

September 17, 2019

To the Milford Board of Selectmen,

The Wadleigh Board of Trustees would like to recommend that Gloria Schooley be appointed as an alternate to our Board, effective immediately.

Feel free to contact me if you have any questions. Thank you.

Sincerely,

Judy Gross, co-chair  
Wadleigh Library Board of Trustees

Milford Board of Selectmen,

My name is Gloria Schooley and I have been a Milford resident since 1979. I have recently retired from teaching (35 years) most of which have been with the Milford School District. I am pleased to be considered for the position of Library Trustee Alternate. Reading has always been a very important part of my life both personally and professionally. I believe the library is a very important part of any community. Today's libraries don't just hold books for people to borrow; they are full of resources that are of great assistance to anyone who wishes to access them in our community. Raising my two children in Milford, the library was a very important resource for us to encourage reading and a sense of community. As a teacher, I have always encouraged my students to embrace their town or school library.

I would be very happy to serve in this role as Library Trustee Alternate and hope to be part of the future of the Wadleigh Memorial Library.

Thank you

5:35 Aldens Lane - Food Cart Business - Traci Lane

Dear Milford Selectman and Selectwomen,

My name is Traci Lane, I am a Milford resident and I teach special education at the middle school. My partner and I have a food trailer business that offers clean, healthy, allergy friendly food. We are asking that you consider permitting us to set up at town sporting events to offer snacks, hydration, and healthy food options to athletes, spectators, and families.

We are very excited about this possibility as I see it as a way to serve our community. Therefore, we would like to offer a percentage of our proceeds to the Milford Town teams and organizations.

I vision Alden's Lane L.L.C. developing a relationship with the Milford Athletic Teams and Community Organizations to both raise money and to enhance the overall experience of our community.

Thank you so much in advance for considering this proposal.

Sincerely,

Traci and Shelby

Alden's Lane L.L.C.

# September 23, 2019

## Good Evening Milford Town Selectmen



**Identity:** We are a mobile food company offering refreshments, baked goods, and allergy friendly food options. We are fully insured and ready to serve our community.



# Mission



To provide fresh, healthy, allergy friendly concession options at Milford School and Community events.

# Revenue Streams

Alden's Lane will sell directly to the consumer emphasizing a Farm to Truck philosophy. We buy our products locally from trusted business in the area that use sustainable practices and have allergy friendly ingredients.

Some of our providers.

- Trombley Farms
- Granite State Fruit Company
- Union Coffee
- Lulls Farm

# Gluten Free Treats





# Milford Area Locations

- Keyes Field
- MCAA Field
- Adams Field
- Milford High and Middle School Fields

During School and Community Sporting Events

Thank You For Your Time and  
Consideration.

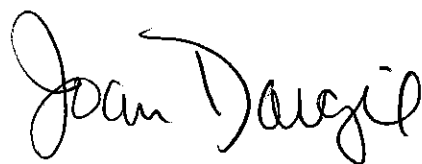


September 19, 2019  
Milford Board of Selectmen

The Town Clerk's Office has found itself in a situation where our part time staff has left for full time employment w/benefits. We have been trying to staff the office with part time help since Darlene Bouffard left for a position in Community Development. Darlene was a full time employee who worked as a floater between multiple departments at that time it worked well as when anyone was sick or taking vacation there was someone who could cover all the hours. The Town Clerk's office has for some time now been at a level of operation where 2 clerks are needed in the office at all times to handle the workload. I have attached two documents showing the 2018 transaction count and where we are currently in 2019. The transaction data is shown by day, by hour and by month. This transaction data only includes items that are run revenue generating at the time. This data does not include the number of phone calls that are answered, the time it takes for a marriage license, birth certificates for those babies born in Milford (we average 2 per week on both marriages and birth certificates) and each of these takes about ½ hour per. This does not include walk in questions, calling dog owners, collection calls, and none of this includes anything to do with elections. We have been seeing a major increase in voter registrations.

I am asking to add 1 full time position to the Town Clerk's office. We have enough money in the budget to cover this position till the end of the year and then I would like to add this person into next year's budget. This full time person could also be a floater for other departments occasionally when needed.

My concern with hiring a full time person and not continuing with part time help is in training. It takes almost 2 months to get someone fully trained and with 4 elections coming up we just do not have the time to do this.

A handwritten signature in black ink that reads "Joan Dargie". The signature is written in a cursive, flowing style.

Town of Milford  
**Transaction Report**  
 Covering 01/01/2018 to 12/31/2018

**Transaction Volume by Weekday**

	BT	LI	MV	PS	Total
<b>Monday</b>	31 \$2,057.74	378 \$2,618.00	3,849 \$730,801.22	153 \$6,564.50	<b>4,411</b> <b>\$742,041.46</b>
<b>Tuesday</b>	32 \$2,089.28	443 \$3,471.50	4,501 \$886,922.52	224 \$9,669.00	<b>5,200</b> <b>\$902,152.30</b>
<b>Wednesday</b>	34 \$2,142.94	410 \$3,076.00	4,041 \$820,517.77	187 \$8,241.20	<b>4,672</b> <b>\$833,977.91</b>
<b>Thursday</b>	39 \$2,592.74	323 \$2,594.00	3,648 \$739,004.69	179 \$12,242.00	<b>4,189</b> <b>\$756,433.43</b>
<b>Friday</b>	60 \$3,495.76	440 \$3,243.50	4,261 \$833,335.52	169 \$6,506.70	<b>4,930</b> <b>\$846,581.48</b>
<b>Total Count</b>	<b>196</b>	<b>1,994</b>	<b>20,300</b>	<b>912</b>	<b>23,402</b>
<b>Total \$ Collected</b>	<b>\$12,378.46</b>	<b>\$15,003.00</b>	<b>\$4,010,581.72</b>	<b>\$43,223.40</b>	<b>\$4,081,186.58</b>

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Town of Milford  
**Transaction Report**  
 Covering 01/01/2018 to 12/31/2018

**Transaction Volume by Time of Day**

	BT	LI	MV	PS	Total
<b>6-8 AM</b>	0 \$0.00	3 \$32.50	41 \$7,046.76	4 \$80.00	<b>48</b> <b>\$7,159.26</b>
<b>8-10 AM</b>	33 \$2,095.60	479 \$3,417.00	5,398 \$1,085,746.90	130 \$5,780.60	<b>6,040</b> <b>\$1,097,040.10</b>
<b>10 AM-12 PM</b>	44 \$2,695.22	480 \$3,440.00	4,787 \$976,656.42	213 \$8,373.40	<b>5,524</b> <b>\$991,165.04</b>
<b>12-2 PM</b>	39 \$2,607.58	422 \$3,203.50	4,053 \$785,458.99	189 \$8,929.40	<b>4,703</b> <b>\$800,199.47</b>
<b>2-4 PM</b>	58 \$3,569.46	422 \$3,395.50	4,105 \$797,204.61	231 \$14,656.10	<b>4,816</b> <b>\$818,825.67</b>
<b>4-6 PM</b>	21 \$1,317.26	170 \$1,319.50	1,727 \$316,995.31	121 \$4,623.90	<b>2,039</b> <b>\$324,255.97</b>
<b>6-8 PM</b>	1 \$93.34	18 \$195.00	189 \$41,472.73	24 \$780.00	<b>232</b> <b>\$42,541.07</b>
<b>Total Count</b>	<b>196</b>	<b>1,994</b>	<b>20,300</b>	<b>912</b>	<b>23,402</b>
<b>Total \$ Collected</b>	<b>\$12,378.46</b>	<b>\$15,003.00</b>	<b>\$4,010,581.72</b>	<b>\$43,223.40</b>	<b>\$4,081,186.58</b>

Town of Milford  
Transaction Report  
Covering 01/01/2018 to 12/31/2018

**Transaction Volume by Month**

	<b>BT</b>	<b>LI</b>	<b>MV</b>	<b>PS</b>	<b>Total</b>
<b>01 - JAN</b>	14 \$343.72	971 \$2,284.50	7,111 \$354,275.91	92 \$3,156.20	<b>8,188</b> <b>\$360,060.33</b>
<b>02 - FEB</b>	10 \$209.00	523 \$1,103.50	7,589 \$368,243.58	102 \$4,119.40	<b>8,224</b> <b>\$373,675.48</b>
<b>03 - MAR</b>	36 \$572.42	1,041 \$1,773.50	7,118 \$276,966.09	125 \$3,447.40	<b>8,320</b> <b>\$282,759.41</b>
<b>04 - APR</b>	134 \$2,470.38	1,585 \$2,759.00	7,692 \$314,558.51	87 \$2,336.70	<b>9,498</b> <b>\$322,124.59</b>
<b>05 - MAY</b>	202 \$4,051.84	1,223 \$2,085.50	8,911 \$381,629.52	119 \$3,656.80	<b>10,455</b> <b>\$391,423.66</b>
<b>06 - JUN</b>	126 \$2,310.56	1,284 \$2,029.50	9,618 \$444,139.80	141 \$4,250.60	<b>11,169</b> <b>\$452,730.46</b>
<b>07 - JUL</b>	61 \$1,277.84	494 \$870.50	7,688 \$306,620.59	108 \$5,968.20	<b>8,351</b> <b>\$314,737.13</b>
<b>08 - AUG</b>	59 \$1,047.76	275 \$572.50	8,004 \$327,899.07	112 \$3,651.60	<b>8,450</b> <b>\$333,170.93</b>
<b>09 - SEP</b>	4 \$94.94	242 \$448.00	6,108 \$258,206.26	83 \$2,425.00	<b>6,437</b> <b>\$261,174.20</b>
<b>10 - OCT</b>	0 \$0.00	170 \$348.00	8,209 \$338,209.39	143 \$4,091.10	<b>8,522</b> <b>\$342,648.49</b>
<b>11 - NOV</b>	0 \$0.00	76 \$197.00	7,082 \$324,699.91	91 \$2,369.60	<b>7,249</b> <b>\$327,266.51</b>
<b>12 - DEC</b>	0 \$0.00	284 \$531.50	6,631 \$315,133.09	83 \$3,750.80	<b>6,998</b> <b>\$319,415.39</b>
<b>Total Count</b>	<b>646</b>	<b>8,168</b>	<b>91,761</b>	<b>1,286</b>	<b>101,861</b>
<b>Total \$ Collected</b>	<b>\$12,378.46</b>	<b>\$15,003.00</b>	<b>\$4,010,581.72</b>	<b>\$43,223.40</b>	<b>\$4,081,186.58</b>

Town of Milford  
**Transaction Report**  
 Covering 01/01/2019 to 08/31/2019

**Transaction Volume by Weekday**

	BT	LI	MV	PS	Total
<b>Monday</b>	34 \$2,087.03	304 \$2,241.00	2,849 \$555,066.30	163 \$8,698.00	3,350 \$568,092.33
<b>Tuesday</b>	36 \$2,230.00	401 \$2,939.00	2,748 \$565,086.15	147 \$7,820.40	3,332 \$578,075.55
<b>Wednesday</b>	23 \$1,253.52	304 \$2,226.00	2,763 \$574,760.20	131 \$7,189.60	3,221 \$585,429.32
<b>Thursday</b>	42 \$2,410.56	361 \$2,525.50	2,456 \$507,525.60	126 \$6,575.08	2,985 \$519,036.74
<b>Friday</b>	51 \$3,213.94	353 \$2,527.00	3,175 \$629,748.00	134 \$5,561.60	3,713 \$641,050.54
<b>Total Count</b>	<b>186</b>	<b>1,723</b>	<b>13,991</b>	<b>701</b>	<b>16,601</b>
<b>Total \$ Collected</b>	<b>\$11,195.05</b>	<b>\$12,458.50</b>	<b>\$2,832,186.25</b>	<b>\$35,844.68</b>	<b>\$2,891,684.48</b>

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Town of Milford  
**Transaction Report**  
 Covering 01/01/2019 to 08/31/2019

**Transaction Volume by Time of Day**

	BT	LI	MV	PS	Total
<b>6-8 AM</b>	0 \$0.00	2 \$13.00	62 \$10,159.39	0 \$0.00	64 \$10,172.39
<b>8-10 AM</b>	38 \$2,194.98	396 \$2,853.00	3,595 \$732,116.26	87 \$5,984.58	4,116 \$743,148.82
<b>10 AM-12 PM</b>	43 \$2,648.94	429 \$2,974.50	3,453 \$714,622.58	150 \$7,852.10	4,075 \$728,098.12
<b>12-2 PM</b>	39 \$2,540.74	374 \$2,801.50	2,728 \$556,556.02	179 \$8,002.20	3,320 \$569,900.46
<b>2-4 PM</b>	45 \$2,601.70	381 \$2,800.00	2,958 \$577,884.49	183 \$8,076.00	3,567 \$591,362.19
<b>4-6 PM</b>	20 \$1,143.19	135 \$979.00	1,099 \$225,368.70	91 \$5,619.80	1,345 \$233,110.69
<b>6-8 PM</b>	1 \$65.50	5 \$31.00	94 \$15,299.81	11 \$310.00	111 \$15,706.31
<b>Others</b>	0 \$0.00	1 \$6.50	2 \$179.00	0 \$0.00	3 \$185.50
<b>Total Count</b>	<b>186</b>	<b>1,723</b>	<b>13,991</b>	<b>701</b>	<b>16,601</b>
<b>Total \$ Collected</b>	<b>\$11,195.05</b>	<b>\$12,458.50</b>	<b>\$2,832,186.25</b>	<b>\$35,844.68</b>	<b>\$2,891,684.48</b>



Town of Milford  
**Transaction Report**  
 Covering 01/01/2019 to 08/31/2019

**Transaction Volume by Month**

	<b>BT</b>	<b>LI</b>	<b>MV</b>	<b>PS</b>	<b>Total</b>
<b>01 - JAN</b>	20 \$328.18	307 \$537.50	7,021 \$346,265.22	108 \$3,099.00	<b>7,456</b> <b>\$350,229.90</b>
<b>02 - FEB</b>	4 \$65.50	834 \$1,395.00	7,071 \$360,214.27	81 \$2,789.40	<b>7,990</b> <b>\$364,464.17</b>
<b>03 - MAR</b>	25 \$510.40	684 \$1,158.50	7,515 \$321,735.63	99 \$3,274.70	<b>8,323</b> <b>\$326,679.23</b>
<b>04 - APR</b>	133 \$2,453.44	1,975 \$3,299.50	8,579 \$354,693.91	127 \$3,885.80	<b>10,814</b> <b>\$364,332.65</b>
<b>05 - MAY</b>	181 \$3,355.78	1,136 \$1,944.00	8,159 \$350,343.59	142 \$5,181.70	<b>9,618</b> <b>\$360,825.07</b>
<b>06 - JUN</b>	144 \$2,616.63	884 \$1,561.50	9,181 \$413,223.62	131 \$3,972.40	<b>10,340</b> <b>\$421,374.15</b>
<b>07 - JUL</b>	69 \$1,253.90	527 \$1,145.00	8,775 \$373,677.72	120 \$6,543.60	<b>9,491</b> <b>\$382,620.22</b>
<b>08 - AUG</b>	34 \$611.22	534 \$1,417.50	7,507 \$312,032.29	147 \$7,098.08	<b>8,222</b> <b>\$321,159.09</b>
<b>Total Count</b>	<b>610</b>	<b>6,881</b>	<b>63,808</b>	<b>955</b>	<b>72,254</b>
<b>Total \$ Collected</b>	<b>\$11,195.05</b>	<b>\$12,458.50</b>	<b>\$2,832,186.25</b>	<b>\$35,844.68</b>	<b>\$2,891,684.48</b>



# Milford Spartan Solar Land Lease Option Agreement

Town of Milford Select Board Meeting - 9/23/19

## **Who is Granite Apollo, LLC?**

- A NH-based team focused on solar development
- A subsidiary of Olivewood Energy LLC. Together, Granite Apollo and Olivewood Energy are referred to as “Olivewood” in this presentation.
- Olivewood has extensive experience developing and managing projects: siting, permitting, interconnection engineering, construction management, origination of power, and REC sales.

## **What is Milford Spartan Solar, LLC?**

- The project that Olivewood is developing in Milford
- Typically, each solar project is its own legal entity

# Milford Spartan Solar Project Overview



## Overview of Milford Spartan Solar (the “Project”)

A proposed 16-Megawatt photovoltaic solar energy generating facility.

To be developed on a mix of public and private land.

- ~75% of the public land would continue to be controlled by the Town during the lease.

Would generate enough electricity to serve approximately 8,800 people.

Would avoid approximately 476,000 tons of CO2 emissions; equivalent to planting approximately 1,620 acres of trees.

## Town Involvement

Supported by Milford voters at Town Meeting Day 2019

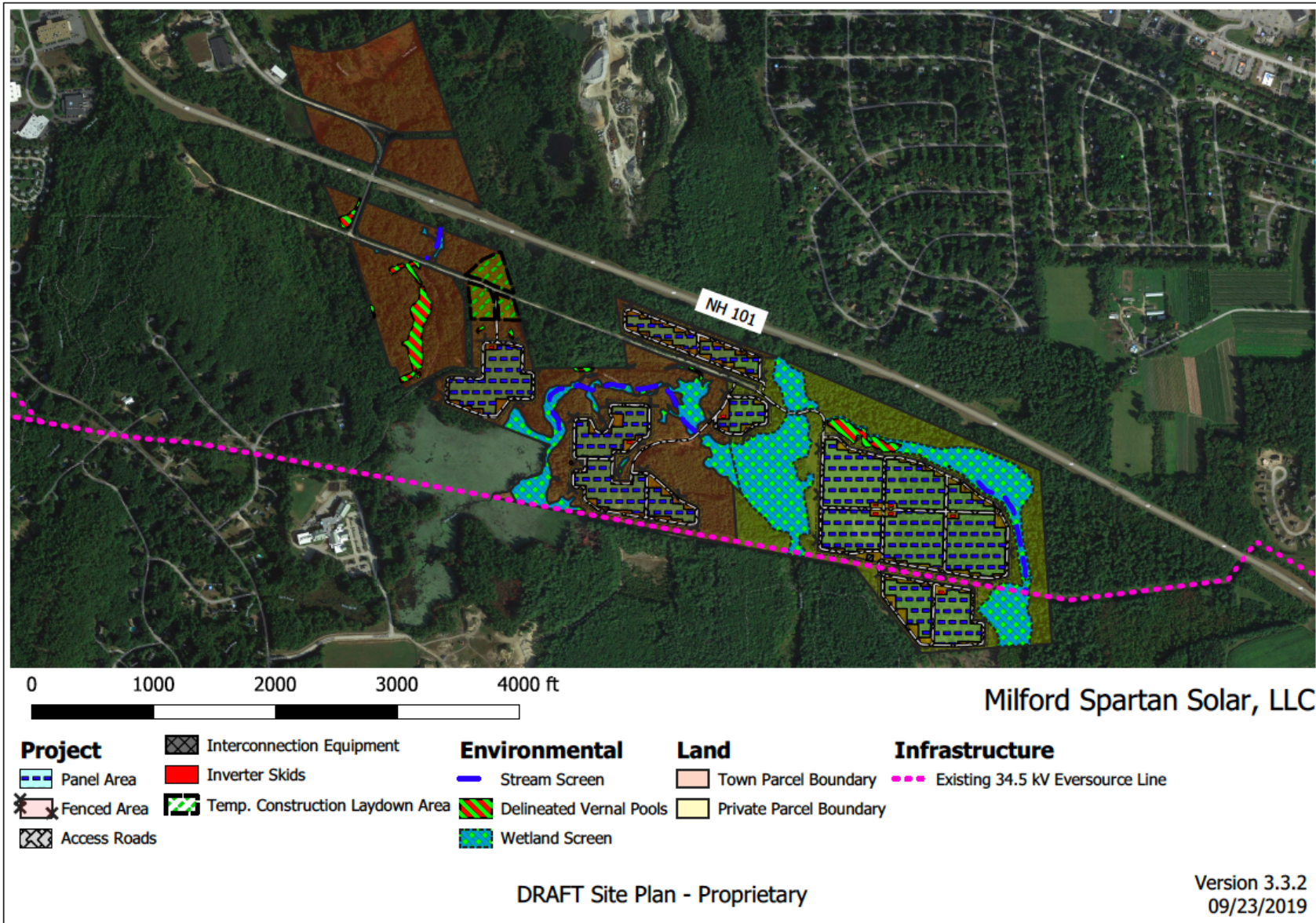
Town would control permitting process

Would provide direct economic benefits to the Town:

- Lease payments: ~\$3.5 million (years 1-25) and ~\$6.3 million with renewals.
- Property tax or PILOT: opportunity for revenue certainty to Town.

The Town and appropriate boards will continue to have control of the development process.

# Milford Spartan Solar – Preliminary Site Plan

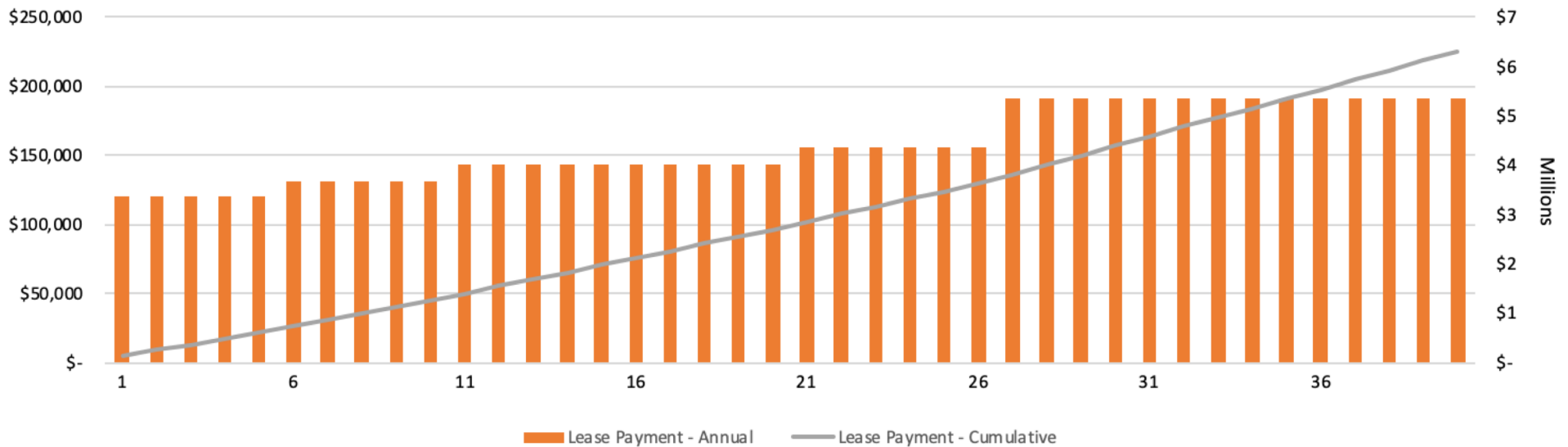


**Note:** Land north of NH 101 was removed from lease subsequent to the letter of intent.

# Economic Benefits



## Annual and Cumulative Lease Payments



- Lease payments: \$3.5 million (years 1-25) to \$6.3 million with renewal terms.
- Total benefits to Town will be greater than presented above. Graph does **not** include property tax or PILOT payments.

# Lease Overview – Option Period

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## Summary of Terms

- Term: Up to four years
- Payments:
  - Initial option fee of \$2,500 option fee at signing and \$2,000 extension fee prior to year four
  - Legal stipend of \$5,000
- Reporting: Quarterly written updates of development progress to the Town

## Principal Actions by Milford Spartan Solar – all costs paid by project

- Apply for connection to electric grid
- Perform additional studies to support permit applications
- Apply for necessary permits and meet with appropriate Town boards and officials:
  - Zoning: Appropriate use, or variance if required
  - Planning: Site plan approval
  - Conservation Commission: Work closely to mitigate impacts and maximize project benefits
- Propose / negotiate PILOT with Town

# Lease Overview – Construction Term

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- Project begins to pay rent.
- Project would be built safely. Construction shall be designed and built to meet the standards of municipal, state and other relevant codes and requirements.
- Impacts on the community from construction will be minimized. Construction Term activities regarding road maintenance, road bonds, and other considerations to be addressed with Planning Board during Site Plan Review
- Removal costs for the project will be funded by the Project. Decommissioning security to be in place prior to end of the Construction Term.



# Lease Overview – Operations and Decommissioning

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## Operations

- Primary Term of 25 years, with three 5-year extensions (up to 40 years in total).
- Annual rent starting at \$119,620 increasing to \$191,392 per year, paid in quarterly installments.
- Security, maintenance, and associated costs of the Solar Farm to be the responsibility of Tenant.
- Additional operating requirements for the project will be included in the permit which would only be awarded with Town approval.

## Decommissioning

- Removal security for the project reviewed and updated every five years.
- Milford Spartan Solar would remove equipment and reseed/replace vegetation at the end of the Project's life.
  - Up to 12 months to complete
  - Followed by up to three years of reseedling

# Questions

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- Contact: Dominic LeBel
- Email: [Dominic@GraniteApollo.com](mailto:Dominic@GraniteApollo.com)
- Phone: (603) 565-5170
- Address: 114 N. Main Street, 3<sup>rd</sup> Floor, Concord, NH 03301
- Website: [www.olivewoodenergy.com](http://www.olivewoodenergy.com)

6:30 – 2018 Audit (posted on  
the town website) – Jarad  
Vartanian, CPA

VERBAL

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

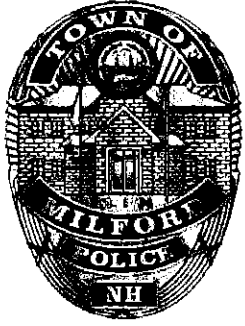
**Board of Selectmen**  
**Agenda Date: 9/23/19**

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

<b>Source</b>	<b>Amount</b>	<b>Purpose</b>
Tech Transport	\$ 100.00	Donation to support the Labor Day Parade.
Vinterest Antiques & Flips, LLC	\$ 109.05	Donation for the Police K-9 Special Purpose Fund. See attached memo from the Police Chief.

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

None at this time.

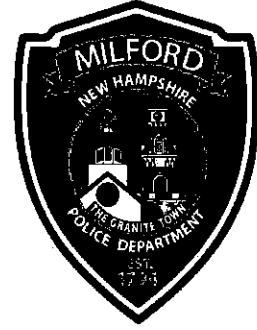


## **Town of Milford**

POLICE DEPARTMENT

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

**Michael J. Viola**  
Chief of Police



To: Mark Bender, Town Administrator  
Board of Selectmen  
From: Chief Michael J. Viola  
Date: September 3, 2019  
Ref: Donation for the Milford Police Department K-9 Unit

On August 5, 2019, the Milford Police Department received a donation in the amount of \$109.05, (one hundred nine dollars and 5 cents), from Vinterest Antiques & Flips. The company is donating the money for the department's K-9 Unit.

On behalf of the Milford Police Department, I am respectfully requesting the Board of Selectmen to consider and approve a donation in the amount of \$109.05 from Vinterest Antiques & Flips. I would also like to thank Vinterest Antiques & Flips for recognizing our K-9 Unit and for their donation to the Milford Police Department.

Your consideration in this request would be greatly appreciated.

4. a) 2) Request for Approval of two (2) Timber Tax Levy's - Map 54 Lot 2 & Map 54 Lot 6.

**ORIGINAL WARRANT  
YIELD TAX LEVY  
September 23, 2019  
THE STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH**

TO: COLLECTORS NAME, Collector of Taxes for Town of **MILFORD**, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of: **\$451.27**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at MILFORD

\_\_\_\_\_  
Gary Daniels, Chair

\_\_\_\_\_  
Paul Dargie

\_\_\_\_\_  
Michael Putnam

\_\_\_\_\_  
Laura Dudziak

\_\_\_\_\_  
Chris Labonte

**DATE SIGNED: September 23, 2019**

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Ponemah Properties LLC 467 Nashua St Milford, NH 03055	M 54 L 2	19-303-06-T	\$451.27

**TAX DUE DATE: October 23, 2019      TOTAL YIELDTAX: \$451.27**

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

**CERTIFICATION OF YIELD TAXES ASSESSED**  
**INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020**

TOWN / CITY OF: MILFORD  
 COUNTY OF: HILLSBOROUGH  
 CERTIFICATION DATE: September 23, 2019

**SEND SIGNED COPY TO:** DEPT. OF REVENUE ADMINISTRATION  
 MUNICIPAL AND PROPERTY DIVISION  
 P.O. BOX 487  
 CONCORD, NH 03302-0487

\_\_\_\_\_  
 Gary Daniels, Chair

\_\_\_\_\_  
 Paul Dargie

\_\_\_\_\_  
 Michael Putnam

\_\_\_\_\_  
 Laura Dudziak

\_\_\_\_\_  
 Chris Labonte

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Ponemah Properties LLC 0 467 Nashua St Milford, NH 03055	WHITE PINE	4.150			\$119.35	\$495.30	\$49.53	
	HEMLOCK	1.250			\$39.25	\$49.06	\$4.91	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	<b>TOTAL TAX</b>
<b>ACCOUNT OR SERIAL #:</b> 0	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	<b>DUE ON THIS</b>
	HARD MAPLE	0.000			\$0.00	\$0.00	\$0.00	<b>OPERATION</b>
<b># 2</b> BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT  <b>MAP &amp; LOT NUMBER</b> M 54 L 2	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	<b>(TOTAL OF COL. # 9)</b>
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	
	OAK	9.600			\$265.30	\$2,546.88	\$254.69	
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	3.100			\$106.90	\$331.39	\$33.14	
	BEECH/PALLET/TIE LOGS	6.850			\$36.90	\$252.77	\$25.28	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
					<b>TONS</b>	<b>CORDS</b>		
<b># 3</b>  <b>OPERATION NUMBER</b>  19-303-06-T	SPRUCE & FIR		0.00		\$ -	\$0.00	\$0.00	
	HARDWOOD & ASPEN		0.00		\$ -	\$0.00	\$0.00	
	PINE		0.00		\$ -	\$0.00	\$0.00	
	HEMLOCK		0.00		\$ -	\$0.00	\$0.00	
	BIOMASS CHIPS		450.00		\$ 0.76	\$339.75	\$33.98	
	HIGH GRADE SPRUCE		0.00		\$ -	\$0.00	\$0.00	
	CORDWOOD			35.00	\$ 14.21	\$497.35	\$49.74	
						\$4,512.50	\$451.27	

TOWN: MILFORD  
 COUNTY: HILLSBOROUGH  
 OWNER: Ponemah Properties LLC  
 OWNER:  
 ADDRESS: 467 Nashua St  
 ADDRESS: Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #:  
 MAP & LOT #: M 54 L 2  
 OPERATION #: 19-303-06-T  
 DATE OF BILLING: September 23, 2019

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$110.00	\$165.00			\$55.00	0.17	\$ 119.35	4.150			
HEMLOCK	\$35.00	\$60.00			\$25.00	0.17	\$ 39.25	1.250			
RED PINE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
HARD MAPLE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OAK	\$250.00	\$340.00			\$90.00	0.17	\$ 265.30	9.600			
ASH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SOFT MAPLE	\$95.00	\$165.00			\$70.00	0.17	\$ 106.90	3.100			
BEECH/PALLET/TIE LOGS	\$25.00	\$95.00			\$70.00	0.17	\$ 36.90	6.850			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
BIOMASS CHIPS	\$0.50	\$2.00			\$1.50		0.17	\$ 0.76		450.000	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
CORD WOOD/FUELWOOD			\$12.00	\$25.00		\$13.00	0.17		\$ 14.21		35.000

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



**ORIGINAL WARRANT  
YIELD TAX LEVY  
September 23, 2019  
THE STATE OF NEW HAMPSHIRE**

**HILLSBOROUGH**

TO: COLLECTORS NAME, Collector of Taxes for Town of **MILFORD**, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$167.76**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at MILFORD

\_\_\_\_\_  
Gary Daniels, Chair

\_\_\_\_\_  
Paul Dargie

\_\_\_\_\_  
Michael Putnam

\_\_\_\_\_  
Laura Dudziak

\_\_\_\_\_  
Chris Labonte

**DATE SIGNED: September 23, 2019**

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
Ciardelli, Michael R Rev Trust Ciardelli, Matthew and Andrew Trustees 467 Nashua St Milford, NH 03055	M 54 L 6	19-303-05-T	\$167.76

**TAX DUE DATE: October 23, 2019      TOTAL YIELDTAX: \$167.76**

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2019 to March 31, 2020

**CERTIFICATION OF YIELD TAXES ASSESSED**  
**INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020**

TOWN / CITY OF: MILFORD  
 COUNTY OF: HILLSBOROUGH  
 CERTIFICATION DATE: September 23, 2019

**SEND SIGNED COPY TO:** DEPT. OF REVENUE ADMINISTRATION  
 MUNICIPAL AND PROPERTY DIVISION  
 P.O. BOX 487  
 CONCORD, NH 03302-0487

\_\_\_\_\_  
 Gary Daniels, Chair

\_\_\_\_\_  
 Paul Dargie

\_\_\_\_\_  
 Michael Putnam

\_\_\_\_\_  
 Laura Dudziak

\_\_\_\_\_  
 Chris Labonte

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
Ciardelli, Michael R Rev Trust Ciardelli, Matthew and Andrew Trustees 467 Nashua St Milford, NH 03055	WHITE PINE	3.200			\$119.35	\$381.92	\$38.19	
	HEMLOCK	0.000			\$0.00	\$0.00	\$0.00	
	RED PINE	0.000			\$0.00	\$0.00	\$0.00	<b>TOTAL TAX</b>
<b>ACCOUNT OR SERIAL #:</b> 1	SPRUCE & FIR	0.000			\$0.00	\$0.00	\$0.00	<b>DUE ON THIS</b>
<b># 2</b> BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT  <b>MAP &amp; LOT NUMBER</b> M 54 L 6	HARD MAPLE	0.000			\$0.00	\$0.00	\$0.00	<b>OPERATION</b>
	WHITE BIRCH	0.000			\$0.00	\$0.00	\$0.00	<b>(TOTAL OF</b>
	YELLOW BIRCH	0.000			\$0.00	\$0.00	\$0.00	<b>COL. # 9)</b>
	OAK	2.350			\$265.30	\$623.46	\$62.35	
	ASH	0.000			\$0.00	\$0.00	\$0.00	
	SOFT MAPLE	0.000			\$0.00	\$0.00	\$0.00	
	BEECH/PALLET/TIE LOGS	4.550			\$25.00	\$113.75	\$11.38	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
OTHERS :	0.000			\$0.00	\$0.00	\$0.00		
<b># 3</b>  <b>OPERATION NUMBER</b>  19-303-05-T					<b>TONS</b>	<b>CORDS</b>		<b>\$167.76</b>
	SPRUCE & FIR		0.00		\$ -		\$0.00	\$0.00
	HARDWOOD & ASPEN		0.00		\$ -		\$0.00	\$0.00
	PINE		0.00		\$ -		\$0.00	\$0.00
	HEMLOCK		0.00		\$ -		\$0.00	\$0.00
	BIOMASS CHIPS		175.00		\$ 0.76		\$132.13	\$13.21
	HIGH GRADE SPRUCE		0.00		\$ -		\$0.00	\$0.00
CORDWOOD					30.00	\$ 14.21	\$426.30	\$42.63
							\$1,677.56	\$167.76

TOWN: MILFORD  
 COUNTY: HILLSBOROUGH  
 OWNER: Ciardelli, Michael R Rev Trust  
 OWNER: Ciardelli, Matthew and Andrew Trustees  
 ADDRESS: 467 Nashua St  
 ADDRESS: Milford, NH 03055

INTENT FILED DURING TAX YEAR: April 1, 2019 to March 31, 2020

ACCOUNT & SERIAL #: 1  
 MAP & LOT #: M 54 L 6  
 OPERATION #: 19-303-05-T  
 DATE OF BILLING: September 23, 2019

SPECIES	LOW MBF	HIGH MBF			RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS			
WHITE PINE	\$110.00	\$165.00			\$55.00	0.17	\$ 119.35	3.200			
HEMLOCK	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
RED PINE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SPRUCE & FIR	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
HARD MAPLE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
WHITE BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
YELLOW BIRCH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OAK	\$250.00	\$340.00			\$90.00	0.17	\$ 265.30	2.350			
ASH	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
SOFT MAPLE	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
BEECH/PALLET/TIE LOGS	\$25.00	\$95.00			\$70.00	0.00	\$ 25.00	4.550			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
OTHERS:	\$0.00	\$0.00			\$0.00	0.00	\$ -	0.000			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS	CORDS	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	#TONS	#CORDS
SPRUCE & FIR	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HARDWOOD & ASPEN	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
PINE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
HEMLOCK	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
BIOMASS CHIPS	\$0.50	\$2.00			\$1.50		0.17	\$ 0.76		175.000	
HIGH GRADE SPRUCE	\$0.00	\$0.00			\$0.00		0.00	\$ -		0.000	
CORD WOOD/FUELWOOD			\$12.00	\$25.00		\$13.00	0.17		\$ 14.21		30.000

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



The mission of Community Action for Safe Teens (CAST) is to prevent substance abuse and promote healthy choices for youth throughout Souhegan Valley.

4. a) 3) Request for Authorization for CAST to host their annual Red Ribbon Week on the Oval.

September 19, 2019

Milford Board of Selectmen  
Milford Town Hall  
1 Union Square  
Milford, NH 03055

RE: Red Ribbon Week – Ribbons on the Oval

Dear Milford Board of Selectmen:

I am writing to request permission for the Community Action for Safe Teens (CAST) Youth Empowerment and Service (YES) team to hang red ribbons around the oval in recognition of Red Ribbon Week. Red Ribbon Week is a national drug prevention campaign which runs from October 23 – 31 each year. The youth would like to hang the ribbons on October 22 and will plan to remove them by November 1<sup>st</sup>.

We greatly appreciate your consideration of this request.

Sincerely,

Monica Gallant, CPS  
CAST YES Team

## **Town Status Report – September 23, 2019**

### **Dispatch RFQ Update** – CTA provided the following clarifications:

1. CTA understands that Milford needs to determine if we are best served with our own dispatch/radio system or a regional system.
2. CTA will provide accurate budgetary cost estimates for each of these options. They understand that we will need to use these cost estimates to support a 2020 Warrant Article. CTA projects accuracy within 3% and provided details to support this projection.
3. CTA is confident that the outcome from their Phase 1 scope of work will clearly and concisely provide answers for elected officials to make good decisions for the citizens of Milford.
4. CTA is committed to completing Phase 1 with budgetary cost estimates by December 16 provided onsite initialization meetings start on October 7. The town is committed to start as needed.
5. CTA local representative, Mark Cady will provide project progress reports throughout Phase 1 and Phase 2.
6. CTA representatives Cheryl Giggetts, Principal Consultant, and Mark Cady will present findings and recommendations to the Board of Selectmen.

**Paving and Line Painting Update** – Water Utilities finished work in Union Street the week of September 13. In mid-October we will mill and pave Nashua Street and reclaim and pave Union Street to complete this year's projects. Line Painting on Nashua and Union Streets will be delayed until late-October. Other primary streets including Elm, South, West, Prospect, Savage, Whitten, Mason, Osgood, Clinton, McGettigan, Amherst and Mont Vernon Streets will have lines painted the week of October 7.

**Culvert Replacements** – Our planned work using Bridge Repair and/or Replacement Capital Reserve Funds for 2019 included \$90,000 to replace a culvert on Joslin Road. We have a failing culvert on Armory Road and another on Ball Hill Road that probably need more immediate attention. Rick estimates replacement of both culverts would cost \$80,000 to \$90,000 total. This includes materials (pipe, stone, headwalls), guardrail on Armory, excavation/installation and paving. Work on Armory Road would require daytime closures for 3-5 days with detours on Melendy or Osgood and Union. Work on Ball Hill would require daytime closures for 2-3 days with a detour on Annand Drive. The selectmen have authority to expend these capital reserve funds. Do you want to reallocate the funds to replace these two culverts this year?



[www.cta-c.com](http://www.cta-c.com)  
T 800-878-1436  
F 833-878-1436  
300 Lucado Place, Suite 100  
Lynchburg, Virginia 24504

September 13, 2019

Mark Bender  
Town Administrator  
1 Union Square  
Milford NH 03055

**Subject:** Clarification Response, Develop Requirements for a 911 Communication (Dispatch) Center

Dear Mr. Bender,

CTA Consultants, LLC (CTA) appreciates the opportunity to present to you our clarifications based upon the teleconference yesterday.

We understand Milford needs to determine if you are best served with your own dispatch/radio system or a regional system and the total cost of these two options. We believe the outcome of our Phase 1 scope of work will clearly and concisely provide you these answers. We are confident our report will provide you and your elected officials the information they need to make good decisions for the citizens of the Town of Milford.

You also shared with us the importance of completing Phase 1 and providing a detailed budgetary estimate to you not later than December 16, 2019. It is our opinion this date can be achieved provided your team is available to meet with CTA for an on-site Initialization meeting on October 7, 2019. Additionally during the dates of October 7-9 we will need to: meet with representatives from each agency expected to operate on the radio system; visit each existing site in operation; visit the MACC Base Communications Center, and meet with operational representative of MACC Base. It will be most important that we work closely with your team to ensure as documents are delivered they are reviewed promptly so as not to slow forward progression.

Our team member Mark Cady, will be reasonably available as support for you and your team to report on project progress throughout both Phase 1 and Phase 2. Both myself and Mark are available to present our findings and recommendations as needed.

Finally, in our conversation yesterday, you requested we provide information on the accuracy of our budget estimating capabilities. The best way to demonstrate our accuracy is to compare system budgets, developed by our team members, to the actual contracted value. Each system contract was signed under budget and each system, upon acceptance, met or exceeded our technical requirements. The following is a sampling of projects where our team members developed system budgets and assisted in negotiating the contract value:

Client	Vendor	Recommended Budget	System Cost	Variance
East Bay Regional Communications System Authority Alameda/Contra Costa Counties, CA <b>Radio System</b>	Motorola	\$69,000,000	\$66,000,000	-4%
Fauquier County, VA <b>Radio System</b>	Motorola	\$7,300,000	\$7,194,890	-1%
Harrisonburg/ Rockingham County, VA <b>Radio System &amp; Communications Center</b>	Harris	\$21,350,000	\$20,500,000	-4%
Loudoun County, VA <b>Radio System</b>	Motorola	\$31,500,000	\$29,900,000	-5%
Massachusetts Bay Transportation Authority (MBTA), MA <b>Radio System</b>	Harris	\$22,400,000	\$21,430,000	-4%
Pima County Wireless Integrated Network (PCWIN), AZ <b>Radio Network &amp; 2 Communications Centers</b>	Motorola	\$132,000,000	\$127,750,000	-3%
San Bernardino, CA <b>Radio System</b>	Motorola	\$185,000,000	\$181,000,000	-2%
Santa Cruz, CA <b>Consolidated Emergency Communications Center</b>		\$26,500,000	\$24,000,000	-9%

I hope we have provided the needed clarifications and if you have any additional question, do not hesitate for a moment to reach out to me (434-258-8427). Mark plans to attend the September 23<sup>rd</sup> Board of Selectmen meeting and can answer any additional questions that may arise.

We look forward to serving the Town of Milford as you make important decisions about your 911 Communications (dispatch) Center and Radio System for Police, Fire, Ambulance, Public Works, and Water Utilities.

Kind Regards,

**Cheryl S. Giggetts**

Principal Consultant

CTA Consultants, LLC

## 6. Review of Purchasing and Procurement Policy (option 1)

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### TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2007-01

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**TO:** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES  
**FROM:** MARK BENDER, TOWN ADMINISTRATOR  
**SUBJ:** POLICY ON PURCHASING AND PROCUREMENT  
**DATE:** MONDAY, SEPTEMBER 23, 2019

---

At a meeting of the Milford Board of Selectmen held on Monday, September 23, 2019, the Board of Selectmen voted to amend the following Policy regarding Purchasing and Procurement:

#### **SECTION I: PURPOSE**

The Procurement Policy of the Town of Milford, is adopted for the purpose of providing the best guarantees that tax money and public funds are spent in the most prudent fashion, as well as assuring the goods and services required by the departments of the Town are acquired in a timely manner and at the most economical price. This policy provides direction as to the steps involved in the procurement of all goods and services for the Town.

#### **SECTION II: AUTHORITY**

This Policy is adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to their management of the Town's prudential affairs and their authority over expenditures.

#### **SECTION III: CONFLICT OF INTEREST**

In accordance with RSA 95:1, no person holding a public office in the Town of Milford, either appointed or elected, shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities, or other personal property of a value in excess of \$250 at any one sale to or from the Town of Milford. This shall also apply to all employees of the Town of Milford.

#### **SECTION IV: OBJECTIVES**

- A. To seek competitive quotations based on the dollar limits outlined.
- B. To, wherever possible, consider the use of State contracts for goods and services.
- C. To, wherever possible, consider to use one vendor and purchase in bulk, in order to take advantage of any available discounts.
- D. To provide a procedure for the disposal of surplus property.

#### **SECTION V: EXEMPTIONS**

Select exemptions from the Procurement Policy shall be permitted as specifically authorized by the Board of Selectmen each calendar year.

#### **SECTION VI: PROCUREMENT AUTHORITY**

Authority for the procurement of goods and services shall be as outlined below.

- A) **\$0 to \$7,500:** A Department Head shall have full authority to approve procurement of departmental goods and services up to **\$7,500** provided such good(s) or service(s) are identified within the department's annual budget.
- B) **Greater than \$7,500:** The Town Administrator shall have full authority to approve procurement of goods and services provided such good(s) or service(s) are identified within the Town's budget.



- C) **Greater Than \$25,000:** Approval of the majority of the Board of Selectmen is required for the procurement of goods and services in excess of \$25,000, which are not otherwise approved in the budget, **or when the low bid is not recommended by Staff.**

## **SECTION VII: PROCUREMENT PROCESS**

The process for procurement of goods and services shall be as outlined below:

- A) Less than **\$2,500:** For procurement of **\$2,500** or less there is no requirement to obtain written or verbal quotes.
- B) **\$2,501 to \$10,000:** For total procurement between **\$2,501 and \$10,000**, contact as many vendors as necessary in order to obtain at least three (3) quotations. Quotation may be written or verbal, although final procurement shall not be permitted without a written quotation. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- C) **\$10,001 to \$25,000:** For total procurement between **\$10,001 and \$25,000**, contact as many vendors as necessary in order to obtain at least three (3) *written* quotations. The Department Head shall present these quotations to the Town Administrator, along with a recommendation, for their approval. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- D) Greater than **\$25,001:** All procurements having an estimated cost in excess of **\$25,001** shall be bid pursuant to the competitive procurement guidelines established in this policy

Competitive Bidding and Request for Proposal requirements are provided for in Appendix A which is hereby made part of this policy.

In no instance may the Authority or Process levels be circumvented by making multiple individual purchases in succession or breaking up common service or vendor procurements. Any justified changes to an original procurement that moves procurement from one level or Authority or Process shall be acted on by the higher level.

## **SECTION VIII: ADDITIONAL PROVISIONS**

- A) **Sole Source Proposals:** The Town of Milford will not entertain the solicitation of a single source vendor for supplies and/or services unless the competitive bid requirements are explicitly waived by vote of the Board of Selectmen. Absent such vote, the Town will consider a vendor if they are the only bidder, provided that the procedural steps in soliciting bids has been followed and documented.
- B) **Emergency Procurements:** An emergency purchase may be made by a Department Head only if the normal operations of the department are in jeopardy. This shall generally mean or relate to emergency repairs to equipment or facilities which must be kept operating to protect the health and/or safety of persons, or property.  
For purposes of this paragraph only, the competitive procurement provisions of these policies may only be waived in case of an emergency by the Town Administrator, Chairman of the Board of Selectmen, or their designee (whoever is most readily available). This waiver shall only be considered when there exists a special emergency involving the health and safety of the people or their property.
- C) **Disposal of Surplus Property:** The Department Head must present any property (non-real estate), which is considered to be surplus and valued at over \$500, to the Town Administrator with a recommended method of disposition for approval. Various possible disposition means are the sealed bid or auction process, State surplus auction, trade in usage, retained for usage as parts, or transfer to another Town Department. The Department Head may dispose of any surplus items with a value of less than \$500, as they deem appropriate.

**SECTION IX: AMENDMENTS**

These policies may from time to time be amended by the vote of the Board of Selectmen at a properly scheduled Selectmen's Meeting.

**SECTION X: EFFECTIVE DATE**

These policies shall be effective upon a vote of the Board of Selectmen and shall replace any and all bid procedures or policies previously enacted by the Town.

**SECTION XI: PURCHASE ORDERS**

All purchases in excess of \$2,500 shall require a purchase order following the approval process detailed in Section VI.

**SECTION XII: CREDIT CARDS**

Credit cards purchases are subject to the Procurement Policy. Policies specific to the use of credit cards are covered in the "Credit Card Purchasing Policy" adopted May 14, 2012.

## Appendix A

### REQUEST FOR PROPOSALS

Certain professional services, such as architectural and engineering, auditing, and legal services are more appropriately solicited through a Request for Proposals (RFP). This is due to the need to consider factors other than price, such as professional qualifications, previous experience in related projects, and review of support staffs backgrounds.

When soliciting for RFP's the specifications must contain the following information: scope of services to be performed; timing; evaluation criteria; minimum qualifications of professional experience; and price.

The Town shall solicit proposals from at least three (3) vendors providing the professional service. Selection should be made by utilizing the following criteria: proposal review; interview of individual; and reference checks, including site visits if applicable.

### COMPETITIVE BID

1. The Town will maintain a contractors /vendors file according to type of good or service provided, which will be used to send specific specifications to particular vendors.
2. Each department shall maintain contract files in accordance with the State of NH's record retention rules. Each file shall contain the following, minimum information for the retention period, as appropriate:
  - a) Bid specifications, public notice of bid solicitation and other relevant pre-solicitation documents;
  - b) Records of recommendations, justifications, and approvals;
  - c) Lists of those vendors/individuals sent the bid specifications;
  - d) Copy of each offer or quotations and any records or documentation. Any unsuccessful offers will be maintained in the contract file;
  - e) Record of any required approvals;
  - f) Notice of bid award;
  - g) The original of the signed contract or bid award, all contract modifications, and other change orders or amendments;
  - h) Bid, performance, or other bond documents or a reference thereto.
3. **BID SPECIFICATIONS:** The Department Head shall prepare specifications for bid items, and shall submit the final specifications to the Town Administrator for approval prior to solicitation of bids. As part of the specifications, the Department Head should always include the following minimum items or requirements:
  - a) Bidders must clearly identify the product or service on which they are bidding on all envelopes.
  - b) Bidders shall provide samples with the bid when applicable. All samples will be returned to the vendors after the bid completion.
  - c) The Town's Tax Exempt Number: #xx-xxxxxxx.
  - d) The terms of the contract, including effective dates, extension terms, termination clauses, and other applicable terminology.
  - e) The party responsible for the freight and insurance charges, as well as how damaged goods will be returned and the extent of guarantees.
  - f) Where applicable, performance bonds will be required and shall always be required, as specified by RSA 447:16, for construction projects with a value greater than \$25,000.
  - g) A statement which reserves the Town's right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.
  - h) A statement, which reserves the Town's right to consider substitution of equivalent items and under what conditions. The specifications shall include a statement, which requires the

- bidder to submit documentation for all substitutions and exceptions.
- i) Where applicable, the Town will hold a bidders conference to acquaint the bidders with the process, and to address any special concerns, questions or request for exceptions that may arise.
  - j) Minimum quantity and quality requirements. These requirements should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.
  - k) The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

\_\_\_\_\_  
(Name of person signing bid)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company)

4. **PUBLIC NOTICE:** The Town Administrator shall invite all bids by advertisement in at least one (1) newspaper of general circulation in the Town of Milford, such publication to be at least fourteen (14) days before the time of the bid opening. All bid notices must remain posted in at least two public places, one of which must be at the Town Hall, for a period of not less than two weeks (14 days). To save on advertising costs, multiple bids should be advertised in single advertisements where deemed practical.

The invitation to Bid shall include the following information:

- a. time and date of receipt of bids
- b. address to which the bid is to be delivered
- c. date by which the Town may accept the bid and contract with the vendor
- d. a general description of the good or service being purchased
- e. any and all contractual terms and conditions applicable to the purchase
- f. indicate where and when an invitation to Bid may be obtained
- g. indicate where and by what date bids must be submitted
- h. indicate where and when bids will be opened, and by whom
- i. provide a description of the good or service requested
- j. reserve the Town's right to reject any and all bids

5. **AVAILABILITY OF SPECIFICATIONS:** The Town Administrator shall mail copies of the specifications to those firms/vendors as listed in the contract files as well as additional firms who may request a copy. The Town Administrator reserves the right to charge for copies according to size and complexity (i.e. construction drawings, etc.)

6. **SAMPLE BID PUBLIC NOTICE:** "The Town of Milford, New Hampshire is currently accepting bids for the (name of bid item). Bid specifications are available from the Town Administrator's Office, 1 Union Square, Milford, New Hampshire, 03055, (603) 673-2257. Sealed bids will be received until 2:00 PM, October 23, xxxx. Bids will be publicly opened and read at that time, and approved by the Town Administrator with time to be determined. The Town of Milford reserves the right to reject any and all bids if deemed in the best interest of the Town."
7. **ACCEPTANCE OF BIDS:** The Town Administrator shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be dated and time stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's Office before the time and date set for the bid opening.
  - a) Telegraphic bids (meaning by telegram, mailgram, or by facsimile) will be considered or accepted unless prohibited by the solicitation.
  - b) Bids must be submitted in accordance with the bid solicitation. If a bidder chooses to use its own bid form or a letter to submit a bid, the bid will be considered only if the bidder explicitly, in written form, accepts all the terms and conditions of the invitation and further that the award of the bid would result in a binding contract under the terms and conditions of the solicitations and other terms and conditions contained in the submitted bid which do not conflict with those in the solicitation.
8. **BID OPENING:** All bids will be opened by the Town Administrator at the time and date specified in the Public Notice. The names and quotes for all bidders recorded, and made available for public inspection. The Town Administrator may authorize a designee to open the bids. The Town Administrator shall notify all bidders of any changes in the opening time and/or date.
9. **BID CORRECTIONS:** After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town of Milford or fair competition. The Town Administrator may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.
10. **BID AWARD:** Bids meeting the specifications shall be reviewed by the Department Head in consultation with the Town Administrator and others as needed. A recommendation shall be made to the Board of Selectmen for approval, **if the preferred vendor is not the low bidder.**

The Town Administrator shall award the contract to the successful bidder or Board of Selectmen approved bidder and be responsible for preparing Notice of Bid Awards and submitting same to the successful bidder as well as all other bidders.

11. **CONTRACTOR QUALIFICATIONS:** To be determined responsible, a prospective contractor must:
  - a) have adequate financial resources to perform the contract, or the ability to obtain them;
  - b) be able to comply with the required or proposed delivery or performance schedules;
  - c) have a satisfactory performance record;
  - d) have a proven record of integrity and business ethics;
  - e) have the necessary organization, experience, technical skills, and support staff, or the ability to obtain them;
  - f) have the necessary production, construction, and repair equipment and parts required to fulfill the contract requirements.
  - g) provide at least two references and phone numbers.

**Approved by Board of Selectmen:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

## 6. Review of Purchasing & Procurement Policy (option 2)

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### TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2007-01

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**TO:** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES  
**FROM:** MARK BENDER, TOWN ADMINISTRATOR  
**SUBJ:** POLICY ON PURCHASING AND PROCUREMENT  
**DATE:** MONDAY, SEPTEMBER 23, 2019

---

At a meeting of the Milford Board of Selectmen held on Monday, September 23, 2019, the Board of Selectmen voted to amend the following Policy regarding Purchasing and Procurement:

#### **SECTION I: PURPOSE**

The Procurement Policy of the Town of Milford, is adopted for the purpose of providing the best guarantees that tax money and public funds are spent in the most prudent fashion, as well as assuring the goods and services required by the departments of the Town are acquired in a timely manner and at the most economical price. This policy provides direction as to the steps involved in the procurement of all goods and services for the Town.

#### **SECTION II: AUTHORITY**

This Policy is adopted by the Board of Selectmen in accordance with RSA 31:39 as it relates to their management of the Town's prudential affairs and their authority over expenditures.

#### **SECTION III: CONFLICT OF INTEREST**

In accordance with RSA 95:1, no person holding a public office in the Town of Milford, either appointed or elected, shall, by contract or otherwise, except by open competitive bidding, buy real estate, sell or buy goods or services, commodities, or other personal property of a value in excess of \$250 at any one sale to or from the Town of Milford. This shall also apply to all employees of the Town of Milford.

#### **SECTION IV: OBJECTIVES**

- A. To seek competitive quotations based on the dollar limits outlined.
- B. To, wherever possible, consider the use of State contracts for goods and services.
- C. To, wherever possible, consider to use one vendor and purchase in bulk, in order to take advantage of any available discounts.
- D. To provide a procedure for the disposal of surplus property.

#### **SECTION V: EXEMPTIONS**

Select exemptions from the Procurement Policy shall be permitted as specifically authorized by the Board of Selectmen each calendar year.

#### **SECTION VI: PROCUREMENT AUTHORITY**

Authority for the procurement of goods and services shall be as outlined below.

- A) **\$0 to \$7,500:** A Department Head shall have full authority to approve procurement of departmental goods and services up to **\$7,500** provided such good(s) or service(s) are identified within the department's annual budget.
- B) **Greater than \$7,500:** The Town Administrator shall have full authority to approve procurement of goods and services provided such good(s) or service(s) are identified within the Town's budget.

- C) **Greater Than \$25,000:** Approval of the majority of the Board of Selectmen is required for the procurement of goods and services in excess of \$25,000, which are not otherwise approved in the budget, or when the low bid is not recommended by Staff. The Town Administrator will provide an overview to the Board of Selectmen for approval of Capital purchases (building improvements, vehicles, etc.) prior to the expenditure.

## **SECTION VII: PROCUREMENT PROCESS**

The process for procurement of goods and services shall be as outlined below:

- A) Less than **\$2,500:** For procurement of **\$2,500** or less there is no requirement to obtain written or verbal quotes.
- B) **\$2,501 to \$10,000:** For total procurement between **\$2,501 and \$10,000**, contact as many vendors as necessary in order to obtain at least three (3) quotations. Quotation may be written or verbal, although final procurement shall not be permitted without a written quotation. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- C) **\$10,001 to \$25,000:** For total procurement between **\$10,001 and \$25,000**, contact as many vendors as necessary in order to obtain at least three (3) *written* quotations. The Department Head shall present these quotations to the Town Administrator, along with a recommendation, for their approval. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached to the purchase order.
- D) Greater than **\$25,001:** All procurements having an estimated cost in excess of **\$25,001** shall be bid pursuant to the competitive procurement guidelines established in this policy

Competitive Bidding and Request for Proposal requirements are provided for in Appendix A which is hereby made part of this policy.

In no instance may the Authority or Process levels be circumvented by making multiple individual purchases in succession or breaking up common service or vendor procurements. Any justified changes to an original procurement that moves procurement from one level or Authority or Process shall be acted on by the higher level.

## **SECTION VIII: ADDITIONAL PROVISIONS**

- A) **Sole Source Proposals:** The Town of Milford will not entertain the solicitation of a single source vendor for supplies and/or services unless the competitive bid requirements are explicitly waived by vote of the Board of Selectmen. Absent such vote, the Town will consider a vendor if they are the only bidder, provided that the procedural steps in soliciting bids has been followed and documented.
- B) **Emergency Procurements:** An emergency purchase may be made by a Department Head only if the normal operations of the department are in jeopardy. This shall generally mean or relate to emergency repairs to equipment or facilities which must be kept operating to protect the health and/or safety of persons, or property.  
For purposes of this paragraph only, the competitive procurement provisions of these policies may only be waived in case of an emergency by the Town Administrator, Chairman of the Board of Selectmen, or their designee (whoever is most readily available). This waiver shall only be considered when there exists a special emergency involving the health and safety of the people or their property.
- C) **Disposal of Surplus Property:** The Department Head must present any property (non-real estate), which is considered to be surplus and valued at over \$500, to the Town Administrator with a recommended method of disposition for approval. Various possible disposition means are the sealed bid or auction process, State surplus auction, trade in usage, retained for usage as parts, or transfer to another Town Department. The Department Head may dispose of any surplus items with a value of less than \$500, as they deem appropriate.



**SECTION IX: AMENDMENTS**

These policies may from time to time be amended by the vote of the Board of Selectmen at a properly scheduled Selectmen's Meeting.

**SECTION X: EFFECTIVE DATE**

These policies shall be effective upon a vote of the Board of Selectmen and shall replace any and all bid procedures or policies previously enacted by the Town.

**SECTION XI: PURCHASE ORDERS**

All purchases in excess of \$2,500 shall require a purchase order following the approval process detailed in Section VI.

**SECTION XII: CREDIT CARDS**

Credit cards purchases are subject to the Procurement Policy. Policies specific to the use of credit cards are covered in the "Credit Card Purchasing Policy" adopted May 14, 2012.

## Appendix A

### REQUEST FOR PROPOSALS

Certain professional services, such as architectural and engineering, auditing, and legal services are more appropriately solicited through a Request for Proposals (RFP). This is due to the need to consider factors other than price, such as professional qualifications, previous experience in related projects, and review of support staffs backgrounds.

When soliciting for RFP's the specifications must contain the following information: scope of services to be performed; timing; evaluation criteria; minimum qualifications of professional experience; and price.

The Town shall solicit proposals from at least three (3) vendors providing the professional service. Selection should be made by utilizing the following criteria: proposal review; interview of individual; and reference checks, including site visits if applicable.

### COMPETITIVE BID

1. The Town will maintain a contractors /vendors file according to type of good or service provided, which will be used to send specific specifications to particular vendors.
2. Each department shall maintain contract files in accordance with the State of NH's record retention rules. Each file shall contain the following, minimum information for the retention period, as appropriate:
  - a) Bid specifications, public notice of bid solicitation and other relevant pre-solicitation documents;
  - b) Records of recommendations, justifications, and approvals;
  - c) Lists of those vendors/individuals sent the bid specifications;
  - d) Copy of each offer or quotations and any records or documentation. Any unsuccessful offers will be maintained in the contract file;
  - e) Record of any required approvals;
  - f) Notice of bid award;
  - g) The original of the signed contract or bid award, all contract modifications, and other change orders or amendments;
  - h) Bid, performance, or other bond documents or a reference thereto.
3. **BID SPECIFICATIONS:** The Department Head shall prepare specifications for bid items, and shall submit the final specifications to the Town Administrator for approval prior to solicitation of bids. As part of the specifications, the Department Head should always include the following minimum items or requirements:
  - a) Bidders must clearly identify the product or service on which they are bidding on all envelopes.
  - b) Bidders shall provide samples with the bid when applicable. All samples will be returned to the vendors after the bid completion.
  - c) The Town's Tax Exempt Number: #xx-xxxxxxx.
  - d) The terms of the contract, including effective dates, extension terms, termination clauses, and other applicable terminology.
  - e) The party responsible for the freight and insurance charges, as well as how damaged goods will be returned and the extent of guarantees.
  - f) Where applicable, performance bonds will be required and shall always be required, as specified by RSA 447:16, for construction projects with a value greater than \$25,000.
  - g) A statement which reserves the Town's right to reject any and all bids, negotiate any contracts and waive any informalities in the bid process.
  - h) A statement, which reserves the Town's right to consider substitution of equivalent items and under what conditions. The specifications shall include a statement, which requires the

- bidder to submit documentation for all substitutions and exceptions.
- i) Where applicable, the Town will hold a bidders conference to acquaint the bidders with the process, and to address any special concerns, questions or request for exceptions that may arise.
  - j) Minimum quantity and quality requirements. These requirements should be specific enough to ensure the desired level of quality, but also must be flexible enough to elicit multiple bids.
  - k) The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity."

\_\_\_\_\_  
(Name of person signing bid)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company)

4. **PUBLIC NOTICE:** The Town Administrator shall invite all bids by advertisement in at least one (1) newspaper of general circulation in the Town of Milford, such publication to be at least fourteen (14) days before the time of the bid opening. All bid notices must remain posted in at least two public places, one of which must be at the Town Hall, for a period of not less than two weeks (14 days). To save on advertising costs, multiple bids should be advertised in single advertisements where deemed practical.

The invitation to Bid shall include the following information:

- a. time and date of receipt of bids
- b. address to which the bid is to be delivered
- c. date by which the Town may accept the bid and contract with the vendor
- d. a general description of the good or service being purchased
- e. any and all contractual terms and conditions applicable to the purchase
- f. indicate where and when an invitation to Bid may be obtained
- g. indicate where and by what date bids must be submitted
- h. indicate where and when bids will be opened, and by whom
- i. provide a description of the good or service requested
- j. reserve the Town's right to reject any and all bids

5. **AVAILABILITY OF SPECIFICATIONS:** The Town Administrator shall mail copies of the specifications to those firms/vendors as listed in the contract files as well as additional firms who may request a copy. The Town Administrator reserves the right to charge for copies according to size and complexity (i.e. construction drawings, etc.)

6. **SAMPLE BID PUBLIC NOTICE:** "The Town of Milford, New Hampshire is currently accepting bids for the (name of bid item). Bid specifications are available from the Town Administrator's Office, 1 Union Square, Milford, New Hampshire, 03055, (603) 673-2257. Sealed bids will be received until 2:00 PM, October 23, xxxx. Bids will be publicly opened and read at that time, and approved by the Town Administrator with time to be determined. The Town of Milford reserves the right to reject any and all bids if deemed in the best interest of the Town."
7. **ACCEPTANCE OF BIDS:** The Town Administrator shall accept all bids up to the time specified for receipt of bids in the Public Notice. All bids will be dated and time stamped by the Selectmen's Office. Any late bids will be rejected. A bidder may correct, modify, or withdraw a bid by written notice received in the Selectmen's Office before the time and date set for the bid opening.
  - a) Telegraphic bids (meaning by telegram, mailgram, or by facsimile) will be considered or accepted unless prohibited by the solicitation.
  - b) Bids must be submitted in accordance with the bid solicitation. If a bidder chooses to use its own bid form or a letter to submit a bid, the bid will be considered only if the bidder explicitly, in written form, accepts all the terms and conditions of the invitation and further that the award of the bid would result in a binding contract under the terms and conditions of the solicitations and other terms and conditions contained in the submitted bid which do not conflict with those in the solicitation.
8. **BID OPENING:** All bids will be opened by the Town Administrator at the time and date specified in the Public Notice. The names and quotes for all bidders recorded, and made available for public inspection. The Town Administrator may authorize a designee to open the bids. The Town Administrator shall notify all bidders of any changes in the opening time and/or date.
9. **BID CORRECTIONS:** After the bid opening, the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town of Milford or fair competition. The Town Administrator may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.
10. **BID AWARD:** Bids meeting the specifications shall be reviewed by the Department Head in consultation with the Town Administrator and others as needed. A recommendation shall be made to the Board of Selectmen for approval, **if the preferred vendor is not the low bidder.**

The Town Administrator shall award the contract to the successful bidder, or Board of Selectmen approved bidder and be responsible for preparing Notice of Bid Awards and submitting same to the successful bidder as well as all other bidders.

11. **CONTRACTOR QUALIFICATIONS:** To be determined responsible, a prospective contractor must:
  - a) have adequate financial resources to perform the contract, or the ability to obtain them;
  - b) be able to comply with the required or proposed delivery or performance schedules;
  - c) have a satisfactory performance record;
  - d) have a proven record of integrity and business ethics;
  - e) have the necessary organization, experience, technical skills, and support staff, or the ability to obtain them;
  - f) have the necessary production, construction, and repair equipment and parts required to fulfill the contract requirements.
  - g) provide at least two references and phone numbers.

**Approved by Board of Selectmen:**

\_\_\_\_\_

Date

\_\_\_\_\_

Chairman

\_\_\_\_\_

Vice Chairman

\_\_\_\_\_

Selectman

\_\_\_\_\_

Selectman

\_\_\_\_\_

Selectman

(

# 6. b. Dispatch Discussion - VERBAL

## 6. c) Traffic Safety Concern - Philips Way

**Mark Bender**

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**From:** Adrienne <AJSchelberg@Comcast.net>  
**Sent:** Tuesday, August 6, 2019 10:59 AM  
**To:** Mark Bender; Craig Frye  
**Subject:** Traffic concerns on Phillip's Way

Dear Mr. Bender and the Board of Selectmen,

On August 5th, I spoke with Town Administrator, Mark Bender regarding two traffic incidents on Phillips Way. These incidents occurred within one week of each other. Mr. Bender said, it was really a police department matter. I then went to the police department the same day. I had a good discussion with Capt. Frye and described the two incidents. These two incidents involved two different drivers cutting through Phillips Way on to Prospect St. My husband and I were entering Phillips Way, when these incidents occurred. One driver drove down to Glen Dr. and the other driver (spoke to her) she said, she only lived a few houses up on Prospect St.. She left and drove down Ledgewood St., I am sure she came back to cut through Phillips Way. I feel it is pointless to waste police resources to monitor the traffic cutting through Phillips Way. I have witnessed, when visiting a friend on Seren, that cars cut through everyday, from many sources all day at different times. I realize you know these short cuts are illegal and dangerous, an accident waiting to happen.

I also feel that, it may be time the Selectmen seriously consider making Phillip's Way 2 way. This could be done by removing the sidewalk up to where the circle begins and cutting the hill back. The sidewalk is seldom used, only for walking dogs to do their business. On the other side of the street, this too could be cut back to make Phillip's Way a legal 2 way street. The residents on Prospect St. have the ability to access Rt. 13 S or the oval, we do not. We have one option only, we have to use Tonnella Rd. on to Nashua St. or use the County Store parking lot to get to Clinton St. to 13s. These options can be hazardous to ones health. It is ridiculous to me to have to go around the block, a very long block to get to 13s. I posed the question to Capt. Frye about using a counter on Phillip's to monitor the traffic, which I suggested in a letter to the Board of Selectmen many years ago when this issue was first raised.

I really believe this traffic arrangement is inconvenient, unsafe and biased. It is inconvenient and unsafe to my husband I and to all 98 unit owners in Ledgewood. I think you might also consider the potential increase in traffic on Tonnella when the 16 new Townhouses are built.

I hope you will consider my concerns and suggestions.

Thank you for taking the time to read and consider this e-mail.

Regards,

Adrienne Schelberg/ 23 Gerry's Way, Milford, NH (673-7893)

## Mark Bender

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**From:** LORRAINE MARCHILDON <lmarchildon@comcast.net>  
**Sent:** Monday, August 19, 2019 3:29 PM  
**To:** Mark Bender  
**Subject:** Egress from LOM to Prospect Street

Dear Mr. Bender:

I wish to add my "plea" to allow the residents of the 98 homes at Ledgewood of Milford to utilize Phillips Way to access Prospect Street and Webster Street, along with South Street and environs. I have lived in this development almost 17 years, and, at that time, we were promised that Phillips Way would be a two-way street. In that way this development would have two means of ingress and egress. However, residents of the above-mentioned neighboring streets did not look kindly on Phillips Way being a two-way street, and some years ago it was designated a one-way street for ingress only. One elderly lady even got a \$100 ticket for exiting via Phillips Way.

Most of the residents of LOM no longer utilize Phillips Way as a means of egress, but many of us have noticed residents of Prospect Street and Webster Street and others pay no heed to the one-way sign and continually exit LOM via Phillips Way. Apparently the one-way "rule" only applies to certain people.

At the time this area was developed, the plan called for 48 apartments to be constructed at the end of Ledgewood Drive; i.e., one building with 24 apartments, and two buildings each containing twelve apartments. A small traffic island was even constructed on Phillips Way to handle the incoming and exiting traffic. This plan was ultimately abandoned, and an assisted living facility was constructed at the site with no access road leading to the traffic island other than Phillips Way.

Needless to say we feel abandoned by the Town of Milford. Our many pleas to have Phillips Way a two-way street have been met with many negative responses. As the former Secretary to the Board of Directors of LOM, I have written numerous letters outlining traffic studies and the difficulty exiting onto Nashua Street. My feeling is that nothing will be done until there is a fatality at Nashua Street and Tonella Road.



Thank you for "listening". Sincerely, Lorraine Marchildon, 18 Christine Drive, Milford, NH.

# 9. Approval of Final Minutes - September 9, 2019

DRAFT

## MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

September 9, 2019

**PRESENT:** Gary Daniels, Chairman  
Paul Dargie, Vice Chairman  
Mike Putnam, Member  
Laura Dudziak, Member  
Chris Labonte, Member  
Mark Bender, Town Administrator  
Tina Philbrick, Recording Secretary  
Tyler Berry, Videographer

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

**INSTRUCTIONS:** Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

### 2. APPOINTMENTS: (Approximate times)

#### 5:30 p.m. – Approval of Two (2) Land Use Change Tax Forms, Map 45 Lot 3-39 & Map 52 Lot 29 – Assessing Director Marti Noel.

Both Lots have construction underway for new single family homes, rendering the lots ineligible for Current Use. Homeowners have been notified.

Selectman Dargie made a motion to approve the two Land Use Change Tax (LUCT) Forms for Map 45 Lot 3-39 & Map 52 Lot 29. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

#### 5:35 p.m. – MS-1 Report and Update Summary – Assessing Director Marti Noel.

##### Summary of the MS-1 Report:

The MS-1 is the standard report that helps to set the tax rate. The tax rate should be determined by mid-October. The report is usually due by September 1<sup>st</sup> but an extension was requested for September 30<sup>th</sup> due to the partial revaluation.

- Net valuation increase over 2018 is calculated to be 15.6% including growth from new construction and statistical increases from market trends. The total Gross Valuation is \$1,610,193,048 after reduction for certain credits and exemptions totaling \$9,382,000 the Net Valuation is \$1,600,185,432.
- Total residential property valuation has increased 19.4% year over year, with approximately 1.5% attributed to growth from new construction – primarily single family homes.
- The year over year overall change breakdown for residential property assessments indicates:
  - Mobile homes @ 23.8% increase
  - Single Family @ 18.5%
  - Condos @ 15.4%
  - Res Apts. @ 12.9%

Not all homes were visited, but every home was assessed, some through statistical analysis. We have been to every home in Milford over the course of multiple years. Everyone is encouraged to call to make sure the data is good.

- The year over year overall change for Commercial/Industrial properties is .69%
- Residential property value represents roughly 82% of our property base and Commercial property value represents 16.6%. Utilities and Current Use Lands would account for the remainder.
- By parcel count, the number of residential units represents 81.5% of the total properties. The number of commercial units represents 7.9%. Utilities, Current Use land and Exempt properties making up the balance.

Selectman Putnam made a motion to approve the MS-1 report as presented. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

##### Exemption and Credit Report

- For 2019 there are a total of 86 Elderly Exemption recipients, down from 94 in 2018.
- The number of Veteran's Tax Credit recipients is slightly up at 526 for 2019 from 520 for 2018.
- Blind Exemption and Solar Exemption have had minor increases in # of recipients as well.

##### A Brief Discussion about the 2019 Residential Update

A valuation update has been conducted on the residential sector. Between revaluation years, sales are reviewed annually to determine the level of assessment. This is broken down by sectors and reviewed/audited by the NH Department of Revenue. Since the 2016 Revaluation, sales have indicated that the residential market diverged from the commercial market to the point that there was growing inequity between the commercial and residential sectors. The statistical data

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 9/9/2019**

63 indicated a town-wide divergence measured between sale prices and assessments of 16.7 (83.6 EQ Ratio). This was  
64 measured using sales from October 1 2017 through September 30, 2018.  
65

66 **Informal Hearings**

67 Once preliminary values were determined, letters were sent to every residentially coded property owner. Those letters  
68 included the KRT website showing the sales that were used to determine values and 3 separate sorts so that anyone  
69 could review the changes to all the properties. That website is still up and available to view.

70 The letter also contained instructions as to how to schedule an informal hearing. The Informal Hearings were conducted  
71 over 8 days. There were 128 appointments scheduled. In addition, Marti responded to many unscheduled requests to  
72 discuss the results with property owners both by phone and email.  
73

74 The chief concern was that it was a big jump overnight. The value change did not happen overnight – it occurred over 3  
75 years covering the time frame since the 2016 revaluation. We have conducted other mid-cycle reviews and updates,  
76 including one in 2013 where condominium assessments were adjusted downward based on a review of the same statisti-  
77 cal data review for that time frame. It is expected there will be some downward effect on the tax rate, but, of course,  
78 property value is only one component in that equation.  
79

80 The next full re-assessment is scheduled for 2021. If the Board prefers, that can be moved up one year to 2020. The  
81 town has elected to dedicate \$15,000 per year for the past 3 years to help defray the impact of the cost for this. The re-  
82 mainder cost, an estimated additional \$45,000 would need to be added into this year’s budget if the Board feels this is a  
83 reasonable measure. She would need direction from the Board within the next few weeks.  
84

85 Selectman Dargie would be in favor of moving it up a year. He feels that the residential apartments are way under- val-  
86 ued and brought in line.  
87

88 Marti said they have three categories for multi-unit buildings. Two are coded as residential – 1110 and 1111. This in-  
89 cludes older structures containing 4-8 units as 1110 and apartment complexes with multiple buildings having 4 units or  
90 less per building as 1111. The third is coded commercial where there are multiple buildings having more than 4 units  
91 per building, coded as 1120. This coding structure has been in place for many years and is not new this year.  
92

93 Another analysis for the 1120’s rated commercially. Since 2011 they’ve increased 18 to 20%. The 1111 residentially  
94 rated buildings have increased 30%. If we go back to the prior revaluation in 2005, the commercially valued properties  
95 increased 60% and the residentially valued properties increased 48%. Selectman Dargie said rents for the building have  
96 increased at a high rate and the value of the buildings relate closely to the rents that the buildings generate.  
97

98 Marti said when they look at commercial properties; they also look at storage units, mobile home parks land. There is a  
99 bigger market that we look at than just those 8 large apartment buildings.  
100

101 Chairman Daniels is concerned about the Assessing Capital Reserve running out; we currently put \$15,000 in it each  
102 year through a warrant article. Marti said we have \$45,000 in that account and she is estimating \$90,000 for a total, it  
103 could come in less. If we waited the extra year we would have another \$15,000 and only need \$30,000.  
104

105 Administrator Bender said to clarify those apartment buildings considered commercial, the assessed valuation of those  
106 are at \$54,000,000. The total commercial and industrial valuation on the MS-1 is \$201,000,000. The residential apart-  
107 ments represent about 25% of the total commercial value. If you look at the \$54,000,000 as a percentage of the total  
108 valuation, it’s about 3%. Our total larger apartment valuation is about \$96,000,000 so that part that is considered resi-  
109 dential makes up 44% and the part that represents commercial is 56%.  
110

111 Selectman Putnam said we should stay with the existing schedule. He made a motion to stay with the 2021 revaluation  
112 date rather than moving it up. Chairman Daniels said a total revaluation is going to cost \$90,000 and we just did a par-  
113 tial, why do we need another \$90,000. Marti said we send out an RFP to look at all the properties, it’s required by the  
114 state. We can’t take two partial updates and put them together to make a total revaluation. Selectman Labonte asked  
115 how much the partial revaluation cost. Marti said \$20,000 which was a good price because many prices she received  
116 were close to \$40,000. KRT can come in to do a total revaluation knowing that they already did a lot of the leg work  
117 already. Any other bidder doesn’t have that leg work behind them, it could come in lower.  
118  
119  
120

121 **Additional Warrant Articles for Consideration**

122 **Elderly Exemption Parameters**

123  
124 Most of our elderly exemption recipients live on fixed income, and many live in manufactured homes that have been  
125 most heavily impacted by valuation increases. Once the tax rate has been set, Marti will be proposing an increase to the  
126 exemption amounts based on any increase in tax burden to this most vulnerable portion of our community. The last  
127 time income parameters were adjusted was in 2012. The last time these parameters were changed was in 2011.  
128

129 Marti would also like the BOS to consider if there should be any increase for the income limits of \$38,600 for a single  
130 applicant and \$46,000 for married applicants. The last increase for these parameters was in 2012.  
131

132 Marti also asked the Board to consider whether to increase the asset limit of \$85,000 which has not changed in over 15  
133 years. The Elderly exemption is a safety net, not a benefit, but we do need to periodically consider if the parameters  
134 should be adjusted. We are on the low side.  
135

136 **Veteran's Tax Credit**

137 The standard Veteran's tax credit is \$300 per year. This has remained the same for well over 10 years. The last pro-  
138 posed change for this credit was by petition warrant article with a proposed increase to \$400 in 2014 but it didn't pass.  
139

140 This is just an informational overview, a "head's up" on what is being considered for 2020 warrant articles to see if the  
141 BOS would support further review for increases to exemptions and credits. There are no defined recommendations at  
142 this date. However, over the next few weeks she will review DRA data and review where other communities stand with  
143 their exemption and credit limits.  
144

145 Selectman Putnam made a motion to stay with the 2021 revaluation date. Seconded by Selectman Dudziak. The mo-  
146 tion passed 4/1 with Selectman Dargie opposed.  
147

148 Marti mentioned the postcards that went out to about 50 homes from DRA. It's standard procedure to use statistical  
149 change in value when we are using sales. The DRA is concerned that the data we are using for sales is good data so they  
150 are back checking. It's an audit of the information on the record cards to make sure they are good. They are hoping to  
151 be able to review at least 35 of the 50 homes.  
152

153 **5:55 p.m. – Pumpkin Festival Update – Wade Scott Campbell and Zoe Landtaff.**

154 Wade said things are coming along. Most spots are filled. They are working on Emerson Park. They have a postal first  
155 day of release stamp happening at the festival if the site is approved. A DC representative will be meeting with Wade on  
156 Thursday. GTFC is selling nice travel cups as a fund raiser. Zoe said they have many events that they will be posting  
157 soon. The music venue is full and it's nice to have a third stage this year. The Historical Society will be giving tours  
158 around the oval.  
159

160 Administrator Bender said the first day of issue of a new postage stamp is a big deal. To have a Halloween type stamp  
161 issued in Milford is cool.  
162

163 Selectman Labonte asked if they would be able to use the new stage at Keyes. Wade said not this year. They will look  
164 into it for next year. Zoe said there is a lot of talent in Milford. Wade thanked everyone for their help. DPW has gone  
165 above and beyond even before the festival starts.  
166

167 **6:05 p.m. – Milford Citizen of the Year Sponsored by Keyes Memorial Trust – Janet Langdell and Tim Finan.**

168 Janet also mentioned that the Community House lawn is full with non-profits for the Pumpkin Festival. They do need  
169 jeans, shirts etc. to use for the scarecrows. They have 19 beer, wine and spirits vendors also ready proving it gets ap-  
170 proved on the consent calendar.  
171

172 Tonight they are promoting the Milford Citizen of the Year. They talked to other foundations to help with the review  
173 process. The Town Administrator was very helpful in getting things done. She asked if any of the Board members  
174 would like to be on the review committee. Selectman Dudziak volunteered.  
175

176 Nominations will be accepted through September 27<sup>th</sup> through their e-mail at [keyestrust@gmail.com](mailto:keyestrust@gmail.com) and the various  
177 boxes around the town.  
178

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

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**4. DECISIONS.**

a) **CONSENT CALENDAR.** Chairman Daniels asked if there were any items to be removed from the consent calendar. There were no items to be removed. Selectmen Putnam made a motion to the consent calendar. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

- 1) Request for Approval for the Milford Volunteer Ambulance Association (MVAA) to hold their Annual Duck Race Raffle during this year’s Pumpkin Festival in October in accordance with NH RSA 287-A:7.
- 2) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) -
  - \$ 50.00 – Labor Day Parade Donation Granite Financial Partners LLC
  - \$ 50.00 – Labor Day Parade Donation Maurice and Cheryl Cote
  - \$100.00 – Labor Day Parade Donation Steel Associates
  - \$250.00 – Labor Day Parade Donation Sons of the American Legion Squadron No. 23
  - \$ 50.00 – Labor Day Parade Donation Stephen Marx Hair Salon
  - \$500.00 – Labor Day Parade Donation American Legion Ricciardi Hartshorn Post No. 23
  - \$300.00 – Milford Fire Dept. for Fire/Life Safety Education Special Purpose Fund from PEP Response Systems LLC.
  - \$300.00 – Milford Fire Dept. for Fire/Life Safety Education Special Purpose Fund from Cirtronics Corporation
- 3) Request for Approval of Milford Pumpkin Festival Beer, Wine & Spirits Tasting Tent.

**b) OTHER DECISIONS.**

1. Dispatch RFQ

Chairman Daniels said two RFQ’s were received. They were e-mailed to the Board. Selectman Dudziak and Putnam said they didn’t have hard copies. One from CTA Consultants with a requirements definition for \$49,500 and an RFP Development Phase for \$35,250 for a total of \$84,750. The second RFQ came from Communications Design Consulting Group, LLC (CDCG) for \$33,750 it wasn’t complete. They are just getting information together so that an RFP can be made. Chairman Daniels said he thought that the RFQ that went out asked for both things, to define what was needed and help with assistance in the development of the RFP.

Selectman Labonte said in the CDCG one, there were also optional items available. Chairman Daniels said they were looking for a package that they could move forward with. They didn’t receive that from CDCG. There will be an extra cost for this and that but he doesn’t know where it will stop except for the \$85,000. Selectman Labonte said the RFQ we put out was confusing and complicated. He felt things were not explained well. Chairman Daniels said they received considerably more from CTA as far as detail and cost. Selectman Dargie agreed with Chairman Daniels, the CTA was detailed and CDCG was insufficient. Selectman Dudziak also agreed.

Administrator Bender said there were a series of questions that were asked after the meeting. One of the questions from CTA was about RFP development of a new dispatch center, the responses went to all bidders. Selectman Labonte said the responses should have come to the Board as well, so he felt they didn’t come back appropriately. He asked if we know exactly what we are getting out of the consultant, is it going to give us all the answers we are looking for. Chairman Daniels said there may be more things that come to light but he believes that what CTA will give us should prepare us to go with the RFP so we can move this forward and have a warrant article for the March vote.

Selectman Labonte asked if this would be solely for a town dispatch. Chairman Daniels said it was for both, that was the expectation of the RFQ. Selectman Labonte asked what the deadline was for a warrant article. Tina Philbrick said a warrant article has to be put in before the January Budget and Bond Hearing on January 13th. Selectman Labonte has concerns about the due date back for the RFQ. The MACC Base deadline to stay or leave is prior to the last day of December and we should have the response back before then. Chairman Daniels said they are already aware of it and they will contact CTA to have it prior to that date.

Selectman Putnam made a motion to approve CTA as the Consultant. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

Selectman Labonte asked if communication/questions with CTA going forward will be at the Town Hall. Chairman Daniels said a point person will be at Town Hall so that the communication flows smoothly.

**5. TOWN STATUS REPORT – Administrator Bender**

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**a. Osgood Pond Update**

The Town received final funding approval from NH Department of Natural and Cultural Resources, Division of Parks and Recreation for additional dredging of Osgood Pond on August 20, 2019. Work is to be completed by August 31, 2020 unless extended.

**The following required permits have been extended:**

- 1. NHDES Wetlands Permit extended to 3/30/24
- 2. Army Corp of Engineers Permit extended to 8/1/22

- Our RFP was posted September 2 with a meeting for questions scheduled on September 13 and a bid due date of September 20. Site inspections by a certified wildlife biologist are part of the terms. Location for spoils is tentatively set for the gravel pit area in the Community Lands unless the BOS specifies another area and that would require an amendment to the RFP or contract award.

- Residents have expressed concern about a drawdown of the pond in autumn. Keep in mind that NH Fish & Game (NHFG) requires a two week notice for the drawdown and they are aware of our planning.

- NHFG will have concerns about the Banded Sunfish, Blanding’s Turtles, Hognose Snakes and invasive plants like Purple Loosestrife. We have to work around hatching season (now) and winter hibernation schedules.

- We have asked NHFG to provide information and guidance on the timing of operations, specifically the draw down, silt fence installation and vegetation removal, along with invasive species. Generally, silt fence as a barrier preventing species from entering the site, should be installed around mid-September to mid-October. The following options pertain to the timing challenge:

- 1. Maintain the water level as late in fall as possible and then lower the pond, dry out the work area and install silt fence. Winter excavation is possible.

- 2. Wait until spring after all species have emerged from hibernation to drawdown the pond, dry out the work area and install silt fence. We then have to hope for a dry spring and early summer to complete the work on time or request an extension.

- Keep in mind that a resident is challenging the state grant funding award, but the status of that is not clear. He asked for the Boards preference on starting this fall or in the spring.

Selectman Dudziak proposed starting as soon as possible. She spoke with Chris Costantino of the Conservation Commission and she feels that wildlife will be less impacted with an earlier start. She is quite knowledgeable on this. All the Selectmen agreed. Selectman Labonte asked what time the Osgood Pond meeting was on September 13<sup>th</sup>. Administrator Bender said he would get back to him on the time.

Selectman Dudziak made a motion to start the Osgood Pond Dredging Project as soon as possible. Seconded by Selectmen Putnam. All were in favor. The motion passed 5/0.

**b. Fire Station Bond and Expenditures Update**

Voters approved Warrant Article 3 in March 2018 authorizing expenditure of \$3,864,300 for this upgrade. Chief Flaherty has done a very good job monitoring the project and expenses – on time & on budget. Total expenditures to date are \$3,813,000 with an additional \$20,000 due the general contractor putting us at \$3,833,000. The balance of \$31,000 will be used to furnish the bunk rooms and install additional data connections and fiber optics. The bond for the full amount of the warrant article was placed on June 24, 2019.

**6. DISCUSSIONS:**

**a) Review of the Purchasing and Procurement Policy.**

Chairman Daniels asked that this be reviewed due to issues under Procurement Authority, Procurement Process and the bid award. In 2014 a change was made under procurement authority “Greater Than \$25,001: Approval of the majority of the Board of Selectmen is required for the procurement of goods and services in excess of \$25,000, which are not otherwise approved in the budget”. This doesn’t answer, “what happens if it’s in the budget over \$25,000 and language under bid award further complicates it. Part of it says you don’t need the Boards approval if it’s in the budget and part of it says you do.

Chairman Daniels said he doesn’t want the Board to get to the point of micromanaging. We need to determine what thresholds to set. This Board is a Board that gives recommendations to the voters. Once things are approved by the voters he doesn’t think it’s necessary to go back and reapprove something that was already approved.

Selectman Labonte doesn’t agree. The budget needs to have more detail in it so that people can know what they are approving. He feels that all appropriations need to come in front of the Board.

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299 Chairman Daniels said the Department Heads have the authority to approve procurement within the department’s annual  
300 budget. The Town Administrator has a chance to approve things that are larger in cost within the Town’s budget. What  
301 the voters vote on is the bottom line budget then it becomes, where does the money get spent. If it isn’t in something  
302 that say’s something specific, then that would be something that would be out of budget. The policy clearly talks about  
303 that. For example, if the keying of Town Hall wasn’t more than \$25,000, it wouldn’t come to the Selectmen. We are  
304 looking to close up some of the loop holes.  
305

306 The procurement policy was established in 2007 at that time, the procurement authority was from 0 to \$3,500 for de-  
307 partment heads, \$3,501 to \$25,000 for the Town Administrator and greater than \$25,000 for the Board. The thresholds  
308 were raised in 2014 to \$7,500 for department heads, \$7,501 to \$25,000 for the Town Administrator and greater than  
309 \$25,001 for the Board if it wasn’t approved in the budget. We need to figure out if it’s in the budget, do we let the  
310 Town Administrator sign for it.  
311

312 Selectman Dargie asked if they knew how many individual decisions there are for items over \$25,000. Chairman Dan-  
313 iels said there isn’t a lot but then you get into insurance, utilities etc. Selectmen Dargie asked about paving. Administra-  
314 tor Bender said the paving plan goes before the Board for discussion every year. If we bring the plan in, do we still  
315 need to bring in individual expenses? It seems like it would have already been covered. An individual purchase of road  
316 salt isn’t over \$25,000 but cumulatively and in the budget its \$75,000.  
317

318 Chairman Daniels said that salt was a good example because there is a notation in the process that reads “In no instance  
319 may the Authority or Process levels be circumvented by making multiple individual purchases in succession or breaking  
320 up common service or vendor procurements. Any justified changes to an original procurement that moves procurement  
321 from one level or Authority or Process shall be acted on by the higher level”.  
322

323 Selectman Dargie said if you ever wanted to award not to the lowest bidder you might want to bring that to the Board.  
324 Selectman Labonte asked about capital expenditures like buildings, land and vehicles or capital upgrades like re-keying.  
325 Things like salt, electricity etc. are your common recurring costs. Chairman Daniels said they could set another thresh-  
326 old like capital improvement for example, anything over \$75,000.  
327

328 Selectman Putnam said once items are approved in the budget, and the town votes on it, does Selectman Labonte still  
329 want the Department Heads to bring things back to the Board for their approval? Selectman Labonte asked at what  
330 point does anyone in town actually know what is in the numbers they are approving. Within Fire, Police, and Ambu-  
331 lance you put a dollar amount in for a vehicle, but there isn’t anything saying we are buying that vehicle. He feels that  
332 the voters approve the budget blindly not knowing what was in it. Chairman Daniels disagrees. We’ve become very  
333 transparent and the Town Administrator gives a very detailed presentation. Police vehicles used to be a separate war-  
334 rant article, through the request of the people they are now in the budget. We make sure when we talk about the Police  
335 budget, we make sure we mention the vehicles. We painstakingly work with the departments to be transparent to the  
336 people so that they know what the money is going for. We’ve done a good job and built up the transparency over the  
337 years so people don’t have to come back to us with questions about two cars that they didn’t know about. People have  
338 opportunities to ask questions and get information from both the Budget and Bond Hearings and the Deliberative Ses-  
339 sion as well as read it in the voters’ guide.  
340

341 Selectman Labonte said it isn’t a hard process to go through. If the ambulance wanted to replace a vehicle it goes to the  
342 Board for approval. It only takes a couple minutes to review it, not an hour long dialog. Selectman Putnam said it’s  
343 already been discussed and approved they don’t need to come back to us. Chairman Daniels said the Board recom-  
344 mended that it be approved and the voters said yes. Selectman Putnam reminded Selectman Labonte that the voters  
345 elected him to take care of this stuff because they don’t have the time to do it. The decisions made at this table are fully  
346 represented of the people as far as he’s concerned.  
347

348 Selectmen Labonte he’s not disagreeing. He feels that when looking at each scenario, it’s just another oversight over  
349 purchase that’s in the best interest of the taxpayers. Selectman Putnam said there is only so many oversites you can to  
350 before it becomes a burden, the Department Heads would be doing more work than they should have to. Selectman  
351 Labonte said he is voicing his concerns because of the citizens that have come to him and said you need to have over  
352 site over that. After more bantering, Chairman Daniels said they were getting off track.  
353

354 Chairman Daniels said this board changes yearly. The department heads are making a career of their jobs; it’s what  
355 they do for a living. He is going to listen to what they say. He can only make his decision based upon the best infor-  
356 mation he can get. This is why we have department heads that present their budget to us. That is why we have a Town  
357 Administrator that works on a day to day basis with his department heads to make things go well. He repeated that that

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358 he wasn't interested in having the Board micromanage things. He wants to make things as transparent as we can, and  
359 we do that through the budget process. Allow the employees to go and do what they are supposed to do.  
360

361 Selectman Dargie said the Board provides over site in terms of reviewing all the purchases kind of after the fact. The  
362 order is placed and when they cut a check, it's reviewed by the Selectmen in detail. There is management of the pro-  
363 cess, just not before the order is placed. Chairman Daniels said none of them say, it's not their problem anymore. Their  
364 job is to make sure things are running well and they do that primarily through the Town Administrator who in charge of  
365 the day to day operations. There are times that after hearing from a resident, he will bring the issue to the Town Admin-  
366 istrator because that is the chain of command. He then handles it at the various department heads. We don't neglect  
367 everything that they do, but we do have over site.  
368

369 Selectman Dargie recommends that we change the comment about bringing it to the Selectmen that we follow the poli-  
370 cy that if it's over \$25,000 and not in the budget, it goes to the Selectmen. If it's in the budget it doesn't have to come  
371 to the Selectmen. He would also like to add if we are selecting other than the low bidder over \$25,000, it should come  
372 to the Selectmen.  
373

374 Administrator Bender said that could be changed in item 10, Bid Award. Selectman Dargie agreed. Selectman Labonte  
375 clarified that anything up to \$25,000; the Town Administrator can approve it as long as it's identified in the budget.  
376 Chairman Daniels said that's correct. Selectman Labonte said who signs it if it's over \$25,000. Chairman Daniels said  
377 that is where he was going. Selectman Dargie said he would like to see the Town Administrator have authorization to  
378 spend money if it's not in the budget. He has to manage the budget so if something comes up that is unanticipated like  
379 \$1,000 he should be able to figure out where to take it from.  
380

381 Chairman Daniels asked if they wanted to continue to set a \$25,000 threshold to come to the Board for items not in the  
382 budget. What if we changed B) that above \$7,500 that the Town Administrator shall have full authority to approve pro-  
383 curement of goods and services that are identified within the budget? Selectman Labonte said he feels that it should be,  
384 "except for capital purchases", they should come in front of the board. Chairman Daniels asked him to define capital  
385 purchases. Selectman Labonte replied vehicles, land and buildings.  
386

387 Administrator Bender said by statute, real estate transactions have to go through the Board. Larger pieces of equipment  
388 are warrant articles. Selectmen Labonte said in the past there have been questions about leasing and he feels agrees that  
389 we aren't going to get many requests and the amount that come before the Board are minimal.  
390

391 Selectman Dargie asked what kinds of things under \$25,000 are not in the budget. How often do we run into that situa-  
392 tion? Administrator Bender said its rare. We've been doing this stuff for a long time and most things are anticipated in  
393 the budget. The run into an occasional consultants fee for things but we have money set aside for that. We know over  
394 the year that we are going to incur legal cost and consultant fees to get some of our projects done.  
395

396 Chairman Daniels asked if the Board has to approve purchase of land from the Conservation Commission. Administra-  
397 tor Bender said yes but not at the Library or Water Utilities. Selectman Putnam said Water and Sewer has to bring their  
398 land or building purchases to the Board because it will ultimately it will belong to the town. Selectman Dudziak asked  
399 Selectman Dargie what his proposed amendment to B was. Selectman Dargie said it was the issue of not choosing the  
400 low bidder and things that are not in the budget. For example DPW may get something that unanticipated but it's really  
401 in the budget. Chairman Daniels said the previous comment had something to do with the process amount of \$25,000.  
402 On the bid award, it would still come to the Board.  
403

404 Chairman Daniels asked if there is any time that something goes out to bid that you don't think needs to come back to  
405 the Board. Selectman Dargie said insurance, we don't need to get involved that. Selectman Dudziak said she doesn't  
406 have a problem with Chairman Daniels proposed amendment to B, striking the \$25,000 if it's already identified in the  
407 budget.  
408

409 Selectman Labonte asked Selectman Putnam if the Water Utilities Director has the authority to buy anything or does it  
410 have to go before the Board of Commissioners. Selectman Putnam said the Commissioners and anything within the  
411 budget, the Director can spend. Selectman Labonte clarified that anytime there is a new vehicle, it doesn't go back to  
412 the Commissions. Selectman Putnam said correct. They do the bid opening for the vehicles. We vote to authorize the  
413 purchase of the vehicle. Selectman Labonte said that scenario fits this one.  
414

415 Captain Frye, Milford Police Department asked Selectman Putnam if those vehicles were already in the budget. Se-  
416 lectman Putnam said yes. Sometimes we get a low bid but it isn't exactly what we are looking for so we may go with



## DRAFT MINUTES OF BOARD OF SELECTMEN MEETING - 9/9/2019

417 the second lowest or the highest bid. Selectman Labonte said this is why he feels it should come back to the Board.  
418 Administrator Bender said our policy on page 7, item 8 says "all bids will be opened by the Town Administrator so that  
419 is the difference in how it's handled.

420  
421 Eric Schelberg, Ambulance Director said from his perspective, if something of significant value is going into the budget  
422 to be approved, and it's over \$25,000 he goes out and get three bids. He then comes before the Board with his recom-  
423 mendation to go into the budget. If the Board agrees with that, it's already been approved by the Board. If the budget  
424 passes, he will then go out and spend that amount. Now we are just pulling the trigger on that item that has already  
425 been approved by the Board. If it's something different, he feels that it's his responsibility to bring it back to the Town  
426 Administrator and the Board with those changes.

427  
428 Chairman Daniels said their scenario is different. For example, if you had an ambulance that was in the budget and the  
429 voters passed it, you go out for three bids because of the price of an ambulance. The voters have already approved the  
430 purchase of that, do you feel that you should just be able to go out and buy the ambulance or bring those bids back to  
431 the Board for approval. Eric said he's already done that. He's already received that information and know what he's  
432 going to buy and how much it's going to be. He's already identified that ambulance. He isn't just coming to the Board  
433 with a random amount. With the warrant articles, they have a rough idea of what they are going to get and the finer  
434 details will come at a later date. He needs to identify how much money he needs in advance. Chairman Daniels clari-  
435 fied that Eric knows what he's looking for prior to going out to bid. Eric said yes, he gets three bids in and identifies  
436 how much it is and then he goes to the Board to let them know he either needs a warrant article or needs it put in the  
437 budget.

438  
439 Chairman Daniels said there is a difference of being in the budget and doing a warrant article. Eric said the point is,  
440 before it can go into the budget, you need to know how much to put into the budget. He will come with very specific  
441 details. The same thing would happen for a Police cruiser, they know what they want so they will get that information  
442 and come to the Board. The Board approves it to go into the budget and that is what they are going to buy.

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444 Selectman Labonte said bringing it back to the Board would give them more specifics on things like, what is being trad-  
445 ed in; it's the oversight of the whole thing. Eric said that is what he gives to them in advance unless something changes  
446 after the fact. He's already done his due diligence.

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448 Chief Viola, Chief of Police said the details on the budget are what is given to the Board during the Saturday BOS/BAC  
449 Department Heads meeting. We go over everything at that time and explain the vehicle and cost. At the end of this  
450 meeting everyone knows the cost of everything. Last year the Budget Committee wanted two vehicles and the Board  
451 wanted one. We decided on one based on everyone's input. He though this was why we have the big meeting. All De-  
452 partment Heads review their whole budget with the Board. Selectman Labonte said he still feels it should come to the  
453 Board for approval. Should we start cutting everything that comes before the Board to be approved? Selectman Put-  
454 nam asked Selectman Labonte for an example. Selectman Labonte didn't have one.

455  
456 Chairman Daniels repeated that we are not approving anything; we are making a recommendation to voters. Once ap-  
457 proved by the voters, does it need to come back to the Board? Why would we need to give approval again when the  
458 voters have already given their approval? Selectman Labonte didn't have an answer.

459  
460 Selectman Labonte asked how many times this policy has come back to the Board in the last five years. Chairman Dan-  
461 iels said the problem is that we have conflicting things in the policy. These things need to be straightened out. As a  
462 Board member, he reports to the voters. If they say it's ok to spend something, why does it have to come back to me to  
463 say, go ahead. If we say no, we are going against the very people who elected us.

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465 Selectman Dudziak said for tonight's purpose we should fix some of the discrepancies. We don't have to go into detail  
466 about all of the amounts. We could schedule a work session if you want to get into more detail. Selectman Labonte  
467 asked why did the Board approve \$30,000 of additional paving that was in the budget for paving. Selectman Putnam  
468 said it was money being shifted from its original purpose for another use. Administrator Bender said it came out of pav-  
469 ing but we were working with some funds that had been authorized for the Water Utilities Commission and we were  
470 consolidating the procurement of that with Public Works. We were being transparent about it.

471  
472 Selectman Labonte agreed, that was his point, it fits the question. Administrator Bender said you couldn't identify that  
473 paving transaction in this policy. That is the judgement of the Town Administrator deciding what should come to the  
474 Board as being good governance. Selectman Labonte said he feels that decision would have fallen over the \$25,000.  
475 We know there are problems and it's just a matter of when we are going to fix it.

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Selectman Putnam said in the past a couple of Selectman reviewed this document and made recommendation so we are not sitting here for hours. Chairman Daniels said we can do that but he wanted everyone’s input. Selectman Dargie said he would like to ask the Town Administrator to put together a modification of the document that cleans discrepancies on the amount and low bids.

Selectman Labonte asked what purchases wouldn’t be included in the budget. How much do we spend outside the budget? Administrator Bender said in his four plus years he can think of just one or two occasions where there was a purchase of something that wasn’t in the budget or we were re-allocating money within the budget that he brought back to the board. Selectman Labonte said if it’s re-allocated it’s still within the budget. Chairman Daniels said a couple years ago we bought a Police cruiser in December so that we didn’t have to buy as many the next year, which was out of budget. It came back to the Board for approval.

Selectman Labonte said it depends on where it is in the budget. If he has to be the one to do it, he will sit at the Saturday meeting and asked each department exactly what are you going to buy for a vehicle. It shouldn’t have to be done; it should just be bought to the Board. Selectman Putnam asked Selectman Labonte what is he looking to change, permission on a vehicle that they want to purchase versus the one you think they should buy? Selectman Labonte said it wasn’t a case of micromanaging the department; it’s oversight for what we were elected to do. Selectman Putnam referenced a previous meeting where Selectman Labonte sounded like he didn’t want a truck that DPW was buying. Selectman Labonte said he wasn’t against buying the truck, he would have preferred to trade a different one in. Chairman Daniels said they were getting off track again. Selectman Labonte interrupted him to continue his opinion.

Administrator Bender summarized what was discussed tonight; he is being asked to re-write item B on page 2. We can add additional verbiage at the next meeting we can discuss it. He will leave C alone. On page 7 under Bid Award he will re-write it to include if we are not selecting the low price bidder. On page 6 number 4 he will correct lease to least. Selectman Dargie referenced item 10 on page 7, it will go to the Board if the selection isn’t the low bid or the purchase was out of budget, other than that, it doesn’t have to go to the Board.

**7. PUBLIC COMMENTS:** There were no public comments at this time.

**8. SELECTMEN’S REPORTS/DISCUSSIONS.**  
**a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.**

Selectman Dudziak said the Library Trustees are in the process of working on a warrant article for their renovation/expansion project. There should be a video coming out online.

Selectman Putnam said they will be having a second parking committee meeting when they can agree on a night to have it.

Administrator Bender said Finance is doing internal audits, which is good business practice. One was recently completed at the Transfer Station. They are looking into changing the Transfer Station hours slightly. There is a conflict with the New Hampshire Department of Labor on the Friday schedule. They would like to close the Transfer Station at 12:00 on Fridays and add an additional hour on Thursday. They would like to start October 1<sup>st</sup>. It will be advertised on the web site as well as signage at the Transfer Station.

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

**9. APPROVAL OF FINAL MINUTES.** Selectman Dargie moved to approve the minutes of August 12, 2019 as amended. Selectman Dudziak seconded. All were in favor. The motion passed 5/0. Selectman Dudziak moved to approve the minutes of August 19, 2019 as amended. Selectmen Dargie seconded. All were in favor. The motion passed 5/0. Selectmen Dargie moved to approve the minutes of August 22, 2019 (Special Meeting). Selectman Dudziak seconded. The motion passed as amended 4/0/1 with Selectman Putnam abstaining.

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

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

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 9/9/2019**

533 **12. NON-PUBLIC SESSION.** Selectman Dudziak made a motion to enter into a non-public meeting in accordance  
534 with (RSA 91- A:3,II (a)) – Personnel and (RSA 91- A:3,II (c)) – Reputation. Seconded by Selectman Putnam. All  
535 were in favor. The motion passed by roll call vote 5/0.  
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537 **13. ADJOURNMENT:** Selectman Putnam moved to adjourn at 8:10 Selectman Dudziak seconded. All were in favor.  
538 The motion passed 5/0.  
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Gary Daniels, Chairman

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Laura Dudziak, Member

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Paul Dargie, Vice Chairman

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Chris Labonte, Member

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Mike Putnam, Member

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