

# Swing-Set at Adam's Field

Eagle Scout Project- Haley Mitchell

# Why I Chose This Project

I have grown up in Milford and played lacrosse on Adam's field throughout middle school and would love to give back to my community. While growing up I would go to my brother's soccer games and would always look for a playground to enjoy. I loved playing with the other kids and keeping busy. I picked this particular location because I have used this field for many years and my project will be right next to my brother Brady's Eagle project.

# Swing-Set and Location



# Project Details

- Standard commercial swing-set with 2 adult slashproof swings
- Sunk into concrete (2.5 feet)
- DPW will inspect after assembly
- DPW will scrape out then fill area around swing-set with required amount of sand
- All assembly and subtraight (sand) under swing will be based on CPSC (Consumer Product Safety Commission) standards
- Swing-set is being delivered to DPW and will be brought to Adam's Field to be assembled

**Questions?**

# TOWN OF MILFORD

RECREATION DEPARTMENT



## Recreation Department Update May 22, 2023

- **What areas are the responsibility for your department.**

The Recreation Department is responsible for providing programs, events, and trips to the community. We also are responsible for the ice rink and the staffing and programming of the pool.

- **What is the financial status of your department vs. the budget (burn rate)?**

The financial status of the department is within the budget allocations at this time and no overages are expected.

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

The Recreation Department is fully staffed including the summer seasonal positions.

- **Vehicular update: Any out of service?**

The Recreation Bus does not have any issues at this time. It was not a purchase from the Town budget and any maintenance issues are not covered within the town budget of Recreation.

- **Any major projects in the next three months?**

The next 3 months are filled with summer programs, trips, and Keyes Memorial Pool. We also have the Keyes Summer Bash, Star Spangled 5K, Rotary Swim Meet and State Championship Meet.

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

We have only had 2 weeks of the 4.5 day work week. The Recreation Department will follow when possible but due to the nature of programs, trips and events offered will need flexibility at times, especially with only 2 staff. It should be noted that 94% of our registrations are online so walk in traffic to the office is minimal.

- **How can residents report issues that require the attention of your department?**

Residents can email [recreation@milford.nh.gov](mailto:recreation@milford.nh.gov) or call 603-249-0625.

- **Are their vacancies on any commissions, committees, or subcommittees with which your department is associated?**

There are no vacancies on the Recreation Commission at this time.

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

One of the goals of the Recreation Department is to review and update the emergency action plan utilized at Keyes Memorial Park during the summer season. A critical part of this plan and for overall safety of the community are the Park Ranger positions. I believe the elimination of those positions this summer will cause an increase in vandalism as well as increase the calls for Milford Police to respond.

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

When making decisions on the 2024 budget, please consider funding the Park Ranger positions as well as increasing the funding/staffing to the Parks budget of the DPW.

TOWN OF MILFORD  
 APPROPRIATION REPORT  
 CURRENT YEAR



**% of Year Completed:** 32.9

ORG	OBJ	DESCRIPTION	3 YRS AGO ACTUAL *	2 YRS AGO ACTUAL *	LAST YR ACTUAL	CURR YR REV. BUDGET	ENCUM- BRANCES	YTD EXPENDED	% USED	AVAILABLE BUDGET
<b>Dept: RECREATION</b>										
<b>13552</b>	<b>RECREATION-ADMINISTRATION</b>									
13552	511000	WAGES - FULL TIME	78,552	80,075	87,424	94,831	0.00	31,552.96	33.3	63,278.04
13552	512000	WAGES - PART TIME & TEMP	17,489	32,174	36,800	45,320	0.00	0.00	0.0	45,320.00
13552	514000	WAGES - OVERTIME	370	82	433	0	0.00	48.33	0.0	-48.33
13552	539100	TRAINING/STAFF DEVELOPMENT	670	860	1,338	1,500	0.00	554.00	36.9	946.00
13552	553130	TELEPHONE-CELLULAR	1,175	919	1,137	1,600	0.00	255.01	15.9	1,344.99
13552	555000	PRINTING PUBLISHING & ADS	851	469	718	1,650	0.00	0.00	0.0	1,650.00
13552	556000	DUES & MEMBERSHIPS	515	455	415	500	0.00	330.00	66.0	170.00
13552	558100	TRAVEL/MILEAGE REIMBURSEMENTS	1,035	863	1,213	2,600	0.00	712.80	27.4	1,887.20
13552	559000	OTHER CONTRACTED SERVICES	925	2,890	2,002	2,515	0.00	374.75	14.9	2,140.25
13552	559600	MUSIC LICENSES	729	736	789	766	0.00	0.00	0.0	766.00
13552	561000	GENERAL SUPPLIES	1,475	3,107	1,993	2,000	0.00	602.92	30.1	1,397.08
13552	562000	OFFICE SUPPLIES	945	868	894	1,000	0.00	78.07	7.8	921.93
13552	562500	POSTAGE	237	273	429	250	0.00	125.73	50.3	124.27
13552	568100	FIRST AID/SAFETY SUPPLIES	100	385	109	400	0.00	0.00	0.0	400.00
13552	568300	CLOTHING/UNIFORMS	872	898	1,319	1,000	0.00	0.00	0.0	1,000.00
13552	568500	PROGRAM SUPPLIES	1,061	913	1,237	1,200	0.00	119.88	10.0	1,080.12
<b>Org Total</b>	<b>REC-ADMIN</b>		<b>107,001</b>	<b>125,967</b>	<b>138,248</b>	<b>157,132</b>	<b>0.00</b>	<b>34,754.45</b>	<b>3,475,445.0</b>	<b>122,377.55</b>
<b>13562</b>	<b>RECREATION-PARKS</b>									
<b>13702</b>	<b>PATRIOTIC PURPOSES - EXPENSES</b>									

## Memorandum

**To:** Board of Selectman  
**From:** Marti Noel, Assessor  
**Date:** May 22 2023  
**Re:** Exempt Properties For Approval -7  
PILOT for Denial - 1

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

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

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

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

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



subparagraph.

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

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

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

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

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

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

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

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

**Institutional Exemptions for Approval:**

Internal ID	MBU	Block	Lot	Owners Name	Location	EXEMPTION
3172	46	30		Area Agency	482 Osgood Rd	Group Homes for Individuals with intellectual disabilities
2885	8	64		Area Agency	13 Buxton Rd	
4436	41	26		Beaver Brook Association	0 Mason Rd	Land conservation & environmental education
4890	41	27		Beaver Brook Association	0 Mason Rd	
4891	41	30		Beaver Brook Association	0 Mason Rd	
3993	26	146		Milford Home for the Aged	95 High St	Elderly Care
1271	25	126		Share Outreach	1 Columbus Ave	Food Pantry, clothing barn, outreach program, community suppers, works with other social service agencies.

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		5/22/2023
CHRIS LABONTE		5/22/2023
PAUL DARGIE		5/22/2023
DAVID FREEL		5/22/2023
TIM FINAN		5/22/2023

6:15 PILOT for Denial (1)

The property owner applied to include the property listed below in their PILOT agreement with the town of Milford. After review I recommend you **deny** the following applicant for the 2023 tax year. This property is adjacent to and owned by the Southern NH Medical Center which has agreed to make payment in lieu of taxes with the Town or it’s facility. The parcel in question is a mostly vacant parcel with a small area where the parking lot was extended. When the PILOT agreement was negotiated with the Eligible Entity, this parcel was not included for eligibility.

Further, it is consistent with past decisions to deny a vacant property that may only minimally support the eligible property and which does not meet the 3-prong test of “used, owned, and occupied for the stated charitable purpose of the organization”.

I did speak with a representative of the institution to notify them regarding this recommendation.

PILOT for Denial:

Internal ID	MBL U	Block	Lot	Owners Name	Location	LND_U SE_CODE	EXEMPTION
4111	13	10-1		SOUTHERN N H REG ME CENT	0 JONES RD	3900	Vacant

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES FOR DENIAL	DATE
GARY DANIELS		5/22/2023
CHRIS LABONTE		5/22/2023
PAUL DARGIE		5/22/2023
DAVID FREEL		5/22/2023
TIM FINAN		5/22/2023

6:15 Standard Veteran's Credit (1)

Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** 5/22/2023

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

**Standard Veteran's Credit: 1**

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Property Owners listed on the attached spreadsheet have applied for the various Veteran's Property Tax Credits as indicated.

**2023 Veteran's Credit List (5/8/2023)**

Map/Lot	Applicant	Veteran	72:28 (\$400)	72:28-b (\$400)	72-35 (\$1,500)	72:29-a (\$800)	72:36-a	72:28 (IV) (a)	72:28-b (IV)	Comments	Date Recieved	
	<b>NEW APPLICATIONS</b>											
16/5-C-13	Philbrick, Hunter F	Philbrick, Hunter F	X								4/11/2023	
	Selectmen	Signature				Date						
	Gary Daniels, Chair					5/22/2023						
	Chris Labonte, Vice-Chair					5/22/2023						
	Paul Dargie					5/22/2023						
	David Freel					5/22/2023						
	Tim Finan					5/22/2023						
	72:28 - Standard Veteran's Tax Credit (\$400)											
	72:28-b All Veteran's Tax Credit (\$400)											
	72:35 -Tax Credit for Service-Connected Total Disability (\$1,500)											
	72-29-a -Tax Credit for Surviving Spouse (Veteran Killed or died while on Active Duty) (\$800)											
	72:36-a Certain Disabled Veterans ( Total Credit for Assessed Value)											
	72:28 (IV) (a) -spouse or surviving spouse of Veteran qualified for Standard Veteran Tax Credit (\$400)											
	72:28-b (IV) -spouse or surviving spouse of Veteran qualified for All-Veteran Tax Credit (\$400)											

**BOARD HANDOUT**

**5/22/2023 – RELATIVE TO “SHORT-TERM”, “WORKER’S COMPENSATION” AND “MADE WHOLE”**

**Excerpts from Chapter 4 and 5 of the Employee Handbook**

**PAGE 5 of 21**

- 9 C. All Town benefits that operate on an accrual basis will continue to accrue during the  
10 leave period. Employees will be entitled to retain one (1) week of accumulated  
11 annual leave. Once all leave benefits are exhausted, the balance of the leave will be  
12 without pay unless you are eligible for short-term or long-term disability or Worker's  
13 Compensation benefits in accordance with Town of Milford policies.
- 14 D. All group insurance benefits for which an employee is eligible (e.g., health and  
15 dental insurances, short & long-term disability, etc.) will continue during the leave  
16 provided you continue regular employee contributions, where required, to these  
17 plans. Other benefits such as NH Retirement System, ICMA, etc. will also continue  
18 as long as you are receiving pay from which to make your regular employee  
19 contributions.

**ABSENCE DUE TO A DISABILITY**

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**Part A: Policy.**

- A. When the employee is on **Worker's Compensation** or **Short-Term Disability** (full-time employees), employment shall continue for six (6) months with full benefits. Health insurance and other benefits may be maintained by the employee by contributing the normal cost-sharing funds that existed prior to the **Worker's Compensation** injury or **Short-Term Disability** coverage.
- B. **In the case of Short-Term Disability**, if the injury or disability is of a duration longer than six (6) months, measured from the date the injury occurred or sickness began, the individual **must** apply for leave-of-absence without pay (See also Chapter 5 "Other Authorized Absences"). If a leave of absence is granted, accumulation of all types of leave benefits cease and insurance coverage remains in effect only with the direct pre-payment by the employee, to the Finance Department, of the employee's usual and customary share of the monthly insurance premium(s) for a period not to exceed one (1) year from the date of the injury or illness. After this one-year period, insurance coverage will continue only if the employee has elected COBRA coverage and with the pre-payment by the employee, to the Finance Department, of one hundred (100%) percent of the monthly insurance premium(s). If the leave of absence as above noted is denied or if the employee fails to apply for the leave of absence, the employee is terminated and health and dental insurance(s) may be maintained under the normal COBRA procedure as established under the rules and regulations of the Federal Government.
- C. **In the case of Worker's Compensation Disability**, if the injury or disability is of a duration longer than six (6) months, measured from the date the injury occurred, accumulation of all types of leave benefits cease and insurance coverage remains in effect only with the direct pre-payment by the employee, to the Finance Department, of the employee's usual and customary share of the monthly insurance premium(s) for a period not to exceed one (1) year from the date of the injury or illness. After this one-year period, insurance coverage will continue only if the employee has elected COBRA coverage and with the pre-payment by the employee, to the Finance Department of one hundred (100%) percent of the monthly insurance premium(s). If the leave of absence as noted above is denied or if the employee fails to apply for the leave of absence, the employee is terminated and health and dental insurance(s) may be maintained under the normal COBRA procedure as established under the rules and regulations of the Federal Government.
- D. If the employee is entitled to Family Medical Leave Act benefits at the time of onset of the **Worker's Compensation** or **Short-Term Disability**, the Town of Milford shall, in accordance with Paragraph 825.507 of the Family Medical Leave Act Federal Regulations, designate leave taken pursuant to the qualifying disability as Family Medical Leave and count the leave taken as running concurrently.

**WITNESS LEAVE**

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- 16 A. Witness Leave – summoned as a witness in a judicial proceeding in which the  
17 Federal, State or local government is a party.
- 18 B. If an employee is summoned as a witness to appear in court or to a court related  
19 activity, such as a deposition, for non-Town-related business, he or she shall be  
20 entitled to use vacation time or personal time.
- 21 1. To be eligible to use vacation time or personal time for witness duty leave, an  
22 employee must provide the Town with a copy of the summons and  
23 attendance. A copy of the summons should be given to the employee's  
24 supervisor as soon as it is received. Proof of attendance should be furnished  
25 as soon as witness testimony is completed.
- 26 2. If there is no vacation time or personal time available, witness duty leave can  
27 be taken without pay. Employees must provide the Town with a copy of the  
28 documentation required in item a., above, to affirm this leave was taken for  
29 witness leave as opposed to other personal use.
- 30 C. If the summons is related to Town business, the employee shall not be required to  
31 use his or her vacation time or personal time as such instances shall be deemed a  
32 work-related activity. If the Employee has been **made whole** by the Town, the  
33 employee should sign the check over to the Town.

- 3 B. The Town of Milford shall compensate you only for the difference between your  
4 annual training gross pay from the military and your normal gross bi-weekly pay from  
5 the Town. When the employee receives their reimbursement from the military, the  
6 employee should then write a check to the Town for the day(s) they were **made**  
7 **whole**.


**SICK LEAVE**

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- 8 A. The Town of Milford recognizes that, from time to time, employees may be unable to  
9 work because of illness or injury. The Town also recognizes that employees may  
10 require time off to secure necessary treatment for disabilities and ailments. For  
11 these reasons, the Town provides paid sick days to full-time and part-time regular  
12 employees. Long-term illnesses may be covered under the Town's **short-term**  
13 disability and long-term disability plans. Please consult the appropriate policies  
14 provided to you for further details regarding these plans.
- 15 B. FMLA will run concurrent with **Short Term Disability** or Workers Compensation.



- 1 D. Conversion of Sick Leave – If an employee uses no sick time during the year, the 64  
 2 hours would be converted to vacation time the following year and/or sick bank  
 3 (prorated for part-time regular employee's) based on the **Sick Leave Conversion**  
 4 **Table** below:

5 

Sick Leave Usage Conversion Table (based on full-time accrual) Town Non-Union/Teamsters		
Based on 40 Hours Per Week	Sick Hours to	Sick Hours to
64 Annual Sick Leave Hours	Convert to Vacation	Convert to Sick Bank
0 Sick Hours Used	40.00	24.00
.01-8 Sick Hours Used	40.00	16.00
8.01-16 Sick Hours Used	40.00	8.00
16.01-24 Sick Hours Used	40.00	0.00
24.01-32 Sick Hours Used	32.00	0.00
32.01-40 Sick Hours Used	24.00	0.00
40.01-48 Sick Hours Used	16.00	0.00
48.01-56 Sick Hours Used	8.00	0.00
56.01-64 Sick Hours Used	0.00	0.00

- 6 An employee will be allowed to “bank” up to a maximum of 120 hours of sick time (in  
 7 addition to the 64 hours allowed each year) in order to have time against which to be  
 8 **made “whole”** during a period of **short-term disability** or **worker’s compensation**.

9 Receiving **Worker’s Compensation** and being out on WC leave does not factor into the  
 10 process when calculating sick for the purpose of this conversion.

11 **Annual Maximum Accruals Chart** illustrated below (subject to change):

Years	Vaca Accr Hrs	Annual Max Hrs with Sick Leave Conversion
1-5	80	160
6-10	120	220
11-25	160	280
26 +	200	280

12 **NOTE:** Unused sick leave balances lapse and are not carried from year to year. No  
 13 cash out of sick time or sick “banked” time would be made at termination or retirement.

- 14 E. **Short-term Disability** – In the event that a full-time regular employee uses sick  
 15 leave in excess of forty (40) hours (per occurrence) and is enrolled in the Town of  
 16 Milford **Short-Term** Disability Program, that employee shall be **“made whole”** by the  
 17 Town for the duration of the **Short-Term** Disability absence not to exceed six (6)  
 18 months after the employee has exhausted all sick/sick bank, personal, holiday and  
 19 vacation time against which to charge payments, exempting, at any given time, a  
 20 current balance of not more than forty (40) hours of annual leave prorated. That is,  
 21 the Town shall pay the difference between that employee’s weekly rate of pay (less  
 22 legal payroll deductions) and the amount received by said employee pursuant to the

- 1 **Short-Term** Disability Program when the employee has no available leave balance to  
2 **make himself/herself "whole."**
- 3 1. Since disability income is subject to income tax, regular weekly pre-tax gross  
4 wages will be used as the basis of the calculation; overtime, bonuses, and  
5 other supplemental payments will not be included.
  - 6 2. When the employee is compensated for the absence by the Town's **short**  
7 **term** disability provider as a result of the illness, that income shall be  
8 conveyed to the Town of Milford and applied towards the reinstatement of the  
9 charged sick leave hours, thereby increasing the number of sick leave hours  
10 available to that employee for the remainder of the year.
  - 11 3. An employee on **short-term** disability leave will not receive a wage rate  
12 increase as approved at the Annual Town Meeting until said employee  
13 returns to full-time regular employment subject to performance review.
  - 14 4. If an employee who returns to work following a six-month **Short-Term**  
15 Disability Leave should have to go out on another **Short-Term** Disability  
16 Leave (for the same condition) within ninety (90) days of that employee's  
17 return to work from the first **Short-term** Disability Leave, then the Town will  
18 treat this event as the employee being on Long-Term Disability and will not  
19 **again make the employee "whole"** during this second period of **Short-Term**  
20 Disability absence except that the employee may use any unused leave time  
21 he/she may have available against which to charge time. In this instance,  
22 accumulation of all types of leave benefits will cease and insurance coverage  
23 will remain in effect only with the direct pre-payment by the employee, to the  
24 Finance Department, of the employee's usual and customary share of the  
25 monthly insurance premium(s) during the period of the **Short-Term** Disability.
  - 26 5. Exceptions to the policy would require approval from HR and/or Town  
27 Administrator.
  - 28 6. Extended sick leave (2-3 weeks) outside of **short-term** disability or workers  
29 compensation would be at the discretion of the Board of Selectman.
  - 30 7. **Note:** The above provisions apply only to non-work related disabilities.  
31 Work-related injuries or illnesses are covered by the Town's **Worker's**  
32 **Compensation** Insurance Policy and F. below.
  - 33 8. The **made whole** provisions of this section shall not apply to probationary  
34 employees.
- 35 F. **Workers Compensation** – In the event that an employee has been injured while in  
36 the performance of his/her duties, and that employee's Workers' Compensation  
37 Claim is accepted, then that employee shall be "**made whole**" by the Town - for a  
38 period not to exceed six (6) months from the date the injury occurred (excluding any  
39 waiting period required by Workers' Compensation law) - after the employee has  
40 exhausted all sick/sick bank, personal, holiday and vacation time against which to  
41 charge payments, exempting, at any given time, a current balance of not more than  
42 forty (40) hours of annual leave, prorated. That is, the Town shall cover the  
43 difference between the employee's weekly rate of pay and the amount received by

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Revised: April 2012/rah-4/21/17 kmh

- 1 said employee pursuant to the Workers' Compensation Program (less legal payroll  
2 deductions, and less the amount of Federal Income Tax, FICA and Medicare the  
3 employee would have had withheld from his/her regular weekly pay) when the  
4 employee has no available leave balance to **make himself/herself "whole."**
- 5 1. Regular weekly pre-tax gross wages will be used as the basis for the  
6 calculation - overtime, bonuses and other supplemental payments will not be  
7 included.
  - 8 2. Any sick leave hours charged as a result of this **worker's compensation**  
9 absence will reduce the number of sick leave hours remaining to the  
10 employee for the remainder of the year, however, this absence will be  
11 considered "non-chargeable" sick leave hours towards the sick leave  
12 incentive cash out at the end of the year.
  - 13 3. When the employee is compensated for the absence by the Town's **worker's**  
14 **compensation** provider as a result of the injury, that income shall be conveyed  
15 to the Town of Milford and applied towards the reinstatement of the charged  
16 sick leave hours, thereby increasing the number of sick leave hours available  
17 to that employee for the remainder of the year.
  - 18 4. An employee on **worker's compensation** disability leave will not receive a  
19 wage rate increase as approved at the Annual Town Meeting until said  
20 employee returns to full-time, regular employment - subject to performance  
21 review.
  - 22 5. If an employee who returns to work following a six-month **worker's**  
23 **compensation** absence should have to go out on another **worker's**  
24 **compensation** absence (for the same condition) within ninety (90) days of that  
25 employee's return to work from the first **worker's compensation** absence, then  
26 the Town will treat this event as the employee being on Long-Term Disability  
27 and will not again **make the employee "whole"** during this second period of  
28 **worker's compensation** absence except that the employee may use any  
29 unused leave time he/she may have available against which to charge time.  
30 In this instance, accumulation of all types of leave benefits will cease and  
31 insurance coverage will remain in effect only with the direct pre-payment by  
32 the employee, to the Finance Department, of the employee's usual and  
33 customary share of the monthly insurance premium(s) during the period of the  
34 **worker's compensation** absence.
- 35 G. At retirement (defined as 15 years of service to the Town and eligible to receive  
36 regular service [not voluntary early] retirement benefits under the New Hampshire  
37 Retirement System), the Town shall make a cash payment to retirees as follows:
- 38 1. Two hundred (200) hours, prorated for non-standard work weeks, times the  
39 employee's regular rate of pay at the time of retirement to those individuals  
40 employed by the Town as of December 31, 1997 and who retire after  
41 December 31, 2004.
  - 42 2. Individuals hired after December 31, 1997 shall not be entitled to any cash  
43 payments at retirement.

- 1 H. Sick leave may be utilized for absences due to illness, injury, or exposure to  
2 contagious diseases endangering the health of other employees; when  
3 recommended by the attending physician; for medical, dental, or optical  
4 appointments with prior approval of the employee's supervisor, and for death within  
5 the immediate family in those rare cases where bereavement leave is not sufficient,  
6 as determined by the Department Head. Sick leave shall be deducted on the basis  
7 of hours used.
- 8 I. Notification of absence due to sick leave shall be given to the Department Head  
9 within one (1) hour after the start of the work day of the first day of absence by the ill  
10 employee or his/her designee. Repeat notification should be given for subsequent  
11 days of illness. Failure to report such absence may, at the discretion of the  
12 Department Head, be charged to leave without pay. All sick leave taken must be  
13 reported by Department Heads (or designees) to the Finance Department on a bi-  
14 weekly basis and to Human Resources by day 3 of an illness. **Ambulance**  
15 **employees please see addendum at the end of Section 4 for department specific**  
16 **(MAS) processes.**
- 17 J. Employees may be required to furnish the Department Head with a certificate from  
18 an attending physician or other licensed healthcare practitioner when sick leave  
19 exceeds 40 consecutive work hours. Such certificate shall contain a statement that,  
20 in the practitioner's professional judgment, sick leave was, and is, necessary. The  
21 Town will review such certification and determine whether it is adequate to justify the  
22 use of paid sick leave. Exceptions to the standard policy may apply due to cases of  
23 non-standard work week.
- 24 K. After consultation with the Department Head, if an employee who is on **short-term**  
25 disability or collecting **worker's compensation** benefits is capable of returning to work  
26 under the statutorily-authorized **Temporary Alternate/Light Duty Program**, in the  
27 same capacity or another position within the Town, and the employee refuses to  
28 return to duty, the Department Head shall have the option of terminating that  
29 employee.
- 30 L. In accordance with Federal and State laws, a female employee who is unable to  
31 work due to pregnancy shall be considered temporarily disabled and shall be  
32 extended the same benefits and be subject to the same policies as any disabled  
33 employee. The employee shall submit documentation from her attending physician  
34 indicating the date she is no longer able to work and an estimated date as to when  
35 she will be able to resume her duties. When the actual return-to-work date is  
36 determined by the attending physician, it will be the employee's responsibility to so  
37 inform her Department Head.
- 38 M. Paternity Leave may be permitted under the auspices of the Town of Milford Family  
39 Medical Leave Act Policy. If an employee does not qualify for FMLA, he may be  
40 permitted to use up to forty (40) hours of sick leave for Paternity Leave upon request  
41 and with the authorization of the Department Head.
- 42

## CHAPTER 5

### ATTENDANCE AND LEAVE

PAGE 19 OF 21

C. **Leave of Absence Without Pay –Illness:**

When a full-time regular employee has exhausted his/her **Short-term Disability** benefits and is still unable to return to his/her position, then that employee **must** apply to the Town Administrator, through his/her Department Head, for a 3-month Leave of Absence Without Pay. Such leave shall be governed by the requirements and provisions of the Family and Medical Leave Act and shall run concurrent with said FMLA Leave. A 3-month extension of this Leave of Absence may be granted by the Town Administrator, if recommended by the Department Head, but the total period of Leave of Absence granted shall not exceed one (1) year from the initial date of illness or injury. Any remaining accumulated time off will be available to the employee upon request.

Chapter 4, Page 19 of 21

Revised: April 2013/~~raj~~; 4/21/17 ~~kmb~~

POS Approved: Approved or amended by POS 10/14/18

**UPDATE #1 TO  
TOWN OF MILFORD  
EMPLOYEE HANDBOOK OF PERSONNEL RULES  
REVISED 1997**

TO : All Full-Time, Regular Employees Not Covered Under A Collective Bargaining Agreement

FROM : Lee F. Mayhew, Town Administrator

DATE : April 13, 1998

SUBJ : Worker's Compensation Salary Continuation

=====

In the past, when a full-time, regular, non-union employee was injured in the performance of his/her duties and said employee was subsequently compensated by our Worker's Compensation Insurance carrier, the Town of Milford did **not** continue to "make whole" that employee. That is, the Town did **not** cover the forty (40%) percent difference between that employee's regular weekly rate and the sixty (60%) percent paid by Worker's Compensation Insurance. Realizing that this decrease in an employee's weekly salary could pose an undue hardship on that employee, the Milford Board of Selectmen, at their meeting on 23 March 1998, voted unanimously to approve the following changes to the Town of Milford Employee Handbook of Personnel Rules. As such, please place this update as the last page (27-A & 27-B) of Chapter 4 entitled "Time Off Benefits."

For employees covered under Sick Leave Option I, the following shall apply:

Delete Paragraph D. on Page 24 in its entirety and replace with the following:

D. In the event that an employee uses sick leave in excess of eight (8) days, and is enrolled in the Town of Milford Short-Term Disability Program, that employee shall be "made whole" by the Town based on the employee's available leave balance(s). That is, the Town shall pay the difference, based on the foregoing, between that employee's weekly rate of pay (less legal payroll deductions) and the amount received by said employee pursuant to the Short-Term Disability Program. In such cases, the employee's leave balance(s) will be charged in proportion to the amount paid by the Town. Since disability income is subject to income tax, regular weekly pre-tax gross wages will be used as the basis of the calculation; overtime, bonuses, and other supplemental payments will not be included. An employee on short-term disability leave will not receive a wage rate increase as approved at the Annual Town Meeting until said employee returns to full-time regular employment, said increase to be retroactive to January 1<sup>st</sup> - subject to performance review. Note: The above provisions apply only to non-work related disabilities. Work-related injuries or illnesses are covered by the Town's Worker's Compensation Insurance Policy and D.1 below.

D.1. In the event that an employee has been injured while in the performance of his/her duties, and that employee's Workers' Compensation Claim is accepted, then that employee shall be "made whole" by the Town - for a period not to exceed six (6) months from the date the injury occurred (excluding any waiting period required by Workers' Compensation law) - based on the employee's available leave balance(s) against which to charge these payments. This is accomplished by the employee utilizing his/her accumulated sick, personal, holiday and vacation time. That is, the Town shall cover the difference between the employee's weekly rate of pay and the amount received by said employee pursuant to the Workers' Compensation Program (less legal payroll deductions, and less the amount of Federal Income Tax, FICA and Medicare the employee would have had withheld from his/her regular weekly pay). Regular weekly pre-tax gross wages will be used as the basis for the calculation - overtime, bonuses and other supplemental payments will not be included. An employee on worker's compensation disability leave will not receive a wage rate increase as approved at the Annual Town Meeting until said employee returns to full-time, regular employment at which time said increase shall be retroactive to January 1<sup>st</sup> - subject to performance review.

For employees covered under Sick Leave Option II, the following shall apply:

Delete Paragraph D. on Page 26 in its entirety and replace with the following:

D. In the event that an employee uses sick leave in excess of eight (8) days, and is enrolled in the Town of Milford Short-Term Disability Program, that employee shall be "made whole" by the Town after the employee has exhausted all sick, personal, holiday and vacation time against which to charge payments, exempting, at any given time, a current balance of not more than forty (40) hours of annual leave (prorated for non-standard work week). That is, the Town shall pay the difference between that employee's weekly rate of pay (less legal payroll deductions) and the amount received by said employee pursuant to the Short-Term Disability Program when the employee has no available leave balance to make himself/herself "whole." Since disability income is subject to income tax, regular weekly pre-tax gross wages will be used as the basis of the calculation; overtime, bonuses, and other supplemental payments will not be included. An employee on short-term disability leave will not receive a wage rate increase as approved at the Annual Town Meeting until said employee returns to full-time regular employment, said increase to be retroactive to January 1<sup>st</sup> - subject to performance review. Note: The above provisions apply only to non-work related disabilities. Work-related injuries or illnesses are covered by the Town's Worker's Compensation Insurance Policy and D.1 below.

D.1. In the event that an employee has been injured while in the performance of his/her duties, and that employee's Workers' Compensation Claim is accepted, then that employee shall be "made whole" by the Town - for a period not to exceed six (6) months from the date the injury occurred (excluding any waiting period required by Workers' Compensation law) - after the employee has exhausted all sick, personal, holiday and vacation time against which to charge payments, exempting, at any given time, a current balance of not more than forty (40) hours of annual leave (prorated for non-standard work week) . That is, the Town shall cover the difference between the employee's weekly rate of pay and the amount received by said employee pursuant to the Workers' Compensation Program (less legal payroll deductions, and less the amount of Federal Income Tax, FICA and Medicare the employee would have had withheld from his/her regular weekly pay) when the employee has no available leave balance to make himself/herself "whole." Regular weekly pre-tax gross wages will be used as the basis for the calculation - overtime, bonuses and other supplemental payments will not be included. An employee on worker's compensation disability leave will not receive a wage rate increase as approved at the Annual Town Meeting until said employee returns to full-time, regular employment at which time said increase shall be retroactive to January 1<sup>st</sup> - subject to performance review.

## MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING - 3/23/98

of this proposed ordinance noting that Mr. Mayhew was to obtain a copy of the DES language as articulated by Mr. Leishman.

**-Representation for SchoolCare Coalition.** Mr. Mayhew advised that part of the SchoolCare Coalition philosophy was to have member representation on its Board of Directors. Each school or town district who is a member of SchoolCare needs to appoint one management representative and one employee representative. He advised that Mr. D'Amato had indicated a willingness to serve as the management representative and was asking the Board to appoint him as such noting he would need to set up a process for the employee representative. Upon motion made by M. Kenison and seconded by P. Leishman, it was unanimously voted to appoint R. D'Amato as the Town's management representative to the SchoolCare Coalition Board of Directors and to authorize the election of the employee representative.

**-Amendment to Personnel Manual.** Selectman D'Amato advised that, under the Town's current STD policy, the insurance company pays 66% of the employee's salary and the Town makes up the difference for a period of up to 6 months charging the employee's sick time, vacation time, personal time, etc., and, once the employee ran out of time to be charged, the Town continues to pay. He advised that Ms. Chambers had found a discrepancy in the manual in that employees out on worker's compensation only received the 60% covered by Compensation Funds of NH and were not made whole by the Town. As such, language was drafted to make both policies the same so that employees will be made whole for a period of up to 6 months noting that at no time would an employee receive more compensation than his/her net pay. Upon motion made by P. Leishman and seconded by R. Ricciardi, it was unanimously voted to approve this Amendment to the Personnel Manual. Copies of this amendment will be forwarded to employees for inclusion into their copies of the Personnel Manual.

**-Tax Deeding Bid Process.** Vice-Chairman D'Amato presented a packet to the Board which deals with the Advertisement for Bids relative to sale of Town property acquired by Tax Deed. He advised this agreement would have to be signed by bidders after the advertisement is in the newspapers. He noted that a change will be made in this agreement noting that, if the Town accepted a bid, the 10% deposit would be non-refundable to the successful bidder and that the terms requiring balance to be on deposit at a banking institution will be removed. He advised that we had received an offer from the Chappells on the piece down there but that we would have to look at the Assessor's appraisal for that piece. Ms. Chambers stated she knew a lot of the pieces were house lots and questioned whether the Town had thought about hanging on to any of those. Mr. D'Amato replied that only about 5 or 6 pieces were house lots and he felt the Town should get its money back. Chairman Infanti noted the Board should get the list of properties when Mr. McMullen comes before the Board at its next meeting. Mr. D'Amato felt the Board had a responsibility to collect the taxes and, for those people with hardship, there was a policy in place to address this and work with them, however, a lot of people were not following the policy. Upon motion made by P. Leishman and seconded by R. Ricciardi, it was unanimously voted to approve the Tax Deeding Bid Process once it has been amended.

**-NHMA Certificate of Authorizing Resolution/Renewal Application & Participation Agreement.** Mr. Mayhew advised that this requirement was something that needed to be done periodically by members of NHMA in order to maintain compliance with NH RSA 5-B and Trust policy. Upon motion made by R. Ricciardi and seconded by M. Kenison, it was unanimously voted to authorize the Chairman to execute these documents.

**-Appointment of Tax Collector.** Upon motion made by R. Ricciardi and seconded by P. Leishman, it was unanimously voted to appoint Margaret Langell as Tax Collector for the following year. In connection with this appointment, upon motion made by R. D'Amato and seconded by M. Kenison, it was unanimously voted to approve the updated job description for the Tax Collector position and the Tax Collector Compensation and Term of Employment contract associated with this position. Additionally, the Board reviewed the updated position description for the Town Clerk. Mr. Mayhew advised that the position description was merely a narrative of the duties of this office and that the Tax Collector Job Description included statutory requirements of the position.





## Annual Department Reporting Summary to the Board of Selectmen - Community Media

The mission of Granite Town Media is to utilize electronic media to promote awareness of, and encourage participation in, local government and education as well as to provide a forum for community expression. With that comes the following primary responsibilities...

- Manage the 4 Community TV channels and Online Streams and OnDemand. (Government, Education, Public, and HD.)
- Create content in various forms.
- Serves as the Town's liaison to Comcast Government Division.
- Provide Audio Visual Support for other departments.
- Administration of the Town website which includes content management, development and design.
- Provides oversight, assistance and Archiving of the Town's social media.

Community Media has two budgets, the first being the General Fund budget.

The General Fund budget provides payments for website and social media related costs. You can see the attached report which puts that budget at about 34%, with the website cost already paid and the social media archiving invoice to come up towards the end of year. The only other costs to come out of this budget is 15% of the Community Media Directors annual salary as well as Occasionally, we will purchase additional modules for the website, as the need arises.

The Second Budget is the Revolving Fund budget, which is overseen by the Granite Town Media Advisory Committee (as established by the original warrant article setting up the revolving fund) is currently at less than 30%. This budget is 100% supported by the Franchise fees collected from Comcast, no tax money is appropriated for this budget. This includes, but is not limited to, Equipment, staff, benefits, and any related cost to the management and upkeep of GTM.

Including our big project of the year, (which is part of the GTM 10 year plan) the updating and refit of the Selectmen's Meeting Room. The update/upgrade should be taking place June/July as soon as the rest of the equipment is in.

As far as employees, We have two full time and recently hired a videographer to cover meetings and other events as needed. We could use at least one more videographer to help even out the staffing.

When it comes to the 4.5 day work week, it doesn't really apply to this department. We have to provide coverage, sometimes late into the night, early in the morning, or on the weekends/holidays.

All that written, I would like to let the board know on behalf of Granite Town Media's committee, that we do have one opening on the committee. We meet on the fourth Thursday of the month in the Selectmen's Meeting Room of Town Hall at 6:00pm.

As for right now, we don't have anything prohibiting us from obtaining our goals, we would ask that the Board continue to support and have patience as we work towards our goals.

REPORT DATE: 5/1/2023

TOWN OF MILFORD  
 APPROPRIATION REPORT  
 CURRENT YEAR



**% of Year Completed:** 32.9

ORG	OBJ	DESCRIPTION	3 YRS AGO ACTUAL *	2 YRS AGO ACTUAL *	LAST YR ACTUAL	CURR YR REV. BUDGET	ENCUM- BRANCES	YTD EXPENDED	% USED	AVAILABLE BUDGET
<b>Dept: COMMUNITY MEDIA COMMITTEE</b>										
<b>11035</b>	<b>COMMUNITY MEDIA - OP BUDGET</b>									
11035	511000	WAGES - FULL TIME	9,683	10,205	10,593	11,259	0.00	3,736.42	33.2	7,522.58
11035	534205	CONSULTANT-WEBSITE	2,625	2,756	2,894	0	0.00	3,038.77	0.0	-3,038.77
11035	539100	TRAINING/STAFF DEVELOPMENT	0	0	0	500	0.00	0.00	0.0	500.00
11035	539900	OTHER PROFESSIONAL SERVICES	282	3,237	33	6,000	0.00	0.00	0.0	6,000.00
11035	553120	CABLE-INTERNET	0	0	0	1,824	0.00	0.00	0.0	1,824.00
11035	561050	SOFTWARE	100	87	435	0	0.00	39.98	0.0	-39.98
11035	562000	OFFICE SUPPLIES	0	0	0	100	0.00	0.00	0.0	100.00
11035	562500	POSTAGE	1	0	1	0	0.00	0.00	0.0	0.00
<b>Org Total</b>	<b>CMEDIA-EXP</b>		<b>18,109</b>	<b>16,590</b>	<b>13,956</b>	<b>19,683</b>	<b>0.00</b>	<b>6,815.17</b>	<b>681,517.0</b>	<b>12,867.83</b>

4. a) 1) Approval of Bill Parker to the Traffic Safety Committee - Term Expires 2026

May 5, 2023

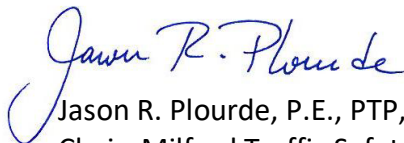
Chair Gary Daniels  
Milford Board of Selectmen  
Town of Milford  
1 Union Square  
Milford, NH 03055

Dear Chair Daniels and Select Board Members:

As part of the Milford Traffic Safety Advisory Committee (TSAC), we are allowed between three and five citizen members. On April 24, 2023, a member of our committee notified Town officials that he will be taking a hiatus from his volunteerism within community organizations. As a result, we will have three citizen members consisting of Vice Chair David Wheeler, Nicholas Darchik, and myself.

Mr. William Parker of 33 Webster Street has attended recent TSAC meetings and has expressed interest in joining our organization. As many of you know, Mr. Parker had served for decades in the role of Community Development Director, provided assistance as a liaison to the TSAC, and has a historical knowledge of our community. I believe that Mr. Parker would make a valuable addition to the Milford TSAC. Therefore, I request that you consider appointing Mr. Parker as a member of the Milford TSAC.

Very truly yours,



Jason R. Plourde, P.E., PTP, LPA  
Chair, Milford Traffic Safety Advisory Committee

4. a) 2) Approval of Gary Daniels to the Traffic Safety Committee - Term Expires 2026

May 16, 2023

Chair Gary Daniels  
Milford Board of Selectmen  
Town of Milford  
1 Union Square  
Milford, NH 03055

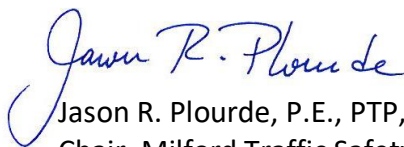
Dear Chair Daniels and Select Board Members:

As part of the Milford Traffic Safety Advisory Committee, we are allowed between three and five citizen members. At this time, the Select Board has a recommendation from me for Mr. William Parker to be appointed to our Committee. In addition, I would like to ask you to strongly consider allowing Mr. Gary Daniels to continue serving in a volunteer capacity. Mr. Daniels has been a resident of Milford for over 50 years, has represented our great community in different capacities for over 3 decades, and has been active on the Traffic Safety Advisory Committee since before I joined.

As the Chair of the Traffic Safety Advisory Committee, I do not see a conflict with Mr. Daniels serving as a citizen member while Selectman Christopher Labonte is the Select Board's representative. For clarification, we are an advisory committee to the Select Board and not a judicial, quasi-judicial, or financial decision making group. We provide expertise, advice, and recommendations to the Select Board on traffic safety topics. In accordance with Rule 24 of the Select Board's Rules of Procedure, my understanding is that committees may consist of a specific number of individuals and no more than two Selectmen, if any Selectman is to be included on that committee. In addition, I do not see a conflict with the items listed within Appendix A – Police: Ethical Conduct of the Select Board's Rules of Procedure.

With the appointment of Mr. Daniels to our Committee, we would then have a complete group consisting of Vice Chair David Wheeler, Nicholas Darchik, William Parker (if appointed), Gary Daniels (if appointed), and myself as the five citizen members. Therefore, I respectfully request that you appoint Mr. Daniels to our Traffic Safety Advisory Committee as a citizen member.

Very truly yours,



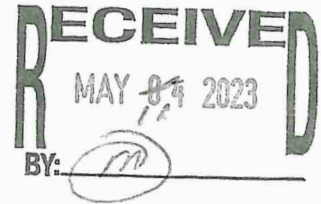
Jason R. Plourde, P.E., PTP, LPA  
Chair, Milford Traffic Safety Advisory Committee

4. a) 3) Approval of Wood or Timber Cut, Map 41 Lot 38-1

FORM  
PA-8

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
REPORT OF WOOD OR TIMBER CUT  
RSA 79:11

See instructions on back of form



OPERATION # 22-303-04-T

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

Mailing Address:

GARY MEISSNER  
203 CHUCKANUT DR  
HAMPSTEAD NC 28443-3987

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT USE INTERNATIONAL 1/4 RULE LOG SCALE	
	MBF = (THOUSAND BOARD FEET)	
White Pine	168	.505
Hemlock		.505
Red Pine		.
Spruce & Fir		.
Hard Maple		.
White Birch		.
Yellow Birch		.190
Oak		.
Ash		.
Soft Maple		.125
Beech/ Pallet/ Tie Logs	220	.90
Others (Specify)		.
<b>PULPWOOD</b>		<b>TONS</b>
Spruce & Fir		.
Hardwood & Aspen		.
Pine		.
Hemlock		.
Biomass Chips	982	.18
<b>MISCELLANEOUS:</b>		
High Grade Spruce/Fir =TONS		.
Corwood & Fuelwood =CORDS		.

1. City/Town of: MILFORD
2. Tax Map/Lot # or USFS sale name/unit #: 41 / 38 / 1
3. Exact Acreage of Cut: 10
4. Is the cutting complete? Yes  No
5. If yes, date cutting was completed? 3/25/23
6. Names of ALL purchasers that the forest products were sold to:

Chappell Farms  
NAME  
Hemp Hill  
NAME  
NAME  
NAME

7. I hereby report the wood or timber cut under penalty of perjury.  
(If a corporation, an officer must sign)  
[Signature] 5/10/23  
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

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

CORPORATE OFFICER NAME AND TITLE DATE

Gary Meissner  
PRINT OWNER(S) NAME - (Attach a signature page for additional owners).

203 Chuckanut Dr.  
MAILING ADDRESS

Hampstead NC 28443  
CITY/TOWN STATE ZIP CODE

TELE NO.: 845 496 7160

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

Species:	Amount

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

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

DATE: 5/5/23

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

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

TOWN / CITY:

Milford

COUNTY:

Hillsborough

OWNER:

Meissner, Gary

COMPANY / OWNER 2:

Prince-Meissner, Barbara

ADDRESS:

203 Chuckanut Dr

TOWN / STATE / ZIP:

Hampstead, NC 28443

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

ACCOUNT & SERIAL #:

TAX MAP & LOT #:

Map 41 Lot 38-1

OPERATION #:

22-303-04-T

DATE OF BILLING:

May 22, 2023

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)			
WHITE PINE	\$100.00	\$220.00			\$120.00	0.50	\$ 160.00	168.505			
HEMLOCK	\$25.00	\$70.00			\$45.00	0.50	\$ 47.50	0.505			
RED PINE	\$20.00	\$75.00			\$55.00	0.50	\$ 47.50	0.000			
SPRUCE & FIR	\$60.00	\$150.00			\$90.00	0.50	\$ 105.00	0.000			
HARD MAPLE	\$150.00	\$375.00			\$225.00	0.50	\$ 262.50	0.000			
WHITE BIRCH	\$50.00	\$125.00			\$75.00	0.50	\$ 87.50	0.000			
YELLOW BIRCH	\$90.00	\$250.00			\$160.00	0.50	\$ 170.00	0.190			
OAK	\$175.00	\$450.00			\$275.00	0.50	\$ 312.50	0.000			
ASH	\$90.00	\$250.00			\$160.00	0.50	\$ 170.00	0.000			
SOFT MAPLE	\$75.00	\$165.00			\$90.00	0.50	\$ 120.00	0.125			
BEECH/PALLET/TIE LOGS	\$25.00	\$100.00			\$75.00	0.50	\$ 62.50	22.090			
PINE BOX / PALLET	\$5.00	\$40.00			\$35.00	0.50	\$ 22.50	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.50	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS	STUMPAGE VALUE CORDS	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		0.000	
HARDWOOD & ASPEN	\$3.00	\$7.00			\$4.00		0.50	\$ 5.00		0.000	
PINE	\$0.00	\$0.50			\$0.50		0.50	\$ 0.25		0.000	
HEMLOCK	\$0.00	\$5.00			\$5.00		0.50	\$ 2.50		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		982.180	
HIGH GRADE SPRUCE	\$15.00	\$20.00			\$5.00		0.50	\$ 17.50		0.000	
CORD WOOD/FUELWOOD			\$10.00	\$20.00		\$12.00	0.50		\$ 16.00	\$ -	0

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

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

**TOWN / CITY OF:** Milford  
**COUNTY OF:** Hillsborough  
**DATE OF BILLING:** May 22, 2023

Gary Daniels	5/22/2023
Chris Labonte	5/22/2023
Paul Dargie	5/22/2023
David Freel	5/22/2023
Tim Finan	5/22/2023

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

# 1	# 4	# 5	# 6	#6	#7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET (In Thousands)	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VALUE	TAX AT 10 %	
Meissner, Gary Prince-Meissner, Barbara 203 Chuckanut Dr Hampstead, NC 28443	WHITE PINE	168.505			\$160.00	\$26,960.80	\$2,696.08	<b>Subtotal of TAXES Due (Col. #9)</b>
	HEMLOCK	0.505			\$47.50	\$23.99	\$2.40	
	RED PINE				\$47.50			
	SPRUCE & FIR				\$105.00			
# 2	HARD MAPLE				\$262.50			<b>\$2,890.38</b>
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH				\$87.50			
	YELLOW BIRCH	0.190			\$170.00	\$32.30	\$3.23	
MAP & LOT NUMBER	OAK				\$312.50			<b>Less bond or amount previously paid, if applicable</b>
Map 41 Lot 38-1	ASH				\$170.00			
	SOFT MAPLE	0.125			\$120.00	\$15.00	\$1.50	
	BEECH/PALLET/TIE LOGS	22.090			\$62.50	\$1,380.63	\$138.06	
	PINE BOX / PALLET				\$22.50			
OTHER:								
OTHER:								
# 3	OTHER:							
OPERATION NUMBER					TONS	CORDS		
22-303-04-T	SPRUCE & FIR				\$ 0.50			<b>Total Amount Due</b>
	HARDWOOD & ASPEN				\$ 5.00			
	PINE				\$ 0.25			
	HEMLOCK				\$ 2.50			
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		982.18		\$ 0.50	\$491.09	\$49.11	<b>\$2,890.38</b>
	HIGH GRADE SPRUCE				\$ 17.50			
	CORDWOOD				\$ 16.00			
						<b>\$28,903.81</b>	<b>\$2,890.38</b>	

**ORIGINAL WARRANT  
YIELD TAX LEVY  
May 22, 2023  
THE STATE OF NEW HAMPSHIRE**

COUNTY OF: Hillsborough

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

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

Given under our hands and seal at *ENTER TOWN or CITY NAME*,

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

\_\_\_\_\_  
Chris Labonte Date

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

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

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

**DATE OF BILLING: May 22, 2023**

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Meissner, Gary Prince-Meissner, Barbara 203 Chuckanut Dr Hampstead, NC 28443	Map 41 Lot 38-1	22-303-04-T	\$2,890.38
<b>DATE YIELD TAX DUE:</b>			<b>June 21, 2023</b>



4. a) 4) Approval of Summary of Forest Stewardship Plan (CU-12) Map 58 Lots 1,2,3,4 & 8.

MEMORANDUM

DATE: May 22, 2023

TO: Selectboard Members

FROM: Marti Noel, Assessor

RE: **Summary of Forest Stewardship Plan (CU-12)**  
**Provins Properties:**  
**Map 58 lots 1, 2, 3, 4, & 8**

---

The property owner has updated an on-going forest stewardship plan for their property enrolled in Current Use. There are sections of these properties that are not in Current Use as they are or have been used in an on-going gravel operation. The owner may re-enroll those unqualified areas once they have been reclaimed.

Thank You

<b>FORM</b>
<b>CU-12</b>

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION

**SUMMARY OF FOREST STEWARDSHIP PLAN  
FOR CURRENT USE ASSESSMENT**

TAX YEAR APPLIED FOR: April 1, 2023     NEW APPLICATION     UPDATE

**STEP 1 - PROPERTY OWNER:**

LAST NAME/CORPORATION/TRUST NAME Provins Revocable Trust of 1999		FIRST NAME/CORPORATION/TRUST NAME c/o Jane Provins	INITIAL
MAILING ADDRESS 113 North Mason Road			
MUNICIPALITY Brookline		STATE NH	ZIP CODE <b>03033</b>

**STEP 2 - IDENTIFICATION OF PROPERTY TO BE ENROLLED IN FOREST STEWARDSHIP ASSESSMENT**

(a) ACCESSIBLE STREET LOCATION Miles Slip Road		MUNICIPALITY Milford	COUNTY <b>Hillsborough</b>	
(b) TOTAL ACRES/PARCEL/TRACT 364	TOTAL ACRES IN CU 351	# ACRES IN FOREST STEWARDSHIP 351	TOTAL ACRES NOT IN CU 13	
(c) TAX MAP AND LOT #		TAX MAP AND LOT #		TAX MAP AND LOT #
58	1	58	2	58 3 58 4 & 8

**NOTE:** Parcels must be contiguous and in common ownership. Non-contiguous lots must be on a separate application.

**STEP 3 - DOCUMENTATION FOR FOREST STEWARDSHIP ASSESSMENT**

(a) Required statement of forestry accomplishments pursuant to Cub 304.07 (a)(1)	<input checked="" type="checkbox"/>
(b) Required map is attached for the parcel/tract pursuant to Cub 301.11 and Cub 304.07 (a) (2)	<input checked="" type="checkbox"/>
(c) Required summary of stewardship plan information pursuant to Cub 304.07 (a)(3)c	<input checked="" type="checkbox"/>

**STEP 4 - SIGNATURES OF PROPERTY OWNER(S) AND FORESTER**

I/WE certify that the land indicated above qualifies for forest stewardship assessment under the New Hampshire Statute RSA 79-A and that failure to comply with the requirements may result in reclassification of the forest land.

OWNER PRINTED NAME AND SIGNATURE (In black or dark blue ink) Jane Provins <i>Jane Provins</i>	DATE 4/25/23
FORESTER PRINTED NAME AND SIGNATURE (In black or dark blue ink) Craig Birch <i>Craig Birch</i>	FORESTER LICENSE # (IF EXEMPT SO STATE) #118 DATE 4/25/23

**STEP 5 - APPROVAL/DENIAL BY MUNICIPAL ASSESSING OFFICIALS**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Reason for denial:

**STEP 6 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS**

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

**SUMMARY OF FOREST STEWARDSHIP PLAN  
FOR CURRENT USE ASSESSMENT****INSTRUCTIONS**

---

**WHO MUST FILE**

A landowner who requests to have their forest land assessed as "Forest Land with Documented Stewardship", who does not have a New Hampshire tree farm confirmation letter, documentation of equivalent tree farm certification, or a forest stewardship plan that meets the requirements contained in Cub 304.07 (a)(3) c., may complete and file Form CU-12 with the municipal assessing officials. The Form CU-12 is not a requirement for the "unmanaged" Forest Land assessment category.

**WHEN TO FILE**

The Form CU-12 may be filed with the municipal assessing officials at the time of the original application for current use assessment, at any time after enrollment into current use, or used to update the forestry stewardship plan. After the municipal assessing officials have approved the assessment as "Forest Land with Documented Stewardship", the municipal assessing officials may require that the landowner update their forestry stewardship documentation at intervals of five or more years.

**WHAT TO FILE**

A landowner who completes the Form CU-12 to have their forest land assessed as "Forest Land with Documented Stewardship", must provide the following supporting documentation:

- \* A statement of current and past forestry accomplishments, including an explanation of deviations from the objectives of the past plan
- \* A map as required under Cub 301.11;
- \* A summary of the forest stewardship plan that includes;
  1. A statement of forest stewardship objectives;
  2. Current forest stand type descriptions;
  3. A summary of the current management plan and prescriptions as required under Cub 304.07 (a)(3) c.3.;
  4. A boundary line maintenance schedule; and
  5. An access development and road maintenance plan, if applicable.

A landowner shall sign and date the completed Form CU-12 as follows:

1. The completed Form CU-12 shall contain the printed name and signature of the owner and, the printed name and signature of the forester including the New Hampshire licensed forester number; or
2. The completed Form CU-12 shall contain the signature of the owner and, if the owner is exempt pursuant to RSA 310-A:9, the owner shall signify by writing "Exempt" in the space provided for the forester license number.

**WHERE TO FILE**

The completed signed Form CU-12 and accompanying documentation must be filed with the municipal assessing officials in the municipality in which the property is located.

**APPEAL**

Pursuant to RSA 79-A:9 and RSA 79-A:11, if the municipal assessing officials deny in whole or part any application for Current Use, or grant a different Current Use classification than that applied for, the applicant may appeal to either the New Hampshire Board of Tax and Land Appeals (BTLA) or to the Superior Court. The appeal must be filed within six months after notification of such action by the municipal assessing officials.

**ADA**

Individuals who need auxiliary aids for effective communication in programs and services of the department are invited to make their needs and preferences known to the New Hampshire Department of Revenue Administration.

**NEED HELP?**


Contact the Municipal and Property Division at (603) 230-5950.

4. a) 5. Approval to change Joan Dargie and Dan Sadkowski from Alternate Members to Full Members of the Zoning Board of Adjustments - Terms Expire 2024 and 2025 Respectively



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055 TEL: (603)249-0620 WEB:  
WWW.MILFORD.NH.GOV

**Date:** May 18, 2023  
**To:** Board of Selectmen  
**CC:** Andrea Kokko-Chappell, Board of Adjustment Chair  
**From:** Terrey Dolan, Community Development Director   
**Subject:** Appointment of ZBA Full Members, from Alternate Members

---

The Milford Zoning Board of Adjustment, at its meeting on May 18, 2023, will make the motion to endorse the appointment of Joan Dargie and Dan Sadkowski as a Full Zoning Board of Adjustment member until March 31, 2024 and 2025 respectively. If further information is desired, please contact Terrey Dolan regarding this recommendation.

Thank you for your time and consideration.

## 4. a) 6. Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))

### Board of Selectmen

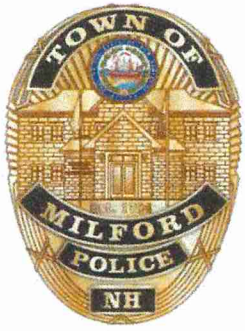
Agenda Date: 5/22/2023

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

Source	Amount	Purpose
HealthTrust	\$ 500.00	Donation to the Milford Police Department for the Town Wellness Campaign Special Purpose Fund. See attached memo.
Cirtronics Corp.	\$ 300.00	Donation to the Milford Fire Dept. for the Fire/Life Safety Education Special Purpose Fund. See attached memo from the Fire 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



## MEMORANDUM

To: Board of Selectmen  
From: Tina Dishong, Admin. Asst. III  
Date: May 10, 2023  
Subject: Wellness Coordinator Money

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The Wellness Committee received incentive monies to be spent at their discretion on wellness activities to benefit town employees.

Please accept \$500.00 and deposit it into the Wellness Campaign Account #48274-559000.

Thank you very much.

A handwritten signature in black ink that reads "Tina Dishong".

Tina Dishong  
Admin. Asst. III



## Fire Department MEMORANDUM

**TO:** Finance, BOS

**FROM:** Milford Fire Department

**DATE:** 05/16/23

**SUBJECT:** Donation

The Milford Fire Department performed Fire Extinguisher Training onsite at Cirtronics Corp, 528 Route 13 S, Milford, NH and has received a donation of \$ 300.00 from Cirtronics Corporation. We ask the Board of Selectmen to accept this donation, and apply the funds to Fire Life Safety Account # 48136.

Regards,

Kenneth Flaherty  
Chief of Department

## TOWN STATUS REPORT

May 22, 2023

### 1. Goals & Objectives – Town Administrator

See attached memo.

### 2. Implementation of a Six and Nine Month Department Budget Review & Transfer Process

In response to Board of Selectmen's inquiry for added transparency involving the monitoring of budgetary expenditures and the management of departmental budgets throughout the year, Administration will be implementing a 6 month and 9 month budget review with Department Heads. Starting in July, the Town Administrator and Finance Director will meet with each Department Head to review his/her respective budgets/respective and completed projects/objectives to date. As part of the budget review, the Department Heads would reconcile over expenditures through a budget transfer process (form to be finalized) using unspent or underutilized budgeted department funds. The information would be used by the Departments to determine level of remaining funds to manage the department and to prioritize planned/anticipated project or activities.

### 3. Milford Community Lands (Formally Brox) Alteration of Terrain Permit – Gravel Operations (Update)

The Town and Northeast Sand & Gravel received responses and comments from NH Fish & Game (NHFG) to its December 22, 2022 submittal to NH Dept. Of Environmental Services (permitting agency). As parts of the detailed list of comments from NHFG, three major areas of the project require further discussion and final resolution. These include the determination of (1) the area and location of onsite mitigation currently 75+ acres of proposed conservation area, (2) the legal conservation instrument to manage the proposed 75+ acre area, and (3) level of required monitoring by a qualified, 3<sup>rd</sup> party company/individual.

The Town and Northeast Sand & Gravel will be meeting with both state agencies to finalize the remaining elements of the application/permit for approval and allow the Town to complete the project.

### 4. Board, Commission, Committee Volunteers

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

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

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



## 5. 1) Town Administrators Goals and Objectives

### 2023 Milford Town Administrator Goals and Objectives

#### I. Financial

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

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

#### II. Human Resources Management and Labor Relations

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

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

### III. Community Relations

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

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

### IV. Planning and Economic Development

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

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

### V. Town Government Communication/Efficiency and Effectiveness

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

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

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

VI. Service and Support to the Board of Selectmen

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

Objectives:

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

VII. Relationships with other levels of Government

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

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

VIII. Professional Growth

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

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

6. 1) Traffic Safety Recommendations for Badger Hill Drive between Woodhawk Drive and Greystone Place, Nye Drive at the Osgood Road and Nye Drive Intersection and Wallingford Road and Kendrick Lane

May 16, 2023

Chair Gary Daniels  
Milford Board of Selectmen  
Town of Milford  
1 Union Square  
Milford, NH 03055

Dear Chair Daniels and Select Board Members:

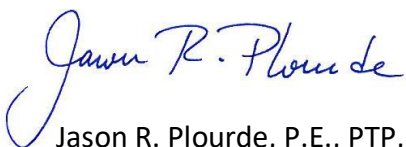
On May 15, 2023, the Traffic Safety Advisory Committee held a meeting to discuss safety concerns along Badger Hill Drive between Woodhawk Drive and Greystone Place. This item was originally raised by Ms. Karin Cevasco on April 23, 2023 and then referred to our Committee during the April 24, 2023 Select Board meeting. Joining us at the meeting were Police Chief Viola, Police Captain Frye, and Public Works Director Leo Lessard whom our committee rely upon for guidance in advisory roles. The following concerns were raised:

- The uncertainty with the posted or enforced speed limit within Badger Hill Estates,
- The fast vehicle speeds within the neighborhood,
- The aggressive behavior of drivers who pass motorists traveling in the same direction,
- The disregard of motorists stopping at the STOP sign posted on the Badger Hill Road approach to Woodhawk Drive, and
- The safety hazard created as motorists proceed from Badger Hill Drive onto Woodhawk Drive and ignore stopped school buses when dropping off students.

At this time, the Traffic Safety Advisory Committee is recommending the following:

- A sign to be placed on the north side of Woodhawk Drive west of Osgood Road facing entering motorists stating 30 miles per hour unless otherwise posted.
- Additional Milford Police Department presence near the Badger Hill Drive and Woodhawk Drive intersection during the student dismissal periods.
- Refreshen the STOP lines on the Badger Hill Drive approach to Woodhawk Drive and on the Woodhawk Drive approach to Osgood Road.
- The Milford Police Department to obtain vehicle speed data along Badger Hill Drive to capture travel speeds and determine the times of when speeding occurs.

Very truly yours,



Jason R. Plourde, P.E., PTP, LPA  
Chair, Milford Traffic Safety Advisory Committee

May 16, 2023

Chair Gary Daniels  
Milford Board of Selectmen  
Town of Milford  
1 Union Square  
Milford, NH 03055

Dear Chair Daniels and Select Board Members:

On October 3, 2022, the Traffic Safety Advisory Committee held a meeting to discuss the safety concerns raised by Mr. Richard DeMidio of 23 Nye Drive for the Osgood Road and Nye Drive intersection. The area of concern is with the perceived limited sightlines between a motorist traveling southbound on Osgood Road and a motorist exiting from Nye Drive. The Milford Select Board sent this matter to the Traffic Safety Advisory Committee for a recommendation on what measures could be considered to address this concern. Joining the meeting were Police Chief Viola, Police Captain Frye, and Public Works Director Leo Lessard whom our committee rely upon for guidance in advisory roles.

Subsequently, field conditions and approval records for the Nye Drive subdivision roadway were reviewed. As noted, the vegetation along the west side of Osgood Road had become overgrown within the right-of-way and from private properties that may hinder sightlines. In addition, the existing mailboxes are positioned on the north-west corner of the Osgood Road and Nye Drive intersection that may limit sightlines. In February 2023, Milford Department of Public Works officials trimmed vegetation within the Osgood Road right-of-way to help increase available sightlines to and from Nye Drive.

The Traffic Safety Advisory Committee met on May 15, 2023 to discuss the findings of these efforts. The following summarizes our general understanding of Nye Drive:

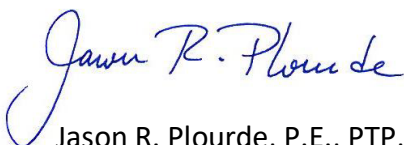
- Nye Drive is a private roadway that is considered similar to a residential driveway along this section of the Osgood Road corridor.
- On page 4 of the Milford Planning Board's September 20, 2011 meeting minutes, the applicant's engineer (Mr. Randy Height of Meridian Land Services, Inc.) stated that a plan showing the proposed driveway locations and photographs of sight distances were submitted to the Town of Milford.
  - The plans provided by Meridian Land Services, Inc. depict sightlines along Nye Drive to the proposed residential driveways and the photographic images were for the Osgood Road and Nye Drive intersection.
  - During that public meeting and as recorded within the December 19, 2006 Planning Board meeting minutes, Mr. Height confirmed that ample sightlines would be provided at the Osgood Road and Nye Drive intersection.

- On page 5 of the Milford Planning Board’s October 16, 2012 meeting minutes, Mr. Height stated that Nye Drive was not constructed to Town standards; however, the plan was to upgrade the roadway to Town standards such that the driveways for the three residential lots off Nye Drive would be in the appropriate locations.
- Within an April 2, 2013 letter, Ricky Riendeau (the former Milford Director of Public Works) stated that the Town cannot issue driveway permits for access points along a private roadway and the following concerns were raised with not constructing the subdivision road (Nye Drive) to be in compliance with Town standards.
  - The upgrade of the roadway would have impacts on the Nye Drive utilities and driveways.
  - Residents would not be able to access their homes during reconstruction of Nye Drive.
- Nye Drive is a private roadway and would need to meet all of the Town’s requirements for Road Acceptance in order for the Town to consider taking jurisdiction over the common driveway.
  - Therefore, any maintenance of and further work on Nye Drive is the responsibility of the subdivision owners.

During the May 15, 2023 meeting, the Traffic Safety Advisory Committee confirmed the following recommendations:

- Nye Drive landowners should consider maintaining the vegetation on their properties to expand sightlines to and from Nye Drive.
  - Any clearing or trimming of vegetation outside the Osgood Road right-of-way would require those landowners to follow the Scenic Road hearing process.
- Nye Drive landowners should consider moving their mailboxes to a location(s) that does not limit sightlines.
- Since the applicant and engineers for the Nye Drive development are responsible for the accuracy of the sightline documentation submitted as part of the permitting process, the Nye Drive subdivision parties should consider any further sightline improvement measures needed.
- Nye Drive is a private roadway and consideration should be given to replacing the street sign with one signifying ‘private’ under the roadway name.

Very truly yours,



Jason R. Plourde, P.E., PTP, LPA  
 Chair, Milford Traffic Safety Advisory Committee

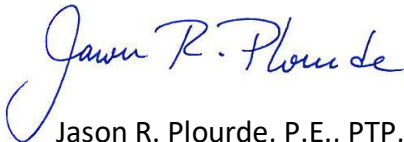
May 16, 2023

Chair Gary Daniels  
Milford Board of Selectmen  
Town of Milford  
1 Union Square  
Milford, NH 03055

Dear Chair Daniels and Select Board Members:

On May 15, 2023, the Traffic Safety Advisory Committee held a meeting to discuss the striping and signage at the Wallingford Road and Kendrick Lane unsignalized intersection. This item was referred to our Committee during the April 24, 2023 Select Board meeting. Ms. Jane Tessier of 91 Wallingford Road had requested that the STOP lines be repainted and the signs be replaced. Joining us at our meeting were Police Chief Viola, Police Captain Frye, and Public Works Director Leo Lessard whom our committee rely upon for guidance in advisory roles. The Traffic Safety Advisory Committee has reviewed field conditions and discussed the request. In conclusion, the Traffic Safety Advisory Committee is recommending that the Public Works Department repaint the STOP lines at the intersection and fix any damaged sign pole structures.

Very truly yours,

A handwritten signature in blue ink that reads "Jason R. Plourde". The signature is written in a cursive style with a large initial 'J'.

Jason R. Plourde, P.E., PTP, LPA  
Chair, Milford Traffic Safety Advisory Committee



## 6. 2) Selectmen's Goals and Objectives

### 2023 BOS Goals and Initiatives - Draft

Initiative	Status	Target Date	
<b>Financial</b>		02/03/2024	
Budget Transfer Tracking	In progress	06/2023, 09/2023	
Reduce Warrant Articles	Not started	09/2023	
Town Budget Development	Not started	02/2024	
Town Budget Passage	Not started	03/2024	
<b>Projects</b>			
Oval Improvements	Pending Decision	In progress	05/2023
127 Elm Street Study Feasibility Study		In progress	05/30/23
Reactivate EDAC		Not started	06/2023
Gravel Operation		In progress	Fall 2023?
Master Plan		Not started	12/2023
<b>Personnel</b>			
4.5-day work week	Trial period started 05/01/23	In progress	05/01/23 – 09/2023
Policy Updates	Workers' Compensation	Not started	06/2023
	Right to Know	In progress	06/2023
	BOS Rules of Procedure	In progress	06/2023
	Personnel	Not started	11/2023
	Compensation	Not started	11/2023
Partnerships – school, private	School	In progress	11/2023
<b>Communication</b>			
BOS Representative to Committees		Completed	05/2023
Agenda and Minutes Updates		In progress	08/2023
Social Media utilization?		Not started	09/2023
5 <sup>th</sup> Monday Forums		In progress	10/2023
Website Update		Not started	12/2023
Department/Committee Updates – Quarterly		In progress	03/2024

# Town of MILFORD NEW HAMPSHIRE

Policies and Procedures

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**Section:** General

**Subject:** Right to Know Policy

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

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## **Section 1.0 – Overview**

### **1.1.1 Purpose**

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

### **1.2 Scope**

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

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

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

There are exemptions to the regulations in which information can be considered *Non-Public* and is not subject to release upon request. For further details on non-public exemptions please see NH RSA 91-A:3.

There are other exemptions including but not limited to, draft notes, attorney-client privilege communication, public safety information, school records of minors, and similar information. For further details on the allowable exemptions please see RSA 91-A:5.

### 1.3 Legal Definitions

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

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

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

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

For additional legal definitions please reference RSA ~~91A-5~~ 91-A:5

## **Section 2.0 – Obtaining Public Information**

### **2.1 Requesting Information**

RSA ~~91-A4:1~~ 91-A:4, 1 - “Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5.”

#### **2.1.1 Requests for records that can be immediately released**

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

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

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

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

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

- c. To confirm the accuracy of the request and to start the timeline as outlined in **RSA 91-A**, it is highly recommended to have the requesting party sign and date the application before submitting it for the processing of the request.
- d. Once an application and/or request has been officially received by the Milford NH Town Administrator's Office, the public body associated with the request has five business days to complete the said request, deny the request or provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

## **2.2 Gathering and Organizing Information**

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

### **~~2.2.1 Completing a Public Information Request~~**

### **2.3 Completing a Public Information Request**

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

- b. Right To Know information can be provided in the following forms based on the most effective delivery method as it relates to the amount of information being requested.
  1. Printed on paper
  2. Emailed back to requestor: limited if requested files are too large to send
  3. Loaded onto a Universal Serial Bus (USB) Hard Drive
  4. Post marked through USPS (which can incur cost to the requestor)
  5. Reference section **2.4 2.2.2** to see associated costs with each option, when applicable
- c. A log of Right to Know requests, which are not considered public safety requests associated with the fire department or police department, will be kept in a separate file in the Town Administrator's office along with the corresponding (completed) Right to Know request form.
- d. If the town is unable to make a governmental record available for immediate inspection and copying, the Town must, within 5 business days of a request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied (the Right to Know Form should be used for this purpose).

### **2.3.1 Applicable Costs**

### **2.4 Applicable Costs**

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



## **Section 3.0 – Policy Changes**

### **3.1 How to make changes to this policy**

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

## **Section 4.0 – Training Requirements**

### **4.1 Training Requirements**

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

**Attachment 1:**  
**Additional References**

## **Additional References**

### **Overview of The Regulations**

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

RSA 91-A:1 Preamble

RSA 91-A:1-a Definitions

RSA 91-A:2 Meetings open to Public

RSA 91-A:2-a Communication Outside Meetings

RSA 91-A:3 Nonpublic Sessions

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

RSA 91-A:5 Exemptions

RSA 91-A:5-a Limited Purpose Release

RSA 91-A:6 Employment Security

RSA 91-A:7 Violation

RSA 91-A:8 Remedies

RSA 91-A:9 Destruction of Certain Information Prohibited

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

## Additional References

### State contacts

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

### Judicial appeals and legal escalations

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

## **Additional References**

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

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

**Add Header to first page of form:**

**Milford New Hampshire's Right to Know (RTK) Request Form**

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

**Name of the Public Body associated with request**

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

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**Timeframe in question**

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

**Person Making the Request:**

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ (optional)

Signature of Requestor: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**For town hall employees only**

Name \_\_\_\_\_ of \_\_\_\_\_ Governmental \_\_\_\_\_ Agent: \_\_\_\_\_

\_\_\_\_\_ (Print) Signature of \_\_\_\_\_

Governmental Agent: \_\_\_\_\_ Date: \_\_\_\_\_

---

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

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

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

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

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

Signature \_\_\_\_\_ of \_\_\_\_\_ Receiver:

\_\_\_\_\_(Sign)

---



**Attachment 3:**

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

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

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

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

**Reference to Original Request** (Brief statement referencing original request)

---

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---

---

**Reason for Denial**

---

---

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**For town hall employees only**

Name of Governmental Agent:

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

Signature of Governmental Agent: \_\_\_\_\_

Date: \_\_\_\_\_

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

May 8, 2023

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

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

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

A notice was read for an Intent to Cut for Map 8, Lot 1. The intent to cut was submitted to the Assessing office by email on April 6 but inadvertently overlooked. This Intent was signed outside of a regular Board meeting to meet RSA 79:10 which requires:

"Any intent received by a city, town, or unincorporated place shall, within 15 days, be assigned a number under guidelines provided by the commissioner of revenue administration and be signed by the assessing officials if all conditions for approval have been met. When a notice is to be signed by the assessing officials outside a public meeting, public notice shall be posted by the municipality at least 24 hours, excluding Sundays and holidays, before it is signed." The Board was asked to come in individually to sign this intent.

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

**5:30 p.m. – Standard Veterans Credits (1), Tax Credit for Total Service-Connected Disability (1), Elderly Exemptions (6), Exempt Properties (17), Payment in Lieu of Taxes (4), and Institutional Exemption Considered Separately (1) – Assessing Director, Marti Noel**

The Board was presented with a list of Standard Veterans Credits and Total Service-Connected Disability, Elderly Exemptions, Exempt Properties, Payment in Lieu of Taxes, and Institutional Exemption Considered Separately. Ms. Noel recommends that the Board of Selectman approve the attached list of applicants for the tax year 2023.

**Selectman Dargie made a motion to approve the Standard Veterans Credits and Tax Credit for Total Service Connected Disability as presented. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

**Selectman Dargie made a motion to approve the Elderly Exemptions as presented. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

Selectman Dargie questioned the exemption for the Granite Grange #7 building. Ms. Noel said the Milford Grange dissolved and became the property of the State Grange which have statutory exceptions and they are allowed exemptions on their property. Once it sells, it will be removed from the exempt list.

**Selectman Labonte made a motion to approve Institutional Exemption excluding the Institutional Exemption Considered separately as presented. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

Selectman Freel asked about Dartmouth-Hitchcock Clinic being on the payment in lieu of taxes (PILOT) list. Ms. Noel gave an overview. They are paying all taxes except for the school section. Additional discussion followed.

**Selectman Dargie made a motion to approve the Institutional Exemption Considered Separately as presented. Seconded by Selectman Freel. The motion passed 4/0/1 with Selectman Daniels abstaining.**

56 **5:45 p.m. – Residences in Industrial or Commercial Zone for Approval (35), Solar Exemption (28), and**  
57 **2021 Property Tax Appeal Settlement and 2022 Property Tax Abatement, Map 44 Lot 10 – Assessing Di-**  
58 **rector, Marti Noel**  
59

60 The Board was presented with a list of Residences in Industrial or Commercial Zone for Approval (35), and Solar  
61 Exemption (28), and Ms. Noel recommends that the Board of Selectman approve the attached list of applicants  
62 for the tax year 2023.  
63

64 **Selectman Dargie made a motion to approve the Residences in the Industrial or Commercial Zone as pre-**  
65 **sented. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**  
66

67 Selectman Freel questioned why we have an exemption for solar. Ms. Noel explained the statute and that this was  
68 approved in a warrant article by the town vote. Additional discussion followed. It's \$207.90 per exemption for a  
69 total of approximately \$14,500. Selectman Freel is not for solar exemptions.  
70

71 **Selectman Dargie made a motion to approve the Solar Exemptions as presented. Seconded by Selectman**  
72 **Finan. The motion passed 4/1 with Selectman Freel opposed.**  
73

74 The Owners of Map 44, Lot 10 had filed an appeal for their 2021 assessment, which was denied for lack of  
75 supporting documentation. An appeal in Hillsborough Superior Court was subsequently filed, and an appraisal  
76 was completed by an independent appraiser. Their appraisal was significantly lower than the 2021 assessment.  
77 The Town also had an appraisal completed which though slightly lower than the assessment, supported the Town's  
78 position. Once the equalization factor was applied, the market value indicated an assessed value between the 2021  
79 assessment and the property owner's appraisal.  
80

81 During the settlement discussion the appellant, as was their right, filed for abatement for 2022. Because of this  
82 action, both appraisals also addressed a 2022 market value. Once the equalization ratio was applied to the 2022  
83 assessed value, it was clear that even if the Town's appraisal won in Court, the equalization ratio, once applied to  
84 the Town's assessment, indicated an assessment even below the property owner's appraised value.  
85

86 It seemed prudent at this point to settle the Appeal outside a lengthy and costly trial with an unpredictable outcome.  
87 The Board met on two separate occasions to discuss negotiations for this Court Appeal case and had agreed to this  
88 compromise. The attached spreadsheet spells out the details of that final agreement.  
89

90 To expedite the withdrawal of the appeal, and because the Board members had all agreed to the settlement, Attor-  
91 ney Ratigan requested that the Chairman of the Board, sign the agreement so that the legal process of withdrawal  
92 from the Court docket could be expedited.  
93

94 **Selectman Dargie made a motion to approve the 2021 Property Tax Appeal Settlement and 2022 Property**  
95 **Tax Abatement, Map 44 Lot 10 as presented. Seconded by Selectman Finan. The motion passed 4/0/1 with**  
96 **Selectman Labonte abstaining.**  
97

98 **6:00 p.m. – Library Roof – Library Trustee, Katherine Parenti**

99 The library received 5 quotes to fix their roof:

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

105

106 Ms. Parenti said the Trustees would like to go with Patriot Roofing @ \$109,000. Eaton was a personal recom-  
107 mendation and is a very small company with a small payroll. Selectman Freel asked about copper. Ms. Parenti  
108 said she wasn't sure.  
109

110 There was a discussion about warranties and additional comments about the rubber roof. Selectman Freel feels  
111 this should have gone through our Public Works Director to find out exactly what is needed. Administrator Daley  
112 said there is some money in the Facilities Capital Reserve to help offset this cost, the Board is authorized to spend  
113 \$75,000. The library trustees will be handling part of the cost.  
114

115 Chairman Daniels said Vaillancourt has a special certification for their work. Ms. Parenti said Patriot also has  
116 this certification.  
117

118 Selectman Freel said this should be handed over to DPW to get quotes with more detail. Chairman Daniels said  
119 these quotes will serve as a good base. Leo Lessard, Public Works Director agreed with Selectman Freel and he  
120 has no problem working with the library and taking care of their maintenance. He will also work with the Trustees.  
121

122 Administrator Daley said explained the RFP process to Ms. Parenti per the Town's procurement policy. Selectman  
123 Freel asked that they get as much detail on copper as possible and other aspects of roofing materials.  
124

125 **6:15 p.m. – Community Development Departmental Update – Director, Terrey Dolan**

126 Director Dolan gave the Board an overview of Community Development. The overview consisted of:

- 127 ➤ Areas of responsibility
- 128 ➤ Financial Status of Community Development – expenditures to date were lower than anticipated
- 129 ➤ Employee update – still looking to hire a Town Planner
- 130 ➤ Vehicles are in good operating condition but they need another vehicle
- 131 ➤ Major projects: 58-acre rental apartment community, update of the Town's Master Plan, and Downtown  
132 Traffic Improvements.
- 133 ➤ 4 ½ day workweek – The office is keeping daily records of the calls and in-person visits after 4:30.
- 134 ➤ Reporting issues – people can walk in, call, or e-mail.
- 135 ➤ Vacancies on Committees – ZBA needs 1 alternate
- 136 ➤ Annual Goals – the department is meeting all goals  
137

138 At this time, there are no issues within the Community Development Department. Director Dolan encourages the  
139 Board to continue its broad support towards all of the Town Departments and staff.  
140

141 Selectman Labonte asked who the Engineer reports to. Director Dolan said DPW. There was discussion about  
142 the need for an additional vehicle. The maintenance facility vehicle is available for the engineer. Assessing limits  
143 herself to assessments two days a week because of sharing vehicles. Administrator Daley said 3 vehicles are used  
144 by the entire Town Hall for a variety of things. Selectman Freel doesn't feel they need another SUV when they  
145 can get two cars for the price of the SUV. Administrator Daley said they are looking into ways to repurposed  
146 other vehicles. Selectman Freel is concerned about maintenance costs on a used repurposed vehicle.  
147

148 Selectman Freel asked if Director Dolan wanted to change anything. Director Dolan said just minor things. He  
149 will bring those things to the Selectman as needed. Administrator Daley said this is a good time to make sure the  
150 permitting process works with all departments involved. Selectman Freel wants Department Heads to bring a  
151 paper with them showing their burn rates.  
152

153 Selectman Finan asked about the dog park. Director Dolan said there was a meeting last week that discussed  
154 logistic items. Selectman Freel said there should be a goal to complete this. Administrator Daley said it also  
155 requires additional permitting. A timeline was discussed with all parties involved. The dog park organization

156 will be doing additional fundraising as it comes along. Selectman Freel recommended putting up a temporary  
157 fence for now.

158  
159 **6:35 p.m. – Public Works Departmental Update – Director, Leo Lessard**

160 Director Lessard gave the Board an overview of Public Works. The overview consisted of:

- 161 ➤ Responsibilities of DPW, Parks, Cemetery, Transfer Station, Highway, and street lights.
- 162 ➤ Financial Status of DPW – doing well.
- 163 ➤ Down 5 for plowing and 2 for seasonal. Two are out on disability.
- 164 ➤ Vehicles – Three trucks had issues this winter costing about \$35,000.
- 165 ➤ Major projects – pipe work on Knight Street, Great Brook, and Hartshorn, may not be able to get to them.
- 166 ➤ 4 ½ day work week. The Highway Department is on 4 10-hour days from April until November 1<sup>st</sup>.
- 167 Getting more done.
- 168 ➤ Reporting issues - people can walk in, call, or e-mail.
- 169 ➤ Vacancies on Recycling and Cemetery Trustees Committees – all set.
- 170 ➤ Annual Goals – we were told to slow down and cut most projects for funding.

171  
172 There are a lot of unknowns at this time. It's hard to do a burn rate on DPW. 31% of the budget has been spent  
173 so far. The salt and sand bins are full to start the next season. The contractual vehicles budget was cut in half to  
174 \$15,000 and he has spent \$35,000 in repairs so far. Selectman Labonte asked how come that line item was cut.  
175 Paul Calabria, Finance Director said it was cut by the previous Town Administrator when they were trying to put  
176 a budget together so it would pass. They had to make a lot of cuts.

177  
178 Director Lessard would like to add a part-time person to the facilities department for about \$20 per hour. This  
179 would help with the overtime cost that he's expending now.

180  
181 There was discussion about employees out on disability and what it costs the town per the personal policy set in  
182 place by a previous Town Administrator many years ago. Selectman Freel would like to revisit that policy in the  
183 future. Scott Kimball, a Milford resident, said the longer someone stays out of work, the less likely they will come  
184 back. Incentives to get people to come back is better.

185  
186 Director Lessard reviewed some of the larger projects in town including 8 days of brush pickup. They pulled in  
187 240 tons of material. There is still more to pick up but they are currently crack sealing and his crew is busy on  
188 that. People can call 603-249-0685 to report any issues or go on the town's website through civics plus.

189  
190 Selectman Freel questioned the line striping around the oval and the quality of the paint. Director Lessard said it  
191 will be done again this year and he has a new attachment that may make it last longer.

192  
193 There was a discussion about hiring a truck driver for \$1 less than what was proposed. \$22 versus \$23. Selectman  
194 Labonte asked how come we are going lower than the mid-range. Karen Blow, HR Director, said that what was  
195 presented last year was phase I. They need to review everything to make sure it's tracking. Things were done  
196 differently last year which resulted in a shortfall. Additional discussion followed. Director Lessard was starting  
197 people at \$23 per hour and telling them they would get \$1 more after 6 months. Now that it's down to \$22 and  
198 going up to \$23 in 6 months. Director Blow said the payroll status form didn't reflect the amount that Director  
199 Lessard told the new employees so it wasn't processed with the higher amount. Selectman Freel said if it was said  
200 this verbally it needs to be given to the employee. Other Board members agreed.

201  
202 Selectman Finan asked about the safety of the equipment at the playground. Director Lessard said Primex did a  
203 check and came up with about \$9,000 in repairs. This year he is replacing 6 swings for \$2,000. His budget was  
204 cut and he can't afford to do the additional repairs. Some things are minor and can be fixed easily.

205

206 Dale White, a Milford resident, said it's difficult to get people. Retain your people if they are working well. There  
207 was additional discussion about paving.

208

209 **6:55 p.m. – Skate Park Lights – Memo Foundation, Mona Kluz and Evan Jones**

210 Ms. Kluz presented the Board with suggestions for solar lighting at the skate park.

211

212 Selectman Freel isn't a fan of solar lights. He asked who will be maintaining the lights. Mr. Jones said solar was  
213 the lowest impact. Ms. Kluz said it wasn't their first plan. They took a lot of things into consideration. Selectman  
214 Freel said they should re-look at a wiring system which would cost a minor amount to maintain. There was  
215 additional talk about mounting cameras on the light poles.

216

217 Selectman Dargie asked why there was pushback against trenching. Mr. Jones said it wasn't from this town. Ms.  
218 Kluz said initially this was to make sure the town wouldn't have to deal with the cost of the electricity. Selectman  
219 Freel said the electricity cost would be very minimal because they would use LED lights. There was additional  
220 discussion on types of poles, lights, and trenching. The Board would rather have hardwiring lights installed.

221

222 Mr. Jones and Selectman Freel will work together on this. Administrator Daley said the staff is working on  
223 installing cameras and would also work with the stakeholders on this. Ms. Kluz and Mr. Jones will come back  
224 to the Board once they make the suggested changes.

225

226 **7:10 p.m. – Downtown Improvement Updates – Greg Bakos**

227 Administrator Daley said the library is a town-owned building on town-owned property and the Board has open  
228 authority to determine the use of that property for parking. We should still be working with the Library Trustees  
229 through this process. We need to move forward with this process.

230

231 The Department of Transportation (DOT), said if we are going to make improvements to that parking lot it has to  
232 use federally earmarked funds. There are options and the goal will be to do the entire parking lot at once. It's  
233 important to incorporate a small park in the library parking lot. We can't designate library-specific parking; it has  
234 to be all public parking for DOT to pay for it.

235

236 Kathy Parenti, Library Trustee, asked what will happen if the parking lot is open to the public and it interferes  
237 with library patron parking. Selectman Freel said there will be more parking after this is done so it shouldn't be  
238 an issue. Ms. Parenti said the average stay for programs is anywhere from 10 minutes to 2 hours. Occasionally  
239 people stay all day. After 7:00 the library is closed. There was a discussion about timed parking.

240

241 Ms. Langdell, a Milford resident, said she would like the Selectman to consider the Blue Bus and other transit  
242 vehicles dropping off people safely to the library. There needs to be enough space for the vehicles to turn around.

243

244 DOT said we can use the money from Bridge Street, Nashua Street, Middle Street, the Oval, and School Street.  
245 It would be okay to put a beacon light on Nashua Street but the area would have to be modified to fit it. There was  
246 a discussion about how many parking spaces would be available.

247

248 The consensus of the Board was to keep Middle Street 2-way and get rid of truck parking on the east side of the  
249 Oval.

250

251 Mr. Bakos presented the Board with the latest status of items for the Downtown improvement plan.

252

253 Item 1- curb bumpouts to shorten pedestrian crossing - \$445,000 (there was mixed support at the last meeting. A  
254 decision on the bumpouts is central to the project's purpose and need. Mr. Bakos recommends this. There was a  
255 lengthy discussion on the purpose of bumpouts and if they were actually needed.

256

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257 Tina Philbrick said that DOT wouldn't have recommended bumpouts if they were not needed. They are needed  
258 for safety purposes. She is tired of almost getting hit because people don't see her or are not paying attention.

259  
260 Janet Langdell said bumpouts are for the safety of the area. We could also include additional improved lighting.

261  
262 Selectman Labonte said there would be less maintenance of the area without bumpouts as far as plowing. Stamp-  
263 ing would be more expensive. Director Lessard said isn't much more work and they can plow around the  
264 bumpouts. He thinks the bumpouts would look beautiful. Part of the project has to be beautification.

265  
266 There was a discussion about light poles and fixtures. Selectman Freel can be swayed on the bumpouts as long as  
267 we are not losing any roadway.

268  
269 Andrea Kokko, a Milford resident, is in favor of the bumpouts. She thought the bumpout going across the bridge  
270 was going to be removed. Mr. Bakos said it is removed, they just didn't change the plan.

271  
272 Selectman Labonte asked if diagonal lines versus parallel lines gain any more spaces. Mr. Bakos said it would be  
273 about the same. Selectman Labonte questioned if the current motorcycle parking is legit. Mr. Bakos hasn't found  
274 anything that says they are not legit. There was additional discussion about motorcycle parking.

275  
276 Item 2 - Complete brick sidewalk around the southeast side of the Oval - \$40,200 **supported**

277  
278 Item 3 - Reconstruct delta island in the southwest corner to improve truck circulation - \$75,400 **supported**  
279 Note: possibly add additional lighting.

280  
281 Ms. Langdell is concerned about using federal funds/matching town funds for something that is on private prop-  
282 erty.

283  
284 Item 4 - Define a bus stop for future bus service – minimal cost **supported**

285  
286 Item 5 - Install rectangular rapid flashing beacons (RRFB's) at Town Hall/Oval crosswalk – **not supported**

287  
288 Item 6 - Install a flush textured median to help orient circulating traffic - \$49,500 **supported**

289  
290 Item 7 - Enhance crosswalk with RRFB's across from Union Square – RRFB's not included keep enhanced cross-  
291 walk **supported**

292  
293 Item 8 - Install flush median to reinforce new right turn-only designation – **not supported**

294  
295 Item 9 - Construct bumpout to shorten Union Street crosswalk – **not supported**

296  
297 Item 10 - Designate parking for truck delivery during specific hours – minimal cost undecided pending discussions  
298 with business owners and Police Department - **not supported**

299  
300 Item 11 - Make Middle Street on-way - \$390,000 (not included if Library parking lots mitigate parking loss) - not  
301 supported – **not supported**

302  
303 Item 12 - Convert a portion of the north side of Middle Street to parallel parking and some of Putnam St. – not  
304 included if Middle Street remains two-way – **not supported**  
305 Possibility of paving Middle Street.

306



307 Item 13 - Construct sidewalk on the south side of Middle Street and add diagonal parking - \$65,200 not included  
308 if Middle Street remains two-way – **not supported**

309  
310 Item 14 - Add two parking spaces on School Street – minimal cost – **not supported**

311  
312 Item 15 - Expand the Nashua Street delta island at South Street - \$11,400 - **not supported**

313  
314 Item 16 - Reconfigure and expand the library parking lot to add approximately 49 spaces. - \$460,000 (placeholder  
315 pending more information) - **supported**

316  
317 Item 17 - Fire Station traffic signal at School and Nashua Street Intersection - \$108,200 - **not supported**

318  
319 Item 18 - Diagonal parking on Middle Street back-in instead of head-in – **not supported**

320  
321 Item 19 - Reconstruct sidewalks within the oval area - \$284,700 - **supported**

322  
323 Item 20 - Mill and overlay roadways with the project limits - \$288,100 – **supported**

324  
325 Selectman Freel had additional questions about bumpouts and white lines.

326  
327 Mr. Bakos said he thinks we are within the scope of dollars allocated for the Downtown Improvement Project.

328  
329 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

330 Jay Duffy, a Milford resident gave kudos to the Board for their support of the Public Works Department. He is  
331 glad the Board is working on the oval. He hopes things can be matched to what we currently have. He invited  
332 the Board to the 3<sup>rd</sup> annual flag raising at Riverside cemetery on West Street on May 21<sup>st</sup> at 12:15.

333  
334 **4. DECISIONS**

335 **a. CONSENT CALENDAR**

- 336 1. Approval of Grant Opportunity for Improvements to the Armory Road Crossing of the Granite Town  
337 Rail Trail.  
338 2. Approval of Report of Excavated Material, Map 58 Lot 1, Phase 9  
339 3. Approval of Intent to Excavate, Map 58, Lot 1, Phase 9  
340 4. Notification of 2022 Real Estate Tax Liens.

341  
342 **Selectman Labonte asked to remove 4. a) 1) from the consent calendar.**

343  
344 **Selectman Freel made a motion to approve the consent calendar except for 4. a) 1). Seconded by Selectman**  
345 **Dargie. All were in favor. The motion passed 5/0.**

346  
347 Selectman Labonte asked if the picture that was provided was accurate of what they are planning to do. Chris  
348 Costantino, Conservation Commission, said yes. Chairman Daniels asked if the sensor will pick up animal move-  
349 ment. Ms. Costantino said they would have to see. Selectman Labonte asked if after a while people were not  
350 happy with the beacons, could we remove them. Ms. Costantino wasn't sure. She doesn't think the money is tied  
351 to a specific component of this project.

352  
353 **Selectman Finan made a motion to approve 4. a) 1). Seconded by Selectman Dargie. All were in favor.**  
354 **The motion passed 4/0. Selectman Freel was out of the room.**

355  
356 **b. OTHER DECISIONS**

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**5. TOWN STATUS REPORT –**

**1. Town Hall Hours of Operation**

The new Town Hall hours begin on May 1, 2023, the Town Hall. The Town Hall will be open Monday – Thursday 8:00 am to 5:30 pm and Friday 8:00 am to 12:00 pm). The Town Clerk's Office hours of operation are 7:30 to 5:30 Monday, Wednesday, Thursday, and Tuesday 7:30 am to 6:30 pm, and closed on Fridays.

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

The town hosted a seminar for Town Board, Commission, and Committee members for Right to Know training. The webinar discussion was led by New Hampshire Municipal Association Attorney Stephen Buckley and was attended by over 40 individuals from the various Town boards, committees, and commissions. The meeting was recorded and is available for viewing on the Granite Town Meeting site. The town will be discussing the potential adoption of a Town Right to Know Town policy.

Copies of the RTK training were given to everyone that attended the meeting. Tina Philbrick will forward copies again to all who attended. The meeting recording is also on the website.

**3. Town Administrators Goals and Objectives**

The Town Administrator presented an extensive list of goals and objectives to the Board.

**4. Police Department Replacement Vehicles**

Chief Viola is requesting approval to remake the two 2020 marked Police SUV vehicles into unmarked vehicles, for detective and administrative use. He provided an overview of how the department would cover the costs of the remakes and still stay within the 2023 approved police department budget for vehicles. Based on the cost estimates, they should not exceed the budget for department vehicles. They saved about \$7,000 per vehicle.

Selectman Dargie asked if there were any major differences between 2022 vs. 2023 vehicles. Chief Viola said no. Selectman Labonte asked how many vehicles we have in the red mileage limit. Chief Viola said 9 out of 15 vehicles. Selectman Labonte questioned the higher mileage vehicles. Chief Viola explained his reasoning for doing what he presented. He also explained what is needed to transition vehicles.

Chairman Daniels asked what the idle miles equate to for mileage. Chief Viola said on the A19, the idle miles are 329,000. Chief Viola said he has vehicles with idle miles over 100,000 and regular also over 100,000.

Mr. Kimball asked what the trade-off is between buying a new car versus repairing vehicles. Chief Viola said they don't have a threshold.

Selectman Labonte asked if the older vehicles could be repurposed in other town departments. Chief Viola said they are not in good enough condition to keep. He wouldn't trust them due to high mileage, mechanical issues, and mold.

**5. Wadleigh Memorial Library – Site I Environmental Site Assessment**

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

**6. 168 South Street – Former Gas Station**

407 We are moving forward with the design, layout, and costs to construct the municipal parking lot with EV charging  
408 stations on the former gas station property. Staff is currently exploring alternatives to remove the structure and  
409 canopy from the site. It will have about 25 parking spots. Public Works is looking to remove the existing structure  
410 at no cost. There is no money budgeted for this project. This is one of the projects the Town Engineer is working  
411 on.

412  
413 **7. Milford Spartan Solar Project – Milford Industrial Properties (Update)**

414 The Milford Spartan Solar company continues to seek a resolution of issues in the interconnection agreement  
415 proposed by Eversource. Eversource is attempting to implement a change to interconnection standards for the  
416 Public Service of New Hampshire ("PSNH") distribution system to harmonize the PSNH standards at Eversource-  
417 owned utilities in other states. The proposed change to PSNH interconnection policy has significant potential for  
418 increased costs for projects and ratepayers in New Hampshire. In a proposed settlement agreement between the  
419 New Hampshire Department of Energy and Eversource, those parties proposed removing consideration of the  
420 relevant interconnection issue from the ongoing PSNH Least Cost Integrated Resource Planning proceedings and  
421 reviewing the issue as part of a separate, ongoing, DOE investigation of interconnection standards. Under the  
422 2019 Land Lease Option and Lease Agreement with the Town, the lease expires on September 23, 2023.

423  
424 Selectman Dargie would like to move forward with the extension. Selectman Labonte said if we are going to  
425 extend it we should ask them for more money.

426  
427 **8. Board, Commissions, Committee Volunteers**

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

- |  |                       |
|--|-----------------------|
| 430 • Board of Adjustment                    | 3 Alternate Positions |
| 431 • Budget Advisory Committee              | TBD                   |
| 432 • Capital Improvement Advisory Committee | 7 Full-Time Positions |
| 433 • Conservation Commission                | 2 Alternate Positions |
| 434 • Economic Development Advisory Council  | TBD                   |
| 435 • Planning Board                         | 2 Alternate Positions |
| 436 • Traffic Safety Committee               | 1 Full-Time Position  |

437 If you are interested in applying, please contact the Administration Office or visit the Town website at [www.mil-](http://www.milford.nh.gov)  
438 [ford.nh.gov](http://ford.nh.gov) and download /complete the volunteer application.

439  
440 **6. DISCUSSIONS**

441 **1. Selectmen’s Goals and Objectives**

442 Chairman Daniels received some goals and asked if others will send theirs to him by COB on Wednesday. He  
443 wants to merge the Selectman's goals with the Town Administrators' goals.

444  
445 **2. NH RSA 91-A Policy**

446 Chairman Daniels asked the Board if they would like to have a right to know policy. He asked that they read  
447 through the policy provided and bring back their thoughts at the next meeting.

448  
449 **3. Grange Building**

450 Katherine Kokko, a Milford resident said she would like the Selectman to vote in support of a letter that she wrote  
451 to raise community funds to obtain the Grange Building. She provided the history of the Grange Building. She  
452 would like the building to be used by the community as a shared venue. She is hoping the Grange will hold off  
453 on selling the building and give the people of Milford a chance to buy it. She is looking at several grants. There  
454 is a lot of community support for this.

455

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456 Selectman Dargie said it's on the market now and they are accepting offers, why does Ms. Kokko think they will  
457 put the sale off for a year? Ms. Kokko said she doesn't know if they will but some terms can be put into a purchase  
458 and sale to make them amendable to that.

459  
460 Selectman Freel asked what the goal for the property be. Ms. Kokko said a shared community space possibly  
461 with a board that oversees it. It could be utilized by the town, non-profits, possibly programming for seniors and  
462 for function space.

463  
464 Selectman Freel said it's too quick for him to decide with too many unknowns. There is more that needs to be  
465 understood about this. Ms. Kokko said the letter isn't about the town purchasing the property. In the end, it could  
466 be something that the town considers owning. The letter doesn't obligate the town to purchase anything. This isn't  
467 under any entity of the town. It's just saying that there is a valid community interest in a shared community  
468 interest in the property and we would support an approach that would allow the community to look at it. Selectman  
469 Freel still needs additional information on who supports this.

470  
471 Selectman Finan asked how we know that there are a handful of residents that will be bidding on this property.  
472 If he were bidding on that property he would be upset if he found out that the Board, without any real intention to  
473 purchase the property, asks a private property owner to not sell the property. Ms. Kokko said the Grange has  
474 received a property tax exemption for many years because of their non-profit status. As it exists now, it's a com-  
475 munity-use type of space. A lot of work would have to be done if someone were to buy it and change it into a  
476 single-family residence. This letter just states that we have a building that has been established for community  
477 use that has a history, a cultural and architectural value to it and we would like it to continue as such.

478  
479 Mr. Kimball said the message is to have the governing body support this cultural heritage. He's willing to pledge  
480 money for this cause.

481  
482 Dave Palance, a Milford resident, sees this as a great opportunity for the town. He mentioned a community center  
483 that can be used. We have the 127 Elm Street site and we can't use it. This could be a senior center. The building  
484 needs to be repaired and then built up as a single-family home and that is costly.

485  
486 Chairman Daniels said that all we are saying is that we can see the value of keeping this property and would you  
487 be willing to work with others to see if there are other options? Selectman Labonte said the seller has the option  
488 and it's not binding the town for anything. Selectman Finan said it feels that the ultimate goal is for the town to  
489 own this and he would be against that for several reasons. We already have the 127 Elm Street property that we  
490 can't finish. Selectman Finan said it would be something like the Livermore Association, then he's all for it.

491  
492 Selectman Freel said this is an old town, you can't save everything and we can't even take care of what we have.  
493 If you want to raise money to buy the property you don't need the Board's approval. The Board agrees that they  
494 don't want to take possession of that property.

495  
496 Ms. Kokko said they are asking the Grange to take a less-than-traditional approach on this property. This isn't  
497 unusual. Selectman Freel said it isn't a historic building. Ms. Kokko said it is a historic building it's just not on  
498 a list yet.

499  
500 Janet Langdell thanked Selectman Finan for bringing up the Livermore Community House, it's the perfect model.

501  
502 The consensus of the Board was to support Ms. Kokko's proposal. No one knows what the Grange building will  
503 be used for but we can buy some time and get support to buy some time so we can see what this could be and what  
504 the cost will be. If the Grange doesn't want to wait, then they won't. We are trying to bring together community  
505 support around the concept that this is a cultural historical building in our community that could be an asset going  
506 forward. The Selectman are community leaders who should weigh in to at least support the concept.

507

508 Selectman Labonte said they are not committing any money or ownership. Selectman Freel feels they need more  
509 time. What if this goes through and when the time comes, the Board says no, they don't want to own/manage it?  
510 Ms. Kokko said there are other models for community management there are out there that don't require municipi-  
511 pality ownership. Municipal ownership makes it easier but not needed. We have an existing asset that we can  
512 leverage for community use and we won't get it if we wait.

513

514 Chairman Daniels said the support of the Board may make fundraising easier. There was additional discussion  
515 about parking including shuttles. Selectman Dargie isn't in favor of the Town owning this property but he would  
516 support the letter as long that it's understood that he won't advocate for the Town owning it. There have been a lot  
517 of offers on the property already.

518

519 Scott Kimball said he is surprised that Selectman Freel is willing to provide materials with town money for a skate  
520 park but not support a historical piece of property. Selectman Freel said the materials for the skate park would be  
521 paid for by a donation from the MEMO foundation, not town monies. Mr. Kimball said not the electricity when  
522 it's hooked up. The Grange may be willing to support this if the town gets behind this.

523

524 Selectman Finan is ok with this as long as it doesn't say that the Town is considering buying this.

525

526 Selectman Dargie made a motion to support the letter. Seconded by Selectman Labonte. The motion passed 4/1  
527 with Selectman Freel opposed. Selectman Finan asked if it was appropriate that the letter state "the Board sup-  
528 ports this letter". Selectman Freel said he didn't care. After additional discussion, Selectman Freel changed his  
529 vote but will not support Milford owning this building.

530

531 Chairman Daniels moved to reconsider the vote. Seconded by Selectman Dargie. All were in favor. The motion  
532 passed 5/0.

533

534 Selectman Dargie made a motion to support the letter. Seconded by Selectman Labonte. All were in favor. The  
535 motion passed 5/0.

536

537 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

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

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

540

541 **8. PUBLIC COMMENTS** There were no comments at this time.

542

543 **9. APPROVAL OF FINAL MINUTES** – April 19, 2023 (work session) and April 24, 2023

544

545 **Selectman Finan moved to approve the minutes of April 19, 2023. Seconded by Selectman Dargie. All were**  
546 **in favor. The motion passed 5/0.**

547

548 **Selectman Finan moved to approve the minutes of April 24, 2023, as amended. Seconded by Selectman**  
549 **Dargie. All were in favor. The motion passed 5/0.**

550

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

552 a. N/A

553

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

555

556 **12. NON-PUBLIC SESSION – Selectman Freel made a motion to go into non-public at Freel under RSA**  
557 **91-A:3, II(c) Reputation for approval of non-public minutes from April 10, 2023, and April 24, 2023, and**  
558 **potential unsealing of non-public minutes of August 9, 2021. Seconded by Selectman Dargie. All were in**  
559 **favor. The motion passed 5/0.**

560  
561 **Selectman Freel made a motion to come out of non-public. Seconded by Selectman Finan. All were in**  
562 **favor. The motion passed 5/0.**

563  
564 **In non-public the Board approved non-public minutes from April 10, 2023, and April 24, 2023.**

565  
566 **Selectman Freel made a motion to unseal the non-public minutes from April 24, 2023. Seconded by Select-**  
567 **man Dargie. All were in favor. The motion passed 5/0.**

568  
569 **Selectman Freel made a motion to unseal the non-public minutes from August 9, 2021. Seconded by Se-**  
570 **lectman Dargie. All were in favor. The motion passed 5/0.**

571  
572 **13. ADJOURNMENT: Selectman Dargie moved to adjourn at 10:51. Seconded by Selectman Finan. All**  
573 **were in favor. The motion passed 5/0.**

574  
575  
576 \_\_\_\_\_  
577 Gary Daniels, Chairman

574  
575  
576 \_\_\_\_\_  
577 Tim Finan, Member

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579 \_\_\_\_\_  
580 Chris Labonte, Vice-Chairman

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579 \_\_\_\_\_  
580 Dave Freel, Member

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582 \_\_\_\_\_  
583 Paul Dargie, Member

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