



May 9, 2023

To Whom It May Concern,

On Wednesday September 6, 2023, from 4pm-7pm, the Addiction Recovery Coalition of New Hampshire (ARCNH) plans to host their 2nd Annual Recovery Walk for Recovery month. The recovery walk is to raise awareness to the community that recovery from substance use disorder is possible and to destigmatize the negative stereotype of people with substance use disorder and the recovery community.

The plan is walk from the center at 180 Elm St. Suite E down Elm St to the Oval, around the Oval and back up Elm St. with a stop at the stage at the top of Keyes Field to hear speakers in recovery, listen to music, have some food, and celebrate individuals' recovery milestones, then back up Elm St. to the center.

We are anticipating anywhere from 50-100 individuals to participate in the walk. Last year when we did the walk we had roughly 30-40 individuals participate in the walk and we did not encounter any issues with traffic as we stayed on the sidewalks and were respectful of the traffic along Elm St and the Oval.

If you need any further information or details. Please let us know. You can also reach the new Program Manager, Laura Werlinger, at [lwerlinger@arcnh.org](mailto:lwerlinger@arcnh.org) or 603-933-9213 or Executive Director, Kate Choquette, at [kchoquette@arcnh.org](mailto:kchoquette@arcnh.org) or 603-933-9218.

Sincerely,

**Tanya Wessells, CRSW | Peer Support Program Manager**

**Addiction Recovery Coalition of New Hampshire**

O: 603.554.8142

C: 603.933.9213

E: [twessells@arcnh.org](mailto:twessells@arcnh.org)



180 Elm Street, Suite E | Milford, NH 03055 | 603-554-8142

[www.arcnh.org](http://www.arcnh.org)

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Memorandum

**To:** Board of Selectman  
**From:** Marti Noel, Assessor  
**Date:** 6/26/2023  
**Re:** 4 Veterans Tax Credits – **For Approval:**

**2 Status Change:**

- 1 change to Tax Credit for Service-Connected Disability**
- 1 Application for spousal benefits after the death of the veteran previously receiving the veteran’s credit.**

**2 New Applications**

- 1 Application for spousal benefits after the death of the veteran not previously receiving the veteran’s credit.**
- 1 Application for Veteran**

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The first property owner listed on the attached spreadsheet has presented the assessing office with information indicating a change is warranted in the status of the Veteran’s Credit this individual is entitled to. The application was received on May 18<sup>th</sup>, but is considered to fall under the “accident, mistake or misfortune” clause to be approved post April 15 as the determination was made prior to April 15, but the paperwork was delayed at the Department of Veteran’s Affairs until after April 15.

The second owner is a status change due to the recent passing of the veteran spouse. The surviving spouse moved from one home in Milford to another, and in the chaos, neglected to respond in a timely manner to the request by the assessing office to update the application.

The third is also seeking benefits as a widowed spouse. This applicant was unaware of the benefit available to them as the spouse.

The fourth is a veteran whose filing is untimely due to a delay in moving into their new home in Milford from Manchester although the Manchester home was sold before April 1 and the Milford home was purchased before April 1.

All applications are late-filed, but are believed to qualify for the current year based on the “accident, mistake or misfortune” clause in statute allowing leniency in such cases where “good cause” for late submission has been shown.

(RSA 72:33 I-a)

All applications are recommended for approval for the 2023 tax year.

Thank You



## Memorandum

**To:** Board of Selectman

**From:** Marti Noel, Assessor

**Date:** May 22 2023

**Re:** Exempt Properties For Approval- 7 Property Owned by 2 Organizations

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

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

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

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

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

subparagraph.

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

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

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

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

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

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

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

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

**Institutional Exemptions for Approval:**

Internal ID	MBLU	Block	Lot	Owners Name	Location	EXEMPTION
	22	92		First Baptist Church of Milford	42 Summer St	Pastor's home
	24	12		First Baptist Church of Milford First Ba	Lewis St	Church Parking Lot
	24	13		First Baptist Church of Milford	65 West St	Church Building
	24	14		First Baptist Church of Milford	12 Spaulding St	Thrift Ministry operated by Church; funds used in service of church ministry
	25	50		Milford Historic Society	6 Union St	Museum & Storage of Artifacts
	13	1		Milford Historic Society	O Elm St	Historic marker/monument
	13	1	2	Milford Historic Society	0 Elm St	Historic marker/monument

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
GARY DANIELS		6/26/2023
CHRIS LABONTE		6/26/2023
PAUL DARGIE		6/26/2023
DAVID FREEL		6/26/2023
TIM FINAN		6/26/2023

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## Memorandum

**To:** Board of Selectman  
**From:** Marti Noel Assessor  
**Date:** 6/26/2023  
**Re:** Residences in Industrial or Commercial Zone – For Approval (1 )

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Attached, please find the summary of application that was late filed.

### **75:11 Appraisal of Residences. –**

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

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

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

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

I have reviewed the application and I recommend that the Board of Selectman **approve** the it for Residences in an Industrial or Commercial Zone for the tax year 2023. Statute does allow for leniency of application file dafter April 15 if due to “accident, mistake or misfortune.” The owner was attending to the death of a parent during the spring of 2023 and had lost track of the paperwork and exemption time frame.

RES IN CI 2023 (1)

2022 PA-42	REM_PR CL_ID	MAP	BLOCK	SUB LOT	REM_OWN_NAME	REM_PRCL_LOCN	REM_US E_CODE	LND_NOTE
	727	26	131		Russell, Betti G & Seth A	40 Franklin St	1010	

  

Selectman	Signature	Date
Gary Daniels		6/26/2023
Chris Labonte		6/26/2023
Paul Dargie		6/26/2023
David Freel		6/26/2023
Tim Finan		6/26/2023



MEMORANDUM

DATE: June 26, 2023

TO: Milford Selectboard Members

FROM: Marti Noel, Assessor

RE: **2022 Property Abatement Applications**  
**Recommendations for Approval –3**  
**Recommendations for Denial - 2**

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As a refresher on the Abatement process, if a property owner feels their assessment is incorrect or inequitable, an abatement application may be submitted to the assessing office between the date the final tax bill is mailed and March 1<sup>st</sup> of the following year. The deadline for filing for abatement for the 2022 tax year is March 1, 2023.

The deadline for response by the municipality to all abatements timely filed is July 1. If no decision has been made, the abatement is to be considered to have been denied, and the Appellants may begin filing for appeal at the state level, either the BTLA or Superior Court.

The abatements presented tonight completes the review of and response to all remaining 2022 abatement requests. I have reviewed each request and after performing due diligence and review, present my recommendations before the Selectboard this evening.

The reason for each recommendation is explained on the Abatement record for signature and also on the spreadsheet provided. This spreadsheet includes the running tally of taxes abated for current recommendations and past decisions for the 2022 tax year.

Thank You





## Fire Department M E M O R A N D U M

**TO:** Town Administrator / BOS

**FROM:** Chief Kenneth Flaherty

**DATE:** 6/21/2023

**SUBJECT:** Department update

To All,

Areas of responsibility-

1. Fire
  - a. Emergent and non-emergent calls, prevention, inspections, fire drills, and car seats.
2. Emergency Management Office
  - a. Hazardous mitigation plan, local emergency operations plan, disaster preparedness
3. Health office
  - a. Investigate complaints, inspections, and liaison for the State

Financial Status-

The department as of 6/1/2023 or 40.1% of the year completed is at 38.6% expended. Currently, the only line over expended is 12202-535000 medical expenses. I project we will be over in a few other lines like contractual vehicle and overtime.

Employee update-

The Milford Fire Department is one of the larger combination departments in the State. Our current roster is at twenty-seven. The roster is made up of nine full-time employees and eighteen paid-on-call positions. Six full-time employees work a 4 on 4 off schedule and consist of 12-hour shifts from 7:00 am to 7:00 pm. The Fire Chief and Deputy Chief work M-F 8:00-4:30. One administrator works 9:00 – 4:30 M-F. The paid-on-call firefighters respond to all emergencies but are the primary responders after 7:00 pm.

Vehicle updates-

Rescue 1 is expected to be delivered in May 2024.

The new engine is expected to be delivered in February 2025

Car 1 needs to be replaced as soon as possible.

We have had a few major repairs this year that have taken trucks out of service, but have since been repaired. (Starter, engine clutch fan)

We have no major projects in the next three months planned.

Residence can report issues or concerns via social media, email, telephone, or in person.

The current issue facing the Milford Fire Department is staffing. We along with many other area fire departments are impacted by the lack of workforce availability. As the Town continues to grow it's our responsibility to maintain the level of service that the community expects and deserves. We look forward to working with the board and administration over the next few years to meet the needs of the community and department.

**Regards,**

A handwritten signature in black ink, appearing to read "Kenneth Flaherty", with a long horizontal flourish extending to the right.

**Chief Kenneth Flaherty**

## 6:30 HR Department Update - Director Karen Blow

Human Resource – Department Update - June 26, 2023

### 1. What areas are the responsibility of your department?

Compensation and Benefits Performance Management Recruitment/Retention	Succession Planning Workplace Safety
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### 2. What is the financial status of your department vs. the budget (burn rate)?

 Fairly on point.

### 3. Employee update:

Turnover?	Working on #'s
Open positions?	Town Planner FT (opened 3.2022) Seasonal Laborers (on-going) HR Coordinator PT (opened 6.2023) Call Fire (on-going) Police Officers x (on-going) Program Coordinator (REC) (7/2023) Deputy Town Clerk PT (Open 5/2023) Water System Technician FT (Open 6/2023) Lab Professional FT (Current Lab Sup retiring)

### 4. Vehicular update: Any out of service?

N/A

### 5. Any major projects in the next three months?

Wage survey	Benefit survey	Recruitment
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### 6. Does the change to 4.5-day work week result in any schedule changes? If so, what?

No – Already working 9-10 hrs day

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

Send email to my attention or TA's attention

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

N/A

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

Need a 15 – 20 hr per week person (John had approved up to \$20k. Mark reduced to \$8k for 2023 and requested I hold off until at least after the vote. Will be asking for 20 hr person, \$18-\$20/hr DOE for 2024)

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

Having a part-time person would help HR meet. Continue to express the value you hold for the employees and all they do. This is an important message that speaks volumes throughout the community.

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

## 4. a) 1) Approval of Donations to the Granite Town Rail Trail Revolving Fund

### **Town of Milford** CONSERVATION COMMISSION



June 12, 2023

To: Board of Selectmen

**Re: Donations for the Granite Town Rail Trail Revolving Fund**

The Conservation Commission wishes to apprise the Board of Selectmen that it has accepted a \$10,311.08 grant from the Trail Animals Running Club (TARC). The funds are from the Ghost Train Rail Trail Race 2022 and are deposited into the Granite Town Rail Trail Revolving Fund.

Respectfully,  
Chris Costantino  
Milford Conservation Commission (Alt) | Coordinator

#### 4. a) 2) Approval to host the 34th Annual Milford Pumpkin Festival.

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

Dear Chair and Members of the Board,

The Granite Town Festivities Committee (GTFC) is requesting permission to act on behalf of the Town of Milford to hold the 34<sup>th</sup> Annual Milford Pumpkin Festival, scheduled for October 6, 7, and 8, 2023.

We respectfully request the following:

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

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

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

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

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

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

We are looking forward to the 2023 Milford Pumpkin Festival and look forward to your response. If you have any questions or concerns, please feel free to contact me. Thank you for your consideration of this event.

Sincerely,

Wade Scott Campbell, President, Granite Town Festivities Committee

Zoe Lantaff,  
VP, Granite Town Festivities Committee

## 5. 1) Speed Trailer Data Results from the Badger Hill Area



# Town of Milford

POLICE DEPARTMENT

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

**Michael J. Viola**  
Chief of Police



To: Lincoln Daley, Town Administrator, Board of Selectmen,  
Traffic Safety Committee  
From: Chief Michael J. Viola, Captain Craig Frye  
Date: June 20, 2023  
Ref: Updated Speed Trailer Data Results from Badger Hill Area

On May 31<sup>st</sup>, Sergeant Rothhaus set up the department's speed trailer in the area of Badger Hill and Greystone Place due to the concerns of residents that were expressed at a recent Traffic Safety Committee meeting. The speed trailer remained in the area from May 31<sup>st</sup> through June 12<sup>th</sup> and captured the data that is listed below. The speed limit of this roadway is 30mph. The speed trailer was facing in a northerly direction and was able to capture both north and south bound traffic travelling on Badger Hill Road.

A total of 11,791 vehicles approached or departed this area, which is documented in the data from the speed trailer:

Vehicles that travelled over 30 mph which is the town wide speed limit unless otherwise posted:

- 15 vehicles were travelling between 40 and 43 mph.
- 1,926 vehicles were travelling at speeds between 30 and 40mph.
- The average speed of vehicles travelling over 30mph was 35.89mph.

Vehicles that travelled under the town wide speed limit unless otherwise posted:

- 4,824 vehicles were travelling at speeds between 25 and 30mph.
- 3,606 vehicles were travelling at speeds between 15 and 25mph.
- 1,420 vehicles were travelling at speeds between 5 and 15mph.

According to the data that was captured by the speed trailer, 9,850 vehicles out of the 11,791 vehicles were travelling through the area at or under the 30mph speed limit.



# **5. 2) MACC Base Surplus - verbal**

# **6. 1) LCHIP Grant Discussion – Scout House - verbal**

9. Approval of FINAL minutes June 12, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

June 12, 2023

<b>PRESENT:</b>	Gary Daniels, Chairman	Lincoln Daley, Town Administrator
	Chris Labonte, Vice Chairman	Tina Philbrick, Executive Assistant
	Paul Dargie, Member	Nate Addonizio Videographer
	Tim Finan, Member	
	Dave Freel, Member	

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

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

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

**5:30 p.m. – Fire Horn – Claire Brewer**

At the Town Vote in March, the voters of the Town of Milford voted to 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. Voting results were 1794 yes and 955 no.

Ms. Brewer would like the Board to reinstate the fire horn to be blown at 11:45 daily to honor the quarry workers' heritage as well as a tribute to the decades of volunteer call firemen.

Ben Fowler, a Milford resident said it was his family who originally brought this horn issue to the Board. They struggled with their autistic son for over two years before seeking help, understanding, and compassion for their situation. The Board voted 5/0 to stop the horn twice. The Board also supported stopping the horn at the deliberative session. In the year since the horn has been removed, his son's life and his family's life have been changed. His family will start back at square one with debilitating anxiety and panic attacks that his son can't control if the Board changes their vote to let the horn blow. His son is doing better at school. His communication is good and he's able to go out into the community. He asked the Board to stand by their original decision.

Tom Von Shultz, a Milford resident asked who would be paying for the horn to be reinstated. Our emergency services personnel said the horn is beyond repair and will cost money to fix it.

Lynn Coakley, a Milford resident said she has lived with debilitating anxiety and panic attacks and if there was a simple solution for her at that time, it would have been life-changing for her. She has compassion for this family. She supports not bringing the fire horn back.

Selectman Dargie doesn't support turning the horn back on. He would support a poster or display describing it. It was removed from the systems at MACC Base and it would be difficult to add it back in.

Jeff Marshall, Fire Department, said if there is an interest in memorializing the fire whistle, it's part of the fire alarm system, and pieces and parts of that system are located at the fire station and town hall. This should be located at the Historical Society.

Selectman Finan said the proposal isn't new, it was talked about previously. We have learned that according to state statute RSA 154:5 (the fire chief of any city or town who is appointed rather than elected, shall have authority to direct and control all employees of his or her department in their normal course of duty and shall be responsible for the efficient and economical use of all department equipment). That said, the responsibility of the fire horn belongs solely to the Fire Chief, not the Board. The Fire Chief has previously stated that he is not in favor of the horn. The horn was inspected and was found to have multiple functional deficiencies and safety issues. The horn will cost money to reinstate and maintain. He doesn't feel it's this Boards responsibility to handle his.

Suzanne Fournier, a Milford resident said people who want the horn blown once a day are not cruel. There are offering solutions and they want the people to be happy and children to be safe.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 06/12/2023

58 Ms. Brewer said this isn't about family. This is about what the voters wanted. There were 1,000 signatures on the  
59 petition. The Director of MACC Base said it could be easily programmed back into the consoles. The DPW  
60 director said it wouldn't cost much to get the horn back up and blowing.

61  
62 Ray Anderson, MACC Base Director, said there are several concerns since this all started and the horn was in-  
63 spected. We have a radio console system that is end of life and if it fails, we will be in trouble. We are looking at  
64 the cost to replace that equipment. To add something back into that equipment that isn't technically "up to par"  
65 with current standards would be a mistake. The Fire Chief said we don't need it. There is no reason to put it back  
66 into the emergency communications technology that we have upstairs. He never said it would be easily pro-  
67 grammed back in, he said it was removed from the console when it was decided that we will no longer use it.

68  
69 Selectman Freel said blowing it once a day wouldn't have anything to do with the fire department. It wouldn't  
70 have to be at MACC Base. It could be programmed to go off at the same time every day. He would love to have  
71 a cost of what is wrong with the horn and what it would cost to fix it.

72  
73 Selectman Labonte asked who owns the fire horn. Ken Flaherty, Fire Chief said the fire department has main-  
74 tained and fixed it for years. At one point, money was raised to fix the horn. The Fire Chief said he brought the  
75 Electrical Inspector up to look at the horn and there is high and low voltage in the same cabinet wired from the  
76 1960s. The wiring is all different colors. Things change and technology evolves. He doesn't know how much it  
77 will cost to put the horn back on. Tanks and other things have to be inspected as well. Someone will have to be  
78 hired to figure this out if you want the horn back. It will have to be removed from MACC Bases closet and rewired  
79 somewhere else.

80  
81 Pete Basiliere, a Milford resident, said not all the people who signed the petition were Milford residents. There  
82 was good attendance at the Deliberative Session and we changed the order of the warrants so that the horn could  
83 go first. The voters changed the wording. Voters voted 2 to 1 in favor of memorializing the horn, not putting it  
84 back on. He disagrees with putting the horn back on.

85  
86 Tom Von Shultz said he offered to build something to memorialize the horn. He said if Selectman Freel would  
87 like to volunteer his electrical services to fix the horn, maybe we can blow it once a year. He spoke of autism and  
88 how it destroys families.

89  
90 Chairman Daniels said suggested a QR code in town where people can learn about the horn. He also suggests an  
91 app that sounds like a horn. The horn is a historical thing, not a traditional thing. He suggests putting something  
92 at the Bicentennial Park as part of the history of Milford.

93  
94 Selectman Labonte said the voters voted yes to direct the Board of Selectmen to appropriately memorialize Mil-  
95 ford's historic Fire Horn and to additionally direct the Board of Selectmen, Town Administrator, or any other  
96 municipal department, at their discretion, to operate the Fire Horn as they deem appropriate. He would like a  
97 dollar amount of what it would cost to fix it. He feels back for the child, but having it go off at a specific time  
98 each day would be minimal. He suggests getting a cost to fix the horn so they can make a decision.

99  
100 Ms. Brewer said registered voters signed the petition. She said QR codes won't cut it, we are not tourists. She  
101 doesn't feel the horn is disruptive.

102  
103 Selectman Dargie said it isn't interested in the cost to fix the horn. He's against this even if it was free. Selectman  
104 Labonte said everyone he spoke to wants the horn back and thought blowing it at 11:45 was fair. Selectman Finan  
105 agrees with Selectman Dargie.

107 Selectman Labonte made a motion to authorize someone to get a cost as to what it would take to reinstate the  
108 horn. Seconded by Selectman Freel. The motion failed 2/3. The majority of the Board stands with not reinstating  
109 the fire horn.  
110

111 **5:45 p.m. – Use of the Oval on July 4<sup>th</sup> for a Reading of the Declaration of Independence – Micheal Facques**  
112 Mr. Facques requested the use of the Oval for a reading of the Declaration of Independence on July 4<sup>th</sup> from 9:00  
113 am until 10:00 am. He is also requesting that Granite Town Media provide a microphone and film the event.  
114

115 Selectman Finan asked if my Facques spoke with the Community Media Director about videotaping the event.  
116 Mr. Facques just sent out an e-mail yesterday. Selectman Finan said Mr. Facques could record it with his phone  
117 and GTM would put it on the air.  
118

119 Chris Gentry, Community Media Director said his office will be out of town for the holiday weekend but he sent  
120 out an e-mail to see if someone will be available to video the activity. He also offered one of his cameras to Mr.  
121 Facques.  
122

123 Mike Thornton said he would videotape the reading. Selectman Dargie thanked Mr. Facques for doing this. Se-  
124 lectman Freel asked about police details. Chief Viola, they are not usually needed but he will reach out when it  
125 gets closer to the activity. They will have extra officers in the area for that day.  
126

127 **Selectman Dargie approved the use of the Oval on the 4<sup>th</sup> of July for the Reading of the Declaration of**  
128 **Independence. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**  
129

130 **6:00 p.m. - Appointment of Rich Elliot as an Alternate Member of the Zoning Board of Adjustments –**  
131 **Term Expires 2025**

132 Mr. Elliot would like to be more involved with the town and joining a committee or two will help him become  
133 part of that process. He feels his background will help him understand the Town's zoning laws.  
134

135 Selectman Freel asked if Mr. Elliot would excuse himself from voting if anything from Conservation came up  
136 under the ZBA. Mr. Elliot said yes.  
137

138 **Selectman Freel made a motion to appoint Rich Elliot as an Alternate Member of the Zoning Board of**  
139 **Adjustments. Selectman Finan seconded. All were in favor. The motion passed 5/0.**  
140

141 **6:10 p.m. - Ambulance Department Departmental Update – Director, Eric Schelberg**

142 Director Schelberg provided a summary of his department. He provided statistics as of May 2023. The depart-  
143 ment's spending through May 2023 is 44.1% or 2.7% above the % of the year to complete. He discussed turnover  
144 and open positions. The 4 ½ day workweek does not apply to his department. His department's goals are being  
145 met however an annual wage analysis should be maintained and addressed as needed.  
146

147 Vehicular update: Three-week period ending June 9th - 3A ambulance: transmission failure after 38 months and  
148 70,000 miles (warranted for 24 months or 24,000 miles) This is the third transmission in this vehicle and it's only  
149 9 years old.  
150

151 Selectman Freel asked what the problem is with the transmission. Director Schelberg said the engine and trans-  
152 mission were not appropriate for the weight of the vehicle. It's a Ford. It's an E450. They run for about two  
153 hours every time they are turned on. The transmissions are rebuilt. There was additional discussion about used  
154 versus new transmissions. This vehicle has over 200 miles on the chassis.  
155

156 There was additional discussion about employees and schedules. They are reviewing bids for a new ambulance  
157 and will bring them to the Board at a later date.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 06/12/2023

158 Request for an ambulance should be called to 911, not the department telephone number as staff may be out of  
159 the building on a call.

160  
161 Director Schelberg suggests a future Board discussion of alternative financing of future replacement ambulances.  
162 Maybe consideration of eliminating the capital reserve account and replacing it with a revolving fund and using a  
163 portion of annual ambulance revenue. 2028 ambulance may cost \$550,000 with an additional \$137,000 for durable  
164 equipment up fitting for a total cost of \$687,000.

165  
166 Selectman Dargie said the plan is to have 5-year rotations on the ambulances with the new ones. Maintaining a  
167 revolving fund avoids the higher cost of interest rates. Selectman Labonte said taking money from ambulance  
168 revenue will cause us to have to fill a void with money from somewhere else. Paul Calabria, Finance Director,  
169 said they would save a lot on finance costs with a revolving fund. There was a discussion about financing and  
170 savings through a revolving fund.

171  
172 They are also working on several activities that will benefit ambulance employees through training.

173  
174 **6:45 p.m. - Finance Department Departmental Update – Director, Paul Calabria**

175 Director Calabria provided a summary of his department. They collect Town, School & County Appropriations,  
176 process payroll for all Town, Library & Water Department employees, and process accounts payable for all Town  
177 Departments as well as for the Library & the Water Department. Other areas of responsibility include Budgeting,  
178 Annual Audit, Property & Liability management including claims filings, Cash Flow, Bonding/Leasing financial  
179 packages, NHDRA portal uploads during Budget & Bond through Town Meetings, State Reporting, Tax Rate  
180 Calculation, and Grant management.

181  
182 They are on a budget at this time and do not have any staffing vacancies. They have several major projects coming  
183 up in the next three months. A time card review and adjustment through the New Hampshire Retirement system  
184 will take about a couple of years to complete, they have to go back through the time cards individually starting in  
185 2016. Director Calabria explained the audit process for the time card review.

186  
187 Selectman Labonte asked if they thought about outsourcing payroll. Director Calabria said recording time and  
188 what NHRS wants are two separate things. Every town and city in New Hampshire has to do this. Selectman  
189 Freel suggests hiring a high school student to help or using someone who has to come back to work after a worker's  
190 compensation claim and needs light duty. There was additional discussion about insurance claims that are in pro-  
191 cess and the budget transfer process.

192  
193 The 4 ½ day work week is working well in his department. Annual goals could be helped by supporting a part-  
194 time position that would both assist the Finance Department and Human Resources.

195  
196 Selectman Freel asked about current insurance claims. Director Calabria gave a brief overview of a couple of  
197 ongoing claims. There was additional discussion about the possibility of getting a part-time person to help with  
198 support both Finance and HR.

199  
200 Selectman Labonte asked if Finance had any services that they could outsource that would be beneficial to the  
201 town. Director Calabria said not that he can think of, he will give it more thought. Administrator Daley said  
202 Finance is looking at staff internally to utilize staff more efficiently and to cross-train current staff. Director  
203 Calabria said there is plenty to do in Finance to keep current staff and or a new part-time person busy.

204  
205 Director Calabria said the field audit is scheduled for July and hopefully, it will be finalized by November 1<sup>st</sup>.

206  
207 **3. PUBLIC COMMENTS** There were no comments at this time.

208

209 4. DECISIONS

210 **Selectman Dargie made a motion to accept the consent calendar. Seconded by Selectman Freel. All were**  
211 **in favor. The motion passed 5/0.**

212 a. CONSENT CALENDAR

213 1. Approval of Annual Duck Race Permit – Milford Volunteer Ambulance Association

214

215 b. OTHER DECISIONS

216 a. n/a

217 5. TOWN STATUS REPORT –

218 1. **Water Utilities and Public Works Combined Pipe Crew Update**

219 The combined Water Utilities and Public Works Department Pipe Crew completed their first series of projects  
220 over the past two weeks. The projects included replacing two fire hydrants and approximately 140 linear feet of  
221 newly laid water pipe on David Drive. The combined staff worked exceptionally well together and streamlined  
222 operations and the construction process. They anticipated having a busy schedule over the Summer and Fall.

223

224 2. **Current Oval Line Striping**

225 The Public Works Department recently completed the line, crosswalk, and parking space striping in the downtown  
226 Oval area. The work was completed in-house by department staff and during the daytime hours to reduce overall  
227 costs. He thanked the public for their courtesy and patience during this process.

228

229 3. **Master Plan RFP**

230 The Master Plan Comprehensive Update Request for Proposal was submitted on May 25th with a deadline for  
231 submittal on June 22, 2023. The Request for Proposal seeks a qualified Consultant to lead and prepare a compre-  
232 hensive Master Plan update for 2025 which addresses the many challenges that impact the Town's municipal  
233 facilities and services, economic vitality/sustainability/growth, community character, and natural resources. The  
234 update to the Master Plan will be theme-based and informed by results from public engagements conducted in  
235 2022-2023 and additional community engagement anticipated as part of the update process. This process will take  
236 about 18 months.

237

238 4. **Public Works Line Striping Results and Recommendation**

239 Public Works Director, Leo Lessard advertised invitations to bid on a roadway striping project. The project will  
240 be completed by August 2023 and will impact: Amherst St., Armory Rd., Elm St., Mont Vernon St., Osgood Rd.,  
241 South St., Union St., and West St.

242

243 The Town received 2 responses and Director Lessard is recommending the Board approve K5 Corporation for  
244 \$41,982.80.

245

246 Selectman Labonte asked if the line striping was only for half of the town. Administrator Daley said yes, only  
247 what was submitted in the bid process.

248

249 The bid from Markings Inc., was \$45,643.24 and not \$29,206.26 as stated in their quote. They bid at .09 cents and  
250 it should have been .18 cents.

251

252 Selectman Labonte asked that all bids be put on the town's website. Director Daley said it was done in the past  
253 and he will create another section.

254

255 **Selectman Dargie made a motion to approve K5 Corporation for line striping as recommended for**  
256 **\$41,982.80 and authorize the Town Administrator to sign the final contract. Seconded by Selectman Freel.**  
257 **All were in favor. The motion passed 5/0.**

258



259 **5. Fletcher Site Repairs/Maintenance**

260 During inspections, General Electric (responsible party) identified erosion and the displacement of topsoil and  
261 riprap and exposure of the geotextile in certain locations along the top of the riverbank and stormwater retention  
262 basin within the former superfund site now the location of the east entrance to the Keyes Memorial Park and  
263 performance stage/pocket park. Temporary drainage was installed. A plan to fix the erosion of the topsoil and  
264 displacement of the riprap and geotextile material is now being reviewed/approved by the Environmental Protec-  
265 tion Agency and NHDES with work anticipated to begin in July or August. Repairs will be coordinated with  
266 Recreation to avoid/minimize conflicts with planned events at the performance stage.

267  
268 **6. 127 Elm Street Feasibility Study**

269 The HL Turner Group along with Ironwood Design Associates was retained by the Town of Milford to conduct  
270 and prepare a needs assessment and feasibility study to develop options for a possible Community and Senior  
271 Center through the reuse/renovation of an existing 30,000 square foot commercial/industrial building located at  
272 127 Elm Street or the construction of a new facility on the subject property and Keyes Memorial Park property.

273  
274 The scope included evaluating the current/future recreational and social programming within the Town and col-  
275 laboration/ partnerships with non-profit, private organizations, and community groups within the Community to  
276 determine the footprint and spatial requirements of the Center and facilities.

277  
278 This study builds off a previous study completed by the Keyes Memorial Park Expansion Committee in December  
279 2016. which detailed information about the Committee's findings, process, and recommendations focusing on the  
280 integration of the parcels, public awareness, public safety, traffic improvements, asset management, and long-  
281 term planning. This report should be viewed as a continuation of that 2016 effort. The Community Center Feasi-  
282 bility Report was commissioned and funded by the Milford Recreation Commission in 2020 after the Board of  
283 Selectmen determined that more information was required to assess the viability and reuse of the 127 Elm Street  
284 property for Town use and recreational programming. The recommendation is to tear the building down. The  
285 purpose of this update is to provide a summary of the draft report to the Board of Selectmen and receive initial  
286 comments and recommendations.

287  
288 Selectman Dargie said we should consider a warrant article to tear the building down next year. There was addi-  
289 tional discussion about the cost of the demo and additional work around the building. There was also a discussion  
290 about the total cost of the project, phases of the study, and how to pay for the cost. Selectman Labonte isn't happy  
291 about sharing the building with other towns. Selectman Dargie said it's additional revenue that would come into  
292 the town, it's no different than allowing people outside of Milford to use the pool.

293  
294 Selectman Finan said this is a long-range plan. We don't know what is going to happen 10 years from now.  
295 Things will change by then. This is a blueprint. He has always felt that the Library should be some kind of com-  
296 munity center. There was discussion about what happens in some of the phases. He feels a walking path around  
297 the park, which is called out in phase II, should come before moving the tennis and basketball courts.

298  
299 Selectman Labonte isn't in favor of removing the building because there are parts of the building that are still  
300 usable. Selectman Finan said the problem is that the building is in the middle of the park and having that building  
301 there could tie out hands at putting other things out there. Selectman Freel won't support this or the razing of the  
302 building, but he will support a walking path around the park. He said we should fix what we have before taking  
303 on additional projects.

304  
305 Selectman Labonte questioned some items in the report and asked for additional information to be provided.

306  
307 **7) Board, Commission, Committee Volunteers**

308 The Town is actively seeking volunteers to serve on the following committees:

- 309 • Board of Adjustment 2 alternate positions



- 310 • Budget Advisory Committee TBD
- 311 • Capital Improvement Advisory Committee 7 full-time positions
- 312 • Conservation Commission 2 alternate positions
- 313 • Economic Development Advisory Council TBD
- 314 • Granite Town Media 1 full-time position
- 315 • Planning Board 2 alternate positions

316  
317 Chairman Daniels said Recycling Committee could use a couple more volunteers. Selectman Dargie said the  
318 Milford Energy Advisory Committee needs two alternate volunteers.

319  
320 Volunteer applications can be found on the Town’s website at [www.milford.nh.gov](http://www.milford.nh.gov).

321  
322 Chairman Daniels said that at the County Commissioners meeting and Milford was approved for \$1,071,000 for  
323 the Water Utilities pumping station. It will go to final approval on June 20<sup>th</sup>.

324  
325 **6. DISCUSSIONS**

326 a) **Review of the Town of Milford's Right-to-Know Policy**

327 Chairman Daniels reviewed the changes to the Right to Know Policy and asked if there were any questions. Some  
328 minor changes were suggested. A discussion followed about who gets training and how to enforce the policy.

329  
330 Katherine Kokko, a Milford resident said the policy looks good. It would be helpful to have the request form in a  
331 fillable pdf on the website.

332  
333 Selectman Freel made a motion to accept the Town of Milford’s Right to Know Policy. Seconded by Selectman  
334 Labonte. All were in favor. The motion passed 5/0.

335  
336 **b) Board of Selectmen’s Goals**

337 Chairman Daniels will continue updating the goals as things get accomplished.

338  
339 **7. SELECTMEN’S REPORTS/DISCUSSIONS**

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

341 Selectman Labonte went to the Steering Committee meeting and discussed the guideline document for the master  
342 planning process.

343  
344 Selectman Finan said the plumbing issues at the Pool have been fixed. The pool opens on June 17<sup>th</sup>.

345 b) **OTHER ITEMS (not on the agenda)** There were no comments at this time.

346  
347 **8. PUBLIC COMMENTS** There were no comments at this time.

348  
349 **9. APPROVAL OF FINAL MINUTES – May 22, 2023, and May 30, 2023 (5<sup>th</sup> Monday Forum)**

350 **Selectman Freel made a motion to approve the minutes of May 22, 2023, as amended. Seconded by Select-**  
351 **man Finan. All were in favor. The motion passed 5/0.**

352  
353 **Selectman Dargie made a motion to approve the minutes of May 30, 2023. Seconded by Selectman Freel.**  
354 **All were in favor. The motion passed 5/0.**

355  
356 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

357 a. N/A

358  
359 **11. NOTICES.** Notices were read.

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**12. NON-PUBLIC SESSION – Selectman Finan made a motion to go into non-public at 8:15 under RSA 91-A:3, II(I) Consideration of legal advice provided by legal counsel and approval of non-public minutes from May 30, 2023. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.**

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

**In non-public the Board discussed two items. The Board approved the non-public unsealed minutes of May 30, 2023.**

**Selectman Finan made a motion to seal the non-public minutes of June 12, 2023 because it would render a proposed action ineffective. Seconded by Selectman Freel. The motion passed 4/1 with Selectman Labonte opposed.**

**13. ADJOURNMENT: Selectman Labonte moved to adjourn at 9:00. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

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

\_\_\_\_\_  
Tim Finan, Member

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

\_\_\_\_\_  
Dave Freel, Member

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

## 10. BOS Goals and Initiatives

### 2023 BOS Goals and Initiatives

Initiative	Status	Target Date
<b>Financial</b>		02/03/2024
Budget Transfer Tracking	First posting in early July	In progress
		07/2023, 09/2023
Reduce Warrant Articles		Not started
		09/2023
Town Budget Development		Not started
		02/2024
Town Budget Passage		Not started
		03/2024
<b>Projects</b>		
Oval Improvements	Pending Decision	In progress
		05/2023
127 Elm Street Study Feasibility Study	Presented 6/12/23	In progress
		07/2023
Reactivate EDAC		Not started
		06/2023
Gravel Operation	Meeting w/ F&G 6/15/23	In progress
		Fall 2023?
Master Plan	Questions deadline 6/8	In progress
		12/2023
<b>Personnel</b>		
4.5-day work week	Trial period started 05/01/23	In progress
		05/01/23 – 09/2023
Policy Updates	Workers' Compensation	Not started
		06/2023
	Right to Know Policy adopted 6/12/23	Completed
		06/2023
	BOS Rules of Procedure	In progress
		06/2023
	Personnel	Not started
		11/2023
	Compensation	Not started
		11/2023
Partnerships – school, private	School	In progress
		11/2023
<b>Communication</b>		
BOS Representative to Committees		Completed
		05/2023
Agenda and Minutes Updates		In progress
		08/2023
Social Media utilization?		Not started
		09/2023
5 <sup>th</sup> Monday Forums		In progress
		10/2023
Website Update		In progress
		12/2023
Department/Committee Updates – Quarterly		In progress
		03/2024

06/26/23