

TOWN OF MILFORD

BOARD OF SELECTMEN



October 25, 2021

Lindsey M. Stepp, Commissioner
New Hampshire Department of Revenue Administration
Governor Hugh Gallen State Office Park
109 Pleasant Street (Medical and Surgical Building)
Concord, NH 03301

Re: Application for RSA 32:11, Emergency Expenditure and Over-Expenditure

Dear Commissioner Stepp:

This letter is submitted as an application by the Milford Board of Selectmen per RSA 32:11 due to unusual circumstances that have arisen during this year. The Town has had issues that have arisen relating to the functionality of the Town's emergency services communication system. The Selectmen strongly believe that the system must be fixed as soon as possible to protect the health, safety and welfare of Milford residents, to protect the public and to better support the safety and work related responses of the Town's public safety employees.

The Selectmen request an emergency expenditure of over-expenditure sum of two hundred sixty four thousand six hundred and thirty five dollars in order to be able to proceed to correct these functionality problems.

The source of funds for this requested emergency expenditure or over-expenditure is the Town's Unrestricted Fund Balance, which is sufficient to cover this request.

As the Town of Milford does not have a budget committee, the Board of Selectmen conducted a duly noticed public hearing on this application on October 25, 2021. Attached please find a copy of the public hearing meeting minutes.

Thank you for your consideration.

Respectfully submitted,

Town of Milford Board of Selectmen

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 32

MUNICIPAL BUDGET LAW

Expenditures

Section 32:11

See Emergency Order #23 (NH LEGIS E.O. 2020-23-Emerg. (2020, 2023:1.)) and Emergency Order #38 (NH LEGIS E.O. 2020-38-Emerg. (2020, 2038:1.)), issued pursuant to Executive Order 2020-04 (NH LEGIS E.O. 2020-04 (2020, 1004:1.)) as extended by Executive Orders 2020-05 (NH LEGIS E.O. 2020-05 (2020, 1005:1.)); 2020-08 (NH LEGIS E.O. 2020-08 (2020, 1008:1.)); 2020-09 (NH LEGIS E.O. 2020-09 (2020, 1009:1.)); 2020-010 (NH LEGIS E.O. 2020-010 (2020, 1010:1.)); 2020-014 (NH LEGIS E.O. 2020-014 (2020, 1014:1.)); 2020-015 (NH LEGIS E.O. 2020-015 (2020, 1015:1.)); 2020-016 (NH LEGIS E.O. 2020-016 (2020, 1016:1.)); 2020-017 (NH LEGIS E.O. 2020-017 (2020, 1017:1.)); 2020-018 (NH LEGIS E.O. 2020-018 (2020, 1018:1.)); 2020-020 (NH LEGIS E.O. 2020-020 (2020, 1020:1.)); 2020-021 (NH LEGIS E.O. 2020-021 (2020, 1021:1.)); 2020-022 (NH LEGIS E.O. 2020-022 (2020, 1022:1.)); 2020-023 (NH LEGIS E.O. 2020-023 (2020, 1023:1.)); 2020-024 (NH LEGIS E.O. 2020-024 (2020, 1024:1.)); 2020-025 (NH LEGIS E.O. 2020-025 (2020, 1025:1.)); 2021-01 (NH LEGIS E.O. 2021-01 (2021, 1001:1.)), and related to the COVID-19 State of Emergency, for potential impact on the terms of this section.

32:11 Emergency Expenditures and Overexpenditures. –

When an unusual circumstance arises during the year which makes it necessary to expend money in excess of an appropriation which may result in an overexpenditure of the total amount appropriated for all purposes at the meeting or when no appropriation has been made, the selectmen or village district commissioners, upon application to the commissioner of revenue administration or the school board upon application to the commissioner of education, may be given authority to make such expenditure, provided that:

I. Such application shall be made prior to the making of such expenditure. No such authority shall be granted until a majority of the budget committee, if any, has approved the application in writing. If there is no budget committee, the governing body shall hold a public hearing on the request, with notice as provided in RSA 91-A:2.

II. The commissioner of revenue administration or the commissioner of education may accept and approve an application after an expenditure if caused by a sudden or unexpected emergency, in which case paragraph I shall not apply.

III. Neither the commissioner of revenue administration nor the commissioner of education shall approve such an expenditure unless the governing body designates the source of revenue to be used. Neither commissioner shall have the authority to increase the town or district's tax rate in order to fund such an expenditure.

IV. When applying to the commissioner of education for such authority, the school board shall send a copy of such application to the department of revenue administration. The commissioner of education, when granting authority to the school board, shall notify, in writing, the commissioner of revenue administration of any and all authorizations given to school boards for emergency expenditures or overexpenditures, and the revenue source for funding such expenditures.

V. Notwithstanding paragraphs I through IV, if the legislative body has by warrant article established a contingency fund in the annual budget for the purpose of unanticipated expenses, the board of selectmen may expend funds from such account to meet the costs of such expenses.

TITLE VI

PUBLIC OFFICERS AND EMPLOYEES

CHAPTER 91-A

ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS

Section 91-A:2

See 2020, 8:3, effective July 10, 2020; Executive Order 2020-04 (NH LEGIS E.O. 2020-04 (2020) [1001]) as extended by Executive Orders 2020-05 (NH LEGIS E.O. 2020-05 (2020, 1005:1.)); 2020-08 (NH LEGIS E.O. 2020-08 (2020, 1008:1.)); 2020-09 (NH LEGIS E.O. 2020-09 (2020, 1009:1.)); 2020-010 (NH LEGIS E.O. 2020-010 (2020, 1010:1.)); 2020-014 (NH LEGIS E.O. 2020-014 (2020, 1014:1.)); 2020-015 (NH LEGIS E.O. 2020-015 (2020, 1015:1.)); 2020-016 (NH LEGIS E.O. 2020-016 (2020, 1016:1.)); 2020-017 (NH LEGIS E.O. 2020-017 (2020, 1017:1.)); 2020-018 (NH LEGIS E.O. 2020-018 (2020, 1018:1.)); 2020-015 (NH LEGIS E.O. 2020-015 (2020, 1015:1.)); and Emergency Order #12 (NH LEGIS E.O. 2020-12-Emerg. (2020, 2012:1.)), related to the COVID-19 State of Emergency, for potential impact on the terms of this section.

91-A:2 Meetings Open to Public. –

I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;
- (c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or
- (d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.

II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public. Except for town meetings, school district meetings, and elections, no vote while in open session may be taken by secret ballot. Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. The names of the members who made or seconded each motion shall be recorded in the minutes. Subject to the provisions of RSA 91-A:3, minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception. Except in an emergency or when there is a meeting of a legislative committee, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of

the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The minutes of the meeting shall clearly spell out the need for the emergency meeting. When a meeting of a legislative committee is held, publication made pursuant to the rules of the house of representatives or the senate, whichever rules are appropriate, shall be sufficient notice. If the charter of any city or town or guidelines or rules of order of any public body require a broader public access to official meetings and records than herein described, such charter provisions or guidelines or rules of order shall take precedence over the requirements of this chapter. For the purposes of this paragraph, a business day means the hours of 8 a.m. to 5 p.m. on Monday through Friday, excluding national and state holidays.

II-a. If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 91-A:8, IV or V. Upon such a request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the member's name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion.

II-b. (a) If a public body maintains an Internet website or contracts with a third party to maintain an Internet website on its behalf, it shall either post its approved minutes in a consistent and reasonably accessible location on the website or post and maintain a notice on the website stating where the minutes may be reviewed and copies requested.

(b) If a public body chooses to post meeting notices on the body's Internet website, it shall do so in a consistent and reasonably accessible location on the website. If it does not post notices on the website, it shall post and maintain a notice on the website stating where meeting notices are posted.

III. A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

Source. 1967, 251:1. 1969, 482:1. 1971, 327:2. 1975, 383:1. 1977, 540:3. 1983, 279:1. 1986, 83:3. 1991, 217:2. 2003, 287:7. 2007, 59:2. 2008, 278:2, eff. July 1, 2008 at 12:01 a.m.; 303:4, eff. July 1, 2008. 2016, 29:1, eff. Jan. 1, 2017. 2017, 165:1, eff. Jan. 1, 2018; 234:1, eff. Jan. 1, 2018. 2018, 244:1, eff. Jan. 1, 2019.

TOWN OF MILFORD

RECREATION DEPARTMENT



Recreation Department – BOS Update 10/25/21

Mission

The Milford Recreation Department is committed to enriching the quality of life for all residents by:

- Offering diversified programming, activities and events.
- Assessing and responding to parks and amenities needs.
- Collaborating with community groups that share an interest in recreational goals.

2021 Highlights

- Return of programs, events and trips from many cancellations due to pandemic. This is done with flexibility of various last minute changes that are needed as COVID numbers shift.
- First trips with new Recreation Bus that was delivered in July 2020.
- Successful pool season, swim meets, Easter Drive Thru, July 4th, Pumpkin Festival scarecrows, summer concerts, senior trips and many programs.

Looking Forward

- Hiring and training of Program Coordinator
- New approach to maintenance and snow clearing at ice rink.
- Lights to be installed at ice rink
- Fitness stations to be installed at Keyes Park.
- Rebuild volunteer base.

Budget

- Differences from 2021
 - \$4,000 – additional to lifeguard wages
 - \$6,580 – reinstate Park Rangers
 - \$250 – NH Pool Certification
 - \$800 – Tennis net replacement
 - (\$1,000) – Tents for pool deck
- Fireworks Warrant Article Options
- Keyes Expansion Capital Reserve

Questions?

TOWN OF MILFORD

Information Technology Department



Date: October 21, 2021
To: Board of Selectman
John Shannon, Town Administrator
From: Bruce Dickerson & Randy Ippolito, IT Department
Subject: Approval needed to Expend Funds from the IT Capital Reserve Fund

Last March, the voters approved the Information Technology Infrastructure Capital Reserve Fund and appointed the Board of Selectman as agents to expend from this fund. This fund was created to help smooth out the IT budget with a number of one-time, large cost items needed over the next few years.

The first project will be the purchase of licenses to update our Microsoft Windows Servers from their current version of 2012 to the latest version, 2022. Microsoft has changed their licensing cost scheme tremendously since 2012. Rather than one license for a single server, they charge now based on the processing power and number of users on each server. This new method costs much more.

There are three quotes provided in this packet. We have selected Connection (formerly PC Connection) who came in with the lowest cost for the necessary licenses. The other two quotes for comparison are from CDW-G and Microsoft. We ask for your approval as Microsoft is ending support for Server 2012 in less than two years.

Thank you for your time and consideration.



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Meaghan Brown
Phone: (800) 998-8277 ext. 33242
Fax: (603) 683-0615
Email: meaghan.brown@connection.com

25253797.03

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 10/7/2021
Valid Through: 11/6/2021
Account #: 6080663

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bruce Dickerson
Email: bdickerson@milford.nh.gov

Phone: (603) 249-0612
Fax: (603) 673-2273

QUOTE PROVIDED TO: AB#: 6080663 TOWN OF MILFORD ACCOUNTS PAYABLE 1 UNION SQ MILFORD, NH 03055 (603) 249-0640	SHIP TO: AB#: 6080664 TOWN OF MILFORD BRUCE DICKERSON 1 UNION SQUARE MILFORD, NH 03055 (603) 672-1061 x254
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	Net 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
1							\$ -	
2	32	41310709	AAA-30379	MPSA Windows Server Datacenter 2022 2 Core License Only Level D Microsoft MPSA	Microsoft MPSA	\$ 527.00	\$ 16,864.00	
3	80	41305921	AAA-03785	Govt. MPSA Windows Server per Device Client Access License 2022 License Only Level D Microsoft MPSA	Microsoft MPSA	\$ 25.50	\$ 2,040.00	
4							\$ -	
5							\$ -	
Subtotal							\$	18,904.00
Fee							\$	0.00
Shipping and Handling							\$	0.00
Tax								Exempt!
Total							\$	18,904.00



ORDERING INFORMATION
GovConnection, Inc. d/b/a Connection

Please contact your account manager with any questions.

Ordering Address
GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Remittance Address
GovConnection, Inc.
Box 536477
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

TERMS & CONDITIONS

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Notice on Tariff Tax Impacts: Please be aware that the pricing shown in this quote is potentially subject to change at time of order placement due Federal Government tax law changes resulting in increases in Tariff's assessed on imports and exports, which are outside our control and the control of our suppliers. Please confirm pricing with your Account Manager prior to order placement. We apologize for this inconvenience.

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374



Thank you for choosing CDW-G. We have received your online quote request. | [View in browser](#)

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Review and Complete Purchase


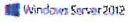
Bruce Dickerson,

Thank you for your online quote request. Please contact [Boronny Touch](#) should you have any questions regarding configuration, pricing or contract verification.

Convert Quote to Order

We are working through highly fluid, industry-wide supply chain constraints, resulting in pricing volatility and longer-than-normal delivery times for many manufacturers. **In order to mitigate these constraints, we recommend placing orders as promptly as possible for best availability and pricing.** [Learn More](#)

Quote #	Quote Date	Quote Reference	Customer #
1C65JBZ	10/14/2021	Microsoft Server 2022 Licenses	10297694

Item	Qty	CDW #	Unit Price	Ext. Price
 Microsoft Windows Server Datacenter Edition - license - 2 cores Mfg. Part#: AAA-30379-CCF	32	4324481	\$575.55	\$18,417.60
 Microsoft Windows Server - license - 1 device CAL Mfg. Part#: AAA-03785-CCE	80	3446186	\$33.91	\$2,712.80

Subtotal	\$21,130.40
Shipping	\$0.00
Grand Total	\$21,130.40

Purchaser Billing Info	Deliver To
Billing Address: Community Media - Town Of Milford Attn: Town Hall (# 10297694) 1 Union Sq Milford, NH 030554230 Phone: (603) 673-2257	Shipping Address: Town of Milford IT Dept 1 Union Square Milford, NH 03055 Phone: (603) 249-0612 Shipping Method: Electronic Drop Ship



Sales Contact Info

Boronny Touch | (203) 851-7182 | boronny.touch@cdwg.com



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WQC:01 | WEB 012 | Customer#: 10297694 | WEB40c003eb-9619-4319-9824-c82137a306bc

Microsoft Open License Program
Quote Total: \$27,520.00

Product Name	SKU	Quantity	Price	Total
Servers				
Microsoft®WindowsServerDCCore 2019 English LocalGovernment OLP 2Licenses NoLevel CoreLic Qualified	9EA-01071	32	\$770.00	\$24,640.00
Microsoft®Windows®ServerCAL 2019 English LocalGovernment OLP 1License NoLevel DvcCAL	R18-05793	80	\$36.00	\$2,880.00
				1st Year Total \$27,520.00
				Grand Total \$27,520.00

Software Assurance Benefits

We apologize for the inconvenience. A comparison for this report is currently unavailable.

Disclaimer Notice:

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Notes:

This report is valid only for the following geographic area: United States

The prices shown are in US Dollars, and represent an estimated retail price on 10/14/2021 and relate to the licensing program chosen. The prices shown do not include any applicable taxes. Any amounts should not be considered as a commercial proposal from Microsoft.

Actual prices and payment terms may vary. Microsoft does not set final prices for licenses acquired through resellers. Final prices and payment terms for licenses acquired through resellers are determined by agreement between the customer and its reseller.

We endeavor to ensure the accuracy of the report but it is possible that the report may contain errors.

WARRANT ARTICLE 14 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 31:1 for the purpose of improvements to the towns Information Systems, and to raise and appropriate the sum of \$40,000 to be placed in this fund, and to appoint the Board of Selectmen as agents to expend from this fund. **The Board of Selectmen recommends this Article (4-1). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$2.38 on an assessed valuation of \$100,000.** *Approved 1885 yes 980 no*

WARRANT ARTICLE 15 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES - \$32,000

Shall the Town vote to raise and appropriate the sum of \$32,000 for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.90 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 16 - PUBLIC WORKS WHEEL BUCKET LOADER PURCHASE - (\$146,118) \$120,000 Paid From Capital Reserves, net purchase price \$26,118;

Shall the Town vote to purchase a Hitachi wheel bucket loader for the sum of \$146,118, with \$120,000 to come from the DPW Vehicles & Heavy Equipment Capital Reserve Fund; with the remaining \$26,118 to come from general taxation. Majority Vote Required. **Board of Selectman recommends this Article (5-0). The Budget Advisory Committee recommends this Article (7-1). This Article has an estimated tax impact of \$1.55 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 17 - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Fire Apparatus Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at the town meeting. The \$25,000 adds to the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **The Board of Selectmen does not recommend this Article (2-3). The Budget Advisory Committee recommends this Article (6-2). This Article has an estimated tax impact of \$1.49 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 18 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016, and as amended). The Board of Selectmen has authority to expend from this fund. The \$25,000 adds to the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. **The Board of Selectmen recommends this Article (3-2). The Budget Advisory Committee recommends this Article (8-0). This Article has an estimated tax impact of \$1.49 on an assessed valuation of \$100,000.**

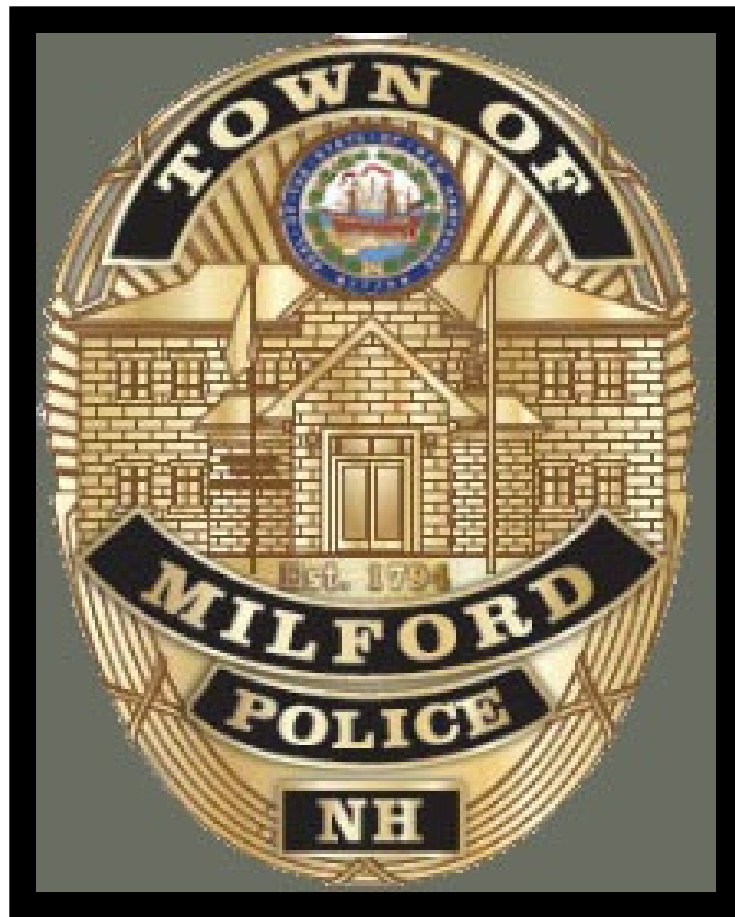
WARRANT ARTICLE 19 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927

Shall the Town vote to raise and appropriate \$13,927 to replace Portable Radios for the Ambulance Department with \$13,927 to come from the Public Safety Communication Equipment Replacement Capital Reserve to replace Portable Radios for the Ambulance Department. **The Board of Selectmen recommends this Article (5-0). The Budget Advisory Committee recommends this Article (8-0). This Article does not have a tax impact.**

6:15 Library Overview
– Director Betsy Solon
Verbal

Milford Police Department

2021 Department Update



MILFORD POLICE DEPARTMENT

MISSION STATEMENT

The Milford Police Department is committed to Delivering the Highest Degree of Police Service to Protect, Preserve and Safeguard the Lives and Property of all Citizens with Integrity, Courage and Professionalism.

Staffing:

The Department has 27 Sworn Officer Positions and 11 Non-Sworn Positions.

Currently we are down two Police Officer Positions.

New Addition: K-9 "Mako". Effective December 31, 2021, K-9 "Barry" will be retiring after 5 years of service.



Grants:

In 2021, the department was allotted \$10,878.00 in traffic related grants through the State of New Hampshire. The department received the same amount for 2022. This funding can be used for the following traffic enforcement:

- **DUI Enforcement**
- **Distracted Driving Enforcement**
- **Join NH Clique Grant – Seatbelt enforcement people under 18 years of age**
- **U Text, U Drive, U Pay (Cell Phone Enforcement)**

Statistics: From January 1st through October 15th

Total Calls:	25,567	Down 8%	
Incidents:	939	Down 6%	
Motor Vehicle Stops:	1970	Down 6%	
Vehicle Accidents:	187	Down 11%	(Reduction in State Accidents)
Criminal Arrests:	187	Down 16%	(Reduction in Arrests)

Offenses Reported:

Group A Crimes Against Persons:	Up 22%
Group A Crimes Against Property:	Down 19%
Group A Crimes Against Society:	Down 8%
Group B Crimes:	Down 11%

Fleet:

Department currently has 16 vehicles in the fleet.

- 9 Marked Patrol vehicles (Down 3)
- 5 Unmarked vehicles
- 1 Crime Scene Van
- 1 Motorcycle

Maintenance Budget for 2021 is \$28,000.00. As of 10/15/2021 the fleet maintenance costs are approximately \$27,000.00.

7:00 Hutchinson Family Memorial Project Warrant Article.

(minutes for the Vietnam Memorial warrant article include as reference)

WARRANT ARTICLE - HUTCHINSON FAMILY MEMORIAL PROJECT - \$0

Shall the town vote, pursuant to the provisions of RSA 31:19-a, (I), to establish a trust fund for the purpose of designing, constructing and maintaining a Hutchinson Family Memorial Project Trust. Said trust fund shall be known as the Town of Milford Hutchinson Family Memorial Project Trust Fund of 2022 and may receive privately donated gifts, legacies, or devises, provided, however, the such gifts, legacies, or devises shall be invested and accounted for separately from, and not comingled with, amounts appropriated by the town. The details of the memorial, including the time of construction, shall be determined by the Board of Selectmen, provided that any memorial shall only be located on property owned by the Town of Milford. Said trust fund shall remain in place for a maximum period of 25 years unless sooner revoked by a future town meeting. At the conclusion of 25 years, or on such earlier date of revocation, any funds remaining in said trust fund, the source of which were private gifts or donations as referenced above, shall be paid over to a suitable charitable organization of the Board of Selectmen's choice, which shall then utilize said funds for the support of other monuments or memorials generally within the Town of Milford. At such termination, any funds remaining that were raised by the town shall be returned to the general fund. Pursuant to RSA 31:19-a, (I), the Board of Selectmen are appointed agents to expend any funds in the trust for the purposes of the trust. The Board of Selectmen support this Article (0-0). The Budget Advisory Committee support this Article (0-0). This Article has no tax impact.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 09/24/2018

282 this was the most logical area for the memorial and it would enhance the Super Fund site. The location choices were
283 limited on the survey but this site was well received.
284

285 Jay Duffy, 491 Nashua Street, stated he was in support of the memorial and applauded the committee. He met with,
286 prior to his death, Sarooch Riccardi, Brendan Philbrick, Wayne Moser, a Vietnam veteran and Nate Botazzi who all
287 agreed this memorial should be simple. He wasn't sure the water feature was in the best interest of the town; he
288 would hate to see it overshadow the Korean memorial. He was concerned with the cost of winterization and mainte-
289 nance of the fountain. He would rather see that money go toward math books in the schools. With regard to images
290 of war, Sarooch was not in favor and Wayne stated he didn't want to relive that time, as many vets have said. The list
291 of names should include all branches of service and no images of the Tet offensive should be used; maybe a map of
292 Vietnam and images of the branches of service would be better. He agreed the memorial to the War of Terrorism
293 shouldn't be a part of this memorial; it should be separate. Chairman Federico asked why the Committee wasn't
294 communicating with the American Legion and the VFW. Jerry replied Wayne Moser was part of the committee for a
295 while but stopped coming to meetings. The water feature is very simple and small, 4' by 2', and much reduced from
296 the original plan. The survey indicated a water feature was desired. The memorial was reduced from 40' to 20' to 12'
297 with pillars - the same size as the Korean memorial. This memorial should not be stymied by what is already there.
298 There are no images of war, dates and shadows only - a shadow of a helmet and rifle, simple to make people think.
299 The Korean memorial has names and is nice. This might be a place where one will return, simple to reflect. Lincoln
300 said the design has been modified over the past few months, but this design is not the final design. This is the simpli-
301 fied version of what's been discussed; it will be a benefit to the community. Selectman Dargie asked if they have
302 gotten the opinion of the American Legion to see if they approve or disapprove. He understood the images could be a
303 problem and they need to be careful they don't do the wrong thing. Have they done a survey of the Legion and the
304 VFW? Jerry replied one member of the committee was from the Legion but he dropped out after three (3) meetings.
305 They could get this design out to the public and see what their response is. Chairman Federico said they have a de-
306 sign and need public input, but not tonight; he had no problem putting this design out for public comment. Selectman
307 Daniels said they want public opinion but wasn't sure why they want to go forward with this design. Chairman Fed-
308 erico stated they could put a more conceptual design or idea on the website. Gary thought that didn't make sense to
309 have Jerry go forward with more detail. Chairman Federico stated they need more input on what has been presented.
310 Lincoln agreed. Selectman Dargie said this was a good start but before they spend a lot of money, they need a gen-
311 eral consensus of the design, especially from the Vietnam vets. Chairman Federico said that is what they are asking;
312 to get more buy-in to the overall design before they move forward. Jerry stated he told the vets what they were plan-
313 ning and that they were meeting tonight but communication has fallen apart; he is a Vietnam vet himself and is pas-
314 sionate about this. They will do what the community wants.
315

316 Chairman Federico stated they can set up an account and move forward. He asked the board if they were in favor of
317 that; all were in favor, none were opposed. He said it was not something they need to vote on tonight.
318

319 Jay Duffy stated he was a Son of the American Legion and noted Wayne Moser, Commander of the VFW and Bob
320 Valentine, Commander of the American Legion, would be cooperative. Chairman Federico suggested Jay and Jerry
321 get together and have that conversation.
322

323 **3. PUBLIC COMMENTS.**

324 Chris Labonte, Marcy's Way, asked why the public comments were kept to one section of the meeting. Chairman
325 Federico replied he had missed the public comment section at the last meeting because they had skipped all around;
326 he wasn't sure how well this would go. He wanted to have it at this point in the meeting to allow everyone to express
327 their views. Chris proposed a second public comment section at the end of the meeting mainly to have the ability to
328 speak at that time rather than in at the next meeting. He asked if there were any follow ups with regard to the front
329 end loader discussion from the last meeting. Chairman Federico replied they would be discussing the Purchasing
330 Policy, but didn't have anything to discuss about the loader. Chris felt that the proposed changes to the policy were
331 the result of the past loader discussion. Chairman Federico said, stepping back from the loader discussion, what does
332 the town do for leases on copiers, rack servers etc. As they pay for these things month to month, year to year, how is
333 it handled? They expect the department heads and the Town Administrator to do what is best for the town. This is
334 pure policy, the concept he wants to talk about, appropriate procedures and policies they want them to follow. Chris
335 reiterated this conversation has been possibly brought to light by the loader, when you look at the description of
336 what's being changed. Chairman Federico noted this policy language discussion was brought to light after the discus-
337 sion at the last meeting regarding the loader. Chris asked if they would open the meeting to public comment after the

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 09/24/2018

227 bearing on infrastructure improvements. Tom replied the agreement enumerates technology and industry standards;
228 they replace equipment as needed.

229
230 Chairman Federico stated they will schedule a public meeting with Comcast in October and the Committee will come
231 back in November with the agreement. The board will then vote to ratify the agreement or not. He said the Commit-
232 tee needs to coordinate with the Town Administrator to generate a date, advertise it and have the public hearing. Tom
233 asked if Town Counsel had a chance to look at the agreement. Chairman Federico replied he had not yet but they
234 need time to make sure everything is in order.

235
236 **6:45 p.m. – Vietnam Memorial Update – Jerry Guthrie and John Weidmen**

237 Jerry Guthrie represented the Vietnam Memorial Committee. A year ago they formed a committee and met with the
238 Recreation Department to see what they could come up with in regard to a memorial honoring Vietnam veterans. The
239 memorial design is almost complete; the objective tonight was to obtain design approval as well as a warrant article
240 allowing them to collect money to fund the memorial. The money will be from donations and not from taxes.
241 Community Development Director Lincoln Daley stated they had conducted two (2) surveys describing the intent of
242 the memorial; the first was in April – June, the second was June – July. The first survey had 18 questions and re-
243 ceived 141 responses. The size and scale of the memorial will be similar to the existing Korean War and World War
244 II memorials and will be located by the former Fletcher Super Fund site. Preferred design elements are a walkway, a
245 seating area, a water feature and lighting and will be built using locally sourced materials. The preferred design will
246 be a linear book theme, black granite. The second survey respondents indicated they whether they would prefer the
247 open book design, one side dedicated to Vietnam veterans and the other side dedicated to the War on Terror veterans.
248 The preference was to have separate memorials. Jerry noted it would be located to the left of the Korean War memo-
249 rial. The site plan shows a water feature, which is 15' long, 5-6' high. One side (looking at the memorial) is dedicat-
250 ed to the people back home and the other side is dedicated to the people who served in the war. Milford granite will
251 be used for the memorial itself. There will be pavers with verbiage pertaining to each side of the memorial with dates
252 and events both here and in Vietnam, starting in 1959 with the first soldiers killed in Vietnam and end with soldiers
253 returning home in 1975 along with pertaining events that happened at home during that time, like the Kent State inci-
254 dent. The walkway, Walkway of Remembrance, will be of brick pavers; people will be able to buy bricks, similar to
255 those at the other memorials. There would also be a plaque dedicated to Roger McAllister, a Milford resident who
256 died in the war. There will be a tree dedicated to him as well.

257
258 Lincoln stated there will be a natural flow from the Korean War memorial through the Vietnam memorial to the
259 bandstand area to complete the integration of the park and be part of the Master Plan of the Super Fund site. Jerry also
260 stated there would be granite benches near the memorial as well. He stated the memorial will be two (2) sided, the
261 same treatment on both sides, one dedicated to those at home, like Gold Star Families, the other side to those in Vi-
262 etnam, Laos and Cambodia. The verbiage still needs to be completed. There is one stumbling block: they would like
263 to include the names of the Milford veterans but the Department of Defense says that information is classified. There
264 will also be seals from all branches of the service; the title will be "The War in Vietnam Memorial". They need to get
265 cost estimates and would like approval for the warrant article. Selectman Dargie asked about the symbolism of the
266 water design element. Jerry replied it represents the Pacific Ocean, thus the division between the home side and the
267 Vietnam side of the memorial. It will muffle noise and provide some peacefulness and be a simple design, down lit
268 with LED lighting. Selectman Dargie asked about the War on Terror memorial; was it gone from the design. Jerry
269 Guthrie stated that will be located at another spot, close but near the park. They are close to submitting a design;
270 they've come up with a concept and will present it to the board on October 22, 2018. Selectman Dargie said it
271 shouldn't be difficult to approve a warrant article to set up a capital account for the memorial; we're not putting any
272 money into it. Selectman Putnam noted they had done that in the past. Selectman Dudziak thought they had done a
273 nice job with the design. Chairman Federico stated they could establish a capital reserve account not to be funded by
274 the town but to take donations.

275
276 Lincoln said he liked the design. Selectman Daniels asked if the survey respondents indicated they liked the design
277 and if they wanted the memorial or not. Lincoln replied there were a variety of responses regarding location; the ma-
278 jority replied this location was suitable. He noted the tree would not be planted on the cap on the Super Fund site.
279 Administrator Bender asked if this would affect the view looking down Elm Street. Jerry replied it would not; there
280 is no wall, just some sort of sculpture or pergola. Lincoln said it was important to enhance and respect the view and
281 make it accessible. The cap ends away from where the memorials would go. When they went through this process,

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
December 17, 2018

PRESENT: Kevin Federico, Chairman
Gary Daniels, Vice Chairman
Mike Putnam, Member
Laura Dudziak, Member- ABSENT
Paul Dargie, Member

Mark Bender, Town Administrator
Tina Philbrick, Recording Secretary
Hazen Soucy, Videographer

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS: Chairman Federico called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Federico indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Freedom Memorial Warrant Article – Jerry Guthrie

Jerry handed the Board the latest draft on the Vietnam and Freedom Memorial Warrant Articles. The articles now include the value for each memorial. \$125,000 for the Vietnam Memorial and \$95,000 for the Freedom Memorial. This will be at no cost to the taxpayers; the funds will be raised through private donations only. Jerry showed the Board the design of both memorials and explained what they would like to have included in them.

Selectman Putnam asked who was on the committee. Jerry replied, Jerry Guthrie (chairman, Retired Landscape Architect); Lincoln Daley (Community Development Director); Rodney Dellafelice (Conservation Commission Representative); Paul Bartolomucci (Park and Recreation Committee) John Weidman (Sculptor) Troy Swanick (DPW Representative) and Bill Parker (Secretary, Former Town of Milford Town Planner, head of the department). Selectman Putnam asked if they all approve of this. Jerry said yes. It was also presented to the American Legion and the Park and Recreation Department and they all approve. Selectman Dargie asked about the VFW. Jerry replied they haven't met with them yet.

Chairman Federico understands that they are separate memorials and is in favor of both projects but he wants to make sure everyone is on board with this before getting private donations. He wants to make sure the town is on board as well. He would like this to be a town committee, meeting at the town hall in a public room. He would feel more comfortable if it was under a subcommittee.

Jerry said they did two surveys and received town input from that. Jay Duffy, Milford citizen spoke on behalf of the VFW. The commander of the VFW is impressed with what's been done so far. They like the layout but questions the water fall. They would like to keep it simple. Chairman Federico said these are things that a committee needs to discuss. Meetings need to be advertised through the town to get everyone's input. Jay said the VFW supports the wall, but they feel that the Freedom Park is questionable.

Paul Bartolomucci, Milford citizen said he's a member of this committee that was sanctioned by this Board. We've been meeting in the Town Hall for over a year. We've invited different groups to our meetings including the Legion and VFW. Our minutes are on the Town's website. All meetings have been public. Paul also mentioned that they have been reporting to the Recreation Commission because they sanctioned this originally. If you want to continue to have committee meetings, he suggest that the Board puts together a list of committee people that you want to see meet. If they don't show up, it's on them. Chairman Federico agrees that certain key members should meet. Paul also asked that if a committee is put together, he would like a deadline of when the final report would be due to the Board. Chairman Federico agreed. Chairman Federico said they would put Jerry's warrant articles in with the others. We will be meeting on January 7th to review warrant articles and vote on them.

Brendon Philbrick, Milford taxpayer likes the park but isn't crazy about 911 death and destruction. Chairman Federico said this isn't what we want to discuss tonight. Brendon also has an issue with the verbiage of the Vietnam Memorial. He thinks it should be done in phases. He would like to see the original writing and to be part of the committee to see it work.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING - 12/17/2018

58 Chairman Federico said we will work with this committee have them meet with some key groups and put a closure to
59 this within the next 90 days. Selectman Daniels said he just wants to make sure all veterans groups in town are in
60 agreement. Administrator Bender said the Heritage Commission should also be involved.

61
62 **3. PUBLIC COMMENTS.** Chairman Federico asked if there were any public comments. Jay Duffy asked if
63 there was any progress being made in regards to the Milford stone that was removed. Chairman Federico said
64 it's safe. We are reaching out to the Historical Society about the best use for it. Jay asked if there's been any
65 discussion about putting it back to where it was. Chairman Federico said this Board hasn't discussed that yet.
66 Administrator Bender said we would like to get some options from people. So far we haven't heard any options
67 other than putting it back. We would like other ideas.

68
69 **4. DECISIONS.**
70 **a) CONSENT CALENDAR.** Chairman Federico asked if there were any items to be removed from the
71 Consent Calendar for discussion. There were no items to be removed. Selectman Daniels moved to approve
72 the consent calendar as presented. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

73 1. Request for Acceptance of donations to the Conservation Commissions Rail Trail Fund: Dona-
74 tions from the 2018 Ghost Train Rail Trail Race - \$13,232.22.

75 2. Request for Acceptance of Gifts of Property Under \$5,000 NH (RSA (31:95(e)) - Donation of
76 (1) Arien snow blower to be used at the Ice Rink at Shepard Park. Estimated value: \$300.

77 **b) OTHER DECISIONS N/A**

78
79 **5. TOWN STATUS REPORT - 2019 Warrant Articles -Town Administrator Mark Bender:** This is the
80 first run through of the DRAFT warrant articles. They are not numbered yet.

81
82 **WARRANT ARTICLE - MILFORD DISPATCH EQUIPMENT - \$2,500,000 BOND -** This is still a
83 PLACE HOLDER but we put some language in place. Due to the holidays, we delayed the RFP response date
84 to December 31st. This will give us time to review everything prior to the January 7th meeting. This involves
85 long term debt and bonding and requires a 60% affirmative vote to pass.

86 **WARRANT ARTICLE - WASTE WATER TREATMENT FACILITY SLUDGE DEWATERING UPGRADE -**
87 **\$1,270,000 BOND (estimated to be determined after bid review) -** This involves long term debt and bonding and
88 requires a 60% affirmative vote to pass. It will be paid for by rate payers.

89 **WARRANT ARTICLE - WATER SYSTEM WATERMAIN IMPROVEMENTS - \$1,330,000 BOND (estimated to**
90 **be determined after bid review) -** This involves long term debt and bonding and requires a 60% affirmative vote
91 to pass. It will be paid for by rate payers. Selectman Dargie asked if Water Utilities had specific streets planned
92 for this. Administrator Bender said yes.

93 **WARRANT ARTICLE - TOWN HALL HVAC REPLACEMENT - \$450,000 BOND -** This involves long term
94 debt and bonding and requires a 60% affirmative vote to pass. This includes the chiller unit on the Town hall
95 roof, the direct digital control system, replacement of the nomadic controls, complete instillation, and systems
96 engineering contingency because the building is old. Selectman Dargie asked if the \$450,000 was a rough esti-
97 mate. Administrator Bender said they had quotes from several companies. The chiller unit is \$111,000, the di-
98 rect digital control system is \$160,000 with installation at \$115,000, and systems engineering and contingency is
99 \$64,000.

100 **WARRANT ARTICLE - SEWER COLLECTION SYSTEM ASSET MANAGEMENT PROGRAM-\$30,000.00-**
101 **BOND -** This needs to be on as a warrant article even though we will get full reimbursement from the state, but
102 we have to raise and appropriate the full amount. This is similar to the Storm Water System the town did a few
103 years ago which also included an asset management program reimbursement.

104 Selectman Dargie feels this is a small amount to be bonded. Jack Sheehy, Finance Director said it's required by
105 the state. Anything from the state revolving fund is considered borrowing. Selectman Dargie said with a 60%
106 requirement, it would be less likely to pass, although traditionally these do well. Dale White, Board of Commis-
107 sioners Chairman said it's 100% reimbursement. Jack said he would get more clarification from the DRA.

4. a) 1 Request for Approval for the Lions Club to decorate the Oval for the Winter Holidays from November 27, 2021 until January 9, 2022.

4. a) 2) Request for Approval for the Lions Club to host Santa on the Oval on December 5, 2021.

Robert S. Mikkelsen
474 Mason Rd
Milford, NH 03055
October 12, 2021

Town of Milford, NH
1 Union Sq
Milford, NH 03055

Re: Milford Lions Club Oval decoration and "Santa on the Oval"

As the chairman of the Lions Club holiday decorating project for 2021, I request approval by the Board of Selectmen to perform the following Lions Club community services on the town Oval:

<u>Activity</u>	<u>Start Date</u>	<u>End Date</u>
Holiday decorations	November 27, 2021	January 9, 2022
Santa on the Oval	December 5, 2021	December 5, 2021

The certificates of liability insurance for both projects are enclosed.

If you have any questions, please do not hesitate to connect me at (603) 321-3279 or via email at flashpot@mail.com.

Thank you. We look forward to continuing these annual events.

Robert S. Mikkelsen

4. a) 3) Acceptance and Appropriations of Gifts of property under \$5,000 (31:95(e))

Board of Selectmen
Agenda Date: 10/25/2021

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

Source	Amount	Purpose
None at this time.		

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

The County Stores		See attached memos for all donations- Total of \$556.89 Laurel Scout house and \$600 Recreation Department
Milford Paint and Wallpaper		
Kokko Builders Inc.		
Katherine Kokko		
David Palance		
Balcome Brothers Rental		
Boys Scouts		
Conway Arena, Nashua, NH		

TOWN OF MILFORD

OFFICE OF THE SELECTMEN

TO: Board of Selectmen
FROM: Tina M. Philbrick, Executive Assistant
DATE: October 25, 2021
SUBJ: Donations for Scout House Workshop



Please accept this list of donations to be used for a workshop pertaining to the Laurel Schoolhouse Project. The Board approved the project at a previous Board meeting.

	Cost	Donor Name
1 quart of Zinzer brand Bullseye shellac sealer	\$ 16.99	Dave Palance
2 Gallons and 1 qt of paint/primer	\$ 141.00	Milford Paint & Wallpaper
2 P-100 Masks	\$ 100.00	The County Stores
6 P100 Masks	\$ 100.00	Kokko Builders Inc.
Box of nitrile gloves (large)	\$ 26.99	Dave Palance
Chair Rentals	\$ 10.00	Balcolm Brothers Rentals
Juice, Water, Pizza, Baked Goods	\$ 60.00	Boy Scouts
Safety Glasses	\$ 75.93	Dave Palance
Sarco glazing putty	\$ 18.99	Dave Palance
Tables	Loaned	Boy Scouts
Tents	Loaned	Boy Scouts
tub of wet wipes	\$ 6.99	Dave Palance
Total	\$ 556.89	

Tina M. Philbrick
Executive Assistant

TOWN OF MILFORD

RECREATION DEPARTMENT



TO: KATHY TOWNSEND, FINANCE
FROM: ARENE BERRY, RECREATION DIRECTOR
SUBJECT: DONATIONACCEPTANCE
DATE: 10/15/21

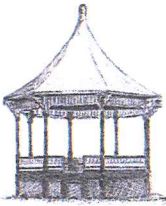
The Milford Recreation Department requests acceptance of a donation from the Conway Arena of the following items:

- 24 pairs of used ice skates valued at \$600.00

Thank you,

Arene Berry, Recreation Director
Town of Milford
1 Union Square
Milford, NH 03055-4240
603/249-0625 phone
603/673-2273 fax
aberry@milford.nh.gov

4. a) 4) Approval of Timber Ridge Road Acceptance and Bond Reduction



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT

1 UNION SQUARE, MILFORD, NH 03055

TEL: (603) 249-0620

WEB: WWW.MILFORD.NH.GOV

To: Board of Selectmen
John Shannon, Town Administrator

Cc: Chris Anton, Acting Director of Public Works

From: Lincoln Daley, Community Development Director

Date: October 21, 2021

Subject: **Timber Ridge Drive – Request for Road Acceptance & Reduction of the Subdivision Performance Surety**

Upon the recommendations of Chris Anton, Acting Director of Public Works and myself, we respectfully request the Board of Selectmen consider the accepting Timber Ridge Drive off Badger Hill Drive and to sign the attached Road Acceptance form.

The road to be accepted is as described in the Town Road Acceptance Form prepared by Office of Community Development. The suggested wording for acceptance has also been included. All required documentation and the As-Built plan have been submitted and approved. Staff recommends the inclusion of two conditions involving the final recordation of the required deeds/easements and establishing the 1 year maintenance road security.

In addition, the completion of the roadway and all associated improvements, we are requesting the performance surety (Irrevocable Letter of Credit) for the Timber Ridge Drive portion of the Badger Hill Subdivision, in the amount of \$150,000, be reduced to the \$5,000. This amount will be held for one year to cover the maintenance of the public road and other public improvements for a period of one (1) year from the date of road acceptance by the Board of Selectmen.

Thank you for your attention to this matter.

Town Road Acceptance Form
Department of Community Development
Department of Public Works

Subject: Acceptance of New Town Road
To: Milford Board of Selectmen
From: Director of Public Works
Director of Community Development
Date: 10/21/21


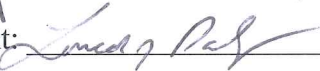
This is a request for the Board of Selectmen to accept the below named road as a town road and the following information is submitted for your consideration:

1. Road/Street Name: Timber Ridge Drive
2. As-Built Road Plan Entitled: “Timber Ridge Road As-Built, Badger Hill Properties,
172 Route 101, Unit 25C, Bedford, NH 03110”
3. As-Built Road Plan Date: 12/9/20
4. Subdivision Plan(s) Entitled:
 - “Open Space Residential Subdivision, Badger Hill (Phase 6A), Timber Ridge Drive, Tax Map 51, Lot 26-120, 26-122 through 127 & 26-129, Milford, NH 03055”, recorded as HCRD Plan #38374 approved by the Milford Planning Board on 9/16/2014 and signed 3/6/2015.
 - “Open Space Residential Subdivision, Badger Hill (Phase 6B), Timber Ridge Drive, Tax Map 51, Lot 26-128, 130-161, 163, 165, 167, 169, 171, 173, 175, 191, Milford, NH 03055”, recorded as HCRD Plan #38991 approved by the Milford Planning Board on 4/26/2016 and signed 4/26/2016.
 - “Open Space Residential Subdivision, Badger Hill (Phase 6C), Timber Ridge Drive, Tax Map 51, Lot 26-162, 164, 166, 168, 170, 172, 174, 176-180, 182, Milford, NH 03055”, recorded as HCRD Plan #39579 approved by the Milford Planning Board on 4/24/2017 and signed 1/9/2018.
5. Date Plan Approved by Planning Board: See #4 above
6. Date of aforementioned Plan Signature: See #4 above
7. Date Plan Recorded at HCRD: See #4 above
8. HCRD Plan Number: Phase 6A- #38374, Phase 6B - #39579,Phase 6C - #38991
9. This Road's pavement is 24 feet wide and the right-of-way is 50' feet wide.
10. This Roadway is approximately 5,340 feet long, with the length measurement beginning at 3+ 00 station/intersection and running through 52 + 00 station/intersection.
11. A Maintenance Bond in the form of a Surety, in the amount of \$ 5,000 is required for a/an one (1), year period.

Town Road Acceptance Form
Department of Community Development
Department of Public Works

- Original Roadway Deed attached and dated 10/21/21.
- Affidavit is attached from a Title Attorney on behalf of the Developed/Owner citing that the roadbed is clear of all encumbrances and is dated 10/21/21.
- Bounds have been set as of 10/20/21 and are shown on As-Builts.

The aforementioned information and documents have been review and certified by:

- 1. Director of Public Works:  Date: 10/21/21
- 2. Director of Community Development:  Date: 10/21/21

Acceptance Date of Road Documents by the Milford Board of Selectmen: _____

Board of Selectmen: _____

Note: Distribution after Acceptance: Ambulance Director, Police Chief, Fire Chief, Planning, WWTF, DPW, and Building.

RETURN TO:
Andrew H. Sullivan, Esq.
24 Eastman Avenue
Bedford, NH 03110

WARRANTY DEED

[Timber Ridge Drive, Badger Hill Estates, Milford, Hillsborough County, NH]

KNOW ALL MEN BY THESE PRESENTS, that **BADGER HILL PROPERTIES, LLC**, a New Hampshire limited liability company of 172 Route 101, Unit 25C, Bedford, Hillsborough County, New Hampshire 03110 (“GRANTOR”) for consideration paid, the receipt of which is hereby acknowledged, GRANTS to the **TOWN OF MILFORD**, a New Hampshire municipal corporation of 1 Union Square, Town of Milford, County of Hillsborough and State of New Hampshire 03055 (GRANTEE), WITH WARRANTY COVENANTS, the roadway areas as shown on plan entitled, “Timber Ridge Road Right of Way Plan Badger Hill Properties” drawn by N.H. Land Consultants, dated June 23, 2021 and on file with the Town of Milford Planning Department (“Plan”) as “Timber Ridge Drive” in the Badger Hill Estates Subdivision located in Town of Milford, County of Hillsborough and State of New Hampshire more particularly described in EXHIBIT A, annexed hereto and made a part hereof;

SUBJECT TO:

- [1] Easements and plans of record, if applicable at all.
- [2] Subject to slope, drainage, sewer, and cistern easements of record, as shown on the Plan.
- [3] Reservation of rights of Grantor to grant further utility easements in, under and over the Easement Area, provide such grants of easements shall not interfere with the use of the Easement Area as a public roadway, but may not cut into and remove any pavement in the Easement Area without the consent of the Town of Milford.

The Grantor, for itself and its successor and assigns, reserves the right to grant utility easements under and over and in the Easement Area.

MEANING AND INTENDING to describe and convey a *portion* of the premises conveyed to Grantor by deed of Badger Mountain of Milford, LLC and recorded on or near July 16, 2012 in Hillsborough County Registry of Deeds at Book 8447, Page 1254, as corrected by Corrective Deed recorded on or near December 12, 2012 in said registry at Book 8504, Page 0374, as further corrected by Corrective Deed recorded on or near May 16, 2018 in said registry at Book 9073, Page 535.

This is not homestead property.

Executed this ____ day of September 2021

GRANTOR: BADGER HILL PROPERTIES, LLC

by: _____

Name: Jon Lariviere

Title: Manager, Duly authorized

HILLSBOROUGH, SS

STATE OF NEW HAMPSHIRE

Subscribed and sworn to before me, this ____ day of September, 2021 the undersigned officer, by Jon Lariviere, duly authorized Manager of Badger Hill Properties, LLC, known to me or identified to me by his NH photo driver's license, and who executed the same under oath for the purpose therein contained.

_____/seal/

Notary Public / Justice of the Peace

My commission expires:

EXHIBIT A

TIMBER RIDGE DRIVE

RIGHT OF WAY DESCRIPTION

BEGINNING at a rebar with cap at the Northeast corner of lot 26-178, as shown on plan entitled, "Timber Ridge Road Right of Way Plan Badger Hill Properties" drawn by N.H. Land Consultants, dated June 23, 2021 and on file with the Town of Milford Planning Department ("Plan");

Thence along a curve having a radius of 155.00 feet, a length of 50.00 feet to a granite bound;

Thence S 23°15'46" W for a distance of 315.00 feet to a rebar with cap;

Thence along a curve having a radius of 300.00 feet, a length of 245.04 feet to a granite bound;

Thence along a curve having a radius of 1360.00 feet, a length of 710.06 feet to a granite bound;

Thence S 40°08'50" W for a distance of 720.00 feet to a granite bound;

Thence along a curve having a radius of 250.00 feet and a length of 785.40 feet to a granite bound;

Thence along a curve having a radius of 815.00 feet and a length of 408.94 feet to a granite bound;

Thence N 11°23'50" E for a distance of 150.00 feet to a granite bound;

Thence along a curve having a radius of 685.00 feet and a distance of 1,054.93 feet to a granite bound;

Thence S 80°21'56" E for a distance of 175.00 feet to a granite bound;

Thence along a curve having a radius of 200.00 feet and a distance of 83.48 feet to a rebar with cap;

Thence turning and running S 26°21'07" E for a distance of 50.90 feet to a rebar with cap;

Thence along a curve having a radius of 250.00 feet and a distance of 115.01 feet to a granite bound;

Thence N 80°21'56" W for a distance of 175.00 feet to a granite bound;

Thence along a curve having a radius of 635.00 feet for a distance of 977.92 feet to a granite bound;

Thence S 11°23'50" W for a distance of 150.00 feet to a granite bound;

Thence along a curve having a radius of 865.00 feet for a distance of 434.04 feet to a granite bound;

Thence along a curve having a radius of 300.00 feet and a length of 942.48 feet to a granite bound;

Thence N 40°08'50" E for a distance of 720.00 feet to a granite bound;

Thence along a curve having a radius of 1,410.00 feet and a distance of 736.17 feet to a granite bound;

Thence along a curve having a radius of 250.00 feet and a length of 204.20 feet to a granite bound;

Thence N 23°15'46" E for a distance of 315.00 feet to a granite bound;

Thence along a curve having a radius of 205.00 feet and a length of 135.00 feet to a granite bound;

Thence turning and running S 12°03'03" for a distance of 77.80 feet to the POINT OF BEGINNING.

This Right Of Way having an area of 240,167 sq ft (5.51 acres).

TOWN OF MILFORD
DEPARTMENT OF PUBLIC WORKS

Buildings • Cemeteries • Highway • Parks
Recycling Center • Transfer Station

October 20, 2021

Lincoln Daley
Director of Community Development
One Union Square
Milford, NH 03055

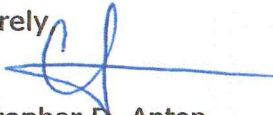
Re: Timber Ridge Road Acceptance

Mr. Daley,

Upon review of the submitted documents, speaking with the developer and inspection of the Timber Ridge roadway, all requirements have been satisfied at this time.

It is our recommendation to accept this roadway as presented and transfer ownership to the Town of Milford.

Sincerely,



Christopher D. Anton
Acting Director of Public Works



**683C First New Hampshire Turnpike
Northwood, NH 03261
Phone 942-9220 Cell 833-5913**

**Badger Hill Estates
Timber Ridge Drive
Milford, NH**

Date: October 20 2021

Re: Timber Ridge Drive, Milford, NH Certificate of Monumentation letter

To Whom It May Concern,

I certify that all monuments shown on approved plans for Timber Ridge Drive of Badger Hill Estates have been set.

See plans the following plans recorded at the Hillsborough County Registry of Deeds for reference:

39579 – Phase 6C – 2 Sheets

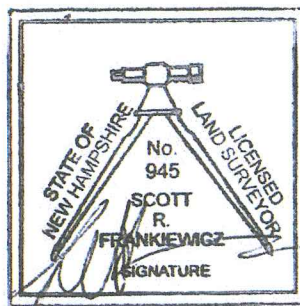
38991 – Phase 6B – 1 Sheet

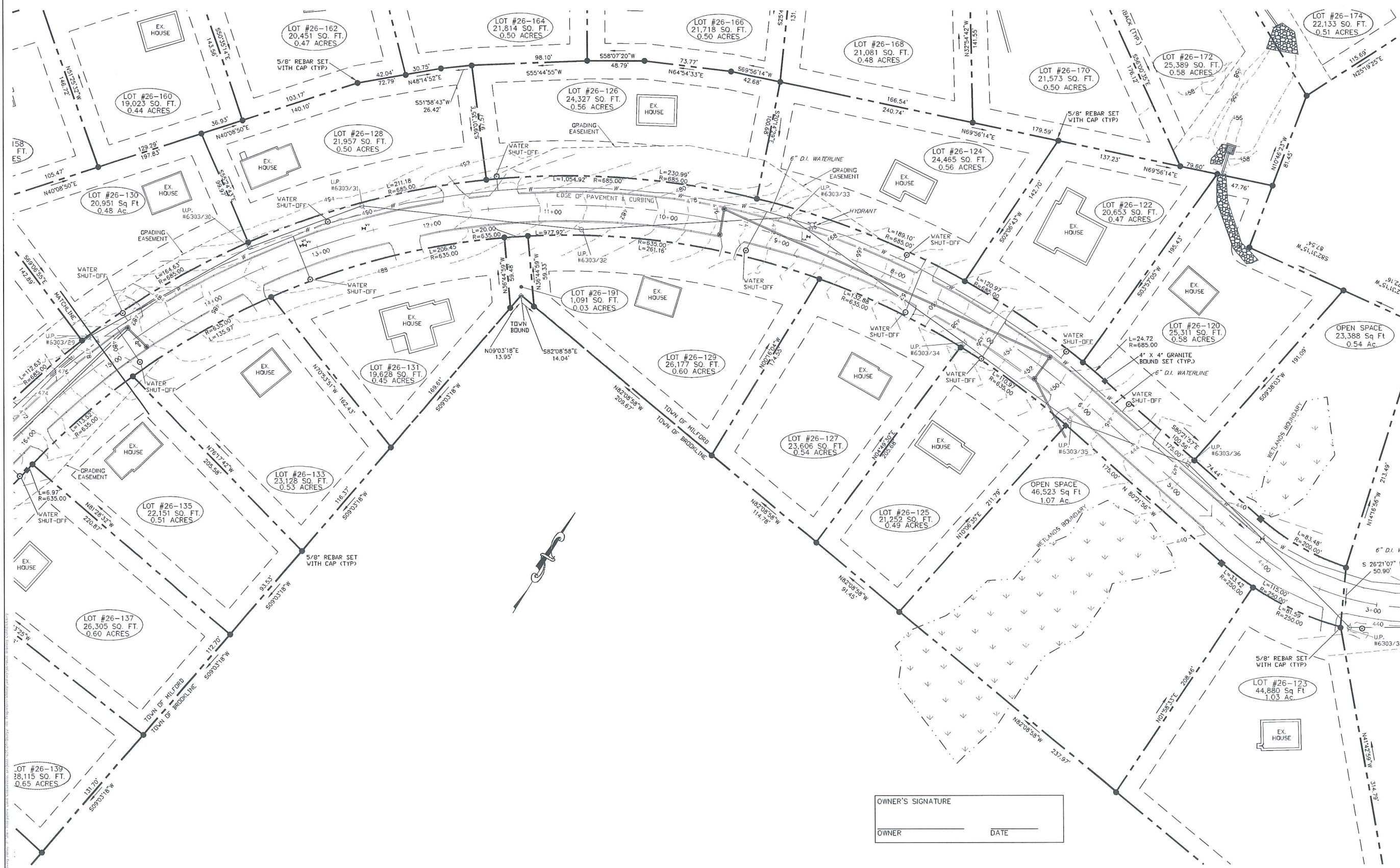
38374 – Phase 6A – 1 sheet

38373 – Phase 6 – 4 sheets

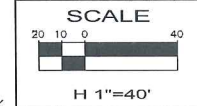
If you have any questions or comments on the above referenced project please don't hesitate to contact me at scott@nhlandconsultants.com or 603-833-5913.

**Best Regards,
Scott R. Frankiewicz
New Hampshire Land Consultants, PLLC
Office Ph: 603-942-9220
Email: scott@nhlandconsultants.com
www.nhlandconsultants.com**





REVISIONS	
NO.	DESCRIPTION



N.H. LAND Consultants
 SURVEYING • LAND PLANNING • REAL ESTATE
 A Veteran Owned Company

653C FIRST NH TURNPIKE, NORTHWOOD, NH 03251 PH. 603-942-9220 WEBSITE: NH.LANDCONSULTANTS.COM

TIMBER RIDGE ROAD AS-BUILT

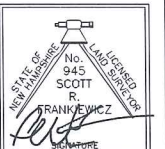
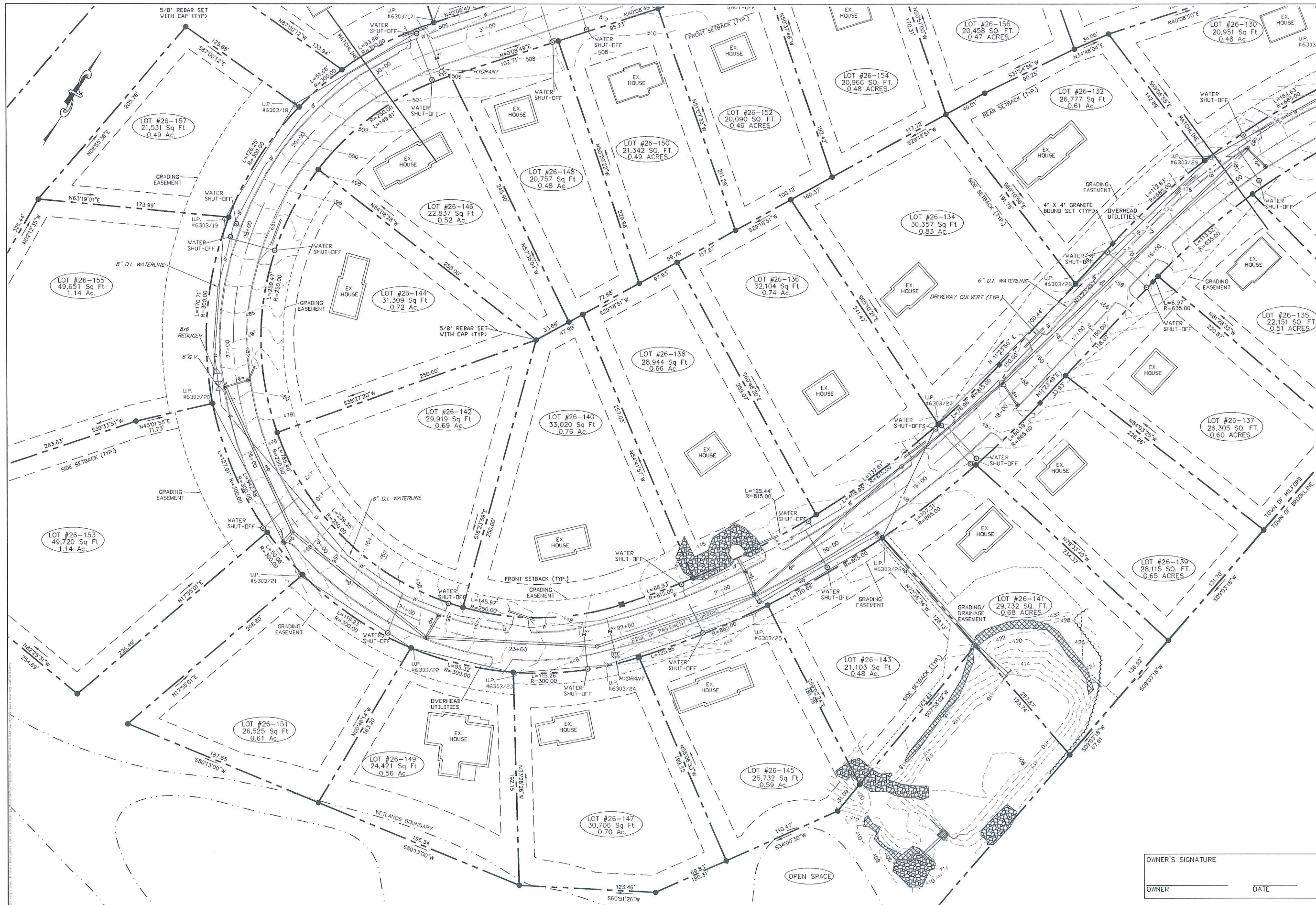
BADGER HILL PROPERTIES
 172 ROUTE 101, UNIT 25C
 BEDFORD, NH 03110

HILLSBOROUGH CO.
 JOB NO: 056.00
 DATE: DEC. 7, 2020

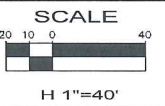
AB-1
 SHT. 1 of 4

OWNER'S SIGNATURE _____

OWNER _____ DATE _____



NO.	DATE	DESCRIPTION



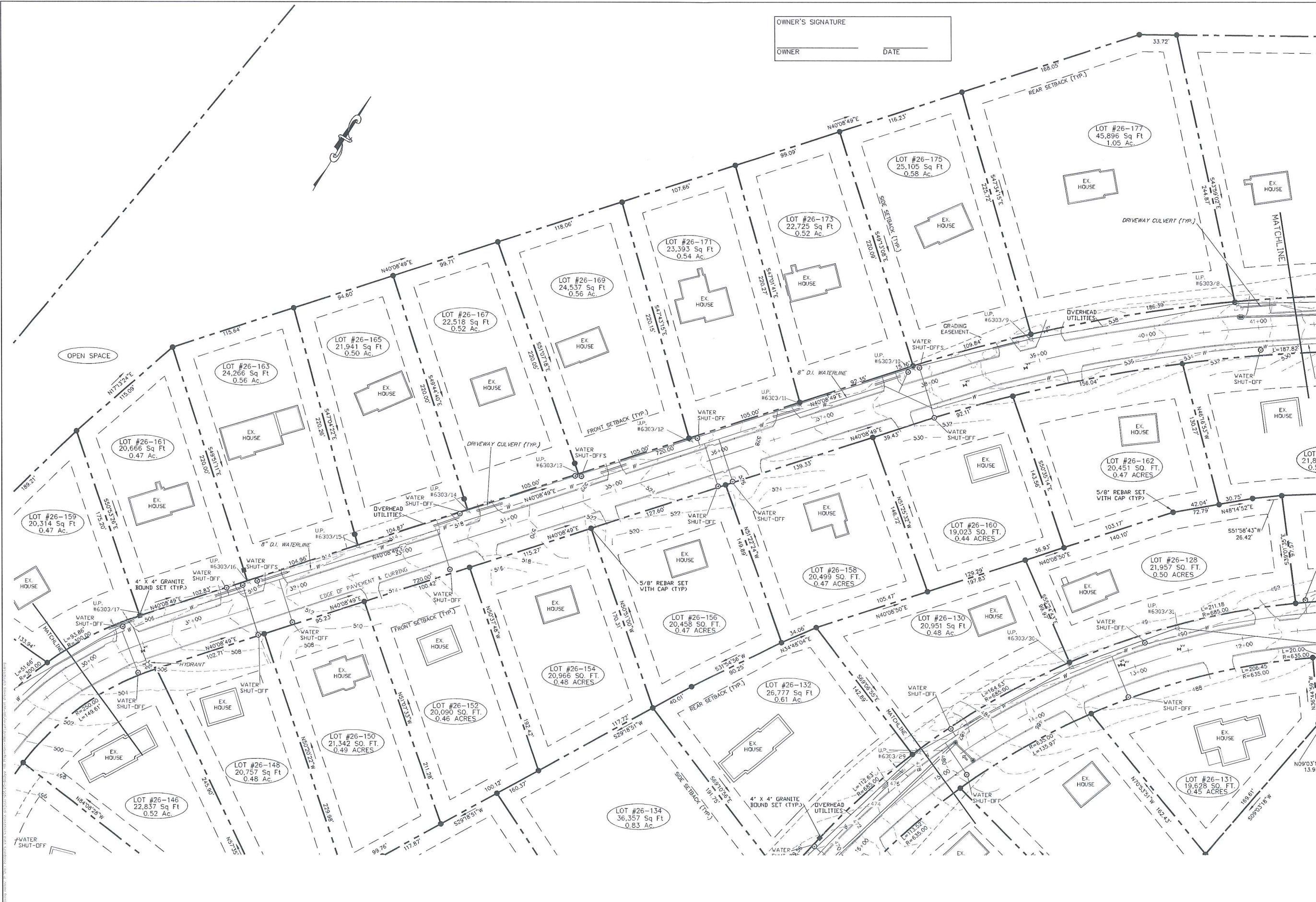
N.H. LAND Consultants
 SURVEYING • LAND PLANNING • REAL ESTATE
 A Veteran Owned Company

TIMBER RIDGE ROAD AS-BUILT
BADGER HILL PROPERTIES
 172 ROUTE 101, UNIT 25C
 BEDFORD, NH 03110

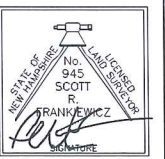
HILLSBOROUGH CO.
 JOB NO: 056.00
 DATE: DEC. 9, 2020
AB-2
 SHT. 2 of 4

OWNER'S SIGNATURE _____ DATE _____
 OWNER _____

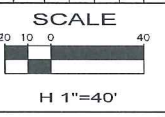
65301 FIRST NH TOWNHSE, NORTHWOOD, NH 03251 PH. 603-942-9220 WEBSTE: NH.LANDCONSULTANTS.COM



OWNER'S SIGNATURE _____
 OWNER _____ DATE _____



REVISIONS	
NO.	DESCRIPTION



N.H. LAND Consultants
 SURVEYING-LAND PLANNING-REAL ESTATE
 A Veteran Owned Company

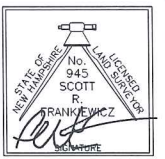
653C FIRST NH TURNPIKE, NORTHWOOD, NH 03291 PH 603-942-9220 WEBSITE: NH.LANDCONSULTANTS.COM

BADGER HILL PROPERTIES
 172 ROUTE 101, UNIT 25C
 BEDFORD, NH 03110

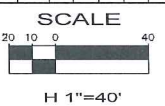
TIMBER RIDGE ROAD AS-BUILT

HILLSBOROUGH CO.
 JOB NO: 056.00
 DATE: DEC. 9, 2020

AB-3
 SHT. 3 of 4



NO.	DATE	DESCRIPTION	BY



N.H. LAND Consultants
 SURVEYING • LAND PLANNING • REAL ESTATE
 A Veteran Owned Company

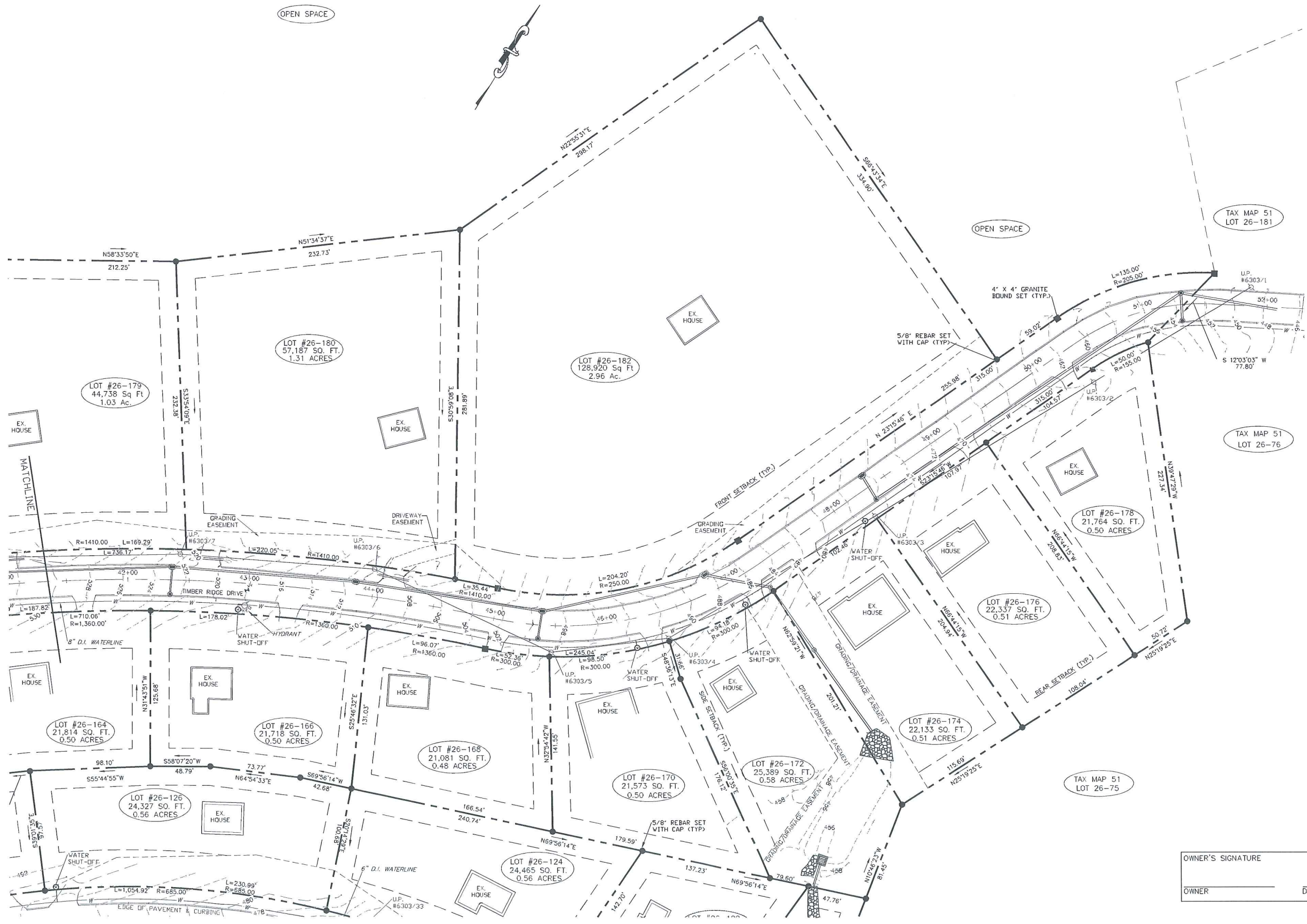
653C FIRST NH TURNPIKE, NORTHWOOD, NH 03251 PH. 603-942-9220 WEBSITE: NH.LANDCONSULTANTS.COM

TIMBER RIDGE ROAD AS-BUILT

BADGER HILL PROPERTIES
 172 ROUTE 101, UNIT 25C
 BEDFORD, NH 03110

HILLSBOROUGH CO.
 JOB NO: 056.00
 DATE: DEC. 9, 2020

AB-4
 SH. 4 of 4



OWNER'S SIGNATURE _____ DATE _____

5. Town Status

**1). High School Video
Production Room Air
Conditioner - Verbal**

DRAFT

TOWN OF MILFORD, N.H.

VOLUNTEER POLICY

Municipal volunteering is an activity where individuals decide, freely and by choice, to enhance the Town without expectations of financial or other rewards in kind. Volunteers benefit by gaining a greater understanding and appreciation for their local government while simultaneously strengthening the community's bond. People volunteer for many reasons and the Town values their contribution, commitment, and participation. Their involvement compliments the work the Town undertakes, but does not replace the work of paid staff members.

Who does this policy apply to?

This policy shall govern those volunteers utilized by Town boards, commissions, committees, and departments, not noted below.

Who does the policy NOT apply to?

1. **Appointed Volunteers** – This policy shall not apply to volunteers appointed by the Milford Board of Selectmen serving on Town Boards, Commissions or Committees. Those appointed volunteers are covered under the Town's BOS Policy No. 2013-001 Administration of Commissions, Committees and Special Boards.
2. **Diversion Program** – This program is overseen by the **Milford Police Department** and involves, usually, minors being afforded the opportunity to provide community service in lieu of a harsher penalty. The Milford Police Department will keep all records of hours and dates of individual participants and see to it that the appropriate forms have been signed as applicable.
3. **Workfare Program** – This program is overseen by the **Welfare Department** and involves repayment of distributions from Welfare by a recipient. It could be in the form of a) actual monetary repayment or b) volunteering within a department in lieu of repayment as a form of community service. Arrangements for this program will be between Welfare and the Department in which the individual is volunteering. The Welfare Department will keep records of volunteer hours, dates, etc. and see to it that the appropriate forms have been signed and are in place.
4. **Milford Ambulance Services** - This department utilizes volunteers and has their own established process and procedures for the vetting of volunteers.

Section 1. Purpose

1. To recognize the essential role that volunteers play in building a healthy and vibrant community and in contributing to make the Town of Milford a community of choice for present and future generations.
2. To utilize motivated citizens to enhance and supplement the productive work of the Town to improve the quality of life of the citizens and the Town of Milford through the generous efforts of volunteerism
3. To provide guidance and direction to volunteers and Town officials engaged in volunteer involvement.
4. To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and for minimizing risk to both the organization and the volunteers.
5. To provide a framework for municipal volunteers to complement and/or supplement the Town of Milford's programs, services, and events.
6. To ensure that municipal volunteers understand their responsibilities and commitments to the Town of Milford.

7. To provide the overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Board of Selectmen reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exception from these policies may only be granted by the Town Administrator, and must be obtained in advance and in writing.

Section 2. Definitions

Volunteer – an individual performing service for the municipality who does not receive compensation, other than reimbursement for expenses actually incurred for such services. In the case of volunteer teaching or instructing a class, i.e. Recreation Trainers, such volunteers shall possess proper certification or validation of competence in the rules, procedures, practices, and programs they will instruct. See [NH RSA 508:17, V \(c\)](#). Volunteers are not considered “employees” of the Town.

Vulnerable Person – a person under the age of 18 or a person living with a disability who is need of assistance to meet their basic needs with regards to personal care or the management of their property.

Section 3. Procedure

1. The Department Head will determine available volunteer roles and will delineate the qualifications, duties, and responsibilities for each available role.
2. All individuals interested in volunteering will complete a volunteer application and submit it to the Human Resource Department.
3. The Department Head will implement a consistent selection process that is appropriate for the particular volunteer role.

The process may include a recommendation by the department head or by the chair of the board/commission/committee that the volunteer is seeking to assist, as well as interviews, reference checks, and/or a criminal records background check.

4. Special Events - Volunteers who may be recruited for a single or two day event as seen with the Recreation Department. Types of events include Daddy-Daughter Dances, July 4th Festivities, Easter Bunny Activity, etc. The Town of Milford provides opportunities for volunteers to work on specific projects that involve a one-time only or a non-reoccurring volunteer experience. In such situations, it is impractical to follow the procedure for approving individual volunteers, but rather registration records should be kept by the department(s), noting the volunteer activity, the date and location of the activity, the name of the individual volunteer, the number of hours each volunteer works and the total number of volunteers working on the project. The volunteer must complete the Release and Hold Harmless Agreement.
5. Depending on the nature of the volunteer role, the Board reserves the right to require individuals conditionally accepted as volunteers to cooperate with and satisfactorily complete, as determined by the Board, a criminal records background check before a final acceptance is offered.

Specifically, but without limitation of the foregoing, individuals conditionally accepted as volunteers, whose volunteer role will involve them working with a vulnerable person, will be required to cooperate with and satisfactorily complete, as determined by the Board or designee, a criminal records background check.

Criminal records background checks may not be required for persons volunteering specifically for “one time” events (i.e. special events). The cost associated with this background check will be borne by the Town.

6. Individuals will not begin their volunteer role until all required paperwork has been completed, including the receipt of a satisfactory criminal records background check, when applicable.
7. Training will be provided as needed and appropriate to the volunteer role.
8. A volunteer service agreement is required for volunteer onboarding.
9. Volunteers will be expected to follow the Town’s policies and appropriate department policies and will be required to confirm in writing that they will do so with regard to their volunteer role.
10. The Department Head may revoke its acceptance of a volunteer, at its sole discretion, with or without notice or cause.

	Gary Daniels	
Signature Board of Selectman – Chair		Date
	Christopher Labonte	
Signature Board of Selectman – Vice Chair		Date
	Paul Dargie	
Board of Selectman		Date
	Laura Dudziak	
Board of Selectwoman		Date
	David Freel	
Board of Selectman		Date

Adopted on _____

**Town of Milford, NH
Volunteer Related Forms**



Created:

Approved by Town Administrator:

Please print double-sided

VOLUNTEER TO REVIEW/SIGN	VOLUNTEER TO COMPLETE	STAFF TO COMPLETE
Volunteer Application Form - TOWN OF MILFORD	X	
FORMS LOCATED IN VOLUNTEER GUIDE AND POLICY DOCUMENT		
Appendix A – Sample Volunteer Position Description (all descriptions will be posted on the website for point of reference.)	No sign needed	
Appendix B – Volunteer Rights and Responsibilities	X	
Appendix C – Volunteer Code of Conduct/Conflict of Interest/Confidentiality Policy	X	
Appendix D – Volunteer Service Statement & Release of Liability Agreement	X	
Appendix E – Volunteer Orientation Acknowledgement Form – Receipt of Volunteer Guide and Policy	X	
Appendix F – 508:17 Volunteers; Nonprofit Organizations; Liability Limited	X	
Appendix G– Maintenance of Records – SAMPLES - Single Sign-in Sheet, Volunteer Register, Weekly Volunteer Logs (see Samples)	X	
DEPT HEAD/HR TO COMPLETE		
Request for Volunteers		X
VOLUNTEER ONBOARDING CHECKLIST		X
SAMPLE EVENT VOLUNTEER DESCRIPTION		X
Volunteer Performance Evaluation		X

Please print double-sided

VOLUNTEER TO COMPLETE

Please print double-sided

TOWN OF MILFORD

VOLUNTEER APPLICATION



GENERAL INFORMATION	
Last Name:	
First Name:	
Middle:	
Street Address:	
City, State, Zip:	
Phone# (cell):	
Phone# (home)	
Email:	
Are you under?	() 14 – 15 () 16 – 17 () 18+

IF UNDER 18 YEARS OF AGE
If under 18, please provide a parent's email address:
If under 18, please get parent or guardian's signature on last page

EMERGENCY CONTACT			
EMERGENCY CONTACT #1			
First Name:	Last Name:		
Street:	State:	Zip:	
Phone# (cell):	Phone# (work):	Phone (other):	
Relationship:			

WHICH DEPARTMENTS ARE YOU INTERESTED IN? ANY SPECIAL INTERESTS?							
DEPARTMENT: (in order of preference) – 1 = high interest 5 = low interest		Ambulance		Finance		Library	Recycling & Transfer Station
		Assessing		Fire Dept		Police	Town Clerk
		Community Development		HR		Public Works	Water Utilities
		Community Media		IT		Recreation	Welfare
SPECIAL INTERESTS:							

CONSENT

- ✓ I understand that I am not an employee of the Town of Milford and that any duties I perform are as a volunteer.
- ✓ I agree to abide by the policies and procedures set forth by the Town of Milford while performing my assigned volunteer duties.
- ✓ Some volunteer assignments will require a background check. If applying for such a position, I understand I will be notified of this fact and will be required to give the Town of Milford permission to have this done.

Please print double-sided

- ✓ I recognize there are certain risks of injury as a result of my (or my child's) participation in this volunteer activity. I agree to assume the full risk of any injuries, damages, or loss which I (or my child) may sustain as a result of participating in any of the activities connected with or associated with this program, or products provided, including allergic reactions to foods consumed.
- ✓ I agree to waive and relinquish all claims I may have, as a result of my (or my child's) participation in this program, against the Town of Milford and their agents, employees, and volunteers and against any co-sponsors of the program.
- ✓ I understand that neither the Town of Milford, its staff, nor its volunteers assume responsibility for accident or injury to participants during this activity.
- ✓ The Town of Milford may take photos during the programs and events. The Town of Milford reserves the right to use photographs of participants taken for the purposes of advertising and promoting its programs. I authorize the Town to reasonable use of any and all images and statements of/by/about the participant during any part of a Town program for promotional purposes, including the internet.
- ✓ I have read and agree to the above conditions.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

The Town of Milford considers applications without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status. The Town of Milford reserves the right to utilize, or not utilize, the services of volunteers.

Please print double-sided

FORMS LOCATED IN VOLUNTEER GUIDE AND POLICY DOCUMENT

Appendix A – Volunteer Position Description (all descriptions will be posted on the website for point of reference.)

Appendix B – Volunteer Rights and Responsibilities

Appendix C – Volunteer Code of Conduct/Conflict of Interest/Confidentiality Policy

Appendix D – Volunteer Service Statement & Release of Liability Agreement

Appendix E – Volunteer Orientation Acknowledgement Form – Receipt of Volunteer Guide and Policy

Appendix F – 508:17 Volunteers; Nonprofit Organizations; Liability Limited

Please print double-sided

Appendix G– Maintenance of Records – Single Sign-in Sheet, Volunteer Register, Weekly Volunteer Logs (see Samples)

TOWN OF MILFORD



SAMPLE 1 – Town of Milford Single Day Volunteer Sign-in Sheet

The purpose of this document is to comply with the provisions of RSA 508:17 and 216-A:3-h, the Volunteer Immunity Laws, and document the official activities and duties that have been agreed upon between the Town of Milford and its valued Volunteers.

Other than for indemnification purposes, by serving as a volunteer you acknowledge that you are not an employee of the Town of Milford, and therefore not entitled to certain benefits provided to Town of Milford employees, including, but not limited to workers' compensation coverage. As a volunteer, you agree to abide by all policies and procedures and follow the instruction of the designated Town Site Supervisor. Failure to do so will result in the termination of your volunteer services for the Town of Milford.

I understand and accept the risks, hazards, and dangers inherent in carrying out the duties and responsibilities of my volunteer activities and trainings. I agree for myself and my heirs, to release and hold harmless the Town of Milford, its officers, employees, partnering organizations, and volunteers, from and against all claims, demands, actions, and causes of action as a result of personal injury, death, or property damage sustained by me or by others due to my volunteer activity.

Anyone under the age of 18 must submit a Youth Volunteer Parental Consent form signed by their parent or legal guardian to Town of Milford's Volunteer Program contact along with this form prior to the start of any work.

Date	Volunteer Printed Name (if 18 yrs of age and older)	Volunteer's signature (confirming that you have read and agree to the terms above)	Activity	Contact Information: Phone or email (will not be shared or used for any reason outside of matters related to this project)

Department Head Signature

Please use second page if necessary to list each individual that participated in the service project. →

Please return form to: _____

Please print double-sided

TOWN OF MILFORD



SAMPLE 3 - Individual Volunteer Weekly Time Log

Volunteer Name:	_____
Department:	_____

Date	Project/Task/Event/Activity	Time In	Time Out	Total Hours (required)

Total Hours Volunteered This Week: _____

Volunteer Signature	Date
Supervisor Signature (if applicable)	Date
Dept Head Signature	Date

This form can be maintained by the volunteers and turned in weekly/monthly to their Department Head.

Please print double-sided

STAFF TO COMPLETE

Please print double-sided

Appendix A – Volunteer Position Description

Department Head to Complete
REQUEST FOR VOLUNTEERS

Name of Person Requesting Volunteers:	
Department:	
For what date/dates:	
Number of Volunteers Needed:	
Department Head Signature:	

VOLUNTEER POSITION DESCRIPTION

Volunteer Title:			
Department:			
Actual Work Location:			
Who does Volunteer Report to-Primary:	Name:		Phone:
Who does Volunteer Report to-Contingent:	Name:		Phone:

GENERAL INFORMATION	
Can a youth do activity?	
Has appropriate Youth paperwork been completed?	
Is parental permission on file?	
Does the volunteer have to be over 18?	
Will volunteer be driving?	
Duration volunteer needed – Day? Week? Month? On-going?	
How many hours/day or week:	Up to _____ hr/week
Days that work best for Dept:	
Is your volunteer replacing the work of paid employees?	No
Will volunteer be alone with vulnerable populations during their volunteer activity?	
POSITION SPECIFIC	
What is volunteer needed for:	Assistance during Easter function, breakfast function, swim meet, etc
Description of Activity (Purpose - general):	The volunteers may assist with directing cars to park, greeting table, assist with set up or tear down of activity, composting, checking car dump stickers, attend still good shed
What will the Volunteer’s main duties entail (Responsibilities and Expectations)?	Take photographs during Easter program It is anticipated this volunteer will assist with weeding
Equipment used (specify):	Example: Computer, phone, copy machine, fax machine, calculator, snow blower, leaf blower, etc.
Is there an evaluation process?	Feedback will be on-going
Environment inside and/or outside	Inside: <u> 0 </u> % Outside: <u> 100 </u> %
Any Occupational Exposures?	Example: May be exposed to cleaning fluids, printer and copier toner. Bee stings, poison ivy, etc.

Please print double-sided

Work Surface (generally)	Standard office to include: desk, chair, computer station. Carpeted and/or tiled floors. Or gravel, dirt, uneven territory
Dress Code:	Example: Business casual, boots, etc. (no open toed shoes,)
Safety equipment needed:	Vest, glasses, gloves, mask
Requirements:	Example: Self-motivating, ability to perform repetitive tasks, ability to work with public, reliable, accuracy etc.
Experience:	Example: Data entry, MS Office applications, etc. / N/A
Other Training/Skills (List or N/A):	N/A
Other Considerations/Requirements?	<ul style="list-style-type: none"> • Must be able to understand and follow oral and written instructions. • Must be able to follow established safety rules and procedures. • Must be dependable, responsible and conscientious. • Requires that this volunteer treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. • Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
Cite any special training the volunteer will receive from any department:	
The volunteers will need to be able to communicate with the general public. Physical Activity may include lifting, climbing, standing and reaching.	
Benefits	There is no pay and there are no benefits associated with a volunteer position.

Send to HR for Creation of Position Description

Please print double-sided



SAMPLE EVENT VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	SWIM MEET	Created:	9/29/2021
Type of Event:	Multi Day Event	Date of Event:	
Department:	RECREATION		
ACCOUNTABILITY:	REPORTS TO RECREATION DIRECTOR		
ENVIRONMENT:	Dependent on weather (Keyes Field/Swimming Pool)		
WORK SURFACES:	Keyes - Grass, cement, gravel, uneven areas Swimming Pool Area – Concrete, wet concrete		
Duties:	May serve in any of the following capacities: <ul style="list-style-type: none"> • Set up event • Tear down of event • Register volunteers • Greet Teams • Direct vehicles where to park (Safety Vest required) • Take pictures • Man concession stand • Collect cash (should be a staff member) 		
Requirements:	<ul style="list-style-type: none"> • Must be able to understand and follow oral and written instructions If under 18 years of age, must have parental permission and relative paperwork • Present a positive image, pleasant demeanor, and commitment to serving the public 		
Safety Equipment:	Safety Vest; Mask if COVID precautions		

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Volunteer Name:	
Department Volunteering for:	
Position/Event:	
Start Vol:	End Vol:

GENERAL INFORMATION	Done	N/A
Completed Volunteer Application		
Emergency Contact		
References ___ Written ___ Verbal		
Volunteer Position Description		
Certificates/Licenses (if applicable)		
Volunteer Time Log		
BACKGROUND CHECKS		
BEAS		
Criminal Background Check		
DMV		
Sexual Offender Database		

YOUTH SPECIFIC	Done	N/A
Parental Permission		
Verify Adequate Health of Child		
Youth Certificate		

SIGNATURES FOR:	Done	N/A
Volunteer Service Statement & Hold Harmless Agreement		
Volunteer Orientation Acknowledgement Form & Receipt of Volunteer Guide		
Volunteer Rights and Responsibilities		
Code of Conduct / Conflict of Interest for Volunteers Form		
No Smoking Policy		
Harassment Policy (sign)		

I affirm the items listed above have been reviewed and discussed. I understand any questions may be brought forward to my Supervisor, the Department Head or Human Resources.

Employee Signature **PRINT** **Date**

Staff Completing this form **PRINT** **Date**

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Only for individuals volunteering on an on-going basis

Volunteer Performance Evaluation

Name: _____ **Date:** _____

Department: _____

Supervisor: _____

Evaluation Period: From _____ to: _____ *(insert dates)*

Work Habits:	Yes	No
Reports for assignments as scheduled		
If unable to work, notifies supervisor promptly.		
Exhibits enthusiasm for work.		
Completes assignments in timely manner.		
Utilizes time effectively.		
Quality of Work:	Yes	No
Understands purpose and goal of department		
Understands assignments.		
Executes assignments with little supervision.		
Asks questions when in doubt.		
Completes assignments on time.		
Relationship with Others	Yes	No
Is courteous and uses tact		
Relates well to public.		
Works well with other paid and volunteer staff.		

Overall comments: _____

Signature of Volunteer: _____ **Date:** _____

Signature of Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

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DRAFT – VOLUNTEER GUIDE AND EXPANDED POLICY

Volunteer Management Policy and Guide Town of Milford, NH

VOLUNTEER GUIDE AND POLICY (EXPANDED)



Created:

Approved by Board of Selectmen:

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DRAFT – VOLUNTEER GUIDE AND EXPANDED POLICY

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DRAFT – VOLUNTEER GUIDE AND EXPANDED POLICY

Volunteer Guide

SECTION 1

1.0 Welcome

Welcome to the Town of Milford! The Volunteer Guide and Policy document is basically for your use as a guide to the Town policies and practices. Occasionally, there may be updates to the policies. As those updates occur, they will be posted on the Town's web page, will be distributed by email and will be posted on the employee boards at the various departments. <https://www.milford.nh.gov/human-resources/pages/employee-handbook-policies>

The material contained within is subject to change at the sole discretion of the Milford Board of Selectmen (Board) or designee. This guide is not intended to be a contract, or part of a contractual agreement, between the Volunteer and the Town. It is merely a resource compiled to assist with your introduction to the Town of Milford.

1.1 About Milford

Milford, the hub of the Souhegan Valley, is a robust mid-sized community with a population of approximately 15,500 people. The Town of Milford employs 111 full-time staff and approximately an additional 150 +/- part-time, call, volunteer, seasonal and limited part-time employees.

1.2 Scope of Volunteer Involvement

Volunteers should be used to supplement, not supplant existing staff.

1.3 Glossary

“Applicant” means an individual who has filed an application for a volunteer opportunity in response to a posting or department recruitment.

“Appointed” means an individual who has been officially appointed to a Board, Commission or Committee by the Milford Board of Selectmen.

“Board” means the Milford Board of Selectmen.

“Conflict of Interest” means a conflict between the public obligations and the private interests of a public volunteer.

“Discharge” means the dismissal of a volunteer from the Town's service.

“Position Description” a general outline of tasks and responsibilities the volunteer may perform during their volunteer time with the Town.

“Separation” means the complete termination of a volunteer from the Town's service for any reason.

“Vulnerable Person” – a person under the age of 18, an elderly person or a person living with a disability who is in need of assistance to meet their basic needs with regards to personal care of the management of their property.

“Volunteer” means an individual performing service/task, at the direction of the Town, committee, commission or department who, generally, does not receive compensation, other than what is permissible by law. The individual decides freely and by choice to enhance the Town without expectations of financial or other rewards in kind. Volunteers shall not be considered “employees” of the municipality. (FLSA Advisor Volunteers) A “volunteer” must be officially accepted by the municipality prior to performance of a task. *(See second page of “Volunteer Service Statement & Release of Liability Form”)*

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1.4 Department Utilization of Volunteers

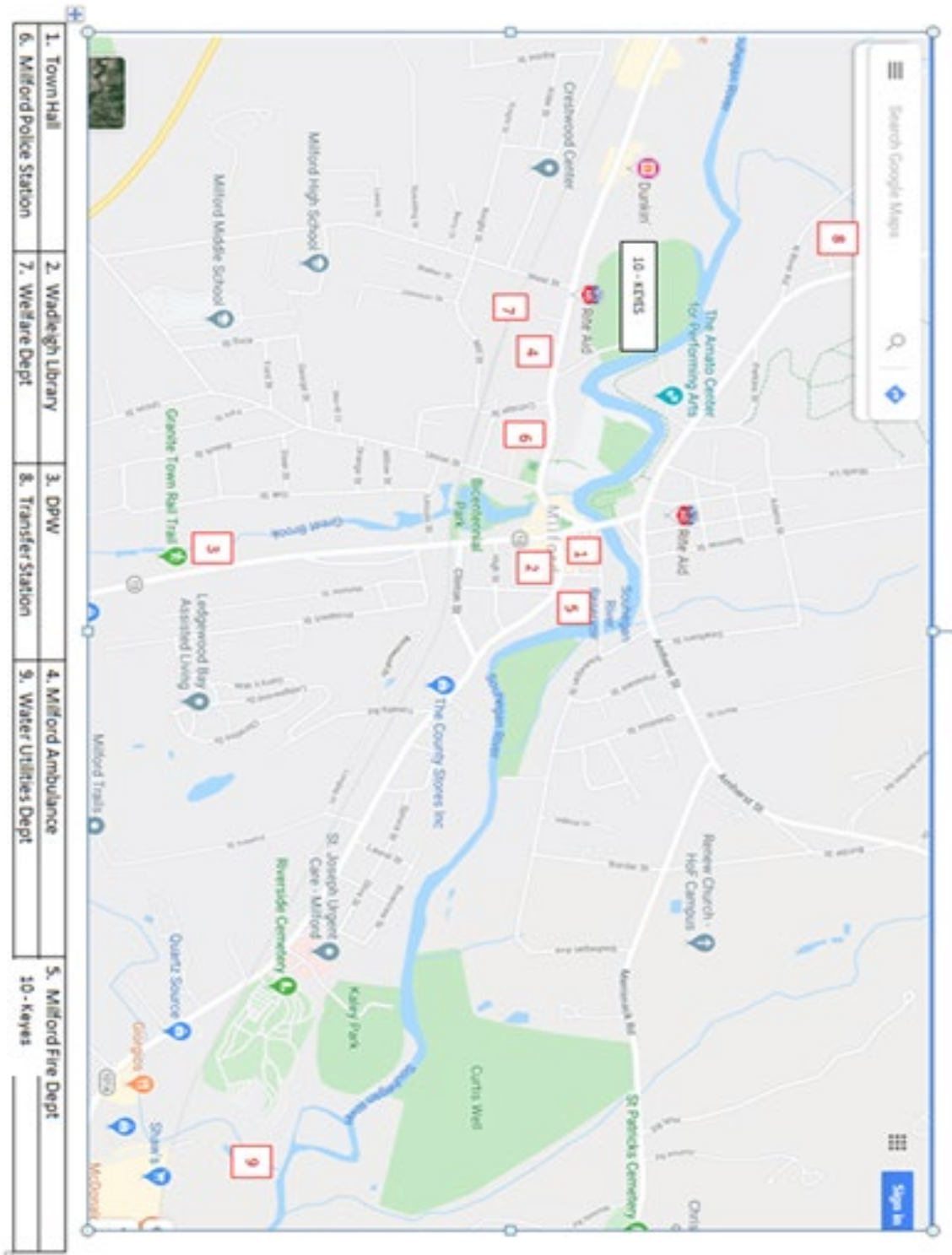
Department	Contact	Use Volunteers	Examples of Volunteer Opportunities
Ambulance	249-0610	Y	
Community Development Planning & GIS	249-0620	Y	• Collecting water samples
Community Media (GTM)	249-0670	Y	• Videographers
Fire	249-0680	Y	• Breakfasts • Pumpkin Fest
Human Resources	249-0605		
Library	249-0645	Y	• Friends of Library
Public Works	249-0685	Cemetery/Parks – N	• Ckg cars for stickers
		Facilities – N	• Picking up trash
		Highway/Streets – N	
		Transfer Station - Y	
Recreation	249-0625	Y	• Ice Rink
			• Daddy Daughter Dance
			• July 4 th
			• Swim Meet
Town Clerk	249-0650	Y – elections	• Elections

Assessing	249-0615	N	
Finance	249-0640	N	
IT	249-0612	N	
Police	249-0630	Diversion Program	Directly through Police Dept
Tax Collection	249-0655	N	
Town Administrator	249-0601	N	
Water Utilities	249-0660	N	
Welfare	249-0672	Y - repayments	Directly with Welfare, not through Department

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1.5 Location of Departments/Necessary Access Points



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Town of Milford, NH Volunteer Management Policy

OVERVIEW

Overall Policy on Volunteer Utilization

Municipal volunteering is an activity where individuals decide, freely and by choice, to enhance the Town without expectations of financial or other rewards in kind. Volunteers benefit by gaining a greater understanding and appreciation for their local government while simultaneously strengthening the community's bond. People volunteer for many reasons and the Town values their contribution, commitment and participation. Their involvement compliments the work the Town undertakes, but does not replace the work of paid staff members.

Who does this policy apply to?

This policy shall govern those volunteers utilized by Town boards, commissions, committees, and departments not noted below.

Who does the policy NOT apply to?

1. **Appointed Volunteers** – This policy shall not apply to volunteers appointed by the Milford Board of Selectmen serving on Town Boards, Commissions or Committees. Those appointed volunteers are covered under a the Town's *Administration of Commissions, Committees, and Special Boards Policy (2013-001) Approved September 9, 2013*
2. **Diversion Program** – This program is overseen by the **Milford Police Department** and involves, usually, minors being afforded the opportunity to provide community service in lieu of a harsher penalty. The Milford Police Department will keep all records of hours and dates of individual participants and see to it that the appropriate forms have been signed as applicable.
3. **Work Fare Program** – This program is overseen by the **Welfare Department** and involves repayment of distributions from Welfare by a recipient. It could be in the form of a) actual monetary repayment or b) volunteering within a department in lieu of repayment as a form of community service. Arrangements for this program will be between Welfare and the Department in which the individual is volunteering. The Welfare Department will keep records of volunteer hours, dates, etc. and see to it that the appropriate forms have been signed and are in place.
4. **Milford Ambulance Services** - This department utilizes volunteers and has their own established process and procedures for the onboarding of volunteers.

Purpose of Volunteer Policies

1. To recognize the essential role that volunteers play in building a healthy and vibrant community and in contributing to make the Town of Milford a community of choice for present and future generations.
2. To utilize motivated citizens to enhance and supplement the productive work of the Town to improve the quality of life of the citizens and the Town of Milford through the generous efforts of volunteerism
3. To provide guidance and direction to volunteers and Town officials engaged in volunteer involvement.
4. To develop systems and processes that support municipal volunteers and volunteerism by establishing best practices in the management of volunteers and for minimizing risk to both the organization and the volunteers.
5. To provide a framework for municipal volunteers to complement and/or supplement the Town of Milford's programs, services, and events.

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6. To ensure that municipal volunteers understand their responsibilities and commitments to the Town of Milford.
7. To provide the overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Board of Selectmen reserves the right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exception from these policies may only be granted by the Town Administrator, and must be obtained in advance and in writing.

SECTION 1

Section 1 in the **Volunteer Guide** includes a welcome message, an “About Milford” section, a glossary, and potential opportunities for volunteers within each department and locations of Town facilities.

SECTION 2

2.0 Scope of Volunteer Policies

Unless specifically stated, these policies apply to all non-elected, non-appointed volunteers in all programs and projects undertaken on or on behalf of the municipality, and to all departments and sites of operation of the municipality. Changes to or exception from these policies may only be granted by the Town Administrator, and must be obtained in advance and in writing.

2.1 **CFR § 553.101 “Volunteer” defined.**

(a) An individual who performs hours of service for a [public agency](#) for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours. Individuals performing hours of service for such a [public agency](#) will be considered volunteers for the time so spent and not subject to sections 6, 7, and 11 of the FLSA when such hours of service are performed in accord with sections 3(e)(4) (A) and (B) of the FLSA and the guidelines in this subpart. (<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-A/part-553>)

(b) Congress did not intend to discourage or impede volunteer activities undertaken for civic, charitable, or humanitarian purposes, but expressed its wish to prevent any manipulation or abuse of minimum wage or overtime requirements through coercion or undue pressure upon individuals to “volunteer” their services.

(c) Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer.

(d) An individual shall not be considered a volunteer if the individual is otherwise employed by the same [public agency](#) to perform the same type of services as those for which the individual proposes to volunteer.

2.2 Types of Volunteerism

Appointed Volunteers

Appointed volunteers are individuals who will serve on a committee or commission in an official capacity. These individuals will meet with the Board of Selectmen and will be formally appointed in their role as a committee or commission volunteer by the Board of Selectmen.

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Special Case Volunteers

The Town also accepts as volunteers those participating in student community service activities, student intern projects, corporate volunteer programs and other volunteer referral programs. In each of these cases, however, a special agreement must be in effect with the organization, school or program from which the special case volunteer originates and must identify responsibility for management and care of the volunteers.

Employees as Volunteers

The municipality may accept the services of staff as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties and is provided outside of usual working hours.

Family Members Family members are allowed to volunteer for the municipality. When family members are engaged as volunteers, there may be instances where they are placed within the same department as other members of their family who are employees. (Recreation Department is an example of this occurrence).

Clients and Relatives as Volunteers

Municipal clients may be accepted as volunteers, where such service does not constitute an obstruction to or conflict with provision of services to the client or to others. Relatives of clients may also serve as volunteers, but will not be placed in a position of direct service or relationship to members of their family who are receiving services.

Special Event Volunteers (primarily Recreation Department)

Volunteers may be recruited for a single or two day event as seen with the Recreation Department. Types of events include Daddy-Daughter Dances, July 4th Festivities, Easter Bunny Activities, etc., but not limited to those events. The Town of Milford provides opportunities for volunteers to work on specific projects that involve a one-time only or a non-reoccurring volunteer experience. In such situations, it is impractical to follow the procedure for approving individual volunteers, but rather registration records should be kept by the department(s), noting the volunteer activity, the date and location of the activity, the name of the individual volunteer, the number of hours each volunteer works and the total number of volunteers working on the project. **The volunteer must complete the Release and Hold Harmless Agreement.**

Court Ordered Community Service – The Town will make every effort to accommodate an individual seeking “Court Ordered Community Service”. There are special parameters around this type of arrangement. (See Volunteer Related Forms)

2.3 Services at the Discretion of the Town

The Town accepts the service of all volunteers with the understanding that such service is at the sole discretion of the municipality. Volunteers agree that the Town may at any time, for whatever reason, decide to end the volunteer’s relationship with the municipality. The volunteer may at any time, for whatever reason, decide to sever the volunteer’s relationship with the Town. Notice of such a decision should be communicated as soon as possible to the Department Head, who will then convey the information to the Town Administrator and Human Resources.

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2.4 Town Responsibilities

- a. The Town Administrator (or BOS) in concert with the Department Head will determine available volunteer roles.
- b. The Town Administrator, as directed by the BOS, will implement a consistent selection process that is appropriate for the particular volunteer role. This process may include a recommendation by the department head or by the chair of the board/commission/committee that the volunteer is seeking to assist, as well as interviews, reference checks and /or criminal records background check.
- c. The Department Head and HR will delineate the qualifications, duties and responsibilities for each available role, as well as identify necessary safety equipment, etc.
- d. A **Volunteer Position Description** (*see Appendix A*) will be crafted and provided to the Town Administrator for final approval.
- e. The Town Administrator, in concert with the Department Head, will assign someone to “oversee/supervise” the volunteer during the course of the event/act of volunteering.
- f. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated respectfully by staff of the municipality, the right to effective supervision, the right to a safe volunteer space, and the right to recognition for work done.

2.5 Volunteer Rights and Responsibilities – Provide an outline of **Volunteer Rights and Responsibilities** so each volunteer is aware of what the municipality will offer its volunteers and the expectations of the municipality. (*See Appendix B*)

2.6 Volunteer Code of Conduct/Conflict of Interest/Confidentiality – Provide an outline of expectations the municipality has of its volunteers. (*See Appendix C*)

2.7 Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the municipality, and serve at all levels of skill and decision-making. **Volunteers should not, however, be utilized to displace any paid employees from their positions.**

SECTION 3 - VOLUNTEER MANAGEMENT PROCEDURES

3.0 Maintenance of Records (*See Volunteer Forms - Examples of Sign in sheets*)

A system of records will be maintained on each volunteer to include dates and hours of service, position held, tasks performed and location of service.

- **Single Sign in Sheet** – For one or two day events a single sign in sheet may be used to track volunteers and hours. (Recreation).
- **Volunteer Register** – An individual who volunteers for a department on an on-going basis may sign in each day on a Volunteer Register.
- **Volunteer Weekly Time Log** – The department may maintain weekly logs on site. Department Heads will retain volunteer information on site.

This recordkeeping is necessary to ensure volunteers are being used appropriately. This documentation will also be of use for grant writing purposes if we need to reflect volunteer hours relative to a specific department or program. Volunteer records shall be accorded the same confidentiality as staff personnel records.

3.1 Code of Conduct/Conflict of Interest/Confidentiality

All volunteers will sign a **Code of Conduct/Conflict of Interest/Confidentiality Policy form acknowledging** the expectations of the Town and disclosing any potential conflicts.

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Under Code of Conduct, volunteers will be expected to treat everyone they encounter fairly, with respect, regardless of gender, ethnicity, race, sex, age, religion, political beliefs or economic status.

Under Conflict of Interest, no person who has a conflict of interest with any activity or program of the municipality, whether person, philosophical or financial shall be accepted or serve as a volunteer with the municipality. Volunteers should disclose any conflicts of interest to their Department Head, Supervisor and/or Human Resources as soon as they become aware of the conflict.

In regards to Confidentiality, volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed to while serving as a volunteer, whether this information involves a single staff, volunteer, client or other person or involves overall municipal business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the municipality or other corrective action.

3.2 Representation of the Agency

Volunteers should not speak on behalf of the agency on matters relative to any action which might affect or obligate the municipality. All such matters should be directed to the Department Head.

3.3 Worksite

An appropriate worksite shall be established prior to the enrollment of any volunteer. The worksite shall contain the necessary facilities, equipment and space to allow the volunteer to effectively, safely and comfortably perform their duties.

3.4 Dress code

As representative of the agency, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Any department specific dress requirements will be outlined in the volunteer position description.

SECTION 4 - VOLUNTEER RECRUITMENT AND SELECTION

4.0 Process

- a. Human Resources and Department Heads will develop a **Volunteer Position Description** (*similar to a job description*) and provide it to the Town Administrator (or BOS) for approval.
- b. Departments will advertise the notice of need for volunteers. Each department will be responsible for the recruitment of their own volunteers. The Human Resource Department will be available to assist with position postings, collections of resumes/applications and drafting of position descriptions.
- c. All individuals interested in volunteering with the Town of Milford will complete a **Town of Milford Volunteer Application** and submit it to the appropriate Department Head, who will in turn forward a copy of the application to Human Resources (HR). There is an exception for special one or two day events. Please refer to 2.2 Special Events.

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4.1 Position Descriptions

Volunteers, just as paid staff, should have a clear, complete understanding of the duties and responsibilities of the function being asked of them. Each volunteer should have access to a **Volunteer Position Description** form which will advise them of the purpose and duties of the position, identify a designated “supervisor” (primary and secondary) and worksite, what skills are needed to perform the duties being requested of them and what safety equipment they are required to wear, if any.

4.2 Recruitment

Volunteers shall be recruited by the municipality on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition. The sole criteria for volunteer recruitment shall be the suitability to perform a task on behalf of the municipality.

4.3 Recruitment of Minors

Volunteers who have not reached the age of majority must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws. <https://www.nh.gov/labor/fag/youth-employment.htm>

4.4 Interviewing

Prior to being assigned a position, all volunteers who will be volunteering on an on-going basis, will be interviewed to ascertain their suitability for, and interest in, that position.

4.5 Health Screening (Milford Ambulance Services)

There may be instances where volunteers will be working with citizens/clients with health difficulties. A health screening procedure may be required prior to a volunteer assignment. In addition, if there are physical requirements necessary for performance of a volunteer task, a screening or testing procedure may be required to determine the ability of the volunteer to safely perform the task.

4.6 Background Checks

The Town reserves the right to require individuals conditionally accepted as volunteers to cooperate with and satisfactorily complete a criminal records background check before a final acceptance is offered. Generally, volunteers will not begin their volunteer role until all required paperwork has been completed, including the receipt of a satisfactory criminal records background check, waiver, etc. Volunteers who do not agree to the background check may be refused assignment.

Placement with At Risk Population

Individuals conditionally accepted as volunteers whose volunteer role will involve them working with a vulnerable person (youth, elderly, etc.) will be required to cooperate with and satisfactorily complete a criminal records background check, a BEAS (Bureau of Elderly Services) background check, a check against the National Sex Offender Registry, and/or a Division of Motor Vehicle check if the volunteer drives on behalf of the Town. Volunteers who refuse permission for the background checks will not be accepted for placement with at risk clients.

Note: The criminal records background checks may not be required for persons volunteering specifically for a “one time” events (i.e. special events). Additionally, if a staff member will be present with the volunteer, then a background check may not be required.

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Cost of Background Checks

The cost associated with this background check will be absorbed, or reimbursed, by the Town/Department.

4.7 Acceptance

Services as a volunteer with the municipality shall begin with an official notice of acceptance to a volunteer position. Notice of acceptance may only be given by an authorized representative of the Town (i.e. Department Head, Supervisor or Human Resources). No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall have access to a copy of their position description.

4.8 Length of Service

All volunteer positions shall have a set term of duration. It is highly recommended that this term shall not be longer than one-year, with an option for renewal at the discretion of both parties. The volunteer shall extend, in writing, their desire to continue the volunteer relationship, knowing there is no expectation of compensation, other than what is permissible by law and that volunteerism is being done freely and by choice to enhance the Town without expectations of financial or other rewards in kind.

(See Appendix D – Volunteer Service Statement & Release of Liability Agreement)

SECTION 5 - VOLUNTEER TRAINING AND DEVELOPMENT

5.0 Orientation

Volunteers will be given a general orientation on the nature and operation of the program or activity for which they are recruited. Town and/or Department policies will be reviewed with the volunteer. Volunteers will be expected to follow the Town's policies and required to confirm in writing that they will do so with regard to their volunteer role.

5.1 Training

- a. Volunteers may receive specific on-the-job training to provide them with the information and skills necessary to achieve success in their assignment. The timing and methods of delivery for the training should be appropriate to the complexity and demands of the position and match or compliment the capabilities of the volunteer. Municipality staff may have input into the orientation and training. In some cases, volunteers will be able to attend in-service trainings to improve on the delivery of their services and/or enhance their skillset.
- b. Trainings may include
 - i. Fire Safety (Primex webinar)
 - ii. Slip, Trip and Fall (Primex webinar)
 - iii. Lifting (Primex webinar)
 - iv. Reporting of injuries:
 - A. If someone is injured during their assigned task, the supervisor shall be notified immediately
 - B. Proper documentation and reports must be completed according to organizations policy.
- c. Training will be provided as needed and appropriate to the volunteer role.

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- d. A “buddy/supervisor” will be assigned to the volunteers to be a point person for questions, concerns, etc.
- e. The Department Head may revoke its acceptance of a volunteer, at its sole discretion, with or without notice or cause.
- f. Emergency Procedures
 - i. Volunteers will be provided information regarding Right-to-Know and Workers’ Compensation laws plus safety information on hazardous materials, toxic substances, handling practices, emergency procedures, Material Safety Data Sheets and New Hampshire Department of Labor Lab 1400 Health and Safety requirements.
 - ii. Right to Know/Public Records request – refer to supervisor
 - iii. Volunteers will be trained for the activities they will do, including the safety aspects. When personal protection equipment is required for the position, the volunteer will be properly equipped by the department and trained in the use of equipment prior to conducting any such work.

SECTION 6 - VOLUNTEER SUPERVISION AND EVALUATION

6.0 Requirement of a Supervisor

Each volunteer who is accepted to a position with the municipality must have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor shall be responsible for the day to day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

6.1 Evaluations

The process used for supervising and evaluating volunteers includes:

- a. Feedback will be provided to volunteers in an on-going manner.
- b. See Evaluation Form (under Forms) if longer term volunteer.

SECTION 7 - CORRECTIVE ACTIONS

7.0 Dismissal of a Volunteer

Volunteers who do not adhere to the rules and procedures of the department or who fail to satisfactorily perform their assignment are subject to being relieved of the volunteer status.

7.1 Reasons for Dismissal

Possible grounds for dismissal of a volunteer may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property; misuse of municipal equipment or materials, abuse or mistreatment of citizens or staff, failure to abide by municipal policies and procedures, failure to meet physical or mental standards of performance and failure to satisfactorily perform assigned duties.

Prohibited behavior/conduct

- a. The Town of Milford reserves the right to dissolve a volunteer relationship at any time, with or without notice, for any reason or no reason, as it deems appropriate. A list illustrating the types of actions or conduct that are grounds for immediate release as a volunteer can be reviewed in the employee handbook, [Chapter 7 - Disciplinary Process \(A\) and \(B\)](#). Note: This is not an all-inclusive list, but is representative of actions or behaviors that might lead to separation.

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- 7.2 Liability** *(508:17 Volunteers; Nonprofit Organizations; Liability Limited. See Appendix E)*
- Volunteers should sign a waiver (*release of liability - see Appendix D*) prior to being placed in the volunteer position.
 - Volunteers are encouraged to consult their own insurance agents regarding the extension of their personal insurance to include community volunteer work.
 - Student interns assigned from a school should present a Certificate of Liability adding the Town as additional insured.
 - Interns paid by the Town would fall under the Towns Workers Compensation insurance.
 - Unpaid volunteers are not covered under workers compensation.

SECTION 8 - VOLUNTEER SUPPORT AND RECOGNITION

8.0 Reimbursement of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the Town. Please refer the volunteer to Human Resources if there are questions regarding reimbursement.

8.1 Access to Agency Property & Materials

As appropriate, volunteers shall have access to agency property and materials necessary to fulfill their duties and shall receive any necessary training of these items.

8.2 Recognition

We thank you for taking the time to volunteer with/for the Town of Milford. We look forward to a mutually beneficial experience. We realize many organizations and communities are asking for volunteers and we appreciate the time and skill you give to the Town of Milford.

Town of Milford Board of Selectman Adopted: _____

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Appendix A – Volunteer Position Description

SAMPLE Volunteer Position Descriptions (DH and HR to complete)

Volunteer Position:	EASTER PROGRAM VOLUNTEER	Created:	9/29/2021
Type of Event:	Single Day Event	Date of Event:	
Department:	RECREATION		
ACCOUNTABILITY:	REPORTS TO RECREATION DIRECTOR		
ENVIRONMENT:	Dependent on weather (if outside – at Keyes, if inside – in Auditorium)		
WORK SURFACES:	Keyes - Grass, cement, gravel, uneven areas Auditorium – Stairs, wood floor, elevator		
Duties:	<p>May serve in any of the following capacities:</p> <ul style="list-style-type: none"> • Set up event • Tear down of event • Register volunteers • Greet community • Monitor banquet hall • Assist with line in main hall • Take pictures • Print pictures • Fill Bunny role • Collect cash (should be a staff member) 		
Requirements:	<ul style="list-style-type: none"> • Must be able to understand and follow oral and written instructions If under 18 years of age, must have parental permission and relative paperwork • Present a positive image, pleasant demeanor, and commitment to serving the public 		
Safety Equipment:	N/A (or mask if COVID precautions)		

SAMPLE

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Appendix B – Volunteer Rights and Responsibilities

Volunteer Rights and Responsibilities

RIGHTS

1. A position description should be provided outlining their duties and responsibilities
2. Volunteers will receive general orientation of their department and Town, relative to their position
3. Volunteers will be assigned a primary supervisor and will be aware of who to access in their absence
4. Volunteers will be provided clear direction, effective oversight and involvement from their supervisor or assigned staff
5. Volunteers have the right to offer and receive feedback, to and from their supervisors, and to be treated fairly
6. Volunteers will be informed about any ongoing training that may be relevant to their position
7. Volunteers shall be extended the right to be given meaningful assignments
8. Volunteers should feel that their skills are needed and wanted and are part of the team
9. Volunteers should be recognized for a job well done

RESPONSIBILITIES

Volunteers agree to:

1. complete a Volunteer Application;
2. undergo required background checks (if considered a suitable candidate and the situation necessitates);
3. will be on time and follow through on any commitments;
4. observe the same rules and policies of the organization as paid staff;
5. maintain confidentiality in all issues pertaining to the organization;
6. take part in training which is required for their role;
7. adhere to the safety rules and procedures of the Town of Milford;
8. will perform their duties to the best of their abilities;
9. be prompt in the reporting of any details relative to an incident or accident; and
10. provide adequate notice to supervisors if scheduling conflicts occur and/or before they terminate their position.

Volunteer's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

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Appendix C – Volunteer Code of Conduct/Conflict of Interest/ Confidentiality

Volunteers for *the Town of Milford* should promote the development of healthy and positive values towards themselves, fellow volunteers and the public. The following *Code of Conduct* has been developed to help increase the positive nature of your experience while volunteering in *the Town of Milford's* programs and activities.

As a participant in our programs, you have a responsibility for the following:

Code of Conduct

1. Treat everyone you encounter fairly and with respect, regardless of gender, ethnicity, race, sex, age, religion, political beliefs or economic status.
2. Consistently display high personal standards, including refraining from public criticism of fellow volunteers and paid staff members; refraining from the use of profane, insulting or otherwise offensive language; refraining from any conduct that causes damage to, or destruction of, the personal property of others; and to treat fellow volunteers, paid staff, supervisors and the public with the utmost respect, and refrain from any conduct that might be regarded as harassment, disrespectful, or otherwise unacceptable to *the Town of Milford*.
3. Be aware of and observe the [Town's Policy on Conduct of Town Officials/Code of Ethics](#) and agree to conduct themselves in a manner reflective of the values outlined in the policy with a special note to:
 - a. **2006.04.020 Principles of Public Service**
 - A. **Public Service as a Public Trust** – Town officials and Town employees **and volunteers** should treat their positions as a public trust, only using the powers and resources of their positions to advance public interests, and not to attain personal benefits or pursue any other private interest incompatible with the public good.
 - B. **Principle of Independent Objective Judgment** – Town officials and Town employees **and volunteers** should employ independent objective judgment in performing their duties, deciding all matters on the merits free from conflicts of interest and both real and apparent improper influences.
 - b. **2006.04.030 Grounds for an Ethics Complaint**
 - C. **Misuse of Position** – No Town official or Town employee **or volunteer** shall disclose or use confidential or privileged information for personal benefit or for financial gain. Town officials and Town employees **and volunteers** shall not use their governmental positions to secure privileges or advantages for themselves, which are not generally available to Town officials or Town employees **or volunteers**, or to improperly secure governmental privileges or advantages for others.

Conflict of Interest

I am aware it is my responsibility to inform the person I report to if I become aware of any potential or actual conflict of interest.

Confidentiality

No Town official or Town employee **or volunteer** shall disclose or use confidential or privileged information for personal benefit or for financial gain.

I have read and understand the above *Code of Conduct*. I understand that violation of it may result in immediate discipline, up to and including dismissal as a volunteer and ineligibility for future involvement.

Name of Volunteer

Signature

Date

Please print double-sided

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Appendix D - Volunteer Service Statement & Release of Liability Agreement



TOWN OF MILFORD VOLUNTEER SERVICE STATEMENT & RELEASE OF LIABILITY FORM

Name:
Address:
Email:
Phone:

I, _____, hereby make this Volunteer Service Statement and Release of Liability Form in order to provide – and to be authorized to perform – the following uncompensated services to my community:

(Nature and Scope of Services)

Under the direction of:

(Department or Supervisor with Official Oversight Authority)

Between

(Time period in which work will be performed)

In performing the specified volunteer service(s), I acknowledge that:

- ❖ I am 18 years of age or older and know of no reason (medical or otherwise) which would prevent me from performing the tasks required;
- ❖ If I am under the age of 18, I have provided a permission form signed by a parent or guardian;
- ❖ I have acquainted myself with what is required to perform the tasks and represent that I have the skills and ability to perform them;
- ❖ I assume full responsibility for my own safety and the safety of others and, except where resulting from the negligence of the Town of Milford or its employees,
- ❖ I **release** and **hold harmless** the Town of Milford, its agents, employees and officers from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to any property arising in any way from my participation in the above-described activity. I further acknowledge that this **release** and **hold harmless agreement** is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have voluntarily executed this document; and

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- ❖ I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Milford and will honor the direction of Town of Milford officials to suspend or terminate this service;
- ❖ Individuals under 18 years of age require their parent or guardian’s signature.

Dated this _____ day of _____, 20 ____.

Volunteer Signature

Printed Name:

Date

Parent or Guardian Signature (if under 18)

Phone number of Parent/Guardian

Date

Supervisor Signature

Date

To be executed prior to issuing Letter of Approval under RSA 508:17

APPROVAL

You are hereby recognized and approved as an uncompensated Volunteer for the project listed above. Your tenure as a Volunteer will continue until your resignation or termination by the Town/Designee /Project Supervisor, or the end of the project, whichever comes first.

We thank you for your offer of time and services, and look forward to a productive relationship.

Town/Designee/Project Supervisor Signature: _____ Date _____

Department Head: _____ Date: _____

Town Administrator: _____ Date: _____

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DRAFT – VOLUNTEER GUIDE AND EXPANDED POLICY

APPENDIX E Volunteer Orientation Acknowledgement Form – Receipt of Volunteer Guide and Policy

Volunteer Orientation Acknowledgement Form Receipt of Volunteer Guide and Policy

NAME:	
DATE OF ORIENTATION	
RECEIPT OF VOLUNTEER GUIDE	<input type="checkbox"/> ELECTRONICALLY <input type="checkbox"/> HARD COPY

I have attended *the Town of Milford's* orientation for volunteers and I have received and reviewed the *Town of Milford's Volunteer Guide*.

I agree to abide by the procedures and protocols outlined in the handbook and reviewed during orientation.

Print Name: _____

Signed: _____ **Date:** _____

Please print double-sided

2
3 DRAFT
4 MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
5 October 11, 2021
6

7 **PRESENT:** Gary Daniels, Chairman John Shannon, Town Administrator
8 Chris Labonte, Vice Chairman Tina Philbrick, Executive Assistant
9 Laura Dudziak, EXCUSED Andy Kouropoulos, Videographer
10 Paul Dargie, Member
11 David Freel, Member
12

13 **1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS:**
14 Chairman Daniels called the public meeting to order at 5:30 p.m., introduced Board members, and then led the audience in
15 the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the
16 discussion should please use a microphone to be heard on the PEG Access live broadcast.
17

18 Chairman Daniels welcomed members of the public accessing this meeting remotely. He intends to continue using zoom at
19 the Board meetings because there is more participation using this tool.
20

21 **2. APPOINTMENTS – (Approximate times)**

22 **5:30 p.m. – Community Development Overview – Director, Lincoln Daley**

23 Mr. Daley gave an overview of the Community Development Department activities and projects in the current year and
24 anticipated budgetary requests in 2022.
25

26 **Building Activity & Permitting:**

- 27 • Status of building and development activity in Milford
- 28 • Community Development issued permit summary – Over 850 permits were issued in the last 2 years.

29
30 This year so far, Planning has seen about 44 applications and Zoning has seen about 25 applications.
31

32 **Projects 2021-2022:**

- 33 • Downtown Oval and Nashua Street Improvements Project
- 34 • Milford Dog Park is ongoing
- 35 • AOT Permit - Brox Sand & Gravel Operation is ongoing. Hoping to receive a decision by November this year.
- 36 • Downtown Parking Improvements
- 37 • Milford Master Plan Update
 - 38 o Economic Development, Business Expansion and Retention Chapter
 - 39 o Housing and Housing Diversity

40
41 **2022 Budget: suggested additions**

- 42 • New Community Development and permitting software system - \$45,000 for the first year with an annual expense of
43 \$12,000.

- 44 • Addition of Environmental Health Officer - \$105,000 salary and benefits.

45 Selectman Freel asked about the requirements for that position. Mr. Daley and Chief Flaherty explained the process and
46 what was required. They are hoping to have it self-regulated and most of it paid for by permit state fees. This would free up
47 Chief Flaherty to do his current responsibilities.

- 48 • Adding a new Community Development / Town Hall service vehicle – Similar to the current Jeep at about \$22,000 to
49 \$25,000. They are continuing to explore other options and opportunities for possibly repurposing another department’s
50 vehicle. Selectman Dargie would like a detailed spreadsheet outlining all town-owned vehicles, including Water and Sew-
51 er.

- 52 • Addition of hours for inspectional and administrative services
53

54 Selectman Labonte asked if the budget suggestions were already in the budget. Mr. Daley said only an additional 2 hours
55 for inspectional and administrative services are in the budget.
56

57 Selectman Freel asked why go to a full-time health inspector instead of part-time if the Fire Chief is doing the inspections
58 as well as his full-time job. Mr. Daley said the Chief doesn’t do everything except the Restaurants and they also don’t do
59 community assistance because they don’t have the resources. Chief Flaherty said questions and permits would be answered
60 issued sooner than the state can issue them because people would be able to come in and talk to the person. He would also
61 like the health inspector to be certified as an environmental officer like Fred Elkind in the past.
62

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/11/2021

63 Chairman Daniels said if the state can do this, why would we spend \$100,000 to put someone in so that we can take the
64 money from the state and use it to pay for that person. Chief Flaherty said it takes up to three weeks for the state to respond
65 to inspections and or questions, its money well spent to have someone in house. Restaurants can be shut down during that
66 waiting period. Initially, we could generate around \$35,000 from permits but we could be doing many other things in that
67 capacity to generate much more. We could also get grants to help offset the salary. There are only 15 municipalities that do
68 this out of 230 in New Hampshire because they don't have the resources.
69

70 Chairman Daniels asked if Community Development has a backlog on permits. Mr. Daley said it was 4 or 5 weeks, now
71 it's around 2 weeks. Chairman Daniels asked about the affordable housing issue and dealing with it locally. Mr. Daley
72 yes. There was additional discussion about the types of structures that can be utilized. This is part of the master plan chap-
73 ter.
74

75 **5:35 p.m. – Ambulance Overview – Director, Eric Schelberg**

76 Mr. Schelberg gave an overview of the Ambulance Department activities during the preceding 12 months.

77 **Activities and Education**

78 - COVID-19: operational changes to protect staff – full PPE use as indicated, and other responders; purchase of COVID
79 decontamination equipment, shortages, and delays in obtaining, sufficient quantity of PPE at this time; price increases on
80 gloves

81 - EMT Course

82 - A/EMT refresher

83 - Handtevy pediatric application introduced

84 - EMS Warm Zone II grant

85 - National Night Out

86 - Child Passenger Safety technician course, four staff technicians; plus 10 seat inspections

87 - 9/11 Memorial

88 **Vehicles and Equipment**

89 - In-service of replacement ambulance: Sugarloaf Vehicles - PL Custom and associated equipment; mileage as of October
90 6th - 19,465 miles

91 - Replacement portable radios procured and placed in service

92 **Personnel**

93 - Conversion of 40-hours of part-time hours to one full-time position

94 o Full-time: 9; Part-time: 13; Billing Clerk (P/T): 1; Per-Diem: 10; Volunteer: 1

95 - Turn-over: 4 transition to per-diem status; 2 part-time A/EMT; 2 per-diem Paramedic

96 - Hiring sessions: four held

97 o Four offers out of 13 applicants – 10 qualified and invited; 5 attended with 4 withdrawing and 1 no-show; no outside
98 interest in a full-time position

99 - Pending Billing clerk opening

100 **Ambulance Transport, Billing, and Revenue**

101 - Billing vendor change effective April 2021

102 - Rate increase effective April 2021

103 - 2020: Billings - \$1,485,973 Revenue - \$831,650

104 **Statistics**

105 - 2020: Calls – 1,814; Transports – 1,365; Mutual Aid: Received - 59; Provided – 32 (53% (31 calls) during the hours of
106 07:00 – 23:00)

107 7.8% reduction in call volume and 9.9% transports; identified from the assisted living facility and nursing homes

108 - 2021: Calls – 1,526; Transports – 1,143; Mutual Aid: Received - 48; Provided – 48 (70% (34 calls) during the hours of
109 07:00 – 23:00) Call Stacking – 7 (12:50 minute response)

110 o 9% reduction in call volume and transports in January and February, return to pre-COVID activity in March with an-
111 ticipated annual call volume exceeding 2,000 calls

112 **Budget**

113 - 2021 Budget Status: within budget, wages and technical supplies are areas of concern for overage; fuel and maintenance
114 look to be underspent

115 - 2022 Budget Proposal

116 o Wage adjustment: \$1.50/hour for all staff minus Director, these are in the proposed budget

117 o Competition from surrounding communities and industries. Mr. Schelberg explained why he needs to pay his
118 employees a better rate, and what it takes to become an EMT.
119

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/11/2021

120 Selectman Dargie asked if the EMT staff is fully vaccinated and do they do testing regularly. Mr. Schelberg said all of his
121 staff except 1 is not vaccinated and that person is not tested regularly.

- 122
- 123 o Over-time increase due to open shifts covered by full-time staff (currently 28- hours/week open)
- 124 o Late calls – the department will spend approximately \$6,000 due to late calls.
- 125 o Hiring sessions and Field Training shifts for new employees – recruitment retention is about \$6,000.
- 126 o PRV replacement - \$55,859 – this came from the Milford Police Department, is a 2010 vehicle. The transmission
127 does not work in reverse. It's \$5,000 to replace the transmission. The vehicle has about 110,000 to 114,000 miles on it.
128 Selectman Labonte requested that we get a quote on the transmission. Mr. Schelberg doesn't want to dump good money into
129 a bad vehicle. They also have another vehicle that they can drive with 108,000 miles on it. Selectman Labonte asked about
130 a trade value for this vehicle. Mr. Schelberg said about \$1,400 to \$1,800.

131
132 Selectman Freel suggests that the town fix the transmission. It will be worth more if it's fixed. We need another vehicle for
133 inspections; this could be used for that. Mr. Schelberg clarified that the vehicle is only worth \$1,400 to \$1,800 and it will
134 be around \$5,000 to fix it. Selectman Labonte feels that it's worth more than that.

135
136 Chairman Daniels asked about the cost to convert a part-time person to a full-time person. Mr. Schelberg said it would just
137 be including benefits and he doesn't know what benefits that employee has. Chairman Daniels asked what the state fuel
138 cost was. Mr. Schelberg thinks about \$2.20 and \$2.30 per gallon. WEX is about .40 to .50 cents more.

139
140 Selectman Labonte asked what an inside billing clerk does if you outsource your billing. Mr. Schelberg said they review all
141 the PCR's to make sure all the data that the ambulance department and the billing company needs are correct. Everything is
142 also reviewed for audits, handles reports, and billing questions. They also handle Medicare and medicate validations. Se-
143 lectman Labonte asked what it would cost to do the billing in-house. Administrator Shannon said they would have to hire a
144 medical coder, a lot goes into it. Mr. Schelberg said we have done a better job through the billing service. In-house would
145 be a full-time plus job. It's a lot of work. Mr. Schelberg explained the main reason that we don't collect on billings for Se-
146 lectman Freel.

147
148 **3. PUBLIC COMMENTS (regarding items that are not on the agenda)**

149
150 Katherine Kokko, a Milford resident, said the Heritage Commission will be hosting a FREE Home Improvement Work-
151 shop; Restoring Old Windows on Saturday, October 16th, and Saturday, October 23rd from 9 am until 4 pm. You can sign
152 up by e-mailing MilfordHeritageEvents@gmail.com or calling 603-321-6068. Masks, food, and supplies will be provided.

153
154 Ms. Kokko said the Bandstand has been accepted to the New Hampshire Preservation Alliance's 2021 Seven to Save. An
155 announcement will be made on Tuesday, October 26, 2021, at 5:00 pm. If accepted, it will open a good opportunity to get
156 funding to restore the bandstand.

157
158 Ms. Kokko asked if money has been spent on Communications and if Crown Castle is active yet. Administrator Shannon
159 said it isn't active yet and he doesn't think any money has been spent yet. He will check.

160
161 **DECISIONS – Selectman Dargie moved to approve the consent calendar. Seconded by Selectman Freel. All were in**
162 **favor. Selectmen Dargie, yes, Selectman Labonte, yes, Chairman Daniels, yes and Selectman Freel, yes. The motion**
163 **passed 4/0.**

164 **4. The motion passed 5/0.**

165 **a) CONSENT CALENDAR**

- 166 1) Approval of Army National Guard and other National Guard and/or Reserve units to use Town-owned land
167 for training purposes.
- 168 2) Permission for Community Action for Safe Teens (CAST) Youth Empowerment and Service (YES) team to
169 observe Red Ribbon Week on the Oval October 25th until November 1st.
- 170 3) Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)) Donation to
171 the Ice Rink Special Purpose Fund to replace lights at the skating rink with LED Fixtures
172 b) \$2,925.00 – East Milford Improvement Society Trust

173
174 **b) OTHER DECISIONS**

- 175 1) N/A

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5. TOWN STATUS REPORT – N/A

6. DISCUSSIONS

1. **2022 Operating Budget** – Administrator Shannon said the first draft went out and everyone should have it. There is a 4.9% increase and about half is required. There are Police and Ambulance vehicles included in the budget as well. He asked when the Board would like to talk to department heads. There were no large increases.

Selectman Freel asked if we have any surplus this year. Paul Calabria, Finance Director said those calculations are usually done early in November; he will have a better idea then. Selectman Dargie asked about the tax rate. Mr. Calabria said he's still waiting for some information; hopefully, they will have a meeting soon to set the tax rate. They are hoping to send the tax bills out by November 1st.

Selectman Labonte asked if it was too late to apply \$500,000 of fund balance towards the 2021 tax rate since we didn't use the \$700,000 previously authorized earlier this year. Mr. Calabria said the Board already has action in place for \$644,000. Selectman Labonte said the \$500,000 would be in addition to that amount. He asked if he could make that a motion. Selectman Freel said he would like to first see if we have a surplus left over. There was additional discussion on what they thought they would need. Mr. Calabria said we could allocate more money towards the tax rate this year, he's anticipating a large amount in surplus this year, depending on what winter brings. Administrator Shannon said we don't know for sure, he would rather wait a little longer to see where we are. Mr. Calabria said the Board can give him a tentative, up to amount, so when he sets the tax rate, he could let them know what the tax rate would be using that amount.

Selectman Labonte made a motion to appropriate \$500,000 from the fund balance to reduce the 2021 tax rate. Selectman Dargie seconded for discussion. Selectman Dargie said the \$700,000 approved earlier wasn't something that would have not normally been applied to the tax rate. He asked what the fund balance amount was that we currently have. Mr. Calabria said removing the \$700,000 would have brought us down to 8.41% in fund balance.

Selectman Labonte said those were the numbers at the end of 2020. The number replenishes at the end of each year. He wants the additional \$500,000 which would still leave us over \$200,000 for dispatch/communications from the original \$700,000 we already approved earlier this year. Selectman Freel still wants to wait to see about the surplus. Selectman Dargie said it's the same thing, the surplus goes into the fund balance. Mr. Calabria said he has no idea what the tax rate will be right now.

Selectman Dargie asked Mr. Calabria if he was confident that we would be able to afford all the money for dispatch that we set up if we take another \$500,000 out of the fund balance. Mr. Calabria said yes. Chairman Daniels said the main thing is that we are not going to jeopardize something that we want to do. Selectman Dargie said it's important that we get dispatch funded.

Chairman Daniels asked what the percentage would be in fund balance if we took out the additional \$500,000. Mr. Calabria said about 7%. Selectman Freel asked why we have to do this now instead of a month from now. Chairman Daniels said because it would be too late to attach it to the 2021 tax rate.

All were in favor. Selectmen Dargie, yes, Selectman Labonte, yes, Chairman Daniels, yes and Selectman Freel, yes. The motion passed 4/0.

2. **AoT Permit Update** – Administrator Shannon said they had a video call with NH Fish and Game and DES. We are on our 6th extension. Everyone appears to be on the same page and we are hoping to hear something by November. Work won't start up again until mid-May. We may need to extend North East Sand and Gravels contract to make up for time lost.

Selectman Dargie asked if other issues could cause problems. Mr. Daley, Community Development Director said no. They are working through identifying areas and who is going to be the holder of the Conservation Easement. Chairman Daniels asked about Beaver Brook. Mr. Daley said they are hoping to re-engage them going forward. Chairman Daniels wants to make sure we don't suffer the delays just because we are trying to bring in someone who doesn't want to be involved in this.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/11/2021

232 Paul Calabria, Finance Director gave an update on the Police Vehicle involved in the accident. Primex calls for depreciated
233 replacement costs.

234 **7. PUBLIC COMMENTS. (Regarding items that are not on the agenda)**

235
236 **8. SELECTMEN’S REPORTS/DISCUSSIONS**

237 Selectman Labonte mentioned an air conditioner at the High School in the video production room that died. Fixing it will
238 be about \$7,000 or \$8,000 to replace it. Selectman Dargie asked if it was town-owned equipment. Andy Kouropoulos said
239 GTM owned the equipment. Selectman Labonte said GTA said they would pay half and the school would pay half. He
240 asked the Board their thoughts. Selectman Freel asked why the school didn't pay for all of it. Selectman Labonte felt that
241 \$8,000 was a lot of money for the ac unit. Chairman Daniels said he needs more information. Selectman Dargie is okay
242 with whatever GTA decides to do. Chairman Daniels said they would put this under decision at the next meeting.

243
244 **a) FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES**

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

246
247 **9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of September 27, 2021, as**
248 **amended. Seconded by Chairman Daniels. All were in favor. Selectmen Dargie, yes, Selectman Labonte, yes,**
249 **Chairman Daniels, yes and Selectman Freel, yes. The motion passed 4/0.**

250
251 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

252 1. N/A

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

254
255 **12. NON-PUBLIC SESSION a motion made by Selectman Labonte to enter into a non-public session in accordance**
256 **with (RSA 91-A:3, II(c)) Reputation and approval of non-public minutes for September 27, 2021. Seconded by Se-**
257 **lectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes,**
258 **and Chairman Daniels yes. The motion passed 4/0.**

259
260 Selectman Labonte made a motion to approve the non-public minutes of September 27, 2021, as amended, under
261 reputation. Seconded by Selectmen Dargie. A roll call vote was taken, Selectman Dargie yes, Selectman Labonte
262 yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 4/0.

263
264 Selectman Labonte made a motion to leave the non-public session. Seconded by Selectmen Freel. A roll call vote
265 was taken, Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were
266 in favor. The motion passed 4/0.

267
268 In non-public, the Board discussed two items pertaining to Reputation. The Board made one decision, for approval of the
269 non-public minutes.

270
271 Selectman Freel made a motion to seal the non-public minutes of October 11, 2021, under reputation. Seconded by
272 Selectman Dargie. A roll call vote was taken with Selectman Dargie, yes, Selectman Labonte yes, Selectman Freel
273 yes, and Chairman Daniels yes. All were in favor. The motion passed 4/0. The minutes were sealed under reputation
274 because if not, it would affect adversely the reputation of the person/persons who requested the non-public meeting.

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276 **13. ADJOURNMENT: Selectman Dargie moved to adjourn at 8:55 pm. Seconded by Selectman Labonte. A roll call**
277 **vote was taken with Selectman Dargie yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes.**
278 **All were in favor. The motion passed 4/0.**

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281 _____
282 Gary Daniels, Chairman

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282 Paul Dargie, Member

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284 _____
285 Chris Labonte, Vice-Chairman

284 _____
285 David Freel, Member

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287 _____
287 Laura Dudziak, Member - EXCUSED