

11/26/18

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

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

\$14,206.00 Federal Grant - NH Highway Safety Project #19-120
Funding for overtime for STEP (State Traffic Enforcement Patrols) Grant conducted from October 1, 2018-September 30, 2019.
This grant consists of STEP Patrols (\$6,663.00), Operation Safe Commute Patrols (\$2,261.00), Join the NH Clique Patrols (\$335.00) and DWI Patrols & Mobilizations (\$4,947.00). These patrols will be conducted on specific dates during the grant period.

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

**5:30 - Public Hearing for the Acceptance
for Expenditure of Unanticipated Funds
over \$10K NH (RSA(31:95)b) - The
2018-2019 Milford Highway Safety Grant
- \$14,206.**

Exhibit A (Continued)

1. The Office of Highway Safety (hereinafter referred to as The State) is awarding the **Milford Police Department** (hereinafter referred to as the Subrecipient) a Highway Safety Grant in the amount of **\$14,206.00**, as further described in the Subrecipient's applications, which is hereby incorporated by reference and made a part of this Grant Agreement. **In the event of any conflict or ambiguity between the provisions of the Subrecipient's application and the provisions of the Office of Highway Safety Grant Agreement #19-120, including Exhibits B, C, and the provisions of Exhibit A (A.1 – A.7) excluding the Application, the provisions of the Grant Agreement shall govern.**

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Match Requirement
STEP PATROLS	\$6,663.00	\$6,663.00	N/A	N/A	\$1,665.75
OPERATION SAFE COMMUTE	\$2,261.00	\$2,261.00	N/A	N/A	\$565.25
JOIN THE NH CLIQUE	\$335.00	\$335.00	N/A	N/A	\$83.75
DISTRACTED DRIVING	N/A	N/A	N/A	N/A	N/A
PEDESTRIAN BICYCLE	N/A	N/A	N/A	N/A	N/A
DWI PATROLS & MOBILIZATIONS	\$4,947.00	\$4,947.00	N/A	N/A	\$1,236.75
E-Crash (MDT's)	N/A	N/A	N/A	N/A	N/A
E-Crash (Printers, Scanners, Receivers)	N/A	N/A	N/A	N/A	N/A
Speed Enforcement Data Collection Equipment	N/A	N/A	N/A	N/A	N/A
Total Approved Costs (Include Non-Federal Share)	\$14,206.00	\$14,206.00	N/A	N/A	\$3,551.50

Grantee Initials _____
Date _____



COMCAST

November 19, 2018

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

***RE: HD PEG Access Programming
Town of Milford, NH***

Dear Chairman Federico:

The purpose of this letter is to outline the Franchisee's (hereinafter "Comcast") commitment to launch a High Definition (HD) Public, Educational, and Governmental (PEG) Access channel in the Town of Milford (hereinafter "Town" or "Franchising Authority").

The Franchisee shall launch, within eighteen (18) months of the Effective Date, of the Cable Television Franchise between the Town and Comcast one (1) HD PEG channel for PEG Access use. The Franchising Authority and/or its designee(s) shall be responsible for providing the PEG Access Channel Signal in HD format to the demarcation point at the designated point of origination for the PEG Access Channel. The Franchisee shall distribute the PEG Access Channel Signal on its Cable System in HD format without substantial alteration or deterioration.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Christiansen".

Bryan Christiansen
Sr. Manager of Government & Regulatory Affairs
Comcast

**5:45 - Application for Current Use Map 42,
Lot 55 - Assessing Director Marti Noel.**

MEMORANDUM

DATE: November 26, 2018

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **Application for Current Use – 1 parcel**

Map 42 Lot 55 – The owner of this parcel has recently recorded a Lot Line Adjustment plan which adds sufficient land to qualify for Current Use status. Current Use criteria requires a minimum of 10 acres where land is in a natural state or used for farm land, and any size if the land is wetlands. The total acreage is 13.62 acres where 10.1 acres will be placed in the forest/white pine category and .5 acres will be placed in unproductive/wet category. The rest supports residential development and will remain out of Current Use. The status of this parcel will change for the 2019 tax year.

Thank You

**5:45 Land Use Change Tax - 7 Parcels - Assessing
Director Marti Noel**

MEMORANDUM

DATE: November 26, 2018

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax – 7 parcels**

Map 52 Lot 91 – This parcel has recently sold. It had a 1.04 acre portion of the site in current use, qualifying with adjacent land under identical ownership. The sale has left this parcel with less than 10 qualifying acres so the area must be removed from Current Use. This Warrant had been removed from the 10/26/2018 BOS meeting as the owner called last minute requesting more time to review the basis for this warrant. Although I have not heard from the property owner, I understand they have already submitted a check to the tax collector in anticipation of this warrant.

Map 52 Lot 4-1 – This lot is a landlocked parcel. An adjacent parcel was recently transferred, leaving this lot inadequate in size to remain in Current Use.

Map 52 Lots 4-2& 4-3 – These are two recently created parcels which either separately or contiguously with any other parcel under identical ownership do not have adequate lot size to remain in Current Use.

Map 52 Lots 5, 6, 7 – These parcels have had recent lot line adjustments with an adjacent parcel that had the land in Current Use. After transfer to the respective parcels, there was inadequate size to meet CU criteria.

The above 6 parcels on Map 52 are the result of a recent lot line agreement and subdivision recorded at the HCRD as **Plan#39941** on 10/18/18. During the subdivision process they were made aware of the Land Use Change Tax repercussions. In speaking with their attorney last week, he informed me they are aware the warrants are forthcoming.

Map 45 Lot 3-43 – This parcel is located in the Autumn Oaks Subdivision and construction for a new single family home has begun, rendering the lot ineligible for Current Use.

The Land Use Change Tax is 10% of estimated market value at the time of removal from current use.

Thank You

5:45 Acceptance of Municipal Assessment Data Sheets (MADS) - Assessing Director Marti Noel

MEMORANDUM

DATE: November 26, 2018

TO: Board of Selectmen

CC: Mark Bender

FROM: Marti Noel, Assessor

RE: **Municipal Assessment Data Sheets (MADS)**

It is the time of year to certify with the Department of Revenue Administration the Municipal Assessment Data Sheets which contain the real estate transfers that have taken place in Milford between October 1, 2017 and September 30, 2018. This information is used to measure the level of assessment within the community, and provides the basis for the Equalization Ratio, a measurement of assessed value to market value. The report is due for completion and submission to the DRA by December 15 each year.

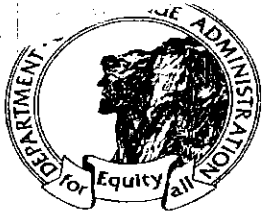
This year, I did not have time to address this subject with the BOS prior to the joint BOS/BAC meeting. The BAC has asked additional questions after that meeting and I am including the answers that I had submitted to them for your review as well. The topic most pertinent to the material presented this evening involves the anticipation of completing a mid-cycle partial update. I have provided a list of the sales used in this year's review and a DRAFT statistical summary sheet to demonstrate the need for this update ahead of the 2021 revaluation. It is important to keep sales within DRA mandated guidelines; by doing so we can avoid large disparities in values and reasonableness in the annual tax rate. I have surveyed 2 contractors who have worked with the Milford assessing department in order to anticipate the cost of this mid-cycle update, and to ensure the work can be done in a timely and workmanlike manner.

As required by DRA Rev 2804.01, the assessing department has reviewed and analyzed each sale as well as furnished the data necessary to categorize and qualify each sale for inclusion or exclusion in this analysis. Sales are disqualified if, through research, it has been determined that they do not meet the definition of arms-length transaction. Such sales would include sales between abutters, family members or related business entities, foreclosure sales and bank re-sales, short sales, and the like. I would like to assure the Board that I have reviewed every sale and have confirmed the sales data with knowledgeable parties whenever possible. The data is correct and complete to the best of my knowledge.

Your signatures are required (on the Pink Sheet) when this data is submitted to the DRA for final review and analysis. By March, we can expect to have the Equalization Ratio for 2018 as determined by the NH Department of Revenue. This number is important in

establishing equity for legal purposes such as abatements and appeals as well as provides Milford residence with a level of confidence regarding the accuracy of their assessments. Again, I would like to assure you that I have spent significant time in verifying the data included in this report.

Thank You



2018 Ratio Study Summary Report

11/19/2018 2:01:31 PM

Town Name: Milford, Hillsborough County

Date Range: 10/01/2017 through 09/30/2018

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

DRAFT ONLY

1 of 2

Strata	Description	Mean Ratio	Median Ratio	WM Low CI	WM Ratio	WM High CI	COD	PRD	Total Strata	Sales PA34	Valid %	Valid PA34 %	Valid PA34	Valid PA34 %	UT#	UT %
11	Single Family Home	83.57	82.7	82.5	83.36	84.25	7.23	1	260	224	197 75.8%	168 85.3%	197	100%		
12	Multi Family 2-4 Units	84.14	82.17	75.98	81.56	88.06	15.4	1.03	20	18	13 65.0%	12 92.3%	13	100%		
13	Apt Bldg 5+ Units	0	0	0	0	0	0	0	2	1	2 100%	1 50.0%	2	100%		
14	Single Res Condo Unit	86.87	85.78	84.41	86.18	88	9.04	1.01	70	56	60 85.7%	46 76.7%	60	100%		
17	Mfg Housing With Land	0	0	0	0	0	0	0	4	4	2 50.0%	2 100%	2	100%		
18	Mfg Housing Without	104.32	95.06	79.03	89.1	102.78	32.53	1.17	15	10	12 80.0%	8 66.7%	11	91.7%		
22	Residential Land	0	0	0	0	0	0	0	10	9	2 20.0%	2 100%	2	100%		
33	Commercial L&B	109	99.97	93.9	102.1	114.12	18.04	1.07	15	13	10 66.7%	9 90.0%	10	100%		
34	Industrial L&B	0	0	0	0	0	0	0	3	3	2 66.7%	2 100%	2	100%		
AA	Any & All	85.03	83.77	83.54	84.45	85.44	9.16	1.01	403	341	300 74.4%	250 83.3%	295	98.3%		
GC1	Area Improved Res	84.33	83.26	82.85	83.63	84.45	8.59	1.01	371	314	284 76.5%	236 83.1%	281	98.9%		
GC2	Area Improved Non-Res	105.77	101.05	89.94	99.07	107.01	16.54	1.07	21	18	14 66.7%	12 85.7%	14	100%		
GC3	Area Unimproved	0	0	0	0	0	0	0	10	9	2 20.0%	2 100%	2	100%		

DRAFT ONLY



2018 Ratio Study Summary Report

11/19/2018 2:01:31 PM

Town Name: Milford, Hillsborough County

Date Range: 10/01/2017 through 09/30/2018

NH Dept of Revenue Administration. Ratios were created using stipulated year assessments.

Type	Description	Median Low CI	Median Ratio	Median High CI	PRD Low CI	PRD	PRD High CI	COD	UT#
All (AA)	Any & All	82.7	83.77	84.78	1	1.01	1.01	9.16	295
Group (GC1)	Area Improved Res	82.37	83.26	84.27	1	1.01	1.01	8.59	281
Group (GC2)	Area Improved Non-Res	92.59	101.05	107.29	1.02	1.07	1.16	16.54	14
Group (GC3)	Area Unimproved	0	0	0	0	0	0	0	2

Title	Description	Criteria Met
Strata-Any and All (Median)	Overall Median Point Estimate confidence interval should overlap range of 90-110	False
Strata-Any and All (PRD)	Overall PRD Confidence Interval should overlap range of .98-1.03	True
Strata-Any and All (COD)	Coefficient of Dispersion < 20.0	True
Strata-GC1	Median Confidence Interval should overlap overall median +/- 5%	True
Strata-GC2	Median Confidence Interval should overlap overall median +/- 5%	True
Strata-GC3	Median Confidence Interval should overlap overall median +/- 5%	N/A

**5:45 - Follow-up questions from the BOS/
BAC work session Saturday, November 3rd.**

11/13/2018

To: Milford Budget Advisory Committee

From Marti Noel

In response to your inquiries, I offer the following:

2019 Growth Projection:

My apologies for being unprepared for this question – I had anticipated this to be covered in the opening remarks from Mark Bender or Jack Sheehy, and did not want to waste the Board's time with duplication or redundancy. I am happy to expand on this topic for you.

The **2019 Growth Projection** is **\$18,027,700.**

This projection is based on actual permits received from April 1, 2018 through September 12, 2018 and projections through March 31, 2019 based on those actual permits. This projection also takes into account adjustments to the assessment for the new Hitchiner plant at a 50% projection for 2019 in response to RSA 72:80 (approved by town vote as a 2018 warrant article) where the town elected to provide incremental tax relief over 5 years for large scale industrial growth projects so that by year 5 the improvements will reach full value assessment. As a result, the 2018 growth projections are reduced by approximately .5% (but this will become fully realized over the next 5 years).

Even accounting for this, this growth projection still represents a healthy 1.3% growth through additional new construction only. The previous two years have seen growth at roughly 2%, so our trend remains on an upward trajectory.

"Long range" plans:

Statute requires a full or statistical revaluation every 5 years. (RSA 75:8-a) Our last revaluation was 2016, making our next revaluation on schedule for 2021. Statute also requires municipalities to maintain relative uniformity in assessment levels both overall and between market segments. (RSA 21-J:11-a) If there is too great a disparity, the best course of action is to take intermediate steps to maintain conformity to the standards prescribed by the Department of Revenue and the Assessing Standards Board. This is measured by analyzing sales on an on-going basis and annually reviewing them. This year, Milford's sales indicate we are approaching or exceeding those prescribed limits.

The assessing department is proposing a mid-cycle partial update to occur in 2019. Analysis from the sales occurring between October 1, 2017 and September 30, 2018 shows significant appreciation in the residential segment of the market, while the commercial/industrial segment has remained relatively stable. This is different than mid-cycle 2011 through 2016, where all market segments saw similar value reductions.

Initial analysis of the sales indicates roughly 12% appreciation for single family homes and 2-4 unit multifamily, roughly 10% for condominium properties, while commercial/ industrial properties show 0%

growth since our 2016 revaluation. Keep in mind that these are averages, so some changes are above and below that average indicator. The partial update seeks to balance the disparity by adjusting residential property values to a level more closely aligned with the market. The partial update will involve a review of the sales to fine tune adjustments based on neighborhood and style to ensure fairness and equitability in the re-balancing. Milford is not alone in seeing this trend. According to the Department of Revenue, there were approximately 120 communities in 2018 that recognized the prudence of completing a mid-cycle partial or even full statistical update.

Keep in mind that with residential properties comprising approximately 78% of Milford's property composition. Any significant increases in total property value should have the corresponding effect of reducing the tax rate. The finance department has indicated that a roughly 8% increase to the residential market assessments would result in a tax rate adjustment of roughly (\$1.50) to 27.73. This is **a hypothetical analysis** just to demonstrate the relationship between assessed value and the tax rate. Again, keep in mind that these are based on averages. Homes that have seen skyrocketing market values will likely see a slight increase in their taxes, but properties that have seen modest or even nominal changes to their market value might even see a slight decrease in their tax bill.

In the end, however, it is about fairness and equitability, and our obligation to maintain that balance.

Anything else:

I reported that Stephanie Tetley, the longtime assessing administrative assistant has retired. Fortunately for us she has remained available to fill in on an as-needed basis to assist the department during those times of increased traffic such as when we are processing exemption and credit applications, or to fill in during any extended absence on my part (ie vacation time) so that we can continue to provide exceptional customer service. This arrangement has also allowed us some flexibility in the department's budget so that we can meet the partial update obligation previously mentioned as well as maintain consulting services obligations that arise annually in defense of value for appeals. I am very grateful to Stephanie for her commitment to this department and to the town.

6:00 Pumpkin Festival De-Brief – Wade Scott Campbell

Verbal

2019 HR Insurance Update

Presentation to Board of Selectman

November 26, 2018

Brief update on the following –

- Health Insurance Plan Options
- Dental Insurance – Transition from Cigna to Delta Dental

Health Insurance

- 2018 – Offered AB15/40 (\$1,000/\$3,000 ded)
- 2018 – Offered AB15IPDED (\$500/\$1,500 ded)

Recommend for 2019

- Offering AB15/40 (\$1,000/\$3,000 ded) same plan and
- **NEW** – ABSOS25/50 (\$3,000/\$9,000 ded)

2018 Plan Options

Breakdown of participants for the 2 health plan options

Access Blue 15/40IPDED - \$1K/3K	Participants (100%)	Monthly Rate	Town's Share	EE Share
Single	14	\$ 639.45	\$ 543.53	\$ 95.92
2-Person	17	\$ 1,278.89	\$ 1,087.06	\$ 191.83
Family	34	\$ 1,726.50	\$ 1,467.53	\$ 258.97
Total Employees	65			
AB 15IPDED - \$500 deductible	Participants	Monthly Rate	Town's Share	EE Share
Single	0	\$ 730.17	\$ 543.53	\$ 186.64
2-Person	0	\$ 1,460.34	\$ 1,087.06	\$ 373.28
Family	0	\$ 1,971.45	\$ 1,467.53	\$ 503.92
Total Employees	0			

HealthTrust Plan Info as of 11.20.18

Enrolled in Plan 2018	# EE's
EE - Single	14
EE - 2 Person	17
EE - Family	34
	65

Opt Outs 2018	# EE's
EE - Single	2
EE - 2 Person	6
EE - Family	13
	21

2019 Plan Options

Access Blue 15/40IPDED - \$1k/3k (same plan as last year)	Participants (100%)	Monthly Rate	Town's Share 85%	EE Share 15%
Single	14	\$ 725.77	\$ 616.90	\$ 108.87
2-Person	17	\$ 1,451.55	\$ 1,233.82	\$ 217.73
Family	34	\$ 1,959.59	\$ 1,665.65	\$ 293.94
Total Employees	65			

NEW AB SOS25/50 - \$3k/\$9k	Participants	Monthly Rate	Recommending Town's Share 100%	Recommending EE Share 0%
Single	tbd	\$ 493.65	\$ 493.65	\$ 0.00
2-Person	tb	\$ 987.30	\$ 987.30	\$ 0.00
Family	tb	\$ 1,332.886	\$ 1,332.86	\$ 0.00
Total Employees				

Health Insurance – HealthTrust

If EE moves from AB15/40 to ABSOS

Employee saves

EE Mthly Rate	EE Annual Savings if they go to SOS Plan (EE Mthly rate x 12)
Single \$ 108.87	\$ 1,306.39
2Pers \$ 217.73	\$ 2,612.79
Fam \$ 293.94	\$ 3,527.26

Town saves per person

Town Share 2019 AB	Town Share 2019 SOS	Town Savings per person/mth that opts for SOS (2019AB - 2019SOS)
Single \$ 616.90	\$ 493.65	\$ 123.25
2Pers \$ 1,233.82	\$ 987.30	\$ 246.52
Fam \$ 1,665.65	\$ 1,332.86	\$ 332.79

DENTAL Insurance

- 1/1/19 Transition from Cigna to Delta Dental
- Same plan as Cigna – more providers accept Delta Dental

DELTA DENTAL - RATES
(Effective January 1, 2019)

DENTAL INSURANCE

						2%	
LOW OPTION	Monthly Premium	Town's Share Mthly	Employee Paid Mthly	Town Pays Biweekly	EE Biweekly Rate	COBRA	Town Pays Annually
Single	\$ 32.13	\$ 32.13	\$ -	\$ 16.07	\$ -	\$ 32.77	\$ 385.56
2-Person	\$ 62.88	\$ 32.13	\$ 30.75	\$ 16.07	\$ 15.38	\$ 64.14	
Family	\$ 126.78	\$ 32.13	\$ 94.65	\$ 16.07	\$ 47.33	\$129.32	
HIGH OPTION	Monthly Premium	Town's Share Mthly	Employee Paid Mthly	Town Pays Biweekly	EE Biweekly Rate	COBRA	
Single	\$ 49.58	\$ 32.13	\$ 17.45	\$ 16.07	\$ 8.73	\$ 50.57	
2-Person	\$ 95.89	\$ 32.13	\$ 63.76	\$ 16.07	\$ 31.88	\$ 97.81	
Family	\$ 174.69	\$ 32.13	\$ 142.56	\$ 16.07	\$ 71.28	\$178.18	

Opt Out -

Cash back amount per year equal to forty (40%) percent of the Town's Annual Contribution to the basic, one person Plan

1 person plan	\$ 32.13						
Annual x12	\$ 154.22	Opt Out Amount					
24 pays	\$ 16.07						

Questions?

Thank you!

TOWN OF MILFORD

RECREATION DEPARTMENT



Date: November 16, 2018

To: Board of Selectmen; Mark Bender, Town Administrator

From: Arene Berry, Recreation Director

Subject: Request for waiver - Ordinance 7.16.070

The Nashua Area Radio Society would like to reserve areas of Keyes Field for an event on January 25-27, 2019. Their event includes operating a temporary radio station for a 24 hour period starting on Saturday and ending Sunday. The following are excerpts from their initial email with details of the event:

"We would be setting up an Amateur radio station for the purposes of testing our emergency response capabilities.

Our website is www.n1fd.org, and we are a 501C3 non profit, and work in connection with various governmental agencies to provide backup communication in times of disaster.

This winter exercise would be testing our ability to stand-up a radio station in under 12 hours, and then operate and stay on the air for a continuous 24-hour period, and make as many radio contacts as possible to other stations also activating during this event.

We will be having a staff of volunteers around 10 people setting up Friday afternoon, and then the operating period commences at 2:00 pm on Saturday afternoon, to run until 2:00 pm on Sunday January 27th. Station breakdown would start on Sunday and be cleared out by dark.

We would like to utilize the pavilion on site to setup the radios and operating stations. We must operate under our own power, so we will be running generators for electricity, and will install temporary tent walls to block the wind. We would be using a portable heater to keep the pavilion above freezing.

Outside, there will be a temporary antenna stepped in the field, and will be supported by guy ropes. The antenna will be removed by dark on Sunday."

Ordinance 7.16.070 states that Keyes Memorial Park is closed from the hours of 10pm to 6am except under the direction or permission of the board of selectmen. I am requesting the consideration of the Board in allowing the waiver of the ordinance for this event.

Board of Selectmen
Agenda Date: 11/26/18

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

Source	Amount	Purpose
Ellen Cook	\$50.00	Donation to the Milford Fire Dept. The Milford Fire Dept. wishes to designate the donation to the Fire-Rescue Donations Special Purpose Fund. See attached memo from the Fire Chief.
Charles Berry & Carol Carter	\$50.00	Donation to the Milford Fire Dept. The Milford Fire Dept. wishes to designate the donation to the Fire-Rescue Donations Special Purpose Fund. See attached memo from the Fire Chief.
Patricia & Craig Starbard	\$50.00	Donation to the Milford Fire Dept. The Milford Fire Dept. wishes to designate the donation to the Fire-Rescue Donations Special Purpose Fund. See attached memo from the Fire Chief.

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

None at this time.

4. a) 1) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000 NH RSA (31:95(b)) - Donation to the Fire-Rescue Special Purpose Fund.



Fire Department MEMORANDUM

TO: Finance, BOS

FROM: Milford Fire Department


DATE: 11/1/18

SUBJECT: Donation

The Milford Fire Department is in receipt of a donation in the amount of \$50.00 from the Family of Gregory Cook, in appreciation for the care and service given to him. We ask that this donation be accepted and applied to:

Account 4800-48149 FIRE-RESCUE DONATIONS

Regards,


John J. Kelly Jr.



Fire Department MEMORANDUM

TO: Finance, BOS

FROM: Milford Fire Department

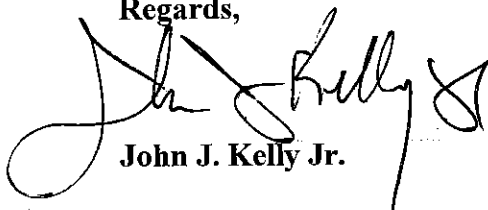
DATE: 11/13/18

SUBJECT: Donation

The Milford Fire Department is in receipt of Check # 1577 from Charles Berry & Carol Carter, donation in the amount of \$50.00 from the Family of Gregory Cook, in appreciation for the care and service given to him. We ask that this donation be accepted and applied to:

Account 4800-48149 FIRE-RESCUE DONATIONS

Regards,

A handwritten signature in cursive script that reads "John J. Kelly Jr." with a large flourish at the end.

John J. Kelly Jr.



Fire Department MEMORANDUM

TO: Finance, BOS

FROM: Milford Fire Department

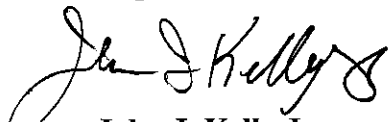
DATE: 11/13/18

SUBJECT: Donation

The Milford Fire Department is in receipt of Check # 565 from Patricia and Craig Starbard, donation in the amount of \$50.00 from the Family of Gregory Cook, in appreciation for the care and service given to him. We ask that this donation be accepted and applied to:

Account 4800-48149 FIRE-RESCUE DONATIONS

Regards,


John J. Kelly Jr.

5. Town Status

**1) 2019 Operating Budget,
Selectmen Comments and
Proposed Changes**

2) 2019 DRAFT Warrant Articles

2019 **DRAFT** WARRANT ARTICLES

WARRANT ARTICLE – MILFORD DISPATCH EQUIPMENT - \$2,500,000 BOND??

WARRANT ARTICLE – DEWATERING UPGRADE – \$1,096,000 BOND

WARRANT ARTICLE – WATERMAIN IMPROVEMENTS - \$835,000 BOND

WARRANT ARTICLE – TOWN HALL HVAC REPLACEMENT - \$450,000 BOND

WARRANT ARTICLE - TOWN OPERATING BUDGET - \$ 14,777,225

WARRANT ARTICLE - WATER DEPARTMENT OPERATING BUDGET - \$ TBD

WARRANT ARTICLE - WASTEWATER DEPARTMENT OPERATING BUDGET - \$ TBD

WARRANT ARTICLE - BRIDGE REPLACEMENT CAPITAL RESERVE - \$ 175,000

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

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

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

WARRANT ARTICLE - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 29 – KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$20,000

WARRANT ARTICLE - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

WARRANT ARTICLE – KEYES MEMORIAL PARK POOL AND MAINTENANCE PUMP - \$200,000

WARRANT ARTICLE – OSGOOD POND PHASE II - \$ 350,000

WARRANT ARTICLE – PLOW TRUCK, 36K GVW, 8 CY, W/PLOW, SANDER, WET SYSTEM – 5-YEAR LEASE/PURCHASE - \$180,000 (Annual Payment \$ TBD /Total Purchase Price \$180,000)

WARRANT ARTICLE - SOCIAL SERVICES - \$40,000

WARRANT ARTICLE - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$30,000

WARRANT ARTICLE - PUMPKIN FESTIVAL, HOLIDAY DECORATIONS AND PLANTINGS - \$23,000

WARRANT ARTICLE – AFSCME CONTRACT - \$ TBD

WARRANT ARTICLE –TEAMSTERS CONTRACT - \$ TBD

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

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

WARRANT ARTICLE - FUNDING OF THE ANNUAL LABOR DAY PARADE – \$10,000

WARRANT ARTICLE – FIREWORKS - \$8,500

WARRANT ARTICLE - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION - TOWN SUPPORT - \$6,500

WARRANT ARTICLE – DISCONTINUANCE OF HARTSHORN MILL ROAD BRIDGE (NH DOT Bridge No. 103/163. - \$0

WARRANT ARTICLE – MULTI-YEAR LEASE OF TOWN PROPERTY FOR A SOLAR FARM - \$0

8. Approval of Minutes - November 13, 2018

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 13, 2018

PRESENT: Kevin Federico, Chairman Mark Bender, Town Administrator
Gary Daniels, Vice Chairman Tina Philbrick, Recording Secretary
Mike Putnam, Member Hazen Soucy, Videographer
Laura Dudziak, Member
Paul Dargie, Member

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

INSTRUCTIONS: Chairman Federico called the public meeting to order at 5:30 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Federico thanked the Town Moderator, Town Clerk and all election volunteers for a great job in the November 6, 2018 election. Chairman Federico indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. – Public Works Road Update – Director Rick Riendeau

Rick gave a brief overview of road reconstruction for 2018. This year they completed 5.79 miles of road, .27 miles of sidewalk and added new curbing on Nashua Street. Between 2017 and 2018 they reconstructed and or rehabilitated 14.22 miles of road. We originally thought we would do around 11 miles of roads and we were able to complete more than expected. Paving related expenses is \$323,224, special purpose funds is \$51,417 and Road bond 1 is \$528,072 for a total amount of \$902,713. Road Bond Total expended for 2017 – 2018 is \$1,352,703 with a road bond balance of \$647,297 remaining to be combined with \$321,000 of the budgeted money for next year.

Chairman Federico asked if there was already a plan in place for next year. Rick said there's a preliminary plan in place, but it will depend on the winter. Selectman Dargie recapped that we are spending over \$900,000 per year, he asked if we are gaining on that level. Rick said we may be getting ahead but it's hard to weigh in. Selectman Dargie asked Rick to think about what kind of expenditure level we have to have in place to hold our own. Rick said they would have to do the basic formula that is used for that type of project. Total road miles that we have divided by 15 and that's what we should work a year. It would be around \$800,000 or \$900,000 per year. It would depend on what roads needed reconstruction and which needed rehabilitation.

Chairman Federico recapped in a rough estimate, we are spending approximately \$300,000 from the budget money in road maintenance every year and to keep on pace with the 90 plus roads, we would need around \$800,000 or \$900,000 per year. Rick said yes. We have around 86 miles of roads and waiting on about 5 subdivisions, we have about 4 more miles of roads coming up in a year or two. Selectman Dargie said it would be roughly 6 miles a year. Rick said yes. Administrator Bender asked Selectman Dargie if his question was asked as an alternative to doing another road bond. Selectman Dargie said yes, not this year but in 2020 maybe. Hearing no other questions for Rick, Chairman Federico thanked him for coming in.

5:40 p.m. – Fire Department Construction Update – Chief Jack Kelly

Chief Kelly gave a brief overview of the Firehouse construction: He has 38 members and runs 7 pieces of apparatus, one off road. Run time to date is 1050, 122 over last year at this time. Captain Flaherty has written two grants, one for a generator and one for SCBA's which are almost 20 years old. Construction is going well except for the rain. The underground plumbing is done. Electrical work in the main apparatus bay is complete. The new gas line is hooked up and the meter is installed. The heat is on. The apparatus bay slab should be poured soon. The support steel in the existing bay will be up in about two weeks, and the brick & block will be going up soon. The rear slab will be poured next week, weather permitting and stairwells and lumber will be coming soon.

Selectman Dargie asked if it would be enclosed before the winter weather comes in. Chief Kelly said that's the goal. All the contractors are doing a great job. Captain Flaherty is right on top of everything and we are on budget. Administrator Bender asked if the leased facilities are working out. Chief Kelly said yes. They have to watch for residents that go to the station. Selectman Dargie asked if they have a sign directing people across the street. Chief Kelly said yes. Selectman Dargie asked if the call volume from last year is random or is there

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/13/2018

58 something causing it. Chief Kelly said it’s just the way it is. Hearing no other questions for Chief Kelly, Chair-
59 man Federico thanked him for coming in.
60

61 **5:50 p.m. – CIP Presentation – CIP Chair Chris Beer**

62 Chris said the CIP committee met for 14 weeks to go over this. He thanked them all for their participation. He
63 trimmed the report down, simplified it and removed things that were not needed. The Projects are listed with
64 details and recommendations year by year. They are summarized in order based on the committee’s recommen-
65 dations. The 2019 recommendations ranked from highest priority (#1) to lesser priority (#5) are:

66	1. Public Works – Highway (DPWH12-03)	Truck, 36K GVW, 8 CY, D/P/S	\$180,000	(5-year lease)
67	2. Public Works – Highway (DPWH18-02)	Keyes Pool Maintenance & Pump	\$200,000	(Cash)
68	3. Public Works – Admin (DPWH18-01)	Town Hall HVAC Replacement	\$450,000	(10-year bond)
69	4. Community Development - (CD18-02)	Osgood Pond Dredging Phase 2	\$350,000	(Cash)
70	5. Public Works – Highway (DPWH13-04)	Bridge Repair/Upgrade (Capital Reserve)	\$175,000	(Cash)

71
72 We didn’t prioritize the Water Department items because they don’t have a tax impact like the others do. The
73 item missing from above was the Community Development item for the Bridge. The committee felt that we
74 didn’t have enough information to move forward with a recommendation. We would have preferred that the
75 Nashua St./Ponemah Hill Road Sidewalks and Signalization be done, but we were late and left it in its original
76 slot and moved it to 2021. The Osgood Pond Dredging Phase 2 is \$350,000 but the Towns portion would only
77 be \$175,000 because the town gets matching funds for that.
78

79 Selectman Dargie noted that the Library was identified as a placeholder but it wasn’t treated as such. It was
80 moved it into the “on the horizon section”. It isn’t in the year that it was requested. The point of having a
81 placeholder is within the 6-year horizon so you plug it into the year that it’s scheduled for. Chris wasn’t aware
82 of that, he thought that since placeholder and on the horizon were described similarly in the project that in the
83 spread sheet they would be in the same place as down below. Selectman Dargie said the description of a place
84 holder is on page 8. Chris said they don’t know which year it would be in. The Library said they were putting it
85 on hold and they would come back with a proposal next year. There needed to be more clarification of what the
86 Library wanted.
87

88 Administrator Bender said on page 19 shows it the Library being on the CIP for 2020. Chris said that was not
89 correct, it was a copy and paste from last year. Chairman Federico said he asked the Library Director at the Sat-
90 urday meeting, where they were at on the library and she said they were in the process of fixing things with the
91 passport money and they were reassessing overall where they were. She was very nonspecific of when they
92 would have a final answer for us. The CIP document is a living document from year to year. Selectman Dargie
93 said he feels that the most important thing about the CIP is what’s being proposed for this year. Anything be-
94 yond that is helpful information to put things in context. Chris said he can put it in for 2020, but it’s only a
95 guess. He will update the report.
96

97 Selectman Dargie said the committee did a great job this year. Chairman Federico said this report is a critical
98 part of planning, he also thanked everyone. Chris said the Planning Board will be having their first public hear-
99 ing on Tuesday, November 27th.
100

101 **3. PUBLIC COMMENTS.** Chairman Federico asked if there were any public comments; there were none.
102

103 **4. DECISIONS.**

104 **a) CONSENT CALENDAR.** Chairman Federico asked if there were any items to be removed from the
105 Consent Calendar for discussion. There were no items to be removed. Selectman Putnam moved to approve
106 the consent calendar as presented. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

- 107 1) Acceptance of Donation to the Conservation Commission by Eagle Scout Kyle Schedin,
108 Remaining money from the Cleanup and Construction of the Bob Foster Trail **-\$1,845.50.**
- 109 2) Request for Acceptance and Appropriation of Unanticipated Revenues Under \$10,000
110 (31:95(b))

- a. Donation to the Kaley Softball Field Development Special Purpose Fund from the 2018 Coed Wooden Bat Softball Tournament Fundraiser - **\$860.00**
- b. Moose License Plate Conservation Grant for Preservation of old Town Meeting Minutes - **\$9,880.00**

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

5. TOWN STATUS REPORT – Town Administrator Mark Bender:

Mason Road Culvert – Culvert has been replaced and Mason Road is open. Total projected cost is \$80,377 including paving and guardrail work yet to be completed. The Board should decide where to charge this expense and options include:

- SB 38 additional appropriation of state highway aid. The town received \$278,331. We expended \$108,301 for the backhoe. Balance is \$170,030.
- Bridge Capital Reserve Fund. Significant activity is summarized below:
 - Balance at 12/31/2017 was \$602,312.
 - W/A 7 added \$175,000.
 - Mason Road Bridge over Tucker brook \$162,758.
 - Projected balance 11/1/18 is \$614,554.
 - Planned projects include Joslin culvert over Hartshorn Brook \$90,000 replacement (2019); Hartshorn over Hartshorn Brook \$150,000 liner (2019); Swing Bridge \$520,000 with town share \$104,000 (2020) and Mason over Great Brook \$685,000 with town share \$137,000 (2023).
- Staff recommends using the Bridge Capital Reserve Account for the Mason Road Culvert. We will retain an acceptable balance of \$295,000 in the reserve account through 2019, not including additional funding.

Selectmen Putnam asked if a decision was needed tonight. Administrator Bender said yes because it would allow them to give some consideration on how they want to use the SB 38 funds. At the past Deliberative session, we planned on the capital reserve funds to be used for the Mason Road culvert. Selectman Putnam made a motion to go with the staff recommendation and use the capital reserve funds for the Mason Road Culvert. Selectman Dargie seconded. All were in favor. The motion passed 5/0.

Granite Monument Entryway Sign – Administrator Bender said there’s been some discussion around town about the granite “tombstone” sign that was replaced by MIT with new gateway signs. We reviewed the minutes from the 6/11/18 BOS meeting when MIT was presenting the new gateway signs and they included the following “They (MIT) would like to consider removing the “tombstone” sign and giving it to the Historical Society”. The Selectmen unanimously approved the gateway signs to be purchased by MIT and placed at the town lines. While there was no specific discussion or authorization by the Selectmen to remove the granite monument, it is likely that MIT assumed that authorization with the approval to install new signs. The tombstone sign is safe and can be placed at any location when a decision is made. The sign and all of the foundation pieces that went with it are now at the Cemetery building. The Board, with input from Town’s people, can make a decision on where to place it. For clarification, MIT stated that the reason they didn’t erect a granite sign because DOT requires breakaway signs, a tombstone is not compliant with regulations.

6. DISCUSSIONS

a) Key Dates for 2019 SB2 -

Petition Warrant Articles - Tuesday, January 8, 2019 Last day for voters to petition selectmen to include an article in the town meeting warrant, provided that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline is the preceding Friday, January 4, 2018 [RSA 39:3;40:13, II-a (b)]

Budget and Bond Public Hearing - Monday, January 14, 2019 - 6:30 p.m., Board of Selectmen’s Meeting Room

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/13/2018

159 **Candidacy Filing** - Wednesday, January 23, 2019, **First day** for candidates in towns with non-partisan of-
160 ficial ballot systems to file a declaration of candidacy with the Town Clerk.

161 Friday, February 1, 2019, **Last day** for filing of candidacy with the Town Clerk in towns with non-partisan
162 official ballot system. Town clerk's office must be open at least from 3 to 5 p.m.

163 **Deliberative Session** - Saturday, February 2, 2019 - 9:00 a.m., Town Hall Auditorium. Snow date will be
164 Saturday, February 9, 2018.

165 **Town Voting** - Tuesday, March 12, 2019, at the Milford Middle School on 33 Osgood Road, Milford from
166 6:00 a.m. until 8:00 p.m.

167
168 **b) Budget** – Chairman Federico said in the Saturday budget review, they discussed Public Works trucks
169 that are nearing 20 years old and shouldn't be on the road. The trucks are in deplorable conditions. He
170 asked the Town Administrator to look into how we could fund the vehicles as opposed to going to warrant
171 or putting those funds directly in the budget. He thinks \$180,000 added to the budget is excessive. He feels
172 that the only true way to do it would be a warrant article. It says a lot on a warrant article when it has sup-
173 port from both the Select Board and the Budget Advisory Committee. He would encourage the Board to
174 review each warrant article and take a deep look at what we really need in this town. In an earlier conversa-
175 tion this evening it was noted that we have approximately \$170,000 in the SB 38 nonrecurring funds that's
176 separate from the \$310,000 that we get in the reoccurring funds every year. He asked the Board if the
177 \$170,000 something that they would be willing to use for a new plow vehicle for DPW.

178
179 Selectman Putnam asked for clarification on the SB 38 funding. Administrator Bender said it was a one-
180 time grant from the state for additional highway funds to be used for road reconstruction, maintenance, un-
181 budgeted items, and also for equipment. We used some of it to purchase the backhoe. Equipment pur-
182 chased under that should be exclusively for highway use. You can use the recurring money that we get
183 every year to purchase equipment as well, but it has to be for highway use. The SB 38 is non-lapsing; we
184 have the funds until they are used. We have slightly over \$170,000 remaining out of the \$278,331.

185
186 Selectman Dargie is supportive of buying a truck. Whether we use the money to pave the road or buy a
187 truck, we really need to do both. Selectman Dudziak asked what the cost of a truck would be. Selectman
188 Dargie said around \$185,000, we could do most of it and come up with another \$10,000 somewhere. Se-
189 lectman Daniels said the intent of the legislature was to have the SB 38 money used for fixing roads. Se-
190 lectman Putnam said the intent is unclear and he would rather exercise caution and use it for roads. Select-
191 man Dudziak asked if we received written clarification from the commissioner of its use. Selectman Dan-
192 iels said yes, but one of the stipulations was if you use the money that was designated for roads and bridg-
193 es, for a truck, you couldn't use the truck for anything other than working on the roads.

194
195 Chris Labonte, Milford citizen asked if this would be going for a second truck or replacing the one on the
196 warrant article. Chairman Federico said technically there aren't any warrant article yet because we haven't
197 brought them forward.

198
199 Selectman Dargie said we would be better off getting one to use for roads and not have one with re-
200 strictions on it.

201
202 **c) Emergency Communication Discussion** – Chairman Federico said a there was a work session a couple
203 of weeks ago in reference to the MRI report. One of the questions that came out of that discussion was “does
204 an engineering study need to be done for a request for proposal”. We were looking for more definitive num-
205 bers to move forward with. We moved forward to ask the vendors that provide these services if an engineer-
206 ing study needed to be done. The answer from Motorola and Kenwood was no, it's part of the RFP. His
207 thoughts are that if we are going to move forward, we need to put out a request for proposal to get a solid
208 number.

209
210 Selectman Putnam asked who would write the RFP? Chairman Federico said in talking with Motorola and
211 other, we are more than capable of putting it together ourselves. We have a couple of preliminary RFP's

from other communities that we can use for reference. Selectman Putnam said he wants to be part of writing it. Selectman Dargie said there should be options, Milford only, Milford with one community, Milford with two communities. Chairman Federico said the more information the better. It should have several options. He would also like to specifically state that we had a thought that the dispatch center would be located in the Police Department, but he would also like to know what it would cost, (equipment wise) to move it to the Fire Station and or leave it where it is.

Selection Daniels said on the second option of including other towns, wouldn't it depend on what other towns were going to come in and to what equipment would be needed. Chairman Federico said it would. Selectman Daniels said it sounded like we would be spending money to do engineering for the other towns to find out what they need to buy. Chairman Federico said we are not paying for the RFP; it's a request for proposal. We would ask what it would cost to communicate between the two towers. Chairman Federico made a motion to move forward with an RFP per the options that we discussed. Selectman Putnam asked if they had a timeframe for this. Chairman Federico let the vendors know that there was a potential that it may go on a warrant article and we would need it within 6 weeks. The vendor said they do this all the time and it wouldn't take 6 weeks to put it together. Selectman Dargie seconded the motion. All were in favor. The motion passed 5/0. Administrator Bender clarified that a motion was made to go forward with a dispatch RFP, is it a Milford solution. Chairman Federico said it would be different options, Milford only, Milford regional, and where to locate it. Administrator Bender clarified that this is a "Town of Milford request". Chairman Federico said yes.

7. SELECTMEN'S REPORTS/DISCUSSIONS.

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES. – There were no new updates.

b. OTHER ITEMS (that are not on the agenda). Chairman Federico thanked the Fire and Police Departments for their assistance in lighting up the sidewalk for the election. He asked the Town Administrator to work with the Town Moderator to see what kind of solution they can come up with for future plan to light up that area during elections.

8. APPROVAL OF FINAL MINUTES. Selectman Putnam moved to approve the minutes of October 29, 2018 (5th Monday Forum) and November 3, 2018, Board of Selectmen and Budget Advisory Committee Work Session. Selectman Daniels seconded. All were in favor. The motion passed 5/0.

9. INFORMATION ITEMS REQUIRING NO DECISIONS. N/A

10. NOTICES. Chairman Federico read the notices.

11. NON-PUBLIC SESSION. Selectman Daniels made a motion to enter into a non-public meeting in accordance with (RSA 91-A:3, II(e)) Legal and Approval of Minutes, (RSA 91-A:3, II(e)) Legal, October 17, 2018, October 22, 2018 and October 29, 2018. Selectman Dargie seconded. All were in favor. The motion passed by roll call vote 4/0. Selectman Dargie – yes, Selectman Dudziak – yes, Selectman Daniels – yes, and Chairman Federico – yes. Selectman Putnam left the room prior to the vote.

12. ADJOURNMENT: Selectman Daniels moved to adjourn at 6:35. Selectman Dargie seconded. All were in favor. The motion passed 4/0.

Kevin Federico, Chairman

Gary Daniels, Vice Chairman

Mike Putnam, Member

Laura Dudziak, Member

265
266
267

Paul Dargie, Member

DRAFT