

5:30 Fire Horn – Claire Brewer

WARRANT ARTICLE 24 - HISTORICAL PRESERVATION OF THE TOWN OF MILFORD'S FIRE HORN (by petition)

Shall the voters of the Town of Milford NH direct the Board of Selectmen to appropriately memorialize Milford's historic Fire Horn? To additionally direct the Board of Selectmen, Town Administrator, or any other municipal department, at their discretion, to operate the Fire Horn as they deem appropriate. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee takes no position on this warrant article.**

Voting Results

1794 Yes 955 No - **Passed**

DRAFT:

Reading of the Declaration of Independence:

When: July 4th from 9:00-10:00

Where: Bandstand

Equipment needed:

- microphone set up on the bandstand by 8:30 a.m.
- Optional equipment— filming of the event by Granite Town Media

Details:

Reading of the Declaration of the Independence by student volunteers (ages 12-18)

- I will break the document into short sections for students to read and send the assigned section to the student or their parent

Number of people attending:

- approximately 50 but hoping for more

Police department or ambulance

- Not needed

Recruiting student readers:

- I will recruit student readers by posting an invitation on Milford Residents page and by encouraging Milford residents to post the invitation on their individual Facebook pages

Inviting the Milford community:

- posting an invitation on Milford Residents page and by encouraging Milford residents to post the invitation on their individual Facebook pages

**6:00 Appointment of Rich Elliot as an Alternate Member of the Zoning Board of Adjustments -
Term Expires 2025**



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

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

Date: June 15, 2023
To: Board of Selectmen *TSD*
CC: Andrea Kokko-Chappell, Board of Adjustment Chair
From: Terrey Dolan, Community Development Director
Subject: Appointment of ZBA Alternate Member Richard Elliott

The Milford Zoning Board of Adjustment, at its meeting on June 15, 2023, will make the motion to endorse the appointment of Rich Elliott as an Alternate Zoning Board of Adjustment member until March 31, 2025. If further information is desired, please contact Terrey Dolan regarding this recommendation.

Thank you for your time and consideration.

Dear Selectmen,

One of the main reasons I am interested in becoming a ZBA alternate is to become more involved with the town. Rather than sitting on the sidelines and wondering how decisions are made, join a committee or two and to become part of that process.

I am used to reading technical documentation, then interpreting it for others to understand and I think this skill can be very helpful when it comes to understanding our town's zoning laws. My hope is that I can help others work through their permit applications and help guide them through the process.

Rich

MEMORANDUM

To: Board of Selectmen
From: Eric Schelberg, Director
Date: June 7, 2023
Subject: Department Update



Please find below answers to the questions put forth by the Board of Selectmen regarding the Ambulance department, and recent department activities.

1. What areas are the responsibility of your department?
 - a. Provide emergency medical care at the Advanced Life Support (ALS) level 24/7.
 - i. Statistics (as of May 2023)
 1. Call Volume: 190
 2. Transports: 132
 3. Mutual Aid – Received: 5; Provided: 9
2. What is the financial status of your department vs. the budget (burn rate)?
 - a. Overall department spending through May 2023 is 44.1%, or 2.7% above % of year complete
 - i. Drivers: vehicle maintenance – routine maintenance plus normal wear and tear, 3A ambulance transmission failure (additional information below); oxygen - charging error by vendor that will be credited; technical supplies - \$5,000 reduction made during budget development, current run rate will result in a \$9,600 over expenditure; and building supplies – unbudgeted dishwasher replacement
 - ii. Note, \$20,000 removed from Overtime line-item during budget development
 - iii. Barring additional unanticipated major expenses, budget should not exceed department total budget
3. Employee update:
 - a. Turnover? Four per-diem providers with another per-diem provider at end of June
 - b. Open positions? 28-hours/week for per-diem and part-time employees
 - c. New employees? Two – one full-time AEMT, conversion of 48-hours of part-time hours to full-time position; and one per-diem AEMT
 - d. Positions vacated? None
 - e. NOTE: one full-time paramedic will be on an anticipated 16-week LOA beginning end of June, followed by one full-time AEMT beginning a 12-week LOA beginning in late October
4. Vehicular update: Any out of service? Three-week period ending June 9th - 3A ambulance: transmission failure after 38-months and 70,000 miles (warranted for 24-months or 24,000 miles)
5. Any major projects in the next three months?
 - a. Ambulance RFP bid review and selection
 - b. Medicare Ground Ambulance Cost Data Survey (GACDS);

- c. Provider mental health programs
 - i. Provider awareness training, development of procedure to provide acute response plan for traumatic/high stakes incidents; Evaluation of pre-employment and current provider mental health screening program
 - d. Revenue generation opportunities
 - e. Public education outreach
 - f. Durable equipment funding
6. Does the change to 4.5-day work week result in any schedule changes? No, not applicable to department
 7. How can residents report issues that require the attention of your department? Telephone or email. Staff contact information is published on the department webpage (Public Service Announcement: request for ambulance should be called in to 911 and not the department telephone number as staff may be out of the building on an ambulance call)
 8. Are there vacancies on any commissions, committees, or subcommittees with which your department is associated? NON APPLICABLE
 9. Is there anything currently prohibiting the department from meeting its annual goals? No, however annual wage analysis should be maintained and addressed as needed.
 10. Is there anything the BOS can do to assist the department in meeting its goals? BOS discussion of alternative financing of future replacement ambulances, specifically consideration of eliminating capital reserve account and replacing a revolving fund and using a portion of annual ambulance revenue. 2028 ambulance may cost \$550,000 with an additional \$137,000 for durable equipment up fitting for a total cost of \$687,000.
11. Activities
 - a. EMS Week appreciation event and recognition ceremony: life saving and years of service
 - b. High School CPR education held on May 24th & June 2nd
 - i. Through cooperation with regional Career Technical Education Center 16 students were certified by MAS providers in CPR, AED, and First Aid
 1. Students completed online classroom work
 2. Skill stations performed during class time with MAS providers/instructors
 - c. PHTLS
 - i. MAS continues to offer NAEMT courses
 - ii. Recently 10th edition of Prehospital Trauma Life Support rolled out
 - iii. Begin training internal/external students with 16-hour class this month
 1. Goal to hold 2-3 per year
 - iv. Offered to MAS employees for free
 1. External students pay market value to cover cost of materials & training time
 - v. Classes have been offered since 2018
 - d. Command staff attended FEMA EOC/ICS Interface course on June 7th

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TOWN OF MILFORD

FINANCE OFFICE



To: BOS
From Paul Calabria, Finance Director
Date: 5/25/23

What areas are the responsibility of your department?

Tax Collection: We collect Town, School & County Appropriations.

Payroll Processing: We process payroll for all Town, Library & Water Department employees.

Accounts Payable: We process accounts payable for all Town Departments as well as for the Library & the Water Department.

Other areas of responsibility include Budgeting, Annual Audit, Property & Liability management including claims filings, Cash Flow, Bonding/Leasing financial packages, NHDRA portal uploads during Budget & Bond through Town Meeting, State Reporting, Tax Rate Calculation, Grant management

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

We are on budget with no expected budget overruns at this point.

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

We currently have no vacancies and are fortunate that we have not had any staffing changes since October 2019.

Vehicular update: Any out of service?

N/A

Any major projects in the next three months?

Munis software upgrade June

Audit field work July

Utility Billing software upgrade sometime in the fall

Timecard review and adjustments to the NH Retirement System from 1/1/2016 thru today regarding Comp over Base. This is expected to take over a year to complete.

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

N/A

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

The Tax Collector may be reached at the Tax counter or at (603) 249-0655
The Finance Director, Payroll, Accounts Payable may be reached (603) 249-0640

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

N/A

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

Current Staffing level.

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

Support a Part Time position that would assist both the Finance Department and Human Resources

Thank you for your time and consideration! 😊

TOWN STATUS REPORT

June 12, 2023

1. Water Utilities and Public Works Combined Pipe Crew Update

The combined Water Utilities and Public Works Department Pipe Crew successfully completed their first series of project over the past two weeks. The projects included replacing two fire hydrants and approximately 140 linear feet of newly laid water pipe on David Drive. Both Department Heads reported that the combined staff worked exceptionally well together and streamlined operations and the construction process. The success of these projects has set the stage for what will be a busy schedule over the Summer and Fall.

2. Current Oval Line Striping

The Public Works Department recently completed the line, crosswalk, and parking space striping in the downtown Oval area. The work was completed inhouse by department staff and during the daytime hours to reduce overall costs. We would like to thank the public for their courtesy and patience during this process.

3. Milford Master Plan Comprehensive Update Request for Proposal (RFP 2023-001)

The Office of Community Development advertised the Master Plan Comprehensive Update Request for Proposal on May 25th with a deadline for submittal on June 22, 2023. The Request for Proposal seeks a qualified Consultant to lead and prepare a comprehensive Master Plan update for 2025 which addresses the many challenges that impact the Town's municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources. The update to the Master Plan will be theme-based and informed by results from public engagements conducted in 2022-2023 and additional community engagement anticipated as part of the update process.

4. Public Works Line Striping Results

As part of their ongoing roadway maintenance program, the Public Works Department advertised invitations to bid on a roadway striping project that will result in 182,500 linear feet of double yellow line striping and white edge striping totaling approximately 142,000 linear feet. The project will be completed by August 7, 2023 and would impact the following public roadways:

- Amherst Street
- Armory Road
- Elm Street
- Mont Vernon Street
- Osgood Road
- South Street
- Union Street
- West Street

The bid opening was held a bid opening on June 5th and the Town received two responses. Public Works Director, Leo Lessard completed his evaluation of the bids and is recommending the K5 Corporation based on the requirements of the Invitation To Bid Proposal and overall estimated cost of \$41,982.80 for Board of Selectmen approval. Both bids are attached. With the Board's approval, I am recommending that you designate the Town Administrator to sign the contract on behalf of the Town.

5. Former Fletcher Superfund Site Repairs/Maintenance

During inspections, General Electric (responsible party) identified erosion and the displacement of topsoil and riprap and exposure of the geotextile in certain locations along the top of the riverbank and stormwater retention basin within the former superfund site now the location of the east entrance to the Keyes Memorial Park and performance stage/pocket park. The company mobilized to the site

to address the maintenance concerns and installed temporary drainage enhancements along the top of the riverbank. A final remedy to fix the erosion of the topsoil and displacement of the riprap and geotextile material is now be reviewed/approved by the Environmental Protection Agency and NHDES with work anticipated to begin in July or August. The construction and repairs is being coordinated with Recreation Department so as to avoid/minimize conflicts with planned programming and events at the performance stage.

6. 127 Elm Street Feasibility Study

The HL Turner Group along with Ironwood Design Associates was retained by the Town of Milford to conduct and prepare a needs assessment and feasibility study to develop options for a possible Community and Senior Center through the reuse/renovation of an existing 30,000 square foot commercial/industrial building located at 127 Elm Street or the construction of a new facility on the subject property and Keyes Memorial Park property. The scope included evaluating the current/future recreational and social programming within the Town and collaboration/ partnerships with non-profit, private organizations, and community groups within the Community to determine the footprint and spatial requirements of the Center and facilities.

This study builds off a previous study completed by the Keyes Memorial Park Expansion Committee in December 2016. which detailed information about the Committee’s findings, process, and recommendations focusing on integration of the parcels, public awareness, public safety, traffic improvements, asset management, and long-term planning. This report should be viewed as a continuation of that 2016 effort. The Community Center Feasibility Report was commissioned and funded by the Milford Recreation Commission in 2020 after the Board of Selectmen determined that more information was required to assess the viability and reuse of the 127 Elm Street property for Town use and recreational programming.

The purpose of this update is to provide a summary of the draft report to the Board of Selectmen and receive initial comments and recommendations. Attached, please find a copy of the draft report.

7. Board, Commission, Committee Volunteers

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

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

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



TOWN OF MILFORD
DEPARTMENT OF PUBLIC WORKS
Buildings • Cemeteries • Engineering • Highway • Parks
Recycling Center • Transfer Station

5. 4) Public Works Line Striping Results and Recommendation

June 6, 2023

Re: Line Striping Bid Results

To: Lincoln and the BOS

Attached please find the bid package and results for the town line striping for the 2023 season. The line painting will be repainted, no new lines will be added. This will be only half the town to be painted this season and the half next season. on a side note, I believe the town should get painted every year in its entirety for safety issues.

As the Public Works Director, I recommend to the BOS that the low bid K5 Corporation should be awarded the contract for town line striping for the 2023 season.

Thank you

Leo Lessard

Public Works Director
Town of Milford

2023 LINSTRIPING HALF THE TOWN

| STREET NAME | footage | | updated | wht line | dbl yellow | revised 5.2.22--6.24.22-- 7.14.22 5.15.23 |
|--------------------|---------|---|---------|----------|------------|--|
| Amherst Street | 4127 | | 3563 | 0 | 7126 | Yellow/ |
| Armory Road | 5544 | | 5436 | 10872 | 10872 | Yellow/ white |
| Elm Street | 1540 | | 14540 | 0 | 29080 | Yellow (Oval to #127 Elm/Public Service |
| Elm Street | | | 11035 | 22070 | 22070 | Yellow/White (from #127 Elm/Public Service to Hitchiner Way) |
| Mont Vernon Street | 14081 | | 2951 | 5902 | 5902 | Yellow only from granite to route 13 |
| Melendy Road | 10660 | | 10659 | 21318 | 21318 | Yellow/White |
| Nashua Street | 10347 | | 9022 | 18044 | 18044 | Yellow/White |
| Osgood Road | | | 4213 | 8426 | 8426 | Yellow / White Union to Armory |
| Osgood Road | 17191 | | 11190 | 22380 | 22380 | Yellow/White (to Armory Rd) Yellow/White (to Young Road) |
| Osgood Road | | | 1026 | 2052 | 2052 | (Young to Woodhawk) Yellow/White |
| South Street | 1137 | | 6344 | 12688 | 12688 | Yellow/White |
| Union Street | 7840 | | 2162 | 0 | 4324 | Yellow |
| Union Street Ext. | 4666 | | 4707 | 9414 | 9414 | Yellow/White |
| West Street | 4413 | | 4413 | 8826 | 8826 | Yellow/White |
| | 81546 | 0 | 91261 | 141992 | 182522 | |
| | | | | | 324514 | |
| | | | | | 25961.12 | |

PROPOSAL FORM

Pavement Markings

TOWN OF MILFORD

To the Town of Milford, New Hampshire, herein called the Owner.

The undersigned, as Bidder, herein referred to as singular and masculine declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
5. The bidder understands that the quantities of work calculated in the Bid or indicated on the Drawings or in the Specifications or other Contract Documents are approximate and are subject to increase or decrease or deletion as deemed necessary by the Town of Milford DPW Director. Any such changes will not result in or be justification for any penalty or increase in contract prices; and agrees that, if the Bid is accepted the bidder will contract with the Owner, as provided in the Contract Documents, this Bid Form being part of said Contract Documents, and that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefor the following item

THIS PROJECT SHALL BE BID BY UNIT PRICES:

| | | |
|---|-----------------------|---------------|
| ITEM #1: 141,992LF, White 4 Inch Edge Striping Latex Based Paint +/- (INPLACE) | | |
| Nine cents | \$0.09 | \$12,779.28 |
| Unit price in words | Unit price in figures | Total Item #1 |

| | | |
|--|-----------------------|---------------|
| ITEM #2: 182,522 LF, Double Yellow 4 Inch Centerline Striping Latex Based Paint +/- (INPLACE) | | |
| Sixteen cents | \$0.16 | \$29,203.52 |
| Unit price in words | Unit price in figures | Total Item #2 |

TOTAL BID: (ITEMS #1 AND #2)

| | | |
|---|----------------------------|---|
| Forty one thousand nine hundred eighty two dollars and eighty cents | \$41,982.80 | |
| Total bid in words | Total bid price in figures | f |

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, he will accept compensation as stipulated therein.

05/30/2023
Date

K5 Corporation
Bidder

CONTRACT AND SPECIFICATIONS

for

PAVEMENT MARKINGS

Lincoln Daley Town Administrator

Town of Milford, New Hampshire

Prepared by:

Town of Milford

Public Works Department
289 South Street

Milford , New Hampshire 03801

Town of Milford
Milford , New Hampshire
Department of Public Works

Pavement Markings

INVITATION TO BID

Sealed bid proposals, **plainly marked**, Pavement Markings, Bid #01-23 **on the outside of the mailing envelope as well as the sealed bid envelope**, addressed to the Finance/Purchasing Department, 1 Union Square Milford, New Hampshire, 03055, will be accepted until 10:00 a.m.. June 5, 2023 at which time all bids will be publicly opened and read aloud.

Application of Pavement Markings to be applied prior to August 7, 2023:

Double Yellow Center Lines- approximate 182,522linear feet plus or minus

White Edge Lines – approximate 141,992 linear feet plus or

minus

Specifications and bid proposal forms may be obtained from the Department of Public Works Department 289 South Stret Milford NH by calling the DWP at 603-673-1662, or from our website Town of Milford. **Please continue below for the complete bid package.** Questions may be directed to the DPW .

The Town of Milford reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

BIDDING REQUIREMENTS AND CONDITIONS

1. Special Notice to Bidders

a) Attention is directed to the fact that appended to these specifications is a complete set of bidding and general contract forms. These forms may be detached from the specifications and executed for the submittal of bids.

b) The plans, specifications, and other documents designated in the proposal form will be considered as part of the proposal, whether attached or not.

c) The bidders must submit a statement of bidders qualifications if requested.

2. Issuance of Proposal Forms

The Town of Milford, herein referred to as the Owner, reserves the right to deny a proposal form to a prospective bidder or to disqualify a bidder if the bidder is in default for any of the following reasons:

a) Lack of competency or of adequate machinery, plant or other equipment, as revealed by the statement of bidders qualification or otherwise.

b) Uncompleted work which, in the judgment of the owner, might hinder or prevent the prompt completion of additional work if awarded.

c) Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts.

d) Default under previous contracts.

e) Unsatisfactory performance on previous contracts.

f) The proposal is improper or nonconforming as defined in item 7 of this section.

3. Familiarity with Laws

The bidder is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the bidder, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding his or her ignorance thereof. If the bidder shall discover any provision in the plans or specifications which is in conflict with any such law, by-law, ordinance or regulation the bidder shall forthwith report it to the engineer in writing.

4. Preparation of Proposal

a) The bidder shall submit his or her proposal upon the forms furnished by the Owner. All words and figures shall be in ink or typed. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.

b) The bidder's proposal must be signed with ink by the individual, by one or more general partners of a partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, by one or more members (if member-managed) or managers (if manager-managed) of a limited liability company, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each general and limited partner must be shown; as a joint venture, the name and post office address of each venturer must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles and business addresses of the president, secretary and treasurer.

7. Nonconforming Proposals

Proposals will be considered nonconforming and may be rejected in the Owner's sole discretion for any of the following reasons:

- a) If the proposal is on a form other than that furnished by the Owner, or if the form is altered or any portion thereof is detached.
- b) If there are unauthorized additions, conditional or altered bids, or irregularities of any kind which may tend to make the proposal or any portion thereof incomplete, indefinite or ambiguous as to its meaning.
- c) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- d) If the proposal does not contain a unit price for each pay item listed except in the case of authorized alter pay items.

8. Delivery of Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened.

9. Withdrawal of Proposals

A bidder will be permitted to withdraw his or her proposal unopened after it has been submitted if the Owner receives a request for withdrawal in writing prior to the time specified for opening the proposals.

10. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

11. Disqualification of Bidders

Any or all of the following reasons may be deemed by Owner in its sole discretion as being sufficient for the disqualification of a bidder and the rejection of his proposal or proposals:

- a) More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
- b) Evidence of collusion among bidders.

- c) Failure to submit all required information requested in the bid specifications.
- d) Such disqualification would be in the best interests of the Owner.

12. Material Guaranty and Samples

Before any contract is awarded, the bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all materials to be used in the construction of the work, and the Owner may, in its sole discretion, reject said bid based on the contents of said statement or as a result of the failure of the bidder to submit said statement.

AWARD AND EXECUTION OF CONTRACT

1. Consideration of Proposals

a) After the proposals are opened and read, they will be compared on the basis of the total price to be charged to perform the work. The results of such comparisons will be immediately available to the public. In case of a discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.

b) The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the sole discretion of the Owner the best interest of the Town of Milford will be promoted thereby.

2. Award of Contract

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, in writing, mailed to the address on his or her proposal, that his or her bid has been accepted and that the bidder has been awarded the contract.

3. Cancellation of Award

The Owner reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability of the Owner.

4. Execution and Approval of Contract

The successful bidder will be required to present all required insurance certificates and execute the contract within 5 days following notification of acceptance of his or her bid. No contract shall be considered as in effect until it has been fully executed by all parties thereto.

5. Failure to Execute Contract

Failure to execute the contract and provide required insurance certificates within 5 days after notification of acceptance of bid shall be just cause for the cancellation of the award. Award may then be made to the next lowest responsible bidder, or the work may be re-advertised as the Owner may determine in its sole discretion.

PROPOSAL FORM

Pavement Markings

TOWN OF MILFORD

To the Town of Milford, New Hampshire, herein called the Owner.

The undersigned, as Bidder, herein referred to as singular and masculine declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
5. The bidder understands that the quantities of work calculated in the Bid or indicated on the Drawings or in the Specifications or other Contract Documents are approximate and are subject to increase or decrease or deletion as deemed necessary by the Town of Milford DPW Director. Any such changes will not result in or be justification for any penalty or increase in contract prices; and agrees that, if the Bid is accepted the bidder will contract with the Owner, as provided in the Contract Documents, this Bid Form being part of said Contract Documents, and that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefor the following item

THIS PROJECT SHALL BE BID BY UNIT PRICES:

ITEM #1: 141,992LF, White 4 Inch Edge Striping Latex Based Paint +/- (INPLACE)

| | | |
|---------------------|-----------------------|---------------|
| Unit price in words | Unit price in figures | Total Item #1 |
|---------------------|-----------------------|---------------|

ITEM #2: 182,522 LF, Double Yellow 4 Inch Centerline Striping Latex Based Paint +/- (INPLACE)

| | | |
|---------------------|-----------------------|---------------|
| Unit price in words | Unit price in figures | Total Item #2 |
|---------------------|-----------------------|---------------|

TOTAL BID:(ITEMS #1 AND #2)

| | | |
|--------------------|----------------------------|---|
| Total bid in words | Total bid price in figures | f |
|--------------------|----------------------------|---|

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, he will accept compensation as stipulated therein.

| | |
|------|--------|
| Date | Bidder |
|------|--------|

PROPOSAL FORM (continued)

By: _____

Title: _____

Business Address _____

City, State, Zip Code _____

Phone _____ Fax _____

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets if necessary. **This statement to be submitted with Bid.**

1. Name of Bidder
2. Permanent Main Office Address
3. Form of Entity
4. When Organized
5. Where Organized
6. How many years have you been engaged in business under your present name; also state names and dates of previous firm names, if any.
7. General character of work performed by your company.
8. Have you ever failed to complete any work awarded to you? ____ (no) ____ (yes). If so, where and why?
9. Have you ever defaulted on a contract?
____ (no) ____ (yes). If so, where and why?
10. Have you ever failed to complete a project in the time allotment according to the Contract Documents?
____ (no) ____ (yes). If so, where and why?
11. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
12. List your major equipment available for this contract.
13. List your key personnel such as project superintendent and foremen available for this contract.

STATEMENT OF BIDDER'S QUALIFICATIONS (Continued)

Dated at _____ this _____ day of _____, 20__.

Name of Bidder

BY _____

TITLE _____

State of _____

County of _____

_____ being duly sworn, deposes and

says that the bidder is _____ of _____
(Name of Organization)

and answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this ____ day of _____, 20__.

Notary of Public

My Commission expires _____

CONTRACT AGREEMENT

Pavement Markings

THIS AGREEMENT made as of the ____ day of ____ in the year 2023, by and between the Town of Milford , New Hampshire (hereinafter call the Owner) and _____ (hereinafter called the Contractor),

WITNESSETH; that the Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE I - Work - The Contractor shall perform all work as specified or indicated in the Contract Documents for the completion of the Project. The Contractor shall provide, at his expense, all labor, materials, equipment and incidentals as my be necessary for the expeditious and proper execution of the Project.

ARTICLE II - ENGINEER - The DPW Director, or his authorized representative will act as engineer in connection with completion of the Project in accordance with the Contract Documents.

ARTICLE III - CONTRACT TIME - The work will be performed prior to July 1, 2022. Contractor and owner shall cooperatively schedule dates for the marking of pavement before July 1, 2022.

ARTICLE IV - CONTRACT PRICE - Owner shall pay Contractor for performance of the work in accordance with the Contract Documents as shown under item prices in the Bid Proposal.

ARTICLE V - PAYMENT - No Partial payments will be made in accordance with the Contract Documents. Upon final acceptance of the work and settlement of all claims, Owner shall pay the Contractor the unpaid balance of the Contract Price, subject to additions and deductions provided for in the Contract Documents.

ARTICLE VI - CONTRACT DOCUMENTS - The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

- 8.1 This Agreement
- 8.2 Notice of Award, Notice to Proceed
- 8.3 Instruction to Bidders
- 8.4 General Requirements
- 8.5 Insurance Requirements
- 8.6 Measurement and Payment
- 8.7 Technical Specifications
- 8.8 Any modifications, including change orders, duly delivered after execution of this Agreement.

ARTICLE VII - TERMINATION FOR DEFAULT - Should contractor at any time refuse, neglect, or otherwise fail to supply a sufficient number or amount of properly skilled workers, materials, or equipment, or fail in any respect to prosecute the work with promptness and diligence, or fail to perform any of its obligations set forth in the Contract, Owner may, at its election, terminate the employment of Contractor, giving notice to Contractor in writing of such election.

ARTICLE VIII - INDEMNIFICATION OF OWNER - Contractor will indemnify Owner against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys fees) arising in any way out of the Contractor's performance of its obligations under this Contract.

Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorney's fees, and will satisfy any judgment rendered against Owner in such action.

ARTICLE IX - PERMITS - The Contractor will secure at its own expense, all permits and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable Town, State, and Federal laws, ordinances, rules and regulations.

ARTICLE X - INSURANCE - The Contractor shall secure and maintain, until acceptance of the work, insurance with limits not less than those specified in the Contract.

ARTICLE XI - MISCELLANEOUS -

13.1 Neither Owner nor Contractor shall, without the prior written consent of the other, assign, sublet or delegate, in whole or in part, any of its rights or obligations under any of the Contract Documents; and, specifically not assign any monies due, or to become due, without the prior written consent of Owner.

13.2 Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives, to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.

13.3 The Contract Documents constitute the entire Agreement between Owner and Contractor and may only be altered amended or repealed by a duly executed written instrument.

13.4 The Contract shall be construed in accordance with NH Law and jurisdiction and venue for any disputes arising herewith shall reside with the Hillsborough County Superior Court.

IN WITNESS WHEREOF, the parties hereunto executed this AGREEMENT the day and year first above written.

CONTRACT AGREEMENT (continued)

NAME OF BUSINESS

BY: _____

TITLE: _____

ATTEST: _____

(SEAL)

TOWN OF MILFORD, N.H.

BY: _____
Lincoln Daley

TITLE: Town Administrator

ATTEST: _____

(SEAL)

NOTICE OF INTENT TO AWARD

Date:

TO:

IN AS MUCH as you were the low responsible bidder for work entitled:

| |
|-------------------|
| Pavement Markings |
|-------------------|

In the Town of Milford, New Hampshire, you are hereby notified that the Towns intends to award the aforesaid project to you.

You are further instructed to immediately take the necessary steps for execution of the Contract within ten (10) calendar days from the date of this Notice.

Prior to starting work you must deliver to the Owner certificates of insurance which you are required to purchase and maintain in accordance with the Contract Documents. The Town reserves the right to revoke this Notice if you fail to take the necessary steps to execute this Contract.

Town of Milford,
New Hampshire

Paul Calabria, Finance
Director

NOTICE TO PROCEED

DATE:

PROJECT: **Pavement Markings**

TO:

YOU ARE HEREBY NOTIFIED TO COMMENCE WORK IN ACCORDANCE

WITH THE AGREEMENT DATED _____, AND THE DATE OF COMPLETION
OF ALL WORK SHALL BE _____
COMPLETED August 7, 2023

Town of Milford, N.H.

BY _____

TITLE _____

ACCEPTANCE OF NOTICE

RECEIPT OF THE ABOVE NOTICE TO
PROCEED IS HEREBY ACKNOWLEDGED BY

This the _____ day of _____ 20__

By: _____

Title: _____

SCOPE OF WORK

1. INTENT OF CONTRACT

The intent of the contract is to provide for the completion in every detail of the work described. The Contractor shall furnish all labor, materials, equipment, tools, transportation and supplies required to complete the work in accordance with the terms of the contract. The contractor shall be required to conform with the intent of the plans and specifications. No extra claims shall be allowed for portions of the work not specifically addressed in the plans and specifications but required to produce a whole and complete project, such work will be considered subsidiary to the bid items.

2. INCIDENTAL WORK

Incidental work items for which separate payment is not measured includes, but is not limited, to the following items:

- a. Mobilization
- b. Signs
- c. Cooperation with other contractors, abutters and utilities.
- d. Accessories and fasteners or components required to make items paid for under unit prices or lump sum items complete and functional
- e. Restoration of property
- f. Clean up

3. ALTERATION OF PLANS OR OF CHARACTER OF WORK

The owner reserves the right to make such alterations of the plans or of the character of the work as may be necessary or desirable to complete fully and acceptably the proposed construction; provided that such alterations do not increase or decrease the contract cost. Within these cost limits, the alterations authorized in writing by the owner shall not impair any provisions of the contract and such increases or decreases of the quantities as a result from these alterations or deletions of certain items, shall not be the basis of claim for loss or for anticipated profits by the contractor. The contractor shall perform the work as altered at the contract unit price or prices.

INSURANCE REQUIREMENTS

The Contractor shall purchase and maintain, until acceptance of the work, insurance of the limits and types specified below from an insurance company approved by the Owner.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage -- \$2,000,000
each occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage -- \$2,000,000
Combined Single, Limit, per occurrence

TYPES OF INSURANCE

Purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall be in strict accordance with the requirements of the most current laws of the State of New Hampshire.
- B) Bodily Injury Insurance and Contractors Protective Property Damage Insurance.
- C) Bodily Injury and Property Damage Insurance covering the operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in connection with the prosecution of the work under this Contract.
- D) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- E) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.

ADDITIONAL INSURED

All liability policies shall include the Town of Milford , New Hampshire as named Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the Town of Milford general supervision of the contractor.
- 3) Town of Milford shall be listed as a Certificate Holder. The Town shall identified as follows:
Town of Milford
Attn: Finance Dept. 1
One Union Square
Milfrod , NH 0355

INSURANCE REQUIREMENTS (continued)

EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the Town of Milford , NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

MEASUREMENT AND PAYMENT

1. MEASUREMENT OF QUANTITIES

- (a) All work completed under the contract will be measured according to the United States standard measure.
- (b) The term "lump sum" when used as an item of payment will mean complete payment for the work described in the item.
- (c) When a complete structure or structural unit (in effect, "lump sum" work) is specified as the unit of measurement, the unit will be construed to include all necessary fittings and accessories, so as to provide the item complete and functional. Except as may be otherwise provided, partial payments for lump sum items will be made approximately in proportion to the amount of the work completed on those items.
- (d) Material wasted without authority will not be included in the final estimate.

2. SCOPE OF PAYMENT

- (a) The Contractor shall receive and accept compensation provided for in the contract as full payment for furnishing all materials and for performing all work under the contract in a complete and acceptable manner and for all risk, loss, damage or expense of whatever character arising out of the nature of the work or the prosecution thereof.
- (b) The Contractor shall be liable to the Owner for failure to repair, correct, renew or replace, at his own expense, all damage due or attributable to defects or imperfections in the work which defects or imperfections may be discovered before or at the time of the final inspection and acceptance of the work.
- (c) No monies, payable under the contract or any part thereof, except the first estimate, shall become due or payable if the Owner so elects, until the Contractor shall satisfy the Owner that the Contractor has fully settled or paid all labor performed or furnished for all equipment hired, including trucks, for all materials used, and for fuels, lubricants, power tools, hardware and supplies purchased by the Contractor and used in carrying out said contract and for labor and parts furnished upon the order of said Contractor for the repair of equipment used in carrying out said contract; and the Owner, if he so elects, may pay any and all such bills, in whole or in part, and deduct the amount of amounts so paid from any partial or final estimate, excepting the first estimate.

3. COMPENSATION FOR ALTERED QUANTITIES

- (a) Except as provided for under the particular contract item, when the accepted quantities of work vary from the quantities in the bid schedule the Contractor shall accept as payment in full, so far as contract items are concerned, at the original contract unit prices for the accepted quantities of work done. No allowance will be made for any increased expense, loss of expected reimbursement, or loss of anticipated profits suffered or claimed by the Contractor resulting either directly from such alterations or indirectly from unbalanced allocation among the contract items of overhead expense on the part of the Bidder and subsequent loss of expected reimbursements therefore or from any other cause.

MEASUREMENT AND PAYMENT (continued)

(b) Extra work performed will be paid for at the contract bid prices.

4. PARTIAL PAYMENTS

Partial payments will be made on a monthly basis during the contract period.

5. FINAL ACCEPTANCE

Upon due notice from the Contractor of presumptive completion of the entire project, the DPW Director will make an inspection. If all construction provided for and contemplated by the contract is found complete to his satisfaction, this inspection shall constitute the final inspection and the engineer will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of the final inspection.

If, however, the inspection discloses any work in whole or in part, as being unsatisfactory, the DPW Director will give the Contractor the necessary instructions for correction of such work, and the Contractor shall immediately comply with and execute such instructions. Upon correction of the work, another inspection will be made which shall constitute the final inspection provided the work has been satisfactorily completed. In such event, the Engineer will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of final inspection.

6. ACCEPTANCE AND FINAL PAYMENT

(a) When the project has been accepted and upon submission by the Contractor of all required reports, completed forms and certifications, the Owner will review the final estimate of the quantities of the various classes of work performed. The Contractor may be required to certify that all bills for labor and material used and subcontractors hired under this contract have been paid.

(b) The Contractor shall file with the Owner any claim that the Contractor may have regarding the final estimate at the same time the Contractor submits the final estimate. Failure to do so shall be a waiver of all such claims and shall be considered as acceptance of the final estimate. After approval of the final estimate by the Owner, the Contractor will be paid the entire sum found to be due after deducting all previous payments and all amounts to be retained or deducted under the provisions of the contract.

(c) All prior partial estimates and payments shall be subject to correction in the final estimate and payment.

MEASUREMENT AND PAYMENT (continued)

7. GENERAL GUARANTY AND WARRANTY OF TITLE

(a) Neither the final certification of payment nor any provision in the contract nor partial or entire use of the improvements embraced in this Contract by the Owner or the public shall constitute an acceptance of work not done in accordance with the Contract or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall promptly remedy any defects in the work and pay for any damage to other work resulting therefrom which shall appear within a period of twelve (12) months from the date of final acceptance of the work. The Owner will give notice of defective materials and work with reasonable promptness.

(b) No material, supplies or equipment to be installed or furnished under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale, lease purchase or other agreement by which an interest therein or in any part thereof is retained by the Seller or supplier. The Contractor shall warrant good title to all materials, supplies and equipment installed or incorporated in the work and upon completion of all work, shall deliver the same together with all improvements and appurtenances constructed or placed thereon by him to the Owner free from any claims, liens or charges. Neither the Contractor nor any person, firm or corporation furnishing any material or labor for any work covered by this Contract shall have the right to a lien upon any improvements or appurtenances thereon.

Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing materials or labor to recover under any bond given by the Contractor for their protection or any rights under any law permitting such persons to look to funds due the Contractor in the hands of the Owner. The provisions of this paragraph shall be inserted in all subcontractors and material contracts and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into for such materials.

8. NO WAIVER OF LEGAL RIGHTS

(a) Upon completion of the work, the Owner will expeditiously make final inspection and notify the Contractor of acceptance. Such final acceptance, however, shall not preclude or stop the Owner from correcting any measurement, estimate, or certificate made before or after completion of the work, nor shall the Owner be precluded or be stopped from recovering from the Contractor or his Surety, or both, such overpayment as it may sustain by failure on the part of the Contractor to fulfill his obligations under the contract. A waiver on the part of the Owner of any breach of any part of the contract shall not be held to be a waiver of any other or subsequent breach.

(b) The Contractor, without prejudice to the contract shall be liable to the terms of the contract, shall be liable to the Owner for latent defects, fraud or such gross mistakes as may amount to fraud, and as regards the Owner's right under any warranty or guaranty.

9. TERMINATION OF CONTRACTOR'S RESPONSIBILITY

Whenever the improvement provided for by the contract shall have been completely performed on the part of the Contractor and all parts of the work have been released from further obligations except as set forth in his bond and as provided in the section above.

TECHNICAL SPECIFICATIONS

I. Scope of Work:

- A. The work shall consist of furnishing and placing white or yellow reflectorized paint pavement markings, center and edge lines in locations as directed.
- B. The Contractor shall be aware that the Town of Milford has a noise ordinance in effect between the hours of 6:00 PM and 7:00 AM. (can be adjusted by DPW Director at times)

II. Methods of Construction:

- A. Latex base paint shall conform to 708-NH 4.11 and Federal Specifications TT-P-1952b white traffic paint or 708-NH 4.12 and Federal Specifications TT-P-1952b yellow traffic paint.
- B. Glass beads for traffic paint shall conform to 708-NH 4.13.
- C. All pavement markings of the type specified shall be applied at the locations as determined by the DPW Director and shall be in accordance with the Traffic Manual (MUTCD). Traffic control operations in conjunction with placing markings shall conform to 619 and the Traffic Control Plan.
- D. Longitudinal lines placed on tangent roadway segments shall be straight and true. Longitudinal lines placed on curves shall be continuous smoothly curved lines consistent with roadway alignment. All pavement markings placed shall meet the tolerance limits in accordance with manufacturer's recommendations.
- E. Broken lines shall consist of 10 foot line segments with 30 foot gaps and shall meet the tolerance limits in accordance with manufacturer's recommendations.
- F. Unless otherwise specified, widths of longitudinal markings shall be as follows:
 - 1. **Center Lines** - two lines, 4 inches in width
 - 2. **Edge Lines** - single line, 4 inches in width
- G. Newly painted markings shall be protected from traffic until the paint is cured. The method of protection shall not constitute a hazard to the traveling public. Damage to any markings as a result of tracking shall be repaired by the Contractor.
- H. All equipment used for highway striping shall be specifically designed for that purpose by a company experienced in the design and manufacture of such equipment. Equipment used for longitudinal lines shall be truck mounted, and shall have the capability of placing two 4-inch yellow centerlines simultaneously according to the dimensions shown in the specifications. The paint shall be applied with an atomizing spray type striping machine. The equipment shall include a mechanical glass bead dispenser mounted not more than 12 inches behind the paint dispenser. All equipment shall be kept in good operating condition.

TECHNICAL SPECIFICATIONS (continued)

- I. Immediately before applying the pavement marking paint to the pavement, the Contractor shall insure the surface is dry and entirely free from dirt, sand, grease, oil, or other foreign matter.
- J. The surface temperature of the pavement shall be a minimum of 50 degrees.
- K. Paint shall be applied at the following flow rates per gallon for the widths of line specified:
 - 1. **4 inch wide line**, 300 - 350 linear feet for solid lines, 1200 - 1400 linear feet for broken lines
- L. Glass beads shall be applied evenly through the entire paint thickness at a rate of 6 pounds to each gallon of paint. Glass beads shall be applied by pressurized methods for fast-dry paint and by pressurized or mechanical drop methods for regular dry paint.
- M. All cleanup and disposal of solvents, residue, and the like shall be the responsibility of the Contractor and shall be performed in accordance with all applicable federal, state and local requirements.

III. Traffic Control:

Traffic control shall be the responsibility of the contractor. Traffic control shall comply with the Federal Highway Administration Manual on Uniform Traffic Control Devices Part VI, Standards and Guides for Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations. Contractor must maintain traffic flow, total street closures are not allowed.

VI. Mehod of Measurement:

This work shall be measured by the linear footage of longitudinal reflectorized pavement markings, on the surface of the markings, for the type and width specified. Broken lines shall be measured including gaps between line segments. Double lines shall be measured as one line. Any repair work ordered by the DPW Director shall not be measured.

V. Basis of Payment:

The accepted quantities of longitudinal reflectorized pavement markings of the type specified will be paid for at the Contract Unit Price per linear foot complete in place. No payment will be made for those units of pavement markings which do not conform to the requirements of these Technical Specifications.

The Contractor shall submit an invoice monthly for the work performed during the previous 30 days. The Town shall make payment within 30 days for satisfactory work.

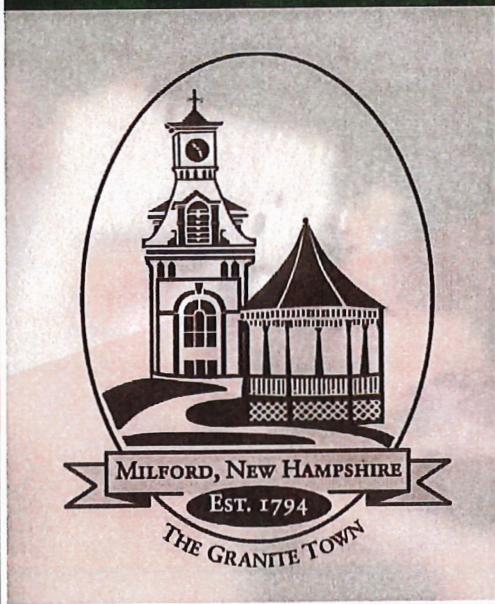
VI. Coordination with DPW Director

The Town will designate a Town employee who will identify for the Contractor the roadways upon which the work will be performed and serve as a liason between the Town and the Contractor.

2023 LINSTRIPING HALF THE TOWN

| STREET NAME | footage | | updated | wht line | dbl yellow | revised 5.2.22--6.24.22-- 7.14.22 5.15.23 |
|--------------------|---------|---|---------|----------|------------|--|
| Amherst Street | 4127 | | 3563 | | X | Yellow/ |
| Armory Road | 5544 | | 5436 | X | X | Yellow/ white |
| Elm Street | 1540 | | 14540 | | X | Yellow (Oval to #127 Elm/Public Service |
| Elm Street | | | 11035 | X | X | Yellow/White (from #127 Elm/Public Service to Hitchiner Way) |
| Mont Vernon Street | 14081 | | 2951 | X | X | Yellow only from granite to route 13 |
| Melendy Road | 10660 | | 10659 | X | X | Yellow/White |
| Nashua Street | 10347 | | 9022 | X | X | Yellow/White |
| Osgood Road | | | 4213 | X | X | Yellow / White Union to Armory |
| Osgood Road | 17191 | | 11190 | X | X | Yellow/White (to Armory Rd) Yellow/White (to Young Road) |
| Osgood Road | | | 1026 | X | X | (Young to Woodhawk) Yellow/White |
| South Street | 1137 | | 6344 | X | X | Yellow/White |
| Union Street | 7840 | | 2162 | | X | Yellow |
| Union Street Ext. | 4666 | | 4707 | X | X | Yellow/White |
| West Street | 4413 | | 4413 | X | X | Yellow/White |
| | 81546 | 0 | 91261 | 0 | 0 | |
| | | | | | 0 | |
| | | | | | | 0 |

Town of Milford
Community Center
Feasibility Study
Final Report



Acknowledgements

The project team would like to thank all those who contributed their time and thoughts to this study. This includes all those community members who attended the public presentation sessions, filled out surveys, and sat for interviews. The bulk of this study took place against the backdrop of the global Covid-19 pandemic. We truly appreciate the community's efforts in engaging with the study throughout the procedural changes and various challenges brought about by the pandemic.

Specifically, the team would like to thank the following individuals, town departments and stakeholder groups for their time and feedback as the team conducted the study.

Town of Milford

Board or Selectmen

Milford Recreation Commission

Planning Board

Lincoln Daley – Director, Office of Community Development

Arene Berry – Director, Recreation Department

Public Works Department

Milford Community Athletic Association (MCAA)

Wadleigh Library Board of Trustees

Keyes Memorial Park Expansion Committee

Keyes Memorial Park Trustees Milford

Milford School District

Souhegan Valley Boy's and Girl's Club

Residents of Milford

1.0 Executive Summary / Introduction

The HL Turner Group along with Ironwood Design Associates was retained by the Town of Milford to conduct and prepare a needs assessment and feasibility study to develop options for a possible Community and Senior Center through the reuse/renovation of an existing 30,000 square foot commercial/industrial building located at 127 Elm Street or the construction of a new facility on the subject property and Keyes Memorial Park property. The scope included evaluating the current/future recreational and social programming within the Town and collaboration/partnerships with non-profit, private organizations, and community groups within the Community to determine the footprint and spatial requirements of the Center and facilities.

This study builds off a previous study completed by the Keyes Memorial Park Expansion Committee in December 2016. which detailed information about the Committee's findings, process, and recommendations focusing on integration of the parcels, public awareness, public safety, traffic improvements, asset management, and long-term planning. (See Appendix VI for copy of full December 2016 Report) This report should be viewed as a continuation of that 2016 effort. The Community Center Feasibility Report was commissioned and funded by the Milford Recreation Commission in 2020 after the Board of Selectmen determined that more information was required to assess the viability and reuse of the 127 Elm Street property for Town use and recreational programming.

Since the issuance of the 2016 report, the east entrance to the Keyes Memorial Park (formally referred to as the Fletcher Paint Superfund Site) has been fully restored and renovated. A new performance stage has been constructed on the site and the entrance now acts as an attractive eastern gateway to the park. In addition, the Town received approximately 7 acres of land abutting the 127 Elm Street property located to the north by way of a private donation. The donated property was subsequently consolidated with 127 Elm Street property and will become the location for a 1 acre community dog park. The park master plan designed as part of this report shows a potential access point directly from within expanded Keyes Memorial Park to the new dog park and trail system.

The design team was tasked with assessing the existing building and lot at 127 Elm Street and conducting stakeholder interviews and public surveys in order to assess the needs that a new community center could serve. The information gathered and the design team's assessment of the existing property would result in a recommendation regarding the best approach for the incorporation of 127 Elm Street building/property and renovation of Keyes Memorial Park as the site for a new community center and park complex.

Summary of key findings and recommendations are :

- There is an identified need for a community center in Milford.

- Enhancements to the swimming pool facility such as modernized locker rooms, accessible bathrooms accessed from the exterior of the center, and improved pool staff facilities.

In addition to the needs identified above, the project team recommends removing the existing structures located at the 127 Elm Street parcel in their entirety. As described in later sections of this report, the challenges presented by maintaining the existing structures outweigh the benefits. The considerations to be made when assessing a re-use or build new scenario include, but are not limited to:

- Renovation projects are typically higher cost per square foot when compared to new construction projects due to the logistics of working with and around existing elements and materials.
- Significant financial investment would be made by the town to end up with a 'square peg in a round hole' final design solution.
- Structural upgrades would be required due to the change in use group of the building regardless of the upgrades needed to repair the structure due to deterioration from moisture intrusion through the failing building envelope.
- Relocation of the community center to a new location within the site opens up new opportunities for better use of the parcels as a whole.
- The internal layout of the buildings are not conducive to meet recreation department programming needs. For instance, a gymnasium space (a key program element in the new rec center design) would require either prohibitively expensive structural modifications (removal of interior columns along the center of each building, raising existing roof height) to the existing pre-engineered metal building frame, or the complete demo of one of the existing building wings.
- The amount of demolition required as outlined in the existing conditions report results in very little of the existing structure and building systems remaining as viable for re-use. This reduces the validity of the entire concept of re-using the building as opposed to building new.

To conclude, the project team concurs that there are identified needs within the community currently not being met by the various existing facilities that are used for community and regional programming events. As stated by the 2016 committee report: Keyes Memorial Park is a valuable resource for the community as a vibrant and centrally located open park space, and as an opportunity to be a drawing point to attract visitors to the community. Continued enhancements of the park will serve to strengthen the quality of life in Milford and help fulfill the Town of Milford Master Plan.

It is our recommendation that the Town further explore the options set forth in the team's report

STUDY PROCESS & METHODOLOGY

It should be noted that this study was conducted against the backdrop of the COVID-19 pandemic. As such, this affected the methodology utilized and facilitation of the stakeholder involvement. The team limited physical in-person meetings and instead relying heavily upon virtual meetings and interviews throughout the study.

While the study presented some unique challenges, this did not affect the quality of the information gathered, the ability to successfully conduct the interviews and meetings over the virtual meeting software or the ability to effectively reach the findings/conclusions contained herein.

Building and Property Assessment

Summary of Turnstone Construction evaluation and assessment of the 127 Elm Street building.

Online Surveys

Several online surveys were conducted prior to the virtual meetings and presentations. These included stakeholder survey questionnaires and a Facebook survey open to the public. The team feels the response volume was adequate and representative of a good cross section of public opinion. The results of these surveys and raw survey can be seen in Appendix IV.

Stakeholder Interviews

The team, with the help of the Town, identified several stakeholders. These entities or individuals were viewed as having a vested interest in the programs and activities that would take place at a renovated park and new community center. The stakeholders the team engaged included: MCAA (Milford Community Athletic Association), Milford Recreation Commission, Milford Recreation Department, Milford Office of Community Development, Wadleigh Memorial Library Trustees, Keyes Memorial Park Trustees, Milford Department of Public Works, Granite Town Media, Meraki Volleyball, Milford School District Representatives, the Milford Board of Selectmen, and several individuals representing community businesses among others. The summaries of the interviews can be seen in Appendix IV.

Public input sessions

Concurrent with the online survey efforts, the team conducted two online public meetings utilizing virtual meeting software.

Two meetings on consecutive weeknights in early January of 2021 were held. The intent of these meetings was to present the results of online surveys and gather feedback from the community regarding the vision for a community center and renovated Keyes Park. These meetings provided useful feedback to the team as the audience participation was quite active through both the chat sidebar session as well as live audio questions during the meetings.

3.0 EXISTING CONDITIONS 127 ELM STREET PROPERTY & KEYES MEMORIAL PARK

The team surveyed the Town-owned property and building at 127 Elm Street, as well as the adjacent Keyes Memorial Park on September 17, 2020 and again on November 15, 2020.

The following summarize the team's findings during its site visits. This site assessment was conducted during the initial phase of the project, before the information gathering process was started. The team wished to understand the site characteristics first-hand, so to inform site analysis and the schematic site evaluation process.

127 Elm Street Parcel (Tax Map 19, Lot 10)

Property Description

The subject parcel is listed as Tax Map 19, Lot 10 within the Town of Milford. The lot is approximately 13 acres 566,280 sf). The south side of the site abuts a wooded sloping hill and



commercial businesses along Elm Street. To the north, the property is framed by the banks of Souhegan River and adjacent to an office building, residences, and Town owned ball fields (MCAA

parking, and no catch basins or other sub-surface drainage components were observed.

An overhead power line cuts across the parking lot on the south side of the building. There is a stone border around the perimeter of the building foundation that is approximately 5' wide.

Building Description



The building formerly occupied by the Permattach Diamond Tool Corporation consists of a one- and two-story pre-engineered metal building located at 127 Elm Street in Milford, NH. The building is made up of three separate metal building frames and the front entrance walls all face due south. The middle and western buildings were built in 1984, and the eastern building was built in 1989. The three structures comprise an approximately 30,000 sf building

footprint in total. Each metal building is approximately 10,000 sf in area individually. The middle building frame contains a two-story space at the front.

This second floor is approximately 5,000 sf in area and contains office space on both levels, as well as a former break room area and kitchenette. The western and eastern metal buildings are predominantly open inside and are both single story. All 3 buildings have low pitch gable roofs that pitch into each other. The building was in disrepair and had been vacant when the Town acquired the lot in 2016. It has been used periodically for the Public Works, Police, and Recreation Departments and storage since that time.



Assembly, Business, and Storage occupancies. While a review of specific plans would be necessary to make final code determinations, it is highly likely that an automatic sprinkler system and an automatic fire alarm system with voice evacuation would be required. NFPA 101, Chapter 43 guides the process for code application in the renovation of existing buildings, including changes of use and occupancy, and would require the renovated building to comply with new construction codes for sprinklers and fire alarm systems (101-43.7.2.2).

- The second floor space is not accessible and is of a size that triggers the accessibility requirement. An elevator or vertical chair lift is needed to achieve code compliance.
- Pursuant to New Hampshire RSA 153:14 II, the Milford Fire Chief issued an Order to Remedy Dangerous Conditions on February 22, 2013. The Milford Fire Chief determined that the building violated the New Hampshire Code of Administrative Rules, State Fire Code, Saf-c-6000 and is dangerous to the lives and safety of the public. The order is still in effect and is the legal responsibility of the Town of Milford as the property's current owner to remedy.

Space Deficiencies

- The building's arrangement as three separate frames presents layout challenges for potential adaptation to a new community center use. The interior column layout is not conducive to large open recreational spaces such as a gym, nor is the height of the frames adequate for gym use.
- Extensive re-work of the roof drainage is needed. The volumes of the three separate gables pitch towards each other and is not a desirable layout from a water management standpoint. This arrangement is not conducive to roofing material longevity, or a low maintenance design. There are gutter spillover indications down the face of the brick veneer on the south elevation near the downspouts.
- The building does not distinguish itself visually or stylistically and is also not deemed to be historically or culturally significant within the Town of Milford. Because of this its re-use is entirely a function of practicality, not necessity.

Building System Deficiencies

- The HVAC, electrical and plumbing systems all require total replacement. The current equipment is well past its usable life, and has sat in a state of non-operative dis-repair exposed to the elements, for close to a decade.
- Due to the lack of building maintenance, the property suffered a catastrophic failure of the sprinkler system on January 29, 2013. As a result, the entire building suffered extensive water damage, resulting in the shutdown of all utilities and damage to the

wooded areas buffer the athletic fields from the residential parcels with frontage on Elm Street. Apart from the vegetative buffer, there are very few shade trees at the park.

A well-used foot path runs along the river; there are picnic tables and grills adjacent to the path in the wooded area.

Public access to the park is available from the west at the 127 Elm Street parking lot; this access point appeared well used by the public. Public access and parking are also available from the east entrance on Keyes Drive. This parking location is most convenient to the existing tennis courts and skateboard park. These tennis courts and parking area are located in the river flood plain.

Electric utilities are above ground; the utilities cabinet is found in line with the paved asphalt walkway to the public entrance of the Keyes Memorial Pool administration building.

The 127 Elm Street parking location provides access to a gravel trail that leads to a paved pathway connecting the pool and other centrally located amenities (playground, volleyball court, pavilion and pergola). The paved pathway extends around the tennis and basketball courts to the east entrance parking lot off Keyes Drive.

The Keyes Memorial Park amenities included:

- Chain link fenced-in swimming pool and wading pool
- Keyes Memorial Pool administration building
- Concession stand
- Playground with swings and jungle gym
- Sand volleyball court
- Horseshoe pits
- Pavilion, attached pergola, and picnic tables
- Picnic area with grills
- Performance stage/bandstand
- Skateboard park
- Tennis courts
- Basketball court
- Baseball diamond
- Softball field
- Youth baseball diamond with dugouts and backdrop fencing

- Storage shed – This is a concrete block building, with a wood framed roof located adjacent to the pool patio.



Storage Shed

- Pool patio and pool administrative building dedicated in June, 1965 - The administrative building is a single story painted concrete block building with a wood framed roof. The building is in good condition but lacks adequate locker rooms and pool staff support space. The pool filtration equipment is located within this building. There is a concession window on the east side of the southern wall. There are two pools located within the pool patio. A larger pool with lap lanes is used for swimming events. There is a smaller toddler pool in a separate fenced area located on the pool patio.

Pool administration Building



- Pump house –This is a painted concrete block wall, and wood frame roof structure.



Pump House

- Band stand dedicated in 2007. This is a wood framed gazebo structure and will remain in its current location.

Band stand



4.0 STAKEHOLDER & PUBLIC INPUT

Before developing specific plans to improve the park and upgrade or replace the existing buildings on the 127 Elm Street property, the design team was interested in collecting input from residents and stakeholders.

Online Surveys

Public Survey Highlights

The online public survey covered several topics ranging from desired elements within the park and community center building, to the frequency with which an individual would see themselves using park and building amenities, to the geographic location and demographic of respondents. There were 231 total respondents to the online community survey.

Frequency of use

39% of survey respondents said they would use a community center once a week, 20% would use center a couple times a month, and 10% said they would use the center daily. 18% would attend specific, while the remaining 13% indicated they would not utilize the center.

In favor?

In response to a simple yes or no if in favor of the town constructing a new community center next to Keyes Memorial Park 80% were in favor of the community center project.

Desired activities and amenities

The survey asked respondents to select activities from a list that the respondent or respondent's family would most enjoy. The top-ranking activities/services selected were:

- Universally accessible paved walking path throughout the park Multi-purpose community space
- Aerobics/Dance/Yoga Studio Gymnasium
- Seniors lounge Rock climbing wall

The respondents were also asked to identify from the same list of activities which they or their families would participate in least often. The top five activities garnering the most votes were:

- Child Care
- Indoor soccer
- Library space – mobile/satellite space – reading programs, internet access
- Seniors lounge
- Racquetball

It would seem that the appearance of services such as the senior lounge on both lists is due to its mutual exclusivity to user groups. Those of age to utilize such a service would prioritize it, and those not of age would easily not prioritize it. The presence of library type functions and

Stakeholder Survey Highlights

The online stakeholder survey sought to identify areas of opportunity that stakeholders could help meet through operational, programming or project development assistance. The questions posed in this survey included if there was interest in partnering with the development and operation of a new center, as well as specific amenities desired and what resources the stakeholder could bring to the table.

Partnership opportunities in development or operation

Several stakeholders replied that they envisioned areas in which they could help develop and or operate activities at the center. These areas included athletic programs, senior center services, and transportation support. The transportation support would include assisting seniors in accessing any senior related programming. Several stakeholders also indicated support in providing programming that could utilize the multi-purpose space that would be provided in the center.

Resources

Stakeholders indicated they could help provide resources ranging from expertise in specific activity space design, to programming and staffing assistance for certain programs. Once again, transportation resources were offered to support a new community center.

Stakeholder Interviews Highlights

The team held several virtual interviews with stakeholders after the online survey responses had been collected. These interviews yielded the following information.

MCAA (Milford Community Athletic Association)

The team interviewed several representatives of the MCAA all present on a single virtual call. The MCAA noted that one of their goals is to host more tournaments thus generating more foot traffic near local businesses. An improved park layout with additional fields would help accomplish this. They noted that basketball space is a challenge to get within the community and they currently have to scatter programming around several locations and at odd hours. An extra gymnasium space would greatly help this situation. A gymnasium would also help them in conducting indoor tryouts/assessments for sports such as baseball. Indoor space would also help them overlap sports seasons instead of having to wait for one to end before the next can begin on outdoor playing fields. The MCAA also indicated they could greatly benefit from readily available space to hold board monthly board meetings and other such functions.

Public input sessions Highlights

The public input sessions proved to be effective methods for the team to present ideas and for the public to interact and give feedback to the team. The following comments came from the early January 2021 presentations:

- An attendee asked if the project would create duplication of spaces within the town. Arene Berry stated that there is a need for additional programming space and that this project would not create a duplication of such spaces.
- An attendee asked who would run the facility. The team responded that the Recreation department would operate the community center.
- It was stated that membership only clubs and gyms in the area have gotten expensive and a town run no fee venue would be a welcome addition to the area.
- The senior population in Milford was discussed. It was noted that this is a growing and under-served group in the town. One attendee noted several other towns that have exemplary senior programs that should be referenced.
- A gymnasium space was discussed and the particulars of what it could entail were noted. It should be large enough to host special events and also accommodate multiple types of activities and sports including volleyball, basketball and pickle ball.
- A multi-purpose room was discussed. This could be used by groups such as the Lions Club and the Rotary Club among others for meetings and other functions.
- Program rooms were mentioned that could be used for small group instruction in crafts, painting, and even game playing. The possibilities for uses of these rooms were noted to be very flexible and wide ranging.
- Office space for the Recreation department was discussed. It was noted that this space should include a well-lit reception desk area where visitors to the center can be helped by Recreation Department staff.

Survey Summary

The team finds several key takeaways from the survey data generated. The team feels that the 231 respondents represent an accurate cross section of the community. The responses were wide ranging – it is apparent that respondents weren't afraid to make their feelings known whether positively or negatively. Across this range of responses there seems to be support for the development of a new community center and park renovations with 80% responding favorably.

5.0 FEASIBILITY STUDY RECOMMENDATIONS

As a result of the needs identified during the information gathering processes, the Design Team formulated a park master plan and a conceptual building design to better serve the Milford community and surrounding region.

It should be noted that the goal of any future building development and park improvements would be to complement and enhance the services currently being offered to the community by various organizations and businesses. It is not the intent to compete with or duplicate the services of entities that already adequately serve the community's needs.

DESIGN RECOMMENDATIONS

127 Elm Street Property

- Demolish the existing building located on the lot. As outlined earlier in the report, the team feels the existing building does not offer enough value to rehabilitate for use as the community center building. The building location is not conducive to realizing a successful park master plan layout. In addition, the current condition and interior layout of the buildings are not viable.
- Incorporate the 127 Elm Street lot into the Keyes Memorial Park parcel to create one park across both parcels.

Keyes Memorial Park

- Provision for an accessible walking path within the park would serve a variety of uses, such as pet walking and connecting area walking trails with the future dog park. An accessible walking trail would connect to destinations within the park and to sidewalks on Elm Street.
- Creation of additional playing field surfaces, and re-arrangement of current fields and courts will afford improved simultaneous uses.
- Improvements to the field surfaces and soils will support playing field resiliency and drainage characteristics.
- New centrally located vehicular parking will better serve large scale park events such as sports tournaments and provide facile access to the new community building and pool. Relocation of the tennis courts and basketball court on the expanded park site is recommended, thereby moving these impervious surfaces from their current location in the flood plain of the Souhegan River.

- Improves and increases parking spaces for new facilities and expanded uses.
- Provides 20,000+ SF of green infrastructure for stormwater management and water recharge, where currently there is none, keeping thousands of gallons of stormwater from reaching and polluting the river during each rain storm.
- Accommodates improved vehicular circulation, connecting the east and west ends of the park.
- Minimizes recreational resources in the flood plain and provide locations for flood plain compensation.
- Provides open areas as multi-purpose fields and park events.
- Includes generous plantings of shade trees and lawn areas for passive enjoyment.
- Accommodates strategically located overflow parking on lawn areas.
- Affords central placement of a new community center building.
- Maintains use of the existing skate park, pool, pavilion, and bandstand/performance space.

Phase 3

- In Phase 3, a new roadway and parking lot would be built connecting the east and west end park vehicular access points; additional parking spaces, including bus parking, would be a part this phase for improved vehicular accommodations in the park.
- Reconfiguration of the central field areas will allow construction of new optimally orientated baseball and softball fields. The ballfield layout would allow for the coordinated construction of a multi-purpose sporting and event field that doesn't impact the other ball playing locations.
- New stormwater management elements would be built to manage run off from new paved areas on site.
- A new playground, as well as a new pavilion and plaza, would be built to the west of the existing pool area.
- A flood plain compensatory storage area would be developed in the place of the existing playground; a new accessible walking path be built connecting the paths on the east and west ends of the property.

Phase 4

- In Phase 4, the new community building would be built following demolition of the existing structure. To accommodate the additional parking needs associated with community programming at the facility, the central parking area would be expanded. Additional pedestrian walkways would be installed around new parking locations to enhance safety.
- A splash pad would be added in close proximity to the existing pool and the new community building.
- This phase would also include additional stormwater management areas and snow storage to accommodate the additional impervious surfaces on site.
- The advantages to this phased strategy are:
 - An incremental implementation of the master plan will spread cost impacts over time. Phasing allows Town staff and administrators to identify and prepare grants for the most valuable State and Federal funding sources.
 - There is no loss of function of the existing ball fields; the addition of the new softball field in Phase 1 without decommissioning the existing ball field facilities will accommodate the need to hold three ball games simultaneously.
 - The court sport resources in the flood plain are removed, relocated, and expanded at the 127 Elm Street property location.

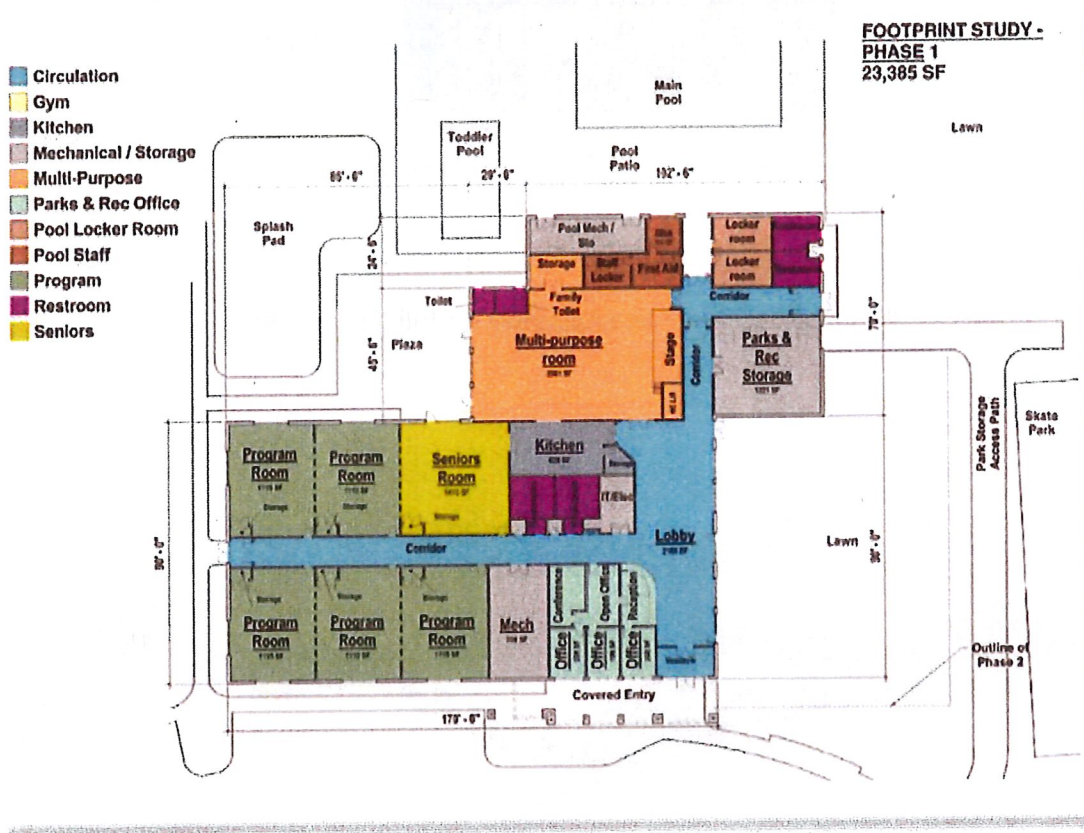
| MILFORD COMMUNITY CENTER PHASED SITE IMPROVEMENTS | | | | | |
|---|-----------------------------------|---|---|--|-------------------------------|
| | Approximate area of park impacted | Site improvements | New athletic facilities at phase completion | Estimate of striped paved parking spots at phase completion ^a | Planning-level cost estimate* |
| EXISTING CONDITIONS | | | | 92 | |
| PHASE 1 | 45,100 sf | At the east entrance around demolished building and adjacent parking, install expanded turf area near dog park and river path access | 0 | 79 | \$70,169 |
| PHASE 2 | 211,00 sf | Create paved walking path along river, pedestrian connection between east and west Relocate all courts out of flood plain Improve east entrance driveway Add new parking for courts and dog park access area Add compensatory flood storage | 2 tennis/4 PB courts 2 basketball courts | 61 | \$1,267,120 |
| PHASE 3 | 556,000 sf | Create through road, vehicular connection between east and west Add new bus and car parking Reorient and reconstruct ball fields and overlay sports fields Install new playground and pavilion Add compensatory flood storage | 1 LL ball field 2 adult ball fields 1 soccer/multi-function field 2 overlay fields | 251 plus 3 bus parking spots | \$2,757,439 |
| PHASE 4 | 65,800 sf | Add additional parking for new community center building | 0 | 359 | \$901,792 |
| No updates to pool or skateboard park are anticipated; plumbing connections between existing pool and new building occur in Phase 4. ^a Assumes 10-foot X 20-foot size for existing and new parking spaces. *Planning-level cost estimates do not include cost of demolition of buildings, design / engineering fees, nor cost of utility infrastructure. There may be some shared costs between Phase 1 site improvements estimated here and building demolition cost estimates. Abbreviations: LL, little league; PB, pickle ball | | | | | |

See Appendix For full size Chart

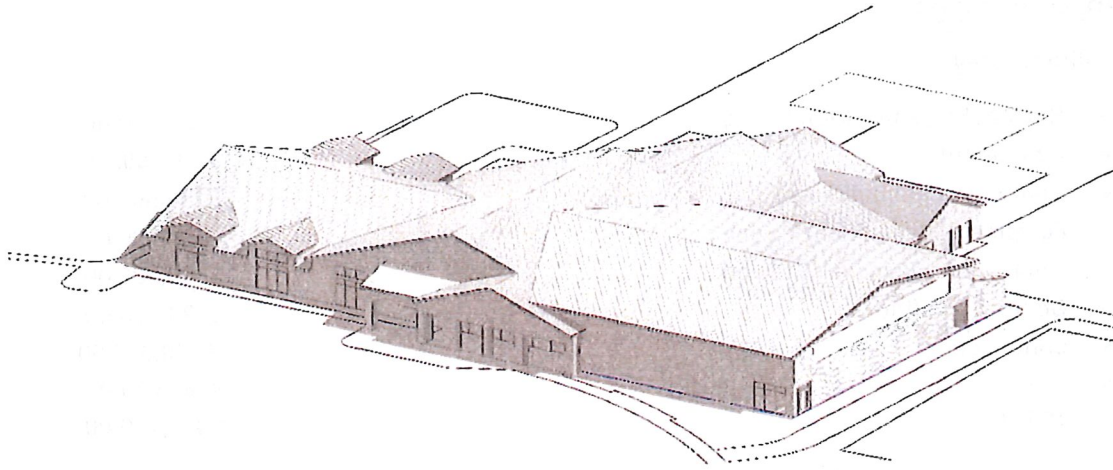
Community Center Building

The centerpiece of Keyes Memorial Park will be the community center itself. The building would offer programming space for all ages and function as a truly multi-generational community center. The building's central location in the park allows it to be easily accessible from the east and the west access points, enhancing the relationship between building use and park use. This provides park users with ease of access and increases efficiency of operation for staff. The buildings' central location also consolidates many different amenities within one footprint within the better organized park green space. The 32,000 sf footprint of both phases of the new building equals the 32,000 sf footprint of the existing buildings at 127 Elm Street. that are recommended for demolition. The incorporation of the 127 Elm Street. parcel into the new park layout allows for a net increase in open space while maintaining the same building footprint square footage across both lots. The team feels the park amenities will be better laid out across the new larger park area. The new building is situated within Keyes Memorial Park such that the existing pavilion, bandstand, storage shed, pool and the skate park can all be maintained in their current locations. These factors should result in the park's current open space character being maintained and enhanced.

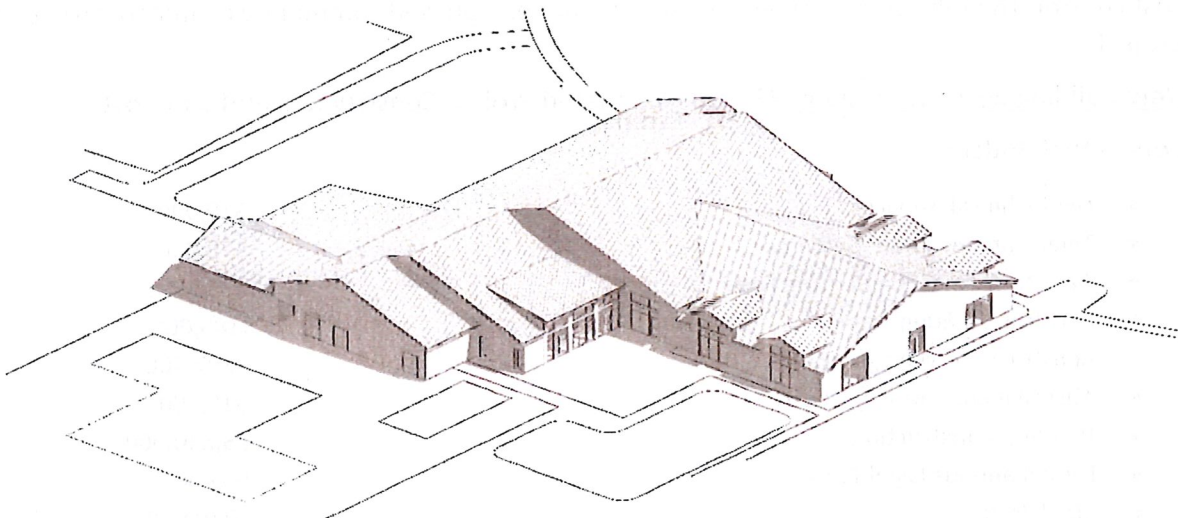
- **Gymnasium** -This space is envisioned as a future phase in the construction sequence, and is located to allow for easily adding to and incorporating within the building floorplan. This space would offer valuable additional indoor athletic court space to the town and schools. The demand for this type of readily available gym space is high and currently underserved.
- **Future vertical expansion** - This concept was discussed during some of the stakeholder and public meetings. If accommodated in the initial design, the structural framing support system could allow for the development of second story space within the roof volumes. Park space is at a premium and the ability to expand the building is considered something worth investigating should the concept be further developed.



Phase 1 Floor Plan – See Appendix for full size plan.



Southeast Aerial View Phase 2



Northwest Aerial View

CONSTRUCTION APPROACHES & ESTIMATES

The Design Team investigated the following approaches to help Town staff plan for and budget the project. A key aspect of moving the project forward would be to complete the improvements and new construction in planned phases. Phasing could be key to the project's viability.

In a phased approach the proposed demolition of the 127 Elm Street buildings would be the initial phase. This would consist of removing the existing structures and returning the lot to a flat graded site ready to be developed into park space. The cost estimate below was provided to the team for the demolition of the buildings currently on the lot.

TOTAL PROJECT COSTS (incomplete)

\$7,920,800

New Building w/Gymnasium (32k s.f) - Estimated Project Construction and Soft Cost Conceptual Budget

| | |
|--|-------------|
| • Geotechnical Services | \$12,000 |
| • Telecommunication Systems | \$80,000 |
| • Architecture & Engineering Fees | \$462,000 |
| • Furniture & Equipment | \$205,000 |
| • Construction Manager Fees | \$387,000 |
| • Miscellaneous Moving Cost | \$15,000 |
| • Building Construction | \$7,640,000 |
| • Miscellaneous Legal Fees | \$3,000 |
| • Site Work | \$710,000 |
| • Owner Construction Contingency | \$100,000 |
| • Building Demolition | \$125,000 |
| • Facility Support Services (Monitoring) | \$30,000 |
| • Utility Fee | \$20,000 |
| • Building Commissioning | \$70,000 |
| • Independent Testing Agency | \$10,800 |
| • Bond Costs | TBD |
| • Security & Access Systems | \$80,000 |
| • Hazmat Abatement | \$40,000 |
| • TOTAL PROJECT COSTS (incomplete) | \$9,989,800 |

Concept Recommendation Presentation Zoom Meeting

The team presented the above recommendations to the community during a zoom presentation in early June of 2021. The concepts and recommendations were well received. See Appendix 9.0 for meeting comments.

Funding Recommendations

There are several avenues of project funding that the Design Team would recommend aside from typical taxpayer funded mechanisms.

- Government funded grants – There are several federally funded grant programs available. The community facilities grant program, outdoor recreational grant program, and the state administered community development block grant program may be applicable to a project of this size. Many of these grants are aimed towards towns under certain population sizes for which Milford could qualify. Other site improvement grants

climate may also lend credence to the regional approach. The current elevated material cost ,supply chain issues, and higher energy costs are very challenging and it is not known when or if these issues will subside. This could be a motivating factor to explore sharing the costs regionally to achieve the project.

- Addressing gaps in regional resources – Not only would the center address resource gaps in Milford, but it could also benefit from being available to serve those same gaps in other surrounding towns. Similar to cost sharing, expanding service to additional local communities of lower populations that may have less resources should serve to maximize the value of this project. This increased value to other communities could motivate surrounding towns to offer the financial and operational assistance discussed previously.
- Economic benefits – The increased traffic from these surrounding communities into Milford for the use of the center should stand to economically benefit the local businesses. In addition, a regional center not limited to Milford alone could be important in both attracting families to and retaining those already living in the greater Milford region that the local Milford businesses serve.

TOWN OF MILFORD, NEW HAMPSHIRE FACILITY CONDITIONS ASSESSMENT



127 ELM ST, MILFORD NH



SEPTEMBER 10, 2020

TTG PROJECT No. 5027

The H.L. Turner Group Inc.

ARCHITECTS ■ ENGINEERS ■ BUILDING SCIENTISTS

1.0 FACILITY AUDIT OVERVIEW

The building formerly occupied by the Permattach Diamond Tool Corporation is a one- and two-story pre-engineered metal building located at 127 Elm Street in Milford NH. According to parcel data found online the building or at least portions of it were first constructed in 1963. The building is made up of 3 separate metal building frames and the front entrance walls all face due south. The middle building frame contains a two story space at the front. The front end of this middle building contains offices on both levels. The western and eastern metal buildings are predominantly open inside and are both single story. All 3 buildings have low pitch gable roofs that pitch into each other. The roofs of the two outer buildings pitch into the sidewalls of the middle building which has a higher eave height. The easternmost building and the middle building have low pitch metal roofs. The westernmost building has a low pitch rubber membrane roof. The exterior walls consist of metal siding and brick or masonry block veneers. The front walls of all 3 building are faced with brick with that also wraps around the corner and continues down the sidewalls of the westernmost and the middle building. The westernmost building has a partial height concrete masonry unit (cmu) wall that changes to metal siding approximately 4' above the floor level. The remainder of the exterior walls of these buildings are faced with metal siding panels. The westernmost building has a cmu utility room addition with 8' walls and a corrugated metal low pitch shed roof. The middle building also has a wood frame structure attached to the rear wall. This structure has a gable roof with corrugated metal surface. This small structure is sided with vertical grooved plywood siding that has been painted.

The three structures comprise an approximately 30,000 sf building footprint in total. Each metal building is approximately 10,000 sf in area individually. The second floor of the middle building is approximately 5,000 sf in area.

There is parking located on the west, south, and east sides of the building, and there is an access drive around the back (north) side of the building. The building backs up to a knoll covered with pine trees.

LIMITATIONS: The H.L. Turner Group Inc. (TTG) has prepared this report for the City of Concord, New Hampshire based on visual observations only and therefore did not involve destructive demolition, scientific testing or any other tests. The information/data in this report has been provided in general accordance with accepted Architectural and Engineering consulting practices and TTG makes no warrantee, either expressed or implied on the conclusions or cost estimates/opinions of probable costs provided.



TOWN OF MILFORD, NEW HAMPSHIRE FACILITY CONDITIONS ASSESSMENT



127 ELM ST, MILFORD NH



SEPTEMBER 10, 2020

TTG PROJECT No. 5027

The H.L. Turner Group Inc.

ARCHITECTS ■ ENGINEERS ■ BUILDING SCIENTISTS

The H.L. Turner Group Inc.

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Milford, NH Facilities Assessments

“Permattach” Building
127 Elm Street – Milford, NH

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- 1.0 Facility Audit Overview
Limitations
- 2.0 Site Evaluation
- 3.0 Exterior Wall and Roof Evaluation
- 4.0 Interior Systems Evaluation
- 5.0 Summary and recommendations
- 6.0 Photos
- 7.0 Appendix – Site information

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2.0 SITE EVALUATION

OBSERVATIONS

The building is located on parcel 19-10 within the town of Milford. The lot is approximately 5.8 acres (252,458 sf) in area with 40,000 sf of asphalt paving. The south side of the site abuts a wooded sloping hill while the north side of the building is bordered by a small ridge that is wooded and descends down to a stream that connects to the nearby Souhegan River. The east end of the site opens onto the Keyes Park athletic fields. There is a gradual rise to the field level. The site is accessed on the west side by a narrow drive that descends down about 20' in elevation from Elm St. There is asphalt paving striped for parking on the west, south, and east sides of the building. The asphalt exhibits a large amount of cracking throughout all areas where it is located on the site. The site appeared to be dry and free of surface drainage problems at the time of the site visit. There were however remnants of a puddle along the southwest edge of the south side parking, and no catch basins or other sub-surface drainage components were observed. An overhead power line cuts across the parking lot on the south side of the building. There is a stone border around the perimeter of the building foundation that is approximately 5' wide.

RECOMMENDATIONS

The asphalt paving should be repaired or replaced. Parking lot layout and flow should be analyzed to achieve maximum efficiency and capacity. If possible the overhead power to the west edge of Keyes Park should be relocated underground. Surface run-off drainage should be analyzed and a means to handle the run-off should be designed if not currently existing. The site lacks exterior site lighting. There are building mounted lights that should be assessed and replaced as required. Adequate site lighting for safe movement through the parking lot should be installed.



3.0 EXTERIOR WALL AND ROOF EVALUATION

OBSERVATIONS

Roofing

The roofing on the buildings are the typical metal roofing panels associated with pre-engineered metal buildings with the exception of the westernmost structure which is an EPDM (ethylene propylene diene) rubber membrane. There is metal trim around the entire roof perimeter along with aluminum gutters at the eave sides of the roofs. The roof insulation is fiberglass batt insulation which is applied just below the roof panels at the girt lines. There is a vinyl insulation liner or 'bagging' that holds the insulation in place. There were several spots where the liner was torn and insulation was hanging down. The easternmost building has a hole in the roof panel and daylight was visible through the opening. There was not any insulation visible from below in a portion of the westernmost building. There was a corrugated metal decking applied over the roof purlins which most likely indicates a rigid insulation was applied over the decking and covered with the membrane roof. The roof panels near the north end of the middle building exhibit rusting on the outer surface. The EPDM membrane roof appears to be in good shape. Due to the industrial use of the building there are many pieces of abandoned roof top mechanical units which means many roof penetrations with flashing joints that are prone to failure over time.

Exterior Walls

The exterior walls of the building are predominantly metal siding applied to horizontal metal support girts. There is batt insulation with the same vinyl liner applied within the girt bay. The vinyl liner is left exposed along most of the walls with the exception of the south facing walls where a framed partition was built in front of the vinyl liner. The south facing walls are brick veneer on the exterior with what appears to be an air gap and a gypsum sheathing over stud framed back up wall. The westernmost building appears to have a cmu back wall behind the brick. The westernmost building also has a cmu wall 4' above the slab around it's entire perimeter beyond the south facing brick veneer wall. The insulation and girts appear to stop above this wall. The brick is in disrepair in many spots due to moisture intrusion. There are locations at window openings in the building where it is possible to see down into the wall cavity and the brick is falling away from the back up wall. The brick on the sidewalls of the middle building where the two lower roofs tie in is has seen large amount of water running over its surface and is very stained from the moisture it sees. In general the metal siding throughout the building is in poor condition. There are many dents from apparent vehicle impacts and numerous penetrations for exhaust fans and other equipment that would require siding patches. The north wall of the building contains several large



overhead doors and openings into accessory structures that would require extensive patching and reconstruction if such items were removed as part of a renovation. At the walls of the middle building where they extend above the adjacent roofs surfaces there is a mixture of metal siding panels and what appear to be smooth possibly fiberglass panels. These upper wall locations along the middle building are very prone to leakage with two roof planes pitching into the vertical sidewalls. The flashing detail and condition as well as gutter set-up wasn't investigated at this time.

Framing/Structure

The roof framing consists of several metal building fabricated steel 'bents' located periodically along the length of the building frame. These bents also comprise the wall framing and continue down to the slab. There are secondary steel members called purlins or girts that frame between the bents and support the roof and wall siding panels. The exterior brick veneer is most likely supported by back up stud wall framing and sheathing with brick ties mortared into the brick joints. The back up wall and brick veneer was failing in several spots on the middle building exterior.

Windows/Doors

The majority of the windows are located on the south facing entrance walls of the building. All of the openings are boarded up currently. The windows are a mix of vinyl and wood units with most being double hung except for several sliding windows on the west and north walls of the westernmost building. The exterior personnel doors are mostly hollow metal flush panel doors with the exception of some 6 panel doors at the front entrances. There are several overhead sectional doors at each building.

RECOMMENDATIONS

Roofing

The EPDM roof membrane appears to be in good shape. The metal roofing panels were exhibiting rusting at portions of the middle building and might need to be replaced. There would be extensive roof patching required at removed equipment locations if the building (s) were to be salvaged. It should be noted that the roof form arrangement of the buildings is not conducive to the longevity of materials and the goes against the



concept of shedding water, snow, and ice away from building surfaces. The hole in the roof in the easternmost building should be fixed immediately.

Exterior Walls

As noted above the exterior walls would require extensive repair both to the metal siding and brick veneer should the building be re-used. The back up framing behind the brick veneer would require some partial demo of wall finishes to fully assess the repairs needed.

Framing/Structure

The steel frame elements appear to be in good shape and don't need immediate attention.

Windows/Doors

It is assumed based on quick visual survey that the all of the windows would need to be replaced. There are several broken sashes throughout the building and in general the windows appear to be at the end of their useful lifespan. It would also be recommended that all of the exterior doors be replaced in the event of a building re-use scenario. It is assumed that the majority of overhead door openings would be removed and need to be infilled with windows or wall construction.

4.0 INTERIOR SYSTEMS EVALUATION

OBSERVATIONS

Walls

There is a mix of cmu and stud and drywall system walls throughout the building. The two office spaces at the front of the middle building contain the majority of the partitions within the building. There are dividing walls between the metal building frames that are full height cmu partitions. The majority of the interior walls within in the building beyond the office spaces appear to be painted cmu.

The gypsum wallboard and stud walls in the office areas are in varying states of disrepair and would need complete refurbishment.

Flooring

The first floor is a concrete slab on grade throughout. There is a second floor in the middle building that is framed with open web steel joists. The second floor decking looks to be mostly plywood. The steel joist are supported on steel beam and column framing, as well as load bearing cmu partitions along the dividing walls between metal building frames. The second floor footprint appears to extend over the entire width and approximately half the length of the middle building. This would equate to roughly 5,000 sf of floor area.

The concrete slabs on grade appear to be in good condition. The east and west building floor slabs are relatively clean and level. The middle building floor slab has numerous depressions, pits and a dock leveler at the rear of the building space. These depressions are assumed to have been built for specific industrial processes and would need to be leveled and in-filled in any re-use scenario. Slab moisture levels and below slab moisture prevention measures are not know at this time but can contribute to added and unforeseen costs in a renovation.

The finish flooring in the office areas are a mixture of carpet and vct. These floors are in complete dis-repair and would need to be replaced.

Ceiling

There is acoustical tile suspended ceiling mostly located within the office area of the middle building. This much like the floors is in poor condition. There is drywall ceiling at the open area behind the front offices at the first floor of the middle building. This is in fair condition with several patches needed. All other spaces do not have ceilings and are

exposed to the roof with the exception of a bathroom core in the middle of the easternmost building. The bathroom core has a wood joist frame cap, with most likely suspended ceiling within the bathrooms which were not able to be viewed.

Stairs

The second floor of the middle building is accessed by wood framed stairs. The stairs were in good condition but lacked proper guard rails and hand rails. Code compliant guard rails and hand rails would need to be added.

Mezzanines

There is a small mezzanine at the north end of the middle building accessed by a wood framed stair.

Electrical

The lighting in the building appears to be suspended fluorescent tube shop style lighting in the majority of the spaces. There was recessed fluorescent lighting in the office areas. It is assumed all lighting fixtures would be demo'd and replaced with energy efficient LED fixtures. There are multiple panels throughout the building that would most likely not be needed with the switch to an assembly occupancy.

Plumbing Systems

There are several small toilet rooms throughout the building. These could presumably be relocated in a renovation, and the number of fixtures for an assembly type occupancy would most likely require the addition of toilet rooms with several fixtures in each. The current plumbing facilities would not be adequate for use as a community center building.

Fire Protection Systems

The building is equipped with automatic fire sprinklers. There was a fire protection equipment room that was not able to be accessed during the site visit.

Accessibility

The second floor space is not accessible. The first floor entrances of the building are on grade and accessible in their current condition. Accessible restrooms were not observed within the building during the site visit.

HVAC



The mechanical systems appeared to consist of unit heaters and air delivery ducts and terminals throughout. There were several air handlers on the roof of the easternmost building, and several condensers most likely associated with split system ac units on the ground outside the building at various spots. The gas service appears to enter the building at the north east corner of the building, while the water service appears to enter at the southwest corner of the building.

RECOMMENDATIONS

Walls

It is assumed that the majority of the non-load bearing partitions in the building would be removed in the event of the space being reconfigured. Notwithstanding most of the wall finished would need to be removed and re-applied to the current framed partitions just for access for new building systems.

Flooring

It is assumed all existing finish flooring would be removed and replaced. As mentioned previously applying certain finishes to existing concrete slabs can come with challenges based on moisture migration rates through the slab and underlying soil conditions.

Ceiling

Replace all finish ceilings.

Stairs

Address guardrail and handrail issues.

Electrical

A complete renovation of the electrical system would be anticipated. All lighting should be replaced, and power panels, and circuitry would most likely need to be re-worked.

Plumbing Systems

The current toilet facilities need to be renovated and likely additional central toilet rooms that are handicapped accessible would be needed.

Fire Protection Systems

Verification of the capacity of the existing system needs to be done. Reconfiguration and addition of branch piping, main lines and heads would be needed to serve a building renovation.

Accessibility

The second floor in its current square footage and if changed to an assembly use would be required to be wheel chair accessible. Accessibility would need to be provided through a lift or elevator.

HVAC

This much like other systems in the building would most likely see a full demo and re-build to undergo a renovation and occupancy change.

5.0 SUMMARY AND RECOMMENDATIONS

It is apparent that the building has seen heavy use over the years. It's arrangement as 3 separate frames might present layout challenges for a new use. The interior column layout is not conducive to large open recreational spaces such as a gym, nor is the height of the frames adequate for a gym use. Metal building frames are typically clear span, but each of the three building frames has interior columns along the center ridge line. The roof volumes of 3 separate gables pitched towards each other is not a desirable layout from a water management standpoint. The building does not distinguish itself visually or stylistically and is also not deemed to be historically or culturally significant within the town of Milford. Low pitch gable roofed buildings are generally not pleasing visually or proportionally.

In addition the siting of the building may not prove viable once further site analysis and planning takes place. It is our opinion that any re-use of the building as part of a new community center would most likely involve a complete removal of the existing building facades and a majority of all the interior systems down to the steel building frames themselves. There are certainly project efficiencies and savings to be realized if the structures were to be re-used but it does not seem like the most viable option at the outset of the planning phase. However, re-use of the building will be considered during the planning phase. There may be opportunity to re-use a portion(s) of the building for compartmental programming such as classroom space or similar uses. The value of the Elm St property may very well be in the land itself though and it's adjacency to Keyes Park rather than the existing structure that sits on it.



6.0 PHOTOS



View from west



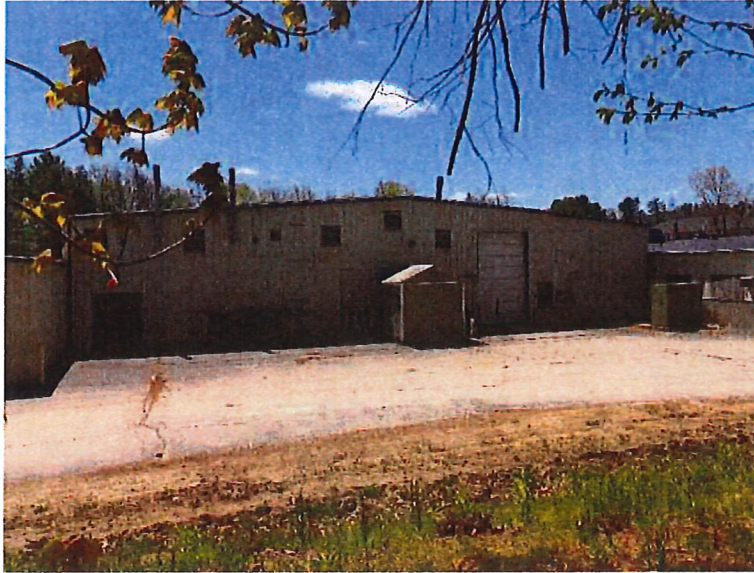
View of from south



View from east



View of north side of easternmost building



View from north of middle building



View from north of western building



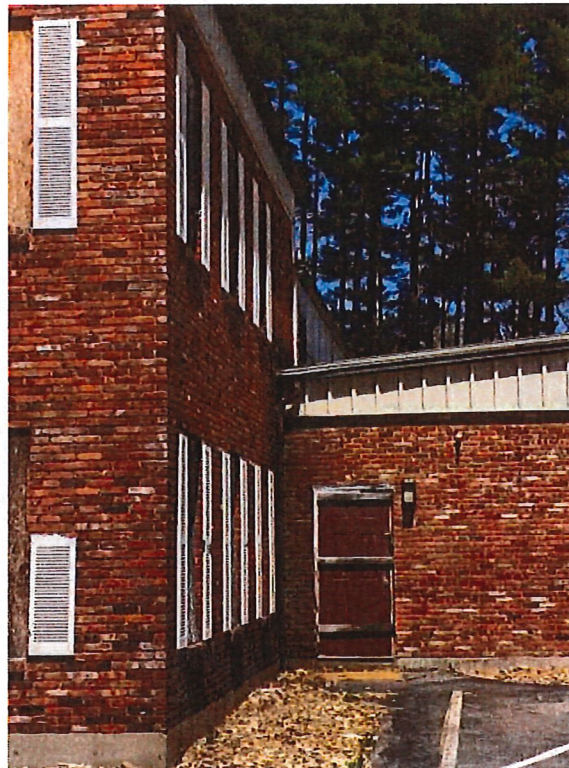
View of typical pavement condition



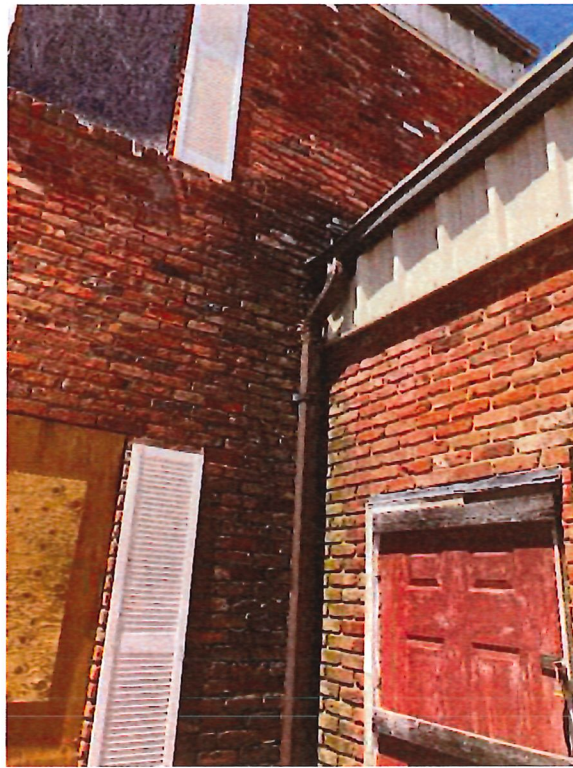
View of failing brick veneer and back up wall below a window opening



View of overhead power and view out to Keyes Park



View of roof pitching into sidewall



View of brick damage at interior corner



View out to Keyes Park from east end of 127 Elm St property



Typical metal building frame – bents and roof purlins



Metal building frame @ easternmost building showing columns along ridge line



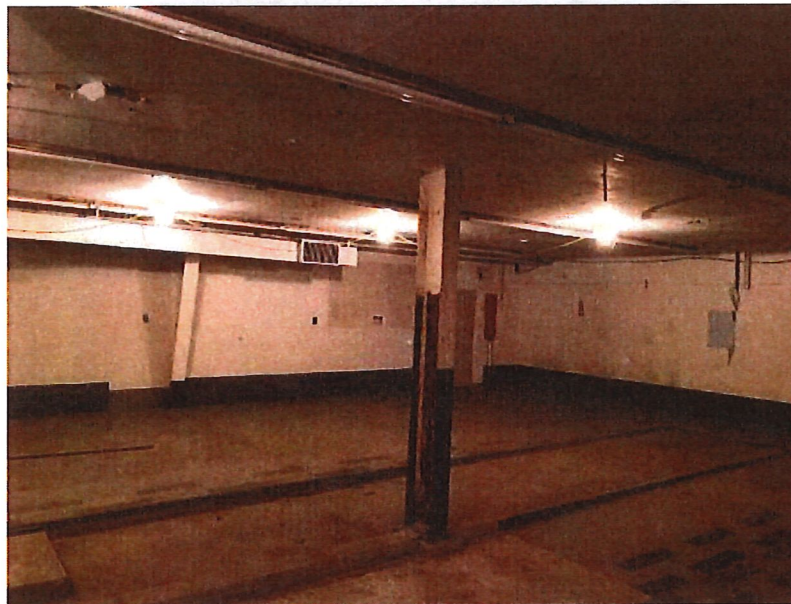
Daylight through hole in insulation, vinyl layer and roof panel



Typical roof insulation with vinyl facing and support strapping



Wood stairs to second floor in middle building



View of slab in middle building showing multiple levels



View of knoll / ridge at north side of site sloping down to stream

7.0 APPENDIX – SITE INFORMATION



SOUHEGAN RIVER

WOODED AREA

100-YEAR FLOOD PLAIN

LOW RA RISE ELEVATION 238'

WOODED AREA

DOWN SLOPE

SUMMER SUNSET

VIEWPOINT

PUBLIC PARK

SUMMER SUNRISE

VIEWPOINT

APARTMENT COMPLEX

EXISTING BUILDING ELEVATION 249'

EXISTING PARKING

OVERHEAD POWER LINES

VIEWPOINT

STORM WINDS

VIEWPOINT

WOODED AREA

BUILDING SETBACK 30'

LOW POINT ELEV 244'

HIGH POINT ELEV 254'

WINTER SUNRISE

PREVAILING WINDS

ABUTTING LOT

ABUTTING LOT

ABUTTING LOT

ABUTTING LOT

ELM STREET (RT 101A)

Site Analysis



Site Analysis
Milford Community Center Site
Milford, New Hampshire

TTG 5027
DP 9/214/2020

TURNER GROUP

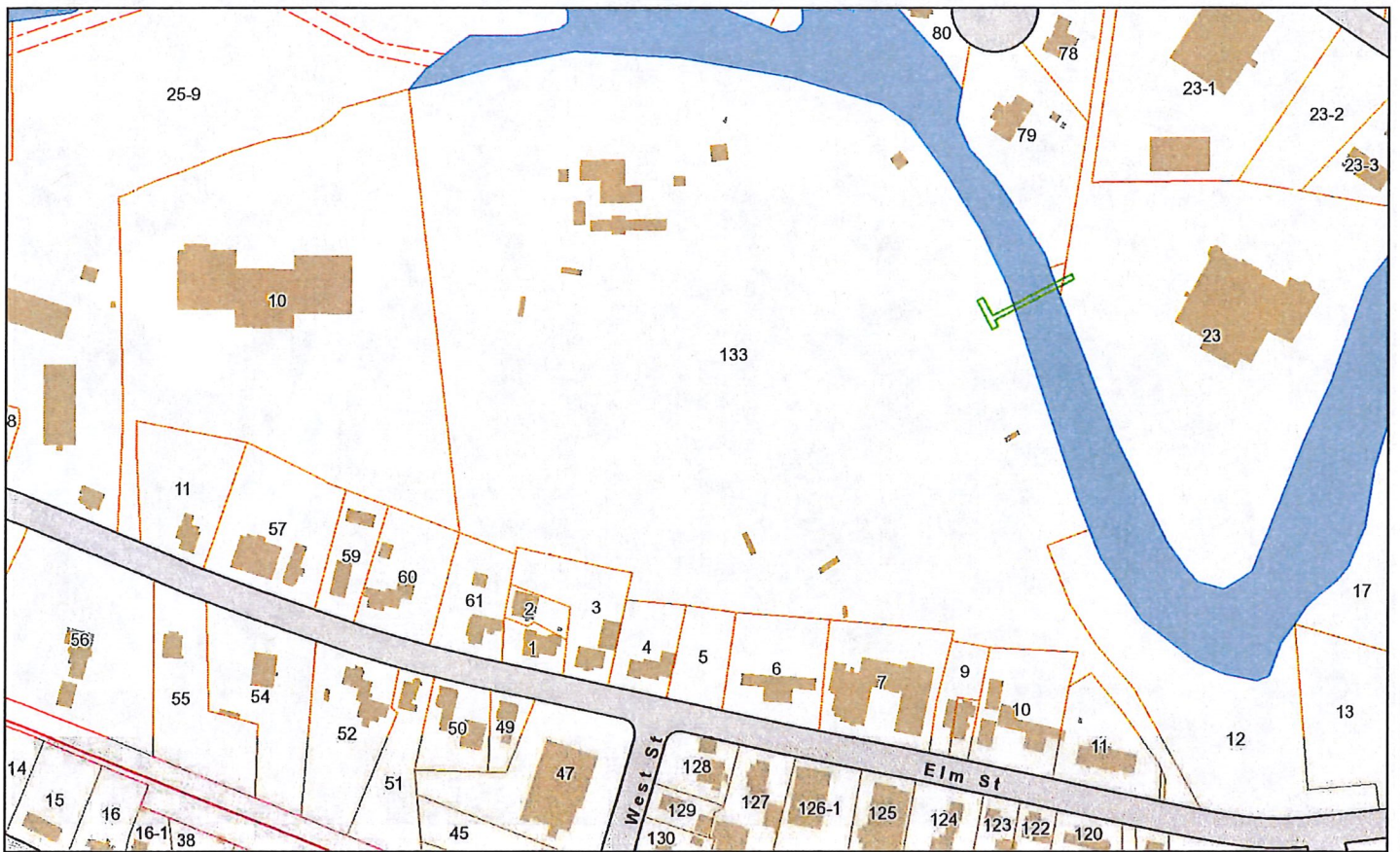


Milford, NH

1 inch = 240 Feet



September 3, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

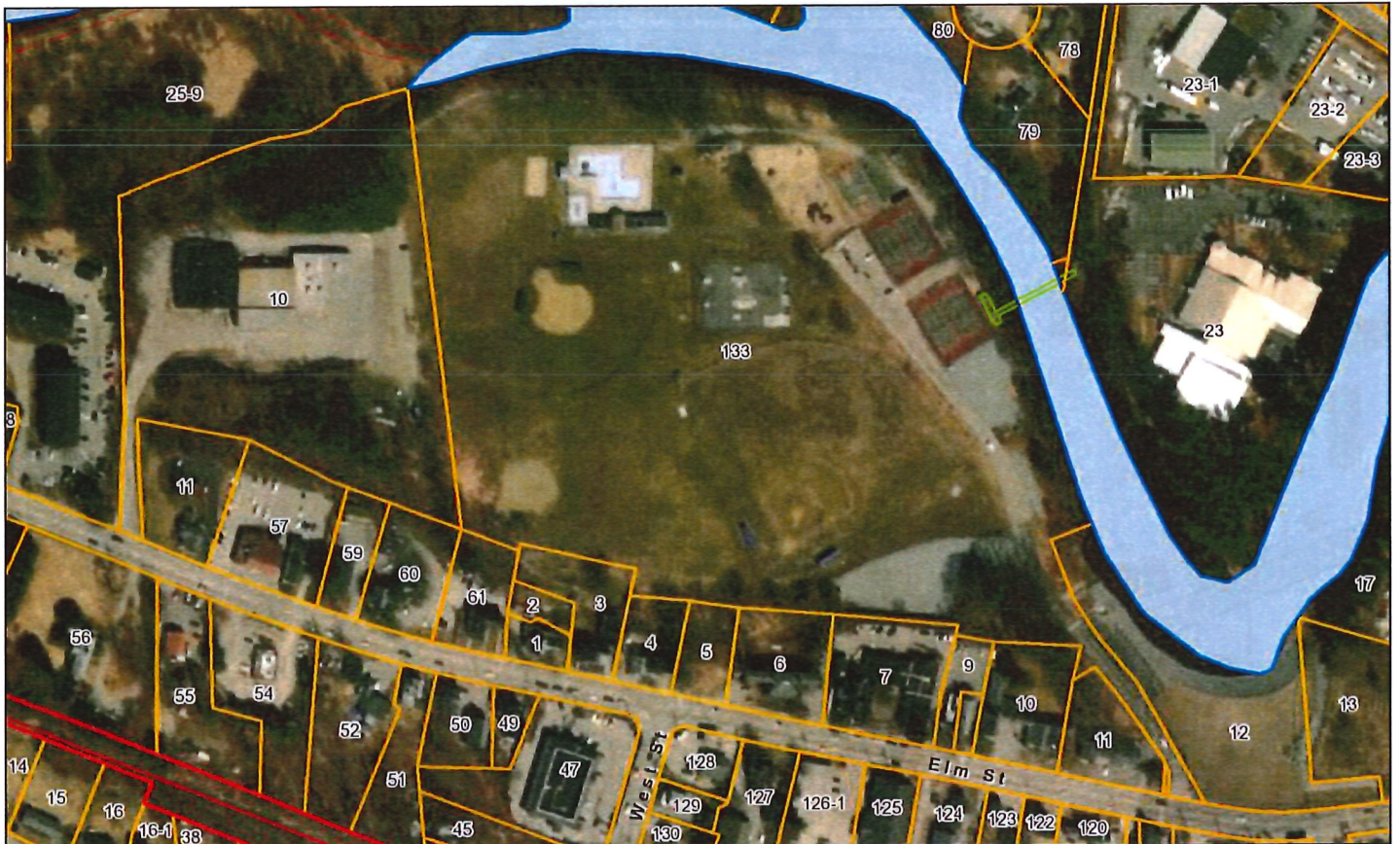


Milford, NH

1 inch = 240 Feet



September 3, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



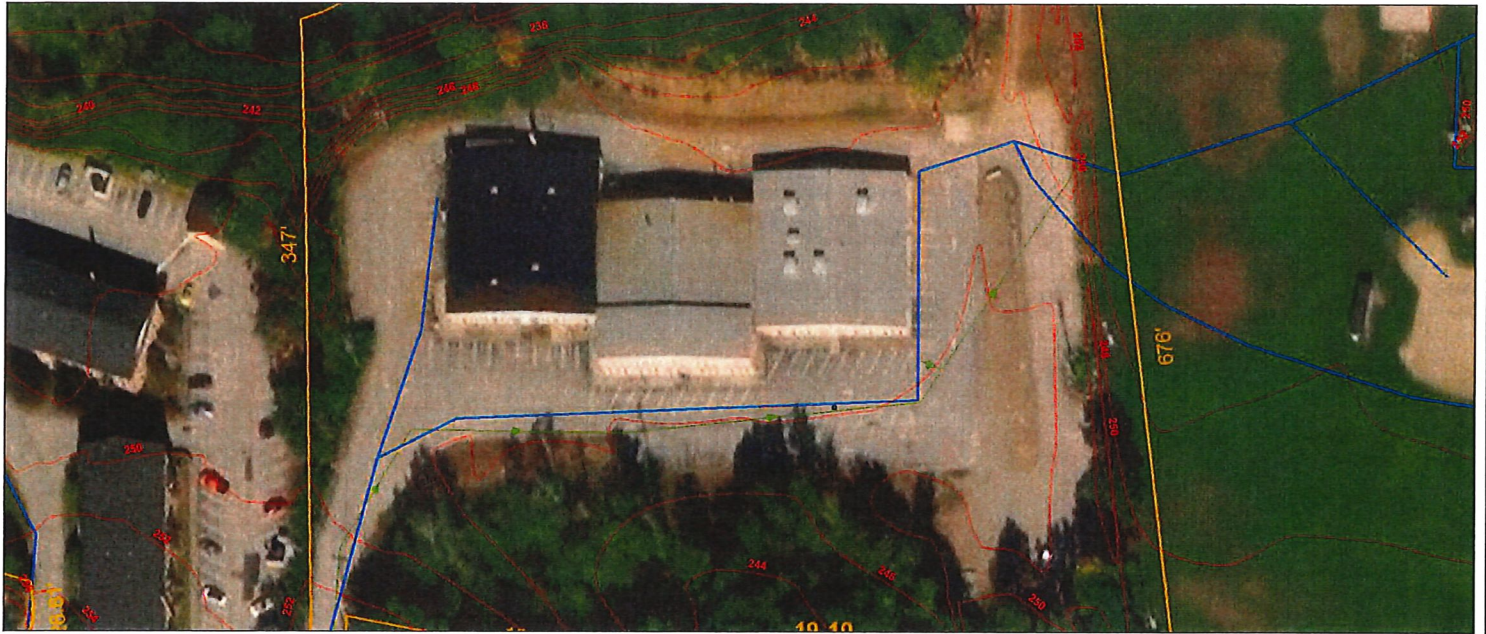
Milford, NH

1 inch = 60 Feet



CAI Technologies
Water Main Mapping Module

June 4, 2020



- Property Line
- Contours_2ft
- Water Main
- Gravity Main

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

127 ELM ST

Location 127 ELM ST

Mblu 19/ 10/ //

Owner MILFORD, TOWN OF

Assessment \$532,900

Appraisal \$532,900

PID 1821

Building Count 1

Current Value

| Appraisal | | | |
|----------------|--------------|-----------|-----------|
| Valuation Year | Improvements | Land | Total |
| 2016 | \$324,700 | \$208,200 | \$532,900 |

| Assessment | | | |
|----------------|--------------|-----------|-----------|
| Valuation Year | Improvements | Land | Total |
| 2016 | \$324,700 | \$208,200 | \$532,900 |

Owner of Record

Owner MILFORD, TOWN OF
Co-Owner
Address 1 UNION SQ
 MILFORD, NH 03055

Sale Price \$190,000
Certificate
Book & Page 8816/0476
Sale Date 12/17/2015
Instrument 35

Ownership History

| Ownership History | | | | | |
|------------------------------|-------------|-------------|-------------|------------|------------|
| Owner | Sale Price | Certificate | Book & Page | Instrument | Sale Date |
| MILFORD, TOWN OF | \$190,000 | | 8816/0476 | 35 | 12/17/2015 |
| 127 ELM ST LLC | \$625,000 | | 8339/0377 | 40 | 08/05/2011 |
| MAYO TWO, LLC | \$1,092,933 | | 7950/1674 | 40 | 02/20/2008 |
| MAYO NINE LLC | \$850,000 | | 7304/2559 | 00 | 08/25/2004 |
| PERMATTACH DIAMOND TOOL CORP | \$0 | 1 | 0000/0000 | | 01/01/1900 |

Building Information

Building 1 : Section 1

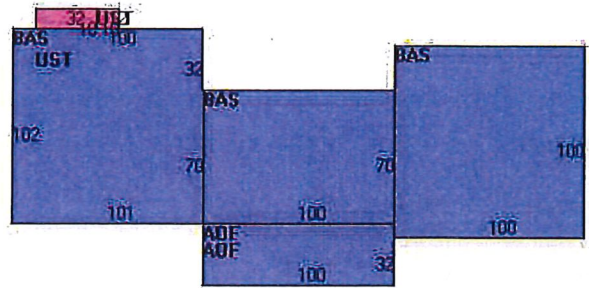
Year Built: 1963

Building Photo

Living Area: 33,670
Replacement Cost: \$1,192,587
Building Percent Good: 20
Replacement Cost Less Depreciation: \$238,500

Building Photo
 (<http://images.vgsi.com/photos/MilfordNHPhotos/A00\00\82\16.jpg>)

Building Layout



(http://images.vgsi.com/photos/MilfordNHPhotos/Sketches/1821_1947.jpg)

| Building Attributes | |
|---------------------|------------------|
| Field | Description |
| STYLE | Light Industrial |
| MODEL | Industrial |
| Grade | Below Average |
| Stories: | 2 |
| Occupancy | 4.00 |
| Exterior Wall 1 | Pre-finish Metl |
| Exterior Wall 2 | Br/St Vaneer |
| Roof Structure | Gable/Hip |
| Roof Cover | Metal/Tin |
| Interior Wall 1 | Minim/Masonry |
| Interior Wall 2 | |
| Interior Floor 1 | Concr-Finished |
| Interior Floor 2 | |
| Heating Fuel | Gas |
| Heating Type | Hot Air-no Duc |
| AC Type | None |
| Struct Class | |
| Bldg Use | IND WHSES |
| Total Rooms | |
| Total Bedrms | |
| Total Baths | |
| Usrflld 218 | |
| data input | VS |
| 1st Floor Use: | |
| Heat/AC | NONE |
| Frame Type | STEEL |
| Baths/Plumbing | AVERAGE |
| Ceiling/Wall | NONE |
| Rooms/Prtns | AVERAGE |
| Wall Height | 12.00 |
| % Conn Wall | |

| Building Sub-Areas (sq ft) | | Legend | |
|----------------------------|------------------------------|------------|-------------|
| Code | Description | Gross Area | Living Area |
| BAS | First Floor | 27,270 | 27,270 |
| AOF | Office, (Average) | 6,400 | 6,400 |
| UST | Utility, Storage, Unfinished | 440 | 0 |
| | | 34,110 | 33,670 |

Extra Features

Extra Features

Legend

| Code | Description | Size | Value | Bldg # | Comment |
|------|---------------|---------------|----------|--------|---------|
| SPR | SPRINKLER | 38270.00 S.F. | \$23,000 | 1 | |
| A/C | AIR CONDITION | 6400.00 S.F. | \$3,800 | 1 | |
| CLR1 | COOLER | 1160.00 S.F. | \$17,900 | 1 | |

Land

Land Use

Use Code 903I
Description MUNICIPAL MDL-96
Zone C
Neighborhood I05
Alt Land Appr No
Category

Land Line Valuation

Size (Acres) 5.8
Frontage
Depth
Assessed Value \$208,200
Appraised Value \$208,200

Outbuildings

| Outbuildings | | | | | | | Legend |
|--------------|-------------|----------|-----------------|---------------|----------|--------|---------|
| Code | Description | Sub Code | Sub Description | Size | Value | Bldg # | Comment |
| PAV | PAVING | 01 | ASPHALT | 40000.00 S.F. | \$40,000 | 1 | |
| SHD | SHED | 01 | FRAME/MSNRY | 100.00 S.F. | \$800 | 1 | |
| FN | FENCE | 02 | 5' CHAIN | 90.00 L.F. | \$700 | 1 | |

2016

Keyes Memorial Park Expansion Committee Report



Report to the Milford Board of Selectmen

Prepared by KMPE Committee
December 2016

Acknowledgements

The process of developing this set of recommendations for the newly expanded Keyes Memorial Park was an intensive one that occurred over a nine-month period.

The Keyes Memorial Park Expansion Committee and the Town of Milford are indebted to Tony DaCosta, Vice President of Operations, and the Turnstone Corporation for their donation of time and talent to this project. Mr. DaCosta and Turnstone Corporation provided professional evaluations of the existing structure at 127 Elm Street and cost estimates for rehabilitation of the building along with estimates of possible new construction. This information was vital to the Committee's work and informed the evaluation process.

The Committee also extends its thanks to the Nashua Regional Planning Commission for their assistance with the implementation of *Keyes Memorial Park Master Plan Expansion and 127 Elm Street Integration* survey.

The Keyes Park Expansion Committee

| | |
|---|--|
| Arene Berry | Director of Recreation Department |
| Claudia Lemaire | Recreation Commission member |
| Hub Seward | Conservation Commission member |
| Jacob LaFontaine | Planning Board member |
| Janet Langdell | Planning Board member, Keyes Trust trustee |
| Jerry Guthrie | Resident |
| Lincoln Daley | Director of Community Development |
| Marc Maurais | Director of Milford High School Athletics |
| Mike Putnam | Board of Selectmen's representative |
| Pamela Alleyne | Milford Area Seniors member |
| Paul Bartolomucci | Recreation Commission member |
| Rick Riendeau | Director of Dept. Public Works |
| Tim Barr | Resident, MIT Board of Directors member |
| In addition, Doug Knott, Planning Board member, participated in the initial meetings. | |

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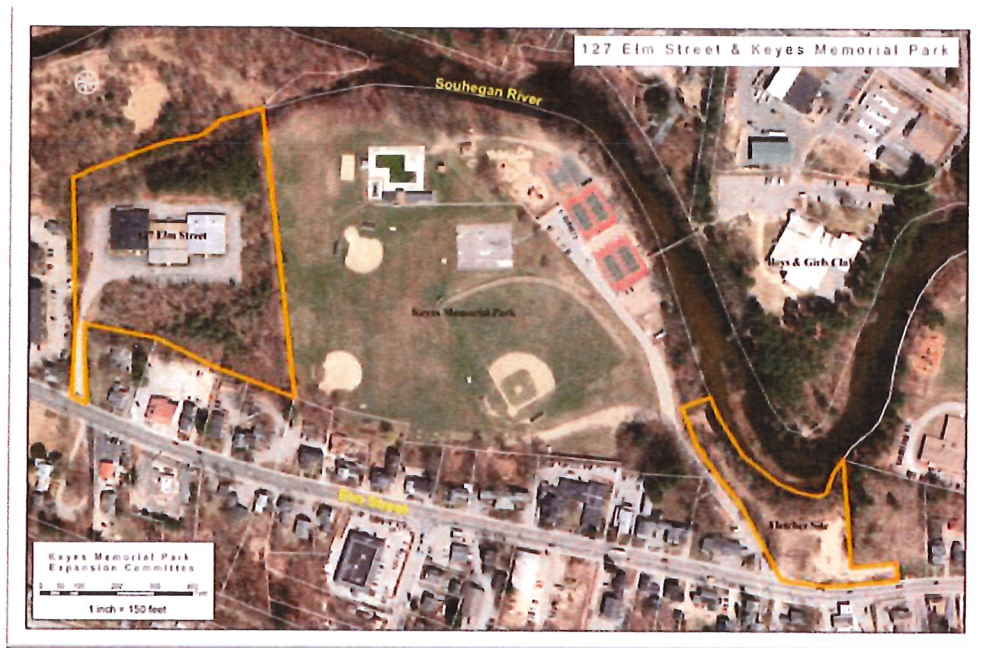
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Keyes Memorial Park Expansion Committee Report - Dec. 2016

EXECUTIVE SUMMARY

Keyes Memorial Park, often referred to as “The Jewel in Downtown Milford”, has provided diverse recreational opportunities to the community for over 50 years. Originally created by a generous donation from the Arthur L. Keyes Memorial Trust, Keyes Memorial Park has developed primarily due to community involvement, commitment, and initiative. Of Milford’s eight municipal recreation venues, Keyes Memorial Park is the most frequently used by the public.

In 2014, the community was presented with a unique opportunity to acquire valuable land in downtown Milford adjacent to Keyes Memorial Park. The proposal was called “The Keyes Park Expansion Project” on the September 9, 2014 ballot for the required special Town election. With forethought, the community voted in favor of authorizing the purchase the land and buildings at 127 Elm Street. This acquisition served two major purposes – providing a second access to Keyes Memorial Park thus, avoiding the multi-year closure of the park during the Fletcher site environmental clean-up and securing additional land to better meet Milford’s current and future recreational needs.



With the 127 Elm Street purchase finalized in December 2015, the Board of Selectmen moved forward with project planning by appointing a committee to evaluate the two properties and make recommendations for the integration of 127 Elm Street and the future of Keyes Memorial Park. Their charge to the Keyes Memorial Park Expansion Committee was extensive and in part, exceeded the time

frame available to the committee. Moreover, during this process, the committee was asked by the Town Administrator to weigh-in on the Fletcher site restoration plan.

This report presents information about the Committee's findings, process, and deliberations that led to a series of recommendations focusing on integration of the parcels, public awareness, public safety, traffic improvements, asset management, and long-term planning. A conceptual master plan for Keyes Memorial Park with phased development is presented.

Proximity to the Souhegan River, the local trail and pedestrian network, the Oval and the downtown business district, all serve to strengthen the rationale for why development of Keyes Memorial Park should be a community priority. The overarching theme throughout is a recommendation to keep the focus on Milford's recreation needs and to integrate all three areas – 127 Elm, Keyes Memorial Park, and eventually, the Fletcher site – into one unique location and community asset for public gatherings and recreational pursuits. By doing so, we can enhance Milford's community character, attractiveness as a destination and the quality of life available to its residents.

I. INTRODUCTION

In 2015, the Town of Milford acquired a 5.8 acre parcel of land on Elm Street known as “127 Elm Street” and as “the old Permatatch property” (Tax Map 19, Lot 10). To the east, the land abuts the Keyes Memorial Park (Tax Map 25, Lot 133) and includes a 30,000 SF building once used for industrial, office, and sales purposes.

With this acquisition, the Milford Board of Selectmen sought public input on the highest and best uses for the “127 Elm Street” land and building. The Board appointed a broad based committee of residents and senior staff members to develop recommendations for the integration of the newly acquired parcel into Keyes Memorial Park and “to evaluate this property and assets and make recommendations to the Board of Selectmen regarding improvements, actions and plans should be undertaken to address both short-term and long-term recreational needs of the community”.

This report will summarize the process undertaken by the Committee to inform its evaluation of the land and building and present the Committee’s recommendations.

II. BACKGROUND

Active community participation and responding to established community recreational needs have been hallmarks of the development of Keyes Memorial Park. In 1957, the Arthur L. Keyes Memorial Trust purchased 19 acres of farmland located along the Souhegan River in downtown Milford from Mr. Henry Laxon. The Keyes Trust in turn presented the land to the Milford School District for an athletic field and playground in order to address identified community needs. By 1963, Milford was faced with growing concern about the safety and adequacy of the Town’s pool then located on South Street behind the “Pumping Station”. A committee, appointed by the Board of Selectmen, evaluated the situation and developed a plan to build a new pool at Keyes Memorial Park. Since that land was “owned” by the school district, the committee proposed a land exchange between the Town of Milford and the Milford School District – Endicott Park behind Jacques School would be given to the School District by the Town in exchange for Keyes Memorial Park. Additionally, the committee arranged for the Keyes Trust to finance the pool’s construction. In 1964, with the Keyes Trust agreeing to reimburse the Town over a period of 13 years, the Town borrowed \$65,000 to build a new swimming pool, wading pool and bathhouse at Keyes Park. Construction began in the summer of 1964 and the new pool facilities were dedicated on June 20, 1965.

Throughout the years, various civic organizations and individuals have contributed to the Town’s efforts to locate needed recreational facilities and programs at Keyes

Memorial Park. For example, in 1967 the Rotch family donated funds to construct the tennis courts in memory of Malcolm E. Rotch and in 2000 the Milford Lion's Club spearheaded the construction of the skate park. Keyes Memorial Park has evolved thanks to many Eagle Scout projects, Milford High School building trades class projects, and the ongoing commitment of area citizens and businesses.

For a number of years, the property at 127 Elm Street was owned by a Massachusetts based company. After unsuccessful attempts to sell the property, the company approached the Town about purchasing the 127 Elm Street parcel and building. Contemporaneously, the Town was planning for the temporary closure of Keyes Drive due to the pending EPA Superfund "Fletcher site" clean-up that was expected to last a minimum of two years. The "Fletcher site" abuts Keyes Park on the east side and the clean-up plan also involved the use of a portion of the park for staging and related work. Keyes Drive was the only Town-owned vehicular entrance to the park and was the main pedestrian entrance. In anticipation of the EPA work, the Town had secured a temporary easement over the 127 Elm Street property for emergency access to the park. Unfortunately, that easement agreement expired and the owner would not extend the contract, which could have encumbered any sale to a third party.



Figure 1: Keyes Park Drive Area - in red depicts the sections of Keyes Park, the entrance drive, and the Fletcher site closed to the public during the EPA Superfund clean-up.

Town leaders deemed continued access to Keyes Memorial Park a high priority so that the park would not have to be closed during the clean-up and residents could continue to have safe, uninterrupted access to its amenities. In April 2014, former Town Administrator, Guy Scaife, Recreation Director, Arene Berry, the Board of Selectmen, and the Recreation Commission embarked on a fundraising campaign to

secure necessary funds to purchase the 127 Elm Street property. The breakdown of that purchase was as follows:

- \$190,000 – Cash payment from the Town (raised through donations)
- \$88,000 – Back taxes and late penalties to be waived by the Town (estimate based on a September 2014 closing date)
- \$220,800 – Contribution to Town from Mayo Group toward the purchase price (subject to adjustment based on the property's independently assessed market value)

As outlined in an April 2, 2014 memo authored by Mr. Scaife (Appendix 1), the purchase of the 127 Elm Street property would serve three primary purposes:

- **“Urgent critical need** – We must secure a secondary access and additional parking in anticipation of the Fletcher site cleanup and the closure of Keyes Drive as early as the summer of 2015. There are no other alternatives available to us and if access is not secured Keyes Field will have to be closed. While walking traffic could access the park, without vehicle access for emergency services, the Town could not allow public access for traditional use due to potential liability issues.
- **Short term need (1 to 6 years)** – The Town currently has a shortage of ball fields which is restricting sport activity from Spring through Fall as well as a shortage of parking at Keyes during major events such as the Rotary Swim meet, State Swim meet, tournament play, etc. The 5.8 acres is flat and can easily accommodate several fields plus expanded parking.
- **Long term strategic need (beyond 6 years)** - if in the future the Town decides to build a Recreation Center, a Senior Center, or a combination facility, the 5.8 acres will accommodate such a project. The Town does not currently own any land close to the center of Town that could accommodate this potential long-term need.”

As per *RSA 41:14-a Acquisition or Sale of Land, Building, or Both*, the Board of Selectmen, Planning Board and Conservation Commission formally supported this acquisition provided that any outstanding environmental issues were resolved prior to the sale being finalized. With considerable effort by the current Town Administrator, Mark Bender, the open New Hampshire Department of Environmental Services (DES) order mandating certain environmental cleanup activities on the site was completed by the owner and a *“Letter of No Further Action Required”* from DES specific to the site was received in 2015 with the sale being completed on December 17, 2015.

With the purchase completed, the Board of Selectmen sought volunteers for a committee to develop short and long term recommendations for the integration of the newly acquired property into the Keyes Memorial Park and to make any additional recommendations about how best to utilize or repurpose the land and buildings.

III. CHARGE TO THE KEYES MEMORIAL PARK EXPANSION COMMITTEE

Keyes Memorial Park Expansion Committee

After significant efforts and financial generosity by many Milford citizens, the Town has secured ownership of a 5.8 acre site adjoining Keyes Memorial Park, the town's premiere recreational gem. This property provides an alternative access point to Keyes, along with additional parking. The site also contains an existing 33,670 square foot industrial building with office space.

The charge of the Committee will be to evaluate this property and assets and make recommendations to the Board of Selectmen regarding what improvements, actions and plans should be undertaken to address both short term and long term recreational needs of the community. Key issues that should be reviewed and addressed include:

- How should the property best be used? Both short term and long term options should be reviewed.
- Planning should not only include the newly acquired site, but also take into consideration the entire Keyes Park; planning should not be isolated to 127 Elm.
- What recreational priorities exist in the community that could be located on the property? What other town needs can be accommodated with the property?
- Could additional field space be added and if so, what kind (multi-purpose, baseball)?
- Can parking be expanded?
- Relative to the existing structure:
 - o What is the state of the existing structures? Mechanical? Windows? Flooring? Lighting? etc.
 - o What could this structure be used for? Office space, senior center, meeting rooms, permanent space for specific committees, idea incubator/maker space, storage, etc.
 - o Should portions or all of the structure be removed to make room for other uses?
 - o What ongoing costs would be incurred to open these buildings up for future use?
 - o Could portions of the building be rented out to generate income?
 - o Looking at the building as a part of Keyes Park, what are short and long term applications?
- Is there opportunity to allow short term leases of the existing building to private business until such time full use of the building can be determined and adequately funded?

The Committee should complete their report by September 30, 2016 if funding is proposed for the 2017 Operating Budget.

Committee members should include: Selectmen, Planning Board, Recreation Commission and Staff, Planning Staff, MCAA, DPW/Parks, School, Conservation Commission, Resident, Someone with a trades background. The Committee is encouraged to invite other community stakeholders such as abutters, major community donors to the project and others who may have valuable input.

IV. METHODOLOGY

The Keyes Memorial Park Expansion Committee (“KMPEC” or “Committee”) was established by the Board of Selectmen on March 28, 2016. Over the course of nine months, the Committee engaged in an extensive iterative process of review and evaluation to develop recommendations based on current community needs and viable alternatives for the near-term and long-term. The Committee members including senior municipal staff members participated in the following:

- Regular committee meetings held, generally, on the 1st and 3rd Thursdays of the month between late April 2016 and December 2016.
- Multiple committee site visits of the 127 Elm Street property and the Fletcher Site/east entrance to Keyes Memorial Park.
- Consultation and site visits with local construction experts.
- Committee sub-group site visits to area community and senior centers.
- Interviews with various municipal Department heads and leadership.
- Public input gathering through social media from Milford groups.
- Review of relevant State RSAs (i.e. Shoreland Water Quality Protection Act).
- Contacts with Primex concerning questions of risk management.
- Public input session on October, 18, 2016.

Input was requested from the Town Administrator and staff to evaluate facility and space needs of the municipal departments currently housed in the basement of Town Hall (IT, Community Media, and Building Management). Information was shared that the Milford Improvement Team, a nonprofit using office space at Town Hall, the Police Department, and the Department of Public Works might also need additional space. Below is the summary of the information shared by the Town Administrator.

**Town Of Milford – Needs Update for Consideration
Keyes Memorial Park Expansion Committee**

- Meeting Space
- Conference Rooms
- Office/Work Space for:
 - Recreation Department
 - Granite Town Media
 - Milford Improvement Team
 - Building Department
- Records Retention & Storage
- Equipment Storage – PD, DPW
- Supplies Storage
- Space for Community Groups
- State Temporary Need for DMV/Court Space

Summary of municipal space needs provided by Town Administrator on May 5, 2016

An additional consideration came to light early in the evaluation process. The Board of Selectmen indicated that they were considering a joint venture with the New Hampshire Department of Motor Vehicles (DMV) to provide short-term office space for the DMV while the State builds a new combined court and DMV facility on Meadow Brook Drive in Milford. Through the efforts of Selectmen Putnam and Daniels, the Committee received basic design and space needs information from the DMV. After considerable discussion and follow-up with the Board, the general consensus was that any municipally-owned space designed for temporary use by DMV should be easily convertible to meet the Towns' future needs and avoid any additional "reconstruction" costs. As of December 2016, there was no specific information available about possible State funding for rental or renovations. Thus, a cost-benefit analysis could not be completed. The Committee suggested that the State might consider using a double-wide portable office unit that could be accommodated at the 127 Elm Street location on a temporary basis.

The Committee conducted a public input survey from early-September to mid-October. The objectives of this survey were to determine how residents currently use Keyes Memorial Park, how they felt it could be improved, what they would like to see as added amenities at the park, and identify funding preferences. This information was used to develop recommendation for the Keyes Memorial Park Master Plan.

During its initial meetings, the Committee identified a two-fold work plan:

- 1) Evaluate the 127 Elm Street building for municipal recreational and other Town facility needs, and
- 2) Evaluate the integration of the 127 Elm Street property into a broader "master plan" for the Keyes Memorial Park.

V. 127 ELM STREET BUILDING AND LAND

PROPERTY DESCRIPTION

Map 19 Lot 10 consists of 5.8 acres and is located in the Commercial Zoning District. To the north, the property is bounded by the Souhegan River and to the east by Keyes Memorial Park. To the east and south, lies a mixture of commercial and residential uses.

ACCESS & EGRESS

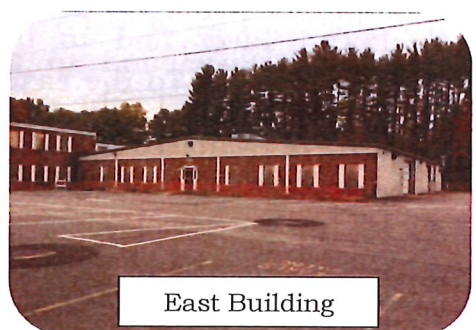
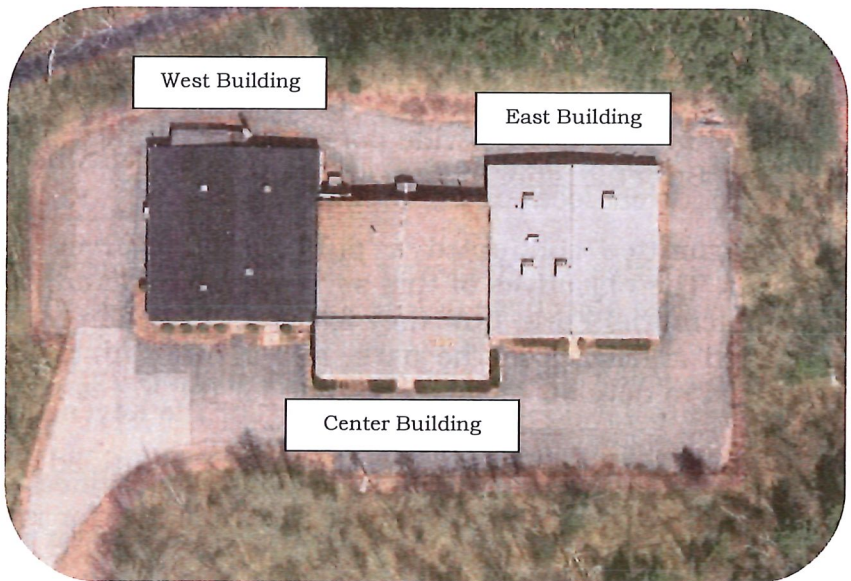
Access to the property is by way of the one driveway on Elm Street located on the southeastern portion of the property. The entrance was reconstructed in 1990 as part of



site plan amendment to improve access and turning movements to accommodate larger vehicles. Site distance on Elm Street is adequate. To improve the egress due the volume of traffic on Elm Street, a flashing yellow caution traffic light was installed at the intersection. The light is currently not functional and would need to be reconnected.

BUILDING DESCRIPTION

This is a two-story industrial manufacturing and office structure covering approximately 34,110 total square feet. The structure is comprised of three interconnected buildings built in two separate phases (1984 and 1989). In 1984, the Permattach Diamond Tool Corporation built the twenty-two foot tall, 2-story office building (Center Building), each floor totaling 3,200 square feet, and a 10,200 square foot light manufacturing area with a 5,400 mezzanine storage area (West Building). The foundation is comprised of reinforced concrete and the buildings are supported by steel framing. The butler style roof for each building is made up of the Butler Manufacturing MR-24, standing seam (steel) roof systems. The building façades were constructed of brick face and steel panel treatment. In 1989, the Permattach Diamond Tool Corporation built an additional 10,000 square foot industrial building (East Building) similar to the West Building.

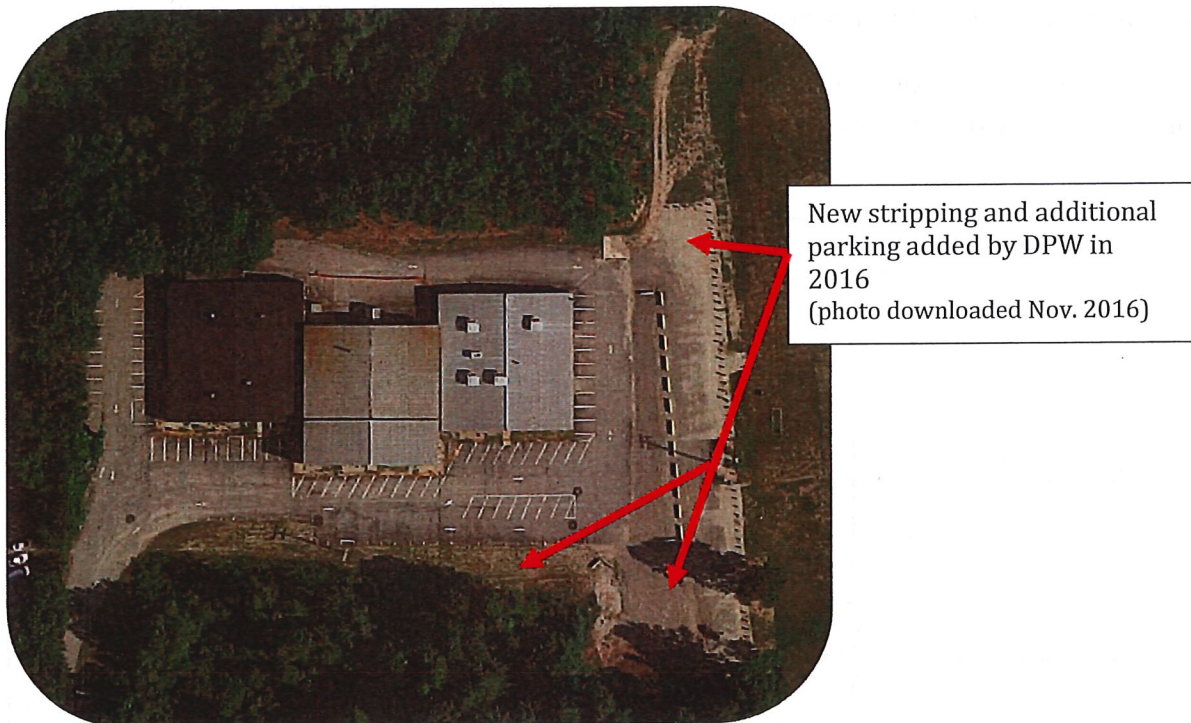


UTILITIES, MECHANICALS, PLUMBING

The site is serviced by municipal water and sewer. The buildings and systems were designed to accommodate industrial manufacturing and general office uses and would meet the needs of the Town. However, given the age of the HVAC, plumbing, and electrical systems, said systems will need to be replaced. The buildings contain a fire suppression system entering through the West Building. Of note, removal of that building would require a complete redesign of the fire suppression system for the remaining two structures.

PARKING

The parking areas and property drive lanes are paved with asphaltic concrete paving. The total number of parking spaces associated with the buildings is 89 spaces. In 2016, the Department of Public Works constructed an additional 30-40 parking spaces along the eastern and southern portions of the 127 Elm Street property.



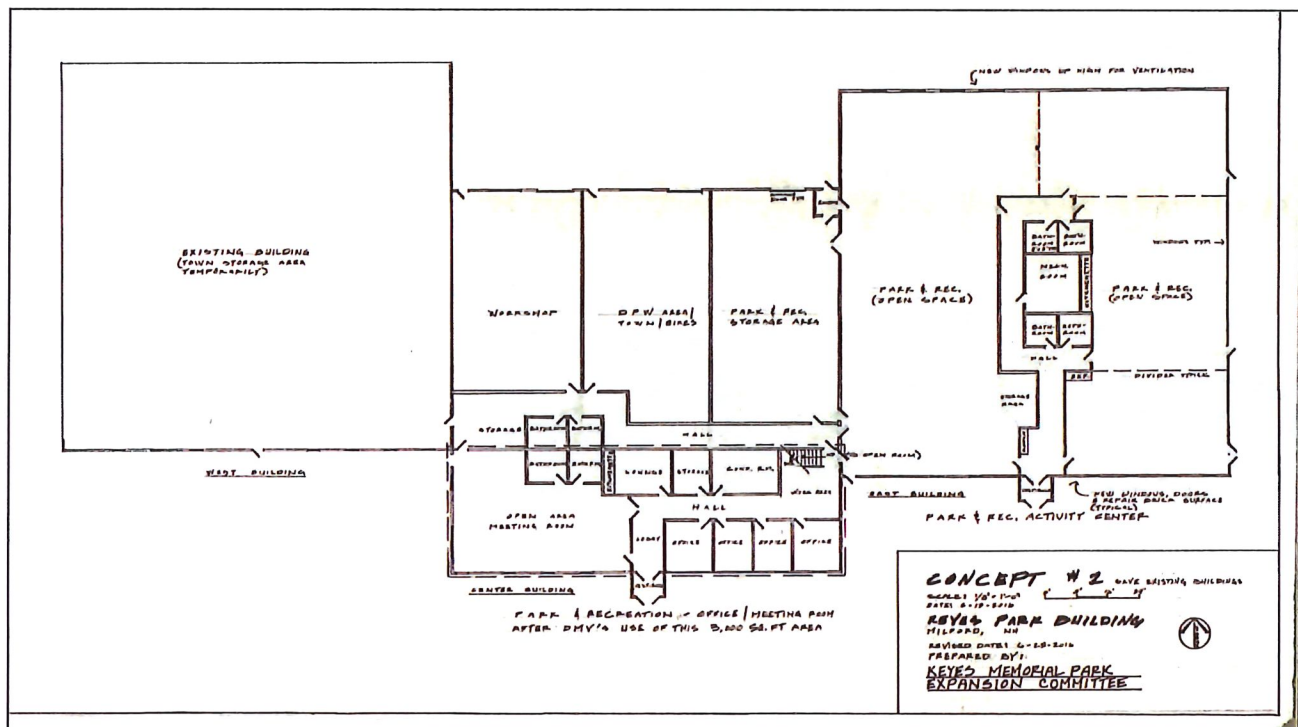
ANALYSIS

The majority of the Committee felt that an objective professional evaluation of the three buildings was required in order to fully inform the Committee's recommendations. Committee members contacted the Turnstone Corporation for an estimate of the charge to perform a building assessment, to develop cost estimates for rehabilitation of the buildings, and to develop cost estimates to build a new building.

Turnstone Corporation offered their services at no cost to the Town demonstrating their strong commitment as a community partner.

The Committee spent numerous meetings reviewing the projected space needs of the Recreation Department and the Milford Area Seniors, a nonprofit organization that meets weekly at Town Hall and the Wadleigh Memorial Library. Working together, the Recreation Department and the Milford Area Seniors provide a variety of programs geared toward our local senior community. The Committee gave significant consideration to the current and future needs of our older residents given the aging of our population. Various materials from the New Hampshire Center for Public Policy (<http://www.nhpolicy.org/visual-aids/presentations>) were consulted along with relevant portions of the Nashua Regional Plan (2014) as prepared by the Nashua Regional Planning Commission (<http://www.granitestatefuture.org/regions/nashua-region/documents/>). It was noted that by relocating the Recreation Department and the related groups and activities to Keyes Memorial Park, space would become available for other departments currently located in Town Hall.

Below is the concept design developed by the Committee and used as the basis for Turnstone's estimating. A full-page version of this diagram can be found in Appendix 2.



The proposed renovations identified a 14,000 square foot area within the front part of the Center Building and entire East Building for the Recreation Department and seniors dedicated to offices, meeting space, and areas to conduct programs and events. The remaining 6,000 square feet located in the rear of the Center Building would be used as work and storage space for DPW-building management and Police Department equipment. The remaining 10,000 square feet (West Building) was identified as temporary storage area if needed.

The West Building was included in the design since removing it would lead to major added expenses for reinstallation of the fire suppression system. The front section of the Center Building was designed to potentially accommodate N.H. Department of Motor Vehicles (DMV) on a temporary basis should a lease agreement be pursued by the Board of Selectmen. DMV representatives provided the Committee a 3,000 square foot general floor plan that had been used in another community for a temporary DMV location. (See Appendix 3).

In September 2016, Turnstone Corporation provided the following estimates (see Appendix 4 and Appendix 5 for the detailed reports).

| | | |
|----|--|----------------|
| 1. | Renovation of the existing 30,000 SF building | \$2,856,306.00 |
| 2. | Demolition of the existing building and construction of a new 30,000 SF building with an unfinished second floor | \$3,797,502.00 |

After considerable discussion, evaluation of the various alternatives, and cost estimates, the Committee felt that attempts to rehabilitate the existing buildings would not be a cost effective solution. Renovation of existing space to meet current and future needs is often an exercise in “fitting the square peg in a round hole”. The Town would face substantial challenges and limitations given the design, location, and orientation of the buildings. The current site layout is prohibitive and does not offer opportunities to fully maximize the 5.8 acres for program/field development, parking, and integration with Keyes Memorial Park. The Committee would like to incorporate more effective use of the Souhegan River views in the long-term planning efforts and initiatives for the park. Relocation of the proposed recreation center from the current 127 Elm St. building envelope opens the door to many more possibilities and better utilization of the available land. Further, the internal layout of the buildings create additional physical challenges and are not conducive for meeting program needs of either the Recreation Department or area seniors.





In examining the cost estimates provided by Turnstone, the project would require a substantial reinvestment by the Town. For example, given the age of existing

systems, the existing electrical, HVAC, and plumbing within the buildings will all need to be replaced at an estimated cost of \$854,000. Other substantive costs involve the replacement of the damaged and aging windows and drywall estimated to be approximately \$94,000 and \$154,000 respectfully.

The \$3.8 million “new building” cost estimate was based on replacing the entire existing 30,000 square foot structure with a similar sized building. After further discussion, the Committee concluded that the existing space exceeded current or future spatial and program needs, and that a future building area would most likely be substantially less than the existing structure and result in a comparable reduction in estimated cost. The spatial requirements and design of a new structure will require additional study and evaluation by the Town. Please refer, as well, to the *Milford Master Plan, Chapter 8 Recreation, Goal3* (p. 117-118) which speaks to this topic.

VI. KEYES MEMORIAL PARK - PUBLIC INPUT SURVEY & OPEN HOUSE

In an effort to gather further information directly from Milford residents and individuals who currently use Keyes Memorial Park, the Committee developed a 16 item survey. The objectives of this survey were to determine how residents currently use Keyes Memorial Park, how they felt it could be improved, what they would like to see as added amenities at the park, and identify funding preferences. Additionally, the Committee sponsored a public input session or “Open House” on October 18th at Town Hall.

| | |
|--|--|
|  <p>Public Input Survey Keyes Memorial Park Master Plan & Integration of 127 Elm Street</p> <p>In March, the Board of Selectmen appointed a group of citizens to study and make recommendations about the long term use of 127 Elm St and Keyes Memorial Park. We need your help and input!</p> <p>Please take the online survey at https://www.surveymonkey.com/r/MIL_Keyes_PubInput</p>  |  <p>OPEN HOUSE for Public Input Keyes Memorial Park Master Plan & Integration of 127 Elm Street</p> <p>Tuesday 10/18 from 7-9 pm Town Hall Banquet Room (3rd floor) The Keyes Park Expansion Committee needs your input!</p> <p>Also there is an online survey at https://www.surveymonkey.com/r/MIL_Keyes_PubInput</p>  |
|--|--|

The Committee used social media, the Town’s website, the Recreation Department’s electronic newsletter, and the local newspaper to inform the public and invite them to complete the survey and attend the open house. With the assistance of the Nashua Regional Planning Commission, the survey was made available online from September 9, 2016 through October 20, 2016. Hardcopies of the survey were

available in the Town Hall lobby and at the Wadleigh Memorial Library. Additionally, surveys and survey reminder cards were distributed at the Town's September 13, 2016 election voting site.

Three hundred and eight (308) surveys were completed. A copy of the survey tool and dataset is included in Appendix 6. It is well known in our community that the ball fields and multi-purpose field at Keyes are heavily and regularly used by the school teams, Milford Community Athletic Association (MCAA) teams and the American Legion teams. As seen in Table 1, among respondents who answered the question, the most frequently selected recreational facilities used at the park were: Playground, Special Events, General areas for walking, Trail along the river, Picnic Areas and the Pool.

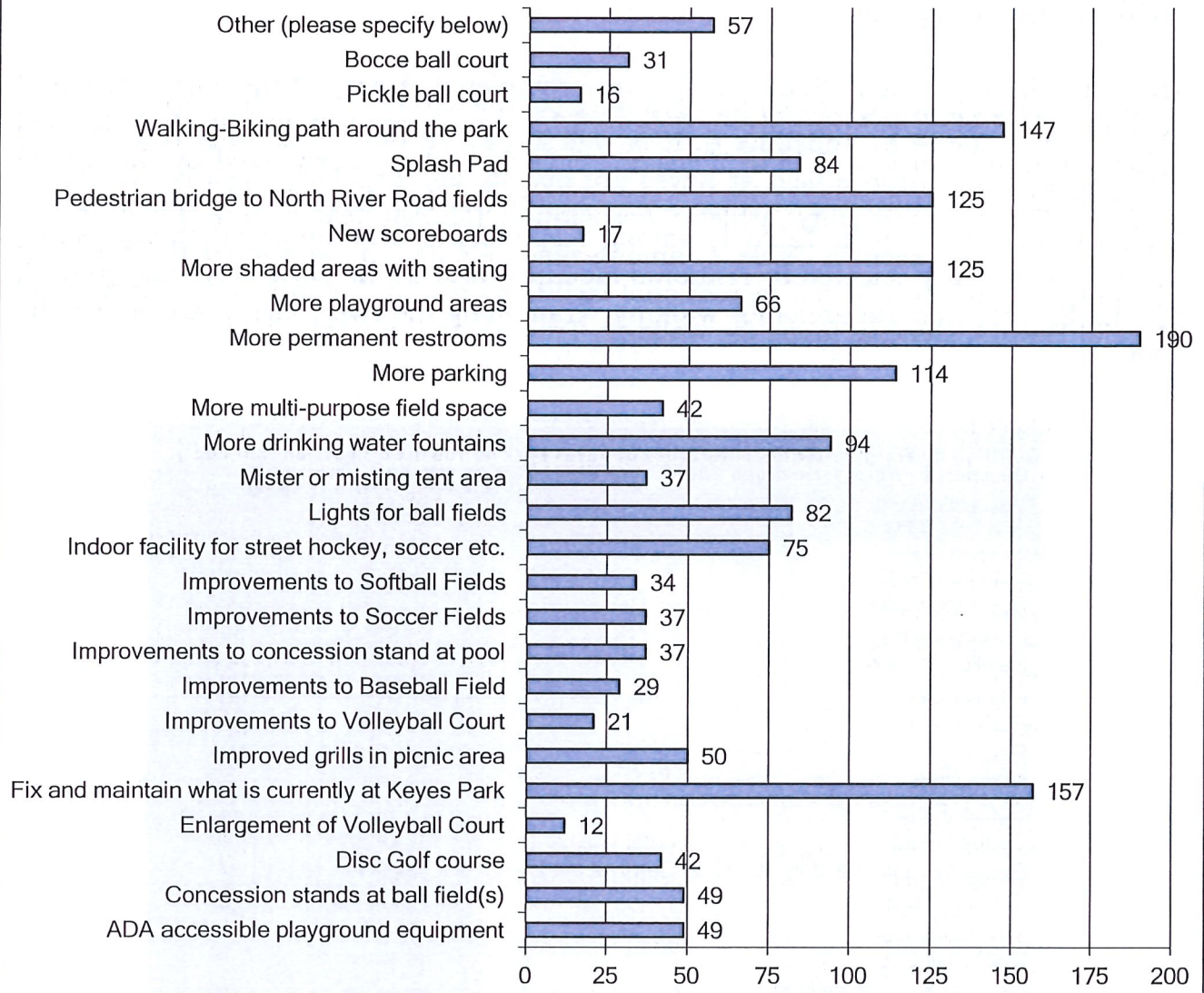
Table 1:
Question 8 - Which recreational facilities at Keyes Park do you use? Check all that apply.

| Answer Options | Response Percent | Response Count |
|---|--------------------------|----------------|
| Baseball Field | 12.6% | 36 |
| Basketball Court | 21.1% | 60 |
| Horseshoe Pit | 2.5% | 7 |
| Pavilion/Pergola | 29.8% | 85 |
| Picnic Area | 44.2% | 126 |
| Playground | 56.8% | 162 |
| Pool | 42.8% | 122 |
| Skate Park | 21.8% | 62 |
| Soccer Field | 17.9% | 51 |
| Softball Field | 13.3% | 38 |
| Special events (i.e. July 4th, Kids' Carnival etc.) | 51.6% | 147 |
| Tennis Courts | 18.9% | 54 |
| Trail along river | 44.9% | 128 |
| Volleyball Court | 5.6% | 16 |
| General area for walking | 47.7% | 136 |
| General field space for other activities | 23.2% | 66 |
| Other (please specify below) | 6.0% | 17 |
| | Answered question | 285 |
| | Skipped question | 23 |

This information suggested that the Committee was able to engage a broader segment of our community beyond the typical organized sports team participants.

The top six items that respondents would like to see improved or addressed at Keyes Memorial Park were: more permanent restrooms, fix & maintain what is currently at Keyes, walking-biking path around the park, more shaded areas, a pedestrian bridge to North River Road fields, and more parking. The results of this question are displayed below in Figure 1.

Figure 1: Question 9 - What improvements or additional facilities would you like to see at Keyes Park?
Check all that apply.



In a subsequent question, respondents were asked to prioritize the top three items they would like to see improved or added to the facilities at Keyes Memorial Park. As seen in Table 2, the results were consistent with the responses to Question 8 (Table 1) - Fix and maintain what is currently at Keyes Park, More permanent restrooms, and a Walking-Biking path around the park were the top three responses.

The survey asked how respondents would prioritize budget resources for recreational facilities at Keyes Memorial Park. Table 2 summarizes this data and suggests that repairing and maintaining current facilities is of greatest importance. Following that priority, respondents were interested in a walking-biking path, improving areas for picnicking and sitting, and improving views of the Souhegan River. This last point is

consistent with a goal from *Chapter 1 Community Character* of the *Milford Master Plan* that speaks to “integrating the Souhegan River and its tributaries into the public realm.”

Table 2:
Question 12 - Please rank the following on how you would allocate Milford's budget resources for recreational facilities at Keyes Park. Number 1 being the most important to you and number 8 being the least important to you. If Other, please list your preferences.

| Answer Options | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Response Count | |
|---|-----|----|----|----|----|----|----|----|--------------------------|------------|
| Fix and maintain what is currently available at Keyes Park | 126 | 42 | 31 | 21 | 18 | 5 | 2 | 1 | 246 | |
| Improve baseball and softball fields (quality of fields, concession areas, lighting) | 21 | 22 | 22 | 30 | 28 | 43 | 32 | 14 | 212 | |
| Improve multi-purpose field space | 2 | 31 | 20 | 39 | 48 | 41 | 26 | 12 | 219 | |
| Improve areas for activities such as picnicking and sitting | 17 | 34 | 51 | 41 | 38 | 29 | 10 | 8 | 228 | |
| Create a walking-biking path around Keyes Park that connects with Milford's sidewalk and trail system | 54 | 63 | 43 | 27 | 21 | 19 | 13 | 3 | 243 | |
| Improve and expand use and views of the Souhegan River | 8 | 24 | 38 | 48 | 30 | 35 | 31 | 10 | 224 | |
| Expand facilities for indoor sports | 26 | 17 | 20 | 15 | 25 | 29 | 59 | 39 | 230 | |
| Other: please specify below | 12 | 7 | 6 | 4 | 3 | 0 | 3 | 28 | 63 | |
| Other (please specify) | | | | | | | | | 58 | |
| | | | | | | | | | Answered question | 281 |
| | | | | | | | | | Skipped question | 27 |

As the Committee mined the data, discussion evolved around the following points:

- Keyes Memorial Park is used to a large degree for more “general” activities.
- Consider increasing promotion of the park for special events and possibly for rental by outside groups.
- Consider ways to enhance public awareness of Keyes as a recreational resource offering diverse options for many age groups.
- Consider options for use in winter – winter biking (fat tires), snowshoeing, cross country skiing etc. some of which might be done along the proposed walk-bike path.
- Vigilance needed to maintain public safety and security at the park.
- Signage needed to inform the public about park rules and regulations.
- Consider centralizing the Recreation Department and its activities at Keyes Memorial Park to provide a more accessible venue (parking and stairs issues), to free-up space at Town Hall, and to more appropriately use the available space at Town Hall.

- Development and implementation of plans for Keyes Memorial Park must be done within the context of overall, prioritized plan(s) for the maintenance and development of town-wide recreational and park facilities.
- Given concerns about budgets and funding, repair, ongoing maintenance and “low hanging fruit” projects (i.e. minimal cost, broad impact) should become a higher priority.
- Multiple departments share responsibilities for Milford’s parks and recreation venues and programs. Multiple organizations participate, to varying degrees, in maintaining our playing fields. Multiple boards and commissions are involved in decision making about these facilities and what is offered by way of programming. For those reasons, it is clear that collaborative planning among primary stakeholders including Milford’s general citizenry will be needed for longer-term planning and for the larger, more expensive projects.

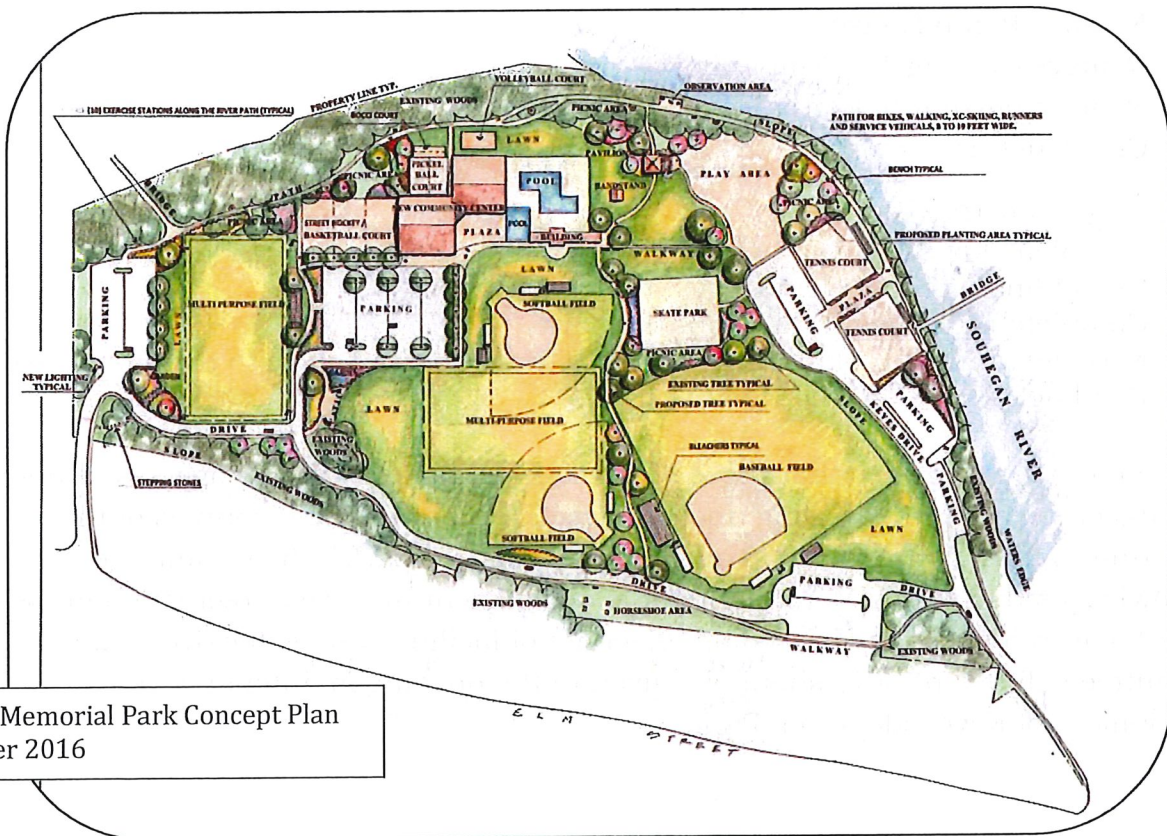
VII. KEYES MEMORIAL PARK – INTEGRATION AND MASTER PLAN

Keyes Memorial Park currently offers a variety of passive and active recreational facilities. The table below summarizes the current status of those facilities.

| | |
|------------------------|--|
| Swimming Pool | Water leak in need of repair, interior pool surface due for restoration, deck in need of repair |
| Wading Pool | Water leak |
| Concession stand | Lack of ventilation especially an issue during the summer months. |
| Playground | Significant work done by DPW in 2015-2016 to improve and restore area and equipment. |
| Pavilion and Pergola | A work in progress thanks to the Recreation Commission and Jerry Guthrie. Significant strides made in 2016 to complete pergola, patio and landscaping. |
| Picnic area and grills | Limited areas for grilling and the charcoal units (in the treed area) are ancient. Consideration needed to review grilling policy. |
| Stage | With recent addition of railing, stage is in good shape. |
| Parking | Additional parking with adequate lighting needed on east side of the park. Significant spaces added to west side in 2016 but lighting is inadequate. Parking area south of the baseball diamond has significant drainage problems. |
| Skate Park | Surface areas painted and patched as needed in |

| | |
|---------------------|---|
| | 2015-2016. Larger structural issues may exist; further evaluation and input by DPW needed. |
| Tennis courts | Need to be resurfaced |
| Basketball court | Needs to be resurfaced |
| Baseball field | Surface area needs repair/restoration; additional lights have been requested. |
| Softball fields (2) | Surface area needs repair/restoration; lighting has been requested |
| Multi-purpose field | Surface area needs significant repair/restoration |
| Volleyball court | Adequate for present time and amount of use. If tournaments in the future are desired, expansion would be needed. |
| Horseshoe pits | Adequate for the present. |
| Bathrooms | Multiple toilets available. Insufficient number and location of permanent toilets. |

Taking all of this information into consideration, the Committee developed the following long-term conceptual plan and phased development plan. Strategic among its recommendations is the integration of the current Keyes Memorial Park parcel with the newly acquired 127 Elm Street parcel – in name and in use of the land. A larger version of the plan is included in Appendix 7.



Phase 1 – 6 months to 1 year

1. ADA compliant walking /biking path around Keyes Memorial Park
2. Move softball fields and create multi-purpose field
3. Revise parking and add lighting on east side of park
4. Add lighting on west side of park
5. Add signage for the park entrances and park rules
6. Construct an interconnected road between the east and west sides of the park
7. Install (10) exercise stations along the walking/biking path, possibly on the river side of the path
8. Create shaded areas with seating
9. Development of a town-wide parks and recreation maintenance plan including fields
10. Initiate improved security measures (to be an ongoing action item throughout each phase of development)

Phase 2 – 2 to 5 years

1. Smaller new building for a community center with space to accommodate future expansion
2. Construct new street hockey/basketball courts
3. Remove Pump House
4. Remove existing 127 Elm building
5. Remove current basketball court and create picnic area
6. Construct new multi-purpose field and parking

Phase 3 – 8 to 10 years

1. Complete landscaping
2. Install final lighting elements
3. Complete walkways throughout the park
4. Move forward with planning for a pedestrian/access bridge to the North River Road fields

The Committee recognizes that these recommended timeframes are aggressive and are subject to change depending upon the needs and available resources of the community. Although referred to as Milford's "premier park", the Committee acknowledges that Keyes Memorial Park is one of eight municipal recreation areas in Milford. Given its downtown location, diversity of facilities and extensive use, the Committee believes priority should be given to the ongoing maintenance and development of Keyes Memorial Park.

VIII. THE FLETCHER SITE – KEYES MEMORIAL PARK EAST ENTRANCE

At the Public Input Open House on October 18, 2016, the Committee was asked to weigh-in on the Fletcher Site restoration plan by the Town Administrator. This approximately 2 acre area located between Elm Street the Souhegan River is adjacent to the park’s east entrance and has been undergoing a major environmental clean-up due to significant contamination. This environmental clean-up has been decades in coming but now is nearing completion. The aerial photographs below depict, on the left, a view of the original buildings and, on the right, the site, bounded in red, in the midst of clean-up.



Restoration of the land should be consistent with efforts to maintain the community character of Downtown Milford and with the planning underway for Keyes Memorial Park. To that end, the Committee investigated previous work done by the Fletcher Cap Committee and the requirements of the current environmental remedial plans. Site visits were completed with representatives from the on-site sub-contractor.

Below is a conceptual plan for an amphitheater-styled area that includes gathering spaces, performance space with lighting, seating, pathways, decorative lighting, security cameras and other amenities. The stage and walkways would be ADA compliant. The Committee recommends honoring Milford’s heritage as the “Granite Town” by incorporating granite benches and posts throughout this area of the park. A more complete summary prepared by the Community Development Director is included in Appendix 8.



At the time of this report, the Fletcher site clean-up continues and discussions are ongoing regarding the finalization of this project. The outcome of those discussions will define further future action at the east entrance to Keyes Memorial Park.

IX. RECOMMENDATIONS

The Keyes Memorial Park Expansion Committee, as appointed by the Milford Board of Selectmen in April 2016, has completed its work and makes the following recommendations concerning the integration of 127 Elm Street and the future of Keyes Memorial Park.

- **Integration & Public Awareness** - Moving forward referring to the two parcels as one unit and eliminating references to “127 Elm Street” or “the old Permattach property” would promote the integration of the newly acquired property into Keyes Memorial Park. Similarly, once the Fletcher site clean-up is completed, integration of this land as part of the east or main entrance to Keyes Memorial Park would be furthered by renaming the site.

- **Integration & Public Awareness** - Integration also could be promoted by a lot line adjustment to merge the two parcels thus reflecting the blending together of the two parcels. The same action could be considered, eventually, for the former Fletcher Paintworks site.
- **Safety/Traffic Improvements** – Installation of lighting in the west parking area is needed for public safety. Currently, no lighting exists in that parking lot.
- **Safety/Traffic Improvements** - The Committee recommends that the main park entrance remain at 45 Elm Street for pedestrian and traffic safety reasons and that the west entrance be considered a secondary access point.
- **Safety/Traffic Improvements** – Public safety would be enhanced by the reactivation of the yellow blinking light on Elm Street at the west entrance to Keyes Memorial Park for use during high volume events.
- **Safety/Traffic Improvements** - A gravel connector road built on the south side of the park connecting the east and west parking areas would improve internal circulation of traffic between the two parking areas and reduce volume and potential congestion on Elm Street.
- **Asset Management** - For the short-term and until next-step decisions are made, it is recommended that the Town secure the existing building and add additional lighting to prevent further vandalism and further deterioration of the building.
- **Asset Management** - Although sections of the building could be used for temporary Public Works and/or Police “cold storage” or for temporary “cold storage” rental by a non-municipal entity, the long-term recommendation is for this land and its assets to be used for recreational purposes consistent with the original intention for purchasing the 127 Elm Street property.
- **Asset Management** - As supported by the survey data, repair and maintenance of the current facilities at Keyes Memorial Park is highly valued by Milford residents. The Recreation Department, Recreation Commission and Department of Public Works will collaborate on developing a prioritized plan within the next year to address all of the major repairs that need to be done to effectively maintain the current facilities at Keyes Memorial Park. The Committee anticipates that this

planning will be done within the context of a plan for the ongoing maintenance of town-wide parks and recreation facilities.

- **Asset Management** - Centralization of Milford's recreational services and programming at Keyes Memorial Park would promote more efficient use of staff time, relieve some parking issues around The Oval, and increase the accessibility of Town programs to more residents. This centralization could be accomplished by constructing a new multi-purpose multi-generational community recreation center at Keyes Memorial Park.
- **Longer-term Planning** - The Committee asks that the Board of Selectmen support establishing a capital reserve fund specifically for the design, development and construction of improvements to Keyes Memorial Park. The Committee recommends inclusion of any required warrant articles on the March 2017 ballot and asking the voters to initially approve and appropriate \$25,000 towards this fund.
- **Longer-term Planning** - The Board of Selectmen in collaboration with the Recreation Commission and Department will appoint a broad based committee to spearhead the development of a strategic plan to design and fund the construction of a new community recreation center building at Keyes Memorial Park and include coordinated renovations of the Keyes Pool bathhouse and concession stand. The new facility should be designed to reasonably accommodate expansion that may be indicated based on the future needs of our community.
- **Longer-term Planning** - As part of the Town's long-term community planning, a feasibility study of creating a pedestrian connection directly between Keyes Memorial Park and the North River Road recreational fields would strongly enhance Milford's endeavors to improve pedestrian and cycling connectivity throughout the Town. As evidenced in the survey, residents are very interested in this type of connection between the two recreation locations and interconnection to Milford's trail system.

Keyes Memorial Park is a valuable resource for our community both as a vibrant recreational center in downtown Milford for residents and as a potential drawing point for visitors to our community. Vigilant maintenance and continued enhancements of Keyes Memorial Park will serve to strengthen the quality of life in Milford and are consistent with the Town of Milford Master Plan.

Keyes Memorial Park Expansion Committee Report - Dec. 2016

APPENDIX 1 – 127 ELM STREET ACQUISITION PLAN – MEMO APRIL 2, 2014
AND SPECIAL 2014 TOWN MEETING MATERIAL

APPENDIX 2 – 127 ELM STREET BUILDING CONCEPT #2 DIAGRAM

APPENDIX 3 – NH DEPARTMENT OF MOTOR VEHICLES CONCEPT PLAN

APPENDIX 4 – TURNSTONE BUILDING RENOVATION ESTIMATE

APPENDIX 5 – TURNSTONE NEW BUILDING CONSTRUCTION ESTIMATE

APPENDIX 6 – KEYES MEMORIAL PARK SURVEY TOOL AND DATA

APPENDIX 7 – KEYES MEMORIAL PARK MASTER PLAN

APPENDIX 8 – KEYES MEMORIAL PARK ENTRANCE PLAN DOCUMENT

APPENDIX 9 – KMPE COMMITTEE MEETING MINUTES

Note – in the Electronic version of this document, the Appendices are located in a separate PDF file due to the volume of information. Please see the file KMPEC Report Dec 2016 Appendices.PDF

6. a) Review of the Town of Milford's Right to Know Policy

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2023-01

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LINCOLN DALEY, TOWN ADMINISTRATOR

SUBJ : RIGHT TO KNOW POLICY – POLICY NO. 2023-01

DATE: JUNE 12, 2023

At their meeting on Monday, 12 June 2023, the Milford Board of Selectmen adopted the following Policy concerning Right to Know requests:

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Addendum

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Section 1.0 – Overview

1.1.1 Purpose

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

1.2 Scope

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

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

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

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

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

1.3 Legal Definitions

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

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

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

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

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

Section 2.0 – Obtaining Public Information

2.1 Requesting Information

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

2.1.1 Requests for records that can be immediately released

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

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

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

- a. All requests for information should be submitted to the Town Administrator’s Office in order to provide a single point of contact for requestors. (*Exception: Requests for public safety records are encouraged to be submitted to the Milford Police Records Division or the Milford Fire Department respectively.*) This process will allow the town to efficiently and effectively disseminate the request to all applicable parties with the intent of meeting the statutory timeframe for responding to the request.
- b. The completion of an application is not legally required to request public information, but it is highly recommended that the requesting party complete a request form – ([Milford NH Right to Know \(RTK\) Request Form](#)) for town employees to accurately provide timely information to requestors. See Attachment 2.

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

- c. To confirm the accuracy of the request, and to start the timeline as outlined in RSA 91-A, it is highly recommended to have the requesting party sign and date the application before submitting it for processing of the request.

- d. Once an application and/or request has been officially received by the Milford NH Town Administrator's Office, the public body associated with the request has five business days to complete the said request, deny the request or provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

2.2 Gathering and Organizing Information

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

2.3 Completing a Right to Know Request

- a. Information that has been gathered shall be organized and presented to the requestor, but it should be known that there is no legal obligation for the public body "to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency".
- b. Right To Know information can be provided in the following forms based on the most effective delivery method as it relates to the amount of information being requested.
 - 1. Printed on paper
 - 2. Emailed back to requestor: limited if requested files are too large to send
 - 3. Loaded onto a Universal Serial Bus (USB) Hard Drive or other removeable storage device.
 - 4. Post marked through USPS (which can incur cost to the requestor)
 - 5. Reference section 2.4 to see associated costs with each option, when applicable

- c. A log of Right to Know requests, which are not considered public safety requests associated with the fire department or police department, will be kept in a separate file in the Town Administrator's office along with the corresponding (completed) Right to Know request form.
- d. If the town is unable to make a governmental record available for immediate inspection and copying, the Town must, within 5 business days of a request, make such record available, deny the request in writing with reasons, or furnish written acknowledgment of the receipt of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied (the Right to Know Form should be used for this purpose).

2.4 Applicable Costs

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

Section 3.0 – Policy Changes

3.1 How to make changes to this policy

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

Section 4.0 – Training Requirements

4.1 Training Requirements

- a. All current employees shall be trained on the Right to Know Policy within 90 days of the effective date of this policy.
- b. New employees shall be trained on the Right to Know policy as part of their new employee orientation.
- c. When the Right to Know policy is updated, all employees shall be notified and trained within 60 days of the policy update adoption.

Attachment 1: Additional References

Overview of The Regulations

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

RSA 91-A:1 Preamble

RSA 91-A:1-a Definitions

RSA 91-A:2 Meetings open to Public

RSA 91-A:2-a Communication Outside Meetings

RSA 91-A:3 Nonpublic Sessions

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

RSA 91-A:5 Exemptions

RSA 91-A:5-a Limited Purpose Release

RSA 91-A:6 Employment Security

RSA 91-A:7 Violation

RSA 91-A:8 Remedies

RSA 91-A:9 Destruction of Certain Information Prohibited

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

Additional References

State contacts

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

Judicial appeals and legal escalations

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

Additional References

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

Attachment 2:

Right to Know Request Form

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

Name of the Public Body associated with request

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

Timeframe in question

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

Person Making the Request:

Name: _____
(Print)

Phone: _____ Email: _____

(optional)

Signature of Requestor:

_____ Date: _____

For town hall employees only

Name of Governmental Agent: _____(Print)

Signature of Governmental Agent: _____ Date: _____

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

A link to a web address of online directory has been provided

Printed physical copy (Fees can apply)

Digital copy loaded on TOWN PROVIDED USB Hard Drive (Fees can apply)

Digital copy loaded on PERSONAL USB Hard Drive (Preferred choice for large requests)

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

Digital copy E-Mailed to me at the contact listed above (Size limited)

Physically inspect applicable documents at a town of Milford facility

Sent to me via U.S.P.S. mail to:

(Fees can apply)

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

Signature of Receiver: _____(Sign)

Attachment 3:

Milford NH Right to Know Denial Form

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

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

Reference to Original Request (Brief statement referencing original request)

Reason for Denial

For town hall employees only

Name of Governmental Agent:

_____ (Print)

Signature of Governmental Agent: _____ Date: _____

6. b) Board of Selectmen's Goals

2023 BOS Goals and Initiatives - Draft

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

9. Approval of DRAFT minutes May 22, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

May 22, 2023

| | | |
|-----------------|------------------------------|-------------------------------------|
| PRESENT: | Gary Daniels, Chairman | Lincoln Daley, Town Administrator |
| | Chris Labonte, Vice Chairman | Tina Philbrick, Executive Assistant |
| | Paul Dargie, Member | Mitchell Hemmer, Videographer |
| | Tim Finan, Member | |
| | Dave Freel, Member | |

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - Eagle Scout Project Presentation – Haley Mitchell

Ms. Mitchell presented the Board with a power point to install a swing set at Adams Field for her Eagle Scout Project. This location would be great for younger children to enjoy the swing set while attending sports activities at the field. The location would be back far enough so that no one would get hit by any balls. She wanted her project to be set near her brother's Eagle Project. Public Works will inspect, scrape out and then fill the area around the swing set with sand after assembly. The swing set would be built to consumer products safety commission standards (CPSC). She will also be doing fundraising to raise money for the project. The swing set is about \$2,600. She is hoping to finish the swing set by July and get her Eagle badge by August.

Selectman Freel made a motion to accept Haley Mitchells Eagle Scout Project. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

5:45 p.m. - Recreation Department Departmental Update – Director, Arene Berry

Director Berry provided her update to the Board based on previous questions asked at other Departmental updates:

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

• What is the financial status of your department vs. the budget (burn rate)? The financial status of the department is within the budget allocations at this time and no overages are expected.

• Employee update: Turnover? Open positions? New employees? Positions vacated? The Recreation Department is fully staffed including the summer seasonal positions.

• Vehicular update: Any out-of-service? The Recreation Bus does not have any issues at this time. It was not a purchase from the Town budget and any maintenance issues are not covered within the town budget of Recreation. The bus has 3,500 miles on it. It was used a lot last year and we are expecting to use it more this summer.

• Any major projects in the next three months? The next 3 months are filled with summer programs, trips, and Keyes Memorial Pool. We also have the Keyes Summer Bash, Star Spangled 5K, Rotary Swim Meet, and State Championship Meet. We will be hosting state swim meets until 2026.

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

• How can residents report issues that require the attention of your department? Residents can email recreation@milford.nh.gov or call 603-249-0625.

- 58 • **Are there vacancies on any commissions, committees, or subcommittees with which your department is**
59 **associated?** There are no vacancies on the Recreation Commission at this time.
60
- 61 • **Is there anything currently prohibiting the department from meeting its annual goals?** One of the goals of
62 the Recreation Department is to review and update the emergency action plan utilized at Keyes Memorial Park
63 during the summer season. A critical part of this plan and for the overall safety of the community is the Park
64 Ranger position. Director Berry believes the elimination of those positions this summer will cause an increase in
65 vandalism as well as increase the calls for Milford Police to respond. The interim Town Administrator asked for
66 cuts to get the budget passed, she cut \$5,000 and the rangers cost slightly over \$6,000. Director Berry explained
67 the duties of the park rangers and explained why the pool staff can't cover the park ranger duties.
68
- 69 Selectman Freel would like to know who will cover the ranger duties. Administrator Daley said they will be
70 installing additional cameras to help with vandalism and they will be discussing trash pickup and other things in
71 a broader discussion with public works.
72
- 73 Director Berry was directed to cut \$5,000 from her part-time wages and she decided to cut the ranger positions.
74 Her other choice was pool staff which brings in about \$32,000 a year in revenue to the general fund. If she cut
75 there, she would have had to cut pool hours. Selectman Freel asked who could take over the ranger's physical
76 duties. Administrator Daley said asking Police and DPW to take on additional duties takes away from their jobs.
77 They could cover some, but not all. DPW is down employees and is stretched thin as it is. Director Berry said
78 the park ranger has the authority to have the Police remove people from the park and if that person returns, they
79 can be charged with trespassing.
80
- 81 Selectman Labonte asked if there was a way the ranger hours could be reduced to half if you could come up with
82 the money. At what point does it become a necessity to have? Is there any way to come up with any money?
83 Administrator Daley said we could explore it.
84
- 85 Chairman Daniels asked if the money could come from the Recreation revolving fund and what is the balance in
86 that fund. Director Berry said the current balance is \$71,621 and we have collected registration money for pro-
87 grams that haven't started yet. We haven't bought supplies or paid staff yet. It isn't surplus money because they
88 operate all year not just summer programs. At any time during the year, there are revenues collected that we
89 haven't paid out expenses yet.
90
- 91 Selectman Labonte would rather come up with the money to add the position instead of working with other de-
92 partments to help cover the duties of the ranger. Selectman Freel agreed and feels that everyone should work
93 collectively together as a team keeping an eye out on things until the money can be found to get the position back.
94 She could have the lifeguards help keep a lookout for things happening in the park.
95
- 96 Director Berry said the \$5,000 was only one cut to the budget of \$325,000, the other departments that you are
97 asking to help with her problem also had their budgets cut. They have their own struggles. She let DPW and Police
98 know that this is what she needed to do when she was given direction to cut her budget. She disagrees about
99 having lifeguards have their eyes outside of the pool. Their number one focus needs to be that pool, it's one of
100 the most dangerous spots in this town.
101
- 102 Jennifer Kimball, a Milford resident, asked how many lifeguards are on duty at all times. It sounds like the rangers
103 were responsible for looking out for emergencies and directing emergency personnel to those emergencies. The
104 lifeguards can't leave their area because of the amount of people they are responsible for.
105
- 106 Ms. Berry explained the number of life guards on duty during various times of the day/summer. The front desk
107 person will now direct emergency personnel should there be an emergency.
108

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 05/22/2023

109 Selectman Labonte pointed outline items in the Recreation budget that could be used for a ranger. Director Berry
110 said she sometimes needs all she has in her budget. She only has \$16,000 in her budget that doesn't go to wages.
111 Selectman Labonte still feels a ranger half-time will be better than none at all.
112

113 Selectman Freel asked about equipment purchases needed in the pool or other recreation areas next year. Director
114 Berry said they will need to replace some white chairs in the pool area. She replaced some a few years ago and it
115 was around \$5,000. She explained that pool equipment is under DPW and when things would come out of her
116 budget.
117

118 At this time there was a lengthy discussion about the sports fields, their usage, and who maintains them. Director
119 Berry rents some of the fields out at the various parks for about \$5,000 per year. The school district and MCAA
120 don't pay for the use of the town fields. The money for those rentals goes into the revolving fund. No adult
121 leagues are asking to use Milford's baseball fields. She does have one person who occasionally asks but does not
122 provide a certificate of insurance. Hampshire United soccer pays for the use of Keley field, but most of the \$5,000
123 is from the pavilion rental. Soccer at Keyes is for the Recreation soccer programs and MCAA sometimes uses it.
124

125 Selectman Labonte asked why the pavilion rental goes to the Recreation revolving fund. Director Berry said that
126 is what has always been done. Recreation used to report under DPW before her employment. A lot of staff time
127 is spent on all the rentals. Pavilion rentals can be done online by credit card and the revolving fund pays for the
128 credit card fees. Selectman Labonte asked if the ranger position could come out of the revolving fund. Director
129 Berry said logistically yes, but she doesn't have the authority to do that.
130

131 Selectman Finan explained the revolving fund. The money made from programming goes into the fund and any
132 expenses for the programs come out of that fund. It's a self-funding thing. Director Berry said the revolving fund
133 also goes back into the fields. Selectman Finan said if the park ranger was used for events, then they would be
134 paid out of that fund because it's an expense resulting from a program. Maintaining the park is a town facility and
135 that doesn't come out of that fund.
136

137 Selectman Dargie said the revolving fund generates a profit so it builds up over time so they can do things like
138 repair dugouts or buy another bus or start a new program. Director Berry said \$29,000 came from the revolving
139 fund for the bus they currently have. Selectman Dargie said the bus is used for trips and trips make money.
140 Selectman Labonte is just looking for a way to help Recreation out of a problem right now.
141

142 Selectman Freel said the baseball field is dead weight. He asked if there was a discussion about who would take
143 care of the field when the school is using it. Director Berry said the maintenance of the field falls under DPW. If
144 someone wants to use the field, she would be involved in the discussion.
145

146 Director Berry said the pool will open on June 17th. Summer lessons start June 19th. The swim team starts on
147 June 20th. Rotary Swim meet is on July 22nd and 23rd. Keyes Summer Bash and 5K are on July 1st. The state
148 Swim meet is on August 5th and 6th.
149

150 • **Is there anything the BOS can do to assist the department in meeting its goals?** When making decisions on
151 the 2024 budget, please consider funding the Park Ranger positions as well as increasing the funding/staffing to
152 the Parks budget of the DPW.
153

154 Director Daley asked if the fields are underutilized. Director Berry said some are underutilized and some are
155 overutilized and don't have time to breathe. The quality of the fields could be better. Park's budget has been cut
156 just like everyone else's budget. Tasks need to be completed and there isn't money to do those tasks. People are
157 using Amherst and other town's fields that are in better condition. People are also looking for fields with lights
158 and we don't have lights in most of our fields. The softball fields are overused and don't get any rest. There was

159 additional discussion about why some fields get more use than others. Selectman Freel would like to discuss the
160 fields with the school and who takes care of them.

161

162 **6:15 p.m. - Exemption Properties for Approval (7), PILOT for Denial (1), and Standard Veteran's Credit**
163 **(1) - Director, Marti Noel**

164 Director Noel recommended seven properties for exemption.

165

166 **Selectman Dargie made a motion to approve the seven exemption properties as recommended. Selectman**
167 **Labonte seconded. All were in favor. The motion passed 5/0.**

168

169 Director Noel recommended the Board deny one PILOT program for the 2023 tax year. It's a vacant lot that hasn't
170 been extended. The property does not meet the 3-prong test of "used, owned, and occupied for the stated charitable
171 purpose of the organization".

172

173 **Selectman Dargie made a motion to deny the PILOT for Map 13 Lot 10-1 as recommended by the Assessor.**
174 **Selectman Finan seconded. All were in favor. The motion passed 5/0.**

175

176 Director Noel recommended one Standard Veteran's Tax Credit for approval.

177

178 **Selectman Dargie made a motion to approve one Standard Veteran's Tax Credit as recommended. Select-**
179 **man Finan seconded. All were in favor. The motion passed 5/0.**

180

181 **6:25 p.m. – Town of Milford's Worker's Compensation and Short-Term Disability Policy – HR Director,**
182 **Karen Blow and Finance Director, Paul**

183 Chairman Daniels questioned why people on workers' compensation were paid full benefits for up to six months
184 and he had some questions about light duty.

185

186 Director Blow explained that when an employee goes out on workers' compensation, Finance takes the employee's
187 sicked bank time, unused personal time, and unused accrued holiday time and puts it in a "bucket" and while that
188 person is out, that time is used to pay the person the remaining amount to get them up to 100% of their pay. When
189 the employee receives their worker's compensation check, they give it to the town and Finance does the reversal
190 and puts the 40% back on the employee's account. Initially, while they are waiting for their check, which is about
191 60%, 100% of their pay is coming out of their accumulated account. When they start receiving their compensation
192 check, they sign the checks over to Finance who puts it back into their bucket. We still use 40% of the employee's
193 time, but give them back the initial 60% that they had used because workers' compensation covers that time out.

194

195 Selectman Labonte asked how come we are paying out of pocket first before workers' compensation pays and
196 then we get reimbursed. Director Blow said it's the policy. Sometimes the claim isn't paid right away because
197 there isn't enough information. Selectman Labonte clarified that once the employee uses all their "time" does the
198 town ever pay the difference. Ms. Blow said yes, Finance is looking into when this has happened or how often
199 this has happened. Selectman Labonte said this is the first place he's ever heard of that does this. Director Blow
200 said it's common among municipalities. She sent out an e-mail and out of 6 municipalities, only 1 didn't do this.
201 She is still looking for more information.

202

203 Selectman Dargie asked if Director Blow looked through the manual, and did she notice anything that needs to be
204 changed. Director Blow said she didn't have a lot of time to look through the manual, she only had 24 hours to
205 get this information for the Boards package. Administrator Daley said they can review the manual in more detail.

206

207 Director Blow said however we approach this, we need to be mindful that this is in both contracts. In her personal
208 opinion, you should start with the contracts to see if we can promote some changes there and then disburse it

209 broadly. Selectman Dargie said it's nice to have fresh eyes to look at things like this to see what may need to be
210 changed.

211
212 Chairman Daniels said he already has a review of the personal policy book in the Selectman's goals and objectives.
213 Selectman Labonte said things can be changed in the policy. Director Blow said the benefit to the employee being
214 made whole is that they continue to accrue their insurance and are still being taken out while they are on leave.
215 Before you would get your 60% check then cut the town a check to pay for your insurance. The town Adminis-
216 trator in 1998 tried to support staff in a way so that they didn't have to deal with all the hardships.

217
218 There was a discussion about light duty. The employee doesn't have to be back in their current department to
219 utilize light duty. We can only offer them light duty if they are released and it's required. We are already discuss-
220 ing activities for a couple of employees coming back from leave.

221
222 **6:45 p.m. - Community Media Department Departmental Update – Director, Chris Gentry**

223 Director Gentry provided his update to the Board.

224
225 Community Media manages the 4 Community TV channels Online Streams and OnDemand. (Government, Edu-
226 cation, Public, and HD.)

- 227 - Create content in various forms for departments and the public.
- 228 - Serves as the Town's liaison to Comcast Government Division.
- 229 - Provide Audio Visual Support for other departments.
- 230 - Administration of the Town website which includes content management, development, and design.
- 231 - Provides oversight, assistance, and Archiving of the Town's social media.

232
233 Community Media has two budgets, the first being the General Fund budget.

234 **The General Fund budget** provides payments for website and social media-related costs. You can see the at-
235 tached report which puts that budget at about 34%, with the website cost already paid and the social media archiving
236 invoice to come up towards the end of the year. The only other cost to come out of this budget is 15% of the
237 Community Media Directors' annual salary. Occasionally, we will purchase additional modules for the website,
238 as the need arises. This budget is just under \$20,000. We are about 32% into this.

239
240 **The Second Budget is the Revolving Fund budget**, which is overseen by the Granite Town Media Advisory
241 Committee (as established by the original warrant article setting up the revolving fund) is currently at less than
242 30%. This budget is 100% supported by the Franchise fees collected from Comcast, no tax money is appropriated
243 for this budget. This includes but is not limited to, equipment, staff, benefits, and any related cost to the manage-
244 ment and upkeep of GTM.

245
246 Selectman Labonte asked how much we bring in under the cable franchise fee. Director Gentry said about
247 \$169,000 per year.

248
249 Community Media's big project of the year, (which is part of the GTM 10-year plan) is the updating and refit of
250 the Selectmen's Meeting Room. The update/upgrade should be taking place in June/July as soon as the rest of the
251 equipment is in.

252
253 Community Media operates with two full-time and a recently hired videographer to cover meetings and other
254 events as needed. We could use at least one more videographer to help even out the staffing.

255
256 The new 4.5-day work week doesn't apply to this department. We have to provide coverage, sometimes late into
257 the night, early in the morning, or on the weekends/holidays. The Memorial Day Parade will be broadcasted live.

258

259 On behalf of Granite Town Media’s committee, we have one opening. We meet on the fourth Thursday of the
260 month in the Selectmen's Meeting Room of Town Hall at 6:00 pm.

261
262 We are currently meeting our goals; we would ask that the Board continue to support and have patience as we
263 work towards those goals.

264
265 Selectman Freel asked if they were working on making things more visible on the website. Director Gentry said
266 he is currently working on broken links they started with over 500,000 and are now down to about 120,000. They
267 are currently working on the agenda and minutes page. He mentioned website training between staff and it went
268 well.

269
270 Chairman Daniels asked if GTM was working with the CTE program at the school. Director Gentry said they just
271 started talking about that. It's a way off but we are trying to get ahead of it.

272
273 Administrator Daley said Director is a licensed drone pilot and he’s used that for several projects around town.

274
275 **3. PUBLIC COMMENTS** There were no comments at this time.

276
277 **4. DECISIONS**

278 **Selectman Freel made a motion to accept the consent calendar except for 4. a) 6). Seconded by Selectman**
279 **Finan. All were in favor. The motion passed 5/0.**

280 **a. CONSENT CALENDAR**

- 281 1. Approval of Bill Parker to the Traffic Safety Committee - Term Expires 2026
- 282 2. Approval of Gary Daniels to the Traffic Safety Committee - Term Expires 2026
- 283 3. Approval of Report of Wood or Timber Cut, Map 41 Lot 38-1
- 284 4. Approval of Summary of Forest Stewardship Plan (CU-12), Map 58 Lots 1,2,3,4, & 8.
- 285 5. Approval to change Joan Dargie and Dan Sadkowski from Alternate members to Full Members of the
- 286 Zoning Board of Adjustments – Terms Expire in 2024 and 2025 respectively.
- 287 6. Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))
 - 288 o HealthTrust donation to the Milford Police Department for the Town Wellness Campaign Special
 - 289 purpose fund - \$500.00
 - 290 o Cirtronics Corp. donation to the Milford Fire Department for the Fire/Life Safety Education Special
 - 291 purpose fund - \$300.00

292 Selectman Labonte asked for more information on the donations, 4. a) 6.

293
294 Tina Philbrick, Executive Assistant explained that Healthtrust provides the town with up to \$2,000 to encourage
295 the town to participate in wellness activities. She is head of the Town Wellness Committee and they have repre-
296 sentatives from the Fire and Police Departments as well as others who help provide programs throughout the year
297 and this pays for materials for the programs. This is at no cost to the Town.

298
299 Ken Flaherty, Fire Chief said the Fire/Life Safety Education Fund is monies that we use for supplies for various
300 pieces of training like CRR and brochures.

301
302 **Selectman Labonte made a motion to accept 4. a) 6. Seconded by Selectman Freel. All were in favor. The**
303 **motion passed 5/0.**

304
305 **b. OTHER DECISIONS**

306 **a. n/a**

307 **5. TOWN STATUS REPORT –**

308 **1. Town Administrators Goals and Objectives**

309 Administrator Daley presented the Board with a lengthy list of his goals and objectives. Chairman Daniels incor-
310 porated some of the Town Administrators' goals into the Selectmen's goals and they will discuss this later in the
311 meeting.
312

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

314 Administration will be implementing a 6-month (July) and 9-month (September) budget review with Department
315 Heads. Starting in July, the Town Administrator and Finance Director will meet with each Department Head to
316 review his/her respective budgets/respective and completed projects/objectives to date. As part of the budget re-
317 view, the Department Heads would reconcile expenditures through a budget transfer process (form to be finalized)
318 using unspent or underutilized budgeted department funds. The information would be used by the Departments to
319 determine the level of remaining funds to manage the department and to prioritize planned/anticipated projects or
320 activities.
321

322 Selectman Dargie asked when does the development of the next budget occur. Administrator Daley explained
323 how they will be looking at the budget going forward and explained that they will still rely on the burn rate and
324 historical allocation over a three to five-year period. They will start the generation of next year's budget now and
325 have a complete understanding by July.
326

327 Chairman Daniels said the intent was to for September was to prepare for the next budget, they will put it into an
328 Excel spreadsheet so they can sort on account numbers. Selectman Labonte said some of it is for transparency
329 and some is to help identify where the money is going and build an accountable budget.
330

331 **3. Milford Community Lands (Formally BROX) Alteration of Terrain Permit – Gravel Operation**

332 The Town and Northeast Sand & Gravel received responses and comments from NH Fish & Game (NHFG) to its
333 December 22, 2022 submittal to NH Dept. Of Environmental Services (permitting agency). As part of the detailed
334 list of comments from NHFG, three major areas of the project require further discussion and final resolution.
335

336 These include the determination of (1) the area and location of onsite mitigation currently 75+ acres of the pro-
337 posed conservation area, (2) the legal conservation instrument to manage the proposed 75+ acre area, and (3) the
338 level of required monitoring by a qualified, 3rd party company/individual.
339

340 The Town and Northeast Sand & Gravel will be meeting with both state agencies to finalize the remaining ele-
341 ments of the application/permit for approval and allow the Town to complete the project.
342

343 Selectman Labonte asked what the cost would be for the monitoring. Administrator Daley said not yet. The
344 contractor will pay for the cost.
345

346 Chairman Daniels asked why it this taking until Fall to do. Administrator Daley said there are certain times of
347 year we can put up a silt fence and at this time we can't do that because of the species in that area.
348

349 Selectman Labonte said originally, we were looking to make around \$1,500,000, where do we stand on that
350 amount now? Administrator Daley said he would check with the contractor. Selectman Labonte asked where
351 were we with our cost versus expenses. Administrator Daley said we will still be profitable. This is the first step
352 in a multi-phase process. The purpose of buying the property was to put some aside for municipal uses and that
353 needs to be revisited in our master plan to understand our current needs. Chairman Daniels said you also have to
354 factor in the gravel and dirt that the town has removed for our use, not just what's been sold.
355

356 Selectman Freel asked about the acreage in that area. Administrator Daley said 150. Selectman Freel asked if
357 originally there was discussion about putting about ½ into a conservation fund. Administrator Daley said the town
358 wants to use as much as possible for municipal use. There was additional discussion about what we can do with
359 the land due to the AoT permit. Selectman Freel asked if it was worth it to keep this going. Administrator Daley

360 said yes and he encourages people to look at the master plan from 2005 and 2014 to see what that land was
361 intended for.

362
363 Jay Duffy, a Milford resident, asked where the master plan was located. Director Daley said on the town’s website
364 and in Community Development.
365

366 **4. Board, Commissions, Committee Volunteers**

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

- | | |
|--|-----------------------|
| 369 • Board of Adjustment | 3 Alternate Positions |
| 370 • Budget Advisory Committee | TBD |
| 371 • Capital Improvement Advisory Committee | 7 Full-Time Positions |
| 372 • Conservation Commission | 2 Alternate Positions |
| 373 • Economic Development Advisory Council | TBD |
| 374 • Granite Town Media | 1 Full-Time Position |
| 375 • Planning Board | 2 Alternate Positions |
| 376 • Traffic Safety Committee | 1 Full-Time Position |

377 If you are interested in applying, please contact the Administration Office or visit the Town website at [www.mil-](http://www.milford.nh.gov)
378 [ford.nh.gov](http://www.milford.nh.gov) and download /complete the volunteer application.
379

380 **6. DISCUSSIONS**

381 **1. Traffic Safety Recommendations for:**

- 382 • **Badger Hill Drive between Woodhawk Drive and Greystone Place**

383 **Traffic Safety recommended:**

- 384 ✓ A sign is to be placed on the north side of Woodhawk Drive west of Osgood Road facing entering motor-
385 ists stating 30 miles per hour unless otherwise posted.
386 ✓ Additional Milford Police Department presence near the Badger Hill Drive and Woodhawk Drive inter-
387 section during the student dismissal periods.
388 ✓ Refreshen the STOP lines on the Badger Hill Drive approach to Woodhawk Drive and on the Woodhawk
389 Drive approach to Osgood Road.
390 ✓ The Milford Police Department to obtain vehicle speed data along Badger Hill Drive to capture travel
391 speeds and determine the times when speeding occurs. The Police Department is getting prices on speed
392 data signs. They will look to see what they have for money in their budget for the signs.
393

394 Laurel Alger a Milford resident, thanked the Traffic Committee, Selectman, Police, and DPW for taking the citi-
395 zens seriously and the extra monitoring, it has helped. We are concerned with keeping everyone safe.
396

397 Selectman Freel asked where the additional signs will be placed. Chairman Daniels said the section where there
398 are no houses between Osgood and Woodhawk. There was additional discussion about the speed limit and signs.
399

400 Jennifer Kimball, a Milford resident said they have lived in that area for four years on the newest completed part
401 of Badger Hill Estates and there is a broad idea of what the speed limit is in that area and people think that the
402 speed limit on Osgood Road extends into their neighborhood. The area is curvy and has a lot of trees. She would
403 like the sign to be placed at the beginning of Woodhawk as mentioned for everyone’s safety. People need to be
404 held accountable.
405

406 Selectman Freel said speed bumps will slow people down instead of having a ton of signs all around town. Chair-
407 man Daniels said speed bumps can't be used to calm traffic.
408

409 **Selectman Labonte made a motion to approve the Traffic Safety Committee recommendations for Badger**
410 **Hill Drive between Woodhawk Drive and Greystone Place to include the additional recommendations by**

411 **Chairman Daniels for Kendrick Drive and Wildflower. Seconded by Selectman Finan. All were in favor.**
412 **The motion passed 5/0.**

413
414 There was additional discussion and confusion about the previous motion.
415

416 **Selectman Dargie made a motion to reconsider the vote on Badger Hill Drive, Woodhawk, and Graystone**
417 **Place. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**
418

419 **Selectman Labonte made a motion to approve the Traffic Safety Committee recommendations for Badger**
420 **Hill Drive between Woodhawk Drive and Greystone Place. Seconded by Selectman Finan. All were in**
421 **favor. The motion passed 5/0.**
422

423 • **Osgood Road and Nye Drive Intersection**

424 **Traffic Safety recommended:**

- 425 ✓ Nye Drive landowners should consider maintaining the vegetation on their properties to expand sightlines
426 to and from Nye Drive.
 - 427 ○ Any clearing or trimming of vegetation outside the Osgood Road right-of-way would require
428 those landowners to follow the Scenic Road hearing process.
- 429 ✓ Nye Drive landowners should consider moving their mailboxes to a location(s) that does not limit sight-
430 lines.
- 431 ✓ Since the applicant and engineers for the Nye Drive development are responsible for the accuracy of the
432 sightline documentation submitted as part of the permitting process, the Nye Drive subdivision parties
433 should consider any further sightline improvement measures needed.
- 434 ✓ Nye Drive is a private roadway and consideration should be given to replacing the street sign with one
435 signifying ‘private’ under the roadway name.
- 436 ✓

437 **Selectman Freel made a motion to approve the Traffic Safety Committee recommendations for Osgood**
438 **Road and Nye Drive Intersection. Seconded by Selectman Labonte. All were in favor. The motion passed**
439 **5/0.**
440

441 • **Wallingford Road and Kendrick Lane**

442 **Traffic Safety recommended:**

- 443 ✓ Public Works Department repaints the STOP lines at the intersection and fix any damaged sign pole struc-
444 tures.

445
446 **Selectman Freel made a motion to approve the Traffic Safety Committee recommendations for Wallingford**
447 **Road and Kendrick Lane. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**
448

449 **2. Selectmen’s Goals and Objectives**

450 Chairman Daniels presented a DRAFT copy of the Board's Goals and Objectives.
451 The goals were broken up into Financial, Projects, Personnel, and Communication.

452 **Financial:**

- 453 Budget Transfer Tracking
- 454 Reduce Warrant Articles by placing some that always pass into the budget.
- 455 Town Budget Development
- 456 Town Budget Passage

457
458 **Projects:**

- 459 Oval Improvements
- 460 127 Elm Street Feasibility Study
- 461 Reactive EDAC

462 Gravel Operation
463 Master Plan

464

465 **Personnel:**

466 4 ½ day work week – trial basis

467 Policy Updates

468

469 Selectman Labonte said the e-mail policy should be added to the Boards schedule to be looked at. There was a
470 discussion about whose e-mails should be used for correspondence.

471

472 Mr. Duffy asked what time the was 127 Elm Street discussion. Chairman Daniels said May 30th at 6:00. There
473 will be other discussions as well.

474

475 Katherine Kokko, a Milford resident, said the issue of e-mail retention is related to the right to know. At the state
476 level, it's a separate rule/law for retaining records. Milford needs to have a retention policy that addresses e-mails.

477

478 **Communication:**

479 BOS Representative to Committees

480 Agenda and Minutes Updates

481 Social Media Utilization?

482 5th Monday Forums

483 Website Update

484 Department/Committee Updates - Quarterly

485

486 Administrator Daley said having department heads come in quarterly could be challenging. There was additional
487 discussion about how often Department Heads should be meeting with the Board. The meetings could be lengthy.
488 Selectman Labonte said the first updates may be lengthy and it wouldn't be like that all the time. Having questions
489 sent to the department heads earlier would help. Some Departments could come in twice a year.

490

491 Tina Philbrick, Executive Assistant said she has spoken to many of the department heads, and coming in quarterly
492 is difficult. They also have to meet with the BAC in the fall. Maybe some could come in quarterly but 90% could
493 come in twice a year. She also requests she be notified of which departments fall into which category. Selectman
494 Freel said most of the time the meetings will only take 5 or 10 minutes.

495

496 Administrator Daley asked if there was an opportunity for the Select Board as designees of commissions and
497 committees, to speak on their behalf. He isn't seeing that right now. This would improve communication among
498 staff and committees. Selectman Dargie said he feels meeting with departments twice a year is fine. He would
499 like to see DPW quarterly. Some of the other departments don't change much during the year. Selectman Finan
500 said once a year is fine for the committees to come in. Selectman Labonte favors quarterly meetings because
501 they can get more information on what the departments need. Selectman Freel agrees.

502

503 Ms. Kokko said she asked the previous Town Administrator to identify where cuts were made and she had to go
504 into identify them on her own which was timely and this needs to be much clearer in the budget cycle. Chairman
505 Daniels said the budget transfer sheets will help. Chairman Daniels said we will work on when people should
506 come in.

507

508 Chairman Daniels would like to finalize the Board's objective list so they will have time to accomplish everything.

509

510 **3. DRAFT NH RSA 91-A Policy**

511 Chairman Daniels provided some comedic recommended changes to a Milford RSA 91-A Policy. Selectman La-
512 bonte and Selectman Dargie gave a couple of suggestions. Under 4.1, Training Requirements, Selectman Labonte

513 suggested changing: All current employees the word shall instead of should be trained on the Right to Know
514 Policy within 60 days of the effective date of this policy. Ms. Philbrick also suggested changing 60 days to 90
515 days to have enough time to complete the training. Selectman Finan will come in and work with Ms. Philbrick on
516 his changes.

517
518 Selectman Finan questioned why under section 2.2 c. you would have this paragraph included. "Information col-
519 lected for the Right to Know request shall be provided to the requestor in its native format in which it was created.
520 This will require no additional time or resources to convert documents and will provide all original information
521 associated with the information that was requested and provided to the requestor. Native format files will provide
522 file creation date, author, modification dates, date email was sent, original attachments to emails, and other rele-
523 vant data". There was additional discussion about what it meant. Ms. Kokko provided an example of a native
524 format.

525
526 Selectmen Labonte asked why under there were exceptions under 2.1.2 a) where "All requests for information
527 should be submitted to the Town Administrator's Office to provide a single point of contact for requestors. (Ex-
528 ception: Requests for public safety records are encouraged to be submitted to the Milford Police Records Division
529 or the Milford Fire Department respectively.) He feels that this still all falls under the Town Administrator.

530
531 Captain Frye said they fall under different exemptions and the Town Administrator may not be able to see what
532 the Police Departments give out. There are privacy issues. The police department handles about 25 RTK requests
533 a day for different items. The Town Administrator has enough to handle and this would be a burden on him as he
534 would just be sending it back to the PD. There are different exceptions. Selectman Labonte said it's a gray area.
535 Captain Frye said most are about cases and should be handled at the PD. Administrator Daley said we have a
536 very good internal communications relationship within departments.

537
538 Ms. Kokko said the use of personal e-mails is a huge problem in terms of right-to-know issues. She spoke to
539 Hudson about their use of "out-of-state requests being honored". Hudson chose to write that those requests don't
540 need to be honored. Ms. Kokko said that could create a lot of issues especially if someone doesn't live in this state
541 but is a property owner in this area. The policy should be refined. There was additional discussion about the
542 types of requests.

543
544 **4. 5th Monday Forum Hour Change**
545 Chairman Daniels asked the Board if they would be agreeable to changing the hours of the 5th Monday forum
546 from 7:00 pm to 6:00 pm.

547
548 Selectman Freel made a motion to adopt all of the 5th Monday forum hours to 6:00 and to amend the policy
549 accordingly. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

550
551 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

552 a) **FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**
553 Selectman Dargie said the Milford Community Power approved at the town meeting recently received PUC con-
554 ditional approval and the target date for going live is October 1st. Public outreach will start in early summer. They
555 will set the price in the summer.

556
557 Selectman Freel said the Planning Board finalized the RFP for the Master Plan.

558
559 Selectman Labonte asked about the Library roof. Administrator Daley said the RFP was refined and sent out for
560 bids.

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

562

563 **8. PUBLIC COMMENTS**

564 Jay Duffy, a Milford resident, said the flag placement was a great success at the cemetery. There were 227 peo-
565 ple in attendance from all over the state and even Massachusetts. He thanked everyone who participated. The
566 Milford Baseball team came in uniform.

567
568 A new water irrigation at Riverside cemetery is in process. This is being financed through the cemetery trust
569 fund and not taxpayers' money.

570
571 Katherine Kokko said she appreciates the Boards diligence in putting a right-to-know policy in place.

572
573 Heritage Commission will be submitting two grant applications in June. One is for the bandstand and one is for
574 the schoolhouse.

575
576 The Grange organization decided to accept another offer and the previous Grange building will now be a private
577 residence.

578
579 **9. APPROVAL OF FINAL MINUTES – May 8, 2023**

580 Selectman Dargie made a motion to approve the minutes of May 8, 2023, as amended. Seconded by Selectman
581 Finan. All were in favor. The motion passed 5/0.

582
583 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

584 a. N/A

585
586 **11. NOTICES.** Notices were read.

587
588 **12. NON-PUBLIC SESSION – Selectman Freel made a motion to go into non-public at 8:49 under RSA 91-**
589 **A:3, II(c) Reputation potential unsealing of non-public minutes of March 27, 2023. Seconded by Selectman**
590 **Dargie. All were in favor. The motion passed 5/0.**

591
592 **Selectman Freel made a motion to come out of non-public. Seconded by Selectman Labonte. All were in**
593 **favor. The motion passed 5/0.**

594
595 **In non-public the Board discussed one item.**

596
597 **Selectman Freel made a motion to unseal the non-public minutes from March 27, 2023, as amended. Se-**
598 **conded by Selectman Labonte. All were in favor. The motion passed 5/0.**

599
600 **13. ADJOURNMENT: Selectman Finan moved to adjourn at 8:57. Seconded by Selectman Free; All were**
601 **in favor. The motion passed 5/0.**

602
603
604 _____
605 Gary Daniels, Chairman

606
607 _____
608 Chris Labonte, Vice-Chairman

609
610 _____
611 Paul Dargie, Member

612
613 _____
614 Tim Finan, Member

615
616 _____
617 Dave Freel, Member

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING 5TH MONDAY FORUM

Tuesday, May 30, 2023

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

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

Chairman Daniels called the public meeting to order at 5:03 p.m

2. 5:00 p.m. NON-PUBLIC SESSION

Selectman Finan made a motion to go into non-public at 5:04 in accordance with NH (RSA 91-A:3, II(c)) Reputation. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

Selectman Labonte made a motion to come out of non-public at 5:38. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

In non-public the Board discussed one item. The non-public minutes were not sealed. The Board discussed issues at the Transfer Station that may result in a change in policy regarding volunteers, employees, and the still-good shed.

Chairman Daniels introduced Board members and then led the audience in the Pledge of Allegiance.

3. 6:00 p.m. OPEN FORUM

No one from the public came forward to speak.

Chairman Daniels said the Water Department submitted two applications to the County for additional ARPA funds. One application was for funding to build another Pennichuck Booster pumping station at a higher capacity for pumping water. The second was for upgrades for our Water Treatment Facility to help defray the cost of the large mandated warrant article that passed in March. There was a total of 55 applications submitted for this funding. The Board of Commissioners will be meeting tomorrow morning at 9:30 at the County Complex in Goffstown. Chairman Daniels suggests people attend the meeting to support the funds going to Milford. Both projects meet the criteria for ARPA funding.

Selectman Dargie said the pumping station grant was for \$3,250,000 and the other grant was for \$750,000. Chairman Daniels said he understood a lot of the money was spent already. Whatever we can get will be good.

4. DISCUSSION**a. Frog Pond – Dam Assessment Report (DAM NO. D254021)**

The Town of Wilton commissioned SLR Consulting to produce an assessment study for the dam at Frog Pond. A portion of the pond falls in Milford but a majority falls in Wilton. The dam is relisted. The cost of the dam repairs and rehabilitation treatments is approximately \$510,000. Wilton will be looking into grants and or conducting a decommissioning alternate study. The Town of Wilton is seeking Milford's input on the study, the site, and its implications.

Selectman Dargie suggests we ask the Conservation Commission to see if we even need this. Administrator Daley said Conservation met last week and didn't see a use for the pond. It's no functional value for the Town of Milford other than some nice habitat, serene environmental views, and walking areas. Chief Ken Flaherty asked if this was the fire suppression pond. Administrator Daley said no.

Selectman Finan asked if Milford had anything to do with the construction of the dam. Rich Elliott, Conservation Commission member, said Milford didn't have anything to do with the building of the dam, it was all Wilton and it was built in the 1920s. It was a private pond; the information is on Wilton's website.

Administrator Daley said that Wilton is just looking to inform Milford of the condition and educate us on the potential fixes. They are not currently asked for anything financial at this time.

Selectman Dargie said he didn't see anything in the report about tearing it down. He thinks that option should be visited, it would be less expensive. He doesn't think anyone uses it or it's of any value. Administrator Daley said it does provide habitat and they may still have to do some environmental inventory to make sure that there aren't any endangered or sensitive species out there that will be impacted negatively by additional activity.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/30/2023

64 Chairman Daniels asked what the status was of our two dams on the Souhegan. Administrator Daley will check.

65
66 Selectman Freel asked if this would be a warrant article if we were interested in preserving it. Administrator Daley said yes
67 and he will stay in contact with what Wilton is planning.
68

69 **b. Milford Community Power Plan Update**

70 The Milford Community Power Plan was approved in Order NO. 26,819 subject to one condition: Note that changes to
71 participants' service, and in particular participants' exit from the program, will be subject to reasonable notice to the distri-
72 bution utility and may only occur after the next meter read, consistent with Pcu 2204.05(g).
73

74 " Participants in the Program will be able to opt-out of the Program and transfer to Default Service with the elect ic distribution
75 utility or to another Competitive Supplier. Such requests submitted to the Program will be submitted by the Competitive
76 Supplier to the electric distribution utility Eversource for processing on the customer's next available regular meter read date.
77 There shall be no penalty or exit fee for such transfer. Customers requesting transfer of supply service upon dates other than
78 the next available regular meter reading date may be charged an off-cycle meter reading and billing charge if such a service
79 is available from the electric distribution utility. "
80

81 Administrator Daley said this is just a corrective action to clarify how participants can opt-out. Chairman Daniels asked what
82 would happen if Eversource sold out to another utility. Administrator Daley said it would have to be modified to reflect the
83 current distributor.
84

85 **c. 127 Elm Street**

86 Administrator Daley said we are presenting a draft to the Recreation Commission next week and come back to this Board on
87 June 12th with the final update.
88

89 Selectman Freel asked if we were still looking into razing the building. Administrator Daley said the recommendation will
90 be to raze that building. There are two options and it's a master plan. Selectman Labonte asked if they had a number yet.
91 Administrator Daley said some numbers need to be revised, they are planning level numbers only. There was additional
92 discussion about what would be in the report and the potential cost. There is a timeline that will be done in phases and
93 depending on resources and the community.
94

95 **5. DECISIONS**

96 **Selectman Freel made a motion to accept the consent calendar. Seconded by Selectman Labonte. All were in favor.**
97 **The motion passed 5/0.**

98 **a) CONSENT CALENDAR**

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

100 Donations to the Black Heritage Trail

101 > Gary and Loreen Daniels - \$100

102 > Dave Palance - \$250

103 > Tina Philbrick - \$250

104 Donation to the Phillipsbury Bandstand

105 > Gary and Loreen Daniels \$100

106 2) Approval of 2023 Tax Warrants

107 **b) OTHER DECISIONS**

108 1) Revision of Milford Energy Advisory Committee Charter

109 Selectman Dargie provided an updated version. There were concerns about commissions not having clear language about
110 who is a voting member and who is a liaison. This makes this committee's charter a bit clearer. Selectman Dargie ex-
111 plained his reasoning for the changes that he is suggesting. He is asking the Board to approve the change.
112

113 There was additional discussion about how many members to have, who is allowed to vote, and if they needed a Planning
114 Board Representative. To date, no one from the Planning Board is willing to be a representative on this committee.
115

116 Selectman Freel made a motion to accept the changes proposed by Selectman Dargie to revise the Milford Energy Advisory
117 Committee Charter as amended. Seconded by Selectman Dargie. All were in favor. The motion passed.
118
119
120

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 5/30/2023

121 2) Designation of Authorities for Clean Water SRF Loan
122 Administrator Daley said this is just for seeking Board authorization for the \$24,000,000 warrant article approved in March.
123 This is a loan for 50% loan forgiveness but could be more once all applications are reviewed. This doesn't have anything to
124 do with the grants we approved earlier in this meeting. Chairman Daniels questioned the spelling of Selectmen vs. Select-
125 man.
126
127 Selectman Labonte asked what would change having the Town Administrator's name as well as the Water Directors' name.
128 Administrator Daley said it's a requirement to have the Town Administrator sign this.
129
130 Selectman Finan made a motion to approve the Town Administrator to sign the designation of authorities for the Clean Wa-
131 ter SRF Loan as amended. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.
132

133 **6. APPROVAL OF FINAL MINUTES – n/a**

134 **7. NOTICES – Chairman Daniels read the notices.**

135 **8. ADJOURNMENT – Selectman Freel made a motion to adjourn at 6:46. Seconded by Selectman Labonte. All**
136 **were in favor. The motion passed 5/0.**
137

138
139

140

141 _____
Gary Daniels, Chairman

142

143

144

145 _____
Chris Labonte, Vice Chairman

146

147

148

149 _____
Paul Dargie, Member

Tim Finan, Member

David Freel, Member

10. Treasurer's Report February 2023

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
2/28/2023
(unaudited)

| | CHECKING ACCOUNT | TOWN CLERK ACCOUNT | ESCROW ACCOUNT | NHPDIP ACCOUNT | DISBURSEMENT ACCOUNT | BAR HARBOR ACCOUNTS | INVESTMENT ACCOUNT | TOTAL |
|---------------------------------------|--------------------------|------------------------|----------------------|--------------------------|-------------------------|------------------------|------------------------|--------------------------|
| Beginning Balance as 2/01/23 | (48,456.73) | 30,144.88 | 130,516.48 | 16,917,065.17 | 7,978.26 | 10,687.75 | 80,090.88 | \$ 17,128,026.69 |
| Receipts: | | | | | | | | |
| Taxes and Interest | 84,859.06 | - | - | - | 46,658.16 | - | - | \$ 131,517.22 |
| Water & Sewer User Fees | 246,943.59 | - | - | - | 53,171.45 | - | - | \$ 300,115.04 |
| Other Revenues | 278,784.18 | 325,557.64 | - | - | 48,320.15 | - | - | \$ 652,661.97 |
| Ambulance | - | - | - | - | 58,009.80 | - | - | \$ 58,009.80 |
| Recreation | - | - | - | - | 10,115.00 | - | - | \$ 10,115.00 |
| Escrow Deposit | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | - | - | 7,500.00 | - | - | - | - | \$ 7,500.00 |
| Interest Income | - | - | 10.24 | 55,819.42 | - | 0.41 | 88.26 | \$ 55,918.33 |
| Investment Transfers | 3,559,000.00 | - | - | 257,934.83 | - | - | 638,909.12 | \$ 4,455,843.95 |
| TAN Deposit | - | - | - | - | - | - | - | \$ - |
| Bond Proceeds | - | - | - | - | - | - | - | \$ - |
| 21 ARPA-LFRF Sewer Equip. | 100,000.00 | - | - | - | - | - | - | \$ 100,000.00 |
| Total Receipts: | <u>\$ 4,269,586.83</u> | <u>\$ 325,557.64</u> | <u>\$ 7,510.24</u> | <u>\$ 313,754.25</u> | <u>\$ 216,274.56</u> | <u>\$ 0.41</u> | <u>\$ 638,997.38</u> | <u>\$ 5,771,681.31</u> |
| Disbursements: | | | | | | | | |
| Accounts Payable Warrants | (1,238,228.56) | (83,393.41) | - | - | (342.69) | - | - | \$ (1,321,964.66) |
| Payroll Warrants | (498,675.13) | - | - | - | - | - | - | \$ (498,675.13) |
| Milford School District Appropriation | (2,146,992.00) | - | - | - | - | - | - | \$ (2,146,992.00) |
| Hillsborough County Appropriation | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | (7,500.00) | - | - | - | - | - | - | \$ (7,500.00) |
| Investment Transfers | (428,843.95) | (252,000.00) | - | (2,875,000.00) | (216,000.00) | - | (684,000.00) | \$ (4,455,843.95) |
| TAN Disbursement | - | - | - | - | - | - | - | \$ - |
| Suntrust Disbursement | - | - | - | - | - | - | - | \$ - |
| Bank Charges | (1,258.86) | - | - | - | - | - | - | \$ (1,258.86) |
| Voided Checks | 236.50 | - | - | - | - | - | - | \$ 236.50 |
| Total Disbursements: | <u>\$ (4,321,262.00)</u> | <u>\$ (335,393.41)</u> | <u>\$ -</u> | <u>\$ (2,875,000.00)</u> | <u>\$ (216,342.69)</u> | <u>\$ -</u> | <u>\$ (684,000.00)</u> | <u>\$ (8,431,998.10)</u> |
| Ending Balance as of 2/28/23 | <u>\$ (100,131.90)</u> | <u>\$ 20,309.11</u> | <u>\$ 138,026.72</u> | <u>\$ 14,355,819.42</u> | <u>\$ 7,910.13</u> | <u>\$ 10,688.16</u> | <u>\$ 35,088.26</u> | <u>\$ 14,467,709.90</u> |


ALLEN WHITE
TOWN TREASURER
5/25/23

10. Treasurers Report March 2023

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
3/31/2023
(unaudited)

| | CHECKING ACCOUNT | TOWN CLERK ACCOUNT | ESCROW ACCOUNT | NHPDIP ACCOUNT | DISBURSEMENT ACCOUNT | BAR HARBOR ACCOUNTS | INVESTMENT ACCOUNT | TOTAL |
|---------------------------------------|--------------------------|------------------------|----------------------|--------------------------|------------------------|---------------------|------------------------|--------------------------|
| Beginning Balance as 3/01/23 | (100,131.90) | 20,309.11 | 138,026.72 | 14,355,819.42 | 7,910.13 | 10,688.16 | 35,088.26 | \$ 14,467,709.90 |
| Receipts: | | | | | | | | |
| Taxes and Interest | 415,614.69 | - | - | - | 43,212.98 | - | - | \$ 458,827.67 |
| Water & Sewer User Fees | 307,971.00 | - | - | - | 60,153.70 | - | - | \$ 368,124.70 |
| Other Revenues | 217,124.95 | 399,172.82 | - | - | 4,690.55 | - | - | \$ 620,988.32 |
| Ambulance | - | - | - | - | 65,852.78 | - | - | \$ 65,852.78 |
| Recreation | - | - | - | - | 3,668.00 | - | - | \$ 3,668.00 |
| Escrow Deposit | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | - | - | - | - | - | - | - | \$ - |
| Interest Income | - | - | 11.72 | 51,369.57 | - | 0.47 | 92.32 | \$ 51,474.08 |
| Investment Transfers | 3,514,819.42 | - | - | 100,000.00 | - | - | 443,911.74 | \$ 4,058,731.16 |
| TAN Deposit | - | - | - | - | - | - | - | \$ - |
| Bond Proceeds | - | - | - | - | - | - | - | \$ - |
| 21 ARPA-LFRF Sewer Equip. | - | - | - | - | - | - | - | \$ - |
| Total Receipts: | <u>\$ 4,455,530.06</u> | <u>\$ 399,172.82</u> | <u>\$ 11.72</u> | <u>\$ 151,369.57</u> | <u>\$ 177,578.01</u> | <u>\$ 0.47</u> | <u>\$ 444,004.06</u> | <u>\$ 5,627,666.71</u> |
| Disbursements: | | | | | | | | |
| Accounts Payable Warrants | (1,323,549.90) | (78,234.70) | - | - | (677.11) | - | - | \$ (1,402,461.71) |
| Payroll Warrants | (728,228.51) | - | - | - | - | - | - | \$ (728,228.51) |
| Milford School District Appropriation | (2,146,992.00) | - | - | - | - | - | - | \$ (2,146,992.00) |
| Hillsborough County Appropriation | - | - | - | - | - | - | - | \$ - |
| Escrow Transfers | - | - | - | - | - | - | - | \$ - |
| Investment Transfers | (331,911.74) | (288,000.00) | - | (2,905,819.42) | (164,000.00) | - | (369,000.00) | \$ (4,058,731.16) |
| TAN Disbursement | - | - | - | - | - | - | - | \$ - |
| Suntrust Disbursement | - | - | - | - | - | - | - | \$ - |
| Bank Charges | (1,278.81) | - | - | - | - | - | - | \$ (1,278.81) |
| Voided Checks | - | - | - | - | - | - | - | \$ - |
| Total Disbursements: | <u>\$ (4,531,960.96)</u> | <u>\$ (366,234.70)</u> | <u>\$ -</u> | <u>\$ (2,905,819.42)</u> | <u>\$ (164,677.11)</u> | <u>\$ -</u> | <u>\$ (369,000.00)</u> | <u>\$ (8,337,692.19)</u> |
| Ending Balance as of 3/31/23 | <u>\$ (176,562.80)</u> | <u>\$ 53,247.23</u> | <u>\$ 138,038.44</u> | <u>\$ 11,601,369.57</u> | <u>\$ 20,811.03</u> | <u>\$ 10,688.63</u> | <u>\$ 110,092.32</u> | <u>\$ 11,757,684.42</u> |

Allen White 5/25/23
ALLEN WHITE
TOWN TREASURER