

TOWN OF MILFORD

BOARD OF SELECTMEN



October 23, 2023

Dear James,

On behalf of the Town of Milford, we would like to offer you congratulations on your retirement. After having devoted your 23 years of service, it's very much pleasing to see you come to this point in your life. Your ability to carry out various responsibilities efficiently has always been of great help to the Public Works Department in Milford.

We wish you the very best of luck in your next pursuits. Whatever you decide to do in the future, we know you'll pursue it as you did everything during your time here: with an open mind and kind heart.

Sincerely,

BOARD OF SELECTMEN FOR THE TOWN OF MILFORD

Chairman

Vice Chairman

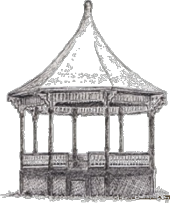
Selectman

Selectmen

Selectman

**5:40 Pumpkin Festival Overview – Wade
Scott Campbell, Granite Town Festivities
Committee**

VERBAL



STAFF MEMORANDUM

Date: October 20, 2023
To: Board of Selectmen
From: Terrence Dolan, Community Development Director & Acting Town Planner
Subject: **October 2023 Office of Community Development Update**

The **Office of Community Development** has maintained a busy Summer and Autumn, to date. There has been no drop-off in the rate of citizen office visits, the submission of building permit applications, or submission of the various ZBA Applications and Hearing (i.e. Special Exceptions, Variances, Lot Set-Back Reductions) and Planning Board Applications and Hearings for Major Site Plans, Lot Line Adjustments, etc., since last April.

Overall, the comprehensive and approved Department Budgets for both Planning & Zoning, and for our Building Department have stayed within the predicted and budgeted financial ranges, with only one or two small line items going slightly over. As currently projected, our Building Dept. Yr. End Figures *may* exceed its budget by \$2,600, but the Planning & Zoning Yr. End figures are nearly \$47,000 under Yr. End Projections.

Note: This is primarily due to the ongoing need to fill the allocated ***Town Planner position***, which has not been successful, to date.

As some of you may already know, the lack of qualified candidates for a Town Planner is a New Hampshire (state-wide) issue. We need to fill this *Full Time* Position as soon as possible. Presently, I cannot provide the Board with a timeframe for when this hiring will occur. I would request that the Board consider the possibility for retaining a professional *Search Firm* (i.e. "Headhunter"), in order to assist the town in its search of a new Town Planner (tbd).

Other OCD Items:

1. Building Inspector Staffing

The rate of the town's required building inspections is characterized as "*steady busy*" throughout 2023. The number of Building Department inspectors is seemingly sufficient for the foreseeable future. Some peak weeks do occur. But overall, I believe we are sufficiently *manned* (for the short-term) to accomplish all required inspections within reasonable timeframes with our current one FT and two PT Inspectors.

2. Featured Projects:

- a. ***The "Q"*** 216 multi-family unit rental apartment project (five residential buildings and clubhouse) along Nathaniel and Stoneward Drives was approved on October 17th by the Planning Board for its required Major Site Plan Approval. The consideration of this project took five Planning Board Hearings to complete. No construction timetable has been provided to Staff as to when the development will break ground. We shall keep the BOS informed as the schedules become updated and realized with the submittals of building permit applications.

- b. The *Milford Motel's* (twelve One-Bedroom Apts) conversion is presently well under construction. I would estimate a Late 1st or Early 2nd Qtr. Completion, as of now. No verbal verification from the developers has been provided. In my eyes, this project is a valuable addition to *the Elm Street Corridor*. I have hope that this site's upgrades spurs on other new developments of equal quality, (or even higher) along Elm Street.
- c. **Impact Fee Study**-The town has contractually engaged the *Nashua Regional Planning Commission* (NRPC) to research and prepare an updated *Impact Fee Study*.
This Study is still in *data collection mode* with our various departments; and the BOS shall be updated as new information presents itself.
- d. The *Envision Milford Master Plan Update's RFP* has again been advertised (State-wide through multiple sources) to seek a qualified professional land use consulting firm to undertake the needed update the Town's Master Plan. All bids are due back in the first full week of November.
- e. Lastly, OCD is been working very closely (daily) with our DPW Director Leo Lessard and with our new (Six Month) Town Engineer, Nicole Crawford.

The variety of town infrastructure and private project issues *can* be very time-consuming to multiple Departments. But the relationship between the DPW and OCD is working very well to resolve these issues; and I suspect it will continue to be the case with our new Town Engineer being in place. Full compliance with all *EPA-mandated (MS4) Requirements* is an excellent example and benefit of having Ms. Crawford on board for the town.

Please see me with any other questions or comments. Thank you.

End

4. a. 1) Request for Approval for the Lions Club to decorate the Oval for the Winter Holidays and host Santa on the Oval.



Milford Lions Charities, Inc.
P.O Box 274, Milford NH 03055-0274
Tax ID # 80-0813419

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

re: Milford Lions Club Holiday Activities
October 10, 2023

The Milford Lions Club is requesting approval to hold two activities during the upcoming holiday season. Insurance certificates for these events are attached.

1. Santa on the Oval. Santa and Mrs. Claus will be delivered to the oval by the fire department at noon on December 3rd, 2023. They will meet with children on the bandstand from 12:00 to 2:00. This free event will include snacks for the people in line, and the children can also mail their lists to Santa. Parents can take pictures of the children with Santa at no charge.

2. Decorating the Oval. The Milford Lions Club and members of the Milford Fire Department will install holiday decorations on the oval and the bandstand. Preliminary lighting installations will start around November 1st. The main installation efforts will occur on Saturday, November 25th and Sunday, November 26th. The decorations will be removed on Sunday, January 7th, 2024.

All these dates are subject to change due to weather. We will advise if this occurs.

Best regards,

A handwritten signature in black ink, appearing to read 'Rob Mikkelsen'.

Rob Mikkelsen

Milford Lions Club
PO Box 274
Milford, NH 03055

TOWN STATUS REPORT

October 23, 2023

1. Fund Balance Discussion

On October 9, 2023, the Board had directed Staff to utilize a maximum Fund Balance Percentage of 7.5%. Since that meeting, the Town has received updated information and all final documents from the NHDRA. This information will assist the Town in the finalization of the Tax Rate. Attached please find the Fund Balance Analysis for Board review and discussion.

2. Status of Open Requests For Proposals (RFPs)

- Milford Town Hal HVAC (RFP 2023-03) – This proposal includes the removal and proper disposal of the existing HVAC system. Proposals due November 10th.
- Building Demolition Services For 127 Elm Street (RFP 2023-04) – The proposal seeks qualified building demolition contractors to assist in the demolition of a vacant, former 30,000 square foot commercial manufacturing building located at 127 Elm Street, Milford, NH and owned by the Town. Proposals due October 30th.
- Milford General Assessing Services (RFP 2023-05) – The proposal seeks competitive proposals from qualified individuals or professional contracting services to provide Municipal Assessing services to the Town for a five-year period. Proposals due October 30th.
- Milford Master Plan Comprehensive Update (RFP 2023-06) - The proposal seeks professional firms to lead and prepare a comprehensive Master Plan update which addresses the many challenges that impact the Town’s municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources. Proposals due November 3rd.

3. Town Website Maintenance

In an effort to improve communication and coordination among staff and Board, Commission, Committee members and develop a consistent and timely program for maintaining the Town website, a schedule has been developed identify the responsible individuals and departments for updating the website. See Attached Website Maintenance Schedule.

4. Milford Radio Station

The Community Media Director and Granite Town Media are seeking Board support to submit an Application to the Federal Communication Commission on behalf of the Town of Milford to have a Low Power – FM Station. The cost for Application is free and the Town would have 3 years to establish the station. It is my understanding that frequencies are limited and the opportunity to apply only comes up once every 5-15 years.

Applying as a town, the Selectmen would be listed as “officers”. This designation is the same as the Cable Franchise and with Selectboard approval, would be treated as such. In addition, the application would need to identify a location of the tower/antenna. The tower located on the roof of the Town Hall has been identified a place holder and possible location. This can be easily changed

in the future.

Lastly, the Granite Town Media Advisory Committee are in unanimous support of the application and would support the project financially.

5. Board, Commission, Committee Volunteers

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

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

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

5. 1) Fund Balance Discussion

Town of Milford
Fund Balance Analysis
Prepared: October 20, 2023

*****Minimum Level of Unassigned Fund Balance as a percentage of GROSS Town, County & School Appropriations:**

Per T. of Milford Finance Policy	5% to 15%
Per NHDRA recommendation	5% to 10%
Per NHGFOA recommendation	8% to 17%

			<u>% of Gross Appropriations Retained</u>
<u>Fund Balance:</u>	Actual		
12/31/2018	3,901,344	*Actual	6.82%
12/31/2019	4,320,234	*Actual	7.65%
12/31/2020	5,369,105	*Actual	8.10%
12/31/2021	4,641,664	*Actual	8.64%
12/31/2022	4,638,066	*Actual	7.67%
12/31/2023	4,900,000	*Estimated	9.09%

GROSS Appropriations (Town, County & School):

FY 2023	53,905,855	*From Tax Rate Setting Report based on 2022 GROSS Appropriations (We are waiting for final 2023 numbers)
8.60%	4,638,066	*Final '22 Fund Balance
		8.60% (7.5% - BOS Maximum - BOS action 10/9/23)
5%	2,695,293	
10%	5,390,586	
15%	8,085,878	

\$595,000 Utilized to bring the Retained Fund Balance down to 7.5%
This will drop the Tax Rate by \$.28

Fund Balance used to reduce the tax rate:

	Remaining	% of Net
<u>FB Used</u>	<u>Fund Balance</u>	<u>Appropriations</u>
250,000	4,388,066	8.14%
500,000	4,138,066	7.68%
750,000	3,888,066	7.21%
1,000,000	3,638,066	6.75%

*****GROSS Appropriations Plus Enterprise Funds and Current Year Bonds**

5. 3)

WEBSITE MAINTENANCE OVERSITE

Board or Committee	Department Responsible for Oversight	Primary Responsible Person	Back Up Person
Board of Selectmen	Town Administration	Lincoln Daley / Tina Philbrick	Lincoln Daley / Tina Philbrick
Board of Water and Sewer Commissioners	Water Department	Evelyn Gendron	Jim Pouliot / Evelyn Gendron
Budget Advisory Committee	Town Administration	Tina Philbrick	Lincoln Daley / Tina Philbrick
Cemetery Trustees	Public Works	Mary Dickson	Leo Lessard / Mary Dickson
CIP Citizens Advisory Committee	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Conservation Commission	Conservation Commission Coordinator	Chris Costantino	Chris Costantino
Heritage Commission	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Economic Development Advisory Council	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Ethics Committee	Town Administration	Tina Philbrick	Lincoln Daley / Tina Philbrick
Granite Town Media Advisory Committee	Community Media	Chris Gentry	Chris Gentry
Joint Loss Management Committee	JLMC Chair	JLMC Chair	JLMC Chair
Library Trustees	Library Trustees	Library Trustee Representative	Library Trustee Representative
MACC Base	MACC- Page soon to be forwarded once their website is active	Ray Andersen	Ray Andersen
Master Planning Advisory Committee	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Milford Energy Committee	Town Administration	Tina Philbrick	Lincoln Daley / Tina Philbrick
Planning Board	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Recreation Commission	Recreation Department	Arene Berry	Arene Berry
Recycling Committee	Public Works	Celeste Barr	Mary Dickson/Celeste Barr
Traffic Safety Committee	Police Department	Tina Dishong	Tina Dishong
Trustees of the Trust Fund	Town Administration	Tina Philbrick	Lincoln Daley / Tina Philbrick
Vietnam Memorial Committee	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard
Zoning Board of Adjustment	Community Development	Terrey Dolan / Darlene Bouffard	Terrey Dolan / Darlene Bouffard

2020 New Hampshire Revised Statutes
Title VI - Public Officers and Employees
Title 91-A - Access to Governmental Records and Meetings
Section 91-A:4 - Minutes and Records Available for Public Inspection.
Universal Citation: NH Rev Stat § 91-A:4 (2020)

91-A:4 Minutes and Records Available for Public Inspection. –

I. Every citizen during the regular or business hours of all public bodies or agencies, and on the regular business premises of such public bodies or agencies, has the right to inspect all governmental records in the possession, custody, or control of such public bodies or agencies, including minutes of meetings of the public bodies, and to copy and make memoranda or abstracts of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A:5. In this section, "to copy" means the reproduction of original records by whatever method, including but not limited to photography, photostatic copy, printing, or electronic or tape recording.

I-a. Records of any payment made to an employee of any public body or agency listed in RSA 91-A:1-a, VI(a)-(d), or to the employee's agent or designee, upon the resignation, discharge, or retirement of the employee, paid in addition to regular salary and accrued vacation, sick, or other leave, shall immediately be made available without alteration for public inspection. All records of payments shall be available for public inspection notwithstanding that the matter may have been considered or acted upon in nonpublic session pursuant to RSA 91-A:3.

II. After the completion of a meeting of a public body, every citizen, during the regular or business hours of such public body, and on the regular business premises of such public body, has the right to inspect all notes, materials, tapes, or other sources used for compiling the minutes of such meetings, and to make memoranda or abstracts or to copy such notes, materials, tapes, or sources inspected, except as otherwise prohibited by statute or RSA 91-A:5.

III. Each public body or agency shall keep and maintain all governmental records in its custody at its regular office or place of business in an accessible place and, if there is no such office or place of business, the governmental records pertaining to such public body or agency shall be kept in an office of the political subdivision in which such public body or agency is located or, in the case of a state agency, in an office designated by the secretary of state.

III-a. Governmental records created or maintained in electronic form shall be kept and maintained for the same retention or archival periods as their paper counterparts.

Governmental records in electronic form kept and maintained beyond the applicable retention or archival period shall remain accessible and available in accordance with RSA 91-A:4, III.

Methods that may be used to keep and maintain governmental records in electronic form may include, but are not limited to, copying to microfilm or paper or to durable electronic media using standard or common file formats.

III-b. A governmental record in electronic form shall no longer be subject to disclosure pursuant to this section after it has been initially and legally deleted. For purposes of this paragraph, a record in electronic form shall be considered to have been deleted only if it is no longer readily accessible to the public body or agency itself. The mere transfer of an electronic record to a readily accessible "deleted items" folder or similar location on a computer shall not constitute deletion of the record.

IV. (a) Each public body or agency shall, upon request for any governmental record reasonably described, make available for inspection and copying any such governmental record within its files when such records are immediately available for such release.

(b) If a public body or agency is unable to make a governmental record available for immediate inspection and copying the public body or agency shall, within 5 business days of a request:

(1) Make such record available;

(2) Deny the request; or

(3) Provide a written statement of the time reasonably necessary to determine whether the request shall be granted or denied and the reason for the delay.

(c) A public body or agency denying, in whole or part, inspection or copying of any record shall provide a written statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

(d) If a computer, photocopying machine, or other device maintained for use by a public body or agency is used by the public body or agency to copy the governmental record requested, the person requesting the copy may be charged the actual cost of providing the copy, which cost may be collected by the public body or agency. No cost or fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.

V. In the same manner as set forth in RSA 91-A:4, IV, any public body or agency which maintains governmental records in electronic format may, in lieu of providing original records, copy governmental records requested to electronic media using standard or common file formats in a manner that does not reveal information which is confidential under this chapter or any other law. If copying to electronic media is not reasonably practicable, or if the person or entity requesting access requests a different method, the public body or agency may provide a printout of governmental records requested, or may use any other means reasonably calculated to comply with the request in light of the purpose of this chapter as expressed in RSA 91-A:1. Access to work papers, personnel data, and other confidential information under RSA 91-A:5, IV shall not be provided.

VI. Every agreement to settle a lawsuit against a governmental unit, threatened lawsuit, or other claim, entered into by any political subdivision or its insurer, shall be kept on file at the municipal clerk's office and made available for public inspection for a period of no less than 10 years from the date of settlement.

VII. Nothing in this chapter shall be construed to require a public body or agency to compile, cross-reference, or assemble information into a form in which it is not already kept or reported by that body or agency.

Source. 1967, 251:1. 1983, 279:2. 1986, 83:5. 1997, 90:2. 2001, 223:2. 2004, 246:2. 2008, 303:4. 2009, 299:1, eff. Sept. 29, 2009. 2016, 283:1, eff. June 21, 2016. 2019, 107:1, eff. Jan. 1, 2020; 163:2, eff. Jan. 1, 2020 at 12:01 a.m.

TITLE LXIV

PLANNING AND ZONING

CHAPTER 675

ENACTMENT AND ADOPTION PROCEDURES

Zoning Ordinance, Historic District Ordinance and Building Code Enactment Procedures

Section 675:7

675:7 Notice Requirements for Public Hearing. –

I. (a) Notice shall be given for the time and place of each public hearing held under RSA 675:2-4 and RSA 675:6 at least 10 calendar days before the hearing. The notice required under this section shall not include the day notice is posted or the day of the public hearing. Notice of each public hearing shall be published in a paper of general circulation in the municipality and shall be posted in at least 2 public places. Any person owning property in the municipality may request notice of all public hearings on proposed amendments to the zoning ordinance, and the municipality shall provide notice, at no cost to the person, electronically or by first class mail.

(b) In lieu of publication in a paper of general circulation pursuant to subparagraph (a), notice may be posted on the municipality's Internet website, if such exists. If notice is posted on the municipality's website in lieu of publication in a paper of general circulation, the notice shall:

- (1) Appear prominently on the website's home page, or a link directly to the notice shall appear prominently on the home page;
- (2) Be posted at the time stated in subparagraph (a) and shall remain on the website until the conclusion of the hearing; and
- (3) Be posted in 2 other public places.

I-a. If a proposed amendment to a zoning ordinance would change a boundary of a zoning district and the change would affect 100 or fewer properties, notice of a public hearing on the amendment shall be sent by first class mail to the owners of each affected property. If a proposed amendment to a zoning ordinance would change the minimum lot sizes or the permitted uses in a zoning district that includes 100 or fewer properties, notice of a public hearing on the amendment shall be sent by first class mail to the owner of each property in the district. Notice by mail shall be sent to the address used for mailing local property tax bills, provided that a good faith effort and substantial compliance shall satisfy the notice by mail requirements of this paragraph.

I-b. In the case of a petitioned zoning amendment as authorized in RSA 675:4, the petitioners shall be responsible for the cost of notice by mail under paragraph I-a. If the full cost of notice is not paid at the time of submission, the municipality shall inform the voter whose name appears first on the petition of the cost of notice within 5 business days, and the balance shall be paid within another 5 business days. If full payment is not made and received within 5 business days, the selectmen or village district commissioners may, in their discretion, decide to accept or decline the petition for submission. Failure by the municipality to inform the responsible person of the cost of notice shall be deemed a waiver of the payment requirement.

II. The full text of the proposed master plan, zoning ordinance, building code, subdivision regulation, site plan review regulation and historic district regulation, ordinance, or amendment need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice. The notice of a hearing on a proposed amendment to a zoning ordinance to be sent electronically or by first class mail shall include a statement describing, to the greatest extent practicable and in easily understood language, the proposed changes to the zoning ordinance, the areas affected, and any other

information calculated to improve public understanding of the proposal.

Source. 1983, 447:1. 1985, 103:24. 2014, 161:8, eff. July 10, 2014. 2017, 231:1, eff. Sept. 16, 2017. 2020, 8:1, eff. Sept. 8, 2020.

THE ACT OF INCORPORATION OF THE TOWN OF MILFORD

State of New Hampshire

An act to incorporate the southwesterly part of Amherst, the northwesterly part of Hollis, the Mile Slip and Duxbury-School-Farm into a town, and to invest the inhabitants thereof with all such privileges and immunities as other towns in this State hold and enjoy:

Approved January 11, 1794

Whereas a petition, signed by a number of inhabitants of the southwesterly part of Amherst, the northwesterly part of Hollis, the Mile-Slip and Duxbury school farm (so called), has been preferred, setting forth, that, by an act of incorporation, passed by the legislature of this State, on the first day of June, in the year of our Lord, one thousand, seven hundred and ninety two, the southwest part of Amherst aforesaid, was by certain boundaries; therein described, made a parish; that the tract of land therein contained, is too small for a town; that the inhabitants of Mile-Slip and Duxbury School Far aforesaid, are unable to support the gospel, build bridges and maintain schools; that a number of inhabitants of the northwesterly part of said Hollis could be better accommodated by being, annexed to the said Southwest parish in Amherst.

They, therefore, prayed, that they might be incorporated and made a body of politic with all the corporate powers and privileges by law, vested in other towns; And the inhabitants of the town of Amherst, in legal town meeting, having voted their assent to the same.

Therefore, be it enacted by the Senate and house of Representatives in General Court convened, that all the lands and inhabitants within the following limits, viz, Beginning at the southwest corner of the north west parish in Amherst aforesaid, on Lyndeborough east line, thence running easterly to the northeast corner of Amos Green's lot, called the mill lot, thence southerly on a straight line to the southwest corner of the lot number twenty; thence easterly on the range line to the northeasterly corner of William Peabody's land; thence southerly on the range line between John Shepard Esquire's and William Peabody's land, until it comes to land belonging to the heirs of John Shepard late of said Amherst, deceased; thence easterly to the north east corner of the same, joining to land of the said John Shepard Esquire, thence southerly by land of John Shepard, Esq., aforesaid, on the range line to the Sowhegann river; thence down the middle of the same, till it strikes land owned by Benjamin and Stephen Kendrick; thence southerly by said Kendrick's land, to the road leading from David Danforth's to the Town of Wilton; thence crossing the same and running a south point to Hollis line, being near David Duncklee's house, and then to the north east corner of land lately laid off from said Hollis by their committee appointed for the above purpose; thence running south about twelve degrees east so as to strike the northeast corner of John Starns's land it being the northwest corner of Robert Colburne's land, thence on the same course until it comes to the southeast corner of the said Starns's land; thence westerly by said Starns's and William Hale's land, until it comes to the north west corner of said Hale's land; thence westerly to the north east corner of Mr. Gould's land, and so on westerly by said Gould's and David Danforth's land to said Gould's northwest corner, thence turning southwesterly to the south east corner of Robert Durrah's land; thence west fifteen degrees south until it comes to Raby east line; thence northerly on said Raby east line, until it comes to the south line of said Amherst; thence westerly on the north line of said Raby to the southwest corner of Amherst, thence southerly by the west line of said Raby to the southeast corner of the mile slip; thence westerly to the southwest corner thereof; thence northerly on the east lines of Mason and Wilton to the northwest corner of the mile slip; thence easterly on the south line of Lyndeborough to the south east corner thereof; thence

northerly by the east line of Lyndeborough to the bounds first mentioned, Be, and the same are hereby incorporated into a town by the name of Milford; and the inhabitants who reside and shall hereafter reside within the before mentioned boundaries, are made and constitute a body politic and corporate and invested with all the powers, privileges and immunities which towns in 'this State by law are entitled to enjoy, to remain a distinct town, and have continuance and succession forever'.

And be it further enacted, That August Blanchard Esquire be and he hereby is authorized and empowered to call a meeting of said inhabitants for the purpose of choosing all necessary town officers, and shall preside therein until a moderator shall be chosen to govern said meeting, which shall be warned by posting up notice therefor, at the meeting house in said Milford, fourteen days prior to the day of holding the same. And the annual meetings for the choice of town officers shall be holden on the first Tuesdays of March annually.

Provided always, That nothing in this act contained shall in any wise release the inhabitants of the said southwest parish of Amherst (part of said town of Milford), from paying their proportion of all debts now due from the town of Amherst, or their proportion of the support of the present poor of said town and parish or any taxes now assessed on them as inhabitants of said town of Amherst, but the same may be levied and collected from the inhabitants of the said Southwest parish (now part of Milford as aforesaid) in the same manner as if this act had not been passed; and the present inhabitants of the said northwesterly part of said town of Hollis shall be liable to pay all taxed heretofore assessed on them as inhabitants of the town of Hollis in the same way and manner as if this act had not been passed.

In Senate, January 11, 1794

This bill having had three several hearings, passed to be enacted; sent down for concurrence.

Signed: Abriel Foster, President of the Senate.

In the House of Representatives, the same day, the foregoing bill, having had a third hearing, was enacted.

Signed: Nathaniel Peabody, Speaker.

Approved January 11, 1794.

Signed: Josiah Bartlett, Governor



(DRAFT COPY - Not for submission)
New Low Power FM Station Construction Permit Application

File Number: | Submit Date: **09/06/2023** | Lead Call Sign: **NEW** | Facility ID: **778199** |

FRN: **0034209163**

Service: **Low Power FM** | Purpose: **Construction Permit** | Status: **Saved** | Status Date: **09/06/2023** | Filing Status: **Active**

General Information

Section	Question	Response
Attachments	Are attachments (other than associated schedules) being filed with this application?	Yes

Fees, Waivers, and Exemptions

Section	Question	Response
Waivers	Does this filing request a waiver of the Commission's rule (s)?	No
	Total number of rule sections involved in this waiver request:	

Applicant Information

Applicant Name, Type, and Contact Information

Applicant	Address	Phone	Email	Applicant Type
Town of Milford, New Hampshire	Chris Gentry 1 Union Square Milford, NH 03055 United States	+1 (603) 249-0670	cgentry@milford.nh.gov	GOE

Contact Information (2)

Contact Name	Address	Phone	Email	Contact Type
Chris Gentry <i>Director</i> Town of Milford, New Hampshire	Chris Gentry 1 Union Square Milford, NH 03055 United States	+1 (603) 249-0670	cgentry@milford.nh.gov	Legal Representative
Harold Kozlowski , Kozlowski . <i>Technical Consultant</i> SpotsToGo.com	Harold Kozlowski 22 Julia Dr Hooksett, NH 03106 United States	+1 (603) 568-2492	harrykozlowski@gmail.com	Technical Representative

Parties to the Application (5)

Party Name	Address	Phone	Email	Positional Interest
Dave Freel <i>Selectman</i> Town of Milford, New Hampshire	1 Union Square Milford, NH 03055 United States	+1 (603) 249-0600	dfreel@milford.nh.gov	Positional Interest: Officer Citizenship: United States Percentage of Votes: 20% Percentage of Total Assets: 0%

Tim Finan <i>Selectman</i> Town of Milford, New Hampshire	1 Union Square Milford, NH 03055 United States	+1 (603) 249- 0600	tfinan@milford.nh.gov	Positional Interest: Officer Citizenship: United States Percentage of Votes: 20% Percentage of Total Assets: 0%
Paul Dargie <i>Selectman</i> Town of Milford, New Hampshire	1 Union Square Milford, NH 03055 United States	+1 (603) 249- 0600	pdargie@milford.nh.gov	Positional Interest: Officer Citizenship: United States Percentage of Votes: 20% Percentage of Total Assets: 0%
Gary Daniels <i>Chairman</i> Town of Milford, New Hampshire	1 Union Square Milford, NH 03055 United States	+1 (603) 249- 0600	gdaniels@milford.nh.gov	Positional Interest: Officer Citizenship: United States Percentage of Votes: 20% Percentage of Total Assets: 0%
Chris Labonte <i>Vice Chairman</i> Town of Milford, New Hampshire	1 Union Square Milford, NH 03055 United States	+1 (603) 249- 0600	clabonte@milford.nh.gov	Positional Interest: Officer Citizenship: United States Percentage of Votes: 20% Percentage of Total Assets: 0%

Attributable Interest

Section	Question	Response
Equity and Financial Interests	Applicant certifies that equity and financial interests not listed in the Parties to the Application section are non-attributable pursuant to the notes to 47 C.F.R. Section 73.3555.	Yes

Alien Ownership

Question	Response
1) Is the applicant a foreign government or the representative of any foreign government as specified in Section 310(a) of the Communications Act?	No
2) Is the applicant an alien or the representative of an alien? (Section 310(b)(1))	No
3) Is the applicant a corporation, or non-corporate entity, that is organized under the laws of any foreign government? (Section 310(b)(2))	No
4) Is the applicant an entity of which more than one-fifth of the capital stock, or other equity or voting interest, is owned of record or voted by aliens or their representatives or by a foreign government or representative thereof or by any entity organized under the laws of a foreign country? (Section 310(b)(3))	No

5) Is the applicant directly or indirectly controlled by any other entity of which more than one-fourth of the capital stock, or other equity or voting interest, is owned of record or voted by aliens, their representatives, or by a foreign government or representative thereof, or by any entity organized under the laws of a foreign country? (Section 310(b)(4))	No
6) Has the applicant received a declaratory ruling(s) under Section 310(b)(4) of the Communications Act?	No
6a) Enter the citation of the applicable declaratory ruling by DA/FCC number or the FCC Record citation, release date, or any other identifying information.	
7) Has there been any change in the applicant's foreign ownership since issuance of the declaratory ruling(s) cited in response to Question 6?	
7a) Enter the File or Docket Number of the Petition for Declaratory Ruling that the applicant has filed for its foreign ownership in connection with this application pursuant to Section 310(b)(4) of the Communications Act.	
8) Does the applicant certify that it is in compliance with the terms and conditions of the foreign ownership declaratory ruling(s) cited in response to Question 6?	
9) In connection with this application, is the applicant filing a foreign ownership Petition for Declaratory Ruling pursuant to Section 310(b)(4) of the Communications Act?	No

Legal Certifications

Section	Question	Response
Eligibility Certifications	The applicant certifies that it is a:	State or local government or non-government entity that proposes a noncommercial public safety radio service to protect the safety of life, health or property.
	If the answer is "Yes" and the applicant is submitting multiple applications, is this application the "priority" application? See Creation of a Low Power Radio Service, Memorandum Opinion and Order on Reconsideration, 15 FCC Rcd 19208, 19239-40, 79-80, paras. 79-80 (2000).	N/A
Community-Based Criteria	Applicants must certify that they are local to be eligible for LPFM authorizations. An applicant must select "yes" to at least one of the certifications below to be eligible for an LPFM license. The applicant certifies that:	
	It is a nonprofit educational institution or organization that is physically headquartered or has a campus within 16.1 kilometers (10 miles), if applicant is in the top 50 urban markets, or 32.1 kilometers (20 miles) if applicant is outside the top 50 urban markets, of the proposed transmitting antenna site set forth in this application	No
	It is a nonprofit educational institution or organization that has 75 percent of its board members residing within 16.1 kilometers (10 miles), if applicant is in the top 50 urban markets, or 32.1 kilometers (20 miles) if applicant is outside the top 50 urban markets, of the proposed transmitting antenna site set forth in this application	No
	It is a Tribe and its Tribal Lands, as that term is defined in Section 73.7000 of the Commission's rules, are within the service area of the proposed LPFM station; or it is a Tribal organization owned or controlled by a Tribe (or Tribes) and such Tribe's (or Tribes') Tribal Lands, as that term is defined in Section 73.7000 of the Commission's rules, are within the service area of the proposed LPFM station. See 47 C.F.R. Sections 73.853(c) and 73.7000.	No
	It proposes a public safety radio service and has jurisdiction within the service area of the proposed LPFM station.	Yes
Ownership	The applicant certifies that:	

	no party to this application has an attributable interest in any low power FM broadcast station	Yes
	No party to this application has an attributable interest in any non-LPFM broadcast station, including any full power AM or FM station, FM translator station, full or low power television station, or any other media subject to the Commission's broadcast ownership restrictions	Yes
	No party to this application has pending an application for a low power FM, full power AM or FM station, FM translator station, or full or low power television station;	Yes
	The applicant is in compliance with the Commission's policies relating to media interests of immediate family members; and	Yes
	The applicant is in compliance with the Commission's policies relating to investor insulation and the non-participation of non-party investors and creditors.	Yes
Character Issues	Applicant certifies that neither the applicant nor any party to the application has or had any interest in, or connection with: (a) any broadcast application in any proceeding where character issues were left unresolved or were resolved adversely against the applicant or party to the application; or (b) any pending broadcast application in which character issues have been raised.	Yes
Adverse Findings	Applicant certifies that, with respect to the applicant and any party to the application, no adverse finding has been made, nor has an adverse final action been taken by any court or administrative body in a civil or criminal proceeding brought under the provisions of any laws related to any of the following: any felony; mass media-related antitrust or unfair competition; fraudulent statements to another governmental unit; or discrimination.	Yes
Unlicensed Operation	The applicant certifies, under penalty of perjury, that neither the applicant nor any party to the application has engaged in any manner, individually or with other persons, groups, organizations, or other entities, in the unlicensed operation of any station in violation of Section 301 of the Communications Act of 1934, as amended, 47 U.S.C. Section 301.	Yes

Point System Factors

New station and major change LPFM applicants must complete the following questions. Point system factors are used only for selection among mutually exclusive applications for new LPFM stations and major modifications of authorized LPFM stations. Mutually exclusive applicants will be awarded one point for each of the following:

Section	Question	Response
Established Community Presence	The applicant certifies that it is a:	Public Safety Radio Service. The applicant certifies that, for a period of at least two years prior to the date of this application, it has had jurisdiction within the service area of the proposed public safety radio service LPFM station.
Local Program Origination	The applicant pledges to originate locally at least eight hours of programming per day.	Yes

Main Studio	The applicant pledges to maintain a publicly accessible main studio that has local program origination capability, is reachable by telephone, is staffed at least 20 hours per week between 7 a.m. and 10 p.m., and is located within 16.1 kilometers (10 miles) of the proposed site for the transmitting antenna for applicants in the top 50 urban markets and 32.1 kilometers (20 miles) for applicants outside the top 50 urban markets.	Yes
	An applicant claiming a point under the main studio criterion must provide the proposed address and telephone number for the main studio.	1 Union Square
	Address Line 1:	
	Address Line 1:	
	City:	Milford
	State:	NH
	Zip Code:	03055
	Phone:	6032490670
Local Program Origination and Main Studio	The applicant certifies that it qualifies for a point under both the local program origination and the main studio criteria.	Yes
Diversity of Ownership	The applicant certifies that neither it nor any party to the application holds an attributable interest in any other broadcast station.	Yes
Tribes or Tribal Organizations	The applicant certifies it is a Tribe proposing to locate its transmitting antenna site on its Tribal Lands, or a Tribal organization proposing to locate its transmitting antenna site on the Tribal Lands of the Tribe or Tribes that own or control more than 51 percent of the organization.	No

Involuntary Time-Share Information

New station and major change applicants must complete the following questions.

This information will be used only for selection among mutually exclusive applications for the new LPFM stations and major modification of authorized LPFM stations and only in the event that two or more applications are tied after the point system analysis. See 47 C.F.R. Section 73.872

Section	Question	Response
Established Community Presence	Provide the date on which the applicant qualified as local. See 47 C.F.R. Section 73.853(b).	01/11/1794
	Applicant certifies that it has remained local at all times since this date.	Yes

Channel and Facility Information

Section	Question	Response
Proposed Community of License	State	New Hampshire
	City	Milford
	Channel	236
	Frequency	95.1

Antenna Location Data

Section	Question	Response
Antenna Structure Registration	Do you have an FCC Antenna Structure Registration (ASR) Number?	Yes

	ASR Number	1250373
Coordinates (NAD83)	Latitude	42° 50' 08.8" N+
	Longitude	071° 38' 55.0" W-
	Structure Type	TOWER-A free standing or guyed struct
	Overall Structure Height	45.7 meters
	Support Structure Height	38.1 meters
	Ground Elevation (AMSL)	77.7 meters
Antenna Data	Height of Radiation Center Above Ground Level	Horizontal:32 meters Vertical:32 meters
	Height of Radiation Center Above Mean Sea Level	Horizontal:109.7 meters Vertical:109.7 meters
	Minimum Effective Radiated Power	Horizontal: 50.0 W Vertical: 50.0 W
	Maximum Effective Radiated Power	Horizontal: 100.0 W Vertical: 100.0 W

Antenna Technical Data

Section	Question	Response
Antenna Type	Antenna Type	Non-Directional

Directional Antenna Relative Field Value

Degree	Value	Degree	Value	Degree	Value	Degree	Value
--------	-------	--------	-------	--------	-------	--------	-------

Additional Azimuths

Degree	Value
--------	-------

Technical Certifications

Section	Question	Response
Environmental Effect	Would a Commission grant of Authorization for this location be an action which may have a significant environmental effect? (See 47 C.F.R. Section 1.1306)	No
Interference	Does the applicant certify that the proposed facility complies with the engineering requirements of 47 CFR Section 73.807 (a) through (g), and 73.825?	Yes
Reasonable Site Assurance	Applicant certifies that it has reasonable assurance in good faith that the site or proposed structure at the location of its transmitting antenna will be available to the applicant for the applicant's intended purpose.	Yes
	If reasonable assurance is not based on applicant's ownership of the proposed site or structure, applicant certifies that it has obtained such reasonable assurance by contacting the owner or person possessing control of the site or structure.	N/A
	Name of the person contacted	
	Phone number of the person contacted	
	Person contacted is	

Certification

Section	Question	Response
General Certification Statements	The Applicant waives any claim to the use of any particular frequency or of the electromagnetic spectrum as against the regulatory power of the United States because of the previous use of the same, whether by authorization or otherwise, and requests an Authorization in accordance with this application (See Section 304 of the Communications Act of 1934, as amended.).	
	The Applicant certifies that neither the Applicant nor any other party to the application is subject to a denial of Federal benefits pursuant to §5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862, because of a conviction for possession or distribution of a controlled substance. This certification does not apply to applications filed in services exempted under §1.2002(c) of the rules, 47 CFR . See §1.2002(b) of the rules, 47 CFR § 1.2002(b), for the definition of "party to the application" as used in this certification § 1.2002(c). The Applicant certifies that all statements made in this application and in the exhibits, attachments, or documents incorporated by reference are material, are part of this application, and are true, complete, correct, and made in good faith.	
Authorized Party to Sign	<p>FAILURE TO SIGN THIS APPLICATION MAY RESULT IN DISMISSAL OF THE APPLICATION AND FORFEITURE OF ANY FEES PAID</p> <p>Upon grant of this application, the Authorization Holder may be subject to certain construction or coverage requirements. Failure to meet the construction or coverage requirements will result in automatic cancellation of the Authorization. Consult appropriate FCC regulations to determine the construction or coverage requirements that apply to the type of Authorization requested in this application.</p> <p>WILLFUL FALSE STATEMENTS MADE ON THIS FORM OR ANY ATTACHMENTS ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. Code, Title 18, §1001) AND/OR REVOCATION OF ANY STATION AUTHORIZATION (U.S. Code, Title 47, §312(a)(1)), AND /OR FORFEITURE (U.S. Code, Title 47, §503).</p>	
	I declare, under penalty of perjury, that I am an authorized representative of the above-named applicant for the Authorization(s) specified above.	

Attachments

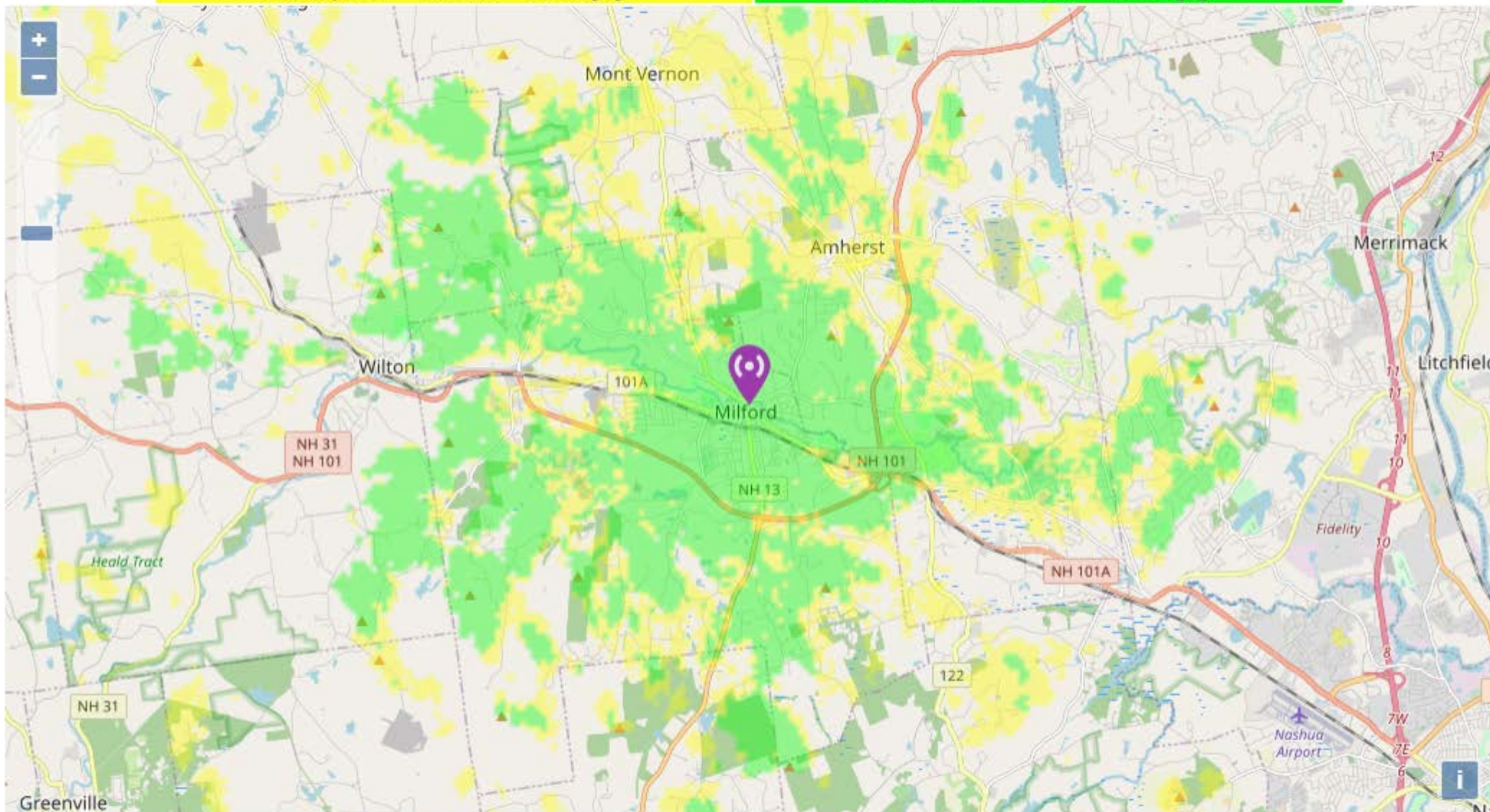
File Name	Uploaded By	Attachment Type	Description	Upload Status
Milford Incorporation.pdf	Applicant	Point System Factor /Tie Breakers	Milford NH Incorporation	Done with Virus Scan and /or Conversion
Public Safety Statement.pdf	Applicant	Legal Certifications	Declaration of Public Safety Mission	Done with Virus Scan and /or Conversion

DECLARATION OF PUBLIC SAFETY STATUS

The Town of Milford, New Hampshire is applying for a Low Power FM radio station as a town-operated public safety station. This station will provide the residents of Milford a source of official information in times of emergency, as well as public safety information regarding weather advisories, school closings and natural disasters.

54.0 dB μ V/m 164 km² 22620 pop

60.0 dB μ V/m 88 km² 14772 pop



Description

OpenStreetMap

95.1 from Milford Town Hall Milford Town

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Hall

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6. 1) Key Dates for the 2024 Town Meeting

TOWN OF MILFORD

OFFICE OF THE SELECTMEN



TO: Board of Selectmen

FROM: Tina M. Philbrick, Executive Assistant

DATE: Monday, October 23, 2023

PAGE: 1

SUBJ: Key Dates for 2024 Town Meeting

The following are key dates pertaining to the March Town Meeting for 2024

Petition Warrant Articles

- ❖ Tuesday, January 9, 2024 Last day for voters to petition selectmen to include an article in the town meeting warrant, provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, January 5, 2024 [RSA 39:3;40:13, II-a (b)]

Budget and Bond Public Hearing

- ❖ Monday, January 8, 2024 - 6:30 p.m., Board of Selectmen's Meeting Room

Candidacy Filing

- ❖ Wednesday, January 24, 2024 First day for candidates in towns with non-partisan official ballot systems to file declaration of candidacy with town clerk, {RSA 669:19: 652:20; 40:13, VII}
- ❖ Friday, February 2, 2024 Last day for filing of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. {RSA 669:19: 652:20; 40:13, VII}

Deliberative Session

- ❖ Saturday, February 3, 2024 - 9:00 a.m., earliest date to hold First Session of town meeting. Governing body sets date. (RSA 40:13,III) Snow date will be Saturday, February 10, 2024.

Town Voting

- ❖ Tuesday, March 12, 2024 at the Milford High School, 100 West Street, Milford NH from 6:00 a.m. until 8:00 p.m.

Thank you,

Tina M. Philbrick, Executive Assistant

Town of Milford Warrant & Financials DRAFT Budget and Bond Hearing January 8, 2024

To the inhabitants of the Town of Milford in the County of Hillsborough, in the State of New Hampshire, qualified to vote in Town Affairs:

You are hereby notified that the Annual Meeting of the Town of Milford will be held, in accordance with RSA 40:13, in said Milford, with the first session (also known as "Deliberative Session") at the Town Hall Auditorium on Saturday, February 3, 2024, at 9:00 am, to transact all business other than voting, and on Tuesday, March 14, 2023, at the Milford High School Gymnasium, for the second session (also known as "Town Vote") for voting by official ballot at the polls on all matters in the warrant as well as officers and other matters to be voted on. The polls will be open on March 12, 2024, at 6:00 a.m. and will not close earlier than 8:00 p.m.

In accordance with the Americans with Disabilities Act, the services of an interpreter will be provided as requested. Such requests must be received in the Milford Board of Selectmen's Office, Town Hall, One Union Square, Milford, NH 03055-4240, at least two (2) calendar weeks before the event. The Town will attempt to honor any requests received after this time.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

There are no Zoning Changes for 2023

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$_____

Shall the Town vote to raise and appropriate an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget for the purposes set forth herein, totaling \$_____? Should this Article be defeated, the default budget shall be \$_____ which is the same as last year with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). Voting YES on this article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000 when compared to voting NO on this article.**

WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ _____

Shall the Town vote to raise and appropriate the sum of \$_____ to operate and maintain the Wastewater Treatment Facility and the Sanitary Sewer Collection System, said appropriation to be offset by income received from wastewater user charges, or take any other action relative thereto? Should this Article be defeated, the default budget shall be \$_____ which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$ _____

Shall the Town vote to raise and appropriate the sum of \$_____ to operate and maintain the Water Department, said appropriation to be offset by income received from the water user charges, or take any other action relative thereto? Should this article be defeated, the default budget shall be \$_____, which is the same as last year, with certain adjustments required by previous actions of the Town, or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. This warrant article is paid for by the water user fees. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE - RECONSTRUCTION OF TOWN ROADS - \$ 400,000

Shall the Town vote to raise and appropriate the sum of **\$400,000** to reconstruct or repair Town roads? This will be a non-lapsing appropriation per RSA 32:7, VI. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$_____ on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

Shall the Town vote to raise and appropriate the sum of **\$40,000**, for the purpose of providing funding to Social Service agencies for Milford residents as proposed by the Social Services Committee and submitted to the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$_____ on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Shall the Town vote to raise and appropriate the sum of **\$32,000** for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$_____ on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000

Shall the Town vote to raise and appropriate the sum of \$40,000 to be placed in the DPW Vehicles and Heavy Equipment Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$40,000 adds to the DPW Vehicles and Heavy Equipment Capital Reserve approved by voters in 2018. The current available balance in this capital reserve account as of August 31, 2023 is approximately \$40,787.72. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$_____ on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000 (Note:\$75,000 of this capital reserve was committed to the Library roof.

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. The current available balance in this capital reserve account as of August 31, 2023 approximately \$100,902.88. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$_____ on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. The current available balance in this capital reserve

account as of August 31, 2023 is approximately \$774.89. **The Board of Selectmen does not recommend this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this Fund is for the design, development, and construction of improvements to Keyes Memorial Park, as outlined in the 127 Elm Street Feasibility Study Report 2023.. The Board of Selectmen has the authority to expend from this fund. The \$25,000 adds to the Keyes Park **Expansion Committee Project Capital Reserve** approved by voters in 2017. The current available balance in this capital reserve account as of August 31, 2023 is approximately \$6,144.81. **The Board of Selectmen recommend this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - ASSESSING REVALUATION CAPITAL RESERVE - \$22,500

Shall the Town vote to raise and appropriate the sum of \$22,500 to be placed in the Assessing Revaluation Capital Reserve Fund? The current available balance in this capital reserve account as of August 31, 2023 is approximately \$422.79. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - CONSERVATION LAND FUND - \$20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 for the purpose of adding it to the conservation fund created in accordance with RSA 36-A, said land fund being allowed to accumulate from year to year and to be available for the acquisition of property, conservation easements and other RSA 36-A allowable purposes? Contribution furthers the protection of the town's natural resources. The current available balance in this land fund account as of October 2023 is approximately \$82,668.52. **The Board of Selectmen does not recommend this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$ 20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Information Technology Infrastructure Capital Reserve Fund? The Board of Selectmen has the authority to expend from this fund. The \$20,000 adds to the Information Technology Infrastructure Capital Reserve Fund approved by voters in 2021. The current available balance in this capital reserve account as of August 31, 2023 is approximately \$41,186.59. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of **\$25,000** to be placed in the Library Maintenance and Upkeep Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of future library building repairs and improvements of the existing facility for the benefit of the Town approved by voters in 2022? The Library Trustees have been appointed as agents to expend from this fund. The \$25,000 builds upon the Wadleigh Library Maintenance and Upkeep Capital Reserve approved by voters in 2022. The current available balance in this capital reserve account as of August 31, 2023 is approximately \$25,002.40. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$_____

Shall the Town vote to raise and appropriate the sum of \$_____ for the purpose of providing the Independence Day celebration fireworks display at a time and location to be determined by the Board of Selectmen? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The**

Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.

WARRANT ARTICLE - SUMMER BAND CONCERTS SUPPORT - \$9,000

Shall the Town vote to raise and appropriate the sum of **\$9,000** for the purpose of holding the annual summer evening Band Concerts (bands, sound system, crossing detail)? This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$8,000

Shall the Town vote to raise and appropriate the sum of **\$8,000** for the purpose of town support relative to the observance of Memorial, Veterans, and Labor Day Parades? These funds shall be used to cover parade costs incurred by Public Works, Police Departments, and other Town departments, and to purchase flags to be placed on the graves of veterans 30 days before Memorial Day and removed 30 days after Veterans Day. Departmental support costs and materials associated with the provision of these services will be charged against this appropriation. This is a Special Warrant Article in accordance with RSA 32. This is a non-lapsing article until 12/31/25. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - ANNUAL LABOR DAY PARADE SUPPORT - \$3,000

Shall the Town vote to raise and appropriate the sum of \$3,000 for the purpose of funding bands, musicians and other allied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - BANDSTAND RENOVATION - \$90,000

Shall the Town vote to raise and appropriate the sum of \$90,000 for the purpose of renovating the Pillsbury Bandstand on the Milford Oval. **\$42,000** has been raised in private donations to offset this expenditure. The Board of Selectmen are hereby authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project, to take any and all action necessary to carry out any vote hereunder or take any other action relative thereto? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$_____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE - MUNICIPAL TRANSPORTATION IMPROVEMENT FEE

Shall the Town vote to adopt the provisions of RSA 261:153 to collect an additional motor vehicle registration fee of \$5.00 per registration for the purpose of supporting a municipal transportation improvement fund. Said fund shall be a capital reserve fund established for this purpose and governed by the provisions of RSA 35, and the Board of Selectmen shall be appointed as agent to expend from said fund. All fees collected will be deposited in the newly created Municipal Transportation Improvement Capital Reserve Fund to fund, wholly or in part, improvements to Milford NH Town roads only. The additional fee shall be collected from all vehicles, both passenger and commercial, with the exception of all-terrain vehicles as defined in RSA 215-A:1, I-b and antique motor vehicles, as defined in RSA 259:4. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has no tax impact.**

WARRANT ARTICLE – DISCONTINUE OSGOOD POND CAPITAL RESERVE TRUST FUND - \$0

Shall the Town vote to discontinue the Osgood Pond Capital Reserve Trust Fund created in 1997 with a current balance of .88, per RSA 35:16-a. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. This is a housekeeping Warrant Article. This fund is no longer utilized, and has not been for

some time. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has no tax impact.**

WARRANT ARTICLE – AMBULANCE REPLACEMENT REVOLVING FUND - \$135,645

Shall the Town will vote to establish a revolving fund pursuant to RSA 31:95-h for the purpose of funding a future Ambulance replacement and related equipment. The first \$134,645 in ambulance service fees collected, or an amount as decided at an annual vote of the governing body, in each calendar year would be deposited into the fund and the money in the fund shall be allowed to accumulate year to year and shall not be considered part of the Town's general fund balance. The Town Treasurer shall have custody of all moneys in the fund and shall pay out the same only upon order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has no tax impact.**

WARRANT ARTICLE – TOWN GRANT WRITER -

Shall the town vote to establish the position of “Town Grant Writer”. That the position of “Town Grant Writer” be appointed to a term of one year by the Selectboard.

WARRANT ARTICLE – MONT VERNON STREET PARKING

WARRANT ARTICLE – CLINTON STREET PARKING

Note: Reference Compensation policy attached below.

6. 3) Selectmen Policies for review

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2001-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: LEE F. MAYHEW, TOWN ADMINISTRATOR

SUBJ : POLICY RE EMPLOYEE PERFORMANCE REVIEWS – POLICY NO. 2001-02

DATE: AUGUST 24, 2001

At a meeting of the Milford Board of Selectmen held on Monday, 23 August 2001, the Board of Selectmen adopted the following Policy concerning employee performance reviews as follows:

POLICY:

- (1) Employee performance reviews will be based on a Supervisor's review of the employee's performance during the past year;
- (2) The employee may, if he/she so desires, accomplish a self-evaluation and share same with the Supervisor, however, it is the responsibility of the Supervisor to accomplish the annual review based upon his/her direct observation of the employee's performance and other work-related materials but **not** on the employee's self-evaluation;
- (3) It is apparent to the Board of Selectmen that departmental employees produce various levels and quality of work and, as such, it is not appropriate that all departmental employees should receive the same score / pay raise;
- (4) As such, all Department Heads are to submit their employee performance reviews to the Town Administrator for review to **ensure insure** compliance with the aforementioned concepts and with the Town of Milford Wage and Compensation Administration Manual.

EFFECTIVE DATE: 23 AUGUST 2001

TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2004-01

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY REGARDING MATTERS BEFORE THE NH HOUSE OF REPRESENTATIVES OR SENATE

DATE: JULY 20, 2004

At a meeting of the Milford Board of Selectmen held on Monday, July 12, 2004, the Board of Selectmen voted to adopt the following Policy regarding Town of Milford employees taking positions on matters before the State of New Hampshire House of Representative or the Senate:

1. No Town of Milford employee shall, without the prior approval of the Board of Selectmen or the Town Administrator, make statements or release for publication any written materials or photographs concerning the operations or administration of the Town to any body of the State Legislature while holding themselves out as representing the Town or the Department in such matters,.
2. When an individual is acting as a representative or employee of the Town, the use of discretion regarding public statements on governmental policy shall at all times be consistent with the philosophy, Mission Statement, goals, and objectives of the Town of Milford.
3. Any employee who is found to be in violation of this policy shall be subject to disciplinary procedures as outlined in the current Town of Milford Employee Handbook of Personnel Rules.

There is nothing in the foregoing policy to preclude an employee from taking a personal position on matters before any body of the State Legislature, so long as the employee does so solely as a private citizen and does not hold him/herself out as representing the philosophy, Mission Statement, goals or objectives of the Town of Milford or his/her Department.

EFFECTIVE DATE: July 20, 2004

Personnel Use of Town Vehicles

Policy applies to: All Department Heads, Staff, Boards

Approved: August 24, 2015

Amended: NA

1. Authority and Purpose

The Board of Selectmen adopted this policy to facilitate efficient and consistent administration of the personnel use of Town Vehicles.

2. Policy.

Town vehicles may be taken home by the Police Chief, Fire Chief, Ambulance Director and DPW Director, if those personnel live in town and are on call. Town vehicles may be taken home by other town employees if there is a compelling business reason and this reason has been pre-approved by the Town Administrator. The use under this section is expected to be infrequent.

Town vehicles shall not be used for personal use.

The Town Administrator shall be responsible for ensuring that all personnel who take town vehicles home are aware of the tenets of this policy.

Approved,
Board of Selectmen

Mark Fougere, Chairman

Kevin Federico, Vice Chairman

Gary Daniels, Member

Kathy Bauer, Member

Mike Putnam, Member

TOWN OF MILFORD RULES DISTRIBUTION 2018-001

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES AND THE GENERAL PUBLIC

FROM: MARK BENDER, TOWN ADMINISTRATOR

SUBJ : RULE – MUNICIPAL FLAG RULE - OVAL

DATE: AUGUST 20, 2018

At a meeting of the Milford Board of Selectmen held on September 10, 2018 the Board of Selectmen voted to adopt the rule regarding Flags on the Milford Oval

The Town of Milford is committed to recognizing significant dates, occasions and contributions of non-profit or charitable organizations and public awareness campaigns.

PURPOSE:

To establish a consistent protocol for the flying of flags/banners on the Milford Oval and Bandstand.

DEFINITIONS:

Flag(s): Include the American Flag, POW Flag, Purple Heart Flag, and any United States Military flag.

MUNICIPAL FLAGPOLE: The flagpole over the WWI Memorial on the Milford Oval under the care or control of municipal staff.

SCOPE/STAFF PRIMARILY AFFECTED:

This policy is to be followed by all Town staff.

RULE DETAILS:

Only the American Flag, POW Flag, Purple Heart Flag and any United States Military flag will be allowed to fly over the WWI Memorial on the Milford Oval.

Only American Flag, POW Flag, Purple Heart Flag and any United States Military flag the will be allowed on the 22 footings around the Milford Oval.

All flags will be flown or displayed in accordance with the dignity and general rules of etiquette for flying and displaying the American Flag.

Flags shall be flown or displayed in good condition. Any soiled, frayed or torn flags shall be removed.

Flags representing private organizations, events, and causes shall **NOT** be displayed on the flagpole over the WWI Memorial or in the 22 footings around the Milford Oval.

All flags flown on the Milford Oval require prior approval from the Board of Selectmen.

BANDSTAND: Roofed platform on the Milford Oval.

RULE DETAILS:

Flags representing private organizations, events, and causes will be allowed on the bandstand with the approval of the Milford Board of Selectmen.

Flags/banner requests for the bandstand must come before the Board of Selectmen for approval at least one month before the date(s) requested. The Board of Selectmen typically meets every 2nd and 4th Monday of the month.

Flags/banner requests for the bandstand will need to be requested annually.

Flags/banner requests for the bandstand will only be allowed for up to a 7-day period, at the discretion of the Board of Selectmen.

Flags/banners to be flown or displayed on the bandstand shall be maintained in good condition by the requesting organization.

This rule is documented under the Municipal Code/Rule section of Town of Milford's web site www.milford.nh.gov, and any other place deemed necessary.

Chairman

Vice-Chairman

Selectman

Selectman

Selectman

COMPENSATION POLICY

It is the policy of the Town of Milford to provide a Compensation Program which is logical and predictable to employees, recognizes and rewards an individual's performance and contributions to the community; is competitive in the labor market; and meets the Town's objectives.

PURPOSES OF COMPENSATION PROGRAM

- To attract and retain competent personnel.
- To make clear to all employees how they will be paid and what their compensation opportunities are.
- To provide personnel with compensation opportunities which are related to their responsibilities, skills, and accomplishments.
- To identify differentials among positions based on relative differences in position responsibilities, skills, knowledge, etc.
- To provide incentives for improved performance and acceptance of additional responsibility by establishing pay ranges for each position and providing opportunities for promotion.
- To establish a competitive relationship between pay ranges and payment practices in our labor market.
- To maintain an effective organization designed to meet current and future business needs.
- To provide a systematic means of controlling compensation expenditures.
- To maintain effective communication of Compensation Policy throughout the various Town departments.

CHECKLIST FOR EFFECTIVE COMPENSATION ADMINISTRATION

The key responsibilities of managers and supervisors in administering this program are outlined below:

- Ensure that you and the employees reporting to you understand the Compensation Plan and how it works.
- Maintain accurate and up-to-date position descriptions relating to specific job accountabilities.
- Ensure that each subordinate understands and agrees to the accountabilities of the position.
- Complete a Performance Appraisal and conduct a Performance Review at least annually for each employee.
- Determine the amount and timing of increases for employees using the appropriate Compensation Increase Guide.
- Provide individual counseling and setting of goals to further job performance.

DEFINITIONS

ACCOUNTABILITIES:	The end-results for which a position is responsible.
PERFORMANCE ADJUSTMENT:	An increase within the pay range earned by an employee based primarily on the supervisor's rating of the employee's past performance
PAY PLAN ADJUSTMENT:	An adjustment (usually percentage) made to the entire pay plan (usually including the employees in it) by the Town.
PAY RANGE:	The dollar values established for each position level consisting of minimum, midpoint, and maximum.
DEMOTION:	Non-voluntary / disciplinary reassignment to a position having a lower level than the previous position.
PERFORMANCE APPRAISAL:	The written evaluation of an employee's performance against the principal accountabilities and basic purpose of the position.
PERFORMANCE REVIEW:	The meeting between the supervisor and the employee to discuss the performance appraisal.
POSITION DESCRIPTION:	Formal written description of the basic requirements, function, scope, and principal accountabilities for every position. Utilized as an aid in the comparison and evaluation of jobs, it is also used for other purposes such as selection and development.
UPWARD REALLOCATION:	Refers to a situation in which the Town takes an existing position in the classification plan and re-slots the position to a higher pay range than presently classified. An upward reallocation would not be posted because there are no new positions or vacancies to be filled.
UPWARD RECLASSIFICATION:	Refers to a situation in which the Town determines that a qualified employee is regularly required to perform duties and hold responsibilities which are substantially greater than the job classification to which he or she is assigned. In such a case, the employee is re-assigned or reclassified to a higher existing classification if there is an appropriate existing classification or to a higher newly-created classification. Again, there are no vacancies involved so there is no need for any job posting. Promotion is very different than Reallocation and Reclassification. With promotions there is always a vacancy in a new or existing position classification that needs to be filled.
PROMOTION:	The advancement of an employee from one position in the work place to a position of more significance and increase in base salary.
TRANSFER:	Reassignment of an employee to a position having an equivalent or lower grade than that employee's previous position. Transfers to an equivalent or lower grade may be voluntary at the request of the employee or, at the discretion of the Town, employees may be involuntarily transferred to a position having an equivalent grade as that employee's previous position.

FORMAL EVALUATION PROCEDURE

To ensure that employees are performing satisfactorily, to recognize superior performance, and to serve as an aid to employees in developing their talents – as well as to aid in the selection of employees for promotion – the Town has devised a Formal Evaluation Procedure. New employees will be evaluated as to performance and potential at the expiration of the normal probationary period (6 months) and, perhaps, before, as necessary. Thereafter, employees will be evaluated at least once a year.

The employee and the supervisor will sit down in private session at least once per year to discuss the job and the employee's progress in it. Employees should consider the evaluations as being an assistance and learning process and should discuss all questions they may have with the supervisor. A written report of the interview session is made by the supervisor for the employee and the employee's personnel file.

All eligible employees will be evaluated annually for performance and the reviews are to be forwarded to the Human Resource Department by not later than the last day of February of each calendar year in order to be considered for a pay adjustment to be effective the first full pay period in April following Town Meeting vote. If the budget has been approved at Town Meeting, the Human Resources Director will return the performance reviews to the appropriate Department Head/Supervisor for review with the employee(s). The written performance appraisal evaluation **must** be discussed with – and shown to – the employee, who should then read and sign the performance evaluation form in order to acknowledge that the review was conducted. The employee's signature on the form does not signify that the employee necessarily agrees with the evaluation – only that the employee has seen it and that it has been reviewed with the employee by the supervisor. **NOTE:** Increases will not go into effect until this meeting between the Department Head/Supervisor and the employee has taken place and the review has been returned to the Human Resource Department acknowledging same, such action to take place no later than April 1st.

It should be noted, however, that formal evaluation appraisals and reviews and/or discussion of performance may occur at any time. Department Heads/Supervisors are encouraged to provide a mid-year assessment of where the employee stands with regard to the achievement of annual goals set out in the annual performance evaluation.

Employment Probationary Review:

An employee evaluation is to be performed by the end of the sixth (6th) month of employment in order to allow the employee to pass from probationary to regular status. It is the policy of the Milford Board of Selectmen that any employees hired to work for the Town of Milford are to be compensated at an appropriate and competitive wage within the industry standard for that position. As such, no increase shall be granted following completion of the probationary period unless said increase has been approved by the Town Administrator (and concurred with by the Board of Selectmen) prior to any offer of employment being tendered. The 6-month review is to be considered a performance review only and not a pay review. In the event that the employee has not satisfactorily completed his/her probationary period due to that employee's performance falling below expectation, this probationary period may, at the discretion of the Department Head, be extended an additional six (6) months. At no time will the probationary period be extended beyond one (1) year from date of hire. During the probationary period, an employee may be terminated without cause by the Town.

Review Due To Voluntary Transfer:

An employee who voluntarily accepts a transfer from one job level to an equal or lower job level will be evaluated within six (6) months of assuming the new position in order to determine that the employee has successfully achieved the minimum qualifications of the new position. Unless previously approved by the Town Administrator (and concurred with by the Board of Selectmen), this review is to be considered a performance review only and not a pay review. In the event that the employee has not satisfactorily completed his/her probationary period due to that employee's performance falling below expectation, this period may, at the discretion of the Department Head, be extended an additional six (6) months. At no time will the probationary period be extended beyond one (1) year from date of transfer. If the probationary period is unsuccessful, the employee may be returned to his/her former position - or to a similar position – if such a position is available.

Promotional Probationary Review:

An employee promoted from a lower job level to a higher job level will be evaluated within six (6) months of assuming the new position in order to determine that the employee is satisfactorily performing in the new position. It is the policy of the Milford Board of Selectmen that any employees who are promoted to a higher position within the Town structure are to be compensated at an appropriate and competitive wage within the industry standard for that position. As such, no increase shall be granted following completion of the probationary period unless said increase has been approved by the Town Administrator (and concurred with by the Board of Selectmen) prior to any promotion being tendered. The 6-month review is to be considered a performance review only and not a pay review. In the event that the employee has not satisfactorily completed his/her probationary period due to that employee's performance falling below expectation, this period may, at the discretion of the Department Head, be extended an additional six (6) months. At no time will the probationary period be extended beyond one (1) year from date of promotion.

Annual Review:

Annual Reviews of employees are to be conducted in accordance with the following procedures:

1. Reviews will be forwarded to all Department Heads by the 15th of December of any given year for completion by the last day of February.
2. Employee self-evaluations are allowed and encouraged as part of the annual review process, however, the Supervisor/ Department Head is to use this employee self-evaluation only as a tool. The Supervisor/Department Head is not relieved of the responsibility to conduct his/her own formal annual review of his/her personnel.
3. Each review form is to be completed by the employee's immediate Supervisor, forwarded to the Department Head for review and recommendation, and then forwarded to the Human Resource Office for review by not later than the last day of February.
4. Immediately following Town Meeting (Ballot Session), the Supervisor and/or Department Head will conduct a formal performance review with the employee.
 - The employee will be given the opportunity to make written comments on the appraisal and will sign the Appraisal Form. This signature is an acknowledgment only that the review has been conducted.
 - If the employee does not wish to sign, the person conducting the Performance Review will so indicate by stating "Did not wish to sign," and initial this statement.
5. After the review, the Appraisal Form is to be submitted to the Human Resource Office by not later than the last day of March.

For newly hired or promoted employees, the following schedule will be followed:

HIRE DATE	PROBATIONARY REVIEW	PAY RAISE DATE	NEXT ANNUAL RAISE
January	July	April	April
February	August	April	April
March	September	April	April
April	October	April	April
May	November	May	April
June	December	June	April
July	January	July	April
August	February	August	April
September	March	September	April
October	April	October	April
November	May	November	April
December	June	December	April

Following this “phase in” schedule, the employee would then be reviewed annually in January/February for a pay increase in April after approval at the March Town Meeting (i.e., Ballot Session).

COMPENSATION ADJUSTMENT

The Town has established the following approach to making adjustments in Pay Plan compensation.

Employees in an existing position in the Town’s Pay Plan are generally hired at a beginning level rate in the pay range to which their position is allocated. From there, employees are expected to progress annually by receiving performance increases up through the range steadily with satisfactory or better performance until they reach the top or market rate for that position. If, at any time, performance is not satisfactory, employees will be so informed and given an opportunity to improve. If performance remains unsatisfactory after one or more warnings, discipline up to and including discharge may occur.

It is the responsibility of the Town to adjust the entire plan (including the pay of the employees in it) annually or quite regularly so that the entire plan remains continuously reflective of the market.

Accordingly, there are typically two types of pay plan adjustments an employee in an existing position may receive:

Performance Adjustments:

A Performance Adjustment is a pay adjustment granted to an employee which moves the employee up, usually annually, in the existing pay range until they reach the top of that pay range. The single most important determinant of whether a performance increase has been earned is the Supervisor’s/Department Head’s rating of the employee’s performance during the evaluation period. The percentage of a Performance Adjustment will vary depending on the performance of the employee and the type of increase being recommended. The amount of such increase will depend on the following variables:

- The Supervisor’s/Department Head’s evaluation of performance in relation to the standards of the position.
- Additional compensation may be granted to employees when they have been earned through commendable or outstanding performance and are intended to serve as a reward for past performance as well as an incentive for continued distinguished performance.
- All such increases must be approved by the Town Administrator (and concurred with by the Board of Selectmen) before becoming effective.
- Employees who have reached the maximum of the pay range for their job class (as all employees are expected to do) are being paid what the Town considers to be the top or market rate for that position. Employees who reach this rate will still receive Pay Plan Adjustments (see below) so that that rate stays where it should be. Such employees will continue to be reviewed annual for performance. Opportunities for pay advancement (outside-range) for these employees include promotion, upward reallocation, or upward reclassification.

Pay Plan Adjustment:

In order to keep the Town’s pay plan competitive, the Town has the responsibility to adjust the entire pay plan annually or other regular basis, as determined by the Board of Selectmen. The factors which the Board would typically take into consideration in making this adjustment would be its perception of where the Town stands in the market, similar increases recently granted by other towns, the Town’s ability to pay, and the Cost of Living (COL) as measured by some index; e.g., Department of Labor Consumer Price Index (CPI).

COMPENSATION ADJUSTMENT ASSOCIATED WITH JOB CHANGE

There are a number of avenues by which employees may move from one pay range to another within the Pay Plan:

Promotional:

When an employee is promoted, he/she is reassigned to a job in a higher pay range.

- The promoted employee's pay will be raised to the minimum compensation for the new job class or increased 5%, whichever is greater, effective the first full-pay period following the promotion.
- A promotional increase does not change the employee's annual review date.

Upward Reclassification:

When an employee is reclassified upward, he/she also moves to a job class in a higher pay range.

- The reclassified employee's pay will be raised to the minimum compensation for the new job class or increased 5%, whichever is greater, effective the first full pay period following the upward reclassification.
- A reclassification increase does not change the employee's annual review date.

Upward Reallocation:

When an employee receives an upward reallocation, his/her job class is reallocated to a higher pay range.

- The reallocated employee's pay will be raised to the minimum compensation for the new job class or increased 5%, whichever is greater, effective the first full pay period following the upward reallocation.
- A reallocation increase does not change the employee's annual review date.

Transfers:

When an employee is transferred to a job having an equal or lesser position value than that employee's current position, the following shall apply:

- If the employee's current job class is in the same pay range as the new job class, the employee shall maintain his/her current rate of pay.
- If the employee's current compensation is greater than the maximum compensation for the new job class, the employee's compensation will be reduced to the maximum of the compensation range.

Deferment:

Employees who have not yet reached the top of their pay range and who have not performed in an overall satisfactory manner may have their annual performance adjustment deferred until satisfactory performance has been demonstrated. The scheduled performance appraisal will be completed by the immediate Supervisor and forwarded with the recommended deferment to the Department Head for comments and recommendation, and then forwarded to the Town Administrator's Office for review, approval and processing.

- Employees will be eligible for re-evaluation within one to three months from date of scheduled review.
- Employees receiving an increase in compensation upon re-evaluation will be reviewed at the next annual review.

Demotion:

When an employee is demoted to a job class in a lower pay range, that employee's compensation will be adjusted downward to a rate in the demoted position's pay range which is typically the top of the pay range of the demoted job class or 5% less than the current rate of the employee, whichever is less.

The Milford Board of Selectmen reserves unto itself the right to deviate from this policy as circumstances and merit may warrant.

9. Approval of Final Minutes October 9, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

October 9, 2023

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

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

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

2. APPOINTMENTS – (Approximate times) All votes tonight were taken by roll call because Selectman Freel called in remotely.

5:30 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95b)) – Kaley Foundation Grants:

- Milford Ambulance Department for purchase of a REALITiPlus Training System - \$14,300.00
- Milford Police Department's TAR Team for a purchase of one Topcon Total Station - \$30,655.00

Chairman Daniels opened the public hearing. There were no public comments. Chairman Daniels closed the public hearing. Selectman Finan thanked the Kaley Foundation for their generous donations to the Town of Milford.

Selectman Labonte made a motion to accept both unanticipated donations from the Kaley Foundation. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

5:40 p.m. - Approval to Appoint Eleanor Spargimino to the Recreation Commission as an Alternate Member - Term Expires 2025

Ms. Spargimino has always been active in her son's school activities and would like to volunteer her time on the Milford Recreation Commission. She is interested in senior activities and making the town more handicap aware for senior activities.

Arene Berry, Recreation Director, said that Ms. Spargimino has difficulty accessing the pool for some of the senior activities through both accessibility points.

Selectman Finan made a motion to accept Ms. Spargimino as an Alternate Member of the Recreation Commission with a term expiring in 2025. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

5:45 p.m. - Recognition of Police Officer Promotion – Sergeant William Morrow

Chief Viola introduced Officer Morrow who was recently promoted to Sergeant.

- Officer Morrow started his career with the Milford Police Department on December 29, 2014.
- Upon completion of the New Hampshire Police Standards and Training Academy, Officer Morrow was assigned to the patrol division.
- In July of 2017, Officer Morrow was re-assigned to the Support Division as the department's Juvenile Officer.
- In January of 2022, Officer Morrow was re-assigned back to the Patrol Division. Officer Morrow requested to be reassigned so that he could be more well-rounded and ready for the next supervisory position.
- Throughout his career, Officer Morrow has received numerous commendations and is well respected among his peers and citizens within the community.
- As the Juvenile Officer, he was instrumental in developing and implementing a juvenile diversion program.
- As a Juvenile Officer, he was instrumental in developing and implementing the current ACERT Program.
- As a Juvenile Officer, he received the Hillsborough County (South) Hands of Hope Everyday Hero Award. He received this award for his hard work and dedication in working with the Child Advocacy Center (CAC).

The Board Congratulates Officer Morrow on his promotion.

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3. PUBLIC COMMENTS

Kathy Parenti, Library Trustee, said the library roof is underway. The HVAC project started today. Administrator Daley thanked the said Library and Trustees, communication has been fantastic between the Library and the Town.

4. DECISIONS

a. CONSENT CALENDAR

- 1. Permission for Community Action for Safe Teens (CAST) Youth Empowerment and Service (YES) team to observe Red Ribbon Week on the Oval from October 23rd until October 30th.
- 2. Acceptance and Appropriations of Unanticipated Revenues Under \$10K NH (RSA (31:95(b))
 - Donation from Haywards Trading Post for the Labor Day Parade - \$50.00
 - Donation from the Kaley Foundation Grant to the Milford Police Department for one Autel Thermal Drone - \$8,424.00
 - Donation from the Sandra C. Newbold Revocable Trust to the Milford Fire Department Fire Rescue Special Purpose Fund - \$250.00
 - Donation from the Sandra C. Newbold Revocable Trust to the Milford Police Department for Law Enforcement related equipment/supplies Special Purpose Fund- \$250.00
 - On-line credit donations from the Milford Historical Society to support the Bandstand Upkeep/Restoration Special Purpose Fund - \$145.17
- 3. Approval to move Karen Desjardins from an Alternate Member to a Full Member of the Recreation Commission – Term Expires 2026

Selectman Labonte made a motion to approve the consent calendar as presented. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

b. OTHER DECISIONS

- 1. N/A

5. TOWN STATUS REPORT –

1. Employee Recognition Souhegan Valley Chamber of Commerce

Administrator Daley would like to recognize 4 employees who received awards from the Souhegan Valley Chamber of Commerce:

- Police Officer Dana Johnson - Police Officer of the Year
- Police Captain Craig Frye - Officer of the Year finalist
- Firefighter Alex Taylor - Firefighter of the Year
- Firefighter Michael Knowles - Firefighter of the Year finalist

On another note, grants were received for the two traffic signs. They will purchase 1 solar power and one battery power. The signs should be in-house within a couple of weeks. The grant was for slightly over \$8,000 and they will need to add \$600 to pay for the remaining cost. There was additional discussion about additional brackets and types of signs. Administrator Daley said these speed signs also collect data/pictures, not just control speed.

We just received our default rate for Standard Power and it came in lower than expected at 10.568 per kWh hour. We will have a series of public meetings in February. The new rates take effect in March. Mailings will go to everyone in town. If you're already on Eversource you will automatically be changed over. If you're not on Eversource, you can opt-in.

6. DISCUSSIONS

1. Traffic Safety Concern – Myrtle Street Parking

Ms. Vaigonic has concerns about working equipment blocking the line of sight on Myrtle Street. It's difficult to see if someone is coming from the opposite direction, and if she goes around, she risks the possibility of causing an accident. The police department has received complaints in the past but the owner of the equipment is entitled

108 to park in front of his home. Her neighbor had a near miss a few days ago. There was additional discussion about
109 parking in that area. Chairman Daniels recommends sending this to the Traffic Safety Committee.

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111 Captain Frye said in fairness, someone should reach out to the person who owns the equipment so he can attend.

112
113 **Selectman Freel made a motion to send the Myrtle Street Parking Concern to the Traffic Safety Committee.**
114 **Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

115
116 **2. Fund Balance Discussion – Paul Calabria, Finance Director**

117 Mr. Calabria is looking for direction from the Board on reducing the % to offset the tax rate. They will be meeting
118 with the DRA next Tuesday or Wednesday to set the tax rate. These numbers are based on the actuals for 2022.
119 Selectman Labonte asked if we should keep the money in the fund balance. Director Calabria said this is the one
120 time of year that we set the tax rate. He explained the process of how we look at this.

121
122 Selectman Dargie asked about net appropriations and gross appropriations and asked what the difference was.
123 Director Calabria said it isn't truly net or gross, it's mainly based on gross but other factors are added to it. He's
124 still trying to get the exact definition from the DRA on exactly what goes into the number that they use when they
125 say that they retain a certain percentage of our balance.

126
127 Selectman Finan clarified that on 12/31/23 we are projecting a fund balance of \$4,900,000 which is 10.58% of
128 what? Director Calabria said 10.58% of the estimated school and town appropriation once the tax rate is set for
129 this year. The actual audited fund balance is from 2022. The final numbers are based on us having about \$300,000
130 in surplus this year provided we are not using the surplus to buy anything at the end of the year.

131
132 Chairman Daniels asked Director Calabria to explain what happens to the surplus from the school's side. Director
133 Calabria said the school returned all of their audited fund balance from the year before which was about
134 \$1,400,000. They had a warrant article to take \$50,000 out of the undesignated fund balance and when they put
135 their forms together to reduce the tax burden, they allocated the remaining balance of their undesignated fund
136 balance. Everything came back, it went into their revenue stream. It doesn't show up in the town fund balance
137 figures.

138
139 Director Calabria said previously the Board talked about retaining 7.5% of the fund balance, the town policy is
140 between 5% and 15%, DRA recommends between 5% to 10% and GFOA recommends 8% to 17%.

141
142 Selectman Labonte asked what Finance recommends. Director Calabria said he could get behind 7%. It's within
143 previous years' ranges. We have insurance that can cover major issues. There was additional discussion about
144 approximate numbers and how much is recommended as well as additional clarification of the fund balance sheet
145 that was presented.

146
147 Selectman Freel doesn't feel we should go down to 7% on the fund balance. He recommends 7 1/4 and putting
148 any surplus back into fund balance. Director Calabria said we have a larger budget for 2024 and the school is
149 bringing forward a couple of large warrant articles, 7.5% would be okay. There was additional back-and-forth
150 discussion on percentages and remaining amounts. The consensus of the Board was to keep the fund balance rate
151 at 7.5%.

152
153 Katherine Kokko, a Milford resident, asked if the projected year-end surplus gets put into fund balance. Director
154 Calabria said no. The Board will make a decision on the surplus based on a presentation in early December by
155 Administration and Finance, based on buying some one-time items based on departmental needs or it would just
156 stay in fund balance.

157
158 Selectman Dargie would like to have the estimated tax rate first.

159 **Selectman Dargie made a motion to authorize Paul Calabria, Finance Director to keep the estimated re-**
160 **tained fund balance at no less than 7.5%. Seconded by Selectman Finan. All were in favor. The motion**
161 **passed 5/0.**

162
163 As an update to the Board, Director Calabria said we still have to complete the Federal Hill Communications
164 Project. In November of 2021, the DRA approved an emergency appropriation for the safety of town residents,
165 we were granted an exception and allowed to overspend our budget by \$264,635. Both Crown Castle and Federal
166 Hill projects are ongoing and have received ARPA money and two different funding for their projects. We have
167 some purchase orders left on the books for Federal Hill Tower and if they were all paid as of now, we would only
168 be taping into the \$264,635 that the DRA authorized. We are retaining over \$174,000 because of ARPA funds
169 and efficiencies during the purchase and construction of these projects. This will build our fund balance back up
170 quicker; we just need to finish the purchase orders.

171
172 Selectman Dargie asked when the fire town would be complete. Captain Frye said late Fall or early Spring.

173 174 **3. Review of Board of Selectmen’s Policies**

175
176 Policy 2000-11 Policy Regarding Wages for Hiring/Promotions and Policy 2001-03 are the same thing. 2001-03 amended
177 2000-11 to add in wage increase had to have the concurrence of the Selectmen.

178
179 **Selectman Labonte made a motion to combine Policy 2000-11 with updated the language from Policy 2001-03 and**
180 **repeal Policy 2001-03. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.**

181
182 Policy 2001-01 Policy Limiting Legal Advice Requests – Chairman Daniels presented draft language.

183
184 **Selectman Freel made a motion to approve the updates to policy 2001-01 as amended. Seconded by Selectman La-**
185 **bonte. All were in favor. The motion passed 5/0.**

186
187 Chairman Daniels gave some policies to HR for review and input before the Board reviewed them.

188 189 **4. 2024 Warrant Articles**

190 The Board reviewed the DRAFT warrant articles.

191
192 Selectman Freel feels that the Raze and Remove of 127 Elm Stree warrant article t is a want, not a need, and that this war-
193 rant article should be removed. Selectman Labonte agrees. Administrator Daley said guidance has been given to the Board.
194 Selectman Finan is in favor of razing it but not opposed to removing it, but it needs to be discussed. If we keep not doing
195 this, it's a slap in the face to the people who donated money to buy this building. There was a lengthy discussion on this
196 warrant.

197
198 **Selectman Freel moved to remove the warrant article about Razing and Removing 127 Elm Street. Seconded by**
199 **Selectman Labonte. The motion passed 4/1 with Selectman Dargie opposed.**

200
201 Selectman Labonte mentioned a Roads Assessment meeting between the Selectman, DPW, Water Utilities Director, and the
202 Water Commissioners about maintaining roads. After a detailed discussion about maintaining roads, increasing the Public
203 Works budget for roads, and possibly increasing the Reconstruction of Town Roads warrant article, the Board decided to
204 keep this article on the warrants.

205
206 There was some discussion about how a Contingency Fund would be used.

207
208 **Selectman Freel removed the warrant article for the Contingency Fund. Seconded by Selectman Labonte. All were**
209 **in favor. The motion passed 5/0.**

210
211 Director Schelberg said nothing was funded in the Ambulance Vehicle Replacement Capital Reserve Warrant last year.
212 Adding \$25,000 would not be of any benefit. He is recommending setting up an Ambulance Replacement Revolving Fund

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/09/2023

213 warrant article and using Ambulance revenue to fund it yearly. He recommends not funding the Ambulance Vehicle Re-
214 placement Capital Reserve Warrant funded by revenue from the Ambulance Department. He explained how this would
215 benefit the town. Selectman Labonte asked if Director Schelberg, if it came down to looking for support for this, would he
216 consider doing a seven-year rotation on replacement ambulances instead of the current 5-year rotation. Director Schelberg
217 said it would mean a backup ambulance would stay in service for 21 years and 14 years in primary. He would recommend
218 keeping it at 5 years. The cost for a fully outfitted Ambulance in the CIP for 2028 is \$637,000.
219

220 Selectman Dargie is in favor of a revolving fund to fund replacement ambulances. This is better than trying for a large war-
221 rant when needed. There was an additional discussion of yearly capital reserve versus revolving funds. Selectman Freil is
222 only funding this if the Board can decide what to put into the fund each year. Selectman Finan said this is a capital reserve
223 account funded by revenue. Chairman Daniels asked how much revenue is generated by Ambulance yearly. Director
224 Schelberg said they average about \$800,000. Selectman Labonte is in favor of the concept of a revolving fund but wants
225 different verbiage.
226

227 **Selectmen Freil made a motion to remove the warrant article for the Ambulance Vehicle Replacement Capital Re-**
228 **serve. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**
229

230 There was a discussion about the Fire Apparatus Replacement Capital Reserve Warrant Article. Selectman Labonte feels
231 it's underfunded. Chief Flaherty said the capital reserve account hasn't been funded for at least two years. Selectman Freil
232 is in favor of removing this warrant article. After additional discussion, the Board chose to leave this on the warrants for
233 now.
234

235 Selectman Freil would like to remove the Keyes Park Expansion Committee Project Capital Reserve warrant. There was
236 discussion about what the money could be used for. Selectman Labonte said he doesn't believe you should be funding a
237 capital reserve account which is funding a check book which is what this is. That isn't what a capital reserve is for. Chair-
238 man Daniels agrees with Selectman Labonte. Administrator Daley there were two reports done to improve the park over
239 some time. This Capital Reserve account funds those needs.
240

241 Selectman Freil asked why we are not using the money that Recreations makes to fund these little jobs. Selectman Finan
242 said their revolving fund is used for programs. Selectman Labonte suggests letting Recreation keep their pool pass money
243 and do away with the capital reserve account. We are losing out of revenue but this could be funded from what they raise.
244 There was additional discussion about how to get things done that wouldn't come out of a capital reserve fund, as well as
245 how the reports and surveys were funded.
246

247 Selectman Freil wants to remove the Keyes Park Expansion Committee Project Capital Reserve warrant article. There was
248 discussion about what the pool passes were originally intended for. Selectman Finan would like to involve the Recreation
249 Director in discussions about this so they can get accurate information. There was discussion about Recreation being self-
250 sustaining.
251

252 Director Calabria said the Recreation budget is about \$160,000 a year so they would have to increase their fee structure a
253 lot to be self-funded. The \$160,000 is mostly for staff. There were several scenarios brought up on how to fund this but not
254 enough accurate information to continue discussing this warrant article. Administrator Daley suggested inviting the Recre-
255 ation Director and Recreation Chair into this type of discussion.
256

257 Scott Kimball, a Milford resident said years ago the pool used to be packed, now on hot days, there may be 12 people in the
258 pool. DPW used to hire lifeguards back in the day.
259

260 Selectman Dargie asked if the Assessing Revaluation Capital Reserve warrant article needs to be increased. Administrator
261 Daley reminded the Board that the Assessing Director is retiring at the end of the year and as part of her budget, she pre-
262 sented an idea to outsource to a third party. The full amount of revaluation would go into the budget for the third party
263 would provide assessing services along with the revaluation and not require a capital reserve. The Board has to decide on
264 going with a third party or not. There is currently an RFP out for this. The RFP is due back to the town by November 3rd.
265 We are waiting to find out about this before posting the job position. The Board will revisit this warrant article.
266

267 The Board will leave the Conservation Land Fund, Information Technology Infrastructure Capital Reserve, and the
268 Wadleigh Library Maintenance Capital Reserve on the warrants for now.

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There was additional discussion about the Fireworks warrant article. One suggestion was to go out to bid. Selectman Labonte is fine with Summer Band Concerts but he thinks we can find other ways to support them instead of putting them on the warrants.

Additional information was needed to make decisions on Memorial, Veterans & Labor Day Parades and Recognition Support and Labor Day Support.

Selectman Freel thinks that the Bandstand Renovations shouldn't be a warrant. Selectman Labonte asked what we have left in the Town Facilities Renovation and Major Repair Replacement Capital Reserve Account. Director Calabria said \$25,000 because the Board approved a \$75,000 withdrawal for the library roof. There was a discussion about using the remaining \$25,000 from the Town Facilities Renovation and Major Repair Replacement Capital Reserve Account and coming up with the rest of the money so they could eliminate this warrant article. The Heritage Commission has already raised \$42,000 and needs \$48,000 more. \$25,000 from the capital reserve account would bring it down to \$23,000 and Heritage is still looking at a grant for \$20,000. This leaves only \$3,000 remaining.

Administrator Daley said grants are never guaranteed. Ms. Kokko said they should hear something within the next month. Administrator Daley said he would have to look into this. The Bandstand Renovation warrant article was left in for now.

The Town Clerk will look into the warrant article for Municipal Transportation Improvement Fee warrant articles.

After some discussion, more information is needed for the Town Grant Writer, Mont Vernon Street Parking, and Clinton Street Parking warrant articles. Selectman Labonte would rather see money put into roads and not the parking warrant articles. Administrator Daley said the discussion has always been for Clinton Street to have a parking area. It will be used by our community. We try to look at opportunities for parking in our downtown area. It isn't that far away and we have been asked by our residents and businesses to provide alternatives to downtown parking. We should at least remove the structure and regrade it. Selectman Labonte isn't opposed to supporting some money towards it, just not over \$230,000 for it. He suggested \$30,000 to \$35,000.

Mike Thornton, a Milford resident, said there was a lot of use on this property for parking over the Pumpkin Festival weekend. There were other suggestions provided about what could be done with this property.

7. SELECTMEN'S REPORTS/DISCUSSIONS
a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES

Selectman Labonte asked where we were at with EDAC. Administrator Daley is working with Director Dolan to organize that, hopefully by November.

b) OTHER ITEMS (not on the agenda)

Selectman Freel asked where we were on receiving the Tree for the oval. It needs to be planted soon. Administrator Daley said they are moving forward with it. He will get with Director Lessard on the details.

Selectman Freel said the oval was muddy after the pumpkin festival. He feels that we should rake, and reseed as soon as possible and rope it off so we can try to get grass to grow as soon as possible. Board members don't have a problem with roping off the grass to clean this up.

Selectman Freel asked about the comfort dog. Captain Frye said we don't have the dog yet. It takes a year to train it. She is coming for a visit next week.

8. PUBLIC COMMENTS –

9. APPROVAL OF FINAL MINUTES – September 25, 2023

321 **Selectman Dargie made a motion to approve the minutes of September 25, 2023, as presented. Seconded**
322 **by Selectman Freel. All were in favor. The motion passed 5/0 by roll call vote.**

323

324 **Chairman Daniels asked how we were doing on updating minutes on the website. Administrator Daley**
325 **said they are working up a process.**

326

327 Katherine Kokko, a Milford resident said if Committee members/volunteers are going to be putting things on the
328 website then the town should provide another right-to-know session for everyone. Administrator Daley said the
329 previous training was recorded and can be provided for additional training. Selectman Labonte said committee
330 members/volunteers should sign a waiver that they understood the training.

331

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

333 a. Selectmen’s Goals and Initiatives

334

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

336

337 **12. NON-PUBLIC SESSION – Selectmen Freel made a motion to go into non-public in accordance with**
338 **(RSA 91-A:3, II(c)) Reputation for approval of non-public minutes from September 11, 2023. Seconded by**
339 **Selectmen Labonte. All were in favor. The motion passed 5/0.**

340

341 In nonpublic the Board addressed one issue under personnel.

342

343 **Selectman Finan made a motion to seal the minutes under (RSA 91-A:3, II(a)) Personnel, as it would ad-**
344 **versely the reputation of any person other than a member of this board. Seconded by Selectman Dargie.**
345 **All were in favor. The motion passed 5/0.**

346

347 **13. ADJOURNMENT: Selectman Freel moved to adjourn at 9:00. Seconded by Selectman Dargie. All**
348 **were in favor. The motion passed 5/0 by roll call vote.**

349

350

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352 _____
Gary Daniels, Chairman

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Chris Labonte, Vice-Chairman

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358 _____
Paul Dargie, Member

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Tim Finan, Member

Dave Freel, Member

10. 1) Treasurer's Report - June 2023

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
6/30/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 6/01/23	(146,232.32)	44,079.38	138,061.51	5,528,289.83	5,894.97	10,689.49	85,141.08	\$ 5,665,923.94
Receipts:								
Taxes and Interest	17,744,088.45	-	-	-	579,151.73	-	-	\$ 18,323,240.18
Water & Sewer User Fees	274,785.42	-	-	-	58,068.06	-	-	\$ 332,853.48
Other Revenues	375,478.45	404,155.63	-	-	5,911.90	-	-	\$ 785,545.98
Ambulance	-	-	-	-	80,915.64	-	-	\$ 80,915.64
Recreation	-	-	-	-	20,087.00	-	-	\$ 20,087.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	11.35	32,157.47	-	0.47	499.29	\$ 32,668.58
Investment Transfers	7,630,430.91	-	-	15,735,000.00	-	-	4,447,000.00	\$ 27,812,430.91
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 26,024,783.23	\$ 404,155.63	\$ 11.35	\$ 15,767,157.47	\$ 744,134.33	\$ 0.47	\$ 4,447,499.29	\$ 47,387,741.77
Disbursements:								
Accounts Payable Warrants	(1,710,693.16)	(90,000.40)	-	-	(1,681.80)	-	-	\$ (1,802,375.36)
Payroll Warrants	(512,611.60)	-	-	-	-	-	-	\$ (512,611.60)
Milford School District Appropriation	(3,220,489.00)	-	-	-	-	-	-	\$ (3,220,489.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(19,125,000.00)	(310,000.00)	-	(3,153,289.83)	(747,000.00)	-	(4,477,141.08)	\$ (27,812,430.91)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,323.82)	-	-	-	-	-	-	\$ (1,323.82)
Voided Checks	26,933.74	-	-	-	-	-	-	\$ 26,933.74
Total Disbursements:	\$ (24,543,183.84)	\$ (400,000.40)	\$ -	\$ (3,153,289.83)	\$ (748,681.80)	\$ -	\$ (4,477,141.08)	\$ (33,322,296.95)
Ending Balance as of 6/31/23	\$ 1,335,367.07	\$ 48,234.61	\$ 138,072.86	\$ 18,142,157.47	\$ 1,347.50	\$ 10,689.96	\$ 55,499.29	\$ 19,731,368.76


LAURA M DUDZIAK
TOWN TREASURER

10. 2) BOS Goals and Initiatives Updated

2023 BOS Goals and Initiatives

Initiative	Status	Target Date
Financial		
Budget Expenditure Policy	Adopted 8/28/23	Completed
Reduce Warrant Articles		In Progress
Town Budget Development		In progress
Town Budget Passage		Not started
Projects		
Oval Improvements	Concept Design Completion	In progress
127 Elm Street Study Feasibility Study	Presented 6/12/23	Completed
Reactivate EDAC		Not started
Gravel Operation	Meeting w/ F&G 6/15/23	In progress
Master Plan	Questions deadline 6/8	In progress
Personnel		
4.5-day work week	Trial period started 05/01/23	In progress
Policy Updates	Workers' Compensation	In progress
	Right to Know Policy adopted 6/12/23	Completed
	BOS Rules of Procedure	In progress
	Personnel	Not started
	Compensation	Not started
Partnerships – school, private	School	In progress
Communication		
BOS Representative to Committees		Completed
Agenda and Minutes Updates		In progress
Social Media utilization?		Not started
5 th Monday Forums		In progress
Website Update		In progress
Department/Committee Updates – Quarterly		In progress

10/23/2023