

5:30 Completion of Conservation License Plate (Moose Plate) Grant Authorization - Heritage Commission Member, Katherine Kokko



**NEW HAMPSHIRE DIVISION OF
HISTORICAL
RESOURCES**

Department of Natural and Cultural Resources
172 Pembroke Road, Concord, NH 03301
603-271-3483
TDD Access Relay NH 1-800-735-2964
www.nh.gov/nhdhr
preservation@dncr.nh.gov

**Conservation License Plate [Moose Plate]
Grantee Instructions**

**The following contract materials are required before grant funded work may begin.
Use this checklist to ensure that all appropriate materials are provided to the DHR.
Missing or incomplete submissions can delay the start of your project and hold up the first grant payment.**

Requirement for municipalities only:

Certificate of Municipality

Requirements for non-profit organizations only:

Certificate of Board Resolution

Certificate of Good Standing with the State of New Hampshire

Required of all grantees:

Grant Agreement

Scope of Work (if different from application)

List of contractors if available

Certificate of Insurance

Additional requirements for any grantee not registered with the State of New Hampshire:

State of New Hampshire Vendor Application and Alternate W-9

All materials may be scanned and emailed to amy.s.dixon@dncr.nh.gov (preferably as a single PDF file).



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Step 1: Complete the Certificate of Municipality or Certificate of Board Resolution:

Municipalities should first execute a *Certificate of Municipality* ***before*** the Grant Agreement is signed. This certificate designates who is authorized by the municipality to enter into agreements and contracts with the State of New Hampshire. The municipality must vote to accept the grant **before or on the same day** as this document is signed.

--OR--

Non-profits should execute a *Certificate of Board Resolution*. This certificate designates who is authorized by the Board of the organization to enter into agreements and contracts with the State of New Hampshire. The Board must vote to accept the grant **before or on the same day** as this document is signed.

Step 2 (Grant Agreement):

After completing Step 1, execute the enclosed **Grant Agreement**. Complete blocks 1.11 and 1.12 and initial and date all subsequent pages.

Step 3 (Scope of Work):

Submit a detailed scope of work of what is to be accomplished under the grant if there is additional information not provided with the grant application.

Include the name(s) of the contractor(s) doing the work, if available.

If plans, drawings, and detailed specifications are available, please submit them as well.

As noted in the grant application materials, all work must adhere to the *Secretary of the Interior's Standards for Rehabilitation* (attached). DHR staff will review the scope of work and may need additional information or request work changes in order to meet the *Standards*. **No payments will be released until all work meets the Standards and are approved by the DHR.**



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Step 4 (Certificate of Insurance):

This is the municipality's or non-profit's *Certificate of Insurance*, not the contractor for your proposed project.

Please have your agent list the State of New Hampshire Department of Natural and Cultural Resources, 172 Pembroke Rd, Concord, NH 03301, as the Certificate Holder (bottom left corner of the certificate).

Coverage should include:

Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and fire and extended coverage insurance covering all property subject to in an amount not less than 80% of the whole replacement value of the property; and Workers' Compensation . The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the Contracting Officer, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.



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Steps 5 (For non-profits ONLY):

Certificate of Good Standing with the State of New Hampshire

If the copy of your organization's Certificate of Good Standing submitted with your application has expired, please provide a copy of a current certificate. These can be ordered online:

<https://quickstart.sos.nh.gov/online/Account/LoginPage?LoginType=OrderCertificateofGoodStanding>

Step 6 (For any grantee not registered with the State of New Hampshire):

State of New Hampshire Vendor Code and Alternate W-9

If this is the first time your organization/municipality has received a grant from the State of New Hampshire, you must register as a vendor through the Department of Administrative Services.

Please visit the DAS website to register at the following address:

[https://apps.das.nh.gov/vendorregistration/\(S\(kqizbd1zas22zgiw3dcrkkhe\)\)/welcome.aspx](https://apps.das.nh.gov/vendorregistration/(S(kqizbd1zas22zgiw3dcrkkhe))/welcome.aspx)

If you have any questions, please contact Amy Dixon at amy.s.dixon@dncr.nh.gov or 603-271-3485.



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A Quick Reference Guide to Program Requirements

A Note about Payments:

Processing grant payments usually takes 4-6 weeks from the time the DHR receives correctly completed and approved contract materials. Fifty percent (50%) of the award is available upon submission and approval of all paperwork, and the remainder is available through documented reimbursement procedures (outlines in the **Reporting Requirements** below).

Crediting the DHR and the Conservation License Plate Grant Program:

As stated in the grant agreement, grantees are required to acknowledge the support of the DHR and the Conservation License Plate Grant Program on any materials promoting your project. The following wording should be used:

“This project is funded in part by a grant from the New Hampshire Division of Historical Resources through the sale of Conservation License Plates.”

Please refrain from publicizing your grant until the Governor and Executive Council have approved your project (those grants that are \$10,000).

Electronic versions of the grant program logo are available upon request by contacting Amy Dixon at amy.s.dixon@dncr.nh.gov.

A plaque will be sent to the project contact by mail and must be posted prominently in your project area.



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Reporting Requirements:

Grantees are required to submit status reports to the DHR by April 1 and September 1 annually for the duration of the grant. Emailed updates that summarize the project's progress can be submitted to Amy Dixon at amy.s.dixon@dncr.nh.gov. Photographs showing the progress are appreciated.

A Final Report is due no more than 30 days after the end of the grant period. The final report should include:

- Project start date
- Project end date
- Brief description of work completed
- Copies of invoices and cancelled checks
- Photographs of the work as it took place and the completed project. Please make sure that at least one photograph is a good quality shot of the front of the building/overall structure.

Final reports may be emailed to amy.s.dixon@dncr.nh.gov.



Municipality Certification of Authority

I, _____ (*Name*), hereby **certify/attest** that I am duly elected Clerk/Secretary of _____ (*Name of Municipality*), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on _____, 20 __, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That _____ (*Name and Title of Official Signing the Agreement*) is duly authorized to enter into contracts or agreements on behalf of _____ (*Name of Municipality*) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of _____, 20 __. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

DATED: _____

ATTEST: _____
(*Secretary/Clerk Signature Completing this Certificate*)

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Natural and Cultural Resources/Division of Historical Resources		1.2. State Agency Address 172 Pembroke Rd., Concord, NH 03301	
1.3. Grantee Name Town of Milford		1.4. Grantee Address 1 Union Sq., Milford, NH 03461	
1.5 Grantee Phone # 603-973-1739	1.6. Account Number #34050000	1.7. Completion Date September 30, 2025	1.8. Grant Limitation \$20,000
1.9. Grant Officer for State Agency Amy Dixon		1.10. State Agency Telephone Number 603-271-3485	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s)	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as “the State”), the Grantee identified in block 1.3 (hereinafter referred to as “the Grantee”), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as “the Project”).

0. AREA COVERED. Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.
1. EFFECTIVE DATE: COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.16), or upon signature by the State Agency as shown in block 1.14 (“the Effective Date”).
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as “the Completion Date”).
2. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT C, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT C.
- 5.3. In accordance with the provisions set forth in EXHIBIT C, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
3. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Grantee shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits and RSA 31-95-b.
4. RECORDS and ACCOUNTS.
- 7.1. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency, the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date seven (7) years after the Completion Date, unless otherwise required by the grant terms or the Agency pursuant to subparagraph 7.1, at any time during the Grantee’s normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, “Grantee” includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership
5. with, the entity identified as the Grantee in block 1.3 of these provisions
- 8.1. PERSONNEL.
The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized 8.2. to perform such Project under all applicable laws.
The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with 8.3. the State, or who is a State officer or employee, elected or appointed.
The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant
6. Officer, and his/her decision on any dispute, shall be final.
- 9.1. DATA: RETENTION OF DATA; ACCESS.
As used in this Agreement, the word “data” shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
0. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.
1. EVENT OF DEFAULT: REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as “Events of Default”): 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and
- 11.2.2 Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and
- 11.2.3 Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
2. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the “Termination Report”) describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination. In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.2. provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.
In the event of Termination under paragraphs 10 or 12.4 of these general
- 12.3. provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee’s breach of its obligations hereunder.
Notwithstanding anything in this Agreement to the contrary, either the State or, 12.4. except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice. CONFLICT OF INTEREST. No officer, member of employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Grantee Initials
Date

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
0. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
1. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit B without the prior written consent of the State.
2. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
3. INSURANCE.
- 17.1 The Grantee shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 General liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Grantee shall furnish to the State, certificates of insurance for all renewal(s) of insurance required under this Agreement no later than ten (10) days prior to the expiration date of each insurance policy.
- WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.
- NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
- AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
- CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
- THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
- ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
- SPECIAL PROVISIONS. The additional or modifying provisions set forth in Exhibit A hereto are incorporated as part of this agreement.

Grantee Initials
Date

EXHIBIT A -- SPECIAL PROVISIONS:
CONSERVATION LICENSE PLATE GRANT PROGRAM
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

1. **SIGNAGE & PUBLICITY:** As required by the Conservation License Plate Grant Program and the Division of Historical Resources (DHR), the Grantee agrees to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant, and to acknowledge support of the DHR and the Conservation License Plate Program on any materials promoting the project.
2. **REPORTING:** The Grantee shall submit a narrative report of progress to the DHR by April 1 and September 1 annually for the duration of the grant which summarizes progress on the project. The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.

EXHIBIT B – SCOPE OF WORK:

1. Grantee agrees to apply the funds from this grant to the project(s) described in grantee’s grant application and approved budget.

Grantee shall undertake the stabilization, structural repairs, restoration, and repairs to wooden elements of the Pillsbury Bandstand. Work shall also include repairs to the roof, and floor and painting. All work must adhere to the Secretary of the Interior’s Standards for Rehabilitation.

EXHIBIT C – PAYMENT TERMS:

Contract Price

Total contract shall not exceed: \$20,000

Method of Payment

PAYMENT: 50% payment will be made following review by the DHR, NH Attorney General’s Office and Governor and Council (as appropriate). Payment of the final 50% will be made upon receipt and approval of the final report documentation.

Term

This contract shall commence upon execution of the contract and approval of the Governor and Executive Council, if required, with a completion date of September 30, 2025.

Initial
Date

**5:45 Approval to appoint Mike Thornton as a full member to the
Granite Town Media Advisory Committee - Term Expires 2026**



**Granite Town Media
Advisory Committee**

October 27, 2023

Chairman Daniels,

At its 10/26/23 meeting, the Granite Town Media Advisory Committee unanimously voted to recommend that the BOS appoint Michael Thornton to a full 3 year term, expiring in 2026.

Mike has been attending GTM meetings for the past year or so as well as provided the department with content and ideas for the channels and in the process been very supportive of our committee. He wishes to be an active and productive member and has expressed his willingness to commit to a 3 year term.

Name: Michael Thornton

Address: 561 North River Rd

Term: Full Member; 3 year term expiring in 2026

Regards,

Joshua Breault

Chairman, GTM Advisory Committee

5:50 Approval to appoint Mary Burdette and Mike Rush as alternates to the Ethics Committee with Terms expiring in 2025 and 2026

MILFORD ETHICS COMMITTEE

November 13, 2023

Chairman Daniels,

The Ethics Committee would like to submit the names of Mary Burdette and Mike Rush to serve as alternate members.

Mary Burdette – Term Expires 2025
Maryburdette@comcast.net
603-860-5490
31 Taylor Drive, Milford

Mike Rush – Term Expires 2026
Rush513@aol.com
603-801-1140
14 Park Street, Milford

Mark Genovesi

Chairman, Milford Ethics Committee

**5:55 – Town Clerk Purchase of Dominion
Counting Devices - Verbal**

6:10 Memo Foundation - Potential Bon Fire Activity at Keyes Park - Mona Kluz

Dear Selectmen,

The Memo Foundation is seeking approval to have a Bon Fire down at the Skatepark. We'd like to have an evening Skate Jam once the lights are installed and thought it would be a nice addition, providing a bit of warmth and festiveness to the event.

No date has been set, this is just a request for permission at this time.

Sincerely,

Monica Kluz

The Memo Foundation

**6:10 – Milford Rotary Project Solicitation
– Mark Fougere
VERBAL**

6:35 Capital Improvement Plan (CIP)

DRAFT - Capital Improvement Plan - Citizens Advisory Committee 2024-2029 Estimated Project Cost Table

Project Name	Bond, Cash, or Lease	Payment Term, Years	Requested Vote Year	Recommended Vote Year	Purchase Price (see Note)	Purchase Price Less Offsetting Funds (see Note)	Annual Project Costs To Taxpayers (Water & Sewer User Fees are Not Included)								
							2024	2025	2026	2027	2028	2029			
Reconstruction of Roads	Cash	1	2024	2024	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Library Lower-level Restrooms	Cash	1	2024	2024	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Library Electrical System Replacement	Cash	1	2024	2024	\$ 195,000	\$ 195,000	\$ 195,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Town Hall HVAC Replacement	Bond	15	2024		\$ 1,100,000	\$ 675,000	\$ -	\$ 62,852	\$ 62,852	\$ 62,852	\$ 62,852	\$ 62,852	\$ 62,852		
Replace 2005 Sterling Dump Truck	Lease	5	2024		\$ 252,000	\$ 252,000	\$ -	\$ 56,209	\$ 56,209	\$ 56,209	\$ 56,209	\$ 56,209	\$ 56,209		
Pennichuck Booster Pump Station	User Fee	1	2024	2024	\$ 2,500,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Reconstruction of Roads	Cash	1	2025		\$ 400,000	\$ 400,000	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Engine 3	Lease	7	2025		\$ 735,000	\$ 735,000	\$ -	\$ -	\$ 120,205	\$ 120,205	\$ 120,205	\$ 120,205	\$ 120,205		
Clinton St. Parking Lot	Cash	1	2024	2025	\$ 237,000	\$ 237,000	\$ -	\$ 237,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Truck, 58K GVW (Replace 2008 International D/S/P/W)	Lease	5	2025		\$ 262,000	\$ 262,000	\$ -	\$ -	\$ 58,028	\$ 58,028	\$ 58,028	\$ 58,028	\$ 58,028		
Reconstruction of Roads	Cash	1	2026		\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -		
Library Addition	Bond	20	2026		\$ 4,000,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ 269,066	\$ 269,066	\$ 269,066	\$ 269,066		
Demolish 127 Elm Street Building	Cash	1	2024	2026	\$ 520,000	\$ 520,000	\$ -	\$ -	\$ 520,000	\$ -	\$ -	\$ -	\$ -		
Caterpillar (or similar) Wheel Bucket Loader	Lease	5	2026		\$ 222,000	\$ 222,000	\$ -	\$ -	\$ -	\$ 49,169	\$ 49,169	\$ 49,169	\$ 49,169		
Replace Forestry Truck	Lease	5	2026		\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ 42,081	\$ 42,081	\$ 42,081	\$ 42,081		
Reconstruction of Roads	Cash	1	2027		\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -		
Truck, 58K GVW (Replace 2009 International D/S/P/W)	Lease	5	2027		\$ 262,000	\$ 262,000	\$ -	\$ -	\$ -	\$ -	\$ 58,028	\$ 58,028	\$ 58,028		
Brookview Booster Pump Station	User Fee	1	2027		\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Reconstruction of Roads	Cash	1	2028		\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -		
Replace Engine 1	Lease	7	2028		\$ 890,000	\$ 890,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,554	\$ 145,554		
Replace 2013-B Ambulance	Lease	5	2028		\$ 684,645	\$ 684,645	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,636	\$ 151,636		
WWTF Capped Sludge Landfill Remediation	Bond	15	2028		\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Reconstruction of Roads	Cash	1	2029		\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000		
North End AC Main Replacement	User Fee	1	2029		\$ 3,500,000	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Osgood/Armory/Melendy Sidewalk Pedestrian Improvements	TBD	TBD	On Horizon		\$ 800,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Community Development - Nashua Street Sidewalk	TBD	TBD	On Horizon		\$ 900,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Souhegan River Pedestrian Bridge	TBD	TBD	On Horizon		\$ 800,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Bridges (out Years)	Bond	TBD	On Horizon		\$ 7,000,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Maintenance and Replace Town Hall Roof	Bond	TBD	On Horizon		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Solid Waste Mgmt. Improvements / Transfer Station Upgrades	Bond	TBD	On Horizon		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Keyes Memorial Park Improvements & Community Center	Bond	TBD	On Horizon		\$ 11,000,000	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Brox Recreation Fields	Bond	TBD	On Horizon		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Mont Vernon St. Parking Lot	TBD	TBD	On Horizon		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Replace Ladder Truck 1	Lease	TBD	2036		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
West End Fire Station	Bond	TBD	On Horizon		TBD	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
							2023	\$ 1,164,000	New Projects (Town)	\$ 845,000	\$ 756,061	\$ 1,217,294	\$ 1,057,610	\$ 1,115,638	\$ 1,412,828
									Existing Projects (Town)	\$ 1,057,193	\$ 747,551	\$ 786,754	\$ 735,241	\$ 665,671	\$ 413,679
							2023	\$ 2,430,594	Sub-Total (Town)	\$ 1,902,193	\$ 1,503,612	\$ 2,004,048	\$ 1,792,851	\$ 1,781,309	\$ 1,826,507
Milford High School & ATC (CTE) Project		20	2024	2024	\$ 58,900,000	\$ 30,400,000	\$ -	\$ 1,580,559	\$ 1,580,559	\$ 1,580,559	\$ 1,580,559	\$ 1,580,559	\$ 1,580,559		
Bales School Renovation		10	2024	2024	\$ 4,000,000	\$ 4,000,000	\$ -	\$ 487,045	\$ 487,045	\$ 487,045	\$ 487,045	\$ 487,045	\$ 487,045		
									New Projects (School)	\$ -	\$ 2,067,605	\$ 2,067,605	\$ 2,067,605	\$ 2,067,605	
									Existing Projects (School)	\$ 643,576	\$ 477,476	\$ 465,821	\$ 435,766	\$ 415,574	\$ -
									Sub-Total (School)	\$ 643,576	\$ 2,545,081	\$ 2,533,426	\$ 2,503,371	\$ 2,483,179	\$ 2,067,605
									Total New Project Costs	\$ 845,000	\$ 2,823,665	\$ 3,284,898	\$ 3,125,214	\$ 3,183,242	\$ 3,480,433
									Total Existing Project Costs	\$ 1,700,770	\$ 1,225,028	\$ 1,252,575	\$ 1,171,007	\$ 1,081,245	\$ 413,679
									Total New & Existing	\$ 2,545,770	\$ 4,048,693	\$ 4,537,474	\$ 4,296,221	\$ 4,264,487	\$ 3,894,112

DRAFT

CIP Project Rankings 110323 DRAFT

2024 Project Recommendations by Committee Ranking	Overall Rank	Town Rank	School Rank	Water Rank
Pennichuck Booster Pump Station	1			1
Milford High School CTE Addition	2		1	
Library Electrical System Safety	3	1		
Bales School Renovation	4		2	
Reconstruction of Town Roads	5	2		
Town Hall HVAC Replacement	6	3		
Replace 2005 Sterling Truck	7	4		
Library Lower-Level Restrooms	8	5		
Not Recommended for 2024 (Listed Alphabetically)				
Bandstand Renovation				
Demolish 127 Elm St. Building	9	6		
Mont Vernon St. Parking Lot				
Clinton St. Parking Lot	10	7		

4. a) 1) Approval for Celeste Barr to be appointed to the Local River Management Advisory Committee

NHDES-W-07-030



LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM



New Hampshire Rivers Management and Protection Program

RSA 483:8-a

Please complete both sides of this form and email to riversprogram@des.nh.gov. Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.

Nominee Information

Nominee Name: <u>Celeste Barr</u>		Date: <u>11.1.23</u>
Street Address: <u>12 Sunset Circle</u>		
Town: <u>Milford</u>		Zip Code: <u>03055</u>
Phone (home): <u>603-769-7560</u>	Phone (cell):	Phone (work):
Email: <u>CPBMILFORD@GMAIL.COM</u>		

Nomination Information

Type of Appointment -	<input type="radio"/> New Appointment	<input checked="" type="radio"/> Reappointment
River Name: <u>Souhegan River</u>		
Type of Representation -	<input checked="" type="radio"/> Municipality:	<input type="radio"/> Other:
Please state your interest(s) in serving on the Local River Management Advisory Committee:		
<input type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Conservation	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Recreation	<input checked="" type="checkbox"/> Riparian Landowners
<input type="checkbox"/> Other, please specify: _____		

Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)

Name:	Title:
Name:	Title:
Name:	Title:
<i>Note: By statute, the Commissioner of NHDES appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a)</i>	

(603) 271-2959 riversprogram@des.nh.gov
PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

Additional Information

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

- Degrees in Environmental Conservation, Zoology, marine Science
- 25 yrs working for conservation / Envi Education nonprofit
- Aquatic Biologist w) US EPA 10 years

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- | | | |
|--|--|---|
| <input type="checkbox"/> Grant Writing | <input checked="" type="checkbox"/> Public Education | <input type="checkbox"/> Committee Administration |
| <input checked="" type="checkbox"/> Event Organization | <input checked="" type="checkbox"/> Public Relations | <input type="checkbox"/> Management Plan Preparation/Implementation |
| <input type="checkbox"/> Other, please specify: _____ | | |

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

- I can attend monthly meetings on most weeknights
- I can attend monthly meetings only if scheduled on a specific weeknight
- I can only attend a limited number of monthly meetings
- I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

For NHDES Office Use Only

LAC Chair and Nominee have been contacted regarding nomination on (date):
LAC Member List and Contacts Database updated (date):
RMPP Staff recommends appointment to Commissioner -
<input type="checkbox"/> Approve RMPP staff: _____ Date: _____
Appointment letter and information packet sent on (date):
Appointment confirmation sent to municipality and LAC Chair on (date):

(603) 271-2959 riversprogram@des.nh.gov
 PO Box 95, Concord, NH 03302-0095
www.des.nh.gov

TOWN STATUS REPORT

November 13, 2023

1. Board of Selectmen and Budget Advisory Committee Joint Session – Nov. 18th

The Board of Selectmen and Budget Advisory Committee are scheduled to meet on Saturday, November 18th for the annual Joint Session to review and discuss the preliminary 2024 Town Budget. The meeting is open to the public and will be broadcast via Granite Town Media.

2. Status of Open Requests For Proposals (RFPs)

- Building Demolition Services For 127 Elm Street (RFP 2023-04) – The proposal seeks qualified building demolition contractors to assist in the demolition of a vacant, former 30,000 square foot commercial manufacturing building located at 127 Elm Street. The Town received one bid by the October 30th deadline from RSG Contracting Corporation. The bid proposal amount was \$310,000 and included as part of the bid, a contingency for the removal of hazardous materials (e.g. asbestos).
- Milford General Assessing Services (RFP 2023-05) – The proposal seeks competitive proposals from qualified individuals or professional contracting services to provide Municipal Assessing services to the Town for a five-year period. The Town received three proposal by the October 30th deadline, one of which was for providing partial assessing services related to utilities. Staff is continuing the to evaluate the proposals and will providing a recommendation to the Board for approval at the November 27th meeting.
- Milford Master Plan Comprehensive Update (RFP 2023-06) - The proposal seeks professional firms to lead and prepare a comprehensive Master Plan update which addresses the many challenges that impact the Town’s municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources. The Town received one proposal by the November 3rd deadline from Resilience Planning & Design, LLC. The preliminary draft budget for the project is approximately \$100,000 and is currently being reviewed by the Town Administrator, Community Development Staff, and the Planning Board. It is anticipated that Community Development and the Planning Board representatives will providing a recommendation to the Board for approval at the November 27th meeting.
- Milford Town Hal HVAC (RFP 2023-03) – This proposal includes the removal and proper disposal of the existing HVAC system. Proposals due November 10th.
- Mason Road Bridge Replacement Project (NHDOT 43115) – This project involves the replacement and reconstruction of the bridge on Mason Road that transects Great Brook. The Town received a total of four bids ranging from \$1.3 million to \$1.6 million by the deadline date of November 8th. As the Board may recall, the Town previously received \$1.5 million in state bridge aid from the NHDOT. The state aid funding is a reimbursement program and is subject to an 80%/20% split. The Town will be responsible for \$249,460 of the total cost. Staff and the engineering consultant are currently reviewing the bids and will be providing a recommendation to the Board for approval at the November 27th meeting.

BENEFITS (HEALTH AND DENTAL) OUT TO BID REPORT TO BOS PRESENTATION 10.30.23 (revised 11.2.2023)

WORKGROUP PARTICIPANTS

Eric Schelberg, Ambulance Director

Karen Blow, HR Director

Lincoln Daley, Town Administrator

Michael Viola, Police Chief

Paul Calabria, Finance Director

PURPOSE AND INTENT

To explore the possibility of cost savings with plans comparable to the plans currently offered by HealthTrust.

EXECUTIVE SUMMARY

The Executive Summary provides an overview of the process and identifies any opportunities available to provide quality coverage and explore cost mitigation.

We went out to bid for Health and Dental Insurance. The groups that bid were

- HealthTrust (HT) – Anthem
- SchoolCare (SC) – Cigna
- NH Interlocal Trust (NHIT) – Harvard Pilgrim

METHODOLOGY

Our current plans with HealthTrust include (AB-AccessBlue) AB15/40 (Deductible/Copay) and ABSOS (Site of Service). Both plans involve copays and deductibles.

Those covered under the plans include both union (AFSCME) and non-union employees. To align with the requirements of the AFSCME Union Contract (Page 15, I 26-28), *“It is expressly agreed by the parties to this Agreement that the Selectmen may, in their sole discretion, obtain insurance from a different source, provided the benefits are comparable with those benefits provided by the policies referred to above.”* In essence, we were looking for plans comparable to, if not better than, the current plans being offered to remain in compliance with the contract.

DEMOGRAPHICS

PLAN COMPOSITION

CURRENT PLANS			HEALTHTRUST		
	HT AB 15/40		HT ABSOS 25/50		
Deductible	\$1k / \$3k		\$3k / \$9k		
OOP Max	\$5k / \$10k		\$5k / \$10k		
Off Visits	\$20/\$40		\$25/\$50		
RX retail	R10/25/40		R10/25/40		
RX Mail	M10/40/70		M10/40/70		
		# EE's		# EE's	Total
Single	\$ 1,117.53	23	\$ 760.11	8	31
2 Person	\$ 2,235.05	16	\$ 1,520.22	8	24
Family	\$ 3,017.32	20	\$ 2,052.30	9	29
Totals		59		25	84
		70%		30%	

(The 70/30 split has increased since 10/2022 when it was at 60/19 split. We are moving in the right direction.)

HOW PLAN IS CURRENTLY ALLOCATED

AB15/40IPDED HMO - \$1K/\$3KDed		85%	15%
	MONTHLY RATE	TOWN'S SHARE	EE'S SHARE
Single	\$ 1,117.53	\$ 949.90	\$ 167.63
2-Person	\$ 2,235.05	\$ 1,899.79	\$ 335.26
Family	\$ 3,017.32	\$ 2,564.72	\$ 452.60
AB SOS HMO - \$3K/\$9K Ded		100%	0%
	MONTHLY RATE	TOWN'S SHARE	EE'S SHARE
Single	\$ 760.11	\$ 760.11	\$ -
2-Person	\$ 1,520.22	\$ 1,520.22	\$ -
Family	\$ 2,052.30	\$ 2,052.30	\$ -

GENERAL OVERVIEW

HEALTHTRUST

The HealthTrust Health premiums rose 9.8% and the Dental premiums rose 4.7%. Over the last 10 years the average rate increase from HealthTrust has been 6.6% (AB15/40) and 9.1% (ABSOS).

Health Insurance - Historical		AB 15/40 - 1K/3K DED Traditional Plan						#EE's	ABSOS 3k/9k Consumer Driven Plan					
Year	Company	S	% +/-	2P	% +/-	Fam	% +/-		S	% +/-	2P	% +/-	Fam	% +/-
2015	HealthTrust	\$ 653.15		\$ 1,306.31		\$ 1,763.52		76						
2016	HealthTrust	\$ 691.91	5.9%	\$ 1,383.82	5.9%	\$ 1,868.16	5.9%	73						
2017	HealthTrust	\$ 757.64	9.5%	\$ 1,515.28	9.5%	\$ 2,045.63	9.5%	73						
2018	HealthTrust	\$ 639.45	-15.6%	\$ 1,278.89	15.6%	\$ 1,726.50	15.6%	72						
2019	HealthTrust	\$ 725.77	13.5%	\$ 1,451.55	13.5%	\$ 1,959.59	13.5%	62	\$ 493.65		\$ 987.30		\$ 1,332.86	
2020	HealthTrust	\$ 862.22	18.8%	\$ 1,724.44	18.8%	\$ 2,327.99	18.8%		\$ 586.46	18.8%	\$ 1,172.92	18.8%	\$ 1,583.44	18.8%
2021	HealthTrust	\$ 900.16	4.4%	\$ 1,800.32	4.4%	\$ 2,430.43	4.4%		\$ 612.26	4.4%	\$ 1,224.53	4.4%	\$ 1,653.11	4.4%
2022	HealthTrust	\$ 973.07	8.1%	\$ 1,946.15	8.1%	\$ 2,627.29	8.1%	75	\$ 661.85	8.1%	\$ 1,323.72	8.1%	\$ 1,787.01	8.1%

2023	HealthTrust	\$ 1,017.83	4.6%	\$ 2,035.66	4.6%	\$ 2,748.14	4.6%	84	\$ 692.30	4.6%	\$ 1,384.60	4.6%	\$ 1,869.21	4.6%
2024	HealthTrust	\$ 1,117.58	9.8%	\$ 2,235.15	9.8%	\$ 3,017.46	9.8%		\$ 760.15	9.8%	\$ 1,520.29	9.8%	\$ 2,052.39	9.8%
	Average		6.6%		6.6%		6.6%			9.1%		9.1%		9.1%

SCHOOLCARE

SchoolCare (SC) presented several options.

- **Option 1** – Consumer Driven Plans - Was their Yellow Choice plan, Yellow – no choice plan, and Orange plan.
- **Option 2** – Traditional Plan - Was their Green plan which is the plan most similar to the Town’s current plan.

SchoolCare did not provide pricing on the Green or Red plans. They stated they could not be competitive with plans similar to our current ones.

The plans they (SC) did quote were not comparable to the HealthTrust plans in that instead of paying copays (and in some instance the standard deductible) the employee might have to pay over the course of a year, the employee would be responsible to pay the standard deductible up front, and then deductible, plus 10-20% coinsurance, until the OOP (Out of Pocket) Max was met. Ex: Instead of paying \$20 for a prescription – if the prescription cost \$150 dollars, the employee would be responsible until the OOP Max was met for the year.

NH INTERLOCAL TRUST

NH Interlocal Trust presented several options as well.

- **Option 1** – Traditional – included their HMO Super Plan (\$1k – no coinsurance), HMO LP (\$3k – no coinsurance) and POS (\$1500 – no coinsurance).
- **Option 2** – Consumer Driven Plan – included their HMO Super (1500 ded, then 10% coinsurance)

While the bid was somewhat competitive, we were concerned about the provider base of Harvard Pilgrim and the difficulties employees may experience having to change providers. It was the consensus that while all groups offered quality programs, Harvard Pilgrim did not appear to be as robust as Anthem or Cigna.

BOS QUESTIONS

The Board of Selectmen had the following questions stemming from the October 19, 2023 Work Session (19:27 – 33:00). Over \$100,000 increase (9.8%).

C Labonte: What happens if we were to go strictly to Site of Service (SOS)? Would there be a savings recognized if we went strictly with SOS? How much savings would there be if the whole town was on the SOS?

At present:

# Staff	Plan	Deductible	Split	Annual Cost to Town
59	AB15/40	1k/3k	85/15	\$ 1,242,465.98
25	ABSOS	3k/9k	100/0	\$ 440,560.08
84				\$ 1,683,026.06

Moving all Staff to SOS

# Staff	Plan	Deductible	Split	Annual Cost to Town	Cost/Savings
84	ABSOS	1k/3k	85/15	\$ 1,679,382.88	\$ 3,643.18
84	ABSOS	3k/9k	85/15	\$ 1,219,566.98	\$ 463,459.08

C Labonte: Compensation value number –

Regarding the Compensation Value Number, Eric generated a spreadsheet that answers part of the question:

Employee Annual Earnings - 2023:		\$50,000.00			
Hourly rate:		\$24.04			
<u>Amount of Increases - 2024: Employee earning \$50,000</u>					
Insurance - HealthTrust		AB 15/40 - FAMILY		AB 15/40 - 2 PERSON	AB 15/40 - SINGLE
<i>Insurance:</i>	(net incr.)	\$269.00		\$204.00	\$100.00
<i>COLA:</i>		\$2,000.00		\$2,000.00	\$2,000.00
<i>Merit:</i>		\$2,000.00		\$2,000.00	\$2,000.00
<i>Difference Ins vs Merit:</i>		\$1,731.00		\$1,796.00	\$1,900.00

Selectman Freel’s comment about reducing COLA if Insurance costs continue to rise would only hurt Retention & Recruitment.

D Freel – Would like to know if the other BOS members would entertain changing to the SOS system? No response from panel.

D Freel – Any thought given to change the copays (higher copay) to see what effect it would have on the rates? Higher copays can result in higher deductibles. (See ABSOS 1k/3k v ABSOS 3k/9k) Below is an example of what happens with the copays and deductible. The 25/50 (3k/9k deductible) monthly premiums are less than the 20/40 (1k/3k deductible premiums). The premiums for AB15/40 and ABSOS 20/40 (both 1k/3k) are not that far off. The higher the deductible (places more of the onus on the EE re: cost of utilization), the lesser the premium. The only way to offset this may be to offer \$\$ towards an HRA or HSA.

AB SOS HMO - \$3K/\$9K Ded

	ABSOS 25/50 HMO - \$3K/\$9K Ded MONTHLY RATE	ABSOS 20/40 HMO - \$1K/\$3K Ded MONTHLY RATE
Single	\$ 760.11	\$ 1,046.70
2-Person	\$ 1,520.22	\$ 2,093.39
Family	\$ 2,052.30	\$ 2,826.08

C Labonte – Area rates increases. Can you bring those numbers to us in November?

Area GMR (conducted by another HR Dept)		
Concord	10%	Schoolcare 10%

Derry	20.1%	
Gilford	20.2%	
Goffstown	14%	
Hollis/Brookline	18.7%	
Hudson		Schoolcare 10%
Litchfield		Schoolcare 10%
Londonderry	8.00%	custodians only. Schoolcare 10%
MAAC Base	15.0%	
Manchester		
Merrimack	20.1%	
Milford	9.8%	
Moultonboro	14%	
Nashua		
Raymond	25%	
Salem	14.0%	
Timberlane	12.5%	
Town of Londonderry	19.4%	
Weare/Henniker	13.0%	
Bedford Town	18.0%	
Bedford Schools	14.8%	

G Daniels – Site of Service – are they restricted to certain locations? Yes and No. Yes in that labs for SOS, in order to be paid, are usually conducted at a Quest Diagnostic or LabCorp. If the employee chooses convenience over a SOS location (going to the hospital lab instead of Quest or LabCorp) the lab fee would be subject to the deductible. Also, certain ambulatory services are paid for by going to Ambulatory centers versus hospital outpatient services. No – in that someone on SOS always has the option to choose the hospital over the SOS knowing they would be responsible for the premium.

G Daniels - Of that 9.8% increase, is the employee experiencing any of that increase? Yes, the full premium is increased by 9.8%. Both the Employee and the Employer experience premium increases.

D Freel - % of employees on the SOS – 70% on AB15/40, 30% on SOS. What’s the incentive? The incentive for the Employee to participate in the SOS is that the Town, knowing the deductible is much higher, pays 100% of the premium. It’s important to know that the premiums for the SOS fall below the Town’s share of the premiums for the AB15/40.

TOWN BI/WKLY AB15/40	EE BI/WKLY
\$ 474.95	\$ 83.81
\$ 949.90	\$ 167.63
\$ 1,282.36	\$ 226.30
TOWN BI/WKLY ABSOS	EE BI/WKLY
\$ 380.06	\$ -
\$ 760.11	\$ -
\$ 1,026.15	\$ -

RECOMMENDATION

It is the opinion of the WorkGroup that we continue health coverage through HealthTrust. There are concerns of increased turnover if the plan changes solely to a SOS plan. Given what we see from the area market rates, the Town of Milford's rate increase is conservative. A look back of 10 years also reflects a conservative overall average of about a 6.1% increase.

We have been advised by HealthTrust that if we do go with another vendor, we will have a two-year waiting period if we decide we want to come back. At that point, we may experience higher rates as returning customers.

HealthTrust offers a wide array of additional incentives for staff to include:

	HealthTrust	SchoolCare	NH Interlocal Trust
Large Pool	70000 public sector workers & family	8700 subscribers (91 school districts, towns, etc.)	
Wellness dollars	Slice of Life - \$475 (spouse and EE)	Good for You - up to \$600 annually (spouse and EE)	Wellness Dollars – max of \$400 (per EE and spouse)
Vision & Hearing Discount Programs	X	X	
Worldwide coverage	X	X	
FSA	X	X	X
HRA	X	X (\$1k and \$2k applied when taking Health Assessment)	X
Life Resources EAP	X	X	X (& LAP)
Smart Shopper	X		Compare Care X
COBRA	X	X	X
NHRS & Direct Retiree Invoicing	X	X	X
Dr on Demand	Live Online Health X	X	X
HSA	(bank)	X	X
Vision Plan Hardware		X	
Fraud Reimbursement Coverage \$10k		X	
Simon Platform - Employee Self Service			X
Decision Doc			X
ACA Assistance			X
Transition Care	X		
Survivor Care	X		
Away from Home Care Program	X		
Lark Diabetes Prgm	X		
Aware Recovery	X		
Corigen (Med Safety Prgm)	X		
CVS Caremark Transform Diabetes Care	X		
Included Health - complex med care	X		

Additional questions presented at 11/2

G Daniels –

- Asked about inclusion of HSA to incentivize employees to consider the as part of the SOS. This would be of benefit to the employee re: use of pre-tax dollars and also a benefit to the Town re: lower premiums.

C Labonte –

- Providing information regarding the total compensation which includes salaries and benefits.
- Consider changing the percentage of contributions (AB15/40) from 85%/15% to 80%/20%.

T Finan –

- Tim supported the HSA concept and relayed personal experience re: benefits of this type of plan

General comment from BOS

- Discuss opportunities to incentivize employees to consider transitioning to the SOS plan.

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

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

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

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

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

There are no Zoning Changes for 2023

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$_____

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

WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ _____

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

WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$ _____

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

WARRANT ARTICLE - RECONSTRUCTION OF TOWN ROADS - \$ 300,000

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

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

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

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

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

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

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

WARRANT ARTICLE - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WARRANT ARTICLE - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$_____

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

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

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

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

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

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

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

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

WARRANT ARTICLE - BANDSTAND RENOVATION - \$90,000

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

WARRANT ARTICLE - MUNICIPAL TRANSPORTATION IMPROVEMENT FEE

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

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

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

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

WARRANT ARTICLE – AMBULANCE REPLACEMENT REVOLVING FUND - \$134,645

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

WARRANT ARTICLE – TOWN GRANT WRITER - \$100,000

Shall the town vote to raise and appropriate the sum of \$100,000 by general taxation for the purpose of establishing and hiring a new "Town Grant Writer", including estimated benefit expenses. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE – MONT VERNON STREET PARKING - \$153,000

Shall the Town vote to raise and appropriate the sum of \$153,000 to be raised by general taxation for the construction of a 45+ space municipal parking lot to include, but not limited to tree removal, grading, and associated stormwater management/drainage, lighting, and pedestrian improvements on a portion of the property located at Tax Map 25 Lot 31, 30 Mont Vernon Street? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$____ on an assessed valuation of \$100,000.**

WARRANT ARTICLE – CLINTON STREET PARKING - 250,000

Shall the Town vote to raise and appropriate the sum of \$250,000 to be raised by general taxation for the razing/removal of the existing structures, grading, and construction of a 20+ municipal parking lot to include, but not limited to associated stormwater management/drainage, sidewalk, and lighting improvements on the municipally owned property located at Tax Map 30 Lot 66, 168 South Street? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$____ on an assessed valuation of \$100,000.**

9. Approval of Final Minutes - October 23, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

October 23, 2023

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

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

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

2. APPOINTMENTS – (Approximate times)

5:30 p.m. - Retirement – Public Works Employee – James Simons

The Board thanked Mr. Simons for all his years of service to the Town of Milford and wished him their best in his retirement.

5:40 p.m. - Pumpkin Festival Overview – Wade Scott Campbell, Granite Town Festivities Committee

Mr. Campbell provided an overview of the Pumpkin Festival. Even with the rain, the numbers held strong. They will be doing a debriefing with Rotary and Lions soon. We had 5 vendors less than the previous year. We are already looking into next year for the 35th year. They are hoping to use parts of Keyes Park next year, but continue to keep it on the Oval. He thinks they had about 25,000 to 30,000 people who attended. It's hard to keep track of the amount of people attending. He will come back to the Board once his debrief is done with his committee. Mr. Campbell said town staff did a great job helping this year. No complaints at all. n

5:55 p.m. - Community Development Department Update – Community Development Director Terrey Nolan

Director Dolan provided an update for the Office of Community Development.

Overall, the comprehensive and approved Department Budgets for both Planning & Zoning and our Building Department have stayed within the predicted and budgeted financial ranges, with only one or two small line items going slightly over. As currently projected, our Building Dept. Yr. End Figures may exceed its budget by \$2,600, but the Planning & Zoning Yr. End figures are nearly \$47,000 under Yr. End Projections. Note: This is primarily due to the ongoing need to fill the allocated Town Planner position, which has not been successful, to date. The lack of qualified candidates for a Town Planner is a New Hampshire (state-wide) issue. We need to fill this Full-time Position as soon as possible.

Other OCD Items:

1. Building Inspector Staffing

The rate of the town's required building inspections is characterized as "steady busy" throughout 2023. The number of Building Department inspectors is seemingly sufficient for the foreseeable future.

2. Featured Projects:

a. The "Q" 216 multi-family unit rental apartment project (five residential buildings and clubhouse) along Nathaniel and Stoneyard Drives was approved on October 17th by the Planning Board for its required Major Site Plan Approval. No construction timetable has been provided to Staff as to when the development will break ground. There will be new sidewalks provided. There was additional discussion about sidewalks.

b. The Milford Motel's (twelve One-Bedroom Apts.) conversion is presently well under construction. No verbal verification from the developers has been provided for completion.

c. Impact Fee Study-The town has contractually engaged the Nashua Regional Planning Commission (NRPC) to research and prepare an updated Impact Fee Study. We are still in the data collection stage.

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d. The Envision Milford Master Plan Update's RFP has again been advertised (Statewide through multiple sources) to seek a qualified professional land use consulting firm to undertake the needed update of the Town's Master Plan. All bids are due back in the first full week of November.

e. OCD is been working very closely (daily) with our DPW Director Leo Lessard and with our new (Six-month) Town Engineer, Nicole Crawford. The variety of town infrastructure and private project issues can be very time-consuming for multiple Departments. The relationship between the DPW and OCD is working very well to resolve these issues, and he suspects it will continue to be the case with our new Town Engineer being in place. Full compliance with all EPA-mandated (MS4) Requirements is an excellent example and benefit of having Ms. Crawford on board for the town.

Selectman Freel asked if the updated fees generated any pushback. Director Dolan said he hadn't heard of anything.

3. PUBLIC COMMENTS (items not on the agenda) - There were no comments at this time.

4. DECISIONS

a. CONSENT CALENDAR

Selectman Labonte asked that this be removed from the consent calendar for discussion. Selectman Labonte asked what the Lions Club would be decorating. Executive Assistant Tina Philbrick said the Lions Club decorates the gazebo and puts lights on the trees around the oval. Selectman Dargie said they also decorate the light poles.

- 1. Request for Approval for the Lions Club to decorate the Oval for the Winter Holidays from November 25, 2023, until January 7, 2024, dates subject to change due to the weather, and to host Santa on the Oval on December 3, 2023, from 12:00 pm until 2:00 pm.

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

b. OTHER DECISIONS

- 1. N/A

5. TOWN STATUS REPORT –

1. Fund Balance Discussion

At a previous meeting, the Board directed staff to utilize a maximum fund balance percentage of 7.5%. Finance Director Paul Calabria presented the Board with a summary of the Fund Balance.

Selectman Dargie asked about the tax rate. Director Calabria said they are not allowed to give out the tax rate until it's finalized. Selectman Labonte asked why the previous summary sheet and this summary sheet are different. Director Calabria said he didn't have all the numbers at the last meeting so the information he provided tonight has more accurate numbers per discussion with the DRA about what goes into the numbers.

There was additional discussion about how much to take out or leave in the fund balance by either offsetting taxes or leaving the fund balance alone. Selectman Labonte asked if there was a way, we could pay out debt down using fund balance. Director Calabria said it would take a warrant article.

Selectman Dargie asked what Director Calabria recommended. Director Calabria recommends taking \$595,000 from the undesignated fund balance, we will have about 7.5% remaining in the fund balance. This will drop the tax rate increase by about 2%. Depending on what the Board approves tonight, he can drop the number into the

108 portal and a tax rate will become final tomorrow. There was additional discussion about how much to take or
109 leave in the fund balance.

110
111 Selectman Labonte asked if applying the fund balance would lower the tax rate below last years rate? Director
112 Calabria said no, it would be 2% below what the DRA has set our tax rate for 2023. Our tax rate has been set, but
113 the Board has a chance to reduce it with monies in undesignated fund balance account. Selectman Freel asked
114 how come we can't get the number. Director Calabria said it hasn't been finalized. He isn't allowed by statute to
115 give the number out. Selectman Labonte said it's all done by numeric equation and he doesn't understand what's
116 secret about that. Director Calabria said he doesn't make the laws. He knows what the rate is, he just can't tell
117 them. Selectman Freel would rather not bring the fund balance down to 7.5%.

118
119 Selectman Labonte asked if there would be any substantial savings by using the \$595,000 in a warrant article to
120 pay off debt versus using it to lower the tax rate. Director Calabria said our debt is manageable and he wouldn't
121 be in favor of doing that.

122
123 **Selectman Dargie made a motion to authorize lowering the fund balance to 7.5% for a total of \$595,000.**
124 **Seconded by Selectman Labonte. The motion passed 4/1 with Selectman Freel opposed.**

125
126 **2. Status of Open Requests for Proposals (RFP)**

127 **Milford Town Hall HVAC (RFP 2023-03)** – This includes the removal and proper disposal of the existing HVAC
128 system. Proposals are due November 10th.

129
130 **Building Demolition Services for 127 Elm Street (RFP 2023-04)** – This is to demolish a 30,000-square-foot
131 commercial manufacturing building located at 127 Elm Street. Proposals are due October 30th

132
133 **Milford General Assessing Services (RFP 2023-05)** – This is for contracting service to provide Municipal As-
134 ssuming services to the town for five years. Proposals are due October 30th

135
136 **Milford Master Plan Comprehensive Update (RFP 2023-06)** – This is to hire a professional firm to lead and
137 prepare a comprehensive Master Plan update. Proposals are due November 3rd

138
139 **3. Town Website Maintenance**

140 Staff developed a schedule to identify the responsible individuals and departments for updating the website. This
141 should improve communication and coordination among staff and Boards, Commissions, and Committee mem-
142 bers.

143
144 Selectman Dargie asked if the people who are designated to be responsible for posting also be responsible for
145 posting hard copies on the bulletin boards. Administrator Daley said yes. Additional training will be provided to
146 the primary responsible person for each committee.

147
148 **4. Low Power FM Station Construction Permit Application**

149 Director Gentry asked the Board to consider a new low-power FM Radio Station for Milford. The cost for Ap-
150 plication is free and we would have 3 years to establish the station, meaning, that we wouldn't have to build out
151 for at most 3 years from acceptance. This is important as frequencies are limited and the opportunity to apply only
152 comes up once every 5-15 years. The last one was 15 years ago in 2009.

153
154 The Granite Town Media Advisory Committee supports the application unanimously and they unanimously sup-
155 port this financially. Applying as a town, the Selectmen would be listed as "officers" This is the same as the Cable
156 Franchise and with Selectboard approval, would be treated as such. No additional staffing will be required.

157

158 We have to put the place of the tower/antenna for the application, The tower on top of the town hall was chosen
159 as a placeholder and possible location. This can be easily changed in the future. The Wattage will be limited to
160 100 Watts, on Channel 236, broadcasting at the frequency of 95.1
161

162 There are multiple reasons for having a terrestrial radio station, especially in emergencies, but this could also
163 provide the town with other opportunities to inform in Real-time or prerecorded formats. The filing dates are
164 November 1st to November 8th, 2023.
165

166 Bedford, Nashua, and Derry have a radio station and Merrimack is submitting an application to be considered.
167 Several towns in the North Country are also submitting applications.
168

169 Scott Kimball, a Milford resident, asked about the cost difference of setting up a physical radio station when that
170 is done over the internet. We've been told that our emergency management system doesn't need a backup. Director
171 Gentry said he didn't have numbers for that but the internet base would probably be a part of what we would do
172 with this station. MACC Base is excited to have a way to get information out to people faster. Selectman Labonte
173 asked about an engineering study. Director Gentry said it's included in the \$30,000.
174

175 **Selectman Dargie made a motion to allow Granite Town Media to go forward and submit an application**
176 **for a radio license. Selectman Freel seconded. All were in favor. The motion passed 5/0.**
177

178 **5. Board, Commission, Committee Volunteers**

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

181 Board of Adjustments	2 Alternate positions
182 Conservation	2 Alternate positions
183 EDAC	TBD
184 Granite Town Media	1 Full-time position
185 Recycling Committee	1 Full-time position
186 Planning Board	2 Alternate positions

187
188 If you are interested in applying, please contact the Administration Office or visit the Town website at www.milford.nh.gov
189 and download /complete the volunteer application.
190

191 **6. DISCUSSIONS**

192 **1. Key Dates for the 2024 Town Meeting**

193 Tina Philbrick, Executive Assistant provided the Board with a memo outlining the key dates for the 2024 Town
194 Meeting. It will be posted on the town's website once it's approved tonight.
195

196 **Selectman Labonte made a motion to approve the 2024 key dates. Seconded by Selectman Dargie. All were**
197 **in favor. The motion passed 5/0.**
198

199 **2. 2024 DRAFT Warrant Articles**

200 Selectman Labonte isn't in favor of the last two parking warrant articles, one for Mont Vernon Street and one for
201 Clinton Street. Selectman Finan supports leaving them on the warrants for now. There was additional discussion
202 about parking lots. Selectman Dargie wants to keep the warrant articles for Mont Vernon Street Parking and
203 Clinton Street Parking on the warrants for now. Selectman Daniels would like to remove them. Nothing was
204 decided at tonight's meeting.
205

206 Selectman Dargie said he thought that motorcycles would be included in the Municipal Transportation improve-
207 ment fee warrant article. Ms. Philbrick said that the Town Clerk reviewed the warrant article and chose to remove
208 the motorcycle wording from the warrants.

209

210 Selectman Dargie asked if we had an estimate of the cost of Fireworks. Arene Berry, Recreation Director, said
211 she needed clear direction from the Board. The actual 4th of July date is unavailable without a minimum of about
212 \$25,000 to \$30,000 and even then, the actual 4th may not be available. If she has a dollar amount, she can price
213 out shells. The cost of fireworks has increased a lot. The weekend before the 4th could be a possibility.

214

215 Selectman Labonte asked if Recreation puts out an RFP for fireworks. Director Berry said she could, but she
216 usually reaches out to see who will give her a quote.

217

218 Director Berry said she is here with the Chair of the Recreation Commission as a follow-up to questions that were
219 asked at the last meeting when she wasn't available to provide correct answers.

220

221 **3. Review of Board of Selectmen's Policies**

222

223 **2001-02 Employee Performance Reviews**

224 Selectman Dargie made a motion to approve the amendment for Policy 2001-02. Seconded by Selectman Freel. All
225 were in favor. The motion passed 5/0.

226

227 **2004-01 Matters Before the NH House of Representatives of Senate**

228 All set. There was no change to this policy.

229

230 **2015-001 Personnel Use of Town Vehicles**

231 Selectman Dargie made a motion to approve the amendment for Policy 2015-001. Seconded by Selectman Freel. All
232 were in favor. The motion passed 5/0.

233

234 **2018-001 Municipal Flag Rule (Oval)**

235 All set. There was no change to this policy.

236

237 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

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

239 MACC Base budget meeting is October 30th at 5:00 pm and November 14th at 5:00 pm on the 4th floor.

240

241 **b) OTHER ITEMS (not on the agenda)**

242 Selectman Labonte asked if we could put out an RFP for timeclocks and payroll companies. He heard that not a
243 lot of departments are utilizing the timeclock software that we pay over \$20,000 a year to upgrade. Administrator
244 Daley said he could talk to the Finance Director.

245

246 Selectman Dargie said the Board received an e-mail from a Middle School student regarding the New Hampshire
247 Flag. He feels it's not a Town of Milford issue and he recommends that someone contact the student and have
248 them reach out to the State Senator.

249

250 **7. PUBLIC COMMENTS -**

251 Katherine Kokko, a Milford resident, asked about the availability of the MS4 data and asked if Community De-
252 velopment could post that information. Administrator Daley said yes.

253

254 Chairman Daniels asked if other Board members had any questions that they needed answers for from Recreation
255 about the last meeting. There were several questions about revenue, how it's generated, and also questions about
256 the Revolving fund.

257

258 Director Berry explained revenue and expenses for the Recreation Department. Her budget is \$157,000 which is
259 mostly comprised of salaries except for \$17,000. The \$17,000 is for music licensing, training, lifeguard certifica-
260 tion, etc. They operate out of a revolving fund that allows them to add and delete programs.

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Pool pass revenue goes into the general fund, this year it was \$36,872. A majority of pool passes are sold online and the revolving fund pays the credit card fees for those transactions. All money from events, trips, programs, and swim lessons goes into the revolving fund. All of the money for supplies for those programs, and wages for instructors for those programs including swim lessons all come out of the revolving fund. The town budget pays for the lifeguards. If someone is lifeguarding, it comes out of the town budget, if that person is teaching a swim lesson, it comes out of the revolving fund. Things are coded during payroll.

For 2024, we budgeted \$44,100 for lifeguards, the pool manager, and the front desk staff. Up until now, DPW has paid for the maintenance of the pool, chlorinator, and chemicals this will be moved to Recreation in 2024.

Selectman Freel asked what revenue is brought in on the Recreation activities. Director Berry said as of October 10, 2023, \$108,909. Expenses were \$91,045. The revolving fund except for 2020 has always pulled in a profit of \$4,000 to \$12,000 a year. When the balance gets a little high, they do a project to improve something. They gave \$29,000 towards the purchase of 127 Elm Street, \$5,000 to the pergola project at Keyes Park, \$2,300 for fitness anchors, and numerous other projects including \$15,000 towards the Recreation bus. The revolving fund also pays ½ of the Program Coordinators salary, the general fund pays the other half. The reason the revolving fund is showing a \$17,000 profit is because we went 7 weeks without a program coordinator's position.

There was a lengthy discussion about expenses, pool passes, revenues, and Recreation taking over the pool chemicals which will raise her budget by \$22,000 but lower DPW's budget by the same amount. Having the chemicals and general day-to-day maintenance stay within Recreation saves on having a public works employee on call every weekend to help with any issues so it saves money in DPW. Director Berry provided numbers for the amount brought in for pool passes from Milford residents and out-of-town passes. About a previous statement that "on a hot July afternoon there are only 12 people in the pool", Director Berry said that according to the badge scanner, they had about 5,644 entrances to the pool this past summer. The pool is utilized daily and due to the weather, this summer, it may have been closed early a few times, but they only fully closed the pool for one full day this season. The pool is open for 10 weeks in the summer. All field and park rental fees go into the revolving fund. They brought in \$4,928 for rentals this year.

Selectman Labonte asked Director Berry for her thoughts were on what can be done with the capital reserve warrant article. Director Berry explained that the warrant article was set up to address items found on page 17 of the Keyes Expansion Committee Report. The money in that capital reserve account has addressed some of those items. The word "expansion" is in there because at the time it was an expansion of Keyes Park. When we purchased 127 Elm Street, we expanded it. Anything brought forward from this account was brought to the Board for approval. To change that word in the capital reserve account may need a warrant article.

9. APPROVAL OF FINAL MINUTES – October 9, 2023

Selectman Dargie made a motion to approve the minutes of October 9, 2023, as amended. Seconded by Selectman Freel. All were in favor. The motion passed 5/0 by roll call vote.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

- a. Treasurers Report June 2023
- b. Selectmen's Goals and Initiatives

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION – Selectmen Freel made a motion to go into non-public in accordance with (RSA 91-A:3, II(a)) Personnel. Seconded by Selectmen Finan. All were in favor. The motion passed 5/0.

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 10/23/2023

312 In nonpublic the Board addressed one issue under personnel.
313

314 **Selectman Freel made a motion to seal the minutes under (RSA 91-A:3, II(c)) Reputation, as it would ad-**
315 **versely the reputation of any person other than a member of this board. Seconded by Selectman Dargie.**
316 **All were in favor. The motion passed 5/0.**
317

318 **13. ADJOURNMENT: Selectman Finan moved to adjourn at 9:02. Seconded by Selectman Freel. All were**
319 **in favor. The motion passed 5/0 by roll call vote.**
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Gary Daniels, Chairman

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Tim Finan, Member

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Chris Labonte, Vice-Chairman

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Dave Freel, Member

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Paul Dargie, Member

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9. Approval of Final Minutes - October 30, 2023 (5th Monday Forum)

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING 5TH MONDAY FORUM

Monday, October 30, 2023

PRESENT: Gary Daniels, Chairman Excused Lincoln Daley, Town Administrator excused
Chris Labonte, Vice Chairman Andrew Kouropoulos, Videographer
Paul Dargie, Member Tina Philbrick, Executive Assistant
Tim Finan, Member
David Freel, Member

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

Chairman Daniels called the public meeting to order at 6:00 p.m.

2. 6:00 p.m. OPEN FORUM

Kathy Parenti and Lynn Coakley, Library Trustees, said their electrician recommends replacing lighting in the section where they are replacing the HVAC system. They received a quote for \$26,000. It will cost more if they wait.

Selectman Labonte said it's over the recommended threshold he asked if it should go out to bid. Administrator Daley said it does exceed the allowance. Selectman Dargie isn't in favor of this at this time. They will be putting out an RFP for lighting in all the buildings in town in the next year. He explained the process. It would be a package deal going through the same company with all the same electronics throughout the town. There was discussion about the breakeven point and savings and other upgrades to the library.

Selectman Freel asked for more clarification of where the lights would be replaced. There was additional discussion on when it could be replaced, what areas could be upgraded, and types of fixtures and rebates they could take advantage of. Selectman Freel said if they went out to bid, they could get better numbers. He feels that \$26,000 is pricy. There are lots of rebates out there that the town can take advantage of if they research it in more detail. The Board was not in favor of this at this time.

Ms. Parenti said the library will be closed for concrete cutting for two days this week for our HVAC installation. They will be closed for most of the day on Thursday, November 2nd, and all day on Friday, November 3rd.

Administrator Daley said the new traffic signs are currently in place to start tracking. One is on Union Street and one is on Merrimack Street.

A work session is scheduled for Thursday afternoon with the Board to talk about health and dental benefits. It will be at the PD at 5:30. This is to educate the Board on the bid process and to help determine a provider.

3. DISCUSSION

a. N/A

4. DECISIONS

a) CONSENT CALENDAR

- 1) Approval of FINAL 2023 Tax Warrants
- 2)

Selectman Dargie made a motion to accept the consent calendar. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS

5. APPROVAL OF FINAL MINUTES – October 19, 2023 (work session)

Selectman Dargie made a motion to accept the final minutes of October 19, 2023, as amended. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.

6. NOTICES – Chairman Daniels read the notices.

7. ADJOURNMENT – Selectman Labonte made a motion to adjourn at 6:30. Seconded by Selectman Dargie. All were in favor. The motion passed 5/0.

APPROVED MINUTES OF BOARD OF SELECTMEN MEETING – 10/30/2023

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Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice Chairman

David Freel, Member

Paul Dargie, Member

10. a) Treasurer's Report July and August 2023

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
7/31/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 7/01/23	1,335,367.07	48,234.61	138,072.86	18,142,157.47	1,347.50	10,689.96	55,499.29	\$ 19,731,368.76
Receipts:								
Taxes and Interest	1,801,135.93	-	-	-	633,564.48	-	-	\$ 2,434,700.41
Water & Sewer User Fees	155,203.77	-	-	-	46,752.47	-	-	\$ 201,956.24
Other Revenues	354,557.64	368,985.96	-	-	4,696.20	-	-	\$ 728,239.80
Ambulance	-	-	-	-	68,288.05	-	-	\$ 68,288.05
Recreation	-	-	-	-	8,975.00	-	-	\$ 8,975.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	11.72	75,328.00	-	0.41	375.62	\$ 75,715.75
Investment Transfers	6,136,157.47	-	-	1,450,000.00	2,000.00	-	2,852,500.71	\$ 10,440,658.18
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	\$ 8,447,054.81	\$ 368,985.96	\$ 11.72	\$ 1,525,328.00	\$ 764,276.20	\$ 0.41	\$ 2,852,876.33	\$ 13,958,533.43
Disbursements:								
Accounts Payable Warrants	(2,515,497.78)	(105,265.61)	-	-	(134.87)	-	-	\$ (2,620,898.26)
Payroll Warrants	(525,485.70)	-	-	-	-	-	-	\$ (525,485.70)
Milford School District Appropriation	(3,772,041.00)	-	-	-	-	-	-	\$ (3,772,041.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(3,279,500.71)	(276,000.00)	-	(3,417,157.47)	(745,000.00)	-	(2,723,000.00)	\$ (10,440,658.18)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,940.19)	-	-	-	-	-	-	\$ (1,940.19)
Voided Checks	1,955.00	-	-	-	-	-	-	\$ 1,955.00
Total Disbursements:	\$ (10,092,510.38)	\$ (381,265.61)	\$ -	\$ (3,417,157.47)	\$ (745,134.87)	\$ -	\$ (2,723,000.00)	\$ (17,359,068.33)
Ending Balance as of 7/31/23	\$ (310,088.50)	\$ 35,954.96	\$ 138,084.58	\$ 16,250,328.00	\$ 20,488.83	\$ 10,690.37	\$ 185,375.62	\$ 16,330,833.86


 LAURA M DUDZIAK
 TOWN TREASURER

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
8/31/2023
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 8/01/23	(310,088.50)	35,954.96	138,084.58	16,250,328.00	20,488.83	10,690.37	185,375.62	\$ 16,330,833.86
Receipts:								
Taxes and Interest	128,742.83	-	-	-	38,297.20	-	-	\$ 167,040.03
Water & Sewer User Fees	320,657.96	-	-	-	56,154.78	-	-	\$ 376,812.74
Other Revenues	300,623.22	427,852.38	-	-	7,459.55	-	-	\$ 735,935.15
Ambulance	-	-	-	-	72,688.14	-	-	\$ 72,688.14
Recreation	-	-	-	-	4,768.96	-	-	\$ 4,768.96
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	11.72	55,277.46	-	0.45	134.92	\$ 55,424.55
Investment Transfers	5,787,703.62	-	-	-	-	-	1,031,000.00	\$ 6,818,703.62
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
21 ARPA-LFRF Sewer Equip.	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 6,537,727.63</u>	<u>\$ 427,852.38</u>	<u>\$ 11.72</u>	<u>\$ 55,277.46</u>	<u>\$ 179,368.63</u>	<u>\$ 0.45</u>	<u>\$ 1,031,134.92</u>	<u>\$ 8,231,373.19</u>
Disbursements:								
Accounts Payable Warrants	(1,749,883.03)	(78,706.51)	-	-	(1,347.44)	-	-	\$ (1,829,936.98)
Payroll Warrants	(529,805.98)	-	-	-	-	-	-	\$ (529,805.98)
Milford School District Appropriation	(3,772,041.00)	-	-	-	-	-	-	\$ (3,772,041.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Investment Transfers	(457,000.00)	(305,000.00)	-	(4,800,328.00)	(180,000.00)	-	(1,076,375.62)	\$ (6,818,703.62)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,475.84)	-	-	-	-	-	-	\$ (1,475.84)
Voided Checks	12,791.43	-	-	-	-	-	-	\$ 12,791.43
Total Disbursements:	<u>\$ (6,497,414.42)</u>	<u>\$ (383,706.51)</u>	<u>\$ -</u>	<u>\$ (4,800,328.00)</u>	<u>\$ (181,347.44)</u>	<u>\$ -</u>	<u>\$ (1,076,375.62)</u>	<u>\$ (12,939,171.99)</u>
Ending Balance as of 8/31/23	<u>\$ (269,775.29)</u>	<u>\$ 80,100.83</u>	<u>\$ 138,096.30</u>	<u>\$ 11,505,277.46</u>	<u>\$ 18,510.02</u>	<u>\$ 10,690.82</u>	<u>\$ 140,134.92</u>	<u>\$ 11,623,035.06</u>


 LAURA M DUDZIAK
 TOWN TREASURER

10. b) Selectmen Goals and Initiatives

2023 BOS Goals and Initiatives

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

10/23/2023