

5:00 Work Session – CTA Proposed Consulting Agreement

Town Clerk - Full time floater position needed.

After meeting with you Monday night and reviewing the position I have clarified a few items.

The issue of the default budget it has been brought to my attention that this position would not automatically be added to the default budget. So if the default budget were to pass this position would revert back to two part time positions. I do however have enough in the part time position budget to cover this person through March if the proposed budget were to fail.

For this year this position would be covered by the Town Clerk budget in its entirety.

Going forward for 2020 the position would be a floater position

70 % of the time working in the Town Clerks office, 30% of the time working in Community Development, Finance and/or Town Administration. A copy of the Job Description is attached.

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Municipal Clerk - Floater, Full-time	GRADE LEVEL:	11
CLASSIFICATION:	Non-exempt	DEPT:	TC
CREATED:	9/26/19	REV DATES:	

Job Description:	Primary responsibility (70%) - for record keeping and provision of services of the Town Clerk's office under the direct supervision of the Town Clerk or designee. Secondary responsibility – administrative support for Administration (10-%), Community Development (10%) and Finance (10%).
Accountability:	Reports to Town Clerk or designee to include Director of Community Development, Director of Finance and/or Town Administrator.
Equipment Used:	Typewriter, personal computer, cash register, calculator, telephone, copy machine, fax machine, etc.
Environment:	Inside: 95 % Outside: 5 %

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

Town Clerk (70%)

1. Serves as assistant to Town Clerk and Deputy Town Clerk.
2. Serves as a state sub-station agent for motor vehicle registration. Assists in maintaining customer records on computer.
3. Issues permits and licenses in accordance with state law and town ordinances, e.g. marriage intentions and licenses, dog licenses. Collects and records fees, maintains rabies certificates per RSV 466:16.
4. Files motor vehicle registrations, title applications, rabies certificates, etc.
5. Assists Town Clerk and Deputy Town Clerk in registering voters, processing of absentee ballot requests and provides absentee ballot requests to eligible voters.
6. Searches records to provide requested information to general public, or other officials who are making inquiries via telephone, written communication or in person.
7. Creates a variety of material including correspondence and notices.
8. Answers incoming telephone calls and makes calls to customers as required.
9. Attends continuing educational training as requested by the Town Clerk.
10. Performs general office duties and other related duties as required by the Town Clerk.

Community Development (10%), Finance (10%), Town Administration (10%)

1. Provides back up to Town Administration, Finance and/or Community Development, as needed.
2. Answer phones and/or walk-in inquiries and direct to the appropriate individual or department.
3. Types forms, statements, letters, receipts, departmental records, and other material from copy, rough draft or general instructions.
4. May be required to attend meetings (day/evening) and take and transcribe minutes.

5. Accuracy in material final form assuring spelling, grammar and punctuation are correct
6. Reproduces and distributes a wide variety of materials as directed.
7. Performs data entry work as required.
8. Files applications, records and documents in accordance with established systems.
9. Provides phone coverage and clerical assistance to other departments as directed by the Town Administrator.
10. Maintains an appropriate level of confidentiality regarding the records and operations of the Town.
11. Opens, date stamps and distributes mail.
12. Performs other duties as assigned.

Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	F	O	S	R	N	R	<u>OTHER PHYSICAL CONSIDERATIONS</u>	F	O	S	R	N	R										
LIFT up to 10 lbs.:	X						Twisting		X														
LIFT 11 to 25 lbs.:		X					Bending:		X														
LIFT 26 to 50 lbs.:			X				Crawling:			X													
LIFT over 50 lbs.:					X		Squatting:		X														
CARRY up to 10 lbs.:	X						Kneeling:		X														
CARRY 11 to 25 lbs.:		X					Crouching:		X														
CARRY 26 to 50 lbs.:			X				Climbing:			X													
CARRY over 50 lbs.:					X		Balancing:					X											
REACH above shoulder height:		X					WORK SURFACE(S)																
REACH at shoulder height:	X						Standard office desk and chair. Carpeted and tiled floors.																
REACH below shoulder height:	X																						
PUSH/PULL:		X																					
HAND MANIPULATION	F	O	S	R	N	R	DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:																
Grasping:	X							Consecutive Hours				Total Hours											
Handling:	X							1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Torquing:			X				Sit	1-3				1-3											
Fingering:	X						Stand	1-3				3-4											
Controls and Equipment:	X						Walk	1-2				1-2											
Controls & Equipment																							
<ul style="list-style-type: none"> • Computers, telephone, copy and fax machines, typewriter, postage meter, calculator, paper shredder, etc. 																							

Cognitive and Sensory Requirements:

Talking:	Required to be able to effectively communicate with other Town employees and the public.
Hearing:	Required to be able to effectively communicate with other Town employees and the public. Necessary for taking instruction and information.
Sight:	Required to be able to effectively communicate with other Town employees and the public. Necessary for doing job effectively and accurately.
Tasting & Smelling:	Not required.

Specific Vocational Preparation Requirement(s):

	Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
	91-180 days	181 days to 1 year	1 to 2 years
X	2 to 4 years	4 to 10 years	Over 10 years
Required:	Post-secondary school certificate or equivalent.		
Experience	Minimum of three (3) years' experience in general office work OR any equivalent combination of education and experience which demonstrates possession of required knowledge, skill and abilities.		
Supervisory experience:	N/A		
Licensure/ Certification Requirements:	Town Clerk - Must be certified by the State of NH. See Registration by Municipal Agents 261:74-b http://nhctca.com/wp-content/uploads/2013/02/townclerkrsas.pdf Community Development/Town Administration/Finance – N/A		
Other Training, and/or related Skills	<ul style="list-style-type: none"> • Operational knowledge of computer hardware and software such as Microsoft Office products, and office machinery. • Must be accurate, dependable, safety conscious, and have good customer relation skills. • Must possess basic math skills, ability to read, write, and verbally communicate in English. 		

Summary of Occupational Exposures:

Summary of Occupational Exposures: Some exposure to cleaning fluids, copier toner, etc.

Other Considerations and Requirements:

Other Considerations and Requirements:

Town Clerk

- ✓ Supervision received – Performs regular duties under the direction of the Town Clerk, Assistant Town Clerk and Deputy Town Clerk and under statutory authority of New Hampshire state laws and Town ordinances.
- ✓ Supervision exercised – Works independently under the direct supervision of the Town Clerk, Assistant Town Clerk and Deputy Town Clerk.
- ✓ Working knowledge of state and local laws governing elections, motor vehicle registration, licensing, vital statistics and related laws governing operations of Town Clerk's office;
- ✓ Knowledge of Town ordinances;

Town Administration/ Finance/Community Development

- ✓ Knowledge of office practices and procedures, particularly records maintenance.
- ✓ Ability to make accurate arithmetic calculations, to speak and write effectively and to maintain effective working relationships with the public, town officials and other town employees.

General

- ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
- ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and

a commitment to service to the public and staff.

- ✓ The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
- ✓ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Town Clerk and HR on	
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External Points of Reference Relative to Municipal Town Clerk: <http://nhctca.com/>

Note: According to <http://nhctca.com/wp-content/uploads/2013/02/townclerkrsas.pdf>, Saf-C 519.08 Bond, (e) (f), Each municipal agent and its staff shall each be bonded to indemnify the state in case of loss, as set forth in RSA 261:74-g, VI. (f) The amount of the bond(s) shall be: (1) Municipal agent - \$10,000; (2) Deputy municipal agent - \$10,000; and (3) Each staff member - \$5,000.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 40

GOVERNMENT OF TOWN MEETING

Optional Form of Meeting-Official Ballot Referenda

Section 40:13

40:13 Use of Official Ballot. –

I. Notwithstanding RSA 39:3-d, RSA 40:4-e, or any other provision of law, any local political subdivision as defined in RSA 40:12 which has adopted this subdivision shall utilize the official ballot for voting on all issues before the voters.

II. The warrant for any annual meeting shall prescribe the place, day and hour for each of 2 separate sessions of the meeting, and notice shall be given as otherwise provided in this section. Final budgets and ballot questions shall be printed in the annual report made available to the legislative body at least one week before the date of the second session of the annual meeting.

II-a. Notwithstanding any other provision of law, all local political subdivisions which adopt this subdivision, who have not adopted an April or May election date under RSA 40:14, X, shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting:

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in January.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in January. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in January.

(d) Warrants under RSA 39:5 and RSA 197:7 and budgets shall be posted and copies available to the general public on or before the last Monday in January.

II-b. Notwithstanding any other provision of law, all political subdivisions which hold their annual meetings in April shall comply with the following schedule pertaining to notice, petitioned articles, hearings, and warrants for the annual meeting.

(a) The final date for posting notice of budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be the second Tuesday in February.

(b) The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in February, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

(c) Budget hearings under RSA 32:5 and RSA 195:12 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in February. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or

recommendations as required by RSA 32:5, V, concerning any appropriation or appropriation as amended. For any article that proposes the adoption or amendment of an ordinance, a topical description of the substance of the ordinance or amendment, which shall be neutral in its language, may be placed on the official ballot instead of the full text of the ordinance or amendment, subject to the provisions of paragraphs VII-a and VIII-a. With respect to the adoption or amendment of a zoning ordinance, historic district ordinance, or building code, the provisions of RSA 675:3 shall govern to the extent they are inconsistent with anything contained in this paragraph or in paragraph VII-a or VIII-a.

VII. The second session of the annual meeting, to elect officers of the local political subdivision by official ballot, to vote on questions required by law to be inserted on said official ballot, and to vote on all warrant articles from the first session on official ballot, shall be held on the second Tuesday in March, the second Tuesday in April, or the second Tuesday in May, as applicable. Notwithstanding RSA 669:1, 670:1, or 671:2, the second session shall be deemed the annual election date for purposes of all applicable election statutes including, but not limited to, RSA 669:5, 669:19, 669:30, 670:3, 670:4, 670:11, 671:15, 671:19, and 671:30 through 32; and votes on zoning ordinances, historic district ordinances, and building codes under RSA 675.

VII-a. When a topical description of the substance of a proposed ordinance or amendment to an ordinance is to be placed on the official ballot, an official copy of the proposed ordinance or amendment, including any amendment to the proposal adopted the first session, shall be placed on file and made available to the public at the office of the clerk of the political subdivision not later than one week prior to the date of the second session of the annual meeting. An official copy of the proposed ordinance or amendment shall be on display for the voters at the meeting place on the date of the meeting.

VIII. The clerk of the local political subdivision shall prepare an official ballot, which may be separate from the official ballot used to elect officers, for all warrant articles. Wording shall be substantively the same as the main motion, as it was made or amended at the first session, with only such minor textual changes as may be required to cast the motion in the form of a question to the voters.

VIII-a. A question as to the adoption or amendment of an ordinance shall be in substantially the following form: "Are you in favor of the adoption of (amendment to) the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed ordinance or amendment)?" In the event that there shall be more than a single proposed amendment to an ordinance to be submitted to the voters at any given meeting, the issue as to the several amendments shall be put in the following manner: "Are you in favor of the adoption of Amendment No. ___ to the ordinance as proposed by the selectmen as follows: (here insert text or topical description of proposed amendment)?"

IX. (a) "Operating budget" as used in this subdivision means "budget," as defined in RSA 32:3, III, exclusive of "special warrant articles," as defined in RSA 32:3, VI, and exclusive of other appropriations voted separately.

(b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget and by salaries and benefits of positions that have been eliminated in the proposed budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, and eliminated positions shall not include vacant positions under recruitment or positions redefined in the proposed operating budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision. In calculating the default budget amount, the governing body shall follow the statutory formula which may result in a higher or lower amount than the proposed operating budget.

(c) "Contracts" as used in this subdivision means contracts previously approved, in the amount so approved, by the legislative body in either the operating budget authorized for the previous year or in a separate warrant article for a previous year.

X. If no operating budget article is adopted, the local political subdivision either shall be deemed to have approved the default budget or the governing body may hold a special meeting pursuant to paragraph XVI to take up the issue of a revised operating budget only; provided that RSA 31:5 and RSA 197:3 shall not apply to such a special meeting. If no operating budget article is adopted the estimated revenues shall nevertheless be deemed to have been approved.

XI. (a) The default budget shall be disclosed and presented for questions and discussion at the first budget hearing held pursuant to RSA 32:5 or RSA 197:6. The governing body, unless the provisions of RSA 40:14-b are adopted, shall complete a default budget form created by the department of revenue administration to

Source. 1995, 164:1, eff. July 31, 1995. 1996, 276:1, 2, eff. June 10, 1996. 1997, 318:4, 5, 12, eff. Aug. 22, 1997. 1999, 86:1-3, eff. Aug. 2, 1999. 2000, 16:2, 3, 4, 5, eff. April 30, 2000. 2001, 71:5-7, eff. July 1, 2001. 2004, 219:1, eff. Aug. 10, 2004. 2007, 305:2, eff. Sept. 11, 2007. 2009, 2:2, eff. Feb. 20, 2009. 2010, 69:1, eff. July 18, 2010; 90:2-4, eff. July 24, 2010. 2011, 1:1, eff. Feb. 4, 2011; 57:1, eff. May 9, 2011. 2012, 217:2, eff. July 1, 2013. 2013, 116:1-3 eff. Aug. 24, 2013; 191:2, eff. Aug. 31, 2013. 2014, 7:1-4, eff. July 5, 2014; 190:1-3, 8-10, eff. Sept. 9, 2014. 2018, 241:1, 2, eff. Aug. 11, 2018; 313:1, 2, eff. Aug. 24, 2018.

5:40 Pumpkin Festival Parking Update - Verbal

9/30/19

5:45 - Public Hearing for the acceptance for expenditures of unanticipated funds under RSA 31:95b

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:


(1) The acceptance for expenditure of unanticipated funds under RSA 31:95-b for the following:

- | | |
|--------------|---|
| \$268,876.19 | 2018 Assistance to Firefighters Grant
Funding for the purchase of SCBA units and face pieces.
The required 5% match of \$13,443.81 will be from the Milford Fire Department Budget. See attached memo from the Fire Chief. |
| \$16,119.00 | Federal Grant - NH Highway Safety Project #20-120
Funding for overtime for the Milford Highway Safety Grant FFY20 conducted from October 1, 2019-September 30, 2020.
This grant consists of STEP Patrols (\$6,003.00), Operation Safe Commute Patrols (\$3,120.00), Join the NH Clique Patrols (\$260.00), DUI Patrols (\$6,216.00) and Drive Sober or Get Pulled Over Patrols (\$520.00). These patrols will be conducted on specific dates during the grant period. |

(2) The acceptance of gifts of property under RSA 31:95-e for the following:



Fire Department MEMORANDUM

TO: Board of Selectmen
FROM: Chief Ken Flaherty 
DATE: 11 September 2019
SUBJECT: Firefighter Assistance Grant

I am pleased to announce that our application submitted for the Fiscal Year 2018 Assistance to Firefighters Grant has been approved in the amount of \$268,876.19 in Federal funding. As a condition of this grant we are required to contribute non Federal funds equal to or greater than 5% of the Federal funds awarded, or \$13,443.81 for a total approved budget of \$282,320.00.

If accepted the grant funds will be utilized to purchase NFPA complaint CBRNE-Self Contained Breathing Apparatus with integrated pass alert devices, as well as quick disconnect regulators. A plan is developed to purchase 40 NFPA 1981 and OSHA compliant SCBA's including face pieces and two cylinders. We will also be adding 8 additional face pieces to provide all members with his or her individual face piece.

Should you have any questions please do not hesitate to contact me.

3. 1) Request for Approval of (1) Petition and Pole License
67/8Y Valhalla Drive.

PSNH#: 21-1423
Milford

PETITION AND POLE LICENSE
PETITION

Manchester, New Hampshire

September 16, 2019

To the Board of Selectman of the Town of Milford, New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 67/8Y on Valhalla Dr in the Town of Milford.

PUBLIC SERVICE OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY

BY: 

Heidi Letourneau, Licensing Specialist

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This 16th day of September, 2019, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY be granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE No. 21-1423, dated 9/4/2019, attached to and made a part hereof.

Town of Milford, New Hampshire

Town of Milford, New Hampshire

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

Received and entered in the records of the Town of Milford, New Hampshire, Book _____, Page _____

Date: _____

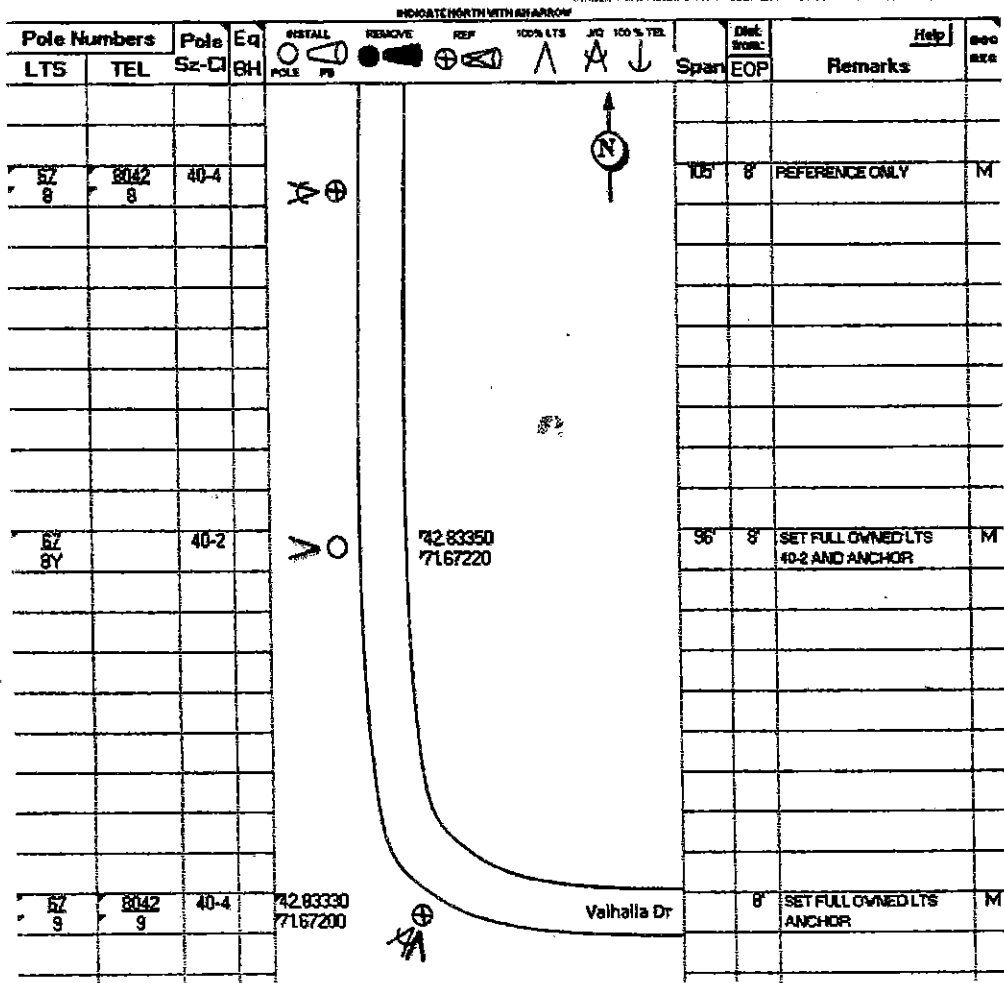
ATTEST: _____

Town Clerk

POLE LOCATION PLAN

Karkheck 9/23/19

EVERSOURCE			
DATE	<u>09/04/2019</u>	LICENSE NO.	<u>21-1423</u>
MUNICIPALITY:	<u>Milford</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>Valhalla Dr</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Nashua</u>	WORK REQUEST#	<u>3314261</u>
PSNH ENGINEER:	<u>Ian Karkheck</u>	WORK FINANCIAL #	<u>9N921815</u>
TELCO ENGINEER:		TELCO PROJECT #	<u>NA</u>



PSNH #: 21-1423
Milford

“In accordance with the requirements of RSA 72:23, I(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said licensee should not be terminated for nonpayment of the sums due.

The changes to the within license set forth in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163.”

Town Hall
1 Union Square
Milford, NH 03055-4240
(603) 249-0628
Fax (603) 673-2273
www.milford.nh.gov
conservation@milford.nh.gov

3. 2) Request for Approval for Conservation to host the Ghost Train Rail Trail 15 miler and Ultra Race - October 19th and 20th 2019.

Town of Milford
CONSERVATION COMMISSION



September 24, 2019

Board of Selectmen

RE: GHOST TRAIN RAIL TRAIL RACE 2019

Dear Board,

The Milford Conservation Commission is looking forward to the 10th running of the Ghost Train Rail Trail Race on October 18-20. As usual, the Commission is partnering with the Brookline Conservation Commission to host 350+ runners who are looking for a 100 Mile event in New Hampshire. This has become a successful fundraiser for both Commissions; last year each Commission received \$15,000 which is put into a fund for maintenance of this popular trail. The Ultra Race, any distance longer than 26 miles, starts in Brookline on Saturday morning. The runners have 30 hours to accomplish their distance target; 76 of whom completed 100 miles last year. The 15Miler race starts in Milford at the DPW station on Sunday, October 20.

The MCC manages a corps of volunteers who keep this race safe and fun for the runners. We have volunteers at the three road crossings to caution runners and post signs alerting motorists to the ongoing race. Several teams of volunteers keep the aid station at the trailhead next to the DPW station operating for the 30 hours of the race providing food, water, rest, and encouragement. And there is a team of first aid certified mountain bikers who patrol the trail and provide assistance as needed. Altogether, more than 50 volunteers assist both Commissions to make this race such a fun event that we currently have 171 runners on a wait list.

The Commission appreciates the continued support of the BOS for this event. The funds generated from this race continue to pay for maintenance and improvement of the trail. The funds also serve as a match for any grant opportunities.

Thank you,
Chris Costantino
Milford Conservation Commission

**6:00 DISPATCH DISCUSSION WITH MILFORD,
MONT VERNON AND WILTON BOARDS OF
SELECTMEN.**