

5:30 Appointment of Bill Parker as a Full Member of the Ethics Committee - Term Expires 2026

TOWN OF MILFORD

OFFICE OF THE SELECTMEN

TO: Board of Selectmen
FROM: Tina M. Philbrick, Executive Assistant
DATE: August 28, 2023
SUBJ: Ethic Committee Candidate



Per the Town of Milford's Ethics Policy enacted December 26, 2006, the Town should have in place an Ethics Committee consisting of five (5) voting members and two (2) alternates. Members and Alternates shall be private citizens who are residents of the Town of Milford and who do not hold any town official position in the Town. The following individual expressed interest in serving as full member of the Ethics Committee.

Bill Parker Term Expires 2026

Once Mr. Parker is approved, the Ethics Committee will have five full members.

Thank you

Tina M. Philbrick
Executive Assistant

Dear Milford Board of Selectmen:

Town Hall • 1 Union Square • Milford, NH 03055-4240 • (603) 249-0602 • Fax (603) 673-2273
TDD Access: Relay NH 1-800-735-2964

Recently I was in the Town Clerk's office and Joan Dargie recruited me to be on the Town's Ethics Committee. After a brief deliberation, I respectfully request to be appointed.

I feel my background as a 22-year department head of the Community Development Office and many years as a volunteer provides me a good understanding of the issues that may be brought to the Ethics Committee. I believe I could impartially review, assess and fairly decide on an ethics complaint.

Thank you for your consideration.

Bill Parker

5:35 Appointment of Andrew Ciardelli as a Full Member to the Planning Board - Term Expires 2026



Milford Planning Board

To: Gary Daniels, BOS Chair

CC: Terrey Dolan, Community Development Director
Darlene Bouffard, OCD Administrative Assistant

From: Douglas Knott, Planning Board Chair

Date: August 17, 2023

Subject: Planning Board Appointment of one Full Member

The Milford Planning Board, at its meeting on August 15, 2023, made the motion to endorse the appointment of Andrew Ciardelli as a Full Planning Board members until March 31, 2026. If further information is desired, please contact Terrey Dolan regarding this recommendation.

A large, stylized handwritten signature in black ink, which appears to be "Terrey Dolan". The signature is written over the text of the recommendation.

TD/djb

**5:40 Legislative Session Update -
Senator Shannon Chandley -
verbal**

6:00 Approval of MS-1 (Inventory of Value Report) - Assessing Director, Marti Noel

MEMORANDUM

DATE: August 28, 2023

TO: Board of Selectmen

FROM: Marti Noel, Assessor

RE: **MS-1 Report -2023**

Please review the MS-1 Report, otherwise known as the Summary Inventory of Value for the Department of Revenue. This is an annual report listing the total property value and covers the total exemptions, credits and specialty property valuations.

The report has two components – the municipality totals, and a break-out of the Fox Run Village District.

The statutory due date for submission of the report to the DRA is September 1 each year.

As of April 1, there are 5,909 up from 5,896 parcels in Milford. This is attributed to subdivisions and new condominiums.

The 2023 net value is \$2,069,135,041 representing an approximate 1.4% decrease over 2022, due mainly to a large appeal resolution, an apartment complex that elected to implement their Low-Income Housing Tax program elective, (qualified under RSA 75:1-a), and the requirement to apply the 77% EQ ratio to utility and Telco values. The 2022 net total value was \$2,071,991,870.

Residential property remains roughly 81% of our property base and Commercial property value represents roughly 17%. Utilities, Current Use Lands and Tax-Exempt properties would account for the remainder.

Exemption and Credit Report

For 2023 there are a total of 85 **Elderly Exemption** recipients, down from 88 in 2022. A majority of recipients (46) are receiving the highest category of exemption amount. The total elderly exemption for 2023 is \$11,510,100 representing roughly \$239,295 in taxes (using the 2022 tax rate).

The number of **Veteran's Tax Credit** recipients for 2022 is 496, up slightly from 481 for 2022.

Solar Exemption have seen a large increase in # of recipients as well, with 30 installs for 2023 representing a roughly 40% increase in year over year (103 total v 73 in 2022)



Milford Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
 NH DRA Municipal and Property Division
 (603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor
Marti Noel (Town of Milford)

Municipal Officials		
Name	Position	Signature
Gary Daniels	Chair	
Chris Labonte	Vice-Chair	
Paul Dargie	Member	
Dave Freel	Member	
Tim Finan	Member	

Preparers		
Name	Phone	Email
Marti Noel	2490615	mnoel@milford.nh.gov
Marti Noel	2490615	mnoel@milford.nh.gov

Preparer's Signature



Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	6,079.21	\$687,434	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.75	\$9,300	
1F	Residential Land	5,064.76	\$363,883,623	
1G	Commercial/Industrial Land	1,209.24	\$79,328,925	
1H	Total of Taxable Land	12,353.96	\$443,909,282	
1I	Tax Exempt and Non-Taxable Land	2,958.00	\$25,981,702	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$1,305,125,608	
2B	Manufactured Housing RSA 674:31	0	\$22,919,500	
2C	Commercial/Industrial	0	\$274,107,434	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	13	\$219,200	
2F	Total of Taxable Buildings	0	\$1,602,371,742	
2G	Tax Exempt and Non-Taxable Buildings	0	\$108,658,000	
Utilities & Timber			Valuation	
3A	Utilities		\$37,069,500	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$2,083,350,524	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	1	\$701,963	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	1	\$60,820	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$2,082,587,741	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$30,000	6	\$180,000
13	Elderly Exemption RSA 72:39-a,b	\$0	85	\$11,510,100
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	103	\$1,030,000
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$12,720,100
21A	Net Valuation			\$2,069,867,641
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$2,069,867,641
21D	Less Commercial/Industrial Construction Exemption			\$732,600
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$2,069,135,041
22	Less Utilities			\$37,069,500
23A	Net Valuation without Utilities			\$2,032,798,141
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$2,032,798,141



Utility Value Appraiser

RSA 72:8-d Formula

The municipality **DOES NOT** use DRA utility values. The municipality **IS** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PSNH DBA EVERSOURCE ENERGY	\$22,570,900	\$1,082,100		\$5,523,700	\$29,176,700
	\$22,570,900	\$1,082,100		\$5,523,700	\$29,176,700
Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP	\$5,745,400	\$93,600			\$5,839,000
	\$5,745,400	\$93,600			\$5,839,000
Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK WATER WORKS INC	\$2,053,800				\$2,053,800
	\$2,053,800				\$2,053,800



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$400	423	\$169,200
Surviving Spouse RSA 72:29-a	\$800	0	
Tax Credit for Service-Connected Total Disability RSA 72:35	\$1,500	29	\$43,500
All Veterans Tax Credit RSA 72:28-b	\$400	44	\$17,600
Combat Service Tax Credit RSA 72:28-c	\$0	0	
		496	\$230,300

Deaf & Disabled Exemption Report			
Deaf Income Limits		Deaf Asset Limits	
Single		Single	
Married		Married	
Disabled Income Limits		Disabled Asset Limits	
Single		Single	
Married		Married	

Elderly Exemption Report				
First-time Filers Granted Elderly Exemption for the Current Tax Year		Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted		
Age	Number	Age	Number	Amount
65-74	4	65-74	19	\$83,000
75-79	0	75-79	20	\$124,000
80+	4	80+	46	\$200,500
			85	
				\$13,280,000
				\$11,510,100
Income Limits		Asset Limits		
Single	\$40,500	Single	\$125,000	
Married	\$46,000	Married	\$125,000	

Has the municipality adopted an exemption for Electric Energy Systems? (RSA 72:85)			
Granted/Adopted?	No	Properties:	
Has the municipality adopted an exemption for Renewable Gen. Facility & Electric Energy Storage? (RSA 72:87)			
Granted/Adopted?	No	Properties:	
Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)			
Granted/Adopted?	Yes	Structures:	4
Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)			
Granted/Adopted?	No	Properties:	
Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)			
Granted/Adopted?	No	Properties:	
Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)			
Granted/Adopted?	Yes	Properties:	1
	Percent of assessed value attributable to new construction to be exempted:		20
	Total Exemption Granted:		\$732,600
Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)			
Granted/Adopted?	Yes	Properties:	1
	Assessed value prior to effective date of RSA 75:1-a:		4,701,200
	Current Assessed Value:		\$3,412,588



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	736.35	\$201,080
Forest Land	4,285.86	\$462,720
Forest Land with Documented Stewardship	712.18	\$17,104
Unproductive Land	344.82	\$6,530
Wet Land		
	6,079.21	\$687,434

Other Current Use Statistics		
Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	1,008.13
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	7.50
Total Number of Owners in Current Use	Owners:	149
Total Number of Parcels in Current Use	Parcels:	243

Land Use Change Tax		
Gross Monies Received for Calendar Year		\$820
Conservation Allocation	Percentage: 0.00%	Dollar Amount:
Monies to Conservation Fund		
Monies to General Fund		\$820

Conservation Restriction Assessment Report RSA 79-B	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics		
Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
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Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
2	13	0.75	\$9,300	\$219,200

Discretionary Preservation Easements RSA 79-D

Owners	Structures	Acres	Land Valuation	Structure Valuation
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Map	Lot	Block	%	Description
<i>This municipality has no Discretionary Preservation Easements.</i>				

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
<i>This municipality has no TIF districts.</i>					

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$1,532.00	3.60
White Mountain National Forest only, account 3186		

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
Southern NH Medical Center	\$6,402
Dartmouth Hitchcock Medical Center	\$6,659
Housing Initiatives of NE	\$42,184
	\$55,245

Notes



Fox Run Road Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor		
Marti Noel (Town of Milford)		

Preparer		
Name	Phone	Email
Marti Noel	249-0615	mnoel@milford.nh.gov

Preparer's Signature



Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	0.00	\$0	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	0.00	\$0	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	12.69	\$839,100	
1G	Commercial/Industrial Land	0.00	\$0	
1H	Total of Taxable Land	12.69	\$839,100	
1I	Tax Exempt and Non-Taxable Land	0.00	\$0	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$2,337,100	
2B	Manufactured Housing RSA 674:31	0	\$0	
2C	Commercial/Industrial	0	\$0	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$2,337,100	
2G	Tax Exempt and Non-Taxable Buildings	0	\$0	
Utilities & Timber			Valuation	
3A	Utilities		\$0	
3B	Other Utilities		\$0	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$3,176,200	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	0	\$0	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Pollution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$3,176,200	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$0	0	\$0
13	Elderly Exemption RSA 72:39-a,b	\$0	0	\$0
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$0	0	\$0
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$0
21A	Net Valuation			\$3,176,200
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$3,176,200
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$3,176,200
22	Less Utilities			\$0
23A	Net Valuation without Utilities			\$3,176,200
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$3,176,200

**6:15 Historic Marker to Commemorate Governor John McLane - Historical Society President,
Mark Genovesi**

August 22, 2023

To: Milford Board of Selectmen
From: Mark Genovesi

I would like to ask for the opportunity to speak with you about the creation an historic marker to commemorate John McLane, the 59th governor of NH. I have attached a list of significant facts about the governor for your edification.

I would also be seeking your approval for the location of this marker- the site that I am suggesting is in front of the Rite-Aid pharmacy on Mont Vernon St. This is a state roadway that is required by the state DOT and is nearby the site of his home. People will be able to view the marker from the sidewalks on both sides of the road .

I look forward to speaking with you soon.

Respectfully,

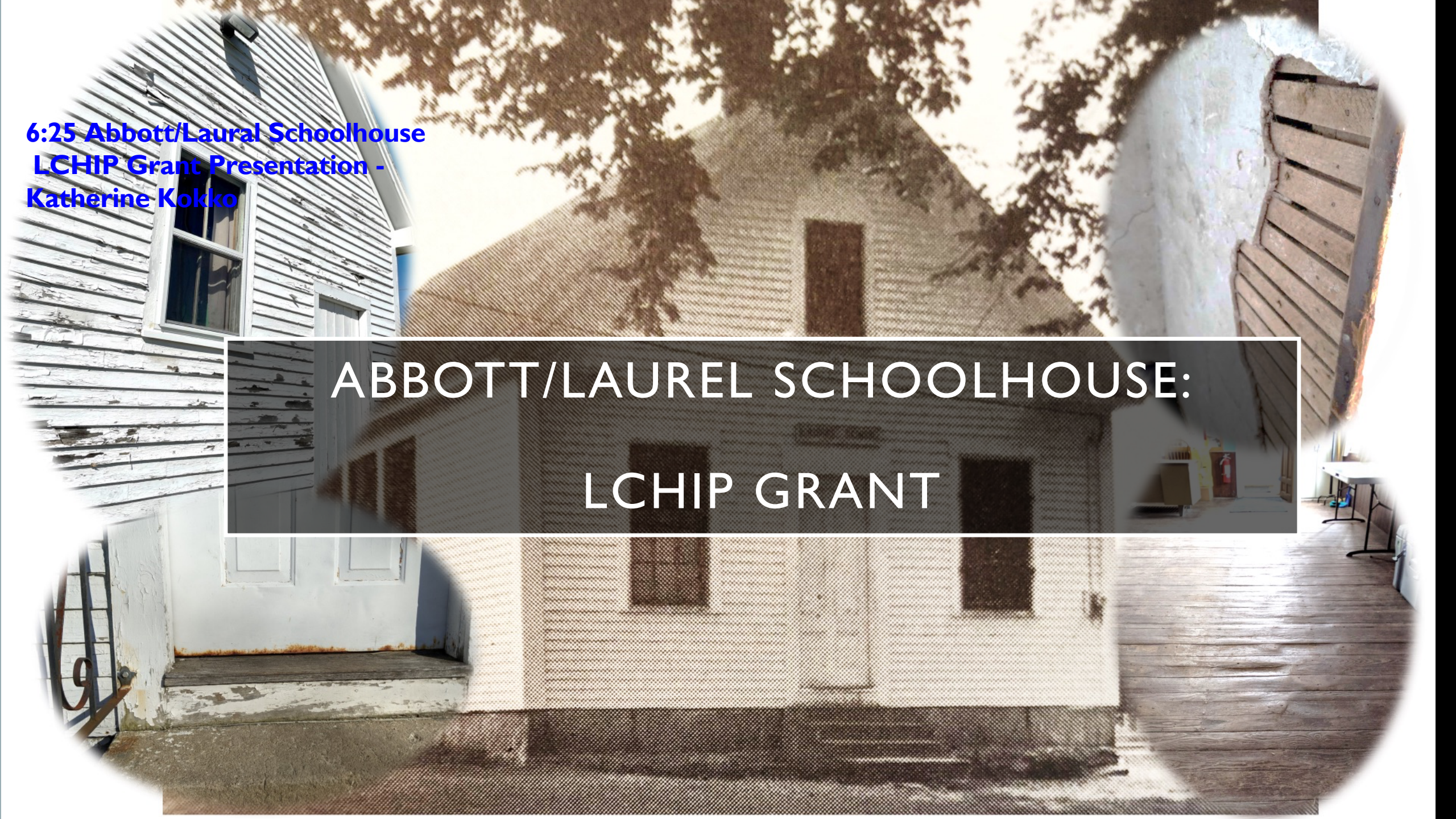
Mark Genovesi, President
Milford Historical Society

Fact Sheet Governor John McLane

I have prepared this list for your edification:

- Settled in Milford in 1869; born in Scotland in 1852
- Opened a cabinetmaker shop which grew into one of the largest furniture manufacturers in North America
- Served as Milford Town Moderator for 21 years
- Served as a State Representative
- Served as a State Senator and as President of this body
- Served as the 59th Governor of NH-elected in 1904
- At the behest of President Roosevelt, he served as the host to the Russian and Japanese delegations peace conference in 1905. The resulting Treaty of Portsmouth ended the largest war to date.
- He was instrumental in the creation of the White Mountains National Forest
- Died in 1911

6:25 Abbott/Laurel Schoolhouse
LCHIP Grant Presentation -
Katherine Kokko



ABBOTT/LAUREL SCHOOLHOUSE:
LCHIP GRANT

HERITAGE COMMISSION: TIMELINE OF EFFORTS



October 2021 Windows Restoration Workshop

- Windows made fully functional and partially restored
- \$3,500 from Board of Selectmen
 - Most significant windows restored
 - 5/6 windows made operational

May 2022

- Granite steps (local stone) donated
- Tree cut back from roof
- Added to NH State Register of Historic Places

August 2022

- Architecturally appropriate storm windows installed
 - Some sills repaired
- Grant of matching funds for Historic Building Conditions Assessment (HBA) from NH Preservation Alliance (NHPA)

February 2023

- Cyclical Maintenance Plan developed in conjunction with DPW
 - Fire extinguishers and smoke detectors replaced
 - Vegetation cut back
- Applied for exterior project funding from 1772 Foundation, on behalf of American Legion
 - Application unsuccessful

May 2023

- Historic Building Conditions Assessment Report finalized

June 2023

- LCHIP Application Submitted

High Priority Recommendations*

BUILDING ASSESSMENT RECOMMENDATIONS



Exterior wood clapboard and trim: “..should be inspected thoroughly and repaired where necessary. Approximately 20-30% will need repair or replacement

Exterior Paint:“After exterior wood repairs have been completed, the entire building should be scraped with hand tools and receive a new coat of paint, preferably one coat of oil-based primer and two coats of latex paint..“

Roofing:“...the entire asphalt roof should be replaced with a low-profile architectural shingle in either a gray-black color or tan to imitate wood shingle. New flashing should also be installed along the connection between the main building and the addition.”

Storm Windows: COMPLETE

Window Restoration: “..remainder of the windows in the building should be restored...” PENDING

Foundations:“...should be repointed...”

LCHIP GRANT DETAILS



- **50% Match Required**
- **Request for \$24,145 of \$48,290 project**
 - Exterior wood clapboard and trim repairs and painting
 - Closing in unused entrance
 - Roof Repairs
 - Exterior doors
- **Timeline**
 - *Site visit 10/2023*
 - *Decision 11/2023*
 - *5-year commitment to LCHIP management principles upon award*
 - *Fundraising completed 04/01/24*
 - **Estimated Donations (All Pending Approval)**
 - \$500 from Heritage Commission
 - \$7,000 from local philanthropies
 - \$1,000 in donated goods
 - *Work begins 05/01/24*
 - *Work completed 10/31/25*

LCHIP GRANT DETAILS: COMMITMENT SPECS



Properties rehabilitated through the Program will be subject to a term Preservation Grant Agreement entered into between LCHIP, the Recipient, and the Property Owner as applicable.

The term for the Agreement:

\$ 50,000 and below: 5 years

=====

The preservation restrictions or use limitations required for each project will be tailored to the resource and the resource asset acquired, but will be consistent with the intent of the following, as applicable.

- (i) All significant historical features identified in the Baseline Documentation Report approved by LCHIP will be protected;
- (ii) No use that might adversely impact the historical and architectural significance of the resource asset will be allowed;
- (iii) The resource asset will be maintained to a level sufficient to protect the significant historical features identified in the Baseline Documentation Report approved by LCHIP;
- (iv) Adequate property insurance will be carried to, at a minimum, secure the LCHIP investment.

Task Name (from SoW)		Cash	Non-cash	Sum (cash + non)
1	<i>Exterior Painting (includes lead mitigation)</i>	\$ 13,400.00	\$ 500.00	\$ 13,900.00
2	<i>Exterior Rot Repair</i>	\$ 2,500.00	\$ 500.00	\$ 3,000.00
3	<i>Closing in of Unused Exterior Entrance</i>	\$ 4,000.00		\$ 4,000.00
4	<i>Roof including flashing, drip edge and ventilation</i>	\$ 18,000.00		\$ 18,000.00
5	<i>Exterior Door Replacement (2)</i>	\$ 5,000.00		\$ 5,000.00
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
Subtotal (Hard Costs)		\$ 42,900.00	\$ 1,000.00	\$ 43,900.00
<i>Management Fees</i>				\$ -
<i>Edit name to list other category of soft costs</i>				\$ -
<i>Edit name to list other category of soft costs</i>				\$ -
<i>Contingency</i>		\$ 4,390.00		\$ 4,390.00
<i>Administrative Expenses</i>				\$ -
Subtotal (Soft Costs)		\$ 4,390.00	\$ -	\$ 4,390.00
TOTAL PROJECT COST		\$ 47,290.00	\$ 1,000.00	\$ 48,290.00

PROPOSED FUNDING SOURCES



Source	Funding
LCHIP	\$24,145
Town of Milford	\$16,645
Heritage Commission	\$500
Donations	\$7,000
Donated Goods	\$1,000
Total	\$48,290

THANK YOU
CONTRIBUTORS!



- Keyes Memorial Trust \$10,000
- American Legion \$ 2,000
- In Memory of Hub Seward \$ 1,000
- Town of Milford \$ 3,500

- Matching Grant from NH Preservation Alliance (NHPA) \$ 1,951
- Granite steps and associated labor from Steve Trombly and Clayton Gray
- Tree maintenance by New England Property Maintenance

4. a) 1) Approval of Timber Tax, Map 8 Lot 1

**ORIGINAL WARRANT
YIELD TAX LEVY
August 28, 2023
THE STATE OF NEW HAMPSHIRE**

COUNTY OF: Hillsborough

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

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

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

Gary Daniels 8/28/2023

Chris Labonte 8/28/2023

Paul Dargie 8/28/2023

David Freel 8/28/2023

Tim Finan 8/28/2023

DATE OF BILLING: August 28, 2023

NAME & ADDRESS	TAX MAP & LOT	OPERATION #	YIELD TAX DUE
Trombly, Sean S 298 North River Rd Milford, NH 03055	Map 8 Lot 1	23-303-02-T	\$2,366.88
DATE YIELD TAX DUE:			September 27, 2023

TOWN OF
Physical Address
Mailing Address
Town/City, NH 03XXX
(603) XXX-XXXX

Trombly, Sean S

298 North River Rd
Milford, NH 03055

YIELD TAX ON TIMBER CUT

Account & Serial #:

Tax Map & Lot #: **Map 8 Lot 1**

Operation #: **23-303-02-T**

Date of Billing: **August 28, 2023**

Subtotal of Taxes Due: **\$2,366.88**

Less bond or amount previously paid, if applicable:

Amount Committed to me for Collection Per RSA 79: **\$2,366.88**

18% APR interest will be charged on unpaid taxes after: September 27, 2023

APPEAL: An owner may, within 90 days of Notice of Tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX COLLECTOR OFFICE HOURS:

ENTER OFFICE HOURS

Sincerely,

COLLECTORS NAME

Tax Collector

CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2023 to March 31, 2024

TOWN / CITY OF: Milford
COUNTY OF: Hillsborough
DATE OF BILLING: August 28, 2023

Gary Daniels	8/28/2023
Chris Labonte	8/28/2023
Paul Dargie	8/28/2023
David Freel	8/28/2023
Tim Finan	8/28/2023

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

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET (In Thousands)	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VALUE	TAX AT 10 %	
Trombly, Sean S 298 North River Rd Milford, NH 03055	WHITE PINE	109.350			\$199.60	\$21,826.26	\$2,182.63	Subtotal of TAXES Due (Col. #9)
	HEMLOCK				\$62.35			
	RED PINE				\$65.65			
	SPRUCE & FIR				\$134.70			
# 2	HARD MAPLE				\$336.75			\$2,366.88
DESIGNATED ON NOTICE OF INTENT TO CUT	WHITE BIRCH				\$112.25			
	YELLOW BIRCH				\$222.80			
MAP & LOT NUMBER Map 8 Lot 1	OAK	0.675			\$403.25	\$272.19	\$27.22	Less bond or amount previously paid, if applicable
	ASH				\$222.80			
	SOFT MAPLE				\$149.70			
	BEECH/PALLET/TIE LOGS	16.900			\$87.25	\$1,474.53	\$147.45	
	PINE BOX / PALLET				\$34.05			
# 3	OTHER:							
OPERATION NUMBER					TONS	CORDS		
23-303-02-T	SPRUCE & FIR				\$ 0.50			Total Amount Due
	HARDWOOD & ASPEN				\$ 5.00			
	PINE		273.21		\$ 0.25	\$68.30	\$6.83	
	HEMLOCK				\$ 2.50			
ACCOUNT OR SERIAL #:	BIOMASS CHIPS		54.97		\$ 0.50	\$27.49	\$2.75	\$2,366.88
	HIGH GRADE SPRUCE				\$ 17.50			
	CORDWOOD				\$ 16.00			
						\$23,668.77	\$2,366.88	

TOWN / CITY:

Milford

COUNTY:

Hillsborough

OWNER:

Trombly, Sean S

COMPANY / OWNER 2:

ADDRESS:

298 North River Rd

TOWN / STATE / ZIP:

Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2023 to March 31, 2024

ACCOUNT & SERIAL #:

TAX MAP & LOT #:

Map 8 Lot 1

OPERATION #:

23-303-02-T

DATE OF BILLING:

August 28, 2023

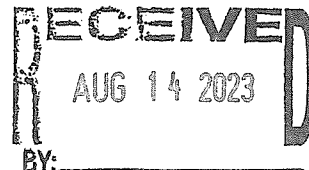
SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE*	BOARD FEET (In Thousands)			
WHITE PINE	\$100.00	\$220.00			\$120.00	0.83	\$ 199.60	109.350			
HEMLOCK	\$25.00	\$70.00			\$45.00	0.83	\$ 62.35	0.000			
RED PINE	\$20.00	\$75.00			\$55.00	0.83	\$ 65.65	0.000			
SPRUCE & FIR	\$60.00	\$150.00			\$90.00	0.83	\$ 134.70	0.000			
HARD MAPLE	\$150.00	\$375.00			\$225.00	0.83	\$ 336.75	0.000			
WHITE BIRCH	\$50.00	\$125.00			\$75.00	0.83	\$ 112.25	0.000			
YELLOW BIRCH	\$90.00	\$250.00			\$160.00	0.83	\$ 222.80	0.000			
OAK	\$175.00	\$450.00			\$275.00	0.83	\$ 403.25	0.675			
ASH	\$90.00	\$250.00			\$160.00	0.83	\$ 222.80	0.000			
SOFT MAPLE	\$75.00	\$165.00			\$90.00	0.83	\$ 149.70	0.000			
BEECH/PALLET/TIE LOGS	\$25.00	\$100.00			\$75.00	0.83	\$ 87.25	16.900			
PINE BOX / PALLET	\$5.00	\$40.00			\$35.00	0.83	\$ 34.05	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.83	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.83	\$ -	0.000			
OTHER:	\$0.00	\$0.00			\$0.00	0.83	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS	STUMPAGE VALUE CORDS	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		0.000	
HARDWOOD & ASPEN	\$3.00	\$7.00			\$4.00		0.50	\$ 5.00		0.000	
PINE	\$0.00	\$0.50			\$0.50		0.50	\$ 0.25		273.210	
HEMLOCK	\$0.00	\$5.00			\$5.00		0.50	\$ 2.50		0.000	
BIOMASS CHIPS	\$0.00	\$1.00			\$1.00		0.50	\$ 0.50		54.970	
HIGH GRADE SPRUCE	\$15.00	\$20.00			\$5.00		0.50	\$ 17.50		0.000	
CORD WOOD/FUELWOOD			\$10.00	\$20.00		\$12.00	0.50		\$ 16.00	\$ -	0

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

REPORT OF WOOD OR TIMBER CUT

RSA 79:11

See instructions on back of form



BY: _____

OPERATION # 23-303-02-T

For Tax Year April 1, 2023 to March 31, 2024

Mailing Address:

SEAN S TROMBLY
298 N RIVER RD
MILFORD NH 03055-4216

8. Description of Wood or Timber Cut

SPECIES	EXACT SCALE CUT USE INTERNATIONAL 1/4 RULE LOG SCALE					
	MBF = (THOUSAND BOARD FEET)					
White Pine	1	0	9	3	5	0
Hemlock				.		
Red Pine				.		
Spruce & Fir				.		
Hard Maple				.		
White Birch				.		
Yellow Birch				.		
Oak				.	6	7 5
Ash				.		
Soft Maple				.		
Beech/ Pallet/ Tie Logs	1	6	9	0	0	
Others (Specify)				.		
PULPWOOD			TONS			
Spruce & Fir				.		
Hardwood & Aspen				.		
Pine	2	7	3	2	1	
Hemlock				.		
Biomass Chips			5	4	9 7	
MISCELLANEOUS:						
High Grade Spruce/Fir =TONS				.		
Cordwood & Fuelwood =CORDS				.		

- City/Town of: MILFORD
- Tax Map/Lot # or USFS sale name/unit #: 8 / 1
- Exact Acreage of Cut: 16
- Is the cutting complete? Yes No
- If yes, date cutting was completed? 07/08/23
- Names of ALL purchasers that the forest products were sold to:

Cousineau PR Russell

NAME
HHP

NAME
Excalibur

NAME
Robbins

NAME

7. I hereby report the wood or timber cut under penalty of perjury.
(If a corporation, an officer must sign)

 8/14/23
SIGNATURE (IN INK) OF OWNER(S) OR CORPORATE OFFICER DATE

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

CORPORATE OFFICER NAME AND TITLE DATE

Sean Trombly
PRINT OWNER(S) NAME - (Attach a signature page for additional owners).

298 N. River Road
MAILING ADDRESS

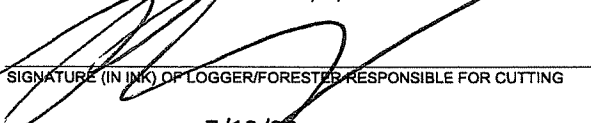
Milford NH 03055
CITY / TOWN STATE ZIP CODE

TELE NO.: _____

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

Species:	Amount
<u>Firewood</u>	<u>6 Cords</u>

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


SIGNATURE (IN INK) OF LOGGER/FORESTER RESPONSIBLE FOR CUTTING
DATE: 7/13/23

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

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

4. a) 2) Approval of Amended Board of Selectmen Meeting Minutes from August 12, 2022

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING August 12, 2022

PRESENT: Paul Dargie, Chairman
 Tim Finan, Vice-Chairman
 Gary Daniels, Member
 Laura Dudziak, Member
 David Freel, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS:

Chairman Dargie called the meeting to order at 6:55 p.m. This emergency meeting was called in accordance with NH RSA 91-A:3 II(a) – Personnel, and he announced that the Board would enter a special emergency nonpublic session under RSA 91-A:3 II(a). The meeting was posted in advance on the front page of the town website and in hard copy on the town public bulletin board where meeting notices are normally posted.

EMERGENCY MEETING JUSTIFICATION:

The BOS meeting held Friday, August 12, 2022 was an emergency meeting as described in RSA 91-A:2 II. This RSA says in part: ...”Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting.”...

Shortly before the emergency meeting, Chairman Dargie learned that a significant Town employee (that was terminating employment with the town at the end of the next week) had exhibited certain behaviors that in his opinion needed to be reviewed by the BOS quickly. This situation, in his opinion, needed to be addressed by the BOS prior to the start of business on Monday, August 15, 2022. This need for immediate undelayed action and the limited availability of all BOS members did not allow for the start of the BOS meeting to be delayed long enough to allow 24 hours of posting time prior to the start of the meeting, thus making it an emergency meeting. The earliest that the meeting could start without it being deemed an emergency meeting was later in the day on Monday, August 15, 2022, which would have been too late to properly address the issue (in the Chairman’s opinion).

The special emergency meeting posting requirements were met by posting the meeting on the Town web site and by posting it on the town hall bulletin board where all meetings are posted. These postings were done as soon as practicable.

The employee situation was a reputation issue that is consistent with RSA 91-A:3 II (c) that allows issues to be discussed in a nonpublic session and to avoid discussion of them in a public session. RSA 91-A: II. (c) states in part: “II. Only the following matters shall be considered or acted upon in

45 nonpublic session...(c) Matters which, if discussed in public, would likely affect adversely the
46 reputation of any person, other than a member of the public body itself, unless such person requests an
47 open meeting. ...". Since this employee matter was a reputation issue that was properly discussed in a
48 nonpublic session, it would be inappropriate to provide more details about it in the public portion of
49 the minutes. The details of the personnel issue are discussed in the nonpublic minutes.

50

51 **ACTIONS TAKEN DURING THE MEETING:**

52 Selectman Daniels moved and Selectman Finan seconded a motion to go into nonpublic session under
53 the auspices of RSA 91-A:3, II(a) Personnel. A roll call was conducted and the motion passed 5/0.

54

55 Selectman Gary Daniels – yes

56 Vice-Chairman Tim Finan – yes

57 Chairman Paul Dargie – yes

58 Selectwoman Laura Dudziak – yes

59 Selectman David Freel – yes

60

61 All were in favor and the motion passed 5/0

62

63 The Board entered nonpublic session at 7:00 pm.

64

65 The Board came out of nonpublic session at 7:55 pm.

66

67 Selectman Daniels made a motion to seal the minutes for the nonpublic portion of the meeting under
68 RSA 91-A:3, II(c), Reputation. Selectman Freel seconded. All were in favor. The motion was
69 approved 5/0.

70

71 Chairman Dargie made the following public statement "In nonpublic session, the Board discussed a
72 personnel matter. No votes were taken. The need for the emergency meeting will be clearly spelled
73 out in the sealed nonpublic minutes as required by RSA 91-A:2 II."

74

75 Selectman Finan moved and Selectman Daniels seconded a motion to adjourn. All were in favor and
76 the motion passed 50. The meeting was adjourned at 8:00 pm.

77

78 Minutes recorded by Karen Blow

79

Paul Dargie, Chairman

Laura Dudziak, Member

Tim Finan, Vice-Chairman

David Freel, Member

Gary Daniels, Member

4. a) 3) Acceptance and Appropriations of Unanticipated Revenues under \$10,000 (31:95(b))

Board of Selectmen

Agenda Date: 8/28/2023

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

Source	Amount	Purpose
Harley Sanford Post 4368 VFW of the United States	\$500.00	Donation to support the Labor Day Parade
Ricciardi Hartshorn Post No 23	\$500.00	Donation to support the Labor Day Parade
Sons of the American Legion Squadron No 23	\$250.00	Donation to support the Labor Day Parade
Tech Transport, Inc.	\$100.00	Donation to support the Labor Day Parade
VFW Auxiliary to Harley-Sanford Post 4368	\$250.00	Donation to support the Labor Day Parade

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

None at this time.

4. b) 1) Approval of Original Loan Agreement for Milford's WWTF Nutrient and Metals Removal Upgrade Project (2023 Approved Warrant Article #3)

1 STATE OF NEW HAMPSHIRE

2 WATER POLLUTION CONTROL REVOLVING LOAN FUND PROGRAM

3 TOWN OF MILFORD, NEW HAMPSHIRE

4 (Project No. CS-330116-06)

5 ORIGINAL LOAN AGREEMENT

6 I. This Agreement is between the State of New Hampshire Water Pollution Control Revolving
7 Loan Fund Program (State) and the **Town of Milford, New Hampshire** (Loan Recipient) in
8 accordance with RSA 486:14 and New Hampshire Code of Administrative Rules Env-Wq 500
9 (Rules) for the purpose of financing, to the extent of the aggregate amount of funds transferred
10 (Disbursements) to the Loan Recipient made hereunder, the **Wastewater Treatment Facility**
11 **Nutrient and Metals Removal Upgrade** (Project) now being undertaken by the Loan Recipient.
12 The Project is described in Exhibit A. The Loan Recipient shall abide by all of the requirements
13 of RSA 486:14 and the Rules.

14
15 II. The State agrees to loan to the Loan Recipient, and the Loan Recipient agrees to repay to the
16 State, in accordance with the terms of this Agreement, the principal sum of **Twenty-Three**
17 **Million, Nine Hundred Fifty-Three Thousand and 00/100 Dollars (\$23,953,000)** (Principal
18 Sum) or such lesser amount as shall equal the aggregate of Disbursements made hereunder by the
19 State to the Loan Recipient. Pursuant to federal capitalization grant requirements and/or other
20 allowances, additional financial assistance in the form of principal forgiveness will be applied to
21 the loan upon the initial repayment as follows: A portion of the principal sum, not to exceed **Two**
22 **Hundred Fifty Thousand and 00/100 Dollars (\$250,000)** or 50% of the total of Disbursements,
23 up to Five Hundred Thousand and 00/100 Dollars (\$500,000), whichever is less, relating to eligible
24 components of the approved Comprehensive Energy Audit Measure Implementation as
25 determined by the State at the completion of the project, and a portion of the principal sum in the

1 amount of **15%** of the remaining Disbursements. The total amount of principal forgiveness applied
2 to the loan will not exceed **Three Million, Seven Hundred Sixty-Seven Thousand, Nine**
3 **Hundred Fifty and 00/100 Dollars (\$3,767,950)**. In addition to the principal sum, the Loan
4 Recipient agrees to pay the applicable interest accrued as described in Paragraphs III, V, and VII.
5 Federal financial assistance provided through the Water Pollution Control Revolving Loan Fund
6 Program (CFDA #66.458) may comprise all or a portion of the Principal Sum. Any Disbursement
7 or other payment from the State to the Loan Recipient is contingent upon the availability of funds.
8

9 III. Disbursements shall be made on a periodic basis, as requested by the Loan Recipient, but not
10 more frequently than monthly, subject to the approval of the amount of each Disbursement by the
11 State. The State shall approve the amount requested if it determines that the costs covered by the
12 request are eligible under Env-Wq 504.02 through Env-Wq 504.04, as applicable. Interest on each
13 Disbursement shall accrue on the outstanding principal balance from the date of the Disbursement
14 at the rate of 1% per annum computed on the basis of 30-day months and 360-day years until the
15 date of Substantial Completion of the Project or the date of Scheduled Completion, whichever is
16 earlier. At the option of the Loan Recipient, such interest may be paid (1) prior to the
17 commencement of Loan repayment, (2) at the time of the first Loan repayment, or (3) by adding
18 the charges to the to the outstanding principal Loan balance so long as the Loan Recipient's
19 authority to borrow is not exceeded.
20

21 IV. The aggregate of the Disbursements shall be consolidated by a Promissory Note (Note) of the
22 Loan Recipient in a Supplemental Loan Agreement issued under and in accordance with the
23 applicable provisions of this Agreement and the Municipal Finance Act, RSA 33, as amended and
24 supplemented, including the provisions of RSA 486:14. The Note shall be substantially in the
25 form of Exhibit B.

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V. The interest rate applicable to the Note will be **2.8000%**, as determined in accordance with RSA 486:14 and Env-Wq 500 et seq.

VI. The Loan Recipient hereby authorizes the State to compute the payments of principal and interest on the Note. The principal shall be paid in full within **20 years** from the date of the Note. Note payments shall commence within one year of the Substantial Completion date of the Project or the Scheduled Completion date of the project, whichever is earlier. The Scheduled Completion date is hereby determined to be **August 2, 2025**; however, should the project experience an excusable delay, an extension may be granted by the Commissioner of the Department of Environmental Services upon request in writing by the Loan Recipient. In no event shall Note payments commence later than ten years from the effective date of this Agreement.

VII. The Loan Recipient reserves the right to prepay, at any time and without penalty, all or any part of the outstanding principal or interest of the Note.

VIII. In the event of a default in the full and timely remittance of any Note payment, any State Aid Grant funds payable to the Loan Recipient under RSA 486:1 may be offset against and applied to the payment of any obligations that are due hereunder. The Loan Recipient agrees to be liable for all costs of collection, legal expenses, and attorney's fees incurred or paid by the State in enforcing this Agreement or in collecting any delinquent payments due hereunder.

IX. No delay or omission on the part of the State in exercising any right hereunder shall operate as a waiver of such right or of any other right under this Agreement. A waiver on any one occasion shall not be construed as bar to any right and/or remedy on any future occasion.

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X. The Loan Recipient agrees to comply, and to require all of its contractors to comply, with all applicable state and federal requirements contained in the Rules and applicable state and federal laws, including those specific requirements outlined in Exhibit C.

XI. The effective date of this Agreement shall be the date of its approval by the Governor and Executive Council. This Agreement may be amended, waived, or discharged only by a written instrument signed by the parties hereto and only after approval of such amendment, waiver, or discharge by the Governor and Executive Council.

XII. This Agreement shall be construed in accordance with the laws of the State of New Hampshire and is binding upon and inures to the benefit of the parties and their respective successors. The parties hereto do not intend to benefit any third parties and, consequently, the Agreement shall not be construed to confer any such benefit.

XIII. The Loan Recipient acknowledges that by accepting the Loan it will be a sub-recipient of federal financial assistance and, as such, subject to requirements of the federal Single Audit Act and subsequent amendments (SAA). The Loan Recipient further acknowledges that, if the Loan Recipient expends more than the required threshold in federal financial assistance from all sources in any fiscal year, it must perform an SAA audit in accordance with the requirements of Office of Management and Budget Circular A-133. In that event, the Loan Recipient shall provide the State with a copy of the SAA audit report within nine months of the end of the audit period.

1 XIV. This Agreement, which may be executed in a number of counterparts, each of which shall
2 be deemed an original, constitutes the entire agreement and understanding between the parties
3 and supersedes all prior agreements and understandings relating thereto. Nothing herein shall be
4 construed as a waiver of sovereign immunity, such immunity being hereby specifically reserved.

5 **STATE OF NEW HAMPSHIRE**

TOWN OF MILFORD, NEW HAMPSHIRE

6 By: _____ Date
Robert R. Scott
Commissioner,
Department of Environmental Services

By: _____ Date
Selectman

7 By: _____ Date
Selectman

8 By: _____ Date
Selectman

9 By: _____ Date
Selectman

10 By: _____ Date
Selectman

11 This Agreement was approved by Governor and Executive Council on
12 _____, 2023 as Item No. ____.

1 EXHIBIT A

2 STATE OF NEW HAMPSHIRE

3 WATER POLLUTION CONTROL REVOLVING LOAN FUND PROGRAM

4 PROJECT DESCRIPTION

5 The **Town of Milford** has applied for a Loan to be used for the **Wastewater Treatment Facility**
6 **Nutrient and Metals Removal Upgrade** project. The project includes construction of a tertiary
7 treatment process building, chemical feed systems, pump, and process equipment to remove
8 phosphorus and copper from secondary effluent. In addition, aging primary and secondary
9 treatment process structures and equipment will be refurbished or replaced to improve energy
10 efficiency, reliability and sustainability of treatment.

1 EXHIBIT B

2 STATE OF NEW HAMPSHIRE

3 WATER POLLUTION CONTROL REVOLVING LOAN FUND PROGRAM

4 PROMISSORY NOTE AND REPAYMENT SCHEDULE

5 The Town of Milford, New Hampshire (Loan Recipient) promises to pay to the Treasurer
6 of the State of New Hampshire the principal sum of **Twenty-Three Million, Nine Hundred**
7 **Fifty-Three Thousand and 00/100 Dollars (\$23,953,000)** in installments on **August 1** in each
8 year as set forth below, with interest on the entire unpaid balance payable on the first principal
9 payment date and annually, thereafter, at the rate of **2.8000%** per annum, computed on the basis
10 of 30-day months and 360-day years, in the respective years set forth below. A total of up to **Three**
11 **Million, Seven Hundred Sixty-Seven Thousand, Nine Hundred Fifty and 00/100 Dollars**
12 **(\$3,767,950)** of principal will be forgiven, in accordance with this agreement, provided the project
13 is determined to be complete by the State, and will be granted as reflected in the repayment
14 schedule shown below.

15
16 REPAYMENT SCHEDULE

17 <u>Payment Date</u>	<u>Principal Payment</u>	<u>Principal Forgiveness</u>	<u>Interest Payment</u>	<u>Total Payment</u>
18 2026				
19 2027				
20 2028				
21 2029				
22 2030				
23 2031				
24 2032				

- 1 2033
- 2 2034
- 3 2035
- 4 2036
- 5 2037
- 6 2038
- 7 2039
- 8 2040
- 9 2041
- 10 2042
- 11 2043
- 12 2044
- 13 2045

14 This Promissory Note (Note) is issued under and by virtue of the New Hampshire
15 Municipal Finance Act, an agreement duly entered into by the Loan Recipient and the State of
16 New Hampshire Water Pollution Control Revolving Loan Fund Program, and is issued for the
17 purpose of financing the cost of **Wastewater Treatment Facility Nutrient and Metals Removal**
18 **Upgrade (Project)** as described in Exhibit A of the Supplemental Loan Agreement (Agreement).

19
20 The Loan Recipient reserves the right to prepay, at any time and without penalty, all or
21 any part of the outstanding principal or interest on this Note.

22
23 The terms and provisions of the Agreement are hereby incorporated in and made a part of
24 this Note to the same extent as if said terms and provisions were set forth in full herein.

25

1 It is hereby certified and recited that all acts, conditions, and things required to be done
2 precedent to and in the issuing of this Note have been done, have happened, and have been
3 performed in regular and due form and, for the payment hereof when due, the full faith and credit
4 of the Loan Recipient are hereby irrevocably pledged.

5
6
7

8 IN WITNESS whereof the Loan Recipient has caused this Note to be signed by its
9 _____, on the date(s) below.

10
11
12

13 **TOWN OF MILFORD, NEW HAMPSHIRE** by:

14 Name/Title _____
15 Authorized Representative _____ Date

16 (City Seal)

EXHIBIT C
STATE OF NEW HAMPSHIRE
WATER POLLUTION CONTROL REVOLVING LOAN FUND
PROGRAM

FEDERAL REQUIREMENTS

UNIQUE ENTITY IDENTIFIER (UEI): The Loan Recipient must obtain a Unique Entity Identifier (Unique Entity ID). The federal government has adopted the use of a Unique Entity ID to track how federal grant money is allocated. The Unique Entity ID identifies your organization. A Unique Entity ID may be obtained by visiting <http://sam.gov>.

SIGNAGE REQUIREMENT: The Loan Recipient must communicate to the public that EPA funds are contributing to the project by constructing a sign in accordance with the Bipartisan Infrastructure Law Signage requirements. The type and location of the sign shall be mutually agreed upon between the Loan Recipient and NHDES. The Loan Recipient shall maintain the sign throughout the duration of the project.

WAGE RATE REQUIREMENTS (DAVIS-BACON): The recipient agrees to include in all agreements to provide assistance for the construction of treatment works carried out in whole or in part with such assistance made available by a State water pollution control revolving fund as authorized by title VI of the Federal Water Pollution Control Act (33 U.S.C. 1381 et seq.), or with such assistance made available under section 205(m) of that Act (33 U.S.C. 1285(m)), or both, a term and condition requiring compliance with the requirements of section 513 of that Act (33 U.S.C. 1372) in all procurement contracts and sub-grants, and require that Loan Recipients, procurement contractors and sub-grantees include such a term and condition in subcontracts and other lower tiered transactions. All contracts and subcontracts for the construction of treatment works carried out in whole or in part with assistance made

available as stated herein shall insert in full in any contract in excess of \$2,000 the contract clauses as attached hereto entitled “Wage Rate Requirements Under The Clean Water Act, Section 513 and the Safe Drinking Water Act, Section 1450(e).” This term and condition applies to all agreements to provide assistance under the authorities referenced herein, whether in the form of a loan, bond purchase, grant, or any other vehicle to provide financing for a project, where such agreements are executed on or after October 30, 2009.

AMERICAN IRON AND STEEL (AIS): P.L. 113-76, Consolidated Appropriations Act, 2014 (Act), includes an “American Iron and Steel (AIS) requirement in section 436 that Clean Water State Revolving Loan Fund (CWSRF) Loan Recipients to use iron and steel products that are produced in the United States for projects for construction, alteration, maintenance or repair of a public water system or treatment works if the project is funded through an assistance agreement executed beginning January 17, 2014 (enactment of the Act).

On June 10, 2014, the Water Resources Reform and Development Act amended the Clean Water Act to include permanent requirements for the use of AIS products in CWSRF assistance agreements. Section 608 of the CWA now contains requirements for AIS that repeat those of the Consolidated Appropriations Act, 2014. All CWSRF assistance agreements must comply with Section 608 of the CWA for implementation of the permanent AIS requirement.

BUILD AMERICA, BUY AMERICA (BABA) ACT: The loan recipient shall comply with all federal requirements applicable to the assistance received (including those imposed by the Infrastructure Investment and Jobs Act (“IIJA”), Public Law No. 117-58) which the Participant understands includes, but is not limited to, the following requirements: that all of the iron and steel, manufactured products, and construction materials used in the Project are to be produced in the United States (“Build America, Buy America Requirements”) unless (i) the Participant has requested and obtained a waiver from the cognizant

Agency[1] pertaining to the Project or the Project is otherwise covered by a general applicability waiver; or (ii) all of the contributing Agencies have otherwise advised the Participant in writing that the Build America, Buy America Requirements are not applicable to the Project.

Comply with all record keeping and reporting requirements under all applicable legal authorities, including any reports required by the funding authority (such as EPA and/or a state), such as performance indicators of program deliverables, information on costs and project progress. The Participant understands that (i) each contract and subcontract related to the Project is subject to audit by appropriate federal and state entities and (ii) failure to comply with the applicable legal requirements and this Agreement may result in a default hereunder that results in a repayment of the assistance agreement in advance of the maturity of the Bonds, termination and/or repayment of grants, cooperative agreements, direct assistance or other types of financial assistance, and/or other remedial actions.

GENERALLY ACCEPTED ACCOUNTING PROCEDURES: The Loan Recipient shall maintain project accounts in accordance with the Generally Accepted Accounting Principles (GAAP), including standards relating to the reporting of infrastructure assets as issued by the Governmental Accounting Standards Board (GASB). The full text of Governmental Accounting Reporting Standards is available through the GASB website at: <http://www.gasb.org>

FISCAL SUSTAINABILITY PLAN: On June 10, 2014, the Water Resources Reform and Development Act of 2014 amended the Clean Water Act to include permanent requirements for Loan Recipients to develop and implement a fiscal sustainability plan for the repair, replacement, or expansion of treatment works, or certify that such a plan has been developed and implemented. The fiscal sustainability plan shall include:

- An inventory of the critical assets that are part of the treatment works,

- An evaluation of the conditions and performance of inventoried assets or asset groupings,
- A certification that the Loan Recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan, and
- A plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

As part of the CWSRF Application Process, the Loan Recipient has certified that they have or will have a Fiscal Sustainability Plan prior to the date of Scheduled Completion or Final Disbursement, whichever date is later.

COST AND EFFECTIVENESS: On June 10, 2014, the Water Resources Reform and Development Act of 2014 amended the Clean Water Act to include permanent requirements for Loan Recipients to conduct a cost and effectiveness analysis for the funded asset that includes at a minimum:

- The study and evaluation of the cost and effectiveness of the processes, materials techniques and technologies for carrying out the proposed project or activity.
- The selection, to the maximum extent practicable, of a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation and energy conservation taking into account:
 - The cost of constructing the project or activity,
 - The cost of operation and maintaining the project or activity over the life of the project or activity, and
 - The cost of replacing the project or activity.

NH Code of Administrative Rules Env-Wq 700, Standards of Design and Construction for Sewerage and Wastewater Treatment Facilities, include minimum technical standards and requirements for the planning,

design, and construction of sewerage and wastewater treatment facilities that meet the requirements listed above.

The Loan Recipient must certify that it has completed the required cost and effectiveness analysis and that it has selected, to the maximum extent practicable, a project or activity that maximizes the potential for water and energy conservation, as appropriate. This certification should be included with, and will be processed as part of, the design submittal.

DISADVANTAGED BUSINESS ENTERPRISE (DBE): Pursuant to 40 CFR, Section 33.301, the Loan Recipient shall make good faith efforts to utilize small, minority and women's business enterprises whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and shall require that prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained.

SUSPENSION AND DEBARMENT:

Recipient shall fully comply with Subpart C of 2 C.F.R. Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business With Other Persons," as implemented and supplemented by 2 C.F.R. Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 C.F.R. Part 180, entitled "Covered Transactions," and 2 C.F.R. § 1532.220, includes a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C. Recipient is responsible for further requiring the inclusion of a similar term and condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 2 C.F.R. § 180.335 to the EPA office that is entering into the transaction with the recipient may result in the delay or negation of this assistance agreement, or pursuance of administrative remedies, including suspension and debarment. Recipients may access the System for

Award Management (SAM) exclusion list at <https://sam.gov/SAM/> to determine whether an entity or individual is presently excluded or disqualified.

By entering into this agreement, the Loan Recipient certifies that the Loan Recipient is not debarred or suspended. Furthermore, the Loan Recipient certifies that no part of this contract will be subcontracted to a debarred or suspended person or firm.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

This term and condition implements 2 CFR 200.216 and is effective for obligations and expenditures of EPA financial assistance funding on or after 8/13/2020. As required by 2 CFR 200.216, EPA recipients and subrecipients, including borrowers under EPA funded revolving loan fund programs, are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Recipients, subrecipients, and borrowers also may not use EPA funds to purchase:

- a. For the purpose of public safety, security of government facilities, physical security surveillance of critical Page 4 of 29 infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

b. Telecommunications or video surveillance services provided by such entities or using such equipment.

c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Consistent with 2 CFR 200.471, costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

a. Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR 200.216 to:

- (1) Procure or obtain, extend or renew a contract to procure or obtain;
- (2) Enter into a contract (or extend or renew a contract) to procure; or
- (3) Obtain the equipment, services, or systems. Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management exclusion list which can be found at <https://www.sam.gov/SAM/pages/public/index.jsf>

SUPER CROSS-CUTTERS:

- Title VI of the Civil Rights Act
- Section 13 of the Federal Water Pollution Control Act Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Equal Employment Opportunity requirements (Executive Order 11246)

4. b) 2) Mason Road Bridge Replacement place holder

5. Town Status

TOWN STATUS REPORT

August 28, 2023

1. Town Hall 4 ½ Day Work Week

The modified hours for the Town Hall began on May 1, 2023 with intent of responding to the request for services, offer additional flexibility to residents/property owners/development community, and provide a tool/benefit to retain/recruit employees. To assess the effectiveness and demand for services over the course of the five months, staff collected the number of in-person visits, business related emails, phone calls during the extended hours and on Fridays. Prior to the conclusion of trial period, Staff would re-assess the alternative hours using the data collected and outreach to the public to determine the preferred level of service and hours of operation.

The following table summarizes the results of the collected information through August:

<u>Category</u>	<u>Number</u>
Number of phone calls after 4:30pm	146
Number of walk-ins after 4:30pm	85
Number of emails after 4:30 pm	329

Based on the collected information, the Town Hall did not see a significant increase in activity after 4:30pm. Further, based on discussions with staff, residents, and the development community, there was not a demonstrable expressed benefit to the 4 ½ day work week.

The Town Clerk's Office with hours of operation are 7:30 to 5:30 Monday, Wednesday, Thursday, Tuesday 7:30 am to 6:30 pm, and closed on Fridays, experienced a slight increase in the number walk-ins in the evening. However, the additional 30 minutes in the morning has proven to be effective and residents have expressed their support for the extended hours.

Upon conclusion, it is recommended that the Town Hall hours of operation (excluding the Town Clerks Office) return to a 5 day work schedule, 8:00 am to 4:30 pm Monday – Friday effective September 4, 2023. The Town Clerks Office will continue to operate on a 4 day work week with extended morning and evening hours. To inform the public, staff will post and publish the Town Hall hours of operation on the Town's website and various social media location.

2. Wadleigh Memorial Library Roof Replacement

Town Staff and Library Staff/Trustees met with the C.K. Landmark Corporation to finalize the construction details and project coordination for the Wadleigh Memorial Library replacement roof project. The project will begin mid-September and the first phase is anticipated to be completed by the end of the month. Completion of second and final phase is dependent upon the when the installation of the facilities HVAC system occurs. The roof installation has be structured/organized to minimize impact to the library operations and to residents.

3. Whitten Road Culvert Crossing

Upon inspections performed by the Public Works Department Director and Town Engineer, the culvert/crossing on Whitten Road located between Lorden Drive and Heron Pond Road will need to be replaced in its entirety due to roadway structural integrity and failing culvert. The Public Work Department is currently evaluating a cost estimate with a proposed construction completion date of Summer 2024.

4. Town Hall HVAC Project Update

The Request for Proposals for the Town Hall HVAC system project was published earlier this month. The bids for the project were due September 29, 2023 and included a mandatory pre-proposal meeting on August 24, 2023. Said pre-proposal meeting was held, however, no prospective bidders attended. As such, the project will need to be re-published with modified deadline dates.

5. Board, Commission, Committee Volunteers

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

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

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

6. 1) Review of MODIFIED Draft Budget Transfer Policy

Budget Expenditure Policy (Draft 4)	Budget Expenditure and Transfer Policy
<p>This policy supersedes and eliminates Policies 2000-1 and 2000-2.</p> <p>Department Heads will manage their budgets in such a way that they follow the adopted budget endorsed by the Board of Selectmen and funded by the Town for the current fiscal year.</p> <p>Department Heads shall be prepared to discuss at the annual presentation of the ensuing year's budget all line-item accounts that are over-expended or under-expended.</p> <p>All over-expenditures or under-expenditures in line-items shall be documented, including supporting reasons.</p> <p>Intradepartmental:</p> <ul style="list-style-type: none">Any over-expenditures or under-expenditures in the aggregate of less than \$5,000 in a fiscal year in or out of an individual line-item account shall be documented and submitted monthly by Department Heads to the Finance Director, provided the total amount at the department level is not over-spent.Wages and Salaries line-items shall not be reduced to offset over-expenditures in non-wage line-items.Any over-expenditures or under-expenditures in the aggregate of \$5,000 or more in a fiscal year in or out of an individual line-item account shall be documented and shall require the approval of the Finance Director and the Town Administrator.Any over-expenditures or under-expenditures in the aggregate of \$10,000 or more in a fiscal year in or out of an individual line-item account shall be documented and shall require the approval of the Finance Director, Town Administrator, and the Board of Selectmen.	<p>This policy supersedes and eliminates Policy Nos. 2000-1 and 2000-2.</p> <p>Department Heads will manage their budgets in such a way that they follow the adopted budget endorsed by the Board of Selectmen and funded by the Town for the current fiscal year.</p> <p>Department Heads are allowed reasonable over/under expenditures of their line item accounts provided the total amounts at the department levels are not over expended.</p> <p>Over expenditures at the department level must be approved by the Department Head, Finance Director and Town Administrator. Over expenditures exceeding \$10,000 at the department level must also be approved by the Board of Selectmen.</p> <p>Budget Transfers:</p> <p>Budget transfers in/out of wages are not allowed.</p> <p>Budget transfers, if deemed necessary, between line items in the same department level are allowed only with the approval of the Department Head, Finance Director and Town Administrator.</p>

Interdepartmental:

- Over-expenditures within a department of less than \$10,000 in the aggregate in a fiscal year that are to be offset by the reduction of the budget of a different department shall require the approval of the affected Department Heads, the Finance Director, and the Town Administrator.
- Over-expenditures within a department exceeding the aggregate of \$10,000 or more in a fiscal year that are to be offset by the reduction of the budget of a different department shall require the approval of the affected Department Heads, the Finance Director, the Town Administrator, and the Board of Selectmen.
- Over-expenditures within a department that are to be offset by the reduction of Wages and Salaries in a different department shall require the approval of the Department Heads, Finance Director, Town Administrator, and the Board of Selectmen.

Exceptions to this policy are allowed only with concurrence of the Department Heads, Finance Director, Town Administrator, and the Board of Selectmen.

Budget transfers, with adequate reasoning, between departments are allowed only with **at** the approval of the affected Department Head(s), Finance Director and Town Administrator.

All budget transfers over \$10,000 between departments must also be approved by the Board of Selectmen.

Exceptions to this policy are allowed only with concurrence of the Department Head(s), Finance Director, Town Administrator and Board of Selectmen.

9. Approval of FINAL Minutes - August 14, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 14, 2023

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

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - Appointment of Dave Alcox as a Full Member to the Milford Ethics Committee – Term Expires 2026

Mr. Alcox has a strong working knowledge of fairness, justice, and law. He possesses a decent institutional knowledge of the town which he has demonstrated with great communication and listening skills as a past educator. He has also served in several leadership positions in the past such as the President of the NH Council for Social Studies and President of the Milford Teacher's Association.

Selectman Labonte made a motion to appoint Dave Alcox as a Full Member of the Milford Ethics Committee – The term Expires in 2026. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

5:35 p.m. - Appointment of Tina Philbrick as an Alternate to the Trustees of Trust Funds – Term Expires 2024

Ms. Philbrick served as a full trustee for over eight years and has recently stepped down. Due to the complexity of the banking system and the recent election of new Trustees, she has offered to continue helping until the town election in March of 2024.

Every month the Trustees are required to make deposits, request withdrawals, and perform electronic transfers requiring a town computer. Therefore, the Trustee require access to a town computer and server to perform official financial transactions for the town. This computer could also be used to document minutes if needed.

All financial approvals would need to be performed and approved by one of the three elected trustees. The trustees recommend that Mrs. Philbrick maintain her "User" privileges with Citizen's Bank Access Escrow website.

Selectman Labonte made a motion to appoint Tina Philbrick as an Alternate member of The Trustees of Trust Funds until March 2024. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

5:40 p.m. - Approval of Two (2) Land Use Change Tax, Map 52, Lot 93-1 and Map 41, Lot 74.3, and One (1) Residence in Industrial or Commercial Zone – Assessing Director, Marti Noel

Map 52 Lot 93-1 - The property is a 1-acre parcel that was in current use because it was in identical ownership to a larger parcel under identical ownership. This 1-acre parcel has recently sold and no longer qualifies based on its size. The new owner is a contractor who is aware that the Land Use Change Tax is necessary.

Map 41 Lot 74-3 - This property is an 11.5-acre parcel with a residential dwelling on 1.5 acres. The remaining 10 acres are qualified for Current Use. The owner has elected to expand residential use by building a 2nd dwelling unit inside the area that was in Current Use, reducing the amount of remaining undeveloped land to below the 10 acres minimum requirement. Accordingly, all of the 10 acres are being removed from Current Use. The property owner is aware of this process.

Selectman Finan made a motion to approve the two Land Use Change Tax as recommended by the Assessor. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.

57 Residence in Industrial or Commercial Zone - Statute allows for leniency of applications filed after April 15 if
58 due to "accident, mistake or misfortune." The owner only recently received the reminder card in his mail although
59 it was sent out from my office in January of 2023. Assessing recommends the Board accept the application.
60

61 **Selectman Labonte made a motion to approve the Residence in Industrial or Commercial Zone application**
62 **as recommended by the Assessor. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**
63

64 **5:55 p.m. - Assessing Departmental Update – Assessing Director, Marti Noel**

65 In summary:

- 66 • The Assessing Department coordinates the use of a vehicle with OCD for 2 days: Mondays and Wednes-
67 days. There are no budgetary costs tied to the assessing department for this.
- 68 • **The change from 5 days to 4.5 days.** There has been neither a positive nor a negative effect on the public
69 as a result of the schedule changes. Phone calls and walk-in assistance has been nominal in the extended
70 hours between 4:30 and 5:30. Friday afternoons have always been extremely quiet for the request of as-
71 ssuming services.
- 72 • **Annual goals:** This department expects to meet its annual goals.
- 73 • **Major Projects:** An RFP is recommended for a statistical update next year. Ms. Noel explained the
74 evaluation cycle. This could be incorporated into Succession Planning to be addressed later in this dia-
75 logue. There was additional discussion about fair market value and if we should review residential and
76 commercial at the same time.
- 77 • **Overlay:** While the overlay is not in the Assessing budget, the Assessing department has a direct corre-
78 lation to this account with any tax Abatements and Appeals. She recommend increasing the Overlay
79 Account for the 2024 Budget to \$130,000 which was roughly the amount needed in 2023.
- 80 • **Budget:** The 2023 Assessing budget reserved \$34,000 in consulting services. This includes legal and
81 appraisal services typically expended for legal and valuation services when responding to appeals and
82 abatements, as well as other sub-contracted items including digitizing/storing historic data (\$3,800). For-
83 ester Services (\$1,200). Also included is \$10,000 towards succession planning to train an individual as
84 an office administrator in the assessing department, which will require re-opening a position that was
85 closed several years ago. Alternatively, it can be applied to any DRA Certified Assessor or Assessor
86 Supervisor position overlap to ease the transition.
- 87 • Completing the 2024 assessing budget requires some direction from this Board for structuring the 2024
88 assessing department.
89

90 A detailed overview of Succession Planning and Assessing Duties was provided to the Selectmen with salary
91 information and suggestions.
92

93 Ms. Noel will be retiring at the end of the year. She is willing to help for a couple of months into the new year if
94 need as it's a busy time for assessing. She is looking for the Board to decide if they could like her to look into
95 writing an RFP for contracted services for an Assessor. Other potential options for 2024 would be:

- 96 1. Try to maintain the status quo with a DRA Certified individual
97
- 98 2. Hire a part-time administration assistant and a DRA Certified individual who can spend more time in the
99 field.
100
- 101 3. Hire a part-time administration assistant and contract the Assessing Valuation duties.
102

103 For options 1 & 2, a job posting must be advertised, interviews of candidates must be conducted, and there should
104 be some overlap in my leaving and my successor starting for integration purposes. It may require re-opening a
105 position for Administration Assistant.
106

107 **6:20 p.m. - Town Clerk Departmental Update – Town Clerk, Joan Dargie**

108 The Town Clerk takes care of motor vehicle registrations, dog registrations, vital records, and elections. They are
109 below budget at this time. They still have a full-time position open for a Deputy Town Clerk and hope to have it
110 filled by September.

111
112 Major projects include ordering new voting machines for \$22,000. The main concern about new machines is
113 support from the companies. They may also need to replace the poll books for \$15,000, not including support.
114 The Town Clerks' office is going to continue the 4-day work week as customers are utilizing the opening time of
115 7:30 am as well as the 5:30 closing time. There have been no complaints of being closed on Fridays.

116
117 If there are any issues, residents can come into the Town Clerks' office during the day, call, or e-mail. Dog regis-
118 tration letters haven't gone out because the Town Clerk is still trying to work with people. There will be a change
119 to hybrid and electric vehicles next year.

120
121 Ms. Dargie said the law allows for a \$5.00 - \$10.00 surcharge from registrations to be used for transportation-
122 related to roadwork, blue bus, or parking. The revenue from this at \$5.00 per vehicle would be approximately
123 \$100,000 each year. This money could be used for road repair. She provided additional information to the Select-
124 man. This would have to be submitted as a warrant. Selectman Finan feels this is worth discussing to put this
125 work into paving. Several Selectman are interested in this. Selectman Labonte asked if we were just better off
126 getting the \$100,000 on the tax rate. Ms. Dargie said the difference is that if you take it from the vehicles, it isn't
127 just the homeowners that you are generating the revenue from, it's all vehicle owners.

128
129 **3. PUBLIC COMMENTS – THERE WERE NO COMMENTS AT THIS TIME.**

130
131 **4. DECISIONS**

132 **Selectman Labonte requested that 4. a 3 and 4 be removed from the consent calendar for discussion.**

133
134 **Selectman Finan requested that 4. a 2 be removed from the consent calendar for discussion.**

135
136 **Selectman Freel made a motion to approve 4. a. 1). Seconded by Selectman Labonte. All were in favor.**
137 **The motion passed 5/0.**

138 **a. CONSENT CALENDAR**

- 139 1. Acceptance and Appropriations of Unanticipated Revenues under \$10,000 (31:95(b))
- 140 • Donation to the Milford Police Department for Police Training Equipment from Joan Warren - \$36.00
 - 141 • Donation of gift cards to the Milford Fire Department from Shaw's Supermarket - \$250.00
 - 142 • Donation of gift cards to the Milford Police Department from Shaw's Supermarket - \$250.00
- 143 2. Approval of the MS-535 Financial Report of the Budget
- 144 3. Approval of Milford-Brookline Mutual Aid Agreement – Health Officer
- 145 4. Approval of Brookline Health Officer Nomination Form

146
147 Selectman Finan questioned the Sewer and Water numbers on the MS-535. Paul Calabria, Finance Director said
148 the number includes the collective bargaining agreements for the Teamsters that are added after the budget passed.

149
150 **Selectman Finan made a motion to approve 4. a. 2) on the consent calendar. Seconded by Selectman Freel.**
151 **All were in favor. The motion passed 5/0.**

152
153 Selectman Labonte asked for more of an explanation of why we are doing the Milford-Brookline Mutual Aid
154 Agreement and if it is going to cost anything.

155

156 Administrator Daley was asked by the Town Administrator in Brookline if we could provide health officer-related
157 services. Their current health officer left. It would require about 2 hours per week. It would be a minimal effort
158 temporarily. It's similar to what we do for Amherst. State law allows this contract to be in effect for 30 days and
159 if needed, we will come before the Board again. Chief Flaherty supports this and he will be paid for m mileage.

160
161 Selectman Freel asked if several surrounding towns would ever be able to share one hired full-time Health Officer.
162 Chief Flaherty said currently, each community has to have its own Health Offices. A shared process is being
163 reviewed.

164
165 Selectman Labonte asked who would be approved as the Health Officer. Administrator Daley said, Chief Flaherty.

166
167 **Selectman Labonte made a motion to accept 4. a 3) and 4. a. 4) on the consent calendar. Seconded by**
168 **Selectman Freel. All were in favor. The motion passed 5/0.**

169
170 **b. OTHER DECISIONS**

171 **1. Acceptance of Library Roof Repairs**

172 A request for a proposal was sent out to replace the library roof. Six bids were received. After review and dis-
173 cussion, the Library Trustees and Public Works Director chose CK Landmark Construction Corporation of Con-
174 cord NH for \$122,285. The Library Trustees understand that the Board can commit up to \$75,000 from the
175 Town Facilities Renovation and Major Repair Replacement Capital Reserve Account, and the Library Trustees
176 will pay the remainder of the contract. There was additional discussion about warranty and types of materials
177 being used.

178
179 **Selectman Dargie made a motion to hire CK Landmark Construction Corporation of Concord NH to re-**
180 **place the library roof for \$122,285. Seconded by Selectman Finan. All were in favor. The motion passed**
181 **5/0.**

182
183 **Selectman Dargie made a motion to expend up to \$75,000 from the Town Facilities Renovation and Major**
184 **Repair Replacement Capital Reserve Account to pay for a portion of the cost of the library roof. Se-**
185 **conded by Selectman Finan. All were in favor. The motion passed 5/0.**

186
187 **2. Wilton-Milford-Amherst-Bedford NH Route 101 Safety Improvements Municipal Work Zone Agree-**
188 **ment**

189 The Town of Milford that the New Hampshire Department of Transportation (NHDOT) has developed safety
190 improvements on NH Route 101 in Milford. To complete the work on NH Route 101, two-way traffic will be
191 maintained on NH 101 during most work operations and non-work hours, however short-term traffic control lane
192 shifts and shoulder closures will be required for shoulder milling and paving of shoulder leveling course. Pave-
193 ment placement and traffic counting equipment installed on the NH Route 13 interchange ramps will require short-
194 term ramp closures and detours, similar to past resurfacing projects. The Traffic Control Plan will only allow the
195 contractor to close one ramp and detour to be in service at any time. Throughout the project, and at the discretion
196 of the Department, uniformed officers and flaggers may be used to control traffic. Static and portable changeable
197 message signs may be used to notify motorists in advance of upcoming work and provide messages during con-
198 struction.

199
200 There is no cost to Milford and there is no expectation of Town staff support for any construction activities. If
201 you have any questions or would like to discuss this project further, feel free to call me at (603) 271-3921 or
202 send an e-mail to Jason.M.Ayotte@dot.nh.gov.

203

204 There was discussion about the passing zones, types of paving, and which plan the state was using. Captain
205 Frye is in favor of this project. It's one step closer to getting jersey barriers. This is part of a step to get to the
206 final project. The state is trying to make things safer.
207

208 Katherine Kokko, a Milford resident, asked if the original proposal from DOT changed. Administrator Daley
209 said the public input session in March prompted questions that were implemented in the current design which
210 can be found on the DOT's website.
211

212 **Selectman Dargie made a motion to approve the Wilton-Milford-Amherst-Bedford NH Route 101 Safety**
213 **Improvements Municipal Work Zone Agreement. Seconded by Selectman Finan. All were in favor. The**
214 **motion passed 5/0.**
215

216 **1. TOWN STATUS REPORT –**

217 **1. Lighting Upgrade Project – Affinity LED**

218 Administrator Daley said to reduce municipal energy consumption and realize potential savings to taxpayers, we
219 are currently evaluating options to replace older, less efficient lighting and utilizing current lighting technologies.
220 Affinity LED Lighting Company recently completed a lighting audit to convert the lighting for all municipal
221 buildings to LED.
222

223 Steve Lieber, Affinity LED Lighting Company representative, presented an overview to the Board for review and
224 consideration. The projected initial investment to replace all of the interior lighting is approximately \$272,000
225 with a return on investment of 5 years. Thereafter, the annual savings to the Town would be approximately
226 \$54,000 per year. This should be a 75% reduction in energy costs. This is based on the current rates. There will
227 be a 7-year warranty. Cumulative savings in 20 years will be around 1.1 million dollars. Testimonials from mul-
228 tiple communities were provided. No action is required by the Board at this time.
229

230 Selectman Labonte asked if municipalities pay for this upfront instead of doing a lease purchase. Mr. Lieber said
231 some do. Mr. Lieber explained the options.
232

233 Selectman Dargie asked if they have competitors because we normally go out to bid on this type of project. Mr.
234 Lieber said they have a list of communities that have gone out to bid but Affinity LED has been selected most of
235 the time. Selectman Dargie said he would like to see some previous bids.
236

237 Mr. Lieber said this project was presented to the Town as an opportunity. Affinity was asked to come in and do
238 an audit by DPW. He went on to explain that once the controls are set, there is no yearly cost and switches should
239 not need to be touched. There is no software service needed. Each customer has at least a couple of employees
240 who will be key stakeholders for the equipment. They have good warranties that come with the project. Selectman
241 Labonte asked if they would consider raising the warranty. Mr. Lieber said they would consider raising the war-
242 ranty.
243

244 Selectman Labonte asked if Affinity would provide the information needed if Milford decided to go out for an
245 RFP. Mr. Lieber said an RFP would be a comprehensive lighting audit and energy proposal for lighting. We
246 usually leave the decisions on what to put into the RFP to whoever is requesting it. Affinity has its own process
247 that we follow. Administrator Daley said DPW is looking at creative ways to be more efficient.
248

249 Ms. Kokko mentioned that she was part of the Heritage Commission and asked if the fixtures in the Auditorium
250 and Banquet Hall will be affected. She would like Heritage to be involved in decisions that pertain to those areas.
251 Mr. Lieber will get her the information.
252

253 Other Town Status: Administrator Daley said Department Heads have submitted their preliminary budgets and he
254 will be meeting with them soon. He will meet with the Select Chair and Vice Chair in early September and then

255 presenting to the entire Board. The CIP committee will begin meeting on Wednesday. Water Utilities received a
256 \$1,000,000 grant for the design and replacement of the Penichuck Pumping Station. He thanked Director Pouliot
257 and the Water Commissioners for their efforts to seek opportunities for funding for the benefit of the rate payers.
258 Administrator Daley referenced a list of committees looking for members that can be found in the Board package.
259 They will start advertising for EDAC members in the Fall. The EDAC group reviews projects and policies within
260 the community. They will look for opportunities for business retention and recruitment.

261

262 6. DISCUSSIONS

263 1. Review of Modified DRAFT Budget Transfer Policy

264 Chairman Daniels presented suggestions/changes to the Budget Transfer Policy. He made some changes to the draft that
265 was included in the Boards package and handed out a revised draft at the meeting.

266

267 Chairman Daniels broke out the transfers in two sections; Transfers within departments and Transfers between departments.
268 He explained his reasoning. Budget transfers in/out of wages are not allowed and we may want to add benefits to that.

269

270 Selectman Dargie asked why to exclude wages, it's just another dollar item. He doesn't think they should be excluded from
271 allowing transfers. Chairman Daniels said that statement has been in the policy since 2000. He pointed out the last statement
272 which reads, "Exceptions to this policy are allowed only with the concurrence of the Department Heads, Finance Director,
273 Town Administrator, and the Board of Selectmen". If a transfer is needed, it would need approval. We should only be
274 budgeting for wages we expect.

275

276 Selectman Finan feels that this policy is important. He has spoken to several Department Heads and staff. He is stuck on the
277 wages section. It comes down to trusting the Department Heads to manage their budgets and not hide money. Chairman
278 Daniels said he doesn't believe that is happening. When someone is asking for additional people, they believe they need
279 these bodies for the town to be run. What are we going to lose by giving up a position to buy a vehicle or use the money for
280 something other than an additional employee that is needed? There is a gateway to get through it that needs discussion.

281

282 Administrator Daley said it's a bottom-line budget. We have used some salary monies to fund projects while we are waiting
283 to fill a position because it's been needed. He doesn't agree with keeping that line in.

284

285 Ms. Kokko, said if we are building in funds and then taking some of that money out for one-time expenditures and not later
286 going back to reevaluate the overall structure of what was proposed, we are impacting and assuring that our default budget
287 continues to operate at the same level and that's wrong.

288

289 Administrator Daley said departments reevaluate their budgets every year. Ms. Kokko said it's important to know where we
290 are moving money from and how we are tracking it. People want to see how this process is working. Administrator Daley
291 said it's a way to track expenses for transparency, but we are currently discussing that one line item of whether or not we have
292 the ability to transfer in and out of salaries.

293

294 Selectman Dargie asked if this process affects the default budget. Director Calabria said no. Selectman Labonte said when
295 money is taken from an open position line item, the default budget the following year is still based on that wage line item.
296 Director Calabria said yes. Selectmen Labonte said then it does affect it because now the wage item is a one-time purchase.
297 The money was repurposed to something else. He feels that the default budget for the next year should be lowered because
298 of that purchase. Director Calabria said your wages are based on full-time approved positions. In the 2023 budget, we
299 reduced the Police Department full-time wages by 4 patrolmen starting on July 1st, those go back into the budget in totality
300 for 2024. We are not losing 6 months of salaries and 4 patrol officers. Selectman Labonte would like the DRA's opinion on
301 that.

302

303 Selectman Finan said that is a really important question. His understanding is what Director Calabria said, but he could be
304 wrong. You start with the approved budget from the previous year. Selectman Labonte said that position was used for a one-
305 time purchase and those are excluded from the default budget. Director Calabria said it isn't a one-time purchase because it
306 wasn't in the budget. We might have used it as a one-time purchase, but it wasn't in the budget. The interim Town Adminis-
307 trator and Finance talked to the DRA late last year and asked if we reduced salaries in the following year's budget which was
308 2023, would it affect our default budget we were told no, it's all about your approved positions. It was presented to the Board.

309 If we are not going to utilize salaries, why are we going to tax the people that's why we made those adjustments were made
310 in January.

311
312 Selectman Labonte said he believes in trusting the Department Heads, he also feels that there is also trust and verify. He
313 feels that over the years we may have had Department Heads who might not have been up to par on what we are looking for.
314 This Board should also be checked and verified.

315
316 Selectman Labonte clarified that the 2014 policy was never approved. Director Calabria said correct. Selectman Labonte
317 said if we are operating under the 2000-02 policy we are failing as a town for not doing these transfers. Director Calabria
318 said he found one e-mail in either 2001 or 2002 that went to the Public Works Director telling him that he was over budget
319 and was supposed to notify the Town Administrator in advance and we need to know what item he was going to underspend.
320 That's the only documented attempt at following the policy.

321
322 Selectman Labonte asked if there have been any transfers from a line item to a line item this year. Director Calabria said no.
323 Administrator Daley said there was one. The point is that there has been a lapse for many years in this policy to some extent.

324
325 **Selectman Labonte said he originally made a motion to table this policy on July 10th. Selectman Labonte made a**
326 **motion to remove the tabled Budget and Transfer Policy motion from July 10th. Seconded by Selectman Freel. The**
327 **motion passed 4/1 with Selectman Dargie opposed.**

328
329 Selectman Finan asked what the difference was between what Selectman Labonte proposed and what Chairman Daniels is
330 proposing. Selectmen Labonte said nothing.

331
332 There was a lengthy discussion about different scenarios and who should be doing what. Several people from the public also
333 gave their opinions and suggestions for the budget transfer process. Lynne Coakley, Katherine Kokko, and Scott Kimball,
334 all Milford residents. Several Department Heads also asked for additional clarification of exactly what the Selectmen wanted.

335
336 Chairman Daniels will make changes based on tonight's suggestions and come back with a revised policy for review/approval
337 at the next Selectman's meeting.

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

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

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

342 Selectman Labonte asked about the temporary 4 ½ day workweek. Administrator Daley will have an update ready
343 for the Board meeting on August 28th.

344
345 **8. PUBLIC COMMENTS** There were no comments at this time.

346
347 **9. APPROVAL OF FINAL MINUTES – July 31, 2023**

348 **Selectman Freel made a motion to approve the minutes of July 31, 2023, as amended. Seconded by Select-**
349 **man Dargie. The motion passed 4/0/1 with Selectman Daniels abstaining.**

350
351 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

352 **a. Selectmen's Goals and Initiatives**

353
354 **11. NOTICES.** Notices were read.

355
356 **12. NON-PUBLIC SESSION – Selectman Dargie made a motion to go into non-public at 9:46 under (RSA**
357 **91-A:3, II(a)) Personnel, (RSA 91-A:3, II(d)) Land Acquisition and (RSA 91-A:3, II(e)) Legal. Seconded by**
358 **Selectman Freel. All were in favor. The motion passed 5/0.**

359
360 **Selectman Dargie made a motion to come out of non-public. Seconded by Selectman Freel. All were in**
361 **favor. The motion passed 5/0.**

362 **In non-public the Board -**

363 Chairman Daniels said he made a mistake and said that they went into non-public under (RSA 91-A:3, II(a))
364 Reputation and he was incorrect, II(a) is Personnel. Although we also went in under (RSA 91-A:3, II(e)) Legal,
365 we did not discuss anything legal. We did have a discussion (RSA 91-A:3, II(d)) Land Acquisition and RSA 91-
366 A:3, II(c)) Reputation.

367
368 **Selectman Finan made a motion to seal the minutes because it is determined that divulgence of this infor-**
369 **mation likely would affect adversely the reputation of any person other than a member of this board, RSA**
370 **91-A:3, II(c)) Reputation. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

371
372 **13. ADJOURNMENT: Selectman Freel moved to adjourn at 10:50. Seconded by Selectman Finan. All**
373 **were in favor. The motion passed 5/0.**

374
375
376 _____
377 Gary Daniels, Chairman

375
376 _____
377 Tim Finan, Member

378
379 _____
380 Chris Labonte, Vice-Chairman

378
379 _____
380 Dave Freel, Member

381
382 _____
383 Paul Dargie, Member

384

10. 1) BOS Goals and Initiatives

2023 BOS Goals and Initiatives

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

08/28/2023