

**5:30 NH National Guard Employers Recognition Program**

Office of the Secretary of Defense  
**EMPLOYER SUPPORT OF THE GUARD AND RESERVE**

RECOGNIZES

**Eric Schelberg**  
**Milford Ambulance Service**

AS A

**PATRIOTIC EMPLOYER**

FOR CONTRIBUTING TO NATIONAL SECURITY AND PROTECTING  
LIBERTY AND FREEDOM BY SUPPORTING EMPLOYEE PARTICIPATION  
IN AMERICA'S NATIONAL GUARD AND RESERVE FORCE



A handwritten signature in black ink, appearing to read "E. Schelberg", written over a horizontal line.

EXECUTIVE DIRECTOR  
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

A handwritten signature in black ink, appearing to read "James J. ...", written over a horizontal line.

NATIONAL CHAIR  
EMPLOYER SUPPORT OF THE GUARD AND RESERVE

# TOWN OF MILFORD

RECREATION DEPARTMENT



To: Board of Selectman  
CC: Mark Bender, Town Administrator  
From: Arene Berry, Recreation Director  
Date: October 18, 2022  
Subject: Milford Parks & Recreation Commission Board appointment

On behalf of the Milford Parks & Recreation Commission Board, I am requesting the Board of Selectman consider the following appointment.

Karen Desjardins, as an alternate member, with a term expiring March 2023.

Thank you for your consideration.

Karen Desjardins  
479 North River Road #9  
Milford, NH 03055

Milford Board of Selectman  
1 Union Square  
Milford, NH 03055

Good Evening,

I would like to be considered for the alternate position that is available for the Milford recreation commission. I have been a resident of Milford for 29 years and my daughter and I have enjoyed many of the programs that has been offered through the recreation department. Now that I am a recent empty nester, with more time on my hands, it would be a great pleasure to give my time back to this wonderful town. I look forward to hearing from you.

Thank you for your consideration.

Karen Desjardins

**5:40 Fireworks Warrant Article – Recreation  
Director, Arene Berry VERBAL**

**5:50 Capital Improvements Plan (CIP) - Community Development Director, Lincoln Daley and Pete Basiliere**



TOWN OF MILFORD, NH  
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603)249-0620

WEB: WWW.MILFORD.NH.GOV

**STAFF MEMO**

**Date:** October 20, 2022  
**To:** Board of Selectmen  
 Mark Bender, Town Administrator  
**From:** Lincoln Daley, Community Development Director  
**Subject:** 2023-2028 Capital Improvements Program – Draft Report

On behalf of Pete Basiliere, Chairman of the 2023-2028 CIP Citizens’ Advisory Committee, I am submitting for the Board’s review and consideration, the draft 2023-2028 CIP Draft Report that includes the CIP Estimated Tax Impact Table and the Open Borrowings Table. The purpose of this agenda item is for the CIP Advisory Committee to present the draft CIP report to the Board of Selectmen for comments/recommendations.

The Selectmen several years ago asked that the Advisory Committee provide them with its prioritized projects for the upcoming year’s budget and warrant article process. The following list identifies four projects put forward in the CIP for 2023. The projects are ranked by highest priority to lowest priority. This ranking was established as part of the CIP process at the request of the Board of Selectmen several years ago to provide the Selectmen and the Budget Advisory Committee guidance in determining warrant articles for the 2023 vote.

**Prioritization of CIP Projects With 2023 Recommended Vote Year:**

Priority	Department	Project	Project Cost Estimate (excluding interest or lease payments)	2023 Tax Rate Impact
1	Water Utilities	Wastewater Treatment Facility (WWTF) Nutrient and Metals Upgrade Planning, Design, Bidding, Project Management	\$23,953,000 (20 year bond; first payment in 2026) Confirmed external funding and fees affecting the cost: 1. Clean Water State Revolving Fund (CWSRF) loan with 15% principal forgiveness of \$3,592,950 2. 20% state aid grant of \$3,465,687 3. 15% contribution by Wilton of \$3,031,611 The net project cost estimate is \$13,862,751 The estimated taxpayers cost will be \$6,931,376 plus interest (based on a 50% allocation between taxpayers and rate payers)	\$0
2	Fire Department	Replace Engine 1	\$755,000 (7-year lease/purchase; first payment in 2025)	\$0
3	Water Utilities	Water Main Improvements Phase II - Olive Street, Laurel Street	\$180,000 (Cash; paid in 2023)	\$0; Project paid by water system user fee
4	Ambulance	Replace 2013 (3A) Ambulance	\$371,922 bond minus \$127,276 from Capital Reserves (5-Year Lease/Purchase; \$0 Tax rate impact in 2023)	\$0

# **Town of Milford, New Hampshire**

## ***2023-2028 Capital Improvements Plan***

**Adopted on \_\_\_/\_\_\_/22**



Prepared By:  
Town of Milford Planning Board  
Capital Improvements Plan Citizens Advisory Committee  
Office of Community Development

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**Doug Knott**  
**Planning Board Chairman**

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**Pete Basiliere**  
**CIP Citizens Advisory Committee Chairman**

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## Executive Summary

The Citizens Advisory Committee is pleased to present our 2022 Capital Improvements Plan (CIP) for fiscal years 2023-2028. The CIP is a framework for understanding and evaluating Town and School District projects with significant capital outlays. The CIP includes more than 21 projects, each with a cost exceeding \$75,000 and a projected useful life of at least five years. The Committee identified and then prioritized four projects with an estimated tax impact of approximately \$0 for consideration in 2023. Due to the type of project and related financing/funding, the tax rate impacts will be realized in the future years within the current 2023-2028 CIP cycle.

We recommend the following four capital improvement projects be considered for 2023:

Priority	Department	Project	Project Cost Estimate (excluding interest or lease payments)	2023 Tax Rate Impact
1	Water Utilities	Wastewater Treatment Facility (WWTF) Nutrient and Metals Upgrade Planning, Design, Bidding, Project Management	<p>\$23,953,000 (20 year bond; first payment in 2026)</p> <p>Confirmed external funding and fees affecting the cost:</p> <ol style="list-style-type: none"> <li>Clean Water State Revolving Fund (CWSRF) loan with 15% principal forgiveness of \$3,592,950</li> <li>20% state aid grant of \$3,465,687</li> <li>15% contribution by Wilton of \$3,031,611</li> </ol> <p>The net project cost estimate is \$13,862,751</p> <p>The estimated taxpayers cost will be \$6,931,376 plus interest (based on a 50% allocation between taxpayers and rate payers)</p>	\$0
2	Fire Department	Replace Engine 1	\$755,000 (7-year lease/purchase; first payment in 2025)	\$0
3	Water Utilities	Water Main Improvements Phase II - Olive Street, Laurel Street	\$180,000 (Cash; paid in 2023)	\$0; Project paid by water system user fee
4	Ambulance	Replace 2013 (3A) Ambulance	\$371,922 bond minus \$127,276 from Capital Reserves (5-Year Lease/Purchase; \$0 Tax rate impact in 2023)	\$0



The CIP Committee recommends the Board of Selectmen develop a policy regarding capital investments in the Town's water and wastewater treatment plants. The Board must develop an approach that determines what capital investment costs are borne by the ratepayers or by a combination of ratepayers and taxpayers who do not receive either Town water or Town sewer services. Further, suppose the policy is that the ratepayers bear all costs. In that case, the Board and Water Commissioners must decide whether to propose a separate water and sewer district, so ratepayers are the only ones voting on capital expenditures.

As significant as the Town's pending capital expenditures are, the School District's future capital project costs will far exceed the Town's, resulting in a substantial amount of money raised by taxation. Aside from estimated deferred maintenance and the high school and applied technology center renovation costs, the School District does not have a firm estimate of the cost to repair, enhance, or replace portions of its physical infrastructure or the timing of those expenditures. The School District recently conducted a facility survey/feasibility study to make plans for capital improvements and is actively seeking community input on how to improve the educational environments and student outcomes.

A tremendous amount of time and effort went into developing this report. The CIP committee thanks the department heads and their support personnel for preparing the project proposals. We are especially thankful for Lincoln Daley's efforts to compile the information, provide the data and background information, and have numerous conversations with his peers over the past months. Let's not overlook the amount of time and energy he put into supporting the Committee and individual members.

We trust the Planning Board and Board of Selectmen will accept this report and favorably act upon our recommendations.

# Chapter 1. Introduction, Definition, Purpose, and Process

## A. Introduction and Definition

A municipal Capital Improvements Plan (CIP) is essential to the Town’s short-term and long-range community planning process. As authorized by the New Hampshire Revised Statutes Annotated (NH RSA) 674:5 and by Article 25 of the 1995 Milford Town warrant, the Milford Planning Board, with the support of the Department of Community Development and the CIP Citizens Advisory Committee (CIP Advisory Committee), annually prepares a six-year CIP. The CIP lays out a framework for municipal programs and projects that require significant capital outlays. The CIP encompasses major projects currently underway and future projects paid for with public funds in most cases. Tailoring the CIP to the community allows projects to be classified according to urgency and the need to see them realized to support Town services and goals. A project is eligible for inclusion in the CIP if the total exceeds \$75,000 and has a projected useful life of at least five years. Although often acquired in groups, replacement vehicles are not eligible unless the single unit value is equal to or greater than \$75,000.

The CIP contains the capital improvement projects reviewed by the CIP Citizens Advisory Committee based on its analysis of project requests submitted and presented by Town department heads, the Water and Sewer Commission, and the Wadleigh Library Board of Trustees. For the 2023-2028 CIP, project requests (both new and recurring) were submitted by the following:

- |                              |                                    |
|------------------------------|------------------------------------|
| Administration               | Recreation                         |
| Ambulance Department         | Wadleigh Library Board of Trustees |
| Fire Department              | Water & Sewer Utilities            |
| Community Development Office |                                    |
| Public Works Department      |                                    |

No project requests were submitted this CIP cycle by the following:

- |                         |                        |
|-------------------------|------------------------|
| Assessing               | Information Technology |
| Community Media         | Police Department      |
| Conservation Commission | School District        |
| Finance                 | Town Administration    |

**B. Purpose of the Capital Improvements Plan**

The CIP attempts to link, within a rational framework, the provision of needed facilities, products, or services with the spending necessary to attain such items. The CIP must address the goals and intent of the Milford Master Plan and department priorities with fiscal realities. A well-supported and thoughtfully prepared CIP should provide the following benefits to the community (as noted in "The Planning Board in New Hampshire, A Handbook for Local Officials," last revised 2021, New Hampshire Department of Business and Economic Affairs, Chapter II):

- ❖ **Preserving public health, safety, and welfare.** Providing the essential services which ensure citizen health and safety is a fundamental responsibility of local government. Programs of regular facility maintenance, upgrades and expansion of government services to meet minimum federal, state, and local standards are essential to any community. The cumulative effect of deferring major maintenance expenditures and necessary improvement of essential services is often an expensive series of stopgap measures that fail to address comprehensive long-term goals.

- ❖ **Anticipating the demands of growth.** When related to the master plan, the capital improvements programming process works to anticipate investments in community facilities needed to serve or shape the Town's growth and development pattern. The portions of selected capital improvement expenditures necessitated by growth may be eligible for funding by impact fees as authorized in RSA 674:21.

- ❖ **Improving communication and coordination.** Communication among the Planning Board, municipal departments, administrative officials, the Budget Advisory Committee, the Board of Selectmen, and citizens can result in cost savings and avoid duplication of facilities and expenditures.

- ❖ **Avoid undue tax increases.** Capital improvements programming is a means of avoiding the surprise of expensive projects generating significant property tax increases. While cost impacts cannot always be precisely determined in advance, the CIP fosters discussion of the distribution of the tax burden of new capital expenditures over time. An improved bond rating may be a significant benefit of fiscal stability and sound community facility planning.

- ❖ **Developing a fair distribution of capital costs.** The capital improvements programming process allows for a public discussion of the preferred means of distributing capital costs over time and among users of the facilities to be financed.

- ❖ **Building a foundation for growth management and impact fees.** The development and formal adoption of a capital improvements program is a statutory prerequisite to enacting growth management and impact fee ordinances. A properly constructed CIP is an integral part of a land-use regulatory process that implements either ordinance type.

- ❖ **Identifying "scattered and premature" development.** New Hampshire statutes allow planning boards to adopt subdivision regulations against scattered or premature land subdivisions. The capital improvements program is one measure used by a Planning Board to judge whether a development is scattered or premature based on an absence of essential public services and infrastructure.

❖ **Supporting economic development.** Communities exhibiting sound fiscal health and quality services and facilities are attractive to businesses and industries. New business investment and reinvestment may be influenced by improvements that enhance the quality of life for residents and labor. Private decision-making for investment is based not only on the availability of utilities but also on the quality of community schools, public safety facilities, recreation opportunities, and cultural amenities such as libraries.

**C. Capital Improvements Planning Process**

As specified in NH RSA 674:5, the Milford Planning Board directs the capital improvements planning process based on the Town's adopted master plan goals and recommendations. The CIP process begins in the late spring of each year with the Community Development Office's distribution of project request forms. The Planning Board at that time also appoints a seven regular member committee representing several areas of Town operation and the general citizenry. Members serving on the 2022 - 2027 CIP Advisory Committee were:

- Peter Basiliere - Planning Board Representative
- Elaine Cohen - Planning Board Representative
- Chris Costantino - Conservation Commission / Conservation Coordinator
- Lincoln Daley - Community Development Director – Town Staff
- Chris Labonte – Resident
- Christi Michaud – Superintendent, School District
- Kathryn Parenti - Library Trustee
- Peggy Seward - Budget Advisory Committee Representative
- Michael Thornton - Board of Adjustment / Budget Advisory Committee Representative

The Committee met regularly starting in August 2022 to complete a final draft of the CIP for public review later in the year. During this time, the CIP Advisory Committee met with department heads and representatives of the boards and commissions that submit project requests. This report is a "snapshot" or moment in time in identifying the Town's capital needs. The CIP is not a static planning tool as it is evaluated annually and adjusted according to Town's goals and financial considerations.

The Committee generally follows a basic five-step process in accumulating, analyzing, evaluating, ranking, and allocating project requests to appropriate years in the upcoming six-year frame, with the intent of balancing needs and costs with Town financial constraints and reasonable and logical implementation timetables.

The role of the CIP Advisory Committee is to recommend the placement or non-placement of projects in the six-year CIP. The objective is to create a funding profile that minimizes yearly fluctuations of the tax burden on the citizens of Milford. A secondary aim of the CIP Advisory Committee is to reduce the fluctuations and the citizens' overall tax burden, which in 2021 stood at \$20.15 per \$1,000 property valuation. It is important to note that individual CIP Advisory Committee members may or may not support a specific project(s). Thus, the CIP becomes a vital tool to be utilized by the Board of Selectmen, Budget Advisory Committee, department heads, and citizens to evaluate spending on capital projects in the short and long term.

A more detailed description of the CIP process is as follows:

**Step 1:** The Community Development Department transmits project request forms to all applicable department heads, commissions, trustees and the Milford School District SAU office. Projects are referenced by either a new or previously given project number to facilitate easier identification and review of projects. Each project should have a Statement of Need in addition to the Description. The Statement of Need enables the CIP Advisory Committee to understand why the project is required to continue or increase Town services and the impact of delaying or not accomplishing the project. When applicable, project requests are cross-referenced to where they are included in the Milford Master Plan.

**Step 2:** The CIP Advisory Committee reviews project requests and schedules a meeting with the respective department if needed to discuss each project.

**Step 3:** The CIP Advisory Committee studies projects individually and through group discussions. Evaluation includes the review of the level of urgency, need for realization, the estimated cost of each project, probable operating and maintenance costs, potential revenues, and existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. Pursuant to the State RSA 674:6, each project was ranked in 2023 and 2024 by project urgency and then classified using twelve (12) evaluative categories/criteria. For years 2025 – 2028, projects were evaluated individually based on the criteria and then placed within the appropriate year without prioritization.

**Step 4:** Using the requestor's recommendation as a starting point, the CIP Advisory Committee discusses and develops a consensus on the recommendation for the year in which the project should be placed on the Town Warrant. A project included in the CIP does not mean the project will be implemented, and implementation is subject to additional factors. For projects requiring bonding or a lease agreement, the tax impact is noted the year after the warrant article is presumed to pass when the tax rate impact occurs.

**Step 5:** The CIP Advisory Committee considers the projects recommended for placement on the next year's Town warrant and prioritizes those projects to provide recommendations on urgency and need. This prioritization gives the Board of Selectmen, Budget Advisory Committee, and the public the input required from the CIP Advisory Committee when those bodies deliberate during the subsequent development of the following year's budget and warrant articles.

Upon completion of the five-step process, the CIP Advisory Committee:

1. Prepares the final draft report with the assistance of the Community Development Office;
2. Presents the final draft to the Planning Board at a Planning Board meeting or work session;
3. Presents the final draft to the Board of Selectmen to brief the Board on its recommendations;
4. Transmits a copy of the final draft report to department heads, the Board of Selectmen, the Budget Advisory Committee, and the Planning Board;
5. Schedules a public hearing date with the Planning Board; and
6. Presents the CIP at a Planning Board meeting for the required public hearing and adoption.

## Chapter 2. 2023 – 2028 Project Requests: Project Descriptions and CIP Advisory Committee Recommendations

### A. Introduction

This year's CIP Advisory Committee appreciates the time and effort given to the process by department heads and the School District. Background information and documentation were generally complete and thorough and greatly helped the CIP Advisory Committee complete its work. Twenty-one projects were included for funding consideration for this CIP cycle between 2023 and 2028. In addition, nine projects were identified as "on the horizon." A brief description of each project and the CIP Advisory Committee's recommendation follows.

### Placeholder and On the Horizon Projects

When reviewing projects and placing them in the CIP Estimated Tax Impact Table, the CIP Advisory Committee also considers whether the project is a "Placeholder" or is "On the Horizon." A project considered a **Placeholder** is a project that does not yet have a well-defined description or scope for implementation. However, the CIP Advisory Committee, based on the information presented, feels the project will likely be required within the six-year capital improvements planning cycle and thus needs to be anticipated for planning and budget purposes. A project noted as **On the Horizon** is a project that may or may not have a defined description and scope but would be implemented outside of the six-year CIP cycle based on the information presented. When known, these projects are included in the CIP to identify significant capital expenditures that need to be considered in long-range planning and funding efforts.

### CIP and Capital Reserve Funds

The CIP Committee reviews Capital Reserve Funds of \$75,000 or more as part of its annual evaluation process and report. Some funds are well-defined and linked to specific projects in our Capital Improvement Plan, i.e., the Public Works Department, Fire Department, and Ambulance Service vehicles.

The CIP Advisory Committee will continue to work with Town Finance Director to receive a written status for all active Capital Reserve Funds in September of next year before next year's Committee prepares the Plan's annual update. Including a status report will enable the members to better evaluate the future needs of Capital Reserve Fund projects.

**B. Town Projects by Year**

Four projects are proposed for funding in 2023. These projects are listed below by order of urgency and project classification as determined by the CIP Advisory Committee. The Committee's recommendations and placement of projects within 2023 and years within this CIP cycle are meant to assist the Board of Selectmen and the Budget Advisory Committee in deliberations during the budget and warrant article preparation process. The list below represents a prioritization of projects within the years 2023 and 2024 and establishes the basis for determining the placement of projects within the six-year cycle pursuant to the purposes of the CIP. The final decision to prioritize projects within a specific year and include projects within the Town budget falls to the Board of Selectmen and Budget Advisory Committee.

The CIP Advisory Committee modified and expanded its evaluation process to include criteria reflective of projects that enhance or improve the public and social welfare of the community. The purpose was to evaluate projects more broadly and consider projects that may provide a public benefit but do not include, contain, or enhance public safety. As stated previously, pursuant to the State RSA 674:6, each project was first ranked by urgency and then classified using twelve evaluative categories/criteria. The evaluation process included the review of the need for realization, the estimated cost of each project, probable operating and maintenance costs, potential revenues, and existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The CIP Advisory Committee prioritized the projects in 2023-2024 by the highest average evaluation/classification score. For years 2025 – 2028, projects were evaluated individually and placed within the appropriate year.

**Water and Wastewater Utility CIP Projects**

The municipal water and wastewater project upgrades scheduled for 2023 will require substantial capital investment to remove nutrients and metals from the treated wastewater discharged to the Souhegan River in compliance with the Wastewater Treatment Facility's federal permit renewal. The Committee recognizes that a municipal water and wastewater system provides a community benefit and is an economic driver for expanded residential, commercial, and industrial growth. As a community benefit and asset, the Town will need to consider broadening the financial burden anticipated within this CIP cycle to include ratepayers and residents for the continued management and maintenance of the municipal systems. At the time of this report, the Board of Selectmen and the Board of Water and Sewer Commissioners are considering potential cost allocation alternatives that equitably share the costs across the community. Based on the preliminary discussions between both parties, the Committee utilized a 50% allocation of the final costs of the project upgrades and improvements between the Milford taxpayer and ratepayers. This allocation and resulting projected impacts on the tax rate are subject to change pending the final determination by the Board of Selectmen and the Board of Water and Sewer Commissioners.

In addition to the Wastewater Treatment Facility upgrades and improvements, the Board of Water and Sewer Commissioners included water and wastewater projects during this CIP cycle and beyond 2028. Ratepayers will bear the costs for these projects.



**Milford School District CIP Projects**

Existing School District CIP Projects are included in the Town's CIP to present a comprehensive overview of all potential large capital expenditures facing the Town within the six-year capital improvements funding cycle. The School District submitted no new projects for this CIP cycle. With the completion of its Master Plan and Feasibility Study in 2021, the School District has focused in 2022 on prioritizing facility renovations, improvements, and estimated costs. These renovations and improvements represent a significant capital cost to the Town over the next 30 years if realized. At the time of this study, the preliminary projected impacts of these proposed renovations and improvements are more than \$90,000,000. The resulting tax rate impacts may occur as early as 2025. The Board of Selectmen, School Board, and their respective departments will need to work collaboratively to project and time major expenses to avoid dramatic jumps in the property tax rate. The CIP Advisory Committee reviews School District project requests with this in mind. However, it is noted that the School District is governed by a separate funding structure from the Town.

**2023 PROJECTS**

**2023 Water Utilities (WTR20-01) Wastewater Treatment Facility (WTF) Nutrient and Metals Upgrade - \$23,953,000 (20 Year Bond) \$0 impact in 2023.**

*Department Request:*

*2023 Funding*

*CIP Advisory Committee Recommendation: 2023 Funding*

This project request is in direct response to the Wastewater Treatment Facility (WTF) Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) operation permit renewal requiring facility improvements to meet more stringent treatment requirements and limits on metals and nutrient removal from the treated wastewater that is discharged to the Souhegan River. The existing WTF treatment technologies from the original design cannot meet the new limits. The WTF Comprehensive Facilities Plan identified this project to address the aging equipment. Following the WTF Nutrient and Metals Upgrade Planning and Preliminary Design, this project will be for engineering, implementation, and construction beginning in 2023. The project will be partially funded through a Clean Water State Revolving Fund (CWSRF) loan with 15% principal forgiveness totaling \$3,592,950, a 20% state aid grant totaling \$3,465,687, and a 15% contribution by Wilton totaling \$3,031,611. The net costs to taxpayers will be approximately \$6,931,376, and estimated payments will begin as early as 2026.

**2023 Fire Department (FIRE20-01) – Replace Engine 1 (2006 Piece) - \$755,000 (7 Year Lease/Purchase); \$0 tax rate impact in 2023.**

*Department Request:*

*2023 Funding*

*CIP Advisory Committee Recommendation: 2023 Funding*

This project request will replace Engine 1, the 1993 Pierce Manufacturing Custom Fire Engine vehicle, with the same capabilities. In 2023, Engine 1 will be 30 years old at the end of its useful life cycle. The request is consistent with the Fire Department's vehicle/equipment replacement program.

**2023 Water Utilities (WTR19-05) – Water Main Improvements, Phase II - \$180,000 (Funded by Water & Sewer Rate Payers, \$0 Tax rate impact in 2023)**

*Department Request:*

*2023 Funding*

*CIP Advisory Committee Recommendation: 2023 Funding*

This project will consist of replacing a section of Town water mains for improved flow and capacity in the following areas:

- Olive Street – Laurel Street (Upgrade 4" diameter to 8" diameter)
- Laurel Street (Upgrade 4" diameter to 8" diameter)

These areas were Identified and designed as part of the 2018 Water Main Improvements. Project to be funded by ratepayers.

**2023 Ambulance (AMB14-01) – Ambulance Purchase - \$371,922 (5-Year Lease/Purchase; \$0 Tax rate impact in 2023)**

*Department Request:*

*2023 Funding*

*CIP Advisory Committee Recommendation: 2023 Funding*

This project request is to replace the 2013-A (3A) ambulance as a front-line ambulance in 2023 with a new ambulance. The department has a fleet of three ambulances and has operated two in front-line capacity for 10 years, followed by 5-years in a backup role as a 'spare' ambulance. This request will continue the five-year ambulance replacement program, eliminating purchasing two ambulances simultaneously. The total cost of the new ambulance is \$371,922, and the Ambulance Capital Reserve Fund will fund approximately \$105,685 of the total project.

The 3A and 2020 (20A) ambulances are operated in a rotation pattern designed to spread mileage between the two ambulances on a 2:1 basis. The objective is to keep both ambulances in front-line service for ten years. It is envisioned this rotation pattern will prolong the life of one ambulance – 20A, such that it would remain as the second-due ambulance for five years, with the 2023 ambulance being second-due and the 3A ambulance rotated to the backup role. This rotation would be continued going forward such that a five-year replacement cycle would be maintained. In 102 months of operation, the 3A ambulance has traveled 222,324 miles, up 25,498 miles from June 2021; the 20A ambulance has traveled 33,845 miles since going into second-due status in December 2020; and the 3B ambulance has traveled 143,240 miles, up 6,358 miles from June 2021 (the 3B ambulance was moved to the backup role in December 2020. Based on current call volume and miles traveled, in an additional year (2023) the 3A ambulance will travel an additional 39,233 miles for a total of 261,557 miles in the next 18 months before replacement if approved. The 20A ambulance will travel an additional 33,845 miles for a total of 67,690 miles

in three years.

**2024 PROJECTS**

**2024 Wadleigh Library (LIBR22-01) – Restroom Additions - \$237,000 (Cash)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project request seeks to construct restroom facilities on the lower level of the library building. Additional restrooms were included as part of the library's original 2018 expansion plan and will service the lower area of the library.

**2024 Water Utility Department (WTR22-02) - Pennichuck Booster Pump Station - \$1,200,000 (Funded by Water Rate Payers, \$0 Tax rate impact)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project is for the engineering design and replacement of a new Pennichuck Water booster pump station. The new contract between the Town and the company requires installing a new booster pump station. The station will provide the Town with better operational control over the water that enters the municipal system.

**2024 Water Utility Department (WTR22-01) North End Asbestos-Cement (AC) Main Replacement - \$2,000,000 (Funded by Water Rate Payers, \$0 Impact)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project seeks to replace the existing asbestos-cement mainline/pipe in the north end of the Town with Ductile Iron/HDPE. These older lines are subject to breakage and are close to one of Milford's water storage tanks. Breakage within the existing line would result in significant operational issues within the system and potential property damage.

**2024 Public Works (DPWH18-01) – Town Hall HVAC Replacement - \$674,000 (15-Year Bond)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project request is to replace the Town Hall HVAC system and related equipment. Work includes the replacement of the HVAC chiller, new controls, heat recovery, and new fan coil units. The existing system is 33 years old and does not heat/cool effectively or efficiently. The new system would address existing issues and provide significant energy savings. The total estimated cost for the project is approximately \$1,099,000. The project was placed in 2024 to allow the Town additional time to issue a Request for proposal and receive an updated engineering design and construction costs. It is anticipated that the final project scope and costs will be available in 2023. In 2019, residents voted to appropriate \$450,000 for the project. \$25,000 was used in 2019 to hire an engineering company to design an HVAC solution. The remaining \$425,000 will be applied to the project.

**2024 Public Works – Highway (DPWH19-03) – Truck, 36K GVW, 8 CY, w/Plow, Sander, Wet System - \$252,000 (5-Year Lease/Purchase)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project request is for an eight cubic yard 36,000 gross vehicle weight dump truck with plow and sander assembly. This equipment will replace a 2005 Sterling truck that will be 18 years old at the time of replacement. Its primary purpose will be to maintain Town roadways, particularly for winter maintenance and snow removal.

**2024 Community Development (CD22-01) – Raze and Remove 127 Elm Street Building – \$400,000 (Cash)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

The project request is to raze and remove the existing commercial/industrial building on the Town-owned property located at 127 Elm Street. The 2021 needs assessment and feasibility study determined the Town's spatial, program, and recreational needs, cost and funding options for a future community/recreation center facility to be constructed on the 127 Elm Street property and Keyes Memorial Park. Given the estimated cost for a new community center building, several identified smaller phases could be advanced to address the increased demand for recreational services, improve the utilization of the park and access/traffic circulation, and better position the Town should a community center be desired in the future. As recommended in the 2016 Keyes Memorial Park Advisory Committee Report and within the preliminary findings of the 2021 Feasibility Report, these short-term improvements/phases mainly depend upon removing the existing 127 Elm Street structure as the first initial step.

**2024 Fire Department (FIRE22-01) – Replace Forestry Truck - \$130,000 (7-Year Lease/Purchase)**

*Department Request:*

*2024 Funding*

*CIP Advisory Committee Recommendation: 2024 Funding*

This project request will replace the 1999 Ford F250 Forestry Vehicle with another with similar capabilities. The current vehicle has reached the end of its life cycle.

**2025 PROJECTS**

**2025 Fire Department (FIRE18-01) – Replace Engine 3 (2006 Piece) - \$735,000 (7 Year Lease/Purchase)**

*Department Request:*

*2025 Funding*

*CIP Advisory Committee Recommendation: 2025 Funding*

This project request will replace the 2006 Pierce Enforcer Engine 2, which will reach the end of its 15-year life cycle in 2022. The department proposes to replace the vehicle with another with the same capabilities.

**2025 Wadleigh Library - (LIBR21-02) – Library Addition - \$3,000,000 (20 Year Bond)**

*Department Request:*

*2025 Funding*

*CIP Advisory Committee Recommendation: 2025 Funding*

The project request is to construct a 3,000-square-foot addition to the Wadleigh Library to allow for better ADA access, additional programming space in the children's area, a family restroom in the children's area, plus office space on the lower level. This project request is the result of many years of planning, study, analysis, review of options, receipt of community input, land acquisition, and consensus-building to develop a plan that the Wadleigh Library Board of Trustees feels meets the current needs of the community and anticipated evolution of library services into the future based on the Library's Strategic Plan. The trustees plan to begin a capital campaign in 2023 to offset the cost of the much-needed addition.

**2025 Water Utilities (WTR21-06) - Brookview Water Pump Station Improvements - \$1,000,000 (Funded by the Water/Wastewater Capital Reserve Fund)**

*Department Request:*

*2025 Funding*

*CIP Advisory Committee Recommendation: 2025 Funding*

The project will improve the Brookview Water Pump Station to boost water system pressure in the Brookview Drive and Brookview Court neighborhoods. The original equipment is nearing the end of its expected life and will need replacement. The renovation should include moving the equipment to an above-ground structure for longer equipment life and safer access for maintenance needs.

**2025 Public Works – Highway – (DPWH19-01) - Truck, 36K GVW - \$264,000 (5-Year Lease/Purchase)**

*Department Request:*

*2025 Funding*

*CIP Advisory Committee Recommendation: 2025 Funding*

This request is for a 36,000 gross vehicle weight dump truck to be utilized for right-of-way and general maintenance. This loader will replace the 2008 International dump truck that will be seventeen (17) years old in 2025. The request to lease/purchase said dump truck is part of the department's ongoing asset management program designed to control the overall cost of operating and maintaining the Town fleet of vehicles and equipment; to maintain vehicles and equipment in a manner that extends their useful life; to control the growth in the size of the fleet; to standardize the composition of the fleet, and to accurately budget for maintenance and replacement costs.

**2026 PROJECTS**

**2026 Public Works – Highway (DPWH12-02) – Caterpillar (or similar) Wheel Bucket Loader – \$222,000 (5-Year Lease/Purchase)**

*Department Request:*

*2026 Funding*

*CIP Advisory Committee Recommendation: 2026 Funding*

This project request is to enter into a five-year lease agreement for a new Caterpillar (or similar) wheel bucket loader. This equipment will replace a 2002 Caterpillar bucket loader that will be twenty-four (24) years old at the time of replacement in 2026. Its primary purpose will be to maintain Town roadways, particularly for winter maintenance and snow removal. The request is consistent with the Public Works Department's vehicle replacement program.

**2026 Wadleigh Library - (LIBR22-02) – Library Site Improvements - \$500,000 (20 Year Bond)**

*Department Request:*

*2026 Funding*

*CIP Advisory Committee Recommendation: 2026 Funding*

The project request is to redesign and reconfigure the existing parking area and add additional accessible parking spaces to meet ADA requirements. The project would also include new site lighting for the parking lot and the relocation of the accessory shed structure. This project request is the result of many years of planning, study, analysis, review of options, receipt of community input, land acquisition, and consensus-building to develop a plan that the Wadleigh Library Board of Trustees feels meets the current needs of the community and anticipated evolution of library services into the future based on the Library's Strategic Plan. The trustees plan to begin a capital campaign in 2023 to offset the cost of the much-needed addition.

**2027 PROJECTS**

**2027 Fire Department (FIRE15-01) – Replace Engine 2 - \$735,000 (7 Year Lease/Purchase)**

*Department Request:*

*2027 Funding*

*CIP Advisory Committee Recommendation: 2027 Funding*

This project request will replace the 2006 Pierce Enforcer Engine 2, which will reach the end of its 15-year life cycle in 2021. The department proposes to replace the vehicle with another of the same capabilities with a minimum of 1000 gallons of water and meet the current requirements of the National Fire Protection Association's Standard for Fire Apparatus.

**2027 Public Works – Highway – (DPWH19-02) - Truck, 36K GVW - \$264,000 (5-Year Lease/Purchase)**

*Department Request: 2025 Funding*

*CIP Advisory Committee Recommendation: 2025 Funding*

This request is for a 36,000 gross vehicle weight dump truck to be utilized for right-of-way and general maintenance. This loader replaces the 2009 International dump truck, eighteen (18) years old, in 2027. The request to lease/purchase said dump truck is part of the department's ongoing asset management program designed to control the overall cost of operating and maintaining the Town fleet of vehicles and equipment; to maintain vehicles and equipment in a manner that extends their useful life; to control the growth in the size of the fleet; to standardize the composition of the fleet, and to accurately budget for maintenance and replacement costs.

**2028 PROJECTS**

**2028 Fire Department (FIRE19-01) – Replace Engine 4 - \$750,000 (7-Year Lease/Purchase)**

*Department Request: 2028 Funding*

*CIP Advisory Committee Recommendation: 2028 Funding*

This project will replace Engine 4 and Engine Tanker with another of the same capabilities in 2028. In 2028, Engine 4 will be 16 years old. The proposed replacement of this vehicle is part of the department's established vehicle replacement program.

**2028 Water Utilities (WTR21-03) - WWTF Capped Sludge Landfill Remediation - \$3,000,000 (Funded by the Water/Wastewater Capital Reserve Fund)**

*Department Request: 2028 Funding*

*CIP Advisory Committee Recommendation: 2028 Funding*

The 2019 first quarter (Q1) analysis of the Wastewater Treatment Facility Capped Landfill monitoring well samples detected PFAS and PFOA compounds. The project is for developing and implementing an Assessment and Correction Action Plan for the Wastewater Treatment Facility (WWTF) Landfill Remediation in compliance with state and federal regulations. NHDES Waste Management Division has instructed the WWTF to provide an Assessment Plan to likely be followed by a Corrective Action Plan that could include remediation actions for removal or containment of detected compounds.

**C. Major Town Project Placeholders**

The CIP Committee included one capital improvement project as a 'placeholder' and, thus, not included as a project planned for the six-year CIP period of 2023 through 2028. However, this project is identified so that prioritization, planning, and funding can be considered in several years.

No projects were listed under this section.

**D. Major Town Projects on the Horizon**

The CIP Committee included 13 capital improvement projects considered 'on the horizon' and thus not included as projects planned for the six-year CIP period of 2023 through 2028. However, these projects are identified so that prioritization, planning, and funding can be considered in several years. These projects are described below.

**Community Development (CD10-03) – Nashua Street Sidewalk Improvements**

This project request is to support the construction of approximately 3,500 linear feet of new 5' wide, bituminous asphalt sidewalk, to include, but not limited to, vertical granite curbing, associated drainage improvements, crosswalk markings, and repaving along the southerly and northerly sides of Nashua Street (NH Route 101A) in an easterly direction from 486 Nashua Street (near Cahill Place, Map 32, Lot 4-C) to 586 Nashua Street (near Lorden Plaza, Map 44, Lot 6) and the existing sidewalk network at the corner of Capron Road and Nashua Street. The project aims to improve pedestrian connectivity to the existing Town sidewalk networks and relieve traffic congestion within the high-traffic / high-density Nashua Street corridor.

**Community Development (CD11-02) – Osgood/Armory/Mason/Melendy Roads – Pedestrian and Bicycle Improvements**

This project request is for approximately 4,000 linear feet, a combination of a new five-foot (5') wide, bituminous asphalt sidewalk with vertical granite curbing, a dedicated multi-purpose striped lane, and a pedestrian walkway, to include, but not limited to associated drainage improvements, crosswalk markings, and repaving, along Osgood Road, Mason Road, Melendy Road, and Armory Road. The pedestrian improvement project will begin at the intersection of West Street and Osgood Road, continue along Osgood Road past Adams Field, Osgood Pond, and Hazel Adams Burns Park, the intersection of Mason Road to the intersection of Osgood Road, Melendy Road, and Armory Road. The pedestrian improvement will continue along Armory Road past Leisure Acres Mobile Home Park and National Guard Armory to its intersection with the Granite Town Rail Trail. These roadway sections are heavily traveled by motorized vehicles and non-motorized modes of transportation (e.g., pedestrians and cyclists). They include a walking route from a high-density mobile home park to the High and Middle Schools.

**Community Development (CD18-01) – Souhegan River Pedestrian Bridge and Trail Project**

This project request is to support the construction of a new 200 linear-foot pedestrian bridge over the Souhegan River from 135 Elm Street to 34 North River Road and the construction of a 1,400 linear-foot non-vehicular path/trail connecting to the adjacent Keyes Memorial Park and Milford



Community Athletic Association (MCAA) fields. The project also includes constructing a 25 linear foot pedestrian footbridge across a drainage swale between 127 Elm Street and 135 Elm Street.

**Fire Department – West End Fire Station**

This project has been included in previous 6-year capital improvement plans in anticipation of population growth and commercial/Industrial development in Milford's westerly portion. It will be necessary to meet national response time and distance standards. Current Fire Department planning includes improvements to the Downtown Station to meet the Town's needs for the next 30 years. However, a new station may be needed with the West Milford Commerce and Community District's planned development over the next 5-20 years.

**Fire Department (Fire19-02) - Replace Ladder Truck 1**

This project has been included in previous CIP reports and seeks to replace the existing 2015 HME Spectra Ladder Truck with a similar vehicle with the same capabilities and functionality in 2034. The proposed replacement of this vehicle is part of the department's established vehicle replacement program.

**Public Works – Highway – Bridges Out Years**

Based upon information from the NHDOT Bridge Bureau, it is anticipated that there will be 80% project funding from the State beginning in 2023. The Town will be required to provide 20% matching funds. Bridge replacement, repairs and maintenance identified in the 2014 Town-wide Bridge Review study that was not a critical priority will be reviewed and included as necessary during the 2025-2027 period.

**Public Works – (DPWH21-01) Maintenance and Replace Town Hall Roof**

The project will be for repairing and replacing the sloped portions of the Town Hall roof. More information and additional evaluations will be required to determine the full extent of required/needed maintenance and repairs.

**Public Works – Solid Waste – Solid Waste Management Improvements/Transfer Station Upgrades**

In 2009, a serious review of the Town's solid waste management system was undertaken that analyzed implementation of curbside pick-up, single-stream recycling, and costs associated with improvements to the current Transfer Station site on North River Road. In the summer of 2011, the Board of Selectmen reactivated the Town Recycling Committee to formulate recommendations on enhancing recycling efforts and solid waste management. This year, no project request or presentation was provided to the CIP Advisory Committee. Based on discussions from prior years, the Committee feels that it is prudent to retain solid waste management improvements/transfer station upgrades in the CIP program and await further recommendations from Town officials.

**Public Works – Recreation – 127 Elm Street/Keyes Memorial Park Improvements and Community Center**

The Town acquired the 127 Elm Street Property in 2015. The property comprises the 34,000 square foot former Permattech industrial building and approximately 5.8 acres of land. To the east, this land abuts the well-established Keyes Memorial Park. In 2016, the Board of Selectmen created the Keyes Memorial Park Expansion Committee to develop short- and long-term recommendations for integrating the property into the Keyes Memorial Park and making additional recommendations about how best to utilize/re-purpose the land and buildings. The Committee met throughout 2016 and completed a report to the Board of Selectmen detailing their findings, recommendations, and a 10-year development master plan. The Board of Selectmen formally accepted the report in mid-2017, and consideration was given to having the Recreation Department and Recreation Commission lead the Strategic Plan's efforts. The Board of Selectmen will continue to evaluate and develop a strategic plan for integrating, funding, and developing the properties and expansion of services.

**Public Works – Recreation Brox - Recreation Fields**

This project is to develop the first phase of a recreation complex on the "community lands" portion of the Town-owned Brox Property to meet continued and growing usage on limited existing Town playing fields. A Milford Community Athletic Association (MCAA) *2013 Field Use Needs Analysis* documented and verified a shortage of fields. The schools create extreme demand, youth athletic programs, and community needs.

Since the initial studies and reports on future uses that could be accommodated on the Brox Property, dating from the late 1990s, governing bodies and citizen groups have envisioned the development of new recreational facilities on the community lands. In 2005, the Town commissioned the development of the Brox Community Lands Conceptual Master Plan, a conceptual master land use that designated acreages to accommodate Town facility requirements for the next 20-25 years. In 2014, this Plan was updated by an ad-hoc CIP Advisory Committee and adopted for planning purposes by the Planning Board and other groups. Approximately 25-30 acres are designated for future recreational development based on the 2014 update.

In March 2016, the Town approved a Warrant Article 23 authorizing the Board of Selectmen to reclaim, sell the material, and restore approximately 43 acres of the Brox Community Lands. The reclamation and restoration project was projected to be completed in about five years. However, the completion of the project has been delayed due to abutter challenges to the project and the New Hampshire Department of Environmental Services (NHDES) Alteration of Terrain (AOT) Permit. Field needs will continue to be evaluated by stakeholders.

**Water/Waste Water Treatment – (WTR22-03) Amherst Street Water and Sewer Rehabilitation**

This project seeks to identify and replace/upgrade all water and sewer mains and related infrastructure on Amherst Street to the border of Milford and Amherst.

**Water/Waste Water Treatment – (WTR22-05) Water Main Parallel Project**

This project seeks to identify and then replace/eliminate older parallel water mains to remove the risk of failures in areas with adequate water main capacity and larger water mains throughout the entire municipal water system.

**Water/Waste Water Treatment – (WTR22-06) Hilton Homes Project**

This project would remove historically problematic and deficient mains within the Hilton Home project resulting in water main breaks over the last two decades. The project calls for replacing the existing High-Density Polyethylene Pipe (HDPE) with alternative updated materials.

### **Chapter 3. Priority Project Listing and Recommendations for 2023 Town Warrant and Budget Consideration**

The CIP Advisory Committee consulted with the Board of Selectmen in June 2013 to discuss the CIP process and to solicit the Board's philosophy on capital project spending and prioritization, specifically whether the CIP Advisory Committee should review projects relative to holding to a suggested cap on spending and tax rate increase from the Board for the next year or rely on prioritizing projects for the upcoming warrant based on urgency, need, and ability to accomplish without a financial or tax rate impact cap.

The recommendations and placement of projects within 2023 will assist the Board of Selectmen and the Budget Advisory Committee in their deliberations during the budget and warrant article preparation process. The projects have been arranged by their highest score using the established two-step prioritization and classification process for 2023 and 2024. The order in which the projects are listed represents a recommendation for prioritizing projects within a specific year and establishes the basis for determining the placement of a project within the 2023 – 2028 CIP cycle pursuant to the purposes of the CIP. The prioritization of projects within a specific year and the decision to include projects within the Town budget or warrant articles falls to the Board of Selectmen.

**The Advisory Committee recommends all the following projects be considered for 2023 funding, ranked by their cumulative average evaluation criteria score:**

<b>Priority</b>	<b>Department</b>	<b>Project</b>	<b>Project Cost Estimate (excluding interest or lease payments)</b>	<b>2023 Tax Rate Impact</b>
1	Water Utilities	Wastewater Treatment Facility (WWTF) Nutrient and Metals Upgrade Planning, Design, Bidding, Project Management	<p>\$23,953,000 (20 year bond; first payment in 2026)</p> <p>Confirmed external funding and fees affecting the cost:                      Clean Water State Revolving Fund (CWSRF) loan with 15% principal forgiveness of \$3,592,950</p> <p>20% state aid grant of \$3,465,687</p> <p>15% contribution by Wilton of \$3,031,611</p> <p>The net project cost estimate is \$13,862,751</p> <p>The estimated taxpayers cost will be \$6,931,376 plus interest (based on a 50% allocation between taxpayers and rate payers)</p>	\$0

<b>Priority</b>	<b>Department</b>	<b>Project</b>	<b>Project Cost Estimate (excluding interest or lease payments)</b>	<b>2023 Tax Rate Impact</b>
2	Fire Department	Replace Engine 1	\$755,000 (7-year lease/purchase; first payment in 2025)	\$0
3	Water Utilities	Water Main Improvements Phase II - Olive Street, Laurel Street	\$180,000 (Cash; paid in 2023)	\$0; Project paid by water system user fee
4	Ambulance	Replace 2013 (3A) Ambulance	\$371,922 bond minus \$127,276 from Capital Reserves (5-Year Lease/Purchase; \$0 Tax rate impact in 2023)	\$0

#### **Chapter 4. Listing of Projects Significantly Restructured, Removed From, or Fully Funded That Were Included in the 2022 - 2027 Capital Improvements Plan**

The following listings explain significant differences between the 2022-2027 and the 2023-2028 Capital Improvements Plans to provide an accurate year-to-year record of project changes and implementation.

The following projects were approved as warrant articles in 2022:

1. Fire Department (Fire14-01) - Replace Rescue 1   \$735,000 (7 Yr. Lease/Purchase)             Warrant Article 4
2. Public Works – Highway (DPWH19-01) Reconstruction of Roads                             \$300,000 (Cash)   Warrant Article 9

The following project (s) were not included as warrant articles or not approved in 2022:

1. Wadleigh Memorial Library (LIBR20-02) - HVAC/ Electrical Systems Upgrades \$1,423,000 (20 Year Bond)             Warrant Article 3

2. Community Development (CD22-01) - Raze and Remove 127 Elm St. Bld.                      \$400,000 (Cash)                      Warrant Article 29

The following project (s) were included in the 2022– 2027 CIP, but removed for the 2023 – 2028 CIP

1. Administration (ADM22-01) – Emergency Communication Upgrades and Equipment – \$594,466 (Bond)
2. Community Development (CD11-02) – Osgood/Armory/Mason/Melendy Roads – Pedestrian/Bicycle Improv. - \$755,000 (Cash)
3. Community Development (CD10-03) – Nashua Street Sidewalk Improvements - \$880,000
4. Public Works – Highway (DPWH16-01) – Swing Bridge - \$947,383 (\$0 Tax Impact, Project fully funded by NHDOT)
5. Public Works – Highway (DPWH22-01) – Bridge Repair/Upgrade – \$75,000 (Bridge Replacement Capital Reserve Fund)
6. School District (SCH22-01) – Facility Upgrades and Renovations - \$2,000,000

**Chapter 5.            CIP Estimated Tax Impact Table and Plan Recommendations**

On the next two pages, the CIP Estimated Tax Impact Table presents the recommended schedule for project requests reviewed by the CIP Advisory Committee for 2022-2027. The CIP Advisory Committee intends to prioritize projects for funding, looking at all projects submitted. Based upon CIP Advisory Committee’s information and subsequent discussions, projects were placed to address the most urgent Town capital project needs. Projects for subsequent years were placed to minimize fluctuations in the overall debt service.

In 2019, the CIP Advisory Committee, with the advice of the Town’s Finance Director, adopted the following financing criteria to guide its recommendations on how a particular project should be financed:

<b><u>PROJECT COST</u></b>	<b><u>FUNDING MECHANISM</u></b>
Over \$1,000,000	20-year bond
\$600,000 - \$1,000,000	15-year bond
\$250,000 - \$600,000	10-year bond

\$75,000 - \$250,000

Cash – warrant article or budget

**VEHICLE/EQUIPMENT COST**

Over \$250,000

7-year lease/lease-purchase

\$100,000 - \$250,000

5-year lease/lease-purchase

\$75,000 - \$100,000

3-year lease/lease/purchase

**Final decision-making on which projects will move forward or be delayed rests with the Board of Selectmen, the School Board, the Water and Sewer Commissioners, and ultimately the voting public.**

Capital Improvement Plan - Citizens Advisory Committee 2023-2028 Estimated Project Cost Table

Department	Project Name	Bond, Cash, or Lease	Pay Term, Years	Request Vote Year	Recommended Vote Year	\$0	Purchase Price Less Offsetting Funds	Annual Project Costs To Taxpayers						
								2023	2024	2025	2026	2027	2028	
Water	WWTF Nutrient and Metals Upgrade	Bond	30	2023	2023	23,953,000	6,931,395	0	0	0	332,757	332,757	332,757	
Fire	Engine 1 Replacement	Lease	7	2023	2023	755,000	755,000	0	123,476	123,476	123,476	123,476	123,476	
Water	Water Main Improvements Phase II - Linden Street, Riverview Street, Olive Street, Laurel Street replace 4" with 8" □	Cash	1	2023	2023	180,000	0	0	0	0	0	0	0	
Ambulance	Replace 2013(3A) Ambulance	Lease	5	2023	TBD	371,922	244,646	0	54,184	54,184	54,184	54,184	54,184	
Library	LIBR22-01 Library Restrooms	Cash	1	2023	TBD	237,000	237,000	0	237,000	0	0	0	0	
DPW-Hwy	DPWH18-01 Town Hall HVAC Replacement	Bond	20	2024	TBD	1,100,000	674,000	0	0	51,814	51,814	51,814	51,814	
DPW-Hwy	DPWH19-03 Replace 2005 Sterling Dump Truck	Lease	5	2024	TBD	252,000	252,000	0	0	55,813	55,813	55,813	55,813	
Comm. Dev.	CD22-01 Community Development - Removal of 127 Elm Street Building	Cash	1	2024	TBD	400,000	400,000	0	400,000	0	0	0	0	
Water	WTR22-02 Pennichuck Booster Pump Station	Cash	1	2024	TBD	1,200,000	0	0	0	0	0	0	0	
Fire	FIRE22-01 Replace Forestry Truck	Lease	7	2024	TBD	130,000	130,000	0	0	21,261	21,261	21,261	21,261	
Water	WTR22-01 North End AC Main Replacement	Cash	1	2024	TBD	2,000,000	0	0	0	0	0	0	0	
Fire	Replace Engine 3	Lease	7	2025	2025	735,000	735,000	0	0	0	120,205	120,205	120,205	
Library	Library Addition	Bond	20	2025	2025	3,000,000	3,000,000	0	0	0	230,628	230,628	230,628	
Water	Brookview Booster Pump Station	Cash	1	2025	2025	1,000,000	0	0	0	0	0	0	0	
DPW-Hwy	Truck, 36K GVW (Replace 2008 International D/S/P/W)	Lease	5	2025	2025	264,000	264,000	0	0	0	58,471	58,471	58,471	
DPW-Hwy	Caterpillar (or similar) Wheel Bucket Loader	Lease	5	2026	2026	222,000	222,000	0	0	0	0	49,169	49,169	
Library	Library Parking & Site Improvements	Bond	20	2026	2026	500,000	500,000	0	0	0	0	38,438	38,438	
Fire	Replace Engine 2	Lease	7	2027	2027	735,000	735,000	0	0	0	0	0	120,205	
DPW-Hwy	Truck, 36K GVW (Replace 2009 International D/S/P/W)	Lease	5	2027	2027	264,000	264,000	0	0	0	0	0	58,471	
Fire	Replace Engine 4	Lease	7	2028	2028	750,000	750,000	0	0	0	0	0	0	
Water/Sewer	WWTF Capped Sludge Landfill Remediation	Bond	15	2028	2028	3,000,000	0	0	0	0	0	0	0	
Comm. Dev.	Osgood/Armory/Melendy Sidewalk Pedestrian Improvements	TBD	TBD	On the Horizon	TBD	800,000	TBD	0	0	0	0	0	0	
Comm. Dev.	Community Development - Nashua Street Sidewalk	TBD	TBD	On the Horizon	TBD	900,000	TBD	0	0	0	0	0	0	
Comm. Dev.	Souhegan River Pedestrian Bridge	TBD	TBD	On the Horizon	TBD	800,000	TBD	0	0	0	0	0	0	
DPW-Hwy	Bridges (out Years)	Bond	TBD	On the Horizon	TBD	7,000,000	TBD	0	0	0	0	0	0	
Fire	Replace Ladder Truck	Lease	TBD	On the Horizon	TBD	TBD	TBD	0	0	0	0	0	0	
Fire	West End Fire Station	Bond	TBD	On the Horizon	TBD	TBD	TBD	0	0	0	0	0	0	
Water/Sewer	Amherst Street Water and Sewer Rehabilitation	Cash	1	On the Horizon	TBD	TBD	TBD	0	0	0	0	0	0	
Water	Water Main Parallel Project	Bond	20	On the Horizon	TBD	TBD	TBD	0	0	0	0	0	0	
Water	Hilton Homes Project	Bond	20	On the Horizon	TBD	TBD	TBD	0	0	0	0	0	0	
								<b>New Projects (Town)</b>	<b>\$0</b>	<b>\$814,660</b>	<b>\$306,549</b>	<b>\$1,048,610</b>	<b>\$1,136,217</b>	<b>\$1,314,893</b>
								<b>Existing Projects (Town)</b>	<b>\$1,266,594</b>	<b>\$1,039,583</b>	<b>\$733,711</b>	<b>\$786,754</b>	<b>\$735,241</b>	<b>\$665,671</b>
								<b>Sub-Total (Town)</b>	<b>\$1,266,594</b>	<b>\$1,854,244</b>	<b>\$1,040,260</b>	<b>\$1,835,364</b>	<b>\$1,871,458</b>	<b>\$1,980,564</b>
Sau - School	School Renovation Project		30	2024		\$90,000,000	\$90,000,000	0	0	5,854,629	5,854,629	5,854,629	5,854,629	
								<b>New Projects (School)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,854,629</b>	<b>\$5,854,629</b>	<b>\$5,854,629</b>	<b>\$5,854,629</b>
	<i>Interest rate used for bond calculations:</i>							<b>Existing Projects (School)</b>	<b>\$673,421</b>	<b>\$643,576</b>	<b>\$477,476</b>	<b>\$465,821</b>	<b>\$435,766</b>	<b>\$415,574</b>
	<i>Water and Sewer Projects</i>	<i>2.50%</i>						<b>Sub-Total (School)</b>	<b>\$673,421</b>	<b>\$643,576</b>	<b>\$6,332,105</b>	<b>\$6,320,450</b>	<b>\$6,290,395</b>	<b>\$6,270,203</b>
	<i>10 Year Bond</i>	<i>3.75%</i>												
	<i>20 Year Bond</i>	<i>4.50%</i>						<b>Total New Project Costs</b>	<b>\$0</b>	<b>\$814,660</b>	<b>\$6,161,178</b>	<b>\$6,903,239</b>	<b>\$6,990,846</b>	<b>\$7,169,522</b>
	<i>30 Year Bond</i>	<i>5.00%</i>						<b>Total Existing Project Costs</b>	<b>\$1,940,016</b>	<b>\$1,683,160</b>	<b>\$1,211,188</b>	<b>\$1,252,575</b>	<b>\$1,171,007</b>	<b>\$1,081,245</b>
	<i>Lease Agreement</i>	<i>3.50%</i>						<b>Totals</b>	<b>\$1,940,016</b>	<b>\$2,497,820</b>	<b>\$7,372,365</b>	<b>\$8,155,815</b>	<b>\$8,161,853</b>	<b>\$8,250,767</b>



Capital Improvement Plan - Citizens Advisory Committee 2023-2028 Estimated Debt Service Tax Impact Table

		2023	2024	2025	2026	2027	2028
Town Debt Service	New Projects (town)	\$ -	\$ 814,660	\$ 306,549	\$ 1,048,610	\$ 1,136,217	\$ 1,314,893
	Existing Projects (town)	\$ 1,266,594	\$ 1,039,583	\$ 733,711	\$ 786,754	\$ 735,241	\$ 665,671
	Total (town)	\$ 1,266,594	\$ 1,854,244	\$ 1,040,260	\$ 1,835,364	\$ 1,871,458	\$ 1,980,564
Debt Service Tax per \$1,000 Assessed Value	New Projects (town)	\$ -	\$ 0.51	\$ 0.19	\$ 0.66	\$ 0.71	\$ 0.82
	Existing Projects (town)	\$ 0.79	\$ 0.65	\$ 0.46	\$ 0.49	\$ 0.46	\$ 0.42
	Total (town)	\$ 0.79	\$ 1.16	\$ 0.65	\$ 1.15	\$ 1.17	\$ 1.24
School Debt Service	New Projects (school)	\$ -	\$ -	\$ 5,854,629	\$ 5,854,629	\$ 5,854,629	\$ 5,854,629
	Existing Projects (school)	\$ 673,421	\$ 643,576	\$ 477,476	\$ 465,821	\$ 435,766	\$ 415,574
	Total (school)	\$ 673,421	\$ 643,576	\$ 6,332,105	\$ 6,320,450	\$ 6,290,395	\$ 6,270,203
Debt Service Tax per \$1,000 Assessed Value	New Projects (school)	\$ -	\$ -	\$ -	\$ 3.66	\$ 3.66	\$ 3.66
	Existing Projects (school)	\$ 0.42	\$ 0.40	\$ 0.30	\$ 0.29	\$ 0.27	\$ 0.26
	Total (school)	\$ 0.42	\$ 0.40	\$ 0.30	\$ 3.95	\$ 3.93	\$ 3.92
Total Debt Service	New Projects (all)	\$ -	\$ 814,660	\$ 6,161,178	\$ 6,903,239	\$ 6,990,846	\$ 7,169,522
	Existing Projects (all)	\$ 1,940,016	\$ 1,683,160	\$ 1,211,188	\$ 1,252,575	\$ 1,171,007	\$ 1,081,245
	Total (all)	\$ 1,940,016	\$ 2,497,820	\$ 7,372,365	\$ 8,155,815	\$ 8,161,853	\$ 8,250,767
Total Debt Service Town & School Tax per \$1,000 Assessed Value	New Projects (all)	\$ -	\$ 0.51	\$ 0.19	\$ 4.32	\$ 4.37	\$ 4.48
	Existing Projects (all)	\$ 1.21	\$ 1.05	\$ 0.76	\$ 0.78	\$ 0.73	\$ 0.68
	Total (all)	\$ 1.21	\$ 1.56	\$ 0.95	\$ 5.10	\$ 5.10	\$ 5.16
Notes:							
Tax Rate Calculation, \$ per \$1,000 assessed Value				2021 Tax Rates		Town	\$ 4.03
Assumption:				Including Debt		School	\$ 13.62
\$16,002 of spending equals \$0.01 on the tax rate as of 10/14/22.				Service &		State School	\$ 1.60
				Operating Costs		County	\$ 0.90
						Total	\$ 20.15

## Chapter 6. Open Borrowings Table

The Open Borrowings Table provides Town, Water and Sewer, and School District projects financed by a bond, lease, or note. State statutes limit the general obligation debt a municipality may issue up to 3% of its total equalized assessed valuation for the Town and 7% of its total equalized assessed valuation for the School District. The table below illustrates the computation of Legal Debt for the Town and the School.

Description	Original Amount Borrowed		Term	Year Started	Final Payment Year	Average Annual Principal Payment (No Interest)	Remaining Principal Balance	Remaining Interest Balance	Remaining Building Aid (Schools)	Net Remaining Payments Due
<b>Town Projects</b>										
Police Station	\$2,925,260	20	20 Year Bond	2004	2024	146,263	300,000	20,100	0	320,100
Mileslip Road Land Purchase	\$2,300,000	20	20 Year Bond	2005	2025	115,000	260,000	17,640	0	277,640
Ambulance Building	\$2,214,000	20	20 Year Bond	2013	2033	110,700	1,197,050	210,054	0	1,407,104
Dump Truck 2020 International	\$177,993	5	5 Year Lease	2019	2023	35,599	35,599	901	0	36,499
Sidewalk Plow	\$154,700	5	5 Year Lease	2019	2023	30,940	30,940	783	0	31,723
Road Improvements	\$2,000,000	10	10 Year Bond	2019	2028	200,000	1,144,000	83,076	0	1,227,076
Fire Station Expansion	\$3,864,300	20	20 Year Bond	2019	2038	193,215	2,965,850	643,096	0	3,608,946
Clean Water SRF Load - Stormwater Video	\$216,000	5	5 Year Bond	2020	2024	43,200	59,243	1,783	0	61,026
HVAC-Town Hall	\$450,000	10	10 Year Bond	2020	2029	45,000	315,000	27,101	0	342,101
Ambulance 2020	\$220,685	5	5 Year Lease	2021	2025	44,137	134,189	4,181	0	138,370
Public Works 6-Wheel Snow Plow	\$180,000	5	5 Year Lease	2021	2028	36,000	140,200	11,572	0	151,772
Fire Rescue Truck	\$735,000	7	7 Year Lease	2022	2029	105,000	513,784	60,026	0	573,810
<b>Town Projects Total</b>	<b>\$7,083,678</b>					<b>\$592,091</b>	<b>\$4,684,821</b>	<b>\$760,921</b>		<b>\$5,445,741</b>
<b>Water and Sewer Projects</b>										
Holland Water Tank	\$1,600,000	20	20 Year Bond	2005	2025	80,000	240,000	20,160	0	260,160
Outfall Diffuser	\$337,395	20	20 Year Bond	2006	2026	16,870	60,000	4,274	0	64,274
Elm Street Phase 1 Water Main	\$758,486	20	20 Year Bond	2006	2026	37,924	140,000	10,141	0	150,141
Septage Facility	\$594,138	20	20 Year Bond	2013	2032	29,707	302,780	45,295	0	348,075
Dram Cup Hill Tank Rehab	\$192,710	10	10 Year Bond	2015	2025	19,271	61,038	2,007	0	63,045
Union Street Water Main	\$132,809	10	10 Year Bond	2015	2026	13,281	46,483	2,418	0	48,901
Sanitary Sewer Rehab	\$270,000	10	10 Year Bond	2015	2026	27,000	94,500	4,917	0	99,417
Curtis Well	\$295,000	10	10 Year Bond	2015	2026	29,500	103,250	5,372	0	108,622
West Elm Street Water Main	\$792,000	10	10 Year Bond	2015	2026	79,200	277,200	14,424	0	291,624
Generator	\$338,895	10	10 Year Bond	2019	2028	33,890	193,850	14,077	0	207,927
Sludge Dewatering Unit	\$502,635	10	10 Year Bond	2020	2029	50,264	351,846	39,407	0	391,253
Water Mains	\$983,705	20	20 Year Bond	2020	2039	49,185	836,150	244,575	0	1,080,725
UV Treatment Equipment	\$924,367	20	20 Year Bond	2019	2038	141,889	709,446	153,833	0	863,279
<b>Water and Sewer Projects Total</b>	<b>\$4,432,121</b>					<b>\$443,479</b>	<b>\$2,673,763</b>	<b>\$481,030</b>		<b>\$3,154,793</b>
<b>School District Projects</b>										
VOIP, HS Fire Alarm, MS Roof/Flooring	\$1,404,300	10	10 Year Bond	2013	2024	140,430	280,000	14,980	0	294,980
Middle & High School Renovations	\$3,000,000	10	10 Year Bond	2017	2027	300,000	1,530,000	234,090	0	1,764,090
HS Renovations/Bales Roof/Track	\$4,393,500	20	20 Year Bond	2008	2028	219,675	1,315,000	147,051	(409,485)	1,052,566
<b>School District Projects Total</b>	<b>\$8,797,800</b>					<b>\$660,105</b>	<b>\$3,125,000</b>	<b>\$396,121</b>	<b>(\$409,485)</b>	<b>\$3,111,636</b>
<b>Grand Total for All</b>	<b>\$20,313,599</b>					<b>\$1,695,675</b>	<b>\$10,483,584</b>	<b>\$1,638,071</b>	<b>(\$409,485)</b>	<b>\$11,712,170</b>

Notes: Info is as of fiscal year end: Town and Water/Sewer - December 31, 2021; School District - June 30, 2021.

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

Board of Selectmen  
Agenda Date: 10/24/2022

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

Source	Amount	Purpose
Granite Town Festivities Committee	up to \$2,500	Donation for the Town's December holiday employee/volunteer appreciation luncheon Special Purpose Fund. See attached memo.

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

None at this time.



October 14, 2022

Memo:

Re: Town holiday luncheon

From: Wade Campbell, President - Granite Town Festivities Committee

The Granite Town Festivity Committee would like to pay for the town of Milford's holiday employee/volunteer appreciation luncheon in December to show their appreciation to town employees, committees, commissions and all other volunteers who put in so much work to help make Milford such a special place.

Without the help from all these people activities such as Pumpkin Fest would not be possible.

We would like to do this as a heartfelt thank you to all.

Based on our understanding of previous costs we will ask for a cap of \$2500 for our contribution.

Should there be any questions or concerns please reach out to me and they will be addressed.

Wade Campbell – President

Granite Town Festivities Committee

**4. a) 2) Request for Approval for the Lions Club to Host Santa on the Oval and to decorate the Oval for the Winter Holidays.**



**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 17, 2022

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 4th, 2022. 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 1<sup>st</sup>. The main installation efforts will occur on Saturday November 26<sup>th</sup> and Sunday November 27<sup>th</sup>. The two wreaths that go onto town hall will be installed separately sometime in December when the ladder truck returns from repair. The decorations will be removed on Sunday January 8<sup>th</sup>, 2023. All of these dates are subject to change due to weather.

Best regards,

Paul Dargie  
Milford Lions Club  
PO Box 274  
Milford, NH 03055

## **5. Town Status**

**1. 168 South Street - verbal**

**2. Waste Water Treatment Facility Warrant Article**

**3. MACC Base Update - verbal**

**4. 2023 Town Warrants -**

## 5. 2) Waste Water Treatment Facility Warrant Article

### Town of Milford

WWTF Upgrade with 2024 Tax Rate Effect  
Prepared October 13, 2022

<b>Tax Payers Impacts</b>		<u>20 Years</u>			<u>30 Years</u>		
<b>Bond amount</b>	<b>Term</b>	Debt Service	Estimated 2024 Tax Rate Effect	Based on a \$375,000 Home	Debt Service	Estimated 2024 Tax Rate Effect	Based on a \$375,000 Home
<b>Option #1</b>							
<b>100% on Tax Rate</b> 13,862,752		892,283	0.44	\$165	665,513	0.33	\$124
<b>40% on Tax Rate</b> 5,545,101		356,913	0.17	\$64	266,205	0.13	\$49
<b>50% on Tax Rate</b> 6,931,376		446,141	0.22	\$83	332,756	0.16	\$60
<b>60% on Tax Rate</b> 8,317,651		535,370	0.26	\$98	399,308	0.20	\$75

<b>Rate Payers Impacts</b>		<b>Term</b>	Debt Service	Debt Service
<b>Bond amount</b>		<b>20 Years</b>		<b>30 Years</b>
<b>Option #1</b>				
<b>100%&gt;Rate Payers</b> 13,862,752		892,283		665,513
<b>40%&gt;Rate Payer</b> 5,545,101		535,370		399,308
<b>50%&gt;Rate Payer</b> 6,931,376		446,141		332,756
<b>60%&gt;Rate Payer</b> 8,317,651		356,913		266,205

**WWTF Upgrade**  
 Prepared by: Jim Pouliot  
 10/12/2022

		<u><b>20 Year Loan</b></u>	<u><b>30 Year Loan</b></u>
Project Cost	\$23,953,000.00		
Loan Forgiveness	\$3,592,950.00	50% Town	\$446,141.00
		50% Users	\$332,756.00
Totoal cost after 15%	\$20,360,050.00		\$446,141.00
		User Fee increase	25.00%
Wiltons Portion	\$3,031,611.45	Increase in Dollars	\$105.00
			20.00%
Total Cost for Bond	\$17,328,438.56		\$85.00
		60% Town	\$535,370.00
20% Sagg Grant	\$3,465,687.71	40% Users	\$399,308.00
			\$266,205.00
		User Fee Increase	21.00%
Total Cost after Grants and Wiltons Portion	\$13,862,750.84	Increase in Dollars	\$89.00
			16.00%
		40% Town	\$356,913.00
		60% Users	\$266,205.00
			\$399,308.00
		User fee Increase	31.00%
		Increase in Dollars	\$131.00
			23.00%
			\$97.00



### 5. 3) MACC Base IMA Update - Captain Craig Frye

#### Inter-municipal Agreement for the Provision of Communication

Update: 9SEPT2022

FINAL

c. Items acquired by an individual member town which will be provided to the center for its use.

The member towns acknowledge and agree that an individual member town, in order to assist the Center to carry out its responsibilities, may acquire property and equipment on its own which may be provided to the Center for its use. It is understood and agreed that the ownership of such property and equipment shall not change as a consequence of the member town having provided the same to the Center for its use and the same shall remain the property of the member town which acquires and provides the same. The property so listed shall be returned to the possession of the respective member towns upon such dissolution or termination. Similarly, in the event of withdrawal from this Agreement, any property in this category shall be returned to the withdrawing member town, at the time of withdrawal, as its interest shall appear, based on the Ownership Equipment List.

- i. Upon the acquisition and provision of such property or equipment shall cause the Ownership Equipment List to be modified to reflect the existence and ownership of such property.
- ii. It is agreed that if the Center neglects to upgrade the Ownership Equipment List for any reason, the property and equipment listed in the annual audit indicating changes in the assets in the possession of the Center, shall be satisfactory evidence of ownership for the purposes of this paragraph.

d. The Milford Area Communications Center shall be, at its sole cost and expense, fully responsible for the maintenance and repair of the communications equipment, the maintenance of all warranty extension and service agreements of said property owned by the Center, and ensuring that any personnel which operate the communications equipment are properly trained; said obligations being a condition of the right to continue to use the communications equipment. The member towns and customers shall be responsible for warranty(ies) and scheduling routine maintenance of their radio equipment. Milford Area Communications Center shall be authorized for emergency repair notifications.

#### 9. WITHDRAWAL AND NON-RENEWAL

Any member town may withdraw from participation in this Agreement or choose not to renew this Agreement, subject to the following mandatory conditions:

- A. Notice of withdrawal or non-renewal shall be provided, in writing, to the Governing Board and the Board of Selectmen of each and every member town.
- B. Notice shall be provided at least twelve (12) months prior to the effective date of

# Town of Milford Warrant & Financials DRAFT BUDGET AND BOND HEARING

**January 9, 2023**

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 4, 2023**, at 9:00 am, to transact all business other than voting, and on Tuesday, March 8, 2022, 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 14, 2023**, 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

WARRANT ARTICLE – WWTF NUTRIENT AND METALS UPGRADE - **\$insert # here** BOND possible 50% match.

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$ ?

WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$0

WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$0

WARRANT ARTICLE - FIRE RESCUE TRUCK #2 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$735,000 Gross Purchase Price (Annual Lease Payment \$ \_\_\_\_\_)

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

WARRANT ARTICLE - ONE REPLACEMENT AMBULANCE (LEASE) (Annual Payment \$ \_\_\_\_/Total Purchase Price \$371,922)

WARRANT ARTICLE - BANDSTAND RENOVATION - \$ \_\_\_\_\_

**WARRANT ARTICLE - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$75,000**

**WARRANT ARTICLE - SOCIAL SERVICES - \$40,000**

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

**WARRANT ARTICLE - AFSCME/POLICE CONTRACT - \$ \_\_\_\_\_**

**WARRANT ARTICLE - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$12,000**

**WARRANT ARTICLE - ANNUAL LABOR DAY PARADE SUPPORT - \$10,000**

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

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

**WARRANT ARTICLE - MODIFICATION OF EXISTING ELDERLY EXEMPTION CRITERIA**

**WARRANT ARTICLE - RE-ADOPT ALL VETERAN'S TAX CREDIT - \$0**

**WARRANT ARTICLE – TRANSFER STATION REVOLVING FUND - \$0**

6. 1) Key Dates for 2023 Town Meeting

# TOWN OF MILFORD

## OFFICE OF THE SELECTMEN



**TO:** Board of Selectmen  
\_\_\_\_\_  
\_\_\_\_\_  
**FROM:** Tina M. Philbrick, Executive Assistant  
\_\_\_\_\_  
**DATE:** Monday, October 24, 2022  
\_\_\_\_\_  
**PAGE:** 1  
\_\_\_\_\_  
**SUBJ:** Key Dates for 2023 Town Meeting  
\_\_\_\_\_

The following are key dates pertaining to the March Town Meeting for 2023

### Petition Warrant Articles

- ❖ Tuesday, January 10, 2023 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 6, 2023 [RSA 39:3;40:13, II-a (b)]

### Budget and Bond Public Hearing

- ❖ Monday, January 9, 2023 - 6:30 p.m., Board of Selectmen's Meeting Room

### Candidacy Filing

- ❖ Wednesday, January 25, 2023 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 3, 2023 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 4, 2023 - 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 11, 2023.

### Town Voting

- ❖ Tuesday, March 14, 2023 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

## 9. Approval of Final Minutes October 10, 2022

DRAFT

### MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

October 10, 2022

**PRESENT:** Paul Dargie, Member Mark Bender, Town Administrator  
Tim Finan, Member  
Gary Daniels, Member Andy Kouropoulos, Videographer  
Laura Dudziak, Member  
Dave Freel, Member

**1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**  
Chairman Dargie called the meeting to order at 5:30 p.m., introduced Board members, and then led the audience in the Pledge of Allegiance.

#### 2. APPOINTMENTS – (Approximate times)

**5:30 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95)b) - Highway Safety Overtime Grant - \$12,085.15.**

Chief Viola said it's for extra DUI and distracted driving patrols. It allows them to have officers dedicated to traffic safety concerns. Their match is \$3,021.30 which is more Admin time and reporting. The match comes out of the Police Department's budget.

**Chairman Dargie opened the public hearing.** There were no other comments at this time. **Chairman Dargie closed the public hearing.**

**Selectman Daniels made a motion to accept the Highway Safety Overtime Grant for \$12,085.15. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

**5:40 p.m. - Public Hearing for the Acceptance for Expenditure of Unanticipated Funds over \$10K NH (RSA (31:95)b) – NH The Beautiful Inc., Grant for Transfer Station \$14,950.**

**Chairman Dargie opened the public hearing.** Tammy Scott, Transfer Station Supervisor presented the Board with the guideline copies. Public Works Director, Leo Lessard said the current recycling roll-offs are in bad shape and rotted. We will continue to use them for brush and junk. The match is \$2,990 which will come out of the Public Works budget.

There were no other comments at this time. **Chairman Dargie closed the public hearing.** There was additional discussion by the Board about what happens to the brush.

**Selectman Daniels made a motion to accept the NH The Beautiful Inc., Grant for the Transfer Station for \$14,950. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**

#### **5:50 p.m. - ARPA Key Changes**

Key Changes effective 4/1/2022 for the ARPA – Traunch 2<sup>nd</sup> payment include:

- Treasury has expanded the non-exhaustive list of uses that recipients can use to respond to COVID-19 and its economic impacts. This includes clarifying that recipients can use funds for certain capital expenditures to respond to public health and economic impacts and making services like childcare, early education, addressing learning loss, and affordable housing development available to all communities impacted by the pandemic.
- Treasury has expanded support for public sector hiring and capacity.
- Treasury has streamlined options to provide premium pay for essential workers.
- Treasury has broadened eligible water, sewer, and broadband infrastructure projects - understanding the unique challenges facing each state and locality in delivering clean water and high-speed broadband to their communities.
- Treasury has simplified the program for small localities seeking revenue recapture through the option to elect a standard allowance of \$10 million for revenue loss rather than calculating revenue loss through the full formula.

#### **5:55 p.m. - 2nd Public Hearing to Update the Current Stormwater Ordinance, Chapter 5.32 - Community Development Director, Lincoln Daley and Mike Vignale from KV Partners**

In summary: The Town's current stormwater regulations were adopted in 2007 and do not meet the current technical requirements for stormwater retention and treatment and references are outdated. The ordinance would impact/apply to developments that disturb 43,560 square feet or larger, (1 acre). Mr. Daley reviewed highlighted changes to the original document. Engineering analysis and cost would depend on the size of the property and the type of property. This permit is an unfunded mandate. GIS coordinates and files are required and Community Development can help the land owners with that. The waiver process applied to properties under 1 acre and because of the increase, it's moot. The MS4 permit requires that the minimum threshold that a town or city can adopt is up to 1 acre. This draft was done with our consultant, the Com-

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/10/2022**

64 munity Development Office, the Planning Board, and Conservation Commission. Mr. Daley also provided a side-by-side  
65 document of both old and new information as requested by Selectman Daniels.

66 **Chairman Dargie opened the public hearing.**

67 Katherine Kokko, a Milford resident, has many concerns about language, the application process, definitions that were  
68 omitted, the town having a much broader oversight that what should be required what defines "disturbance" too much detail  
69 when things could be simplified and other issues about the entire ordinance. She feels that the Board wasn't given enough  
70 detail in the notes. There are differences between what is being proposed and what is required.

71  
72 Mike Thornton, a Milford resident, asked why people who need to finish their reprocessed asphalt driveways be covered  
73 under this same ordinance.

74  
75 Andrea Chappell, a Milford resident, discussed a previous example where Mr. Daley said she wouldn't qualify on several  
76 occasions but she would have to notify Community Development and Mr. Lessard said they would make her put up silt  
77 fencing. She read a definition in the glossary of a disturbed area being "an area in which the natural vegetative soil cover  
78 has been removed or altered and therefore is susceptible to erosion". She mirrored Ms. Kokko's concern about our ordi-  
79 nance not having a definition of "disturbance" in it but the SWA does have a definition included in theirs. She encourages  
80 the Board to look at these and adopt these. She agrees with Mr. Daley that her project would not qualify but has concerns.  
81 She agrees with Ms. Kokko's other concerns as well. She doesn't feel that a land owner that wants to make their land nicer  
82 or stump their land should have to go to Community Development and fall under a scope that they may have to put up silt  
83 fencing.

84  
85 Robert Kokko, a Milford resident, referenced the site at  
86 Patch Hill Peak that was used as a reference at a prior meeting. He explained what happened at that site with mud, caused  
87 by rain and a mishap by the driver that flooded the neighbor's driveway during a tree removal process. This ordinance  
88 would not have prevented that from happening. He feels that the EPA is out of control trying to run people's lives. He  
89 thinks we should go with the minimum standards possible.

90  
91 Katherine Kokko said the ordinance requires someone to take responsibility for the ongoing operation maintenance of all  
92 the processes put in place to protect stormwater. It's confusing as to who has the responsibility of maintaining a subdivision  
93 once the parcels are all sold because the developer no longer owns the properties and how does the town see carrying that  
94 out? Mr. Vignale said in a subdivision the stormwater management is ponds and things that are part of the overall devel-  
95 opment. In most cases, the roads are taken over by the towns and are the responsibility of the town. He thought he made it  
96 clear in the ordinance that the property owner is responsible. Mr. Vignale explained the process in more detail to Ms. Kok-  
97 ko. Mr. Daley gave examples of a couple of different scenarios.

98  
99 Ms. Kokko asked if the easements allow language in the deeds that allows the town access for purposes of inspections. Mr.  
100 Daley said yes.

101  
102 Mike Thornton said he saw something about a rain water garden on the back of a building permit today that was undefined.  
103 That seems to be a "taking" of part of your property and in some cases incumbent on people who have owned their property  
104 for a long time if they make a slight change. Who is the accountable official to the people in this set of regulations which  
105 will be enforced on us, where do we go for relief?

106  
107 Jeff Wells, a Milford resident, asked if these regulations will apply to existing drainage systems or just the ones going for-  
108 ward. He has a municipal drainage system on his lot. Mr. Daley explained the outlet and swale between Mr. Wells's line  
109 and the abutting property owners' line. The town will continue to maintain it because it's part of an easement on an ap-  
110 proved sub-division plan. Mr. Wells will not have to provide an annual report on the status of that drainage system.

111  
112 **Chairman Dargie closed the public section of the hearing.**

113  
114 Selectman Freel is leaning towards a more basic ordinance. Mr. Daley said Bedford NH adopted almost the exact ordinance  
115 that he is proposing. Selectman Freel is recommending a work session with Community Development to address the ques-  
116 tions brought up tonight. He is worried that it will be difficult to change things once this is adopted.

117  
118 **Selectman Freel made a motion that a work session is setup to review the ordinance. Selectman Daniels seconded for**  
119 **discussion.**

120

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121 Selectman Daniels asked if tabling this would accomplish the same thing and then set up a work session. Selectman Finan  
122 said this is the second hearing. If we have a work session and don't change anything, we can still vote on this in two  
123 weeks. Scheduling a work session isn't going to set us back to square one. Selectman Finan doesn't think tabling this is  
124 necessary.

125  
126 Mr. Daley said he would like a work session and he will invite Ms. Chappell and Ms. Kokko to review their questions to  
127 have the answers resolved. If needed, we can start the process of two more public hearings again to have this approved  
128 before the new year. Selectman Freel said that after the work session, this Board should all get behind this.

129  
130 Chairman Dargie said he's in favor of moving this forward and they can modify it later. Selectman Daniels doesn't agree.  
131 He likes what Mr. Daley is putting forward with a work session. Selectman Finan said he doesn't have a problem with this  
132 suggestion as long as we have the option to vote on it in two weeks and have the work session in between. Questions were  
133 valid tonight and need to be addressed but there will be more and at some point, we need to do this. This isn't much differ-  
134 ent from the sign ordinance which was a nightmare in the beginning. Selectman Daniels decided that there isn't anything to  
135 table and he agreed with Selectman Finan.

136  
137 **Selectman Freel withdrew his motion.**

138  
139 The Board will hold a work session with Community Development within the next two weeks. Selectman Daniels with-  
140 drew his motion. Chairman Dargie closed the public hearing.

141  
142 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

143 Andrea Chappell, a Milford resident, said this year was the largest Pumpkin Festival ever and they ran out of pumpkins to  
144 sell. She gave credit and thanks to the town departments for the entire cleanup and other services. Chairman Dargie agreed.  
145 Everyone felt it was very well attended.

146  
147 **4. DECISIONS**

148 **a) CONSENT CALENDAR**

- 149 1. Permission for Community Action for Safe Teens (CAST) Youth Empowerment and Service (YES) team to observe Red
- 150 Ribbon Week on the Oval from October 24th until October 31st.
- 151 2. Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 (31:95(b)) Donations to support the Labor Day
- 152 Parade – Tech Transport, Inc. - \$100.00

153  
154 **Selectman Freel made a motion to approve the consent calendar. Seconded by Selectman Daniels. All were in favor.**  
155 **The motion passed 5/0.**

156  
157 **b. OTHER DECISIONS**

158 N/A

159  
160 **5. TOWN STATUS REPORT –**

161  
162 **1. Budget Update**

163 Administrator Bender said the 2023 budget is very challenging. The focus is on employees due to the high turnover. Our  
164 wages need to be more competitive. He presented the Board with a tentative 2023 operating budget overview. It was not  
165 included in the Board package as the health insurance rates just came in.

166  
167 **2022 Operating Budget - \$16,372,360 Tentative 2023 Operating Budget - \$17,629,660 The difference - \$1,257,300 or**  
168 **7.7%**

169  
170 **Estimated 2023 Default Budget - \$17,006,267 Difference to 2023 Budget – (\$623,393) or 3.5%**

171  
172 Mr. Bender explained the significant drives behind the increase. Our health insurance increased by 4% which is much low-  
173 er than we expected. Debt Service is \$128,000 which is for the fire engine and snow plow. Utility costs increased a lot. Pav-  
174 ing increased and salt (increased by 60%).

175

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176 Selectman Daniels asked if gas and diesel were estimated on the state rate. Administrator Bender said state rate. The elec-  
177 trical rate is from the new company and is less than the Eversource rate. Selectman Freel asked if the state was doing any-  
178 thing about the high electrical rates. Selectman Daniels said the state passed some energy relief on veto day, but it's mini-  
179 mal. The focus was on low income.

180  
181 Administrator Bender said salaries and wages represent 40% of our budget and payroll taxes and benefits represent 22% of  
182 our budget. We plan to complete the budget by October 21<sup>st</sup> and we will present it to the Board on October 24<sup>th</sup> and the  
183 BAC on October 25<sup>th</sup>.

184  
185 Administrator Bender said turnover in the town across full-time, part-time, and per diem employees over the last three or  
186 four years have averaged over 20%. Selectman Freel asked if there was a breakdown of how many employees were union  
187 versus non-union that we lost. Administrator Bender said it's across the board. We currently have 9 openings, 5 in the po-  
188 lice because of retirements/changes. The Ambulance Department has 2 openings. Selectman Freel asked if we would con-  
189 sider just not filling those positions. Administrator Bender said he didn't think you should go another year or two being  
190 down that many police officers, the Board already knows what is happening in the Ambulance department which is also  
191 short-staffed. Community Development has a Planner position open and we had two applicants last week that were inter-  
192 viewed we should be able to fill that position soon. We also have about 20% of our employees that are between 60 to 65+  
193 that will be nearing retirement. There is a lot of knowledge in those positions and we will have to fill them. The Boards  
194 focus on employees in the 2023 budget is spot on and it's where we have to be.

195  
196 Chris Labonte, a Milford resident asked if snow plow, approved in 2021 is being included in the debt services this year be-  
197 cause we just took ownership of it. Finance Director, Paul Calabria said the incoming DPW Director was not sure if he  
198 was going to take delivery of that truck so it wasn't in the 2022 budget, it's now in the 2023 budget and that is why the debt  
199 service increased this year. Chairman Dargie asked if we were actually paying money for the snow plow this year but it's  
200 unbudgeted money. Mr. Calabria said yes. It was approved in 2021 and the DPW Director came in the fall of 2021 and he  
201 wasn't sure if he was going to take that truck or let the warrant article lapse so we didn't budget for it. The debt service ap-  
202 peared in this budget for the first time. Administrator Bender clarified that it wasn't in the 2022 budget but we are incurring  
203 the expense this year. Mr. Calabria said correct.

204  
205 Bob Labonte, a Milford resident said that if the voters voted for the truck, how would there be a possibility that we do not  
206 take it? Chairman Dargie said the Director misspoke, he didn't know if we would receive the truck in 2022. Lead times are  
207 uncertain on bigger equipment.

208  
209 Katherine Kokko, a Milford resident, asked that when the budget was complete that it be posted on the town's website.

210  
211 Administrator Bender said we are projecting a 2022 surplus of around \$250,000. He encourages the Board to encumber  
212 some items from the 2023 budget. Paul Calabria prepared a fund balance analysis and it was presented to the Board. The  
213 fund balance projection for 2022 will be just under \$4,900,000. It falls within the town's guidelines at 11.53% based on the  
214 recent audit. Staying within the guidelines we could apply between \$500,000 to \$750,000 to help reduce taxes. Chairman  
215 Dargie said they can make that decision at the next Board meeting. Administrator Bender said if the Board would recom-  
216 mend what percentage they would like to be at, they could go ahead and determine what would be used to help with the tax  
217 rate.

218  
219 Chairman Dargie said he likes to be around 9%. \$750,000 corresponds to around 9.5%. He would also be in favor of using  
220 the surplus to offset some of the line items in next year's budget. From a tax perspective, it's the same. Selectman Freel  
221 agrees with Chairman Dargie. Paul Calabria said it would help bridge the gap between the \$1,144,000 that was taken out  
222 last year and would make it less of a sharp increase in taxes.

223  
224 Chairman Dargie moved to authorize Administration to use \$750,000 of the fund balance or not go below 9% in the fund  
225 balance. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

226  
227 **2. Additional Highway Block Grant – Public Works Director, Leo Lessard**  
228 Administrator Bender said the Town received around \$285,000 in additional block grant money and the Public Works Di-  
229 rector would like to discuss the use of those funds. Leo Lessard is suggesting a purchase of a rubber tire excavator with  
230 equipment to do trenching, grubbing, and brush cutting along the roads. It would take less time and labor than what we are  
231 doing now. He received two quotes, one from Chappell Tractor for \$207,906 and one from Caterpillar for \$215,000.  
232 These prices would be with trading in the grader which we would get \$85,000 from both companies. The grader isn't used



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233 much and sits about 90% of the time. He would like to recommend going with Chappell Tractor. We would have approx-  
234 imately \$76,549.79 remaining from the additional block grant.

235  
236 Chairman Dargie questioned limitations on the use of the vehicle if using state money to purchase the equipment. Could it  
237 be lent out to other departments? Mr. Lessard said yes, it has to be used on roadways. Chairman Dargie asked what we  
238 would lose if we didn't authorize this and used the money for road repair instead. What is the major benefit of this piece of  
239 equipment? Mr. Lessard said he could do everything more work and work faster. We won't be using the grader very much  
240 after this year. They are giving us a good trade-in price. It isn't used for plowing anymore.

241  
242 Selectman Freel asked if we would need to sub out to another company if we needed to have a grader and what would the  
243 cost be. Mr. Lessard said no and we could use the loader. Ballparks and parking lots can be done with the loader as well.  
244 Selectman Freel is in favor of this.

245  
246 Selectman Finan asked if Mr. Lessard was going to put this in the CIP if it wasn't for receiving this money. Mr. Lessard  
247 said yes. He is concerned about the roads. There was more discussion about what the machine can do and what parts  
248 would be eventually needed. Selectman Daniels asked about the remaining \$76,549. Mr. Lessard said he would use it for  
249 paving this year.

250  
251 Bob Labonte said the town should have never bought a grader and we should get rid of it while we can. Dale White, a Mil-  
252 ford resident, said in 2022, it's time to own this type of excavator. The grader was great for what we used it for. The exca-  
253 vator can be used for many things, it's a valuable piece of equipment. The trade-in price for the grader is great. This is a  
254 win-win for the town. He supports this purchase and urges the Board to support it as well.

255  
256 Selectman Daniels made a motion to approve the purchase of a rubber tire excavator and the trading in of the grader per the  
257 proposal. Selectman Freel seconded. All were in favor. The motion passed 5/0.

258  
259 **6. DISCUSSIONS**

260 **1. Milford Energy Advisory Committee Appointments**

261 This committee is scheduled to have 5 members, 2 alternate members, a Planning Board member, and a Selectmen's repre-  
262 sentative. So far we have 4 volunteers interested; Paul Bartolomucci, Rob Costantino, Mike Thornton, and John Yule were  
263 appointed to the Milford Energy Advisory Committee. We are still looking for members if anyone is interested.

264  
265 The goal of the committee would be to review community power programs and put together a warrant article. Selectman  
266 Freel would like to be part of this committee.

267  
268 Selectman Daniels move to approve the appointment of Paul Bartolomucci, Rob Costantino, Mike Thornton, and John Yule  
269 as regular members and Selectman Freel as Selectman's representative to the Milford Energy Advisory Committee. Se-  
270 cunded by Selectman Dudziak. All were in favor. The motion passed 5/0.

271  
272 **2. 2023 Draft Warrants**

273 Chairman Dargie said these can change many times before Budget and Bond. Most of the capital reserve warrants have  
274 already been removed. We are still working on the Waste Water warrant article. Selectman Daniels will be adding a war-  
275 rant to establish a recycling revolving fund. Administrator Bender said the AFSME contract will also be added. We re-  
276 moved about \$227,500 from warrant articles. There was some discussion about increasing the ambulance capital reserve in  
277 the future.

278  
279 Selectman Finan asked if we still had to pay out the money for the Labor Day Parade this year even though it was canceled.  
280 Administrator Bender said he would find out. There was discussion about warrant articles and how things could be offset.

281  
282 Selectman Freel asked how old was the Fire Department' oldest truck. Chief Flaherty said 19 years old. The warrant article  
283 will replace the 1993 vehicle. The truck replaced last year was combined into two trucks and is due to come in March  
284 2024. Selectman Freel asked if the current truck was still running. Chief Flaherty said it's the reserve truck and if the pump  
285 goes, it isn't worth putting \$30,000 into it. The truck goes out if needed.

286  
287 Chris Labonte asked if the labor day parade warrant article that was approved in 2022 expires at the end of this year if it  
288 isn't used. Chairman Dargie whatever isn't used goes away.

289

290 7. **PUBLIC COMMENTS. (Regarding items that are not on the agenda)**  
291 Katherine Kokko thanked the Keyes Memorial Trust and the New Hampshire Preservation Alliance because the Heritage  
292 Commission received a matching grant to have the schoolhouse assessed and everything was formally approved.  
293

294 **8. SELECTMEN’S REPORTS/DISCUSSIONS**

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

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

297 Captain Frye said he needed one of the Selectmen to be a representative for the Board of Governors for their budget. Se-  
298 lectman Freel said he would. Selectman Finan said he would as well.  
299

300 Chairman Dargie said he received a request from Chris Pank, the Budget Advisory Committee chairman to have a Select-  
301 man liaison as part of the committee. They meet on Tuesday nights. Selectman Daniels said he’s against that. These  
302 groups serve two separate functions. He would rather just meet with the BAC periodically. It was suggested that the Town  
303 Administrator attend as needed. Administrator Bender said he feels that the BAC should be working independently from  
304 the Select board. They invite department heads to their meetings if they have questions about the budget. We also have the  
305 Saturday meeting on November 12<sup>th</sup>. He will attend some of the meetings, but not all of them. We also address questions  
306 that they send to us.  
307

308 Chris Labonte went to the meetings last year and answered questions if needed. He thinks it’s beneficial to have Selectman  
309 as a liaison. Administrator Bender said Department Heads, Finance Director, and himself are the ones who know the budg-  
310 et best. Mike Thornton, a BAC member, said that they do and have called Department Heads if they have questions. Board  
311 members will attend if they want to.  
312

313 Selectman Finan said that the Town Moderator was named 2022 Citizen of the year. The Board congratulated him.  
314

315 **9. APPROVAL OF FINAL MINUTES - Selectman Daniels moved to approve the minutes of September 12, 2022, as**  
316 **amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**  
317

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

319 a. N/A  
320

321 **11. NOTICES.** Notices were read.  
322

323 **12. NON-PUBLIC SESSION – Selectman Daniels made a motion to go into non-public for approval of the non-**  
324 **public minutes of September 26, 2022, and September 12, 2022, and to unseal the non-public minutes of September**  
325 **12, 2022. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**  
326

327 **Selectman Freel made a motion to exit non-public. Selectman by Selectman Dudziak All were in favor. The mo-**  
328 **tion passed 5/0.**  
329

330 In non-public, the Board made two decisions. Selectman Daniels made a motion to unseal the non-public minutes for Sep-  
331 tember 12, 2022, and Selectman Freel seconded. In a roll call vote, all were in favor. The motion passed 5/0.  
332

333 **13. ADJOURNMENT: Selectman Daniels moved to adjourn at 8:03. Seconded by Selectman Freel. All were in fa-**  
334 **vor. The motion passed 5/0.**  
335

338 \_\_\_\_\_  
339 Paul Dargie, Chairman  
340

\_\_\_\_\_   
Laura Dudziak, Member

341 \_\_\_\_\_  
342 Tim Finan, Vice-Chairman  
343

\_\_\_\_\_   
Dave Freel, Member

344 \_\_\_\_\_  
345 Gary Daniels, Member

9. Approval of Final Minutes October 19, 2022 (Special work session)

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN SPECIAL WORK SESSION

October 19, 2022

- PRESENT: Paul Dargie, Chairman
- Tim Finan, Vice Chairman
- Gary Daniels, Member
- Dave Freel, Member
- Mark Bender, Town Administrator

1. CALL TO ORDER: Chairman Dargie called the special work session to order at 6:00 p.m. This meeting is open to the public. The purpose of this special work session is to discuss the MS4 ordinance.

2. SPECIAL WORKSESSION: Community Development Director, Lincoln Daley and Mike Vignale from KV Partners led the discussion and after a lengthy discussion on many topics resulting in additional changes to the MS4 ordinance, the town will resume with a 1st public hearing scheduled at the November 14th Board of Selectmen’s Meeting. Mr. Daley will provide a revised document for that meeting.

Additional speakers included Paul Amato, Andrea Kokko Chappell, Katherine Kokko, Chris Labonte, Mike Thornton and Dale White, all speakers are Milford residents.

3. ADJOURNMENT: There being no further business to come before this Meeting, Selectman Finan moved to adjourn at 9:40. Seconded by Selectman Freel. All were in favor. The motion passed 4/0.

\_\_\_\_\_  
Paul Dargie, Chairman

\_\_\_\_\_  
Tim Finan, Vice Chairman

\_\_\_\_\_  
Laura Dudziak, Member

\_\_\_\_\_  
Gary Daniels, Member

\_\_\_\_\_  
Dave Freel, Member