

MEMORANDUM

DATE: September 14, 2020

TO: Board of Selectmen

CC: John Shannon

FROM: Marti Noel, Assessor

RE: **MS-1 Report -2020**

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 town totals, and a break-out of the Fox Run Village District. Only the MS-1 main component needs the signatures of the full BOS.

The statutory due date is September 1 each year. Milford had requested and received an extension through September 30 in order to comfortably accommodate

1. completion of new construction inspections which were delayed in the spring due to uncertainties generated by the Covid-19 flu pandemic,
2. to comply with new assessment statutes relating to reporting of utility valuations, and
3. to complete a partial update for multi-family properties.

Once signed, this report will be submitted to the Department of Revenue as one of the items needed in the determination of the tax rate.

Summary of the MS-1 Report:

Net valuation for 2020 including utility values is **\$1,656,349,157.**

This represents an increase of 3.4% over 2019.

A breakdown of the largest changes year over year includes:

- Residential growth at 1.6%;
- Utility values at 0.8%, and
- Valuation updates to large multi-family property values at 1%.

Residential property value represents roughly 82% of our property base and Commercial property value represents roughly 16%. Utilities and Current Use Lands would account for the remainder.

Exemption and Credit Report

For 2020 there are a total of 93 **Elderly Exemption** recipients, up from 86 in 2019. A majority of recipients are receiving the highest category of exemption amount. The total elderly exemption for 2020 is **\$11,568,100** representing **\$300,424** in taxes. The total amount of exemption has increased **\$2,204,100**, over 2019, representing **\$57,240** in taxes.

The number of **Veteran's Tax Credit** recipients is slightly down at 513 for 2020 from 526 for 2019. All Veteran's credit amounts were increased by \$100 as approved by town election in 2019.

Blind Exemption and **Solar Exemption** have had minor increases in # of recipients as well.

Revaluation Update

The next full re-assessment is scheduled for 2021. A full reassessment will include a request for Income and Expense Questionnaires and analysis of sheets for all commercially coded properties. To be clear, this measures income and expense attributable to the property in terms of rents and maintenance costs.

Milford has approved a contract for Revaluation with KRT Appraisal Services for **\$80,000**. The town has **\$45,000** of that amount in a capital reserve fund created for this expense. In each of three years after the 2016 Revaluation, the town elected to contribute **\$15,000** towards this expense; last year the town elected not to contribute the **\$15,000**. The remaining cost will be part of the Assessing Budget for 2021. The Department of Revenue will not permit any delay of the 5 year mandatory revaluation due to Covid-19.

2021 Warrant Articles for Consideration

Blind Exemption

This exemption has not increased in the 12 years I have been assessor in Milford. Taxes on a **\$200,000** home have increased almost 40% in that time frame. I would like the BOS to consider whether a Warrant Article should be written to increase this amount. The current exemption amount is **\$15,000**. There are 8 recipients in 2020, so it is an underrepresented minority of tax payers who would have difficulty preparing a Petition Tax Warrant. I would propose doubling this amount to **\$30,000**, however, the final determination for the Warrant Article would be at the approval of the Board members.

Thank You



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	Board of Selectmen, Chair	
Paul Dargie	Board of Selectmen, Vice Chair	
Laura Dudziak	Board of Selectmen	
Chris Labonte	Board of Selectmen	
David Freel	Board of Selectmen	

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

Preparer's Signature



New Hampshire
Department of
Revenue Administration

2020
MS-1

Land Value Only		Acres	Valuation
1A	Current Use RSA 79-A	5,747.72	\$595,343
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	\$7,800
1F	Residential Land	4,929.76	\$272,848,890
1G	Commercial/Industrial Land	1,217.09	\$64,016,910
1H	Total of Taxable Land	11,895.32	\$337,468,943
1I	Tax Exempt and Non-Taxable Land	2,947.61	\$21,292,509

Buildings Value Only		Structures	Valuation
2A	Residential	0	\$1,067,498,516
2B	Manufactured Housing RSA 674:31	0	\$20,533,400
2C	Commercial/Industrial	0	\$204,807,914
2D	Discretionary Preservation Easements RSA 79-D	0	\$0
2E	Taxation of Farm Structures RSA 79-F	13	\$190,200
2F	Total of Taxable Buildings	0	\$1,293,030,030
2G	Tax Exempt and Non-Taxable Buildings	0	\$90,157,600

Utilities & Timber		Valuation
3A	Utilities	\$38,043,900
3B	Other Utilities	\$0
4	Mature Wood and Timber RSA 79:5	\$0

5	Valuation before Exemption	\$1,668,542,873
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Exemptions		Total Granted	Valuation
6	Certain Disabled Veterans RSA 72:36-a	1	\$577,026
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	\$48,590
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	\$1,667,917,257
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Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$15,000	8	\$120,000
13	Elderly Exemption RSA 72:39-a,b	\$0	93	\$10,838,100
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	61	\$610,000
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

20	Total Dollar Amount of Exemptions	\$11,568,100
21A	Net Valuation	\$1,656,349,157
21B	Less TIF Retained Value	\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value	\$1,656,349,157
21D	Less Commercial/Industrial Construction Exemption	\$1,220,620
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction	\$1,655,128,537
22	Less Utilities	\$38,043,900
23A	Net Valuation without Utilities	\$1,618,305,257
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value	\$1,618,305,257



Utility Value Appraiser

Scott Bartlett using the newly established formula

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

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PSNH DBA EVERSOURCE ENERGY	\$21,604,100	\$1,578,800		\$6,852,500	\$30,035,400
	\$21,604,100	\$1,578,800		\$6,852,500	\$30,035,400
Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP					\$5,420,400
					\$5,420,400
Water Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PENNICHUCK WATER WORKS INC					\$2,588,100
					\$2,588,100



Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$400	444	\$177,200
Surviving Spouse RSA 72:29-a			
Tax Credit for Service-Connected Total Disability RSA 72:35	\$1,500	21	\$31,500
All Veterans Tax Credit RSA 72:28-b	\$400	48	\$19,200
Combat Service Tax Credit RSA 72:28-c			
		513	\$227,900

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

Age	Number
65-74	5
75-79	0
80+	10

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	31	\$83,000	\$2,573,000	\$2,379,400
75-79	16	\$124,000	\$1,984,000	\$1,778,000
80+	46	\$165,000	\$7,590,000	\$6,680,700
	93		\$12,147,000	\$10,838,100

Income Limits	
Single	\$38,600
Married	\$46,000

Asset Limits	
Single	\$100,000
Married	\$100,000

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Granted/Adopted? Yes

Structures: 3

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: 40

Total Exemption Granted: \$1,220,620

Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:



Current Use RSA 79-A	Total Acres	Valuation
Farm Land	758.00	\$153,951
Forest Land	4,252.00	\$421,598
Forest Land with Documented Stewardship	418.57	\$13,520
Unproductive Land	319.15	\$6,274
Wet Land		
	5,747.72	\$595,343

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	1,248.00
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	51.35
Total Number of Owners in Current Use	Owners:	163
Total Number of Parcels in Current Use	Parcels:	258

Land Use Change Tax

Gross Monies Received for Calendar Year		\$135,237
Conservation Allocation	Percentage: 0.00%	Dollar Amount:
Monies to Conservation Fund		
Monies to General Fund		\$135,237

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	\$7,800	\$190,200

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
2	13	0.75	\$7,800	\$190,200

Discretionary Preservation Easements RSA 79-D				
Owners	Structures	Acres	Land Valuation	Structure Valuation

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

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
					\$0

Note: BROX TIF WAS DISSOLVED IN MARCH OF 2020 BY TOWN VOTE

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	\$2,146.00	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
Housing Initiatives of NE	\$38,158
Southern NH Medical Center	\$3,930
	\$42,088

Notes

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Fox Run Road

Summary Inventory of Valuation

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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	6032490615	mnoel@milford.nh.gov

Preparer's Signature



New Hampshire
Department of
Revenue Administration

2020
MS-1V

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	\$675,100
1G	Commercial/Industrial Land	0.00	\$0
1H	Total of Taxable Land	12.69	\$675,100
1I	Tax Exempt and Non-Taxable Land	0.00	\$0

Buildings Value Only		Structures	Valuation
2A	Residential	0	\$2,044,200
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	\$2,044,200
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 \$2,719,300

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 \$2,719,300

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

20	Total Dollar Amount of Exemptions		\$0
21A	Net Valuation		\$2,719,300
21B	Less TIF Retained Value		\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value		\$2,719,300
21D	Less Commercial/Industrial Construction Exemption		\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction		\$2,719,300
22	Less Utilities		\$0
23A	Net Valuation without Utilities		\$2,719,300
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value		\$2,719,300



Notes



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

STAFF MEMORANDUM

Date: September 10, 2020
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Community Development Director
Project: Keyes Memorial Park East Entrance – Performance Stage
Donation of Materials, Equipment, Personnel To Construct Stage Roof
Pursuant to RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both.

PURPOSE:

The purpose of this first public hearing is for the Board to consider the donation of the materials, equipment, and personnel used for the construction of a permanent roof for the performance stage located at the Keyes Memorial Park east entrance pocket park (formally the Fletcher Paint Superfund Site). In order to accept the donation of the materials (categorized as property), the Board of Selectmen is required to hold two public hearings in accordance with NH RSA 41:14-a Acquisition or Sale of Land, Buildings, or Both. The estimated cost for donated materials is approximately \$75,000. The estimate for the donated labor and equipment would be an additional \$25,000. The total estimated donated amount for Board consideration and acceptance is \$100,000.

This will be the first of two public hearings for the project with the second scheduled for September 28, 2020. The Selectmen's final vote (to formally accept the donation) would take place at the October 12, 2020 meeting.

REVIEW/RECOMMENDATIONS:

After conducting the required public hearings and receiving public input, Staff supports the donation of material, equipment, and personnel totaling \$100,000 and recommends that the Board accept the donation as described.

Attached, please find photographs of the proposed stage roof design.

Current Stage Conditions



Proposed Roof Architectural Design

Side View



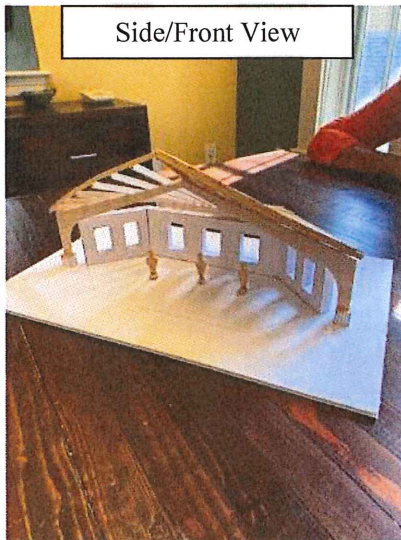
Side/Front View



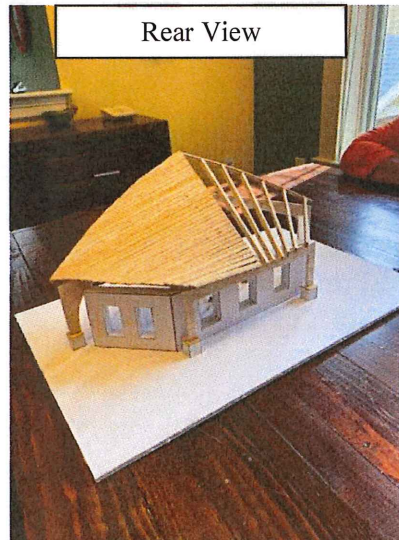
Front View



Side/Front View



Rear View





TOWN OF MILFORD

Page 1 of 6

Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
Created:	1994 (+/-)	Revised Date:	08/28/2020	Approved by BOS:	

The Town of Milford, by its Board of Selectmen, requires employees who are not totally disabled due to injury or illness and who have the capability to perform some type of work -which may not necessarily be their normal or usual duties and department - to temporarily work in a light or limited-duty capacity with the permission of their doctor.

Employees on disability must provide documentation of their medical status and work restriction(s), with dates, from their physician - or from a Town of Milford designated physician - to their respective Department Head after each physician's visit or as requested by the Department Head. (*Excerpt JLMC Manual*)

Temporary Alternative Duty (TAD) Policy

In compliance with [RSA 281-A:23-b](#), the Town of Milford will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness. The provisions of this policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities ([Temporary Alternative Duty](#)) as adopted into law on February 8, 1994. To extent that this policy is ambiguous or contradicts the RSA, the language of the RSA will prevail.

1. Nature and Length of Temporary Alternative Duty (TAD)

- Temporary alternative and/or transitional duty is meant to provide meaningful work during the time of healing and strengthening following a work-related illness or injury.
- TAD is **temporary and transitional** in nature with the goal of returning the employee back to full duty.
- TAD will last as long as the employee continues to transition back to the position at full duty, but generally not longer than 6 months as dictated by the treating physician and as such duties are available. (Under no circumstances will it exceed 18 months)

2. Documentation

- NH Workers' Compensation Medical Form (NH WCMF)** – The treating healthcare provider and the ill/injured employee share the responsibility of providing the Town with the NH Workers' Compensation Medical Form. The employee will be responsible for obtaining an updated medical form completed by the treating physician following every medical appointment and returning the form to his/her department head/designee. We anticipate an update from the physician at lease monthly. It is ultimately the injured employee's responsibility for returning this form to his/her department head or designee.
- If needed, Human Resources (or the Department Head) can provide the employee with a [job description](#) so the physician can be made aware of job responsibilities, functions and primary physical requirements.
- If needed, Human Resources will request clarification from physician relative to TAD assignments.

3. TAD Tasks

- The NH WCMF provides information relating to the employee's capabilities necessary to structure a temporary duty program.
- Alternate duty assignments may be reviewed to assure that they serve the intended purpose of being both temporary and transitional in nature.



Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
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- c) As progress is made, the department head may recommend adjustments to the TAD that align with the updated NH WCMF.
- d) The specific assignment of duties shall be determined on a case-by-case basis pursuant to the healthcare provider's restrictions and the work available at the time of the injury or illness.
- e) Tasks specific to each individual department or a combination of departments will be determined in each case.
- f) The list below is representative of "Sample Tasks", and is a) not an all-inclusive list and b) are not guaranteed to be available at the time of injury.

4. End of TAD

Upon release by the healthcare professional, the employee will assume normal duties of his or her regular position. A final release should reflect if the employee can return to work full-time, with or without accommodation. If accommodations are noted, we need to request specifically what those accommodations are.

While there may be circumstances when TAD is not an alternative, in all cases the Town will strive to

- return employees, when practical, to their regular duties with modifications consistent with a healthcare provider's stipulated work restrictions
- reevaluate the temporary/transitional program the employee is participating in once the transition ends

In the event that such restrictions make it impracticable for an employee to perform his or her normal job duties, even with modification, the employee may be reassigned to different duties or a different work schedule and may include assignment to a different department with the Town. Due to the relatively small size of the workforce within the Town of Milford, it may not always be possible to accommodate the physical capacities of the employee within their regular Department.

SAMPLE TASK ANALYSIS (not an all inclusive list)

RESPONSIBLE TO: (Department Head or designated supervisor) Report to appropriate facility at (time) for assignments on each scheduled work day

General	If Practical
1. Filing/Paperwork 2. Typing/Computer Input 3. Answer Phones 4. Receive Citizen Complaints 5. Equipment Maintenance/Inventory 6. Mail Pickup or Delivery	7. Run Errands 8. Facility Maintenance/Clean-up 9. Inspections/Code Compliance 10. Classroom Instruction: Attend 11. Oversee volunteers or interns 12. Provide supervision to appropriate community programs 13. Re-stocking of supply rooms
Respond to (name of Department) for assignment of other tasks	

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.



TOWN OF MILFORD

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Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
Created:	1994 (+/-)	Revised Date:	08/28/2020	Approved by BOS:	

Temporary Alternative Duty (TAD) Job Assignment - Sample

Dear Employee,

For the next few weeks your physician has provided documentation relative to the need for Temporary Alternative Duty. The time frame for the alternative duty will be determined by your physician. As such, please refer to the following as to your current job responsibilities:

JOB TITLE:	TAD Assignment	GRADE LEVEL:	N/A
CLASSIFICATION:	___ Salary ___ Hrly ___ Full-time ___ Part-time	DEPT:	
CREATED	8.2020	REV DATES	

<u>Job Description:</u>	Temporary alternative and/or transitional duty is meant to provide meaningful work during the time of healing and strengthening following a work-related illness or injury.
<u>Accountability:</u>	Works under the general administrative supervision of, and is accountable to, the Department Director
<u>Equipment Used:</u>	General office equipment such as computer, workstation, mobile devices, photocopier, fax machine, telephone, calculator, etc.
<u>Environment:</u>	Inside: 90 % Outside: 10 %
<u>Duties:</u>	<p>Select all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filing/Paperwork <input type="checkbox"/> Typing/Computer Input (Data entry) <input type="checkbox"/> Answer Phones <input type="checkbox"/> General Office <input type="checkbox"/> Receive Citizen Complaints <input type="checkbox"/> Equipment Maintenance/Inventory <input type="checkbox"/> Mail Pickup or Delivery/Run Errands <input type="checkbox"/> Facility Maintenance/Clean-up <input type="checkbox"/> Inspections/Code Compliance <input type="checkbox"/> Classroom Instruction: Attend/conduct <input type="checkbox"/> Oversee volunteers or interns <input type="checkbox"/> Provide supervision to appropriate community programs <input type="checkbox"/> Re-stocking of supply rooms <input type="checkbox"/> Other _____ (specify)
<u>Physical Activity</u>	As specified by physician (reference latest NH Workers Comp Medical Form)
<u>Other Considerations</u>	Arrive at work for scheduled shift and remain productive during the day/shift. This position requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy. This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
<u>Employee Signature</u>	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>Date: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Signature</div> <div>Print name</div> </div>



TOWN OF MILFORD

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Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
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Additional space for notes:

DRAFT



TOWN OF MILFORD

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Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
Created:	1994 (+/-)	Revised Date:	08/28/2020	Approved by BOS:	

TAD – Request for More Information To be Sent by HR to Physician

Dear Physician,

Please read the letter attached to this request. We would like to gain clarification around the restrictions (employee name) has and how, or if, we are able to accommodate those restrictions. A job description is attached. We want to ensure we are being mindful of any medical/health conditions that the employee may require at this time. His/her health and safety, along with the health and safety of his/her co-workers, is paramount.

Please return to my attention by _____ to:

Town of Milford, Attn:
Karen Blow, HR Director
1 Union Square
Milford, NH 03055
603-249-0605 / Fax 603-673-2273
Email: kblow@milford.nh.gov

Specific to Job Description – Certified Water Operator – Town of Milford	Amount of time performing function					Accommodation needed		If accommodation is required, please specify
Primary Physical Requirements	F	O	S	R	NR	Yes	No	
Lift up to 10lbs								
Lift 11 to 25lbs								
Lift 25 to 50lbs								
Lift over 50lbs								
Carry up to 10lbs								
Carry 11 to 25lbs								
Carry 25 to 50lbs								
Carry over 50lbs								
Reach above shoulder height								
Reach at should height								
Reach below shoulder height								
Push/Pull								
Other Physical Considerations	F	O	S	R	NR	Yes	No	
Twisting								
Bending								
Crawling								
Squatting								
Kneeling								
Crouching								
Climbing								
Balancing								
Hand Manipulation	F	O	S	R	NR	Yes	No	
Grasping								



TOWN OF MILFORD

Page 6 of 6

Policy Name:	Temporary Alternative Duty (TAD)			Policy Number:	2020-001HR
Created:	1994 (+/-)	Revised Date:	08/28/2020	Approved by BOS:	

Handling								
Torquing (repetitive motion)								
Fingering								
Controls & Equipment*								
During an 8 hour day, EE is required to:	Consecutive Hrs	Total Hrs	Yes	No				
Sit	_____ hrs	_____ hrs						
Stand	_____ hrs	_____ hrs						
Walk	_____ hrs	_____ hrs						
Work Surface:								
Controls & Equipment:								
Talking:								
Hearing:								
Sight:								
Tasting & Smelling:								

Signature of Person Completing the Form: _____ Date: _____

Please Print Name: _____

4. a) 1 & 2 - Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b))

Board of Selectmen
Agenda Date: 9/14/20

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

Source	Amount	Purpose
Robert and Sandra Courage	\$ 100.00	Donation to support the Labor Day Parade.
Tech Transport	\$ 100.00	Donation to support the Labor Day Parade.
Acceptance of Gifts of Property Under \$5,000 (31:95(e)) DeMontigny Family		Donation of stone material to construct a retaining wall/sitting area at the proposed Vietnam Memorial site. The total approximate cost is \$3,000 to \$4,999. See attached memo from the Community Development Director.

TOWN OF MILFORD

OFFICE OF THE SELECTMEN

TO: Board of Selectmen
FROM: Tina M. Philbrick, Executive Assistant
DATE: September 14, 2020
SUBJ: Labor Day Parade Donations



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

- Robert and Sandra Courage - \$ 100
- Tech Transport - \$ 100

Thank you

Tina M. Philbrick
Executive Assistant



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

STAFF MEMORANDUM

Date: August 26, 2020
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Community Development Director
Project: DeMontigny Family, Tax Map 43, Lot 25-1, Tonella Road. Donation of Stone Material

BACKGROUND:

The DeMontigny Family, owners of Map 43, 25-1 received approval from the Planning Board in May 2018 to construct a sixteen townhouse style, multi-family unit project located along Tonella Road. Within the construction area exists granite material from the former Tonella quarry. After several conversations with Town staff and given their desire to preserve an important piece of Milford's history, the DeMontigny family is seeking to donate said stone material to the Town. The Milford Memorial Committee would utilize the granite material to construct a 40 foot long retain wall / sitting area in the rear portion of the proposed Vietnam Memorial site (See attached site layout). The value of the material is estimated to be approximately \$3,000 to \$4,999. The DeMontigny family has agreed to transport the material to the Town property located on Souhegan Street.

As the Board may recall, the family previously donated the materials from an existing 30' x 60' stone structure building from the property which was subsequently repurposed it into the performance structure/stage located at Keyes Memorial Park – East Entrance (Former Fletcher Paint Superfund Site).

REVIEW/RECOMMENDATIONS:

The donation of stone material is the result of a mutually beneficial and continued collaborative process involving the property owner, Town, Memorial Committee and veteran community. The donation of the material represents a unique opportunity to preserve Milford's historic character and assist in the design/construction of a memorial in support/remembrance of those residents who served in the Vietnam War.

Staff supports the donation of stone material and recommends that the Board accept the donation as described.



Report of Appropriations Actually Voted
Milford

For the period beginning January 1, 2020 and ending December 31, 2020

Form Due Date: 20 Days after the Annual Meeting

GOVERNING BODY CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name

Position

Signature

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

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



New Hampshire
Department of
Revenue Administration

2020
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	07	\$236,289
4140-4149	Election, Registration, and Vital Statistics	07	\$218,538
4150-4151	Financial Administration	07	\$817,878
4152	Revaluation of Property		\$0
4153	Legal Expense	07	\$40,000
4155-4159	Personnel Administration	07	\$3,124,792
4191-4193	Planning and Zoning	07	\$295,039
4194	General Government Buildings	07	\$401,693
4195	Cemeteries	07	\$106,713
4196	Insurance	07	\$158,112
4197	Advertising and Regional Association		\$0
4199	Other General Government	07	\$13,262
General Government Subtotal			\$5,412,316
Public Safety			
4210-4214	Police	07,21	\$2,468,353
4215-4219	Ambulance	07	\$915,955
4220-4229	Fire	07,21	\$653,786
4240-4249	Building Inspection	07	\$125,805
4290-4298	Emergency Management	07	\$7,500
4299	Other (Including Communications)	07	\$700,734
Public Safety Subtotal			\$4,872,133
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	07	\$214,486
4312	Highways and Streets	07,10	\$1,738,442
4313	Bridges		\$0
4316	Street Lighting	07	\$45,600
4319	Other		\$0
Highways and Streets Subtotal			\$1,998,528
Sanitation			
4321	Administration		\$0
4323	Solid Waste Collection	07	\$777,311
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$777,311
Water Distribution and Treatment			



New Hampshire
Department of
Revenue Administration

2020
MS-232

Appropriations

4331	Administration		\$0
4332	Water Services		\$0
4335	Water Treatment		\$0
4338-4339	Water Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0

Electric

4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0

Health

4411	Administration		\$0
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$0

Welfare

4441-4442	Administration and Direct Assistance	07	\$159,879
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other	14,15	\$72,000
Welfare Subtotal			\$231,879

Culture and Recreation

4520-4529	Parks and Recreation	07	\$293,405
4550-4559	Library	07	\$832,054
4583	Patriotic Purposes	25,26,27,28,29	\$42,000
4589	Other Culture and Recreation	07	\$3,000
Culture and Recreation Subtotal			\$1,170,459

Conservation and Development

4611-4612	Administration and Purchasing of Natural Resources	07	\$24,695
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development		\$0
Conservation and Development Subtotal			\$24,695

Debt Service

4711	Long Term Bonds and Notes - Principal	07	\$1,000,507
4721	Long Term Bonds and Notes - Interest	07	\$306,167
4723	Tax Anticipation Notes - Interest	07	\$3,000
4790-4799	Other Debt Service	07	\$1,500
Debt Service Subtotal			\$1,311,174

Capital Outlay

4901	Land		\$0
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New Hampshire
Department of
Revenue Administration

2020
MS-232

Appropriations

4902	Machinery, Vehicles, and Equipment	12	\$45,180
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
Capital Outlay Subtotal			\$45,180

Operating Transfers Out

4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	06,09	\$2,218,206
4914W	To Proprietary Fund - Water	08	\$1,548,984
4915	To Capital Reserve Fund	11,13,16,17,18 22	\$210,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$3,977,190

Total Voted Appropriations \$19,820,865

4. a) 4) Request to authorize the Town Clerk to sign all documents related to Election Grants

CERTIFICATE OF ACTION TAKEN

BY

**THE BOARD OF SELECTMEN
OF THE TOWN OF MILFORD**

Pursuant to New Hampshire law, I, Tina Philbrick, Executive Assistant, of the Board of Selectmen do hereby certify that at a meeting of the Board of Selectmen held on September 14, 2020, the following motion was made, seconded, and adopted:

RESOLVED: That Joan Dargie, as the Town Clerk, is hereby authorized to sign all documents related to Election Grants by the Board of Selectmen and to accept funds or proceeds, or other credits in furtherance of the foregoing.

Dated this _____ day of September 2020

BOARD OF SELECTMEN FOR THE TOWN OF MILFORD

By:

Chairman

Vice Chairman

Selectman

Selectman

Selectman

Motion made by _____ Seconded by _____ Vote _____

Witness, Tina M. Philbrick, Executive Assistant

5. Town Status

- a. **2020 N 2020 NH State Primary** – The elections in Milford went well on Tuesday. The election was held at the high school instead of at the middle school due to space considerations that were needed due to the Covid-19 pandemic. The election ran smoothly despite all the changes that had been implemented to maintain social distancing. There were 97 new voters added to the checklist during the day, leaving 12,087 people on the checklist at the end of the day. There were 3274 voters in the election, resulting in a turnout rate of about 27.1%, which is very high for a primary election. Due to the pandemic, there were about 900 absentee voters, as compared to about 100 that would be more typical.
- b. **Milford Dispatch RFP** – The Milford Dispatch Request for Proposal (RFP), as voted on by the citizens of Milford, is currently out for bid. The RFP was released last month and has received responses from a number of companies. The process will continue into the Fall, at which time the Board of Selectmen will discuss the various proposals. All work is being done in conjunction with CTA to ensure it is done in a very organized and efficient manner and in accordance with all best practices. Any questions or concerns about the project can be directed to the Town Administrator's Office.

6. a) - Proposed Recycling Charge

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

- Review the current needs of the Transfer Station and the potential to handle expanded recycling
- Research options for increasing recycling within the Town of Milford
- Set goals for achieving the recycling objective
- Submit an impartial and unbiased recommendation to the Board of Selectmen on how best to increase recycling within the Town of Milford, with consideration given to the financial impact of the recommendation upon the taxpayer
- Review Recycling/Solid Waste Code 5.20, and if needed, develop potential revisions and submit recommended amendments to the Board of Selectmen for consideration

Proposed by Recycling Committee – rejected at 8/24/20 BOS meeting

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

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

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

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

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

Proposed Recycling/Solid Waste Committee Charge Update (9/14/20) by BOS

To fulfill the goals of protecting the environment while also considering the financial impact of refuse disposal upon the taxpayer, the Board of Selectmen hereby places upon the Recycling/Solid Waste Committee the following charge:

- Review the current and long-term needs of the Transfer Station and Recycling Center
- Contribute input annually to a Capital Improvement Plan for the Transfer Station and Recycling Center
- Investigate and submit recommendations to the Board of Selectmen on how best to reduce solid waste and promote environmental consciousness
- Assess the potential to handle expanded recycling and submit recommendations to the Board of Selectmen
- Research options for increasing recycling within the Town of Milford and set goals for achieving the recycling objective
- Review Recycling/Solid Waste Code 5.20, and if needed, propose and submit recommended amendments to the Board of Selectmen for consideration

6. b) - IMA Discussion

Noted below are the differences I saw between our proposed changes to current 2103 IMA and the 2018 IMA proposed by Mont Vernon and Wilton. It should be noted that the 2018 proposal appeared to identify changes from the 2013 IMA by red-lining new or changed text. My comparison of the documents, however, revealed that there were many more changes/additions that were not red-lined. For purposes of showing the difference between that proposal and the 2013 IMA, I have red-lined below the proposals made in the 2018 proposal that differ from the 2013 IMA.

Note: Page references are to the 2018 proposal.

All Pages - Header

2013 IMA	2018 Proposal
	MILFORD AREA COMMUNICATIONS CENTER INTER-MUNICIPAL AGREEMENT FOR THE PROVISIONS OF COMMUNICATIONS

Page 1

2013 IMA	2018 Proposal
WHEREAS, currently, the Towns of Milford, Mont Vernon and Wilton, avail themselves of communications dispatch services provided by the Milford Area Communications Center by a succession of Inter-municipal Agreements that are due to expire December 31, 2013; and	WHEREAS, currently, the Towns of Milford, Mont Vernon and Wilton, avail themselves of communications dispatch services provided by the Milford Area Communications Center by a succession of Inter-municipal Agreements that are due to expire December 31, 2018; and

Page 2

2013 IMA	2018 Proposal
The duration of this agreement shall be for a period of five (5) three (3) years beginning on January 1, 2014 2021 and ending on December 31, 2018 2023.	The duration of this agreement shall be for a period of ten (10) years, beginning on January 1, 2019 and ending on December 31, 2028.

2013 IMA	2018 Proposal
The member towns agree that upon the execution of the within Agreement the member Towns shall cause to be formed a governing board known as the MILFORD AREA COMMUNICATIONS Board of Governors (hereinafter Governing Board) which shall be constituted and operate in a fashion in accordance with the following:	The member towns agree that upon the execution of the within Agreement the member Towns shall cause to be formed a governing board known as the MILFORD AREA COMMUNICATIONS Board of Governors (hereinafter Governing Board or Board) which shall be constituted and operate in a fashion in accordance with the following:

Note: Subsequent to defining “Board” as the Governing Board, “Board” is used in the following contexts: Board, board, Governing Board, Board of Selectmen, Board of Governors and Town’s Governing Boards. The use of “Board” sometimes appears incorrectly relating to something other than the Governing Board.

2013 IMA	2018 Proposal
The Milford representative on the Governing Board shall be entitled to two votes on any matter properly brought before said board. All other members shall be entitled to one vote on any matter properly brought before said board.	<p>I. All members shall be entitled to one vote on any matter properly brought before said Board that is not a financial matter.</p> <p>II. The Milford representative on the Governing Board shall be entitled to Two [2] votes on any financial matter properly brought before said Board. All other members shall be entitled to One [1] vote on any matter properly brought before said Board regarding the approved and funded operating budget.</p> <p>III. For a financial issue over Ten Thousand Dollars (\$10,000.00) on any nonbudgeted expense, a unanimous vote will be required.</p>

2013 IMA	2018 Proposal
Accordingly, the allocation for the period of time beginning January 1, 2013 is agreed upon by the member towns to be as follows:	Accordingly, the allocation for the period of time beginning January 1, 2019 is agreed upon by the member towns to be as follows:

Page 5 – Section B

2013 IMA	2018 Proposal
MONT VERNON 2409 11.36%	Population and percentage to be updated with next census report (2020)
MILFORD 15,115 71.29%	
WILTON 3677 17.34%	
TOTAL 21,201	

Page 6 – Section C

2013 IMA	2018 Proposal
Payment of the town's share of the budget for services provided pursuant to this Agreement is to be made by 1 January, 1 April, 1 July, and 1 October of the year for which the services are rendered.	Payment of the town's share of the budget for services provided pursuant to this Agreement is to be made on 1 January, 1 April, 1 July, and 1 October of the year for which the services are rendered.

Note: This change was not noted by any town, but should be made considering that a payment will never be made on January 1.

Page 7 – Section C

2013 IMA	2018 Proposal
In the event that the Governing Board should desire to expend any surplus funds, the Budget Committee, as provided for in Paragraph 6.A. shall review said proposal and hold a public hearing thereon prior to any such expenditure.	In the event that the Governing Board should desire to expend any surplus funds, the Budget Committee, as provided for in Paragraph 6.A. shall review said proposal and hold a public hearing thereon prior to any such expenditure.

Page 8 - Section D - Borrowing Funds

2013 IMA	2018 Proposal
The Governing Board may borrow funds for a term not to exceed the end of the fiscal year in which the funds are borrowed.	<p>I. The Governing Board may borrow funds for a term not to exceed the end of the fiscal year in which the funds are borrowed.</p> <p>II. In the event the Governing Board shall determine it necessary to borrow funds in excess of one year, it shall as part of the budgeting process, set forth separate from the annual operating budget, any proposed borrowing to underwrite the cost of capital projects for the ensuing year.</p> <p>III. It shall be the responsibility of the</p>

	<p>Budget Committee, during the budget review process as provided in section 6.A, to consider the Capital Budget proposed by the Governing Board, and make recommendations relative thereto.</p> <p>IV. The Governing Board shall be obliged to consider all recommendations of the Budget Committee, and shall consider it at the budget hearing provided for in section 6.A. In the event the Governing Board chooses not to adopt the recommendations of the Budget Committee, it shall set forth in writing its reasons. The Capital Budget must be approved by a two-thirds (2/3) vote of the Governing Board.</p> <p>V. The Governing Board shall present to the Member Towns the Capital Budget as a separate warrant article at the same time it presents the Operating Budget.</p> <p>VI. The Capital Budget shall be presented to the Member Towns in the following form: To see if the Town of _____ will vote to raise and appropriate the sum of (\$ ____) for its fair share of the cost of purchasing _____ for the operations of the Milford Area Communications Center, of which the Town is a member, and to authorize the Governing Board of the Milford Area Communications Center to borrow said funds for said purpose and bind the Town. Member Towns' shares shall be: Town of _____ (____ %), Town of _____ (____ %), Town of _____ (____ %), and Town of _____ (____ %).</p> <p>If any Member Town fails to appropriate its share, this article shall be null and void.</p> <p>VII. The Board of Selectmen of each Member Town shall be obliged to follow the procedures in RSA chapter 33 which may apply to the borrowing, and present the article to the voters for their approval.</p> <p>VIII. An affirmative vote by the necessary margin in each Member Town in order to authorize the borrowing by the Milford Area Communications Center.</p>
--	---

2013 IMA	2018 Proposal
	B. Written Notice at least 24 months in advance by a Member Town is needed to withdraw from this agreement. If at this time, the remaining members, either cannot support the dispatch operations or also agree to formally terminate this agreement, then at this point a discussion on disposition of property will be in accordance to each member's % share of the communications center. The Board shall be responsible for developing what each member's % share would be and forwarding this information to the Town's Governing Boards for their approval.

Page 12 - Section B

2013 IMA	2018 Proposal
Notice shall be provided at least twelve (12) months prior to the effective date of withdrawal or non-renewal.	Notice shall be provided at least twenty-four (24) months prior to the effective date of withdrawal or non-renewal.

Page 12 - Section D, I

2013 IMA	2018 Proposal
Shall be responsible for its entire annual assessed share of the costs of the Milford Area Communication Center; and	Shall be responsible for its entire annual assessed share of the costs and encumbered debt of the Milford Area Communication Center; and

Page 12 – Section E

2013 IMA	2018 Proposal
It is clearly agreed and understood by all parties hereto that any town withdrawing from participation in this Agreement shall not receive any rebate, payback, or other refund or credit against charges and amounts paid by it pursuant to this Agreement, and shall in fact forfeit any rights to any of the assets or income acquired by the member town in the course of the operation of this Agreement, except as otherwise provided with respect to the designated member towns	It is clearly agreed and understood by all parties hereto that any town withdrawing from participation in this Agreement shall not receive any rebate, payback, or other refund or credit against charges and amounts paid by it pursuant to this Agreement, and shall in fact forfeit any rights to any of the assets or income acquired by the member town in the course of the operation of this Agreement, except as otherwise provided with respect to the designated member towns

Page 13 – Section 12

2013 IMA	2018 Proposal
	<p>12. NON-VOTING MEMBERS</p> <p>A non-voting member, here-in referred to as a Customer. A customer contracts with Macbase for dispatch services, but does not have a vote on any issue brought before the Board. A customer is encouraged to attend any meeting scheduled.</p> <p>Services:</p> <p>For calculating cost of a customer, the same calculation is used for voting member, minus 7.5% as non-voting member.</p> <p>Services are Percentage of Cost • Police 40 % • Fire 20 % • EMS 30 % • DPW/Other 10 %</p> <p>Responsibilities of the Customer</p> <ul style="list-style-type: none"> ➤ Supply tower site[s] as needed to support their services ➤ Radio frequency conversion as needed ➤ Communications radio links as needed ➤ Computer upgrades to work with present dispatch system[s] ➤ Personnel and equipment list ➤ Updated street, road, and site inventory

Page 15

2013 IMA	2018 Proposal
Update BOS Membership & Titles	Update BOS Membership & Titles

Page 16

2013 IMA	2018 Proposal
Update Appendix A to be compliant with the Bylaws	

9. Approval of Final Minutes - August 24, 2020

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

August 24, 2020

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 884 8034 0706 and the password is 909094 or join the Zoom Meeting @ <https://zoom.us/j/88480340706>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

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

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

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

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

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

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

2. APPOINTMENTS: (Approximate times)

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

John previously worked in the Town of Milford Recreation Department as a program coordinator. He would like to continue to see growth in that department as well as see some projects completed that he helped to start during his time in Recreation.

Selectmen Dudziak made a motion to appoint John Kohlmorgen as an Alternate Member of the Milford Parks & Recreation Commission. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

5:35 p.m. – Land Use Change Tax (LUCT) Map 45 Lot 3-45 – Marti Noel, Assessing Director

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

Selectman Freel made a motion to approve Land Use Change Tax as presented. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman Freel, yes, and Chairman Daniels yes. The motion passed 5/0.

5:40 p.m. - Scope of Bonding Authority – Paul Calabria

In summary: The purpose of the refinance is to revise the terms of the loan agreements to obtain more favorable interest and payoff terms to take advantage of fluctuating rates. This will not increase the aggregate borrowing previously authorized. This will lower the rates from the twenty-year notes from 3.05% to 2.65% and the ten-year notes from 2.55% to 2.15%

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 08/24/2020

This will save the town \$154,000 over the life of the town bonds and just under \$84,000 for the Water and Sewer bonds. Selectman Labonte asked if cost anything to refinance. Paul said not this time. They had to go to town counsel last time for a letter stating that the Board had the authority to get a lower bond rate as long as the overall debt wasn't increased.

Selectman Freel asked what the savings would be in just a year, not the length of the bond. Paul said the first years saving on the town bonds will be just under \$18,500 and on the Water and Sewer side will be about \$9,300. Selectman Freel asked Paul if he could re-visit the terms of the loan in the future. Paul said yes as long as the rates continue to drop. Once the document is executed, it's fixed.

Selectman Dargie made a motion to allow Paul Calabria, Town of Milford's Finance Director to refinance outstanding loan agreements to obtain more favorable interest rates as recommended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman Freel, yes, and Chairman Daniels yes. The motion passed 5/0

5:45 p.m. – September 8th Primary Election – Pete Basiliere, Town Moderator

Pete reviewed the new rules for voting this year: Voters will enter from the front doors on West Street.

- Absentee voting is encouraged, especially for anyone concerned about either contracting or spreading COVID-19 while at the polls.
- Partial preprocessing of absentee ballots (up to but *not opening* the ballot envelope) will take place before election day.
- The polling place has moved to the High School (MHS)
- Every person inside the polling place will be required to wear a face mask or face shield properly.
- A process will be in place for voters who cannot or choose not to wear a face mask or face shield properly to mark and cast their ballots on-site.
- Registered voters and new voters will cast their ballots in separate rooms.
- Plastic dividers of various sizes at the ePoll books, ballot station, and Accuvote counting machines.
- Additional protective gear including face masks and sanitizers will be available for election workers and voters.
- Regular cleaning of voting booths and other surfaces.
- One-time use pens to mark the ballots.

Canopies will be set up outside for voters who choose not to wear masks. The polling place will be set-up on Thursday, September 3rd. School doesn't start until September 9th. Election equipment and ballots will be stored in a secure place until just before the polls open. They have already received supplies from the state to help with voting.

They will be pre-processing ballots already received by the Town Clerk the Friday before Labor Day, September 4th. This process involves checking off that they have received a ballot from a voter which means opening the first envelope to check the voter's name, but not opening the second envelope which has the actual vote on it. This process will be recorded. We expect a large number of absentee ballots.

Chairman Daniels asked what time they would be logging in the absentee ballots. Pete said about 9:00 am. They will ensure that the chairs of both the Democratic and Republican parties will be aware that this is happening. This will be posted on the Town's website so people from the public can attend.

Chairman Daniels asked if Pete was planning to have a Selectman in the cafeteria at the school. Pete said not necessarily. They usually stay at the ballot box. A Selectman might be available to spell the Assistant Moderator who will be in the cafeteria. It may be different for the Presidential election. We anticipate a large number of voters will come out for the Presidential election.

Pete asked if anyone would like to volunteer at the polls he could use the help. He has some long term helpers that will be not available this year due to COVID-19.

Ammy Rice, Milford resident, asked why we are segregating new voters from registered voters and why are we having them place their ballots in a wooden box to then have someone look at my ballot and then feed it through a machine. Would it just be easier to place a machine at the new voter area. Pete said that Milford has 12,000 registered voters and the state dictates the number of booths that we are allowed. Separating the new voters in another room gives us the room to have the number of required booths in the main room voting room. A few other towns are also using a second room for the new voters. Another advantage is that they won't have to cross over and mingle with registered voters to get into the gym. From a physical distancing perspective, having them register and vote in the second room will be a plus. We are free to use wooden boxes at every election. These boxes are locked and predate the actual machines. When it's time to merge from the

wooden box into the actual machine there will be a sworn in election officials standing there when the ballots are counted. The boxes will be monitored all day. He is confident that these people will do their job well. The ballot machines are needed in the larger room for the larger volume of voters that will be voting.

Ammy said going into the next election this is something we have to be very contentious of and voter fraud, maybe not in Milford but we all need to look to make sure we are doing the right thing by the town. Pete said we are doing everything with the Select Boards assistance as well as the staff at the high school to ensure that they are doing everything they can to ensure that we have a safe, secure, and trustworthy election.

6:10 p.m. – Recycling Committee Charge – Celeste Barr and Mary Burdett

In summary: The Recycling Committee is asking to Board to accept their new charge. They adopted the 5 R's, Refusing, Reducing, Reusing Rot or Compost, and Recycling. Mary Burdette, a Milford resident, read the mission statement.

Updated Charge:

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

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

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

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

Chairman Daniels said as a voting member of the Recycling and Solid Waste Committee he voted against the charge because of the third point concerning climate change. He agrees that things have changed and the focus is more on reducing solid waste than recycling and it's harder to get rid of recycling products. The words "climate change" are very politically charged. He thinks our goal is keeping the environment clean and recycling, not so much with climate change which gets into things like carbon footprint. Studies from both sides contradict each other. He doesn't see the purpose of putting words in a charge that would be politically charged for a program that is working better in this locality and the surrounding towns. We can accomplish the same thing without that last phrase in there.

Mary said climate change isn't a political word. It's scientifically based on reputable scientific information. Celeste Barr, Milford resident, agreed with Mary. All of our disposal and transportation of materials is contributing to climate change. She disagrees with Chairman Daniels about it being political. She is a biologist that has worked in the Environmental Science areas for 40 years. Municipalities are already changing the way that they are doing business. Anything that we can do to help mitigate this as the Recycling Committee will help. In the end, this will help the environment and help save money.

Selectman Dargie made a motion to approve the new Town of Milford Recycling and Solid Waste Charge as presented. Seconded by Selectman Dudziak.

Selectman Labonte clarified that the bullet point about climate change is just a recommendation to the Board. Chairman Daniels said they recommend that we adopt this charge for the recycling committee. Originally the Selectmen gave a charge to the Recycling Committee to focus on recycling and solid waste. They now want to expand it to include climate change. Celeste said they were not going to tackle the whole universe; just the part that solid waste contributes to climate change. It will be a beneficial by-product of waste reduction that Milford can achieve.

Chairman Daniels said it states "with consideration given to the overarching goal of tackling climate change". Celeste said her committee isn't in charge of retrofitting the Town Hall for climate change; they are just looking at ways to do minimization. Chairman Daniels said he could point them to a presentation by Joe Deloreo who uses NASA data as well as others to prove his point which isn't scientific. The term itself is politically charged and he thinks we can accomplish what we need without that last point. Celeste said that 97% of scientist agrees with climate change, you can always find the other 3% that don't. The general public makes it political and she doesn't understand that.

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Selectman Freel agrees with Chairman Daniels. We want to do our best and not contribute to the footprint of Milford. You can still do everything you need to do but you don't need to make climate change your goal. Mary gave more statics about climate change. It wasn't put in as a political statement. Selectman Freel said he wasn't saying that it was.

Selectman Dargie said the original charge was focused on cost reductions for the town. The new charge is more towards environmental activism. Cost reductions to the town are there just by creating less trash and the need for transport. Climate change is a dormant issue for this century and having this group work towards supporting and improving climate change is a good thing and he supports it. Chairman Daniels said what they were focusing on before was keeping the environment clean and reducing cost and that is still the goal. We recognize that there is still a big reduction to be had by reducing solid waste. When you talk about climate change, it can give the impression that this Board intends to create an activist committee.

Celeste said they are more focused on environmental education. We are part of Nashua Regional Planning and the State of New Hampshire and they are both working on climate change.

A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, no, Selectman Freel, no, and Chairman Daniels no. The motion failed 2/3 with Chairman Daniels, Selectman Labonte and Selectman Freel opposed.

Additional discussions:

There is no long-range plan for the transfer and recycling center presently. Mary said the committee feels that there should be some type of goal or plan in place. The equipment is 30 years old and could use some updating. Chairman Daniels asked Rick Riendeau, DPW Director what his thoughts about getting a long-range plan into the CIP committee for the Transfer Station going forward.

Rick said there are a couple of issues. They are on the existing landfill site. The past DPW Director looked into moving the Transfer Station to a different site for better flow/access/processing and that would have been expensive. There is a lot to it and he's always looking into different things, they just don't have anything written down. Chairman Daniels asked Mary if there was anything specific that they were thinking of focusing on. Mary said just to see where the recycling center is going to go because really, recycling itself is at the bottom of the list of how to reduce waste and therefore also help with the cost for the Town of Milford.

Chairman Daniels asked if they want to put a time to the long-range plan, five years, ten years, etc. Celeste asked what do the rest of the departments do, are there separate plans within DPW? Rick said they try a lot of different plans and it changes year to year with the different Boards. He would like to have an exact plan for everything and have it followed. He's been focusing on the short term because of "other" underlying issues at the Transfer Station.

Chairman Daniels asked if the long-range things can be put on paper. He suggested some ideas. Rick said he was looking at a glass crushing machine. He is always looking at other ways to make changes. He will work on short and long term ideas and share them with the committee. Mary said it would be great if they could work together.

Selectman Dargie said the future of the Transfer Station has been discussed on the CIP Committee for 15 years at a high level. It's currently on a capped landfill. You have to be careful doing things on a capped landfill because you could do something environment and then have to vacate the land. Curbside pickup was also discussed would need to be addressed in a long-range plan.

Request purchase of A-frame signs for better education and instructions for the public. Chairman Daniels said for clarification, these are A-frames that you can put letters into, not like the ones we put on the oval. Celeste said they were \$175 each including all the letters, numbers, and punctuation.

Selectman Dudziak asked how many signs they were looking for. Celeste said three. They are heavy-duty, last for years and they could share them with other departments in town. Selectman Freel asks what would be put on the signs. Celeste said, for example, drop your vegetable and yard waste in this compost, or free sifted compost available to residents, or used motor oil deposit here. The signs would change when needed elsewhere.

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Selectman Labonte asked where the money would come from. Chairman Daniels said the general fund. Selectman Labonte asked if there was somewhere it could come from in the DPW budget. Rick said it's only August and they are not through their budget yet. Administrator Shannon said they will figure out where it can be taken from and that they may be able to get reimbursed for them.

Selectman Dargie made a motion to approve the purchase of up to three A-frame signs by the Milford Recycling and Solid Waste Committee of a cost not to exceed \$700. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman Freel, yes, and Chairman Daniels yes. The motion passed 5/0.

A Date for Restarting of Plastics and aluminum recycling. Administrator Shannon said they don't have a specific date in mind. They are trying to update some changes to the process.

A reminder the public that an excellent opportunity to recycle and dispose of hazardous waste is taking place Aug. 29th, 8 am to 12:00 at DPW garage in Milford. This is organized by Nashua Regional Planning Commission.

Nancy Amato, Milford resident, said she spoke to Dale White, Water Commissioner about the portable water at the Transfer Station. He suggests that they do a water test, there may not be enough water flowing from the road to the building. Chairman Daniels said they may want to look at the age of the pipe and if we can dig it up if it needs to be replaced. Rick said that line is on town water. Chairman Daniels asked if it could be dug up or are they restricted from doing that because the land is on a CAP.

Selectman Labonte asked if the Recycling Committee have any objections changing the Charge if we were to take out the climate change information. Mary said she would like to bring it back to the committee to get their input. They will bring it back to the Board at a later date. Nancy asked if it would be possible to do a water test. Administrator Shannon said he would speak to Kevin Stetson, Water Utilities Director, and get it figured out.

3. PUBLIC COMMENTS - There were no public comments at this time.

4. DECISIONS – Selectman Dudziak made a motion to approve the consent calendar. Seconded by Selectman Labonte. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

CONSENT CALENDAR.

- 1) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) – donations for the Labor Day Parade: Please note, these organizations have opted to have their donations put towards the 2021 Labor Day Parade.
 - Haywards Trading Post & Country Store - \$50
 - LDN Auto Repair, Inc. - \$100
- 2) Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) – donation to the Milford Fire Department from Ocean State Job Lots Charitable Foundation - \$4,833.84
 - 10 Face Shields- \$4.99 each total -\$49.99
 - 1600 KN95 masks – \$26.99 per 20 pack total -\$2159.20
 - 3000 Surgical masks - \$25.00 per 50 count total -\$1500
 - 20 gallons hand sanitizer - \$29.99 per gallon total – \$599.80
 - 15 no-touch thermometers - \$34.99 per unit total - \$ 524.85
- 3) Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) – donation to the Milford Police Department from Ocean State Job Lots Charitable Foundation - \$4,833.84
 - 10 Face Shields- \$4.99 each total -\$49.99
 - 1600 KN95 masks – \$26.99 per 20 pack total -\$2159.20
 - 3000 Surgical masks - \$25.00 per 50 count total -\$1500
 - 20 gallons hand sanitizer - \$29.99 per gallon total – \$599.80
 - 15 no-touch thermometers - \$34.99 per unit total - \$ 524.85

b) OTHER DECISIONS.

2. N/A

5. TOWN STATUS REPORT – John Shannon

a. Osgood Pond Phase II Completion – The dredging project was completed the week of August 20th. DES will be coming out soon to look at what was done. DPW and Community Development did a great job of getting this done.

Selectman Dargie asked if there was an update on the request to do additional dredging. Administrator Shannon said they completed that and he doesn't know of anyone else that asked for any other materials.

6. DISCUSSIONS:

a. Review of RFP Addition - Dispatch

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

Craig Frye, Police Captain, said sending this RFP out would narrow down the cost to construct the building. It would be beneficial for the Town to know what it would cost to put a small addition on the existing Police Department building. Administrator Shannon said this would give us a total price to put with the current equipment price.

Selectman Dudziak made a motion to approve the RFP for the addition as presented. Seconded by Selectman Dargie.

Selectman Labonte asked why we would need more consoles going to a smaller dispatch. Craig said it matches what's in the RFP for CTA. It's equipment which can be downgraded. Selectman Labonte asked if this was going to be a Police Department, department or is it going to be another department in the Town of Milford. Administrator Shannon said it would be up to the Board to make that decision. However it's overseen, it allows him, the Finance Director, and Board of Selectman to have oversight. The important thing is to get it passed to protect our emergency services.

Selectman Labonte said he sees Captain Frye as the contact person on the RFP and he didn't know if that was leading that the Police Department was going to be the group leading the charge or at what point do we come up with that department. Administrator Shannon said we can easily change the point of contact to him.

Cheryl Giggetts, CTA Consultant said it's wise to get this out so you can have all of the pricing at the same time. CTA always wanted to approach this project as a regional system so four consoles would allow you to dispatch for all of the other towns and to have a training console.

Selectman Labonte amended the previous motion to approve the RFP for the addition and change the point of contact to the Town Administrator, updating all the contact information. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman Freel, yes, and Chairman Daniels yes. The motion passed 5/0.

Selectman Dudziak made a motion to accept the RFP as amended. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie, yes, Selectman Dudziak, yes, Selectman Labonte, yes, Selectman Freel, yes, and Chairman Daniels yes. The motion passed 5/0.

Craig said he would get with Cheryl to update the dates on the RFP. This will be sent out ASAP.

b. IMA Deadline Discussion – Chairman Daniels said we still need to decide on the IMA. Are we just keeping it the way it is and changing the extension to three years, are we going to take any part that was proposed by the other towns, he sensed that there was no desire to lose a vote or go to a ten-year contract. He doesn't know how anyone feels about soliciting new members. He doesn't want to wait until the end of the year to make a decision.

Selectman Labonte clarified that Chairman Daniels was talking about a possible extension to the 2013 IMA. Chairman Daniels said yes. Selectman Labonte said he doesn't think the other two towns are open for that discussion. They are looking for a decision on the 2018 agreement. Craig said he was correct.

Selectman Freel said he thought we already sent in our responses. Chairman Daniels said we submitted our position paper and a side by side copy of the 2013 and 2018 proposal. We are waiting for them to respond. Selectman Freel said the ball

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is in their court. Their position is to sign the 2018 IMA; he asked Craig if there were any comments on what we sent to them.

Craig said they never commented on the paper. Chief Wilson from Mont Vernon said they are not looking at any old contracts; they want to start with a new contract, the 2018 one that was proposed. Chief Olsen representing the Town of Wilton stated the same.

Selectman Dudziak said it appears that the other towns don't want to address the 2013 IMA with the amendments. We are deadlocked. She proposes that we go with what we have now and extend it for two years. Chairman Daniels said we agreed to a three-year extension.

Selectman Labonte said there was an outreach on August 4th that we all received asking if we would meet with them. As far as the deadlock, he would be open to asking Town Counsel what will happen if we can't agree. He believes that it ends December 31, 2020. We should be sitting at the table with them. He would like a face to face with them.

Selectman Dudziak said we've done that on several occasions and no one is on the same page. The other two towns want to deal only with the 2018 IMA and we don't. We decided that the 2018 IMA wasn't good for Milford. She doesn't see any point in sitting down because we are not going to get anywhere.

Selectman Labonte asked where we will go on January 1st with no agreement and MACC Base is closed. Selectman Dudziak said MACC Base isn't going to be closed. Selectman Labonte said with no agreement you can't move forward because MACC Base has no money. Craig said they won't close. Selectman Freel asked Craig what would happen if there isn't an agreement in place. Craig said he doesn't think on January 1st all the employees will be laid off. He thinks we will just default back to the agreement that we have in place. You can check with Town Counsel but you are just saying that every town will have to go find a new dispatch center to hold us temporarily over and he doesn't think that is going to happen. He thinks that all three towns will just pay the money and still work on the agreement. We are the lion's share of MACC Bases cost and if we decide to just pay it, then we can just pay it.

Selectman Dargie said legally MACC Base would cease to exist if there is no extension of the current contract. There would have to be an agreement between the various towns to keep it going. He agrees with Selectman Dudziak that we extend the existing 2013 contract for another two years. The three-year extension only works if the clause about Milford getting the money when they leave gets modified. We plan to leave in two years. We want to put up a warrant article in March, have it pass, build a new station and in January 2023, be on our own. Without that clause on the money being changed, we would walk away with whatever money remains there. He is in favor of a two-year extension of the existing contract because then it would just go out of business and we would get the money left over. We want to make it simple for the other towns and just extend it for two years. He thinks they will go along with that because it's clean.

Selectman Freel asked why they are not already going with what we are asking for. Selectman Dargie said they want a ten-year contract. If we can get the other clause changed then a two-year extension is fine. Selectman Freel said the clause was his idea and he's fine with removing it.

Selectman Labonte still wants this Board to sit with other Towns. We are missing the other 50% to MACC Base. He doesn't think it is right for us to dictate to them what we want. Selectman Dargie said we are not going to go with a ten-year agreement, we want to get out of MACC Base and go on our own. Selectman Labonte said, "Some of us want to get out". Selectman Dargie clarified a majority of the Board.

Selectman Freel said he would be for getting everyone together as long as they stayed on point. Things just got too side-tracked last time we all met. Chairman Daniels said we need to determine a position with this Board. Are we going with a two year or a three-year contract with the clause that Selectman Freel proposed? Selectman Freel said he would also like an answer back from Town Counsel on what happens at the end of the year.

Chairman Daniels is fine with getting the other towns together but he isn't in favor of rehashing everything like we have the last few times. We need to come to a firm position. They have our position paper and that would be our position going into the meeting. Any modifications need to be made before we sit with them.

Selectman Dudziak said they haven't responded to our position paper and she doesn't see the sense of sitting with them until they respond to our paper. Selectman Labonte asked if anyone from the town responded to the e-mail requesting a meeting. Chairman Daniels said he had Tina send back the Board's position paper as well as the side by side IMA's and he

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noted that we had asked for feedback from them which we haven't received as of yet. Administrator Shannon verified that it was sent.

Selectman Labonte repeated that he still wants to get clarification from Town Counsel. As far as the position statement, last he knew in business when you negotiate you can put out what you want but not everyone is willing to give you what you want and that is when you need to sit at the table.

Selectman Dudziak said it's clear that our positions are far apart. Selectman Labonte said if Attorney Drescher comes back with, it's done on January 1st, what we do. Selectman Dudziak said we try to extend what we have for two years. Chairman Daniels said we will start with having Administrator Shannon reach out to Town Counsel and we will go from there.

Selectman Labonte said they were willing to meet with us at our 5th Monday forum. Chairman Daniels said if we get an answer back from Town Counsel then we will contact the other towns. When we know what our options are, we will sit with them. Selectman Freel said it doesn't matter how many years we negotiate, all we have to give is a certain amount of notice and we are out of the contract. If giving them more years is going to get them to sign an agreement then we should do it. We can take out the clause about getting our money back and go back to the original wording. This is something that can be worked out.

Chairman Daniels said it's more than that. They also wanted to change the notice from 12 months to 24 months. Selectman Labonte said the voters could vote this down in March. People are worried about money. Selectman Freel said he agrees but if we were to agree to the term but maybe not go into a 24-month notice, maybe they would work with us.

Selectman Dudziak said we should get an answer from Town Counsel then meet. Selectman Freel said he agrees with Selectman Labonte, we should meet and get it over with. Chairman Daniels said we need to hear from Town Counsel. Administrator Shannon, during the meeting, sent a message out to Town Counsel asking for an answer as soon as possible.

7. PUBLIC COMMENTS: - Selectman Labonte asked where we were with Heron Pond and the beaver pipe. Administrator Shannon said he was in correspondence with a couple of citizens about the water levels. Melissa, the F&G biologists sent an e-mail to her boss. Chris Costantino and Lincoln have been notified as well. We are not lowering the water, nor does NH Fish and Game want us to. The beaver pipe isn't working and it is being fixed. We are also currently in a drought. We are actively involved in working on this. We don't, however, control the rain.

Selectman Labonte asked if it was drained at all by us. He was sent a picture where it was breached, he doesn't know if it was accurate or not. Administrator Shannon read some e-mails. A good rain event will resolve the water level. Selectman Labonte wanted to make sure that we were not doing something that would adversely affect us. Administrator Shannon said we will follow what Fish and Game's recommendations.

8. SELECTMEN'S REPORTS/DISCUSSIONS.

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

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

9. APPROVAL OF FINAL MINUTES – Selectman Dargie moved to approve the minutes of August 10, 2020, and August 17, 2020, as amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. Treasurers report July 2020

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION. A motion made by Selectman Dudziak to enter into a non-public session in accordance with (RSA 91-A: 3, II(c)), seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

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

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member

draft

9. Approval of Final Minutes - August 31, 2020 (5th Monday Forum)

DRAFT

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

August 31, 2020

This meeting was conducted pursuant to State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 874 8031 0215 and the password is 188253, or join the Zoom Meeting @ <https://zoom.us/j/87480310215>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT: Gary Daniels, Chairman
Paul Dargie, Vice Chairman (zoom)
Laura Dudziak, Member (zoom)
Chris Labonte, Member
David Freel, Member
John Shannon, Town Administrator (zoom)
Andrew Kouropoulos, Videographer
Tina Philbrick, Executive Assistant (zoom)

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

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

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

All votes that are taken during this meeting must be done by Roll Call vote. He started the meeting by taking roll call attendance. He asked each member to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Paul Dargie, yes, no one present, (zoom). Selectman Dudziak, yes, no one present, (zoom). Selectman Labonte, yes, (BOS Room). Selectman Freel, yes, (BOS Room). Chairman Daniels, yes, (BOS Room).

1. APPOINTMENT: (Approximate times)

7:00 p.m. Granite Stage Roof – Ken Chappell and Lincoln Daley

In summary: The DeMontigny family was very kind to donate the stone which was repurposed at Keyes Field for a bandstand/pavilion. The structure is 30'x60', but has no roof. Pictures were presented of a model created for the roof over the Granite Performance Stage at the Fletcher Site. This model depicts the structural components of the roof and what it will look like. The roof will be completely covered.

Kent Chappell, Milford resident, said they looked at different alternatives to put a roof over the structure. It would be made up of gluelam beams, tongue and groove wood and shingles. This is at no cost to the Town of Milford. They are looking for approval to erect the roof over it.

Selectmen Dargie made motion to approve the project as presented. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie, yes. Selectman Dudziak, yes. Selectman Labonte, yes. Selectman Freel, yes. Selectman Daniels, no. The motion passed 5/0.

2. OPEN FORUM

Claire Brewer, Milford resident, asked what is going on with the Solar Farm. Administrator Shannon said they are still doing prep work and paperwork. Their earliest to turn it on is 2022. Lincoln Daley, Community Development Director said Granite Apollo spoke to the Zoning Board of Adjustments and they still need to go to the Planning Board and one more time with the Zoning Board. It's still preliminary.

3. DECISIONS

a. CONSENT CALENDAR

- 1) Request for Acceptance for Expenditure of Unanticipated funds under RSA 21-P:43
 - CARES Grant (**Elections**) and further any other cares grant monies passed down to the Town Clerk.
- 2) Request to authorize the Town Clerk to sign all documents related to **Election** CARES Grants.

Selectmen Freel made motion to accept the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie, yes. Selectman Dudziak, yes. Selectman Labonte, yes. Selectman Freel, yes. Selectman Daniels, no. The motion passed 5/0.

Selectman Labonte asked if they figured out what they are doing with the rest of the regular paving this year. Administrator Shannon said they are moving forward to do the rest of the paving. They held off on the money that was budgeted for paving because of COVID-19. Selectman Labonte asked about the roads. Administrator Shannon said it's the same plan in the beginning. Rick Riendeau, Public Works Director said the list of roads he is doing was sent to the Board about 6 weeks ago. Selectman Labonte asked if Hartshorn Road on that list and are we leaving it millings. Rick said just be millings; he has other roads he needs to do.

3. ADJOURNMENT: Selectman Dudziak moved to adjourn at 7:17. Seconded by Selectman Labonte. All were in favor. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

David Freel, Member

Laura Dudziak, Member