2/2017	6	3	\$	60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	12/16/2017	6	3	\$	60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
				\$	2,380.00	

**Please note: we do not charge for any Recreation sponsored events, Senior Citizens events, Library events or Boards, Committees and Commission events.**



**2016 Town Hall Rental Information**  
CHARGEABLE EVENTS ONLY

FUNCTION	DATE	TOTAL HOURS (includes early arrival)	ACTUAL EVENT HOURS	FEE CHARGED	NOTES:
Indoor Farmers Market	1/2/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Carley Fiorina - Presential Candidate	1/15/2016	5.5	1.5	\$ 420.00	Custodians set everything up prior to the function and had to clean up after.
Indoor Farmers Market	1/16/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Mystery Dinner for Animal Rescue League	1/23/2016	2.5	1.5	\$ 60.00	Twisted Wizards DJ Team sponsored by Milford Rec.
Tree of Life Church Community Retreat	1/24/2016	4	3	\$ 90.00	Non profit church. Custodial fees only
Indoor Farmers Market	2/20/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Chamber Orchestra	2/21/2016	6	2	\$ 120.00	Grandfathered verbal agreement. Custodial fees \$120
USA National Miss NH & ME Pageant	2/27/2016	13.5	2	\$ 340.00	Custodians are there for over 14 hours.
Indoor Farmers Market	3/5/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Christian Science Lecture	3/13/2016	3.5	2.5	\$ 90.00	Non profit church. Custodial fees only
Indoor Farmers Market	4/8/2017	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	3/19/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.

Indoor Farmers Market	4/2/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Tree of Life Church Community Retreat	4/10/2016	4	3	\$ 60.00	Non profit church. Custodial fees only
Indoor Farmers Market	4/16/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Chamber Orchestra	6/5/2016	5	2	\$ 120.00	Grandfathered verbal agreement. Custodial fees \$120
NH Ballroom Dance Association	7/30/2016	4.5	3.5	\$ 340.00	Custodians arrive early and stay to clean up after.
NH Ballroom Dance Association	8/20/2016	4.5	3.5	\$ 340.00	Custodians arrive early and stay to clean up after.
Quarrywood Green's Annual Meeting	9/21/2016	3	3	\$ 60.00	Approx. 30 people.
Governor Pence town hall meeting speaking engagement-speaking at 1:30 doors open at 11:30	9/26/2016	9	1.5	\$ 340.00	Full cost of rooms and custodial fees. They also paid for Police and Fire Details.
Miss Souhegan Valley Scholarship Program	10/16/2016	10	3	\$ 340.00	Non-profit charging an activity fee is charged for hall rental.
Tree of Life Interfaith Council	10/30/2016	4	3.5	\$ 90.00	Non profit church. Custodial fees only
Indoor Farmers Market	11/5/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Nashua Chamber Orchestra Cultural Entertainment	11/6/2016	6.5	2	\$ 120.00	Grandfathered verbal agreement. Custodial fees \$120
Greatbrooks Association Meeting	11/9/2016	3	3	\$ 60.00	30 people
Indoor Farmers Market	11/19/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
Indoor Farmers Market	12/3/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.

Indoor Farmers Market	12/17/2016	6	3	\$ 60.00	Custodians arrive at 7:30, Farmers Market participants arrive at 8:00 event goes until 1:00, Custodians stay to clean up after.
<p>Please note: we do not charge for any Recreation sponsored events, Senior Citizens events, Library events or Boards, Committees and Commission events or other department events.</p> <p>Contra Dance is in every 4th Friday, there has never been a cost, custodial or hall rental, associated with this activity. This is a 4 hour activity.</p> <p style="text-align: right;"><b>\$ 3,710.00</b></p>					

# TOWN OF MILFORD DRAFT

DEPARTMENT OF HUMAN RESOURCES



## Memorandum

### GENERAL HOURS OF WORK – SUMMER HOURS

To: Board of Selectmen  
From: Mark Bender, Town Administrator  
cc: Karen Blow, Human Resources  
Date: April 30, 2018  
Re: Proposed 2018 Summer Schedule

### 5. b) Town Employee Summer Hours Proposal

Beginning the pay period **May 27, 2018** and running through the pay period ending **September 15, 2018** the Town of Milford will operate under a four consecutive ten hour days per week schedule.

Pay periods run bi-weekly Sunday 12:01 AM through Saturday 12:00 PM. Overtime is calculated after 40 hours per week.

#### AVAILABILITY:

- Summer hours are available to exempt and non-exempt employees.

#### SCHEDULES:

- Departments may rotate staff to accommodate a 4 day/40 hour work week. **Examples:**
  - Week 1 Employee A works Monday – Thursday while Employee B works regular Monday – Friday schedule.
  - Week 2 Employee A works regular Monday – Friday schedule while Employee B works Monday – Thursday.
  - One person in the department works M-Th, the other person in the department work T-Fr.
  - Some departments may accommodate an every other week schedule while others may only accommodate once every three weeks.
- Employee schedules must be approved by the Department Head and HR.
- Departments with single staff (HR/ Administration; Tax Collection/Finance; etc.) may cooperate and schedule staff to accommodate a summer hour schedule.
- Some departments may be unable to accommodate summer hours.

#### EXPECTATIONS:

- All departments must flex staff to maintain regular hours.
- Employees will have to be flexible about scheduling.
- The Department needs will supersede summer hours if/when necessary.
- Departments should not incur additional overtime because of 10 hour day schedules.
- Employees must approve of this policy in writing for it to be in effect.

#### DEPARTMENTS:

- Daily hours of work vary from department to department. The Department Head, with the approval of the Town Administrator and/or Board of Selectmen, will determine the hours of work both daily and weekly. The summer hours may be changed as conditions warrant or as the Director/Town Administrator and/or Board of Selectmen deem necessary. Any changes are subject to approval by the Board of Selectmen. The normal work day is eight (8) hours which is interrupted around the mid-point with a 30-minute unpaid lunch period with the exception of salaried employees. If *any* issues arise from the implementation of the 4-10 hour workdays, the workday will revert to the 5-8 hour workdays immediately.

Effective:

Approved:

# TOWN OF MILFORD DRAFT

DEPARTMENT OF HUMAN RESOURCES



If people become disgruntled and complain about unfairness between departments, summer hours will be cancelled.

Department	Normal Schedule	Summer Schedule
DPW - Highway	Normal Schedule - Monday through Friday 0630-1500 with a half hour unpaid lunch.	Summer hours of four 10.5-hour days are at the Directors discretion with a half hour unpaid lunch.
DPW – Cemetery/Parks	Normal Schedule - Monday through Friday 0700-1530 with a half hour unpaid lunch.	Summer hours of four 10.5-hour days are at the Directors discretion with a half hour unpaid lunch.
DPW – Transfer Station	Normal business hours Tue 0700-2000; Wed 0700-1200; Thu 1100-2000; Fri 0700-1300; Sat 0700-1630	Normal business hours
Town Hall Office - Finance/Payroll/Taxes; HR/Admin/TA; Assessing; Community Development; Recreation; Media and IT	Regular schedule generally – <u>Monday – Friday 0800-1630 with a half hour unpaid lunch.</u>	Summer hours – four 10.5-hour days are at the Director’s/TA’s discretion with a half hour unpaid lunch.
Ambulance		per the Director/TA
Fire		per the Fire Chief/TA
Police		per the Police Chief/TA
WUD		per the Director/Commissioners
WML		per the Director/Trustees

## TIME OFF DURING PROPOSED 2018 SUMMER SCHEDULE

- Vacation, Sick and Personal** days taken during the 10-hour day weeks will count as 10 hours of vacation, sick time or personal time. (Pro-rated for employees working 20-39 hours.)
- Holidays – Memorial Day, July 4<sup>th</sup> and Labor Day and Floating (birthday) holidays**
  - Holidays and/or Floating Holidays** taken within the 10-hour work day schedule will be paid as 8-hour holidays/floating holidays. The employee will need to use 2 hours of vacation or personal time to make up the difference. (Pro-rated for employees working 20-39 hours.)
- Vacation, sick, personal or holiday accruals during the **2018 Summer Schedule** period will not change.
- Payroll continues to be due to Finance by 10:00 a.m. Tuesday.
- This agreement will in no way affect the Union Contract.
- If, at any time, it is determined by the parties that this revised schedule is not working due to failure to comply with these guidelines, we will revert to our originally planned 5-day schedule upon a two week notice.

**This policy will remain posted while in effect. Please sign in the space below if you agree to accept these guidelines.** Please place a copy of Summer Hours Memo in Employee Handbook - Chapter 3.

Signature	Date	Print Name

Effective:  
Approved:

5. c) 2018 Paving Bid Update

**2018 RECONSTRUCTION BID NUMBERS**

CONTRACTOR	SHIM 1" - 9.5mm	1.5" - 12.5mm	2" - 19mm	HAND WORK	RECLAIM	MILLINGS	STONE CHIP	BOND	ADDEDUM
PIKE	\$68.00	\$63.50	\$62.00	\$130.00	\$1.50	\$1.50	\$2.95	\$2,500.00	NO
BROX	\$65.95	\$65.50	\$64.50	\$140.00	\$1.40	\$1.99	NO BID	\$4,050.00	YES
ADVANCED	\$63.40	\$63.00	\$61.10	\$120.00	\$1.26	\$1.94	NO BID	\$8,200.00	YES
BUSBY CONSTRUCTION					\$1.85			\$911.35	NO
ALL STATE ASPHALT							\$2.40	\$750.00	YES

	SHIM 1" - 9.5mm	1.5" - 12.5mm	2" - 19mm	HAND WORK	RECLAIM	MILLINGS	STONE CHIP	
QUANTITY	1,025	4,046	7,412		45,613	28,900	23,090	
HIGH BID	\$69,700.00	\$256,921.00	\$459,544.00		\$68,419.50	\$43,350.00	\$68,115.50	\$966,050.00
LOW BID	\$64,985.00	\$254,898.00	\$452,873.20		\$57,472.38	\$56,066.00	\$55,416.00	\$941,710.58
	\$4,715.00	\$2,023.00	\$6,670.80		\$10,947.12	(\$12,716.00)	\$12,699.50	<b>\$24,339.42</b>

## 6. Waste Management Contract Extension

### Waste Management Contract Extension

Waste Management of New Hampshire Inc. has approached the town for an amendment and extension of the “Solid Waste Collection Services Transfer Station Operating Agreement” (copy attached).

The extension will be for 5½ years starting July 1, 2018 and running through December 31, 2023.

#### **The proposed rate schedule is detailed below:**

<b>Year</b>	<b>MSW Rate per Ton</b>	<b>Compactor Rental Fee per Month</b>
Current	\$95.52	\$900 (\$450 each for 2)
7/1/18 – 12/31/18	\$98.38	\$900
2019	\$100.00	\$900
2020	\$105.00	\$900
2021	\$110.00	\$900
2022	\$114.00	\$900
2023	\$118.00	\$900

<b>Year</b>	<b>Demo Rate per Ton</b>	<b>Demo Haul Rate per Haul</b>
Current	\$81.18	\$206.57
7/1/18 – 12/31/18	\$83.62	\$212.77
2019	\$88.00	\$214.00
2020	\$93.00	\$219.00
2021	\$96.00	\$226.00
2022	\$99.00	\$233.00
2023	\$102.00	\$240.00

The MSW rate increase is 24% over 5½ years. Compactor rates are not changing.

The Demo rate increase is 26% over 5½ years. Demo Haul rates are increasing 16% over 5½ years.

Waste Management has agreed to replace 2 existing concrete compactor pads at no cost to the Town in exchange for the extension. Value is \$14,000.

#### **Staff Recommendation**

Waste Management has provided good service to the town. They have changed infrastructure at the Transfer Station resulting in improved work flow and safety for our employees and residents. Our waste is hauled to the Wheelabrator facility in Penacook, NH for incineration to generate electricity. We feel this is preferred to landfilling.

We compared the proposed rate increases with other NH cities & towns and find that they are reasonable over the length of the extension term. Peterborough is in year 2 of a 3 year agreement. MSW is \$95/ton and Demo is \$95/ton. Concord is in a 10 year agreement. MSW is \$125/ton and Demo is \$165/ton. We did not go out for bid.

Staff supports the extension and recommends acceptance by the Board of Selectmen and authorization for the Town Administrator to sign.

# Board of Selectmen Info. At a Glance 2018 – 2019

6. b) Revised Board of Selectmen  
Yearly Schedule.

## Contact Information

Kevin Federico, Chairman	146 Westchester Drive	603-249-0600
Gary Daniels, Vice Chairman	127 Whitten Road	603-249-0600
Mike Putnam	50 Knight Street	603-249-0600
Laura Dudziak	10 Millbrook Drive	603-249-0600
Paul Dargie	136 Prospect Street	603-249-0600

## Meeting Calendar

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

January	8	&	22	&	29*	2018
February	12	&	26			2018
March	12	&	26			2018
April	9	&	23	&	30*	2018
May	14	&	29**			2018
June	11	&	25			2018
July	9	&	23	&	30*	2018
August	13	&	27			2018
September	10	&	24			2018
October	8	&	22	&	29*	2018
November	13**	&	26			2018
December	10	&	17			2018
January	7	&	14	&	28	2019
February	11	&	25			2019
March	11	&	25			2019

5<sup>th</sup> Monday Public Forum (7:00 pm)    \*\* Tuesday Meeting (Due to Monday Holiday)

Note: December 17<sup>th</sup> replaces the Board meeting for Dec. 24<sup>th</sup> because the scheduled meeting would fall on Christmas Eve.  
 Note: January 7<sup>th</sup> replaces the Board meeting for Dec. 31<sup>st</sup> (5<sup>th</sup> Monday Forum) because the scheduled meeting would fall on New Year's Eve. If needed, the Board will hold an additional meeting in December.

Rev 2 – 05/10/2018 Note: changed Nov. 12<sup>th</sup> meeting to Tuesday, November 13<sup>th</sup>. November 12<sup>th</sup> the Town Hall is Closed for Veterans Day.



DRAFT  
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING  
April 30, 2018

**PRESENT:** Kevin Federico, Chairman  
Gary Daniels, Vice Chairman  
Mike Putnam, Member  
Laura Dudziak, Member  
Paul Dargie, Member  
Mark Bender, Town Administrator  
Tina Philbrick, Recording Secretary  
Mitchell Hemmer, Videographer

**8. Approval of Final Minutes: April 30, 2018  
5th Monday Forum.**

1. **CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS** - Vice Chairman Federico called the public meeting to order at 7:00 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Prior to this meeting, the Board entered into NON-PUBLIC for (RSA 91-A:3,II(e)) – Legal, no decisions were made. Chairman Federico indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.
2. **6:15 NON-PUBLIC (RSA 91-A:3, II(e)) – LEGAL**
3. **7:00 OPEN FORUM** – There were no public comments.
4. **DECISIONS**
  - a. **CONSENT CALENDAR – N/A**
5. **APPROVAL OF FINAL MINUTES:** Selectman Putnam moved to approve the minutes of April 23, 2018. Selectman Daniels seconded. All were in favor. The motion passed 5/0.
6. **NOTICES** - Chairman Federico read the notices
7. **NON-PUBLIC SESSION – N/A**
8. **ADJOURNMENT:** Selectman Putnam moved to adjourn at 7:03 p.m. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

\_\_\_\_\_  
Kevin Federico, Chairman

\_\_\_\_\_  
Gary Daniels, Vice Chairman

\_\_\_\_\_  
Mike Putnam, Member

\_\_\_\_\_  
Laura Dudziak, Member

\_\_\_\_\_  
Paul Dargie, Member