

5:30 pm - Request to appoint John Kohlmorgen as an Alternate Member of the Milford Parks & Recreation Commission - Term expires 2023.

TOWN OF MILFORD

RECREATION DEPARTMENT



To: Board of Selectman
CC: John Shannon, Town Administrator
From: Arene Berry, Recreation Director
Date: August 13, 2020
Subject: Milford Parks & Recreation Commission Board

On behalf of the Milford Parks & Recreation Commission Board, I am requesting the Board of Selectman consider the following appointments:

John Kohlmorgen as an alternate member with a term expiring 2023.

Thank you for your consideration.

John Kohlmorgen
99 Powers Street Apt 154
Milford, NH 03055

Milford Board of Selectman
1 Union Square
Milford, NH 03055

Good Evening,

I am requesting your approval to join the Milford Recreation Commission because I would like to continue to see growth in the department. I would like to help with events when available. There are also some projects that I would like to see completed that Arene and I started with my time with Milford Recreation Department such as Milford Dog Park, 127 Elm Street, sponsorship programs, etc. I'm looking to stay up to date with what the departments goals, new programs and events are and offer assistance when called upon.

Thank you for your consideration.

John Kohlmorgen

MEMORANDUM

DATE: August 24, 2020

TO: Board of Selectmen

CC: John Shannon

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax (LUCT) for 1 parcel:**
Map 45 Lot 3-45

The above parcel has been disturbed for construction of a new home. Construction on land in Current Use requires the affected areas to be removed from Current Use and a Land Use Change Tax Warrant be issued.

The property owner is aware of the action being taken tonight regarding their property.

The Land Use Change Tax is based on 10% of estimated market value of the affected area at the time of removal from Current Use.

The application must have original signatures as it is to be recorded at the Hillsborough County Registry of Deeds.

Thank You



LOAN MODIFICATION AGREEMENT

Loan No. 904095622

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of FOUR HUNDRED FIFTY THOUSAND DOLLARS AND ZERO/100ths CENTS (\$450,000.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of two and 55/100ths percent (2.55%), is hereby changed to be two and 15/100ths percent (2.15%), commencing on September 1, 2020, and continuing for the remainder of the loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.



LOAN MODIFICATION AGREEMENT

Loan No. 904095614

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of THREE HUNDRED THIRTY-EIGHT THOUSAND EIGHT HUNDRED NINETY-FIVE DOLLARS AND ZERO/100ths CENTS (\$338,895.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of two and 55/100ths percent (2.55%), is hereby changed to be two and 15/100ths percent (2.15%), commencing on September 1, 2020, and continuing for the remainder of the Loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.



LOAN MODIFICATION AGREEMENT

Loan No. 904095606

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of TWO MILLION DOLLARS AND ZERO/100ths CENTS (\$2,000,000.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of two and 55/100ths percent (2.55%), is hereby changed to be two and 15/100ths percent (2.15%), commencing on September 1, 2020, and continuing for the remainder of the Loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.



LOAN MODIFICATION AGREEMENT

Loan No. 904095592

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of NINE HUNDRED EIGHTY-THREE THOUSAND SEVEN HUNDRED FIVE DOLLARS AND ZERO/100ths CENTS (\$983,705.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of three and 05/100ths percent (3.05%), is hereby changed to be two and 65/100ths percent (2.65%), commencing on September 1, 2020, and continuing for the remainder of the Loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.



LOAN MODIFICATION AGREEMENT

Loan No. 904095584

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of THREE MILLION EIGHT HUNDRED SIXTY-FOUR THOUSAND THREE HUNDRED DOLLARS AND ZERO/100ths CENTS (\$3,864,300.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of three and 05/100ths percent (3.05%), is hereby changed to be two and 65/100ths percent (2.65%), commencing on September 1, 2020, and continuing for the remainder of the Loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.



LOAN MODIFICATION AGREEMENT

Loan No. 904095576

PURCHASER: NORTHWAY BANK
9 Main Street, Berlin, NH 03570

ISSUER: TOWN OF MILFORD, NEW HAMPSHIRE
1 Union Square, Milford, NH 03055

THE "NOTE": General Obligation Note dated June 24, 2019, by Issuer to Purchaser in the original face amount of NINE HUNDRED TWENTY-FOUR THOUSAND THREE HUNDRED SIXTY-SEVEN DOLLARS AND ZERO/100ths CENTS (\$924,367.00), as amended by Loan Modification Agreement dated March 9, 2020.

THE "CERTIFICATE": Certificate dated June 24, 2019, made by Issuer in connection with the NOTE, as amended by Loan Modification Agreement dated March 9, 2020.

FOR VALUABLE CONSIDERATION, ISSUER AND PURCHASER HEREBY AGREE AS FOLLOWS:

A. The NOTE and CERTIFICATE, as defined above, are hereby amended as follows:

Interest Rate: The current annual fixed interest rate, as stated in the NOTE, of three and 05/100ths percent (3.05%), is hereby changed to be two and 65/100ths percent (2.65%), commencing on September 1, 2020, and continuing for the remainder of the Loan.

B. In all other respects, the NOTE, CERTIFICATE, and all other documents relating to the NOTE, shall remain in full force and effect and unmodified.

C. The modification is contingent upon Purchaser's receipt of a signed original copy of this Loan Modification Agreement and the receipt and satisfactory review of the Attorney's Opinion Letter.

IN WITNESS WHEREOF, the parties have hereunto caused this instrument to be executed this _____ day of _____, 2020.

To: Milford Board of Selectmen
From: Pete Basiliere, Town Moderator
Date: August 20, 2020
Subject: Primary Election Update

The state primary election is just three weeks away, on Tuesday, September 8th, the day after Labor Day.

Quoting from the joint memorandum published on August 19th by the Secretary of State and the Attorney General, "Part II, Article 32 of the New Hampshire Constitution states that the moderator has the authority and responsibility to govern elections. . . The moderator has broad authority to manage the polling location. This includes choosing to not require or to require a face covering/mask in order to enter the polling place."

This memo outlines some of the critical aspects of the election process, which I believe the Board is interested in. However, the note is necessarily incomplete because of, a, the sheer volume of details that go into election planning and, b, the possibility of additional guidance from the Secretary of State and the Attorney General. I will be at your August 24th meeting to discuss these points and other items.

The pandemic's impact on the election are many:

- a. absentee voting is encouraged, especially for anyone concerned about either contracting or spreading COVID-19 while at the polls
- b. partial preprocessing of absentee ballots (up to but *not opening* the ballot envelope) will take place before election day
- c. the polling place has moved to the High School (MHS)
- d. every person inside the polling place will be required to wear a face mask or face shield properly
- e. a process will be in place for voters who cannot or choose not to wear a face mask or face shield properly to mark and cast their ballots on-site
- f. registered voters and new voters will cast their ballots in separate rooms
- g. plastic dividers of various sizes at the ePoll books, ballot station, and Accuvote counting machines
- h. additional protective gear including face masks and sanitizers will be available for election workers and voters
- i. regular cleaning of voting booths and other surfaces
- j. one-time use pens to mark the ballots

The one constant is that election hours remain the same, from 6:00 a.m. until 8:00 p.m.

Why Move to MHS?

Well, think of every person in the polling place with a 6' radius around them. Proper physical distancing was just not possible in the Middle School, given the number of registered and new voters expected at the polls in September and November.

Every voter is encouraged to use the absentee ballot process for the fall elections. Please tell your friends and neighbors. Many people have already done so, and we expect more will decide over the coming weeks to vote absentee. Concerns about contracting or spreading COVID-19 at the polling place are valid reasons to request an absentee ballot and, for new voters, to register to vote using the absentee process.

Voting Process – Registered Voters Wearing Masks

Voters will enter MHS through the entrance facing West St. and split into two lines, with a greeter's assistance. Registered voters will use the right-hand doors, with new voters using the left-hand doors.

- Registered voters will approach the ballot clerks and their ePoll books in the lobby. They will check-in, receive a printed receipt with their party affiliation, and walk into the gymnasium.
- The voters will exchange the slip of paper for a ballot in the gym, proceed to either a stand-up booth, a tabletop booth, or the handicap-accessible booth.
- After marking their ballots, the voters will proceed to the ballot boxes. They will cast their votes using the Accuvote counting machines and exit at the far left corner.

Undeclared voters will have to declare a party affiliation to the ballot clerk. The clerk will note the voter's choice of party in the ePoll book and hand the voter an "Undeclared Voters Election Day Party Affiliation Change Form."

- The voter will complete the form in the booth at the same time they are marking their ballot.
- The forms will be collected after the ballot machines and before the exit.

Voting Process – Registered Voters **Not** Wearing Masks

A greeter at the main entrance will encourage voters to properly wear a face mask for the short amount of time they will be in the polling place. Nevertheless, some voters who cannot or choose not to wear a face mask or face shield properly will prefer to vote in person, as is their right.

The process for "mask-less voters" will be:

- Voters who are either unable to or choose not to wear a mask will go to the gym doors located facing West St. and near the parking lot. A canopy with one or more tables will be outside the door.
- From inside the gym, the Town Clerk or one of her assistants will ask the voter for their identification. The Town Clerk will then compare the name to the official checklist.

- Assuming the person is a registered voter, the Town Clerk will hand the mask-less voter their ID, an absentee ballot request form, an absentee ballot affidavit envelope, and a ballot.
 - The voter will complete the forms and mark their ballot either at the table or in their car.
 - They will seal the ballot in the affidavit envelope, sign and return it, along with the absentee ballot request form, to the Town Clerk.
 - The Town Clerk will add the voter's name to the absentee voter list.
 - The Moderator or an Assistant Moderator will take the sealed envelopes to a check-in ballot.
 - The ballot clerk will check the "mask-less" voter off the ePoll book, using the absentee voter process, after which the Moderator opens the envelope and feeds the ballot into the Accuvote machine.
 - The absentee ballot request form and the affidavit envelope will be retained.

Voting Process – New Voters Wearing Masks

New voters will enter the main MHS entrance on the left, walk past the ballot clerks, turn left, and go to the cafeteria. Once there, they will provide the Supervisors of the Checklist with their identification material.

- The Supervisors will give them paperwork to complete, after which the applicant hands the completed paperwork to another Supervisor.
- The new voter's name will be entered in the ePoll book and a receipt provided to the voter
- The new voter will exchange the receipt for a ballot, mark the ballot, and put it into a locked ballot box that is monitored by an Assistant Moderator.
- The voter will leave the cafeteria by the doors between the stage and the MHS restaurant.

The Moderator will bring the ballot box to the gym after the polls close, where the new voters' ballots will be inserted into the Accuvote machines. Granite Town Media will video the transfer as it happens.

Voting Process – New Voters **Not** Wearing Masks

We will encourage voters who arrive at the MHS entrance to wear a mask for the short amount of time they will be in the polling place. Nevertheless, some new voters who cannot or choose not to wear a face mask or face shield properly will prefer to vote in person, as is their right.

- New voters who are either unable to or choose not to wear a mask will go to the gym doors located facing West St. and near the parking lot (referenced above).

- From inside the gym, the Town Clerk or Assistant Clerk will provide the new voter registration form
 - The applicant must provide evidence of identity, age, citizenship, and domicile, just as if they had requested absentee registration by mail.
- When the applicant has completed the absentee voter registration forms, either a Supervisor will come to the site, or the Town Clerk or Assistant Clerk will handle the voter registration intake.
- The new voter will receive a ballot once they have been approved.

Absentee Ballot Preprocessing

The NH Laws of 2020, Chapter 14, authorizes the Moderator to partially process the absentee ballots that have been received by the Town Clerk before the election. That event, which will be posted, is planned for Friday, September 4th, at Town Hall. The preprocessing may only take place on that day. Under no circumstances will the inner affidavit envelope with the voter's ballot be opened or counted. Opening the envelope and counting the ballot will take place on Election Day.

Polling Place Set-up

The polling place will be set-up on Thursday, September 3rd. MHS is not in session until September 9th, enabling us to prepare for the election before Labor Day. We have had excellent cooperation from Troy Swanick, Bill Cooper, and many other people.

As in the past, critical election equipment and ballots will be stored in a secure place until just before the polls open.

OLD -Recycling/Solid Waste Committee Charge (amended July 25, 2011):

Review the current needs of the Transfer Station and the potential to handle expanded recycling

Research options for increasing recycling within the Town of Milford

Set goals for achieving the recycling objective

Submit an impartial and unbiased recommendation to the Board of Selectmen on how best to increase recycling within the Town of Milford, with consideration given to the financial impact of the recommendation upon the taxpayer

Review Recycling/Solid Waste Code 5.20, and if needed, develop potential revisions and submit recommended amendments to the Board of Selectmen for consideration.

NEW -Town of Milford Recycling/Solid Waste Committee Charge (last amended _____):

Review the needs and the long-term goals of the Transfer Station and Recycling Center, and work annually with the Department of Public Works to contribute input to a Capital Improvement Plan, expand initiatives that promote zero waste and sustainability, and set annual recycling goals.

Investigate and present proposals to the Selectmen to reduce solid waste and promote environmental sustainability and zero waste.

Submit recommendations to the Board of Selectmen on how best to promote zero-waste, environmental consciousness within the Town of Milford, address the needs of the Transfer Station and Recycling Center, with considerations given to the overarching goal of tackling climate change.

Review Recycling/Solid Waste Code 5.20, and if needed, develop potential revisions and submit recommended amendments to the Board of Selectmen for consideration.

Additional discussions:

1. Updated Charge to committee
2. There is no long range plan for the transfer and recycling center presently.
3. Request purchase of A-frame signs for better education and instructions for the public.
4. A Date for Re starting of Plastics and aluminum recycling
5. Remind the public that an excellent opportunity to recycle and dispose of hazardous waste is taking place Aug. 29th 8 am to noon at DPW garage in Milford. This is organized by Nashua Regional Planning Commission.

4. a) 1 - 3 Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 and gifts under \$5,000

Board of Selectmen
Agenda Date: 8/24/20

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

Source	Amount	Purpose
Haywards Trading Post & Country Store, Inc.	\$50.00	Donation to support the Labor Day Parade.
LDN Auto Repair, Inc.	\$ 100.00	Donation to support the Labor Day Parade.

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

Ocean State Job Lot Charitable Foundation		Covid-19 donation of various PPE supplies to the Milford Police Department. The total approximate value is \$4,833.84. See attached memo from the Police Chief.
Ocean State Job Lot Charitable Foundation		Covid-19 donation of various PPE supplies to the Milford Fire Department. The total approximate value is \$4,833.84. See attached memo from the Fire Chief.

TOWN OF MILFORD

OFFICE OF THE SELECTMEN

TO: Board of Selectmen
FROM: Tina M. Philbrick, Executive Assistant
DATE: August 24, 2020
SUBJ: Labor Day Parade Donations

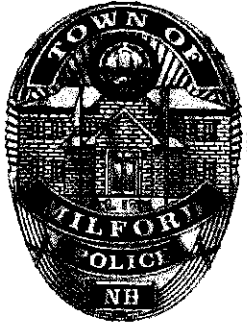


The Town of Milford's Administration Department received three donations to be used for the 2021 Labor Day Parade.

- Haywards Trading Post & Country Store - \$ 50
- LDN Auto Repair, Inc. - \$100

Thank you

Tina M. Philbrick
Executive Assistant

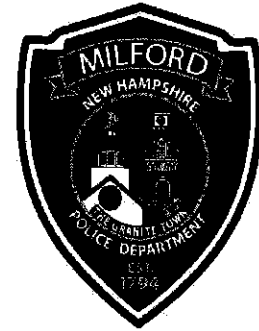


Town of Milford

POLICE DEPARTMENT

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

Michael J. Viola
Chief of Police



To: John Shannon, Town Administrator
Board of Selectmen
From: Chief Michael J. Viola
Date: August 11, 2020
Ref: Donation of PPE Supplies from Ocean State Job Lots

The Milford Police Department just received a large donation from Ocean State Job Lots as part of their charitable foundation.

The Ocean State Job Lot Charitable Foundation is in the process of distributing more than \$1.5 million worth of PPE to police and fire departments in the 142 communities where Ocean State Job Lot stores are currently, or soon-to-be, located across the Northeast.

<https://www.oceanstatejoblot.com/COVID-19-donations-update>

We received the following:

10 Face Shields- \$4.99 each total -\$49.99
1600 KN95 masks – \$26.99 per 20 pack total -\$2159.20
3000 Surgical masks - \$25.00 per 50 count total -\$1500
20 gallons hand sanitizer - \$29.99 per gallon total – \$599.80
15 no touch thermometers - \$34.99 per unit total - \$ 524.85

Approximate Total Donation – \$4833.84

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve the donation of PPE supplies, valued at \$4,833.84, from Ocean State Job Lots. I would also like to thank Ocean State Job Lots and their employees for this generous donation and their ongoing partnership with the Town of Milford and our police department.

Your consideration in this request is greatly appreciated.



Fire Department MEMORANDUM

TO: Finance, BOS

FROM: Milford Fire Department

DATE: 8/10/20

SUBJECT: Donations

The Milford Fire Department has received the following items donated from Ocean State Job Charitable Foundation. We ask that these items are accepted by the Board of Selectmen, with the following value:

10 Face Shields- \$4.99 each total -\$49.99
1600 KN95 masks – \$26.99 per 20 pack total -\$2159.20
3000 Surgical masks - \$25.00 per 50 count total -\$1500
20 gallons hand sanitizer - \$29.99 per gallon total – \$599.80
15 no touch thermometers - \$34.99 per unit total - \$ 524.85

Total donation – \$4833.84

Regards,

Kenneth Flaherty
Chief of Department

Town Status Report – August 24, 2020

Osgood Pond Dredging Project Phase II – Phase II of the Osgood Pond Dredging Project, as voted on by the citizens of Milford, is now complete. The dredging began on July 6th and the project was completed the week of August 20. All work was done in conjunction with the appropriate state partners and our contractor to ensure it was done in accordance with all appropriate state regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.

TOWN OF MILFORD

TOWN ADMINISTRATION



August , 2020

REQUEST FOR PROPOSAL-(RFP)

The Town of Milford is soliciting Proposals from qualified Architectural and Engineering (A/E) Firms. The primary focus is on the development of a proposed conceptual design for an addition and renovation to the existing Police Station to house a new communication center. Firms with relevant design experience and qualifications are encouraged to submit.

PROPOSAL INFORMATION:

1. Proposals will be received until **4:00 PM** Eastern Daylight Savings Time, **DATE 2020**, at which time they will be recorded, and forwarded to the Board of Selectman or their designee. **(LATE PROPOSALS WILL BE REJECTED)** There will be a public opening. Proposals will be evaluated by the Board of Selectman or their designee, and the evaluation may include an in person interview.
2. Proposals must be sent to the Town of Milford, 1 Union Square, Milford NH 03055. Delivered submittals will be date and time stamped. All proposals must be received prior to the stated deadline.
3. A list of A/E firms who submits a proposal for this solicitation will be available on the website for public viewing.
4. A pre-proposal conference will be held at the Milford Police Department at 19 Garden St. Milford NH 03055, on **DATE, TBD 2020** at 1:00 pm. The purpose of the pre-proposal conference is to answer questions about this solicitation and to preview the area of work.

OVERVIEW:

1. The following will be conducted to assist the Town of Milford with implementing a new communications center facility that will serve the needs of the Town's public safety, answering services, dispatching services, and staff as well as house critical public safety support equipment.
2. The project will focus on developing a design that will identify the requirements to support all functions of the facility and comply with NFPA 1221 guidelines as may be required.
3. The A/E will assist Milford in the planning and developing a design for the new center, developing procurement specifications, and evaluating general contractor plans or options, taking into consideration technical compatibility and cost effectiveness of proposals or solutions submitted by general contractors. The A/E shall attend meetings with Milford staff as necessary to perform, sufficiently plan, analyze, review, and summarize decisions and findings.
4. The A/E shall be expected to work with the Milford Communications Consultant to ensure all space and technical requirements, as they relate to the public safety radio system, are incorporated into the new center design.
5. The A/E shall be expected to be present at meetings that may need to be conducted with the Town, either on site, or elsewhere.
6. The A/E will work closely with Milford officials, through all phases of the project. Milford will provide access to the property, and make available plans and drawings where applicable.
7. The A/E shall provide a design, including a detailed statement of work for the product/services believed to be appropriate for the Town of Milford.

SCOPE OF WORK:

1. Area includes approximately 505 sf of new and renovated floor plan area and 945 sf of new and renovated roof area.
2. Remove existing second floor front windows and replace with smaller ones.
3. Remove existing exterior wall construction to create three new openings into the existing building from the dispatch addition (doors into break room, toilet room, and the records room). There is also an opening needed to extend the dispatch into the existing hall for a new transaction window.
4. Remove existing brick veneer and flashing above all new roof work (on the front and side) sufficient to install new flashing to intercept the cavity above and create

new weep hole so any water that gets into the masonry cavity can weep out above the new roof (instead of the wall below which will now be indoors).

5. Remove the existing window that is in the interview room and closing it off.
6. Connect new toilet room waste plumbing into existing sanitary waste line. This waste line shall not penetrate into the data room below.
7. Relocate the existing fire department connection fitting on the front of the building to the new exterior wall.
8. By necessity the police station will stay in operation during this effort; minimal disruption to police operations must be taken into account when developing the project schedule and price.
9. All necessary dispatch related equipment (with the exception of consoles) and furniture, fire alarm digitizer 3505 to receive and decode fire and burglar alarms within Milford, architect/engineering fees, etc. must be part of the A/E submission.
10. Relocate underground conduit pipe, see plans provided at pre-bid meeting

IDENTIFY DISPATCH CENTER SPACE REQUIREMENTS:

1. Address additional issues of facility layout, furniture, lighting, public safety grade grounding and bonding, access and physical security, back-up power, cable ways between the dispatch center and the data room, administrative work areas, and expandability.
2. Work with Milford to develop a floor plan that indicates room size, furniture layout and adjacencies for all rooms:
 - Communications dispatch room
 - 911 center console positions
 - Supervisor office
 - Break room
 - Support equipment room
 - Other
3. Number of operator positions shall be four (4).
4. Develop conceptual layouts for each operator position with proper placement of equipment and ADA requirements.

PROPOSAL REQUIREMENTS:

1. Detailed methodology to develop a comprehensive design of our current facilities and technology of a proposed Milford communication/dispatch center to ensure that issues/needs will be addressed and that this option presents a

comprehensive state of the art solution to meet current and future needs of the Town of Milford.

2. Detailed methodology to develop a document (RFP) to solicit a General Contractor.
3. Detailed methodology to coordinate with other service providers; one point of contact (if they have subcontractors and vendors).
4. Detailed project schedule to accomplish the services as detailed in this RFP Overview, Scope of Work, and Identify Dispatch Center Space Requirements.
5. As part of the detailed project schedule, include the earliest date available to assume these duties.
6. Demonstrate sufficient staff resources as available to perform the work within the detailed project schedule submitted.
7. Three (3) references to include descriptions of similar or relevant public safety dispatch center projects, with contact information for each project. Additional information including project size, initial budgetary costs, change orders, final project costs, and project schedule should be included.
8. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
9. Demonstrate A/E has been in the business of designing public safety dispatch centers for at least five (5) consecutive years.
10. If A/E requires the use of subcontractor to perform all services requested, A/E must present detailed information for each subcontract to satisfy the references, related/comparable projects, and staff availability requirements.

PROPOSAL INSTRUCTIONS:

1. Cost proposals shall include a fixed price proposal for all services required to address the scope of services. It shall include materials, labor and equipment to complete the preliminary design and construction of the proposed project.
2. By submitting a proposal, the A/E represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and is capable of performing the work to achieve Milford's objectives.
3. Questions regarding this bid shall be made in writing/email only and should be directed to the individual below, being received no later than five working days prior to the bid closing date and time. Answers to presented questions will be shared with other bidders to avoid duplicate questions and answers.

Captain Craig Frye
19 Garden St
Milford NH 03055
cfrye@milford.nh.gov

4. All firms are required to submit one clearly marked original and seven (7) hard copies, one flash drive with a single PDF file that must mirror the paper versions exactly, of their proposal to:

Town Administrator
1 Union Square
Milford, NH 03055
(603) 249-0600

5. All proposers are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist Milford in reviewing proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

PROPOSAL FORMAT:

1. Table of Contents, to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist Milford in making a selection. A person legally authorized to bind the firm to a contract must sign this letter.
3. Name, email addresses and contact numbers of person(s) to be contacted for further information or clarification.
4. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience. If work will be in cooperation with any sub-consultants, proposer shall identify sub-consultants in the proposal response.
5. A/E shall provide a list of three (3) references and examples of previous similar consulting projects, as applicable and successfully completed with the contact name, address and contact numbers of the owners' representative in each project.
6. A detailed description of the A/E approach towards achieving the project requirements,
7. Proposed project schedule, including the ability to meet proposed schedule.
8. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.

EVALUATION CRITERIA

Milford shall select the proposal that is determined to be the best suited, most advantageous, and provides the best value to the Town of Milford on the basis of the criteria.

The Town of Milford expressly reserves the right to negotiate with the selected A/E firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by Milford.

- Accuracy, overall quality, thoroughness, and responsiveness to Milford's requirements as summarized herein.
- The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
- Successful performance of work involving A/E services for similar scope and complexity
- Approach to the project.
- Ability to meet proposed schedule described her.
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

This RFP does not commit the Town of Milford to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of Milford.

Milford reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected Proposers, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town of Milford to do so.

The Board of Selectman or their designee will evaluate all proposals received for completeness and the architect's ability to meet all requirements as outlined in this RFP. A list of the specific firms whose statements best meet all criteria required will participate in an interview process. The Town of Milford will then negotiate an agreement with the successful firm based on the recommendations.

Additional technical information may be requested from any firm for clarification purposes, but in no way changes the original qualification statement submitted.

CONDITIONS:

The Town of Milford reserves the right to postpone or cancel this RFP or reject any and all proposals for any reason. The Town of Milford is not liable for any costs incurred in the preparation of proposals or for any work performed. Late proposals will not be

considered for evaluation. All submitted materials become the property of the Town of Milford.

All proposals received will be evaluated by The Board of Selectman or their designee and reserves the right to award in the best interest of the Town of Milford, including awarding to more than one respondent, to waive irregularities, or to not award a contract at all. The Town of Milford also reserves the right to issue a new RFP.

The apparent successful respondent(s) will be expected to enter into a contract with the Town of Milford.

Rev. 08-17-20

DRAFT

DRAFT
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 10, 2020

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: “The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 811 7752 6376 and the password is 608238, or join the Zoom Meeting @ <https://zoom.us/j/81177526376>. Please try to log in 5 minutes before the meeting’s scheduled start time in case you run into any technical difficulties”.

PRESENT:	Gary Daniels, Chairman	John Shannon, Town Administrator
	Paul Dargie, Vice Chairman	Tina Philbrick, Recording Secretary
	Laura Dudziak, Member	Andrew Kouropoulos, Videographer
	Chris Labonte, Member	
	David Freel, Member	

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted with members participating via Zoom. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, yes, no one is present. Selectman Dudziak, yes, no one is present. Selectman Labonte yes, no one present, Selectman Freel, yes, no one present, and Chairman Daniels, yes, no one present.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Vietnam Memorial Update – Jerry Guthrie

In summary: The Milford Memorial Committee came before the Board to provide an update on the status of the Vietnam Memorial project and seek approval of the proposed location and design. To reduce the costs for materials, the Committee is seeking approval to utilize granite material from the Souhegan Street Town-owned storage area and granite material donated by the owners of the former Tonella Quarry. The material will be used for the construction of benches, base/platform, and a 40’ decorative retaining wall. The committee will continue its fund-raising efforts; they have about \$4,000 to date.

There are two sites available: Union Street/Union Square adjacent to the WWII Memorial and Elm Street – Keyes Memorial Park East Entrance, (old Fletcher Paint Site). They would like to place the Vietnam Memorial behind the WWII Memorial. Jerry gave a brief synopsis of what the memorial would be like.

For the Souhegan Street Site –the committee would like to use several of the long rectangular granite pieces for benches and posts and a large granite block to be used as a platform.

For the former Tonella Quarry – The Property owner will donate smaller granite pieces for the 40’ retaining wall located behind the memorial. The property owner will move and locate the materials to the site.

Selectman Labonte asked where the granite came from. Lincoln said the old Garden Street School. Selectman Dargie doesn’t like the site at the WWII Memorial. He feels the Vietnam Memorial should be on the same route that the parades follow so they will stop to honor the memorial like they do others in town. He will not be voting for that site.

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59 Selectman Freel asked about the cost of moving the materials, he's concerned about the impact on DPW's budget. Lincoln
60 said they are hoping to utilize the money from the fundraising efforts to minimize this cost.

61 Selectman Labonte asked if there was a survey done as to where people would want this. Lincoln said yes. The WWII loca-
62 tion was the preferred location of the Veteran community. There were surveys and meetings at the VFW and several
63 presentations with the Veteran community. Jerry said the VFW was opposed to the old Fletcher Paint site. Even though it
64 was cleaned up, they don't want the memorial there. They are opposed as far as going to Channel 9 if we choose that site.
65

66 **A motion was made by Selectmen Dudziak to approve the proposed location for the Vietnam Memorial behind the**
67 **WWII Memorial. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie no, Selectman**
68 **Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with**
69 **Selectman Dargie opposed.**

70
71 **A motion was made by Selectmen Dudziak to support the proposed design for the Vietnam Memorial. Seconded by**
72 **Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte**
73 **yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**

74
75 **A motion was made by Selectmen Dargie to appropriate a portion of the Town-owned granite stone material for the**
76 **Vietnam Memorial (with DPW approval). Seconded by Selectman Dudziak**

77
78 Selectman Labonte asked if there was a plan to use this granite for anything else. Lincoln said no. Selectman Freel clari-
79 fied that they are looking to use leftover granite. Lincoln said yes, for benches. They won't use all of the granite, just the
80 ones that would make good benches. Selectman Freel asked about the block that the DeMontigny is donating. Lincoln said
81 the DeMontigny family is donating granite stone, not stuff for benches, they will also be transporting it to the site for us.
82 Chairman Daniels mentioned the slide discussing materials with the approval of DPW. Lincoln said they want to coordi-
83 nate with DPW to make sure they are using the correct material. He would be comfortable with an amendment on DPW's
84 approval.
85

86 Selectman Freel asked if the committee would need any additional materials from the town, like gravel and loam. Lincoln
87 said no. Jerry said they do want to have gravel and loam, but that isn't at the site. Selectman Freel asked if they will be
88 getting it from DPW. Jerry said yes. They have asked DPW for a cost estimate but they haven't received one as of yet.
89 Chairman Daniels asked if they wanted to amend the motion

90
91 Selectman Freel asked if this would be something we would donate. Chairman Daniels said he would be fine with a dona-
92 tion since it's all for the town. Selectman Freel said instead of re-visiting this, we should just vote on the additional materi-
93 als now.
94

95 **Selectmen Freel amended the motion to approve the use of Town materials, i.e. granite and earth materials, for the**
96 **Vietnam Memorial (with DPW approval) as needed. Seconded by Selectman Dargie.**

97
98 Selectman Labonte asked if Jerry had any projected cost estimates of what would be needed. Jerry repeated that he gave
99 DPW a list to price out. The cost of what they want to do to date is about \$98,000. They won't need the granite and wall
100 materials now, so it will be a lot less. Selectman Labonte said he would like to get more information about materials from
101 DPW and asked Jerry if he wouldn't mind coming back. Once you start getting into things like paving you are talking
102 about things that are not in a resource that we have. Jerry said that is why they will be fundraising to pay for those things.
103

104 Chairman Daniels said the motion before us is earth materials and it doesn't include planting and paving. Selectman Freel
105 said he wasn't saying that they should donate all the trucking. The people building the memorial should be doing that. He
106 is supporting the motion to donate the materials only, not the trucking. He doesn't want to burden the department.
107

108 **A roll call vote was taken on the original motion with Selectman Dargie yes, Selectman Dudziak yes, Selectman La-**
109 **bonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**

110
111 Lincoln said the final piece will have to be done at the next Board meeting. The materials donated from the DeMontigny
112 has to be accepted as a donation in accordance with Acceptance and Appropriation of Unanticipated Revenues Under
113 \$5,000 (31:95(e)) as a gift.
114

115 **A roll call vote was taken on the amended motion with Selectman Dargie yes, Selectman Dudziak yes, Selectman**
116 **Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**

117 **5:45 p.m. – RSA 674:41 Issuance of a Building Permit for a Single Family Home – Lincoln Daley**

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118 In summary: The applicants are requesting a variance without legal frontage on a Class V road. This is will be a single-
119 family residence off Crestwood Lane, Tax Map 49, Lot 2. The applicants understood that they would be solely responsible
120 for the maintenance of the private road/driveway and would agree to sign a written, recorded agreement with the Board
121 absolving the Town of all responsibility for the private road/driveway and all liability. The property is 15 acres.
122

123 Selectman Freel asked if abutters were notified and were there any issues. Lincoln said they were notified and there were
124 no issues. The Planning Board voted unanimously to support this. The Zoning Board of Adjustments also granted a vari-
125 ance to the applicant on July 2, 2020.
126

127 **Selectmen Dargie made a motion to authorize the issuance of a building permit for tax map 49 lot 2 with less than**
128 **the minimum required frontage on a principal route of access on a class V road or better in the Residential R dis-**
129 **trict. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes,**
130 **Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.**
131

132 **5:50 p.m. – CTA RFP Review – Cheryl Giggets, CTA Consultant.**
133

134 The Town of Milford requested proposals for a P25 radio system. CTA provided an extensive RFP, outlining detailed in-
135 structions for a Town of Milford Radio communications P25 using VHF frequencies for voice and data within its town lim-
136 its. The successful proposer shall design and install fixed equipment that must be maintainable for at least 15 years after
137 final system acceptance. They are hoping to release this RFP next week, by August 19th. They will have a mandatory pre-
138 proposal conference on September 2nd, the deadline for proposal questions will be September 11th, and the deadline for pro-
139 posal submission will be October 14th. Their evaluation would be complete in February however; they would need the mid-
140 November timeframe to have done the preliminary review of all proposals and to be able to let this Board know the direc-
141 tion in which they are headed and which proposal they will need to start entering into negotiations with. This would give
142 you a firm price in which to move forward with a warrant article. Cheryl reviewed the sections and what was expected
143 from them.
144

145 Cheryl provided a list of potential proposers to include: 2-Way Communications, Bearcom, Beltronics, EF Johnson,
146 Goosetown Communications, L3Harris, Leonardo, Motorola, and TAIT and suggests that the town or CTA reach out to
147 them to provide this information as soon as possible.
148

149 Selectman Labonte asked if they wanted an approval tonight. Cheryl said they would like to release this as soon as possible
150 because of the tight deadline. Selectman Labonte referenced the places in yellow. Cheryl said they were places that needed
151 additional reference due to their importance. Selectman Labonte thought it should be the BOS as a point of contact like it
152 was previously. Cheryl said it should be a one-person point of contact and that person should share any information that he
153 receives. Administrator Shannon said any information he gets he will share with the Board. It's easier to have one person
154 as a contact.
155

156 **Selectman Dargie made a motion to approve the document as presented and authorize that the document goes out as**
157 **soon as possible. Seconded by Selectman Dudziak.**
158

159 Selectman Labonte said he would rather wait until the next meeting to go forward with this motion, he has additional ques-
160 tions and he hasn't had time to review everything yet.
161

162 Selectman Labonte referenced page 65 and asked how come there were only three entities that are P25. How do we talk to
163 the ones who are not P25. Cheryl said a lot of these towns are struggling to finance a project of this size. Most of their
164 systems have passed their end of life and they will have to be making the same decisions as Milford soon. You will be able
165 to interoperate with them. Part of this would be to let your vendors know that you must be able to talk with your partners.
166

167 Selectman Freel asked Cheryl is she thought some of the other towns not using the P25 systems were not having the same
168 connection problems as we have. Cheryl said that Nashua has moved to a digital P25 trunk system which is newer technol-
169 ogy. They had to go trunk because they have more users then you have.
170

171 Selectman Labonte said some of the pages you have requirements for input levels, how does that rate compared to what we
172 have now. Cheryl said she can't speak to each one of those at this point. If Selectman Labonte had specific questions, she
173 could get back to him. While we do put in those standards, which are critical and important, we are saying that you can't
174 go below these standards. This is a functional specification and we are requiring the vendor you use to guarantee certain
175 things.

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176 A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, no, Selectman
177 Freel, yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.
178

179 **2. PUBLIC COMMENTS** - Suzanne Fournier, a Milford resident, had two issues: one, the appropriateness of any mem-
180 ber of the Board of Selectmen to act alone when contacting staff on town business. She feels the discussions should include
181 all Board members and not just one. She cited a partial e-mail string with Lincoln Daley and Chairman Daniels about con-
182 cerns about the spoils on Trombly land. Chairman Daniels also expressed his wishes that more room is made at BROX for
183 the spoils. The Town Administrator responded to the e-mail and said, "yes sir, not a problem, we will continue working to
184 get all of it placed at the BROX and bring any changes to the Board as soon as they are identified". Suzanne feels that Se-
185 lectman Daniels is acting alone outside of a Board meeting when contacting Mr. Daley and then he received a favorable
186 response from Mr. Shannon for his ideas. So that the citizens of Milford can be assured that no one Board member is act-
187 ing alone, she is asked that Selectman Daniels be replaced as Chairman of the Board. She hopes they will take the time to
188 discuss this to assure that only a majority of the Board directs the activities of the town.
189

190 Administrator Shannon said Suzanne did get this information in her right to know request but he also tried to explain to her
191 today that it wasn't any one member letting us know what we were going to do. The staff's goal for this project was to put
192 as much of the spoils at BROX as possible. Mr. Daniels was the only member of the Board that was unable to go out to the
193 BROX pit to see where the spoils were being placed two weeks ago; Selectman Dargie went with Selectman Freel and Se-
194 lectman Dudziak went with Selectman Labonte. When Selectman Daniels did go out, he went with Selectman Labonte. No
195 one Selectman was telling us to do anything. We were reassuring him about our intent. In case we were not able to get all
196 the spoils at BROX, smart planning dictates that we have a backup plan with alternate locations. Anything can be made to
197 sound illicit if you want it too. Partial statements and email strings can be taken out of the proper, intended context.
198 Chairman Daniels wasn't telling us what to do. The staff was doing what we were supposed to be doing, not anything illicit
199 or sneaky like you are implying.
200

201 Suzanne said it still doesn't explain why the discussion wasn't held with the other Board members. She wanted to know
202 why they had broken up meetings at the BROX site where the public could not attend and hear the discussion. She doesn't
203 appreciate that. Director Riendeau was there but BROX Environment Citizens couldn't be there.
204

205 Suzanne's second issue is that they should be made aware that the town has removed gravel from the "off-limits" area. She
206 informed the state.
207

208 **4. DECISIONS –** 209 **CONSENT CALENDAR.**

210 1. N/A

211 **b) OTHER DECISIONS.**

212 2. N/A

213 **5. TOWN STATUS REPORT – John Shannon**

214
215 **a. AT&T Tower** - On August 4th, AT&T appeared before the Planning Board and Zoning Board of Adjustment for a con-
216 ceptual review (public meeting) to discuss a proposed 140' wireless telecommunications facility (120' lattice structure and
217 20' whip antenna) located in the northeast corner of the Police station property located at 19 Garden Street. As A&T ex-
218 plained, the 140' tower would support/meet both the carriers and Town communication needs. Conceptual plans and photos
219 can be found on the Town's website.
220

221 The conceptual review is a precursor for the submittal of a formal application whereupon the project is introduced to the
222 members of the Planning Board (and Zoning Board in this instance) and they can ask preliminary questions. The benefit to
223 the applicant is that they receive input and guidance (non-binding) to assist and facilitate the regulatory review/application
224 process. This project is **NOT** related to or in conjunction with any other Town project.
225

226 Selectman Labonte had no knowledge that this was transpiring. He was shocked that they did a balloon test and taken pic-
227 tures. Who is heading the project and requesting the pictures being taken and why doesn't the Board have any knowledge
228 of this.
229

230 Administrator Shannon said a Board member sits on the Planning Board. This is so far out that nothing has been asked of
231 the Planning Board yet. You assumed that the Tower went away and AT&T didn't want to pursue it and that is incorrect,
232 we never said they didn't want to still do the tower.
233

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234 Selectman Labonte said the Police Chief and Captain Frye said that this didn't have anything to do with any other project in
235 town. Who has been dealing with AT&T on this? Administrator Shannon said Lincoln Daley and Captain Frye, the same
236 people who have been dealing with them since the beginning. His predecessor explained that the tower was part of AT&T's
237 federal contract to improve First Net around the country. They had a site that they wanted to use in Milford and once the
238 tower was built, they would donate a revenue service to the town. The project was never walked away from or canceled.
239 He doesn't know why Selectman Labonte thought it was gone away.

240
241 Selectman Labonte said individual departments don't rent land that is the Board's decision. Administrator Shannon repeat-
242 ed, no decisions have been made. When it gets to that point, they will approach the Board. Again, it hasn't gone to the
243 Planning Board yet. It would be premature to bring it to the Board with nothing available yet.

244
245 Selectman Freel said he thought that the tower was going to be part of the new radio system at the Police Department and at
246 that point if they needed to build a tower for that system they would talk to AT&T. It sounds like the tower is a definite
247 thing that AT&T wants to do weather dispatch goes through or not. He didn't know that and thought it was something that
248 would be needed for the new radio system.

249
250 Administrator Shannon said that was the confusion from last year, encouraged by some folks. It's two separate things. We
251 don't need the AT&T tower in conjunction with the dispatch if they are putting the RFP out. AT&T doesn't need us to do
252 anything other than letting them put their tower up for First Net. Selectman Freel thought they did need a bigger tower.

253
254 Captain Frye said originally they were going to put up a 160-foot tower which was shot down at the first Planning Board
255 meeting. It was more of an information thing saying that it was going to be too high. If it were to go up that high it defi-
256 nitely would help our system out because they were going to put all of our antennas on it and it would be a one site system.
257 Now that they asked for it to be lower, about 120 feet with a 20-foot whip antenna on top so it will be 140 feet. That 20-
258 foot antenna will be part of Milford PD if this all goes through. If dispatch doesn't go through, we are still going to put a
259 100-foot tower here so that we can talk to a tower. It's the best area to go to Summer Street with a microwave dish. It
260 would also save us money if AT&T did come in with a 120-foot tower, we would still put our dish on it to reach out to
261 Summer Street with a microwave connection there but it would be paid for by AT&T.

262
263 Selectman Freel said if the warrant article doesn't pass, we go with the AT&T tower and the following year it does pass and
264 we get a new radio system, would it work on that tower? Captain Frye said yes. The 100-foot tower would just be for 1
265 microwave dish, that would be the one that you saw, the 60 foot would just be replaced with the 100 foot. When it goes
266 through Planning, you will hear about it. Chairman Daniels said it's two separate projects.

267
268 Selectman Labonte said there could be two towers at the Police Station. Captain Frye said no. Selectman Labonte is con-
269 fused. Captain Frye said if it goes to 120 feet, we still want a microwave. If AT&T puts one in there, we would still put
270 our dish there and shoot over to Summer Street so that we have the height to reach the whole town. Putting a 150 tower
271 downtown will most likely not pass which is why they lowered it. If AT&T doesn't put a tower there, we will have a tower
272 for dispatch to still talk to Summer Street. It's money-saving.

273
274 **b. Osgood Pond Update** - Phase II of the Osgood Pond Dredging Project, as voted on by the citizens of Milford, is con-
275 tinuing ahead of schedule. The dredging began on July 6th and the project will be completed next week. The Town will
276 continue to work with the appropriate state partners to ensure the work is done in accordance with all appropriate state
277 regulations and best practices. Any questions or concerns about the project can be directed to the Town Administrator's
278 Office.

279
280 Selectman Labonte asked how many yards have been removed. Administrator Shannon said around 21,000. Selectman
281 Labonte asked if it all fit at the BROX property. Administrator Shannon said yes, except for the original part that was al-
282 ready discussed. Selectman Labonte said minus what was discussed that went elsewhere, it would 18,000. Administrator
283 Shannon said yes, roughly.

284
285 **c. Town Clerks Office Update** - Town Hall began its phased re-opening on July 28th with walk-ins welcome from 9:00-
286 1:00 on Tuesdays and Thursdays. It was well-received by our citizens. We will now expand those hours to all day on
287 Tuesdays and Thursdays, 8:00 until 4:30 for all departments except for the Town Clerk's office. The Town Clerks office
288 will continue to be open on Tuesdays and Thursdays from 9:00 to 1:00 only. All other options for obtaining services (i.e.
289 drop boxes, online, appointments, by phone) are available at all times. Any questions or concerns about the project can be
290 directed to the Town Administrator's Office 249-0600. Hopefully, by September the Town Hall will be back to normal
291 except for the Town Clerks office. Masks are required in the Town Hall at this time.

292

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/10/2020

293 **6. DISCUSSIONS:**

294 a. N/A

295

296 **7. PUBLIC COMMENTS:** - Selectman Labonte asked if we had our radios assessed? Captain Frye said the final report is
297 being put together this week.

298

299 Suzanne Fournier asked if Mr. Shannon could explain why Mr. Daley has informed the state that the town wants to use
300 1,500 to 2,000 cubic yards of Phase II spoils at Adams Park.

301

302 Administrator Shannon said originally they were looking at other town areas to use the spoils it was mentioned that we
303 could refurbish Adams Field. Mr. Daley was doing his due diligence to see if DES or Fish and Game would have an issue
304 with that. It was just another option and there are no plans to put any spoils on Adams Fields. Suzanne read the e-mail.
305 Administrator Shannon stressed that there are no plans to put materials on Adams Field.

306

307 **8. SELECTMEN'S REPORTS/DISCUSSIONS.**

308

309 Administrator Shannon said the Heritage Committee first-ever ZOOM meeting will be on Wednesday at 7:00 pm.

310

311 **a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

312

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

314

315 **9. APPROVAL OF FINAL MINUTES – July 27, 2020**

316

317 **Selectman Dargie moved to approve the minutes of July 27, 2020, as presented. Seconded by Selectman Dudziak. A**
318 **roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel**
319 **yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.**

320

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

322

323 a. Treasurers report

324

325 **11. NOTICES.** Notices were read.

326

327 Selectman Labonte asked where we were for discussions on the IMA. Chairman Daniels said we don't have anything
328 planned at the moment. We sent out our statement that we adopted at our last meeting. Tina also forwarded to them the
329 side by side 2013/2018 form that we reviewed. He hasn't heard anything back from his request at the work session that we
330 had with them on any comments that they had or the proposals that we have put forth under the 2013 IMA.

331

332 Selectman Labonte asked if we should try to reach out to them again. He doesn't want to wait until the last minute.
333 Chairman Daniels said we shouldn't have to keep asking for information. Selectman Labonte asked what happens if we
334 don't sign an IMA.

335

336 Chairman Daniels said he understands that it just continues. Selectman Labonte thought it would just cancel. Selectman
337 Dargie said if we don't sign an extension then the agreement expires. We will sign an extension, it has to be done. Select-
338 man Labonte would like this on the next agenda.

339

340 **12. NON-PUBLIC SESSION.** Selectman Dudziak made a motion to go into non-public in accordance with (RSA 91-A: 3,
341 **II (a)) – Personnel approval of non-public minutes from July 27, 2020. Seconded by Selectman Dargie. A roll call vote**
342 **was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes and Chairman**
343 **Daniels yes. The motion passed 5/0**

344

345 **3. ADJOURNMENT:** Selectman Dudziak moved to adjourn at 7:10. Seconded by Selectman Dargie. All were in favor. A
346 roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes,
347 and Chairman Daniels yes. All were in favor. The motion passed 5/0.

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349 _____
Gary Daniels, Chairman

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Chris Labonte, Member

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/10/2020

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Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member

9. Approval of DRAFT Minutes - August 17, 2020 (Labor Day Parade)

DRAFT MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 17, 2020

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 886 4952 4624 and the password is 983403, or join the Zoom Meeting @ <https://zoom.us/j/88649524624>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT: Gary Daniels, Chairman
Paul Dargie, Vice Chairman
Laura Dudziak, Member
Chris Labonte, Member
David Freel, Member
John Shannon, Town Administrator
Andrew Kouropoulos, Videographer

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted with members participating via Zoom. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, yes, no one is present. Selectman Dudziak, yes, no one is present. Selectman Labonte yes, no one present, Selectman Freel, yes, no one present, and Chairman Daniels, yes, no one present.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Emergency Order #63 vs. Labor Day Parade – Brendon Philbrick and Jay Duffy

In summary: On August 11, 2020, Governor Christopher Sununu issued Emergency Order #63 requiring face coverings for certain scheduled gatherings of 100 or more individuals. It reads:

1. Face coverings shall be required for all persons who attend or are otherwise present at the following activities that take place within the State of New Hampshire.

Scheduled gatherings of 100 people or more for social, spiritual, and recreational activities, including, but not limited to, community, civic, public, leisure, faith-based, political, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities; where individuals are gathered in the same place at the same time.

2. The requirements of Paragraph I shall not apply to the following:
 - a. Scheduled gatherings where attendees are seated and separated by at least 6 feet from any person except those that are (i) a member of that person's household, or (ii) part of that person's party, or, (iii) assigned to that person's table. For scheduled gatherings subject to this exception provision, attendees must wear face coverings while entering and exiting the gathering and while moving to and from their seats.
 - b. Day-to-day operations of for-profit or not for profit organizations and State and local governments, including K-12 schools, where 100 or more people may be present in a facility.
 - c. Children under the age of 2.
3. Events, activities, or individuals that are covered by Paragraph I shall continue to comply with any applicable guidance issued pursuant to Emergency Order 52, as extended by Emergency Order #61.
4. Any entity, property owner, facility owner, or person that organizes or allows its property/facility to be used for a scheduled gathering of 100 or more people shall make reasonable efforts to ensure compliance with this Order. It

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/17/2020

shall constitute a violation of this Order if any such entity, property owner, facility owner, or person (a) knowingly violates this Order, or (b) refuses to comply with a prior warning about the requirements set forth in this Order.

5. The Division of Public Health and State or local police shall have the authority to enforce this Order. Mike Viola, Chief of Police, Milford said the biggest issue will be enforcement. People in a crowd not wearing masks will be in violation. We don't have the personnel because our main concern is traffic. If someone complains, officers will have to follow up, issue violations, and follow-up with the Attorney General's office. The parade organizers are the ones liable for the complaints. They would need more people to make sure the community is safe. It's no-win situation enforcement wise.

Ken Flaherty, Fire Chief, Milford said he spoke with the Attorney General's office; they won't take a stance for or against the parade because they want to leave it up to the Municipalities. They did stress that everyone in the parade, bands, on the floats, would also have to wear masks. The organizers of the parade would have to make sure everyone attending the parade was informed about wearing a mask or is provided with a PPE mask. School is opening the same week as the parade and this event could draw between 20,000 to 30,000 people could hurt that process for the children of our community because large gatherings increase the chances of introducing COVID-19 to the community.

Chief Viola said he checked with other departments in the state and most events in their communities have been canceled. There was one place that is still having their Old Homes Day, but they will mandate masks and hand sanitizer and won't have the volume of people that we will have. We have the potential of having thousands of people in our Oval.

Jay Duffy, the Parade Coordinator, said they don't want a pandemic in Milford. He is respectful of the emergency services concerns. The pool has been open for a few weeks; the band concerts have been well attended and he feels that the parade should go on. People can socially distance and we are not giving the townspeople enough credit to take care of themselves. People who don't want to attend, won't attend. He pointed out places that people could spread apart.

Administrator Shannon said day to day operations are exempt from this order. The pool is well below 100 people on any given day. We are taking precautions to make sure people are separated so those comparisons are not the same as a few thousand people. He agrees that the people in Milford are smart and know what they are doing, but this isn't just a Milford only event. You can't speak to people from other cities and towns.

Jay Duffy believes that people will wear their masks and the webcam is available for people who want to say home. We need to give people credit that they will participate safely. The Governor did decline coming to the parade. Jay thinks the Governor's order is based on motorcycle week and a religious outing going on in New Ipswich.

Chairman Daniels agrees that Milford has done a good job; there are only four active cases right now. The oval does get congested and he is concerned about the staging area especially with national candidates running. He asked Jay how they would handle that because it's a main congregating area before the parade starts. Jay said Brenden, Sarah, and Lisa put the candidates by the chain at the high school. It would be a matter of consistently verbalizing social distancing. Dave Alcox will be on the oval doing the same thing. He thinks people will listen.

Brendon Philbrick, the Parade Coordinator, said he had reservations after the meeting on Wednesday then he went to the beach with his 6-year-old. Every day at the beach has a "parade". No one wears masks at the beach. The police at the beach don't wear masks. Many people from other states were also there. The only people wearing masks at the restaurants at the beach were waitresses. He told the Board that they need to get out of the closets and bubbles in Milford and go see what is going on elsewhere.

He questioned the language in the Governor's order. He doesn't care what the "Little" Attorney General said; if they were so strong against the parade they would have said so. He wants to take a video at Hampton Beach to show it to the Board. He challenged the Board to go to the beach and see what is going on. He offered to pay for them to go as well. The political people can social distance while they are staging. This is an outdoor event. The band and people on the float are part of a group so they are exempt. He read more of the executive order.

Administrator Shannon said the order specifically mentioned scheduled gatherings. People wandering around Hampton Blvd. is not a scheduled gathering. The order also specifically mentions parades in paragraph I. Just because someone doesn't agree with the Governor's Emergency order doesn't mean that you are not legally responsible for following the order. The Attorney General told us to follow the emergency order or there will be consequences. If Mr. Philbrick doesn't feel that the emergency order is valid or applies then it doesn't give Mr. Shannon a warm and fuzzy that he will attempt to

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/17/2020

comply with the rules that are required to be followed. He asked if the parade committee has PPE that they can supply to people who don't have it.

Brendon said Chairman Daniels is running this meeting and he asks for questions or comments from the Board and then the public but the Town Administrator acts like he is running the meeting and he's been doing it for weeks. He heavily lobbied departments to be against this as well as Selectman Dargie who came out and tried to cancel stuff as a knee jerk reaction back in May. Chairman Daniels instructed Brendon to address his comments to the Chair.

Chief Viola said he talked to the Hampton Chief and they don't sanction parades. Chairman Daniels asked if the VFW Commander know that the liability will fall with the VFW if something goes wrong? Jay said the VFW is no longer running the parade. The Milford Labor Day Parade Committee organizes the parade under the umbrella of the town. That is why they came to the town when the scandal was going on at the VFW. The parade is run by the Town of Milford so the Town of Milford would assume all liability.

Selectman Freel asked if anyone from the town reached out to the council to find out that if there was a parade and if someone were to be infected could the town be sued? Paul Calabria, Finance Director, spoke to Primex, the town's insurer, and they informed us that we would be liable for any claim brought forth by a resident should something happen at the parade where people are not following protocol. We would have to have the manpower to provide PPE to every person there to protect the town's liability. If a claim were to come forward it would be on us to prove that we provided PPE and enforced all the social distancing protocols and that we moved quickly if we noticed anyone not following the guidelines. We could have a lawsuit filed against us and it would be up to the courts as to how far it would go.

Doug Whitney, Milford Resident, agreed that they would have to make sure everyone wore a mask including people participating in the parade. This is one of the reasons that the Pumpkin Festival was canceled because we can't handle the requirements safely. He is in favor of having a parade but the responsibility goes to the organizers to make sure they comply.

Chairman Daniels said he heard about a \$1,000 fine per violation, and asked if anyone could speak to that. Brendon Philbrick repeated that Hampton Beach has an unofficial parade every day. No one enforces any rules there. He saw about three people out of 10,000 who wore masks. This was after the order came out. No one enforced the mask rule. People are overreacting. He would like to come back to the meeting next Monday with footage about Hampton Beach so all of you can see what he's talking about.

Chairman Daniels said regardless of what is happening in Hampton, we know that an executive order has been put in place. He asked Brendon if he was suggesting that our Police Department should willfully neglect the order of the Governor. Brendon said people are overreacting and taking this too seriously. There are four active cases in Milford and he presumes they are in the nursing home. He thinks it's foolish to cancel the Pumpkin Festival and the Parade. He repeated that he will have a video for next week's meeting.

Doug Whitney said that Brendon doesn't understand what they are trying to decide here and the fact that they have to provide PPE. He doesn't think that the organization is capable enough for this event to be held.

Chief Viola, said Mr. Philbrick said it's an unsanctioned event, (meaning Hampton) and maybe the town doesn't have liability but in our situation, it is a sanctioned event and the town would take on the liability. The Governors' order puts the enforcement on the Police Department. If we did have an outbreak, the reputation of Milford would be hit hard. He doesn't want to put our officers or people in a situation where we are going to look bad if something happens. We have to enforce this and if we don't he is sure someone will contact the Town Administrator or the Board with a complaint.

Selectman Freel said we took the time to schedule this meeting and he doesn't want to postpone the vote until the next meeting.

Selectman Dargie said emergency order 65 has the various penalties and fines associated with different things. He doesn't feel that we can comply with emergency order 63. There will be people who won't wear masks under any condition. We will be relying on the Police to confront them and that puts them in an unfair position. We would need more personnel to help manage this. Band members can't wear a mask and play instruments. Brendon interrupted again and said bands are exempt. Selectman Dargie said no they are not, and asked Brendon to not interrupt people when they are speaking. He feels we should cancel the parade due to the mask requirement.

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Chief Flaherty said he doesn't think it's good to have this event in our community. People don't understand that he and Captain Smedick are not only firefighters, but they are also the Health Enforcement Officers of the community. This is from the health side of things, the fire side doesn't have any rules on this.

Selectman Dargie made a motion to cancel the parade for 2020. Seconded by Selectman Dudziak. Selectman Freel asked if there was something else that the VFW can do that doesn't fall under the umbrella of the town so the town wouldn't be liable. We didn't have a say in the Black Lives Matter event last month. Chairman Daniels said the VFW isn't organizing this; it's the Town of Milford. Any organization that decides to do something contrary to the Governors Executive Order 63 would take on that liability. The protest was before executive order 63 coming out.

Selectman Dargie said Hampton Beach is an example of why the parade shouldn't go on. It shows that people are ignoring masks requirements and not following protocol and that is what may happen in Milford, there would be significant violations of mask order. Selectman Freel said he would like to have the parade but with the school system doing hybrid, it compromises the students.

Selectman Labonte would like to see the parade. You can ask people to follow the guidelines. He isn't a believer in predicting who is going to follow rules or not. We need to look at every event in town that would fit this criteria going forward.

Chairman Daniels said that is what has been done this entire time. Selectman Labonte asked how will we be approaching Wednesday night band concerts, is the Police Department going to enforce that too. Chief Viola said if they received a call, they would enforce the Governor's order. It would be no different than if you decided to do the parade, we will do our duty.

A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed 4/1 with Selectman Labonte opposed.

3. PUBLIC COMMENTS – Claire Brewer, Milford resident, is disappointed that the meeting wasn't broadcasted on channel 21. Doug Whitney said he advocated against the parade because the organizer of the event needs to understand the importance of providing PPE to parade participants. You have to be confident in the people who are running events and Mr. Philbrick didn't communicate in a manner that he was confident in. This is why the Granite Town Festivities Committee went virtual with the Pumpkin Festival as it would not have been appropriate to ask everyone to mask up.

Selectman Labonte asked why tonight's meeting wasn't televised. Chairman Daniels said he did not know. Chris Gentry, Community Media Director, said he's looking into it as we speak. He believes the stream was overridden by the track for the School Board Meeting. Administrator Shannon said it is being recorded and it will be re-played.

4. DECISIONS – CONSENT CALENDAR.

1. N/A

b) OTHER DECISIONS.

2. N/A

5. TOWN STATUS REPORT – N/A

6. DISCUSSIONS: - N/A

7. PUBLIC COMMENTS: -

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

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

Administrator Shannon said Osgood Pond Phase II has been completed; the town has gotten what they paid for. The contractor has the equipment for a couple more days and he will do some extra work for the town pro bono. The contractor wanted to know if he could have around 500 cubic yards for another site and that requires the Board's permission.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/17/2020

Selectman Dargie made a motion to allow them to take up to 1000 cubic yards of spoils from Osgood Pond. Chairman Daniels said by “them” does he mean anyone”? Selectman Dargie said we want them to take as much as they can and additional dredging is a good thing. Chairman Daniels asked why Selectman Dargie would want to limit it to 1000 if it’s being done for nothing. Selectman Dargie said he will take the limit off.

Selectman Dargie made a motion to allow Mathewson to continue dredging at no cost to the town and to deposit the materials at an alternate site. Seconded by Selectman Dudziak.

Selectman Labonte asked if we now start a lineup of anyone who wants the dredging’s for free from the Town of Milford. Chairman Daniels said yes. Administrator Shannon said the Town is still getting some of the spoils; the contractor just wanted 500 cubic yards for fill. The contractor only has the rental equipment for a couple more days. We haven’t had anyone else ask for any of the spoils.

Chairman Daniels said for clarification, taking the spoils would be on a first come first serve basis until such time that Mathewson says that they are no longer digging. This will be free. He doesn’t know if the people are using their vehicles or if Mathewson is using their trucks.

Administrator Shannon said for clarification he doesn’t know if it is free of charge, but the town isn’t charging anything. He doesn’t know if whoever wants the spoils has to work something out with Mathewson for hauling. Selectman Dargie said they will have to be compliant with all of our permits. Chairman Daniels said yes.

The motion is to all Mathewson to further excavate the pond at no cost to the town until such time that Mathewson decides that they can’t do it anymore. Administrator Shannon asked if we could make it more specific to the end of this week. Selectman Dargie said he doesn’t know why we would want to stop them from more dredging. We didn’t excavate as much as we planned on so if they want to go a couple more weeks he’s in favor of it. Selectman Labonte and Chairman Daniels agreed.

A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

9. APPROVAL OF FINAL MINUTES – N/A

10. INFORMATION ITEMS REQUIRING NO DECISIONS. – N/A

11. NOTICES. Notices were read. Administrator Shannon announced that the Town Hall is opened regular hours Tuesdays and Thursdays however the Town Clerk is not. She will be going to an online appointment system. They will still be using the drop boxes and appointments.

Selectman Freel asked when the Town Clerk will be opening full-time. Administrator Shannon said he’s working with her. The appointment system she is going to will help better control crowds. She will be able to schedule appointments throughout the day. It will be similar to what was used by Recreation to reserve pods.

12. NON-PUBLIC SESSION.

13. ADJOURNMENT: Selectman Dudziak moved to adjourn at 7:05. Seconded by Selectman Freel. All were in favor. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

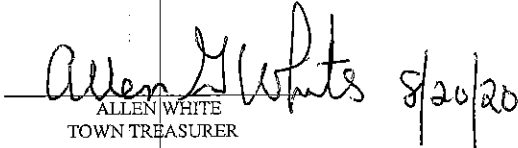
David Freel, Member

Laura Dudziak, Member

10. Treasurer's Report - July 2020

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
7/31/2020
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 7/1/20	718,444.16	6,777.91	135,121.98	14,259,752.96	(17,516.15)	10,674.13	3,236,672.59	\$ 18,349,927.58
Receipts:								
Taxes and Interest	2,414,170.26	-	-	-	283,578.75	-	-	\$ 2,697,749.01
Water & Sewer User Fees	126,211.50	-	-	-	28,993.84	-	-	\$ 155,205.34
Other Revenues	506,006.77	387,711.33	-	-	-	-	-	\$ 893,718.10
Ambulance	-	-	-	-	48,034.80	-	-	\$ 48,034.80
Recreation	-	-	-	-	7,278.00	-	-	\$ 7,278.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	28.60	4,100.71	-	0.48	139.83	\$ 4,269.62
Investment Transfers	6,672,000.00	-	-	1,474,000.00	-	-	3,206,000.00	\$ 11,352,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 9,718,388.53</u>	<u>\$ 387,711.33</u>	<u>\$ 28.60</u>	<u>\$ 1,478,100.71</u>	<u>\$ 367,885.39</u>	<u>\$ 0.48</u>	<u>\$ 3,206,139.83</u>	<u>\$ 15,158,254.87</u>
Disbursements:								
Accounts Payable Warrants	(3,715,449.50)	(87,129.92)	-	-	(6,938.99)	-	-	\$ (3,809,518.41)
Payroll Warrants	(463,545.68)	-	-	-	-	-	-	\$ (463,545.68)
Milford School District Appropriation	(2,058,544.00)	-	-	-	-	-	-	\$ (2,058,544.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(4,088,000.00)	(269,000.00)	-	(695,000.00)	(332,000.00)	-	(5,968,000.00)	\$ (11,352,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(2,111.16)	-	-	-	-	-	-	\$ (2,111.16)
Voided Checks	5,042.00	-	-	-	-	-	-	\$ 5,042.00
Total Disbursements:	<u>\$ (10,322,608.34)</u>	<u>\$ (356,129.92)</u>	<u>\$ -</u>	<u>\$ (695,000.00)</u>	<u>\$ (338,938.99)</u>	<u>\$ -</u>	<u>\$ (5,968,000.00)</u>	<u>\$ (17,680,677.25)</u>
Ending Balance as of 7/31/20	<u>\$ 114,224.35</u>	<u>\$ 38,359.32</u>	<u>\$ 135,150.58</u>	<u>\$ 15,042,853.67</u>	<u>\$ 11,430.25</u>	<u>\$ 10,674.61</u>	<u>\$ 474,812.42</u>	<u>\$ 15,827,505.20</u>


 ALLEN WHITE
 TOWN TREASURER