

4:45 pm – Non-public (RSA 91-A:3,II(c)) Reputation



Milford Heritage Commission

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

5:30/5:35

Interview of Heritage Commission

Alternate Candidates:

Bill Parker and Chris Thompson

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

12 May 2018

The Heritage Commission seeing the need to fill in for some appointees has selected and approached a couple of citizens who are willing to sit as alternatives. Some health issues and personal duties have burdened our appointed members. In an effort to relieve any more burden on our members we have selected two upright citizens who have shown extensive care for the Town of Milford and her peoples heritage.

We are requesting that the Board of Selectmen consider Christopher Thompson and William Parker as alternates and appoint them as fitting.

Short bios with contact info are attached

We understand that the Board of Selectmen may want to interview these men prior to their appointment, for that reason, the preferred contact information is provided. Thank you for the consideration.

Respectfully

David Palance
Chairman
Milford Heritage Commission

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

William "Bill" Parker

33 Webster Street

bparker983@msn.com

Bill is a graduate of the University of Colorado in Denver where he earned a Master in Urban and Regional Planning in 1974. Formally working for the City of Keene from 1990 until 1993 when he was appointed the Director of Community Development for the Town of Milford until 2015. As a servant of the town Bill showed his special interest in senior housing including the 24 unit Oval Mill project of 2012 and affordable living namely in the Pine Valley Project of 2013. Several studies under his care included plans to restore historical properties to give life to the Oval community such as the Garden Street Depot ca 1853. The shopping center plans provided the restoration of the original train station within walking distance of the Oval enhancing the features once so familiar to residents.

Bill was a founding member of the Souhegan Valley Rides Program better known as the "Blue Bus". This program has grown from its inception to the present state where the program celebrated it's 15,000th ride. Since 2008 this project set out to give older residents and neighbors with disability a means to be as independent as possible. This volunteer activity is just one of the many committees where Bill actively contributes his hands-on interest in the Milford and Souhegan Valley community. He is an original member of the Recreation Commission and the original DO-IT Oval restoration group and former member of the Conservation Commission. Bill sits on the Board of the Community Facilities Committee, the Vietnam Memorial Committee and the Milford Historical Society. Presently retired, Bill still is active in the community but is taking full advantage of his time to spend with his children and grandchildren.

Christopher "Chris" Thompson

344 Mile Slip Road
(603) 673-9555
chris344@comcast.net

Chris has lived in Milford for over 38 years where he and his wife (a native of Milford) raised two girls through the School System. Chris himself is a 1985 MASH graduate. In 2006 he noticed the limited softball offerings for girls in the fall which led him to introduce MCAA's fall softball league for Milford and the entire Souhegan Valley league. Already a volunteer coaching or assisting with 20 plus girl's teams before and after, this creation of a fall softball league led to award of a Certificate of Outstanding Service to the MCAA in 2007. His service to the MCAA lasted 11 years.

Having a genuine love of the heritage of Milford, Chris's high technology education and skills were employed in the creation of the very popular MilfordPictures.com website in 2000. Since its creation the old photos of Milford from postcards have been credited to Chris in numerous Town Planning Reports. Originally created to share stories of town the copyrights were used by contractors for creating professional reports for the town. Shortly after the websites' creation Chris received accommodations from the NH Historical Society in 2000. Arcadia Publishing approached Chris to create a Milford focused book in their Images of America Series. The Milford book first printing occurred in 2002 making Chris a popular local author.

Chris is currently an officer and trustee of the Milford Historical Society in which he has been a very active member since 2000. His productive hard work and technical skill produced a hand-typed, searchable version of the 1000 plus page Ramsdell History of Milford for its 100th birthday. Researchers can search this large volume using modern "key-word" methods eliminating the need for indexing. Chris created an electronic membership list for the Society so that the aging membership could be kept in contact and the younger members can be contacted by Facebook e-mail and other modern methods. Chris initiated a laborious task of digitizing the 85,000-image photo collection working with volunteers teaching them the most modern methods of scanning.

Chris produced a very generous donation when he merged his own on-line photo collection on the website of his creation for the Historical Society. He has since continuously modernized the website and made connections to a newly created Facebook page. This work led to the receipt of a great deal of marketing data which was used in the facelift of the stale Museum exhibits based on the popularity of residents' comments and remembrances. Chris continues to contribute and his productivity and technical skill have led him to add deed searching offerings to members to investigate their old houses, some of which are older than the State of NH.

5:40 Keyes Memorial Park Expansion Subcommittee
Capital Reserve Request.

To: Milford Board of Selectman

CC: Mark Bender

From: Keyes Memorial Park Expansion Subcommittee

Date: May 24, 2018

Re: Capital Reserve Fund Request

The Keyes Memorial Park Expansion Subcommittee has been identifying and prioritizing phase 1 of the Keyes Memorial Park Expansion Committee Report of 2016. We are requesting BOS approval to expend funds from the Keyes Memorial Park Capital Reserve to complete 2 projects from phase 1.

1. Signage at both the East and West entrances not to exceed \$1,000.00
2. Consolidated Survey Plan of 3 lots on Elm Street (25-133,25-12 and 19-10) not to exceed \$15,000.00

We thank you for your consideration.

Milford Lumber & Muir Design
72 Mont Vernon Street
P.O. Box 489 Milford, NH 03055
Stock item return within 30 days
PHONE: (603) 673-3331
800 848 4999

PAGE NO 1

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
12195	001	20180191		10TH NET	GREG	5/18/18 8:39

TERMINAL: 553

SOLD TO:
MILF HIGH SCHOOL TECH CENTER
ATTN. DIANE SMITH
100 WEST STREET
MILFORD NH 03055
603-673-4201

SHIP TO:
CONSTRUCTION TECHNOLOGY
GENERAL SUPPLIES
100 WEST STREET
MILFORD NH 03055
603-673-4201

EXP. DATE: 6/1/18

SALESPERSON: 36 DAN BOISVERT 721-0227
TAX: 001

ESTIMATE: 7207 /1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1									
2		4	EA	4412T	4X4X12 TREATED SYP GC # 1	W4	4	22.83 /EA	91.32
3					Common: 4-in x 4-in	W4			
4					Actual: 3.5-in x 3.5-in	W4			
9		3	EA	SO001914506002	5/4 PVC 4X8 SHEETS	SOW	3	195.00 /EA	585.00 N

TAXABLE	91.32
NON-TAXABLE	585.00
SUBTOTAL	676.32

TAX AMOUNT	0.00
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TOTAL	676.32
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TOT WT: 0.00

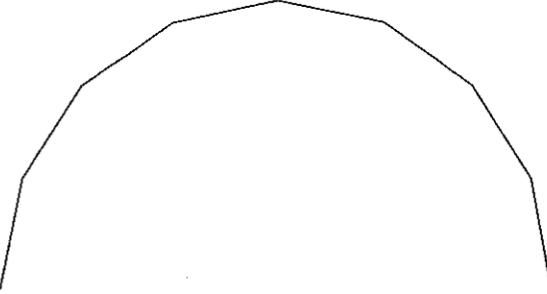
X _____
Received By



Keyes Memorial Park

East Entrance

Milford Parks and Recreation



Keyes
Memorial
Park

East Entrance

Manufactured by
Milford High School - ATC

Meridian

Arene Berry

To: Lincoln Daley
Subject: RE: Consolidated survey Plan of Keyes Memorial Field, former Permattach Diamond Tool Lot & the Fletcher Superfund Site.

From: Randolph Haight [<mailto:RAHaight@meridianlandservices.com>]

Sent: Wednesday, April 18, 2018 2:19 PM

To: Lincoln Daley

Cc: Timothy Goldthwaite

Subject: Consolidated survey Plan of Keyes Memorial Field, former Permattach Diamond Tool Lot & the Fletcher Superfund Site.

Hi Lincoln,

We would estimate the cost of preparing an Existing Conditions Plan of the Site, 3 Lots on Elm Street (25-133, 25-12 & 19-10 totaling 30± acres) to be between \$12000 to \$15000.

This would include: a precise boundary survey and topographic survey (2' contour interval) of the Lots and their visible improvements, horizontally oriented to NH State Plane NAD83 and vertically oriented to NAVD 88.

The Site would be depicted on a Plan(s) having a scale of 1"=30' with an overall Plan at a scale of 1"=100'. The Plan(s) would also depict the 1% yearly chance flood hazard limits as determined from the FEMA Flood Insurance Rate Maps.

We will provide you with a digital copy of the Plans and mylar copies for your records.

We estimate with a mid-May start time we would provide for a late June, mid-July completion time.

Please review & comment. We would be happy to discuss this with you. If this acceptable, just let me know and we'll prepare a formal Proposal for your consideration.

Best Regards,
Randy

Randolph A. Haight, LLS
Principal

Meridian Land Services, Inc.

PO Box 118, Milford, NH 03055-0118

31 Old Nashua Road, Amherst, NH 03031

P (603) 673-1441 F (603) 673-1584

RAHaight@MeridianLandServices.com

www.MeridianLandServices.com

Land Use & Development Consultants, Serving New Hampshire and Massachusetts

Civil Engineering - Land Surveying - Permitting - Wetland & Soil Mapping - Septic Design - Environmental Services

Fieldstone

Arene Berry

From: Chad Branon <cebranon@fieldstonelandconsultants.com>
Sent: Friday, April 13, 2018 9:44 AM
To: Arene Berry
Cc: Lincoln Daley
Subject: Keyes Memorial Park Proposal
Attachments: KEYES MEMORIAL PARK_PSL-1.pdf

Hi Arene,

Please see the attached proposal package for surveying and engineering services at Keyes Memorial Park per Lincoln and your requests. The survey boundary and topographic services have been broken out in two options. Option #1 consists of a precise boundary plan along with the topographic services and Option #2 consists of preparing a compilation boundary plan with the topographic services. In preparing this proposal we did perform some cursory research for the properties. This research did not yield any boundary plans but we did find some record plans that has conflicting information when comparing the three parcels. We used this information along with the fact that the boundary plan will most likely require us to map both sides of the river and the associated tributaries to estimate the costs for the boundary survey options. I suspect these costs may be more than anticipated so I also included an estimate in this proposal should you decided to just surveying the area required for the softball field relocation and internal roadway connection with the associated design services. Please don't hesitate to contact me should you have any questions.

Thank you, Chad

Chad E. Branon, P.E.

Civil Engineer / Principal



206 Elm Street – Milford NH 03055

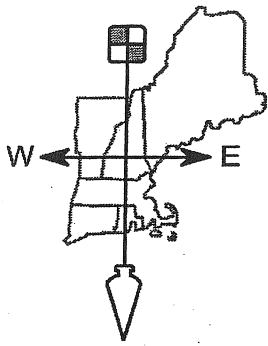
Tel: 603.672.5456 - Fax: 603.413.5456

Cell: 603.499.5799

CEBranon@FieldstoneLandConsultants.com

www.FieldstoneLandConsultants.com





FIELDSTONE

LAND CONSULTANTS, PLLC

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

April 13, 2018

Mrs. Arene Berry, Recreation Director
Town of Milford
1 Union Square
Milford, NH 03055

**RE: Proposal for Surveying & Engineering Services
Keyes Memorial Park (Tax Map Parcels 19-10, 25-12 & 25-133)
Elm Street, Milford NH**

Dear Mrs. Berry,

Fieldstone Land Consultants, PLLC (Fieldstone) is pleased to submit this proposal to provide Surveying and Engineering Services associated with the preparation of an existing conditions plan over the subject properties and reconfiguring and designing a softball field and internal access roadway per the Keyes Memorial Park October 2016 Concept Plan.

This proposal is based on our telephone conversation, discussions of the proposed improvements with the Community Development Director, our meeting to review the property and overall goals and our intimate knowledge and experience with similar projects.

Fieldstone is a full service civil engineering, land surveying and environmental services firm with a commitment to be a results-oriented business with an understanding that quality, efficiency and prompt execution are the key elements of a project's success. Fieldstone is a fully insured operation with a professional staff containing over 50 years of experience. Please see our company profile following this proposal.

SCOPE OF SERVICES

Fieldstone anticipates the following tasks to prepare existing conditions survey and associated design plans for this project:

Mrs. Arene Berry, Recreation Director
Proposal for Surveying & Engineering Services
Keyes Memorial Park - Elm Street, Milford NH

Page 2

TASK 1 – SURVEY SERVICES

- **RESEARCH** - Surveyors of Fieldstone will perform cursory research in search of any record plans on the subject property. The information obtained will be utilized in preparing an existing conditions plan described below.
- **BOUNDARY PLAN** – This proposal provides two options for boundary plan preparation.
 - Option #1 consists of preparing a precise boundary plan for the three properties that comprise of Keyes Memorial Park.
 - Option #2 consists of preparing a compilation boundary plan for the three properties that comprise of Keyes Memorial Park.
- **RIPARIAN REFERENCE LINE** – Fieldstone's Certified Wetland Scientist will delineate the reference line and adjacent jurisdictional wetland boundaries for the Souhegan River and associated tributaries adjacent to the property. Surveyors will locate the riparian reference line and jurisdictional wetland areas. The riparian reference line will be utilized to determine the boundaries of the Shoreland Water Quality Protection Act, formerly known as the Comprehensive Protective Shoreland Act.
- **TOPOGRAPHIC SURVEY** – Surveyors will conduct a detailed on the ground topographic survey of the subject properties. The survey will include the location of all marked and visible utilities as well as all existing features to the subject properties.
- **EXISTING CONDITIONS PLAN** – Surveyors of Fieldstone will process all field work and will draft an existing conditions plan to meet industry mapping standards. This plan will depict contours at one foot intervals, pavement limits, buildings, walkways, fencing, drainage structures, sewer structures, other utilities and other existing improvements to the land within the project limits.

TASK 2 – ENGINEERING SERVICES

- **CONCEPTUAL LAYOUT** – Upon completion of the existing conditions plan Engineers of Fieldstone will prepare a conceptual layout plan for your review and approval. This plan will depict the proposed configuration of the softball field and the internal access roadway along with any necessary modifications to the existing improvements.
- **DESIGN PLAN** - Upon your acceptance of the conceptual layout Fieldstone will prepare detailed design plans. These plans will consist of final roadway and field layouts with dimensioning, grading, erosion and sedimentation control designs and associated construction details.
- **MEETINGS** – Included as part of this proposal are Two (2) meetings with the Town Staff to review the design plans.
- **PROJECT DELIVERABLES** - Deliverables are anticipated to consist of four copies of the final design plan set. The plan set will most likely consist of a coversheet, existing conditions plan, and site plan and construction detail sheet.

Mrs. Arene Berry, Recreation Director
Proposal for Surveying & Engineering Services
Keyes Memorial Park - Elm Street, Milford NH

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EXCLUSIONS/ASSUMPTIONS

- Application fees, Backhoe fees
- Drainage Designs or Stormwater Management Report
- Retaining Wall Designs
- Geotechnical Work or Soil Testing
- Dig Safe Notification (Dig Safe notification is required by the owner or contractor, Surveyors and Engineers are no longer allowed to utilize their services since our work does not involve land altering activities)
- Permits and meetings other than those noted
- Construction Services or As-built Plans

SCHEDULE AND COST ESTIMATE

Work can commence within two weeks of your written authorization to proceed. We estimate the labor cost for the scope of services above to be as follows:

Task 1 – Surveying Services with Option #1 (Precise Boundary)	\$19,450
Surveying Services with Option #2 (Compilation Boundary)	\$14,850
<u>Task 2 – Engineering Services</u>	<u>\$2,800</u>
<u>TOTAL COST (with Survey Option #1)</u>	<u>\$22,250</u>
<u>TOTAL COST (with Survey Option #2)</u>	<u>\$17,650</u>

** If we just completed a topographic survey in the area where the softball field and internal access roadway would be constructed with no boundary work the survey costs would be \$2,900 which would make the total surveying and engineering cost \$5,700.

TERMS AND COMPENSATION

This proposal is a Retention Services Agreement for all Land Surveying and Engineering Services to be performed on this project. The services to be provided by Fieldstone will be billed on a TIME AND MATERIALS basis. Reimbursable expenses such as printing, postage, mileages etc. are not included. (See attached Reimbursable Expenses sheet). Submission fees and review fees are not part of this proposal.

Bills will be processed promptly and paid within 30 days of receipt. Any non-payment of the invoice will be the basis for ceasing all work on the project. Any invoices outstanding over 90 days will accrue interest of 1.5% per month. If payment is not received within 120 days, the owner shall be responsible for any associated collection or legal fees. This proposal reflects costs up to submission of the plan to the town and meeting attendance as noted. Departures from the anticipated scope of services resulting from circumstances beyond our control will require changes affecting the estimated costs. Should the project be discontinued, Fieldstone will receive written authorization of such

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LAND CONSULTANTS, PLLC

Mrs. Arene Berry, Recreation Director
Proposal for Surveying & Engineering Services
Keyes Memorial Park - Elm Street, Milford NH

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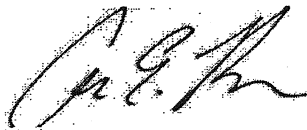
discontinuance and be compensated for all work to the date of receipt of the notification discontinuance. Fieldstone makes no guarantees relative to the approval of your project.

Enclosed for your signature are two copies of this proposal. Please sign both, retain one for your files and return one to this office.

We appreciate the opportunity to work with you and if you have any questions please do not hesitate to contact me.

Very truly yours,

FIELDSTONE LAND CONSULTANTS, PLLC



Chad E. Branon, P.E.
Civil Engineer / Principal

AUTHORIZATION

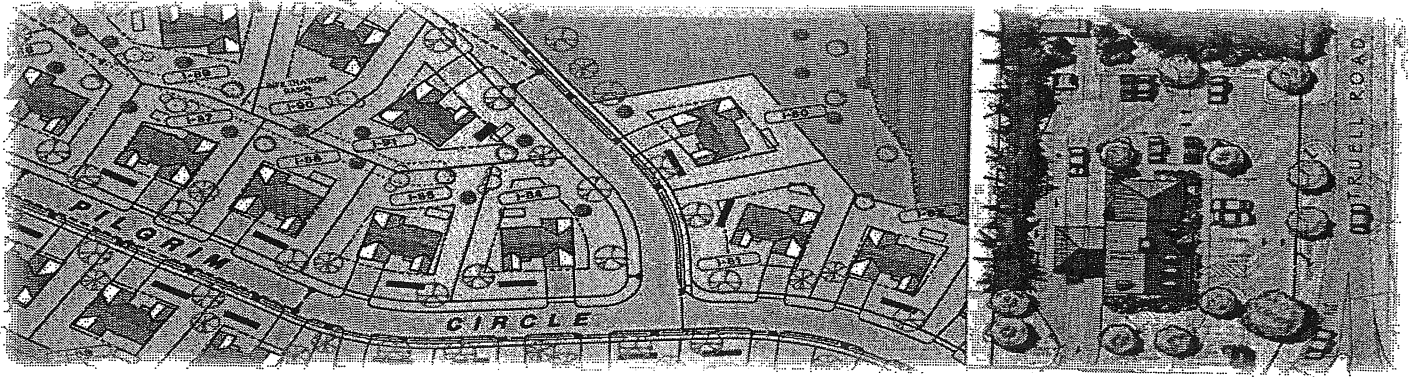
Fieldstone Land Consultants, PLLC is hereby authorized to proceed with the work outlined in this proposal.

Name: _____ Title: _____

Signature: _____ Date: _____

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LAND CONSULTANTS, PLLC



CLIENT SERVICE

Fieldstone Land Consultants, PLLC is a civil engineering, land surveying and environmental services firm located in Milford, New Hampshire. Fieldstone provides services to a wide range of private and public sector clients throughout New Hampshire, Massachusetts, Vermont and Maine.

Fieldstone Land Consultants was formed with the objective to create a professional consulting firm that would offer quality and thoughtful services in a timely and professional manner, and we maintain that objective today as our primary business focus. Our guiding principle is to do what it takes to ethically and responsibly deliver the standard of care our clients expect and deserve.

At Fieldstone Land Consultants, we approach each day with a focus on being recognized as a business built on integrity. We understand that if we successfully maintain that status, our clients are receiving the very quality of service we set out to provide.

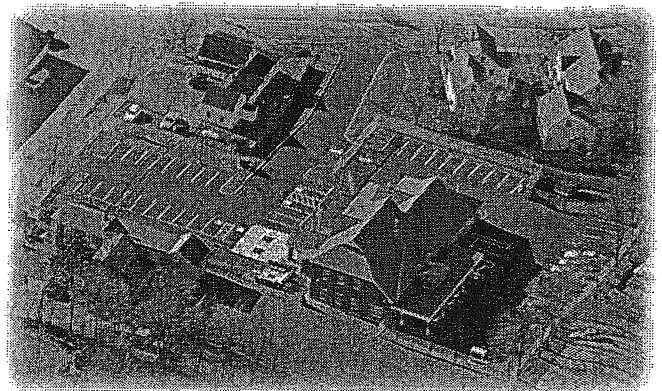
BUSINESS STRUCTURE

Fieldstone Land Consultants is a Professional Limited Liability Company (PLLC) maintaining an office at 206 Elm Street in Milford, New Hampshire.

Fieldstone Land Consultants is a fully insured operation with a professional staff capable of carrying your project from inception to completion.

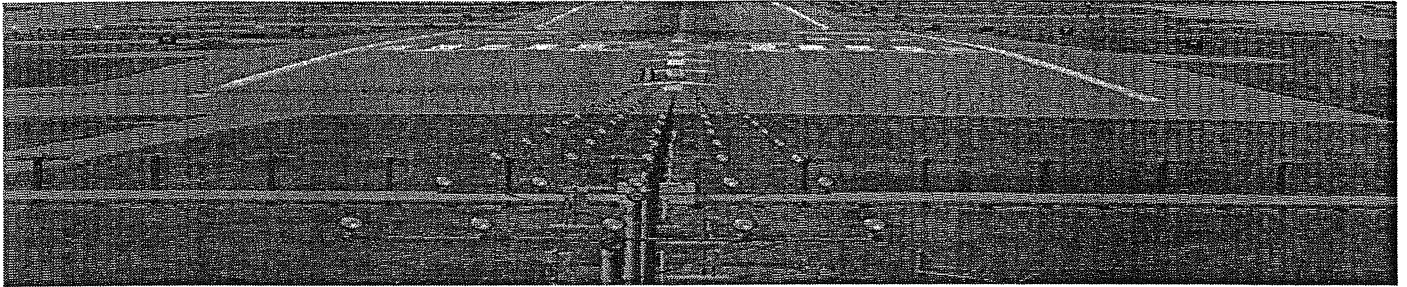
Fieldstone Land Consultants current staff consists of Professional Civil Engineers, Licensed Land Surveyors, Certified Wetland Scientists, Certified Soil Scientists, Licensed Septic System Designers, Certified Septic and Soil Evaluator and OSHA Certified HazMat Technicians.

Please see the following pages for more details and a partial list of services provided by our Engineering, Surveying and Environmental Services.



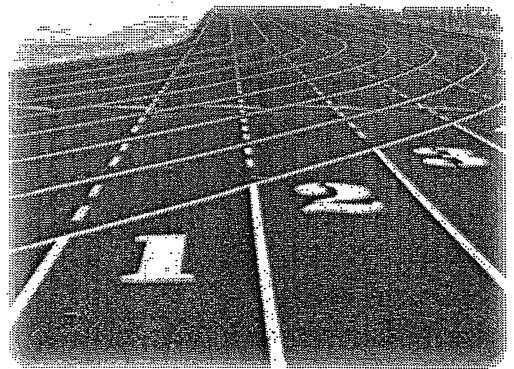
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LAND CONSULTANTS, PLLC



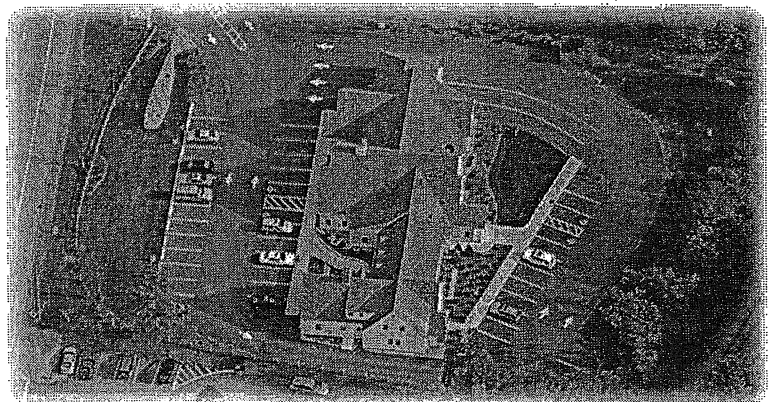
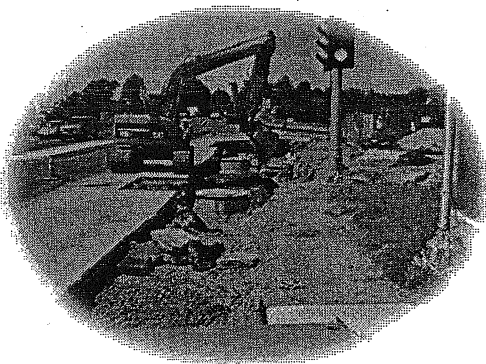
CIVIL ENGINEERING

Fieldstone Land Consultants offers a full complement of professional Civil Engineering services to meet the individual needs of any residential, commercial, industrial, municipal or institutional project. Whether implemented as a full suite of services, or individually employed as a component of a project's overall design efforts, our focus will always be to do what it takes to provide a thorough, quality design that is attuned to the specific needs of the project, is economical to construct, is presented in a neat and professional manner and is always delivered in a timely fashion. The following provides just a sample of our Civil Engineering services.



Services Include:

- Land Planning
- Site / Subdivision Concept & Design
- Roadway Design
- Parking Lot Layout and Design
- Stormwater Management Designs
- Sanitary Sewer, Water & Utility Designs
- Permitting Preparation & Coordination
- Estimating & Specifications
- Construction Management Services and Monitoring



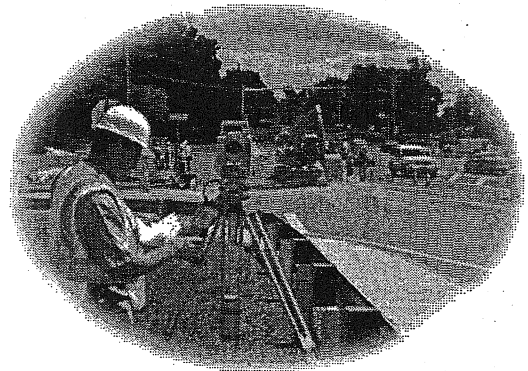
LAND SURVEYING

Fieldstone Land Consultants offers a full complement of professional Land Surveying services to meet the needs of any project. By integrating the expertise of our land surveying staff with state of the art technology, we are positioned to provide our clients with a timely and accurate response to any surveying need. Employed in concert with our other service areas, our Land Surveying capabilities enable Fieldstone Land Consultants to do what it takes to ensure clear and efficient communication between field personnel and our design staff. The result is a smooth progression from project concept development, to upfront survey data collection, to site design and approval, and ultimately to project construction. The following provides just a sample of our Land Surveying services.

Services Include:

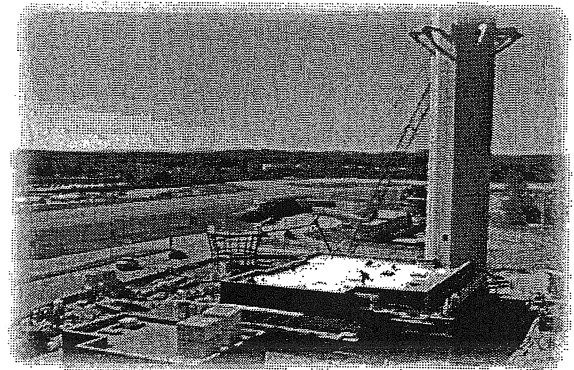
Boundary & Topographic Survey

- Land Subdivisions
- Boundary Establishment
- Topographic Surveys
- Highway / Roadway Surveys
- Utility Route Surveys
- ALTA / ACSM Surveys
- Photogrammetric Control Surveys
- Hazardous Materials (HazMat) Surveys
- Global Positioning System (GPS) Surveys
- Property Monumentation



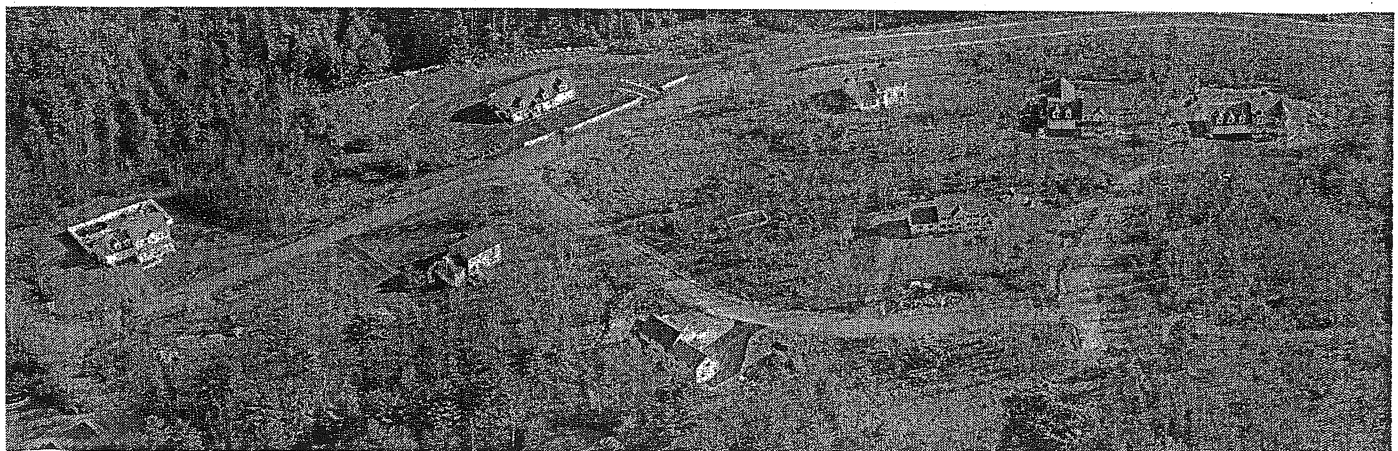
Construction Support

- Plot Plan Preparation
- Construction Control & Layout Services
- As-Built Survey Services
- As-Built Plan Preparation



General Survey Support

- Boundary Dispute Resolution
- Expert Testimony
- Title Report Review
- Facility Mapping



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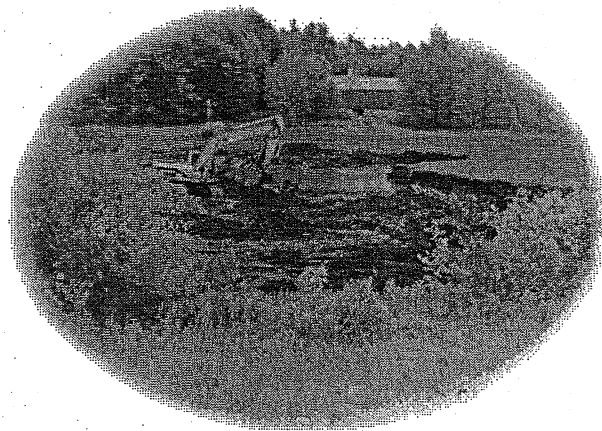
ENVIRONMENTAL SERVICES

Fieldstone Land Consultants provides innovative, thoughtful, and economical solutions to facilitate the needs of our clients in an environmentally responsible manner. Whether designing a low impact sewerage disposal system for an environmentally sensitive site, undertaking the development of an action plan for long-term environmental compliance, or streamlining the time consuming Wetland and Shoreland permitting process; Fieldstone Land Consultants takes great pride in doing what it takes to address the individual needs of the client and the unique characteristics of their property. The following provides just a sample of our Environmental Services.

Services Include:

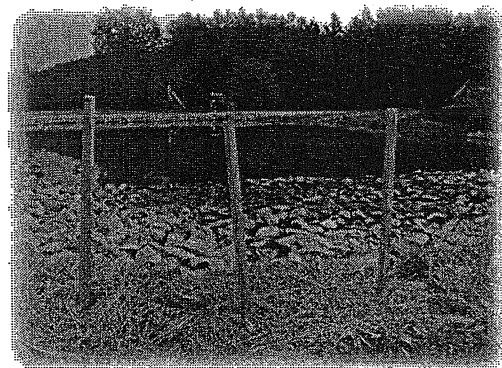
Regulatory Compliance

- Wetland Delineation and Soil Mapping
- Wetland and Waterfront Impact Permitting
- Comprehensive Shoreland Protection Act (CSPA) Permitting
- CSPA mitigation and restoration plans
- Waterfront Site Assessments-Real Estate Transfers
- Low Impact Septic System Designs, Residential and Commercial using Environmentally Responsible Conventional and Alternative Technologies
- Certified Septic System Evaluations
- Stormwater Pollution Prevention Plans
- Erosion & Sedimentation Control / NPDES Permit Compliance Inspections
- Phase I Environmental Site Assessments (ESA) ASTM E1527 Standard



Natural Resource Conservation

- Wildlife Habitat Assessments
- Vernal Pool Documentation
- Wildlife Enhancement and Farm Pond Design
- Dam and Fish Ladder Design
- Composting and Greywater Septic System Design
- Invasive Species Documentation
- Environmental Impact Assessments
- Riparian Corridor Management and
- Stream bank Stabilization Design



Fee Schedule January 1, 2018

The following charge rates represent all *Fieldstone Land Consultants, PLLC*, overhead, taxes and profit, including rent, office overhead and accounting, social security, unemployment taxes, workers' compensation, liability insurance, as well as, direct and fringe benefit compensation. The current charge rates for the different classes of employees are:

Classification	Hourly Rate	Classification	Hourly Rate
Project Engineer, P.E.	\$ 90.00	Project Surveyor, L.L.S.	\$ 80.00
Project Engineer, E.I.T.	\$ 80.00	Project Surveyor, S.I.T.	\$ 70.00
Engineer Technician	\$ 70.00	Survey Technician	\$ 65.00
Subsurface Designer	\$ 75.00	1-Man Survey Crew (Robotic)	\$ 90.00
Soil/Wetlands Scientist	\$ 80.00	2-Man Survey Crew	\$110.00
Administrative Support	\$ 50.00	3-Man Survey Crew	\$140.00
Expert Witness Testimony	\$150.00		

The above-quoted hourly rates are subject to adjustment under the following conditions:

- Escalation in wages and salary costs due to normal "cost of living" increases, and merit raises due to increase in staff experience (annual review).

Reimbursable expenses chargeable to the work will include (but are not limited to): travel & living expenses for all personnel when required to be away from the office in connection with the work; postage and shipping costs; job expendable materials and supplies; special equipment rental; and charges for printing, reproduction, electronic data processing and the use of *Fieldstone Land Consultants, PLLC* equipment and its employees in accordance with published rates at the time of use or performance of service.

The services of outside sub-contractors and/or consultants are charged at cost, plus ten percent (10%).

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SCHEDULE OF REIMBURSABLE EXPENSES

January 1, 2018

WOOD SURVEY STAKES:

Triangular Pine Flat	0.75 Each
Oak Hubs (2"x2"x18")	0.90 Each
Oak Grade Stakes (1"x1"x48")	1.00 Each

STEEL PINS:

Steel Pin (½" x 16") With Cap	1.50 Each
Steel Pin (1" x 30") Without Cap	6.50 Each
Steel Pin (1" x 30") with Aluminum Cap	10.15 Each

STONE BOUNDS:

Granite Bound with marker (4"x4"x36")	30.00 Each
Granite Bound with marker (4"x4"x48")	44.00 Each
Granite Bound with marker (6"x6"x48")	72.00 Each

COPIES:

Copies -Plain Paper (Mita)	0.55 Per Sq. Ft.
Plotting -Bond and Vellum	0.75 Per Sq. Ft.
Plotting -Mylar	2.10 Per Sq. Ft.
Plotting -Recordable Mylar	40.00 Per Sheet
Outside Copies (including county registry)	Cost

MISCELLANEOUS:

Flagging Rolls	3.00 Each
Paint (spray can)	4.00 Each
Mileage	0.70 Per Mile
Parking & Toll Fees	Cost
Postage or Overnight Delivery	Cost
Town, City or State Permit Fees	Cost
(If Fieldstone Land Consultants, PLLC agreed to pay on client's behalf)	

OUTSIDE CONTRACTORS OR CONSULTANTS Cost Plus 10%

Sanford

Arene Berry

To: Lincoln Daley
Subject: RE: Survey Quote in the area of Keyes Field

From: Lincoln Daley
Sent: Wednesday, April 18, 2018 2:55 PM
To: Arene Berry
Subject: FW: Survey Quote in the area of Keyes Field

Last one.

Lincoln Daley
Director of Community Development
Town of Milford, NH
1 Union Square, Milford, NH 03055
603-249-0620
ldaley@milford.nh.gov

From: Bob Kilmer [<mailto:bob@sandfordsurvey.com>]
Sent: Wednesday, April 18, 2018 2:54 PM
To: Lincoln Daley
Cc: Earl Sandford
Subject: Survey Quote in the area of Keyes Field

Lincoln,
Here is my quote for performing the requested surveying services.
To do the field work and office work to prepare a Consolidation Plan for recording.
\$12,800.00.

The plans of the area on file at the registry are from 1979 and 1989.
The 1989 plan for Parcel 19/10 has a statement that it is not to be used as a boundary plan.
If you have plans for the three parcels that are more recent there is a chance that we could use them.
I do feel that a survey around the limits of the properties would be more advantageous to the Town so that
Any areas of possible encroachment from abutting properties could be easier to identify. It also appears there is at least
a sewer easement
Running along parts of the site. We would ask that the town provide us with plans and any documents regarding
easements on the parcels.

This quote does not include the setting of monuments, since we will not know how many may need to be
Reset until after the survey is done.

This quote does not include any topographic survey or underground utility location.

If you would like to discuss this, refine or expand the scope or need a formal quote please do not hesitate to call.

--
Robert Kilmer, LLS
Office Manager / Licensed Land Surveyor
p. (603) 472-2265 f. (603) 472-6604
e. bob@sandfordsurvey.com
sandfordsurvey.com

4. a) 1) Request for approval for the Milford Jr. Spartans Youth Football and Cheer Organization to conduct outdoor fundraising raffles in 2018 in accordance with RSA 287-A:7



Milford Jr. Spartans

Milford, NH 03055

General inquiries:

milfordjrspartans@gmail.com

May 9, 2018

Dear Tina,

Hello! My name is Kathy Fay-Clancy and I am the secretary for the Milford Jr. Spartans Youth Football and Cheer Organization. Per your previous conversation with our president, Charlie Vitali, I am submitting the required raffle permit and letter of intentions.

We are a nonprofit youth football and cheer program located in Milford, NH that will be serving the town of Milford and a few surrounding towns as well. We are trying to reach as many of the parents of the community(ies) and are looking for ways to generate enrollment, as well as donations, to help support our players needs for a successful program. We are in need of these funds to support new uniforms, equipment needs (for both the upkeep of the older and the need for newer equipment), payment of referees, use of playing fields and other costs accrued for the maintenance of keeping our organization.

We would like to build a great community bond that can sustain for many years to come. We will be holding our first "Annual Jr. Spartans Community Event" coming up in June 2018. We would like to hold a 50/50 raffle at this event to help raise funds. We will be having free hotdogs/hamburgers with donations accepted as well. The local police and fire departments will be there to support us by offering a vehicle for a "Touch a Truck" as well. We will be having several free games as well in which we will hopefully have donated gift cards totaling no more than the allowed amount in accordance with NH RSA 287-A.

Please let me know of any questions and if this will be added to the next Board of Selectmen's meeting on Tuesday, May 29, 2018 and what time I/we should be in attendance.

Most Sincerely,

Kathy Fay-Clancy, Secretary
Milford Jr Spartans

Permit to Conduct a Raffle In Milford
In accordance with NH RSA 287-A:7

Hillsborough, ss.

This Permit is granted to Milford Jr. Spartans Youth Football and Cheer Organization of P.O. Box 593, Milford, NH 03055 located in the Town of Milford, Hillsborough County and State of New Hampshire, to conduct in said Town, in accordance with NH RSA 287-A:7, to be operated at the following location: Ticket sales will be on Community House lawns and surrounding private properties. The raffle(s) will likely be held at Keyes Field in the Town of Milford, New Hampshire. He/she is hereby granted this Permit to Operate said raffle in said Milford, New Hampshire.

This Permit is to be in force until December 31, 2018 (in accordance with NH RSA 287-A:7) provided the holder thereof shall conform to the laws of the State and regulations of the Selectmen in respect thereto.

Given under hands this _____ **day of** _____.

Selectmen of the Town of Milford

4. a) 2) Request for Approval to re-appoint Joe Kasper and Tom Schmidt to the Granite Town Media Advisory Committee.



Term Renewal for Granite Town Media Advisory Committee Members

To: Milford Board of Selectmen, 5/21/2018.

Dear BoS members,

Tom Schmidt and I are both up for term renewal in 2018. Our membership expired in March and we would like to be re-appointed to the committee at this time.

Please consider this letter a request to re-appoint us both to the Committee as community representatives.

I am currently serving as chair and Tom is currently serving as Secretary. Our information is as follows:

Joe Kasper
20 George St.
Milford
joe.kasper@avid.com
603 801-3445

Tom Schmidt
95 Melendy Rd
Milford
tom@tschmidt.com
603 673-5804

Sincerely,
Joe Kasper

4. a) 3) Request for Approval of (1) Yield Tax Levy
Map 42 Lot 1.

ORIGINAL WARRANT
YIELD TAX LEVY
May 29, 2018
THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH

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

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$1,014.75**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

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

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: May 29, 2018

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
THOMAS LORDEN 34 STABLE RD MILFORD, NH 03055	42-1	17-303-09-T	\$1,014.75

TAX DUE DATE: June 28, 2018 TOTAL YIELDTAX: \$1,014.75

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

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

TOWN / CITY OF: MILFORD
COUNTY OF: HILLSBOROUGH
CERTIFICATION DATE: May 29, 2018

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

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF	NUMBER OF	NUMBER OF	STUMPAGE	TOTAL	TAX	
THOMAS LORDEN		BOARD FEET	TONS	CORDS	VALUE	ASSESSED VAL.	AT 10 %	
34 STABLE RD MILFORD, NH 03055	WHITE PINE	44.585			\$188.65	\$8,410.96	\$841.10	
	HEMLOCK	0.000			\$71.50	\$0.00	\$0.00	
	RED PINE	0.000			\$137.05	\$0.00	\$0.00	TOTAL TAX
ACCOUNT OR SERIAL #:	SPRUCE & FIR	0.525			\$113.95	\$59.82	\$5.98	DUE ON THIS
	HARD MAPLE	0.000			\$283.00	\$0.00	\$0.00	OPERATION
# 2 BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT	WHITE BIRCH	0.000			\$91.50	\$0.00	\$0.00	(TOTAL OF
	YELLOW BIRCH	0.000			\$178.75	\$0.00	\$0.00	COL. # 9)
	OAK	1.210			\$561.25	\$679.11	\$67.91	
	ASH	0.000			\$221.10	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$137.25	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	4.270			\$88.95	\$379.82	\$37.98	
	OTHERS :	6.945			\$88.95	\$617.76	\$61.78	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					TONS	CORDS		\$1,014.75
# 3 OPERATION NUMBER	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		315.58		\$ -	\$0.00	\$0.00	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			0.00	\$ -	\$0.00	\$0.00	
						\$10,147.47	\$1,014.75	
MAP & LOT NUMBER								
42-1								
17-303-09-T								

4. a) 4) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) -

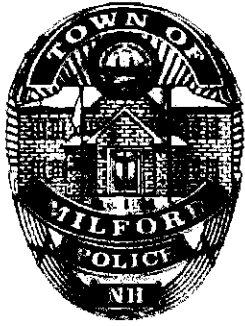
Board of Selectmen
Agenda Date: 5/29/18

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

Source	Amount	Purpose
American Legion, Ricciardi Hartshorn Post No 23	\$ 500.00	Donation to be used for the Annual Milford Fishing Derby.
Sons of the American Legion, Squadron No. 23	\$ 100.00	Donation to be used for the Annual Milford Fishing Derby.
Walmart	\$ 750.00	Donation to the Milford Police Department to upgrade electronic equipment. See attached memo from the Police Chief.

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

None at this time.



Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola

Chief of Police



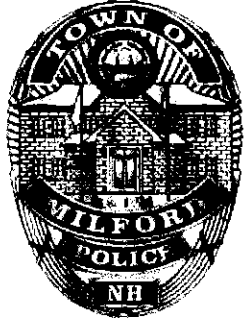
To: Mark Bender, Town Administrator
Board of Selectmen
From: Captain Craig Frye
Date: May 15, 2018
Ref: Donation for the Milford Police Department: Fishing Derby

On May 3rd, we received a check from the members of the American Legion, Ricciardi Hartshorn Post No 23 in reference to their appreciation to the Milford Police Department for hosting the annual Fishing Derby in memory of Michael McBriarty.

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve a donation in the amount of \$500.00 (five hundred dollars), from American Legion post 23, to be donated to the Milford Police Department's fishing derby fund.

On behalf of the Milford Police Department, I would like to thank the members of the American Legion post 23 for their donation to the Milford Police Department.

Your consideration in this request would be greatly appreciated.

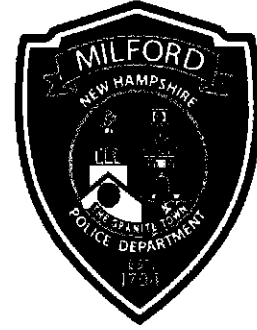


Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola
Chief of Police



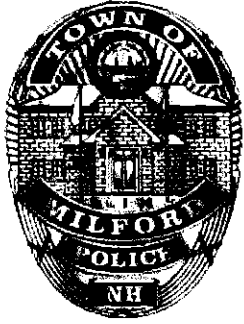
To: Mark Bender, Town Administrator
Board of Selectmen
From: Captain Craig Frye
Date: May 21, 2018
Ref: Donation for the Milford Police Department: Fishing Derby

On May 16th, we received a check from the members of Sons of the American Legion, squadron no. 23 in reference to their appreciation to the Milford Police Department for hosting the annual Fishing Derby in memory of Michael McBriarty.

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve a donation in the amount of \$100.00 (one hundred dollars), from the Sons of the American Legion squadron 23, to be donated to the Milford Police Department's fishing derby fund.

On behalf of the Milford Police Department, I would like to thank the members of the Sons of the American Legion squadron no. 23 for their donation to the Milford Police Department.

Your consideration in this request would be greatly appreciated.

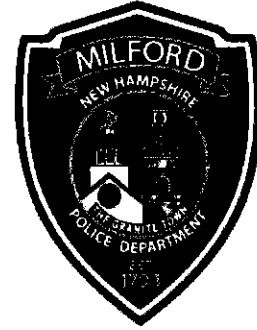


Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola
Chief of Police



To: Mark Bender, Town Administrator
Board of Selectmen
From: Chief Michael J. Viola
Date: May 22, 2018
Ref: Walmart Community Grant Initiative Donation

On behalf of the Milford Police Department, I am requesting the Board of Selectmen to consider and approve a donation in the amount of \$750.00, (seven hundred fifty dollars), from Walmart. This donation is part of a community grant initiative that Walmart has for emergency services.

In order to receive this donation, the Milford Police Department submitted an application for approval to receive these funds. The application was approved by Walmart and awarded to the Milford Police Department. The maximum amount that a department or town could receive is \$1200.00.

The Milford Police Department will be using these funds to upgrade electronic equipment within our department.

Your consideration in this request would be greatly appreciated.

MEMORANDUM

To: Board of Selectmen
Cc: Mark Bender

From: Kathy Doherty, Tax Collector

Date: May 24, 2018

Subject: 2018 Preliminary Tax Warrant

The first real estate tax billing has been processed for 2018 with a net sum of \$20,230,933.00.

Bills are scheduled to be mailed May 31, 2018 with a due date of July 2, 2018.

Please sign the attached warrant authorizing me to collect the committed taxes.

Respectfully,

Kathy Doherty

WARRANT
PROPERTY TAX LEVY
STATE OF NEW HAMPSHIRE

HILLSBOROUGH, ss:

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

In the name of the State, you are hereby directed to collect the first half year 2018 property taxes in the list herewith committed to you amounting in all, to the gross sum of **Twenty Million Three Hundred Sixteen Thousand Eight Hundred Ninety Nine Dollars and 09/100 [\$20,316,899.09]** less abatements [Veterans Credits] in the amount of **Eighty Five Thousand Nine Hundred Sixty Six Dollars and 09/100 [\$85,966.09]** for a net sum to be collected in the amount of **TWENTY MILLION TWO HUNDRED THIRTY THOUSAND NINE HUNDRED THIRTY THREE DOLLARS AND 00/100 [\$20,230,933.00]** and with interest at the rate of twelve (12%) percent per annum from 2 July 2018 on all sums not paid on or before that date.

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$1500 or more.

Given under our hands and seal at Milford, New Hampshire this 29th day of May, in the year of our Lord, Two Thousand and Eighteen.

Chairman

Vice-Chairman

Selectman

Selectmen of Milford, New Hampshire

Selectman

Selectman

Town Status Report – May 29, 2018

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

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

Need Board guidance on a few “grandfathered events”:

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

Fire Department Personnel & Building Update – Two additional full time firefighters were approved in our 2018 Operating Budget. We have completed the screening process and Chief Kelly wants to provide an update on the candidates and the building.

NE Sand & Gravel Update – Excavation activity started slowly the week of March 23 and is starting to get busy. In your packets is a spreadsheet showing volume by week. So far we have removed about 18,400 cubic yards for \$26,600. NE recently completed some pit reclamation work and worked with NH F&G to construct alternate habitat as required by the AoT Permit.

Town of Milford

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

PURPOSE:

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

TERMS AND CONDITIONS:

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

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

7. **Milford** non-profits charging a fee to attend their function will be charged a fee for hall rental. **Milford** non-profit groups requesting room fee waiver must provide documentation of their non-profit status as part of the application process (official federal or state documentation). **Custodial fees are required for all profit and non-profit functions. Although we welcome groups from other communities to use our hall, all non Milford organizations (for profit and non-profit) will be required to pay full hall rental and custodial fees. There will be no exceptions.**
8. **Rental of the Town Auditorium and Banquet hall will be limited to a one day event only unless it's a Milford Department Town Event.**
9. **The Town Auditorium will not be used for personal events ie: weddings, bridal showers, baby showers, birthday parties, etc.**
10. Unless sponsored by a Milford-based political organization, groups endorsing political candidates are not allowed use of the facilities; however, meetings, presentations or caucuses by municipal party organizations are permitted. This permission does not, however, constitute an endorsement of the group's objectives or philosophy by the Town of Milford or its Board of Selectmen. Further, the exhibition or display of advertising materials endorsing political candidates is not allowed in Town Facilities.
11. No food or beverages are to be consumed in the Auditorium without specific permission. Food in the Auditorium will require a separate fee (see fee schedule).
12. Rental of the Town's Steinway Piano is only made to professionally and scholastically qualified applicants (**see fee schedule**). There is no charge for use of the Town's upright piano.
13. Payment of room fees, piano rental fees, and food in auditorium fees, are due at the time of application submission, unless other arrangements have been made with the Board of Selectmen's Office.
14. A custodian is required for all profit and non-profit functions except Town government-related events. The custodian shall be in attendance at least ½ hour prior to the rental period, during the full rental period, and at least ½ hour after the rental period. Dependent on the nature of the event, additional custodian(s) may be required.
15. Custodial fee's apply and will be billed to the organization listed on page 6 of the Application. Please see page 5 for fees.
16. The Town Hall shall be left in the same condition it was in prior to rental. The Lessee shall be responsible for any and all damages incurred in conjunction with the use of the facility and agrees to compensate the Town for such damage upon presentation of an invoice. The Town reserves the right, depending upon the nature of the event, to charge a security deposit.
17. Smoking and alcoholic beverages are **strictly prohibited** in the building and it shall be incumbent upon the Lessee to enforce these provisions.

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

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

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

BUILDING CAPACITY (FIRE CODE BASED):

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

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

FEE SCHEDULE:-

Auditorium: separate

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

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

Banquet Hall: separate

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

Kitchen:

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

Auditorium & Banquet Hall: together

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

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

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

Custodial Fees:

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

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

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

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

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

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

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

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

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

Other Fees:

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

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

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

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

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

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

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

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

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

Name of the event: _____ Purpose of the event: _____
Date of Function: _____ Hours of function: _____
Room(s) Requested: Auditorium _____ Banquet Hall _____ Kitchen _____ Stage _____
Will we need to unlock the doors for the event? Y _____ N _____ If Yes, indicate time: ____:____
Which doors (Nashua Street, Middle Street, or Oval)? _____
Name of Applicant: _____ Name of Contact Person: _____
Organization: _____
Address: _____
Contact Person Telephone: _____ e-mail _____
Registered Non-Profit Organization (e.g. 501-C-3): Y _____ N _____ Copy Provided?: _____

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

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

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

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

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

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

Kitchen

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

Auditorium

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

Banquet Hall

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

Conditions

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

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

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

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

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

Signature of Applicant

Date

_____ **ADMINISTRATION DEPARTMENT USE ONLY BELOW THIS LINE** _____

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

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

ADDITIONAL Fees:

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

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

Space Reservation Processed: _____ Custodian Confirmed: _____

Application Approved: _____
Signature Date Yes No

KITCHEN

BANQUET
HALL

BATHROOM

BATHROOM

HALLWAY

ELEVATOR
(Middle Street Entrance)

STAGE

STAIRS
(Nashua Street Entrance)

AUDITORIUM

2017 Town Hall Rental Information
CHARGEABLE EVENTS ONLY

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

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

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

2016 Town Hall Rental Information
CHARGEABLE EVENTS ONLY

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

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

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

5. B) Fire Fighter Update: Chief Kelly - verbal

Milford Gravel Operation
Weekly Summary

5. c) North East Sand and Gravel
Update.

Week Ended	Cubic Yards	\$ at 1.45/cy	Inv paid Y/N
3/23/2018	258	374.10	Y
3/31/2018	434	629.30	Y
4/7/2018	812	1,177.40	Y
4/14/2018	830	1,203.50	Y
4/21/2018	1,260	1,827.00	Y
4/28/2018	3,124	4,529.80	Y
5/5/2018	2,064	2,992.80	
5/12/2018	3,708	5,376.60	
5/19/2018	5,902	8,557.90	not verified
5/26/2018		-	
6/2/2018		-	
6/9/2018		-	
6/16/2018		-	
6/23/2018		-	
6/30/2018		-	
7/7/2018		-	
7/14/2018		-	

**6. a) Board of Selectmen
proposed site walk, June 11,
2018 prior to the meeting.**

1. 127 Elm Street

2. Hartshorne Road Bridge

VERBAL

6. b) MACC Base Surplus Monies

MaccBase Board of Governors

At a meeting of the MaccBase Board of Governors held 14MAY2018, 0900hours, the Board voted unanimously to withhold \$56,000.00 dollars from 2017 surplus (\$92,522.00 dollars) for the following:

\$15,000.00 dollars for replacement generator at Milford Town Hall

Reason: generator not up to code, exhaust leak into the building, 30 years old plus

\$20,000.00 dollars for continued funding of Microwave system extended warranties.

Reason: covers complete replacement any hardware issue for 5 years
Each microwave site replacement would be estimated at \$20,000.00 [6 sites]

\$16,000.00 dollars for replacement of the phone-radio recorder.

Reason: no longer serviced, 5 years old, nearing capacity

\$ 5,000.00 dollars for replacement of dispatch and spots computers.

Reason: Dispatch computers are 5 years old, SPOTS computer is 7 years old
Needed updating for CJS [FBI requirements]
Improve capacity, speed to meet security requirements.

The returned surplus is \$36,522.00 dollars with anticipated breakdown as:

Milford: \$ 26,037.92

Mont Vernon: \$ 4,149.89

Wilton: \$ 6,334.19

Meeting was adjourned at 0955 hrs

Chairman

Jay S. Wilson, Mont Vernon

Vice-Chairman

Michael Putnam, Milford

James Cutler, Wilton

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

May 14, 2018

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

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS: Chairman Federico called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Federico indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Mobility Device Use Policy: Conservation: Andy Hughes – Andy presented the Mobility Device Policy to the Board. The purpose of the policy is to preserve the uniqueness of our trails and features while ensuring that accessibility is provide for all users. The policy is based on the Americans with Disabilities Act (ADA) that took effect March 15, 2011. The definition and regulation to permit the use of mobility devices has been amended. The rule adopts a two-tiered approach to mobility devices, drawing distinctions between wheel-chairs and "other power-driven mobility devices" (OPDMDs). The DOJ requires that each group which owns a trail(s) "make reasonable modifications in its policies, to permit the use of OPDMDs by individuals with mobility disabilities. The Conservation Commission adopted specific guidelines and would like the Board to approve the policy.

Selectman Putnam asked if this was a revised policy. Andy said no, it's a new one. Selectman Dudziak asked how many trails does Conservation have. Andy said all the trails in town. Selectman Dudziak asked if they've all been assessed and do you have to make modification to the trails. Andy said not yet, we will need to assess them. Chris Costantino, Conservation member said that it applies to new trail construction but we still need to make sure that the trails we have are compliant. We don't have a way to see if someone can or cannot go onto the trail, we just have to let them know what's out there. They can make their decision based on their capabilities. Andy said they will put information about each trail in the kiosks provided.

Selectman Putnam asked if there's ever been a problem with someone wanting to get on a trail and not being able to. Chris said that someone asked if she could ride her ATV on the trails, but there haven't been any complaints. Chairman Federico asked for more definition on mobility devices.

Andy said that Other Power-Driven Mobility Devices (OPDMDs), not specifically designed for disabilities, may be used provided:

- a. Motors on electric devices are 250 watts or less,
 - b. Devices weigh less than 100 lb. (43kg),
 - c. Devices are no more than 36" wide, (some of our trails are narrow)
 - e. Devices must be capable of being turned around within the trail tread in a safe manner. (many of our trails are one way trails.
 - f. Devices must have the capacity to safely negotiate trail features and obstructions
3. No internal combustion devices are permitted.

Chairman Federico asked if the stipulations are directly from the Americans with Disabilities Act (ADA) that took effect March 15, 2011 or is this customized for Milford. Andy said the ADA doesn't specify exact weight limits. We feel this falls within the general weight limit that other towns have. Selectman Dargie asked if the

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/14/2018

Conservation Commission has other policies. Chris said that they have an ATV policy and a general management curfew.

Andy said that they are still working out the specifics for everything. Administrator Bender asked about the timeline for completion. Andy said about 18 months. Chris said that they have to follow a public hearing policy as well. Selectman Putnam said he isn't a big fan of policies, what is motivating this. Chris said a policy needs to be in place in case someone comes forward with an ATV. We can't question if someone is mobility impaired, we need to protect the trails and the policy needs to be in place in order to do that. Chairman Federico said that we will schedule the two public hearings in the next few weeks. He thanked Andy and Chris for coming in.

5:45 p.m. – Approval of Applications: Assessing Director: Marti Noel

Exemptions or Tax Credits (90) total (13) new: - Marti reviewed 90 elderly exemption applications, 14 of which are new. All 90 applicants are recommended for approval. Selectman Dargie asked what an override was. Marti said it's for those applicants whose property value is less than the exemption amount that they would qualify for. They get up to the amount of the home value. Selectman Daniels moved to approve the elderly exemption applications. Selectman Putnam seconded. All were in favor. The motion passed 5/0.

Denial for Elderly Exemption (2): - Marti recommends 2 elderly exemption applications for denial. One applicant doesn't qualify because he isn't living in the home and the home is on the market under contract. The other applicants recently passed away. Selectman Putnam moved to deny these 2 elderly applications. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Veterans Credit (6): - Marti recommends approval of 6 standard veteran's credits. Selectman Putnam moved to approve the standard veteran's credits. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

All Veterans Tax Credit (3): - Marti recommends approval of 3 All Veteran's Credits. The All Veterans Tax Credit is the result of the warrant article passed in March 2017. Selectman Putnam moved to approve the All Veteran's Credits. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Tax Credit for Service Connected Total Disability: Ms. Noel recommended that 1 Service Connected Total Disability Tax Credit be approved for \$1,400. Selectman Putnam moved to approve the Tax Credit for Service Connected Total Disability. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Residences in Industrial or Commercial Zone (42): Marti presented 42 properties recommended for approval for the residences in Industrial or Commercial Zone Special Appraisal. Selectman Dargie asked if there was ever a situation where the commercial/industrial evaluation would be less, or is the residential always less. Marti said she has never had that situation but it could happen. The applicant can take the credit from either or, whatever is in their favor. Selectman Putnam moved to approve the Residences in Industrial or Commercial Zones. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Exempt Properties (35): Marti presented 35 Real Estate and Personal Property Tax Exemptions properties for approval. Marti said that there were some issues with paperwork for the Grange so it's not on the list at this time. Selectman Putnam moved to approve the exemptions as recommended. Selectman Daniels seconded but asked to divide the question and vote on Map 41 Lot 13 separately because he's on the Board of Directors for that organization so he will not participate in that vote. Selectman Putnam amended his motion to exclude Map 41 Lot 13. Selectman Dargie asked if the Grange would be retroactive if the paperwork didn't come in for a while. Marti said we have until July 1st to respond, but they could also file an abatement later. Chairman Federico said a motion was made and seconded to approve all exemptions except for Map 41 Lot 13. All were in favor. The motion passed 5/0. Selectman Putnam moved to approve Map 41 Lot 13. Selectman Dargie seconded. The motion passed 4-0-1.

Current Use Application (1): Marti presented 1 Current Use Application for approval. The land was previously been assessed as farmland, but was removed during an aggregate removal operation where the owner was selling the materials removed from the land. The owner has completed the aggregate removal operation and has reclaimed the land to return it to farm use for growing hay. The owner has to demonstrate \$2,500 in agricultural product produced from the land each year. Selectman Dargie asked if there were other properties in town that had less than 10 acres in current use. Marti said we have one other parcel. Selectman Putnam moved to approve the Current Use Application. Selectman Daniels seconded. All were in favor. The motion passed 5/0. Chairman Federico thanked Marti for coming in.

6:00 p.m. – Community Revitalization Property Tax Exemption RSA 79-E: Community Development Director, Lincoln Daley – Mr. Daley said that this is the first application as a result of Warrant Article 23 – Authority to Grant Industrial Development Tax Relief approved by voters in the March 2018 election. Joining Lincoln was Jed Dokmo c/o Buttermilk Falls, LLC., property owner and Steve Desmarais, contractor.

Lincoln said the structure is located at 1 Nashua Street. It will be a two story building containing 3 units. The project was approved by the Planning Board last year. In order to qualify for the tax exempt program, the project has to meet at least one or more public benefits, the benefits include:

1. Does the proposed rehabilitation enhance downtown economic vitality? yes
2. Does the proposed rehabilitation and improve a structure that is culturally and historically important? Does not apply.
3. Does the proposed rehabilitation promote the development of the Municipal Center providing efficiency, safety and greater sense of community? yes
4. Does the proposed rehabilitation increase residential housing on the Milford Oval? No

Chairman Federico said we are looking forward to the project and the design looks great. Selectman Dargie asked if it meets the criteria for a qualifying structure. Lincoln said yes. This is the ideal project for the downtown area. Selectman Dargie asked if the tax relief is something we do? Chairman Federico said it's set by the statute. Lincoln is recommending 5 total years. Selectman Daniels asked if we are stepping down the relief or is it a total. Lincoln said its year by year total, flat tax exemption. The Selectman have the authority to determine how many years for the exemption, up to 5. Selectman Putnam made a motion to accept the Tax Exemption RSA 79-E for the 1 Nashua Street project for 5 years. Selectman Dargie seconded. The motion passed 5/0.

6:15 p.m. – Milford Dog Park Association: Kierstyn Willamson - Kiersten Willamson, Jennifer Lemelin and Zachary Williamson presented a detailed proposal requesting that a portion of the BROX Community Lands, Map 38 Lot 5 be designated for future development of the Milford Dog Park. The park would be approximately 28,500 square feet (2/3 acre) and cost about \$29,000. It would include a large and small dog park area with a double-gated entrance area. The association is asking the town to help with the trash pickup and initial clearing and leveling. It will be built about 25' from wetlands and blueberry plants will be planted as a buffer between the dog park and the wetlands. The Association will provide and install the appropriate fencing, signage, rules, trash bins and poop bags. Suggested maintenance for the town would include: trash disposal, and possible light mowing.

The will be no fee for using the park. The association hopes to raise \$32,000 through fundraising activities such as raffles, craft fairs, yard sales, donations and grants. Major events for fundraising will take place after approval. To date they have raised \$2,800. The dog park is supported by over 450 dog owners. They also presented information for other dog parks in the surrounding towns.

The association is hoping to apply for the PetSafe Grant but they need letters from civic leaders supporting the project, photos of our future dog park location, blueprints of our ideal dog park, a summary of how our community would benefit from building the dog park, and a list of ways our community has shown support for a dog park. Section 38-5 of the Brox Community Lands was discussed with the Recreation Commission and was designated as the most ideal location for a dog park in Milford. They also worked with Arene Berry, Recreation Director to review what would be needed for insurance (Primex). The insurance would be through the town and

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/14/2018

there wouldn't be any additional cost to the town. They would need the town's help in clearing and leveling the area where the dog park would be located if approved. Over the next few years they plan to continue to fund-raise and apply for various grants and funding even if they are not chosen for the PetSafe Grant at this time.

Selectman Dargie commented on the park hours 6 am to 10 pm. Jennifer said it would start with dawn to dusk and eventually when they can afford it, they may include lights to accommodate later hours. The association would take care of any needed maintenance of the dog park. The association would also have a yearly park cleanup.

Selectman Putnam asked if there was any history of dog parks drawing wild animals more than usual. Zachary said nothing that they know of. They've spoken to both the Merrimack and Hudson dog parks and haven't heard anything like that happening. They will look more into it. Zachary said that a big fund raiser coming up will be to adopt a section of a fence. They will have two different size signs placed on the sections that are adopted. The money from the adoption will cover some of the cost of the fence. It would be similar to the bricks on the oval.

Selectman Dudziak asked if the association talked to Conservation about environmental concerns. Kiersten said yes. Conservation suggested 50' from the wetlands and we can't go to 50' with this design, we can go 29'. Zachary said that is why they came up with the blueberry plants because they will help. Chairman Federico clarified that Conservation suggested 50'. Kiersten said yes but it's required at 25'. We worked with Recreation and other town officials and the Board of Selectman can suggest other locations if needed.

Selectman Dargie asked if they had any discussion with the other dog parks associations about pointers and issues. Kiersten said yes, they spoke with people from Merrimack, Hudson and Hookset. Merrimack was thinking of having classes to teach people how to handle dog fights. People would have to be responsible for their animals. Merrimack paid about \$80,000 to put their park in. Jennifer said that dog fights will happen. The benefit would be that there would be other handlers in the park and they can help. Selectman Dudziak asked if there will be someone there 24/7 to enforce the rules. Jennifer said no. It will be community based. The more people there the better it is for everyone. The association will be there periodically and they will step in when needed. Once there is a sense of entitlement to the park, people will help. Selectman Putnam asked it will be limited to certain types of dogs. Zachary said no. Selectman Dargie asked what would be done if people complained about someone with an aggressive dog attacking other dogs. Would that person be banned or could they come back when there were no other dogs around? Zachary said they could come back. That's an issue that may potentially happen. We may have to put something in place or have the Police have a talk with them. The regular people will also be there to help. Selectman Daniels asked how someone gets the authority to enforce the rules? Kiersten said there is no system for giving out authority, it's all community based. It's similar to kids running around on the playground and parents helping. We have almost 500 members in support on our Face Book page and it will be community policing. Selectman Daniels said the problem with the parents on the playground is that they may be sued for talking to someone else's child. Jennifer said there won't be many opportunities where there will be only one or two people at the park, especially on weekends. That will be part of the prevention process. We plan on being there very often. By waiving the town's liability, it becomes a civil issue that doesn't need to come to the town. Selectman Daniels said it's a gray area.

Jennifer explained that they will be applying for the PetSafe grant of \$25,000 and one of the things that they would need to apply would be is a letter detailing the Board's support for this project on behalf of the Town of Milford which would include a designated location to build the future Milford Dog Park. This grant put Merrimack over the top when they applied. Selectman Daniels asked where the park is in Merrimack? Kiersten said Wasserman Park. Selectman Daniels asked if the fund raising goals include the clearing of the land? Kiersten said no, they were hoping that DPW could help with that. Selectman Daniels asked if they've talked to DPW yet? Zachary said no, they were looking for the commitment of land before going further. Administrator Bender said that he spoke with Rick and they didn't come up with a firm quote or time commitment for how much

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would be involved. It's not a huge commitment of town resources to clear that area. There's not a lot of logging, it's mostly just scrub brush and smaller brush that has to be removed.

Selectman Putnam asked if there would be a push to turn the road from a class 6 to a class 5? Chairman Federico said that he has a list of questions. When is the deadline for the grant? Kiersten said they opened May 1st and it's usually open for about a month. Jennifer said that if we don't get through this process in time, we will apply next year. Zachary said that they will still continue to fundraise with or without it. The grant is an avenue to get a higher lump sum. Chairman Federico asked if the grant requires them to have a piece of property in place? Kiersten said yes.

Chairman Federico said that currently the road where you want the dog park is a class 6 road, and primarily falls on the one land owner living on that road to maintain. Putting a dog park out there wouldn't be fair to the land owner/tax payer. This is something that this Board will need to discuss. We will also need to have questions answered from our department heads about the road. We will need signoff from Conservation and Recreation and their recommendations, and our Town Administrator will need to reach out to PRIMEX for additional information. There are many other questions that need to be answered as well. Selectman Dargie asked what is needed for the application, just general support from the Board? Kiersten said that they need Town support and a general location.

Administrator Bender asked Lincoln if there was a town requirement on wetlands? Lincoln said that there is a 50' buffer in reference to the brook. Chairman Federico said it was not going to be decided on tonight. He is going to give the Town Administrator a list of questions and have him get back to the Board. There won't be enough time for the grant this year. The Association has a great proposal and has lots of support, but in terms of the BROX property, we need to dot I's and cross t's before going forward. He is glad that they now have 503c status and can start doing the bigger fundraisers. Jennifer said that they don't want to have to return checks to people, but they would like to know if the town supports and stands behind this. Chairman Federico asked the Board if they were in support of the Milford Dog Park. All said yes, but Selectman Daniels said he would be hesitant about giving land away to associations, we would have to re-visit other situations. Jennifer said that they are not looking to take ownership of the land, they would be donating the fencing and other items need for the park to the town. Selectman Daniels said that he understands, but they are using town land for an association purpose. Selectman Dargie said that it would be a park. Selectman Daniels said he understands, but not everyone has dogs. Selectman Dargie said that not everyone has kids for the parks either. Selectman Daniels said that the land is owned by the town so we need to think about the process first. Selectman Dudziak agrees. Selectman Putnam said that he agrees with Selectman Daniels but he thinks that we can handle it on a case by case basis. This isn't going to cost the town anything and he supports it. Chairman Federico said that the Board supports the idea of a dog park, but we need more questions answered. He strongly encourages the association keep moving forward. Jennifer asked if they could be informed of the questions and other information. Chairman Federico said yes and it will be brought back in a public session. Chairman Federico thanked them for coming in.

3. PUBLIC COMMENTS. (Items not on the agenda). Chris Labonte, Milford resident expressed concern that when they bought the BROX property it was intended to be used to help with tax dollars. In putting in a dog park, the town would retain ownership of it but it wouldn't be on the tax card so we don't get anything out of it. At what point, do we say one club and organization can use it and that one can't. His other concern was that the trucks for the gravel operation use Perry Road to keep them away from Heron Pond School. Now we may be putting kids, dogs and people back next to the truck traffic. He isn't against the dog park, just the location. He feels that it would be better on Community Lands side instead. His big thing is the class 6 road. How do you put a parking lot in the middle of a class 6 road? Their rules fall under the same of the discussion as the Board had with the Gun Club, who enforces them. There is always someone who doesn't want to follow the rules; no one really has the authority to throw someone out, do they? He commends them for their fund raising efforts but they should not be using DPW for clearing. We have enough places where DPW is suffering from lack of money already; we shouldn't be taking more away from them. What would be the restrictions for the Hunters if a park was out there, how far away from a park would they need to be? Would this have to go through zoning, is

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that area zoned for that? If you're compiling a list, these are some of his concerns. Chairman Federico said those are good questions and the zoning and planning were already on his list. We would need to add the steps to process this.

Chris asked if we've seen any money come in from North East Sand and Gravel yet. Administrator Bender said yes. We've invoiced North East on a weekly basis; they've paid at least three or four invoices and are paying almost weekly. He asked if he could speak to the Finance Director for the information. Administrator Bender said yes.

Andy Hughes, Conservation Commission clarified that when the dog park people said that they've spoken to Commission, they've actually spoken to staff and have not presented to the Commission.

Audrey Frasier, Milford Citizen said that she supports the dog park, but she has concerns. Dogs are a hindrance to wild life and wild life considers dogs predators. Most wild life, especially the endangered ones would have a problem with the dogs being there. There is a 50' buffer that we would question most companies on. Dogs and their feces create ecoli into the water table and that's a major health problem. She found statistics that 100 dogs can produce 500 lbs. of waste per week so we need to have a plan on how DPW is going to pick it up and where it can go at the transfer station.

4. DECISIONS.

a) **CONSENT CALENDAR.** Chairman Federico asked if there were any items to be removed from the Consent Calendar for discussion. There were no items removed for discussion. Selectman Putnam moved to approve the Consent Calendar as presented. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

- 1) Request Permission for the Granite Town Festivities Committee (GTFC) to hold the 29th Annual Milford Pumpkin Festival, scheduled for October 5, 6, and 7, 2018.
- 2) Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b))
 - Donation from the Keene Police Department to the Milford Police Department for Mountain Bike Training - \$300.
 - Donation from the Brenda J. Silva Revocable Trust for the Annual Fishing Derby - \$100.
- 3) Notification of 2017 Real Estate Tax Liens
- 4) Request for Approval of Two (2) Yield Tax Levy's - Map 57 Lot 3 and Map 57 Lot 11.
- 5) NH EMS "In the WARM ZONE" Grant Award – Notification

b) OTHER DECISIONS.

- 1) N/A

5. TOWN STATUS REPORT –

a) **Town Hall Auditorium Rental Agreement and Fees: Tina Philbrick and Russ Works – CANCELLED,** ADDITIONAL INFORMATION NEEDED deferred to the May 29th Meeting.

b) **Proposed Summer Hours –** Administrator Bender said that we would like to test a summer hour schedule among town employees. He referred the Board to the draft memo in there packets. Key points include:

1. Town Hall and department hours will not change.
2. Effective Memorial Day through Labor Day.
3. Department staff will rotate to accommodate 4 day/40 hour work week. One Example: Week 1 – Employee A works Monday – Thursday while Employee B works regular Monday - Friday schedule. Week 2 – Employee B works Monday – Thursday while Employee A works regular Monday – Friday schedule.
4. Departments will flex staff to maintain regular hours.
5. Department needs will supersede summer hours if/when necessary.

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6. Departments should not incur additional overtime because of summer hours.
7. Department schedules will be approved by Department Head & HR.
8. We will try to work a schedule with Teamster employees. AFSCME employees are not affected.
9. Some departments may be unable to accommodate summer hours.

He asks that the Board consider the summer schedule. Chairman Federico clarified that it would not affect town operation hours. Administrator Bender said no. Chairman Federico said that it's not mandatory for the departments, if they can make it work then they will. Administrator Bender said yes. Chairman Federico said that there wouldn't be any type of overtime or payroll. Administrator Bender said it should not affect overtime. Selectman Putnam asked if they were taking into consideration the busy days of the weeks for days off, rather than the Fridays. Administrator Bender said yes, and some people may want to take a Wednesday. Selectman Putnam asked if was going to conflict with any of the employees working 40 hours for vacation, sick or any other time. Administrator Bender said holidays would be paid at 8 hours per day. If they are in a summer schedule they would have to take 2 hours of vacation time. For vacation time, if they are on a 10 hours schedule, they would have to use 10 hours of vacation to get their full 40 hours for the week. The same applies to personal and sick time. Selectman Putnam asked how it would work if someone was on a 10 hour a day schedule and someone was working a regular schedule, how would it work if the regular schedule person wants a day off. Administrator Bender said that they would still be working the number of hours in a week, they will not be short changing the department. The time off will vary by department. Selectman Dudziak asked if each individual department could decide if this was going to work for them? Administrator Bender said yes. If department needs are not being met then they will go back to the regular schedule.

Chairman Federico said he has no problem having the departments try this out. All Board members gave their approval.

c) Paving Bid Update – Administrator Bender said the bids were received on Wednesday, May 9. Public Works Director, Rick Riendeau summarized the information for the Board. The high bid came in at \$966,050.00 and the low bid came in at \$941,710.58 a difference of \$24,339.42. There were 5 bidders, not all bidders bid on everything. The lowest bidder was Advanced Paving which we used last year and All State Asphalt who we used for the chip sealing last year. He recommends the low bidder.

Selectman Dargie asked if they ever split the bids? Rick said no. Some of guys leave the sections open and work together. Administrator Bender asked how the price for asphalt compare this year from last year? Rick said it's up about \$80 but the contractor held the same price as last year. Selectman Daniels asked if the price included striping. Rick said no. He does all of that at the same time. The consensus of the Board was to go with Rick's recommendation.

6. DISCUSSIONS

a) Waste Management Contract Extension – Administrator Bender said that Waste Management of New Hampshire Inc. has approached the town for an amendment and extension of the "Solid Waste Collection Services Transfer Station Operating Agreement" (copy attached). The extension will be for 5½ years starting July 1, 2018 and running through December 31, 2023.

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

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

Waste Management has agreed to replace 2 existing concrete compactor pads at no cost to the Town in exchange for the extension, the value is \$14,000. Waste Management has provided good service to the town. They have changed infrastructure at the Transfer Station resulting in improved work flow and safety for our employees and residents. Our waste is hauled to the Wheelabrator facility in Penacook, NH for incineration to generate

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electricity. We feel this is preferred to landfilling. We also compared the proposed rate increases with other NH cities & towns and find that they are reasonable over the length of the extension term. Peterborough is in year 2 of a 3 year agreement. MSW is \$95/ton and Demo is \$95/ton. Concord is in a 10 year agreement. MSW is \$125/ton and Demo is \$165/ton. We did not go out for bid. Waste Management has done a good job with us. The last agreement was dated 2011, there was an extension to that and it expires on June 30th. Staff supports the extension and recommends acceptance by the Board of Selectmen and authorization for the Town Administrator to sign.

Chairman Federico asked for a motion. Selectman Putnam made a motion to authorize Administrator Bender to sign the 5.5 year extension. Selectman Dudziak seconded. Chairman Federico opened it up for discussion. Selectman Daniels said that we are missing opportunities by not going out to bid. There may be other companies that want to bid and replace the compactor pads. Selectman Dudziak said that she thought Tammy had reviewed other options and didn't feel that there were any that could handle the volume that we have. Chairman Federico said that both Rick and Tammy felt that the best that we would do would be trucking companies out of Mass. Their recommendation was to stay with Waste Management.

Administrator Bender said that they went to other towns to make sure the rates were reasonable. There are towns that use trucking companies and it's not as good as what we have. The market for municipal waste has changed dramatically and may be a huge challenge for us. His recommendation is to follow the staff recommendation and stay with Waste Management. The rates are reasonable considering our volume. He doesn't feel we would get a better deal.

Selectman Dargie asked what the implications would be if we went out to bid. Administrator Bender said that we would have to put an RFP together. Selectman Dargie said that if Waste Management expires at the end of the June and we go out to bid, they wouldn't be in until after that. How would we work it if we didn't have a new contract in place and our current one expired? Administrator Bender said we would have to work it out with Waste Management to operate on a month to month basis.

Chairman Federico said there was a motion on the floor and seconded was there any other discussion. Selectman Daniels said he was going to vote against the motion. There is a process that we should follow. People may be upset if they didn't get a chance to bid. Chairman Federico said that the staff felt that these rates were reasonable. Selectman Dargie said he was voting against it. He was hoping to get a memo with more information on it for sole sourcing; he doesn't think the documentation they received was detailed enough. Chairman Federico said a motion was made and seconded. The motion passed 3/2 with Selectman Daniels and Dargie opposed.

b) Revised Board of Selectmen's Yearly Schedule. Chairman Federico said there was a change to the yearly schedule: Note: changed Nov. 12th meeting to Tuesday, November 13th. The Town Hall is closed for Veterans Day November 12th.

Selectman Dargie asked that the November Saturday Budget Review meeting be on Saturday, November 10th. Chairman Federico said that's fine unless information isn't available at that time.

7. SELECTMEN'S REPORTS/DISCUSSIONS.

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

Selectman Dargie said that the Recreation Commission had a bid for running the Concession Stand Keyes this summer.

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Selectman Putnam said that MACC Base completed their audit and there are left over monies. He will have the information to the Board at the next meeting. The Fire Station is moving along. There is a problem with using the side lot, Kokko Reality said we could use it, now they changed their mind. They are reviewing it.

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

8. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of April 30, 2018. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS.

10. NOTICES. Chairman Federico read the notices.

11. NON-PUBLIC SESSION. Selectman Putnam made a motion to enter into non-public meeting in accordance with (RSA 91-A:3, II(e)) Legal and for Approval of non-public minutes (RSA 91-A:3, II(a)) Personnel and (RSA 91-A:3, II(e)) Legal – April 23, 2018 and (RSA 91-A:3, II(e)) Legal – April 30, 2018. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

12. ADJOURNMENT: Selectman Putnam moved to adjourn at 7:35 p.m. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

Kevin Federico, Chairman

Gary Daniels, Vice Chairman

Mike Putnam, Member

Laura Dudziak, Member

Paul Dargie, Member