

5:30 Approval to appoint Mary Burdette as an Alternate to the Ethics Committee with a term expiring in 2025

## **MILFORD ETHICS COMMITTEE**

November 13, 2023

Chairman Daniels,

The Ethics Committee would like to submit the name of Mary Burdette to serve as alternate member.

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

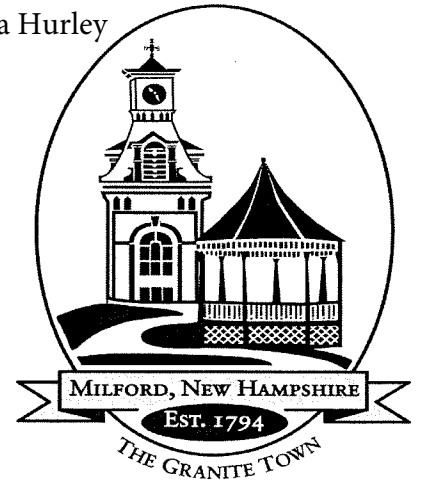
Mark Genovesi

Chairman, Milford Ethics Committee

**6:00 Cash Flow Discussion- Municipal/Water Utilities – Water Utility Director, Jim Pouliot and Water Commissioners, Dale White, Bob Courage and Hunter Philbrick**

# TOWN OF MILFORD

## TOWN ADMINISTRATION



**Date:** November 22, 2023

**To:** Board of Selectmen

**From:** Lincoln Daley, Town Administrator

**RE:** Milford General Assessing Services (RFP 2023-05)  
Recommendation for Award - Corcoran Consulting Associates, Inc.  
5 Year Contract (2024- 2028)

The project request sought 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 has reviewed the submitted bids then interview both companies for further evaluation and clarification on services/costs. (Please see attached proposal comparison summary).

Staff is recommending Corcoran Consulting Associates, Inc. as the preferred company. This recommendation is based on the combination of the company's vast experience in providing assessing services to comparable municipalities, customer service, expertise/reputation within the industry, and contract cost. The total cost of the five year contract is \$485,700 and includes a town revaluation in 2026. Services would begin January 1, 2024. The annual costs are as follows:

2024 - \$79,800  
2025 - \$79,800  
2026 - \$158,800 (Revaluation - \$70,000)  
2027 - \$82,900  
2028 - \$84,400

For review and consideration, please find the draft contract agreement. If the Board concurs with the recommendation of Staff, we recommend that the Corcoran Consulting Associates, Inc. be awarded the contract for general assessing services and to direct the Town Administrator to finalize the contract and execute on behalf of the Town.





**CORCORAN CONSULTING ASSOCIATES, INC.**

PO Box 1175, Wolfeboro Falls, NH 03896-1175

603-630-8575 or Cell: 603-396-3268

**Prepared for:**  
**Town of Milford**  
**1 Union Square**  
**Milford, NH 03055**

**603-249-0600**

**Agreement for**  
**General Assessing Support**  
**Cycled Inspections**  
**Full Statistical Cyclical Revaluation**

**January 1, 2024 – January 1, 2029**

**Contractual Agreement Between the Town of Milford, NH  
and  
Corcoran Consulting Associates, Inc.**

**Section 1. Functions/Responsibilities:**

The Town of Milford agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro, NH to perform regular assessing services, cycled inspections and a cyclical revaluation as provided for in this Agreement. A cyclical Revaluation is defined as: the revaluation of all taxable and non-taxable properties in a Municipality, combining a complete measure and listing of all taxable and nontaxable properties over time and updating an establishment of the new base year, to arrive at full and true value as of April 1, 2026.

(“Measure and Listing” will be performed 20% each year; 2024 through 2028.)

This contract also provides services to perform all tasks required to meet the mandatory five-year recertification as set by the New Hampshire Department of Revenue with the assistance of clerical help from the Town of Milford’s assessing staff.

**Section 2. Term:**

The term of this Agreement shall be for a period of 60 months from January 1, 2024 through January 1, 2029.           Date of Recertification: 2026           Date of new values: As of April 1, 2026

**Section 3. Termination/Resignation:**

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving ninety (90) days written notice to the other party, prior to the effective date of separation.

The Selectmen retain the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee.

In the event that any person project is convicted of any then the Town shall have no and may immediately

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

assigned to the Milford act resulting in personal gain, obligation of prior notice, terminate this Agreement.

**Transfer, Assignment, Sub-letting:**

The Contractor shall not assign or in any way transfer any interest in this agreement without the prior written consent of the Town, provided however, that claims for money due or to become due to the Contractor from the municipality hereunder may be assigned to a bank, trust company, or other financial institution without such consent, so long as notice of any such assignment is furnished promptly to the

Assessors, any such assignment shall be expressly made subject to all defenses, set offs, or counterclaims which would have been available to the Town against the Contractor in the absence of such assignment.

**Section 4. Compensation:**

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen’s Compensation, Unemployment Compensation & Liability to all employees assigned to the Milford project. The Contractor shall file appropriate Certificates of Insurance with the Town and the Department of Revenue Administration.

*This contract is for January 1, 2024 through January 1, 2029.*

**The total potential amount of the contract is for: \$487,500**

**The breakdown of costs is as follows:**

<b><u>General Assessing Services:</u></b>	2024:	\$ 31,500
	2025:	\$ 31,500
	*2026:	\$ 39,500
	2027:	\$ 32,600
	2028:	\$ 33,400
<b><u>Cycled Inspections of 20% Annually:</u></b>	2024:	\$ 48,300
	2025:	\$ 48,300
	2026:	\$ 49,300
	2027:	\$ 50,300
	2028:	\$ 51,000
<b><u>Full Statistical Revaluation Tax Year 2026:</u></b>	2026:	\$ 70,000
<b><u>Total Charge by Year:</u></b>	2024:	\$ 79,800
	2025:	\$ 79,800
	*2026:	\$158,800
	2027:	\$ 82,900
	2028:	\$ 84,400
	<b>Total Contract:</b>	<b>\$485,700</b>

**Section 5. Work Schedule/Key Personnel Assignment:**

All personnel assigned to the Milford project shall be certified by the Department of Revenue Administration for the function(s) assigned to each company employee. By mutual agreement between the Contractor and the Town the following personnel and work schedule is hereby established:

**Directors:** Monica Hurley, CNHA, Vice President of Corcoran Consulting Associates shall retain general oversight of all operations occurring on the Milford project.. If Ms. Hurley is not available, then Marybeth Walker, CNHA and President of Corcoran Consulting shall act as the director for the Milford project.

**Assessor's Agent:** Monica Hurley will assume the role of assessor's agent and with the responsibility of general oversight of all functions and projects occurring as a result of this agreement. Mrs. Hurley's schedule will be a minimum of two days a month and she will remain in communication with the department and management on an ongoing basis to ensure that all projects and tasks are proceeding in a timely and workmanlike manner. Mrs. Hurley will also assume all routine and day-to-day supervision of company employees assigned to the Milford project.

**Field Supervisors:** Ron Doyon and Jay Ferreira, under the supervision of the Project Manager shall be responsible for quality control of all activities occurring in the field such as permit inspections and sales inspections including supervising all sales verification efforts where field visits are required.

**Data Collectors/Data Entry:** Assigned data collectors shall include Ron Doyon, Jay Ferreira, Nancy Miller, Jared Hynes, and Blake Gross. Assigned data entry personal when required shall include Susan Daniels, Catie Walker and Tracie Gallagher.

It is understood by both parties that the hours worked by the personnel cited in this Agreement are sufficient to complete the following services:

## **Section 6. SCOPE OF SERVICES**

### **Section 6.1. Assessing Supervision:**

- 1 The Assessor's Agent shall be responsible for the general supervision of company employees throughout the course of this Agreement.
- 2 The Assessor's Agent will review all work completed by company employees to ensure accuracy and completeness of all work product.
- 3 Assessor's Agent will review all values, regardless of the source, prior to presentation to the Board of Selectmen for authorization through tax warrants;

### **Section 6.2. Assessing\Appraisals:**

#### **General Assessing:**

- (a) **Pick-ups:** Perform measure and list of all properties with active building permits. The pick-ups shall be completed no later than May 10 of each year under contract.
- (b) **Sales:** Perform measure and list of all properties that have transferred during the contracted period and validate the terms of the sale.
- (c) **Utilities and Telecommunication properties:** Utilities and telecommunication properties shall be updated annually in compliance with applicable statutes and rules.
- (d) **Maps:** Contractor shall provide lot line adjustments, deeds and lot mergers ti CAI or other mapping contractor for annual updates to the tax maps.



- (e) **MS-1 Reporting:** Contractor shall provide the Town with finalized values to the Board of Selectmen annually prior to September 1. Contractor shall complete the MS-1 for the BOS to sign prior to September 1 annually.
- (f) **Equalization – Municipal Assessment Data Report:** The Contractor shall complete the equalization study and provide preliminary results to the BOS prior to submittal to the State of NH DRA no later than December 15 annually.
- (g) **Current Use:** Contractor shall manage and maintain current use property annually. This shall include any rate changes issued by the State of NH as well as Land Use Change Taxes when required.
- (h) **Assessing Agent:** Contractor shall serve as the Town's Assessing Agent in all abatement matters as well as formal appeals as a result of the Contractor's valuations. Contractor shall provide written recommendations on each informal abatement to the BOS for their review and final approval.
- (i) **BTLA & Superior Court Representation:** The Contractor shall provide the Town with 24 hours (or three business days) of Board of Tax and Land Appeals and or Superior Court preparation and trial time for those values produced by the Contractor as part of this contract. Hours of preparation and trial beyond 24 hours or three business days per year will be billed to the Town at \$150.00 per hour.
- (j) **Office Time:** Contractor shall be available to meet with taxpayers in person or by telephone. Contractor shall maintain regular office hours for a minimum of 16 hours per week and will be available for a minimum of 1 (one) evening meeting with the Board of Selectmen each month. The Contractor will assign a New Hampshire Certified Assessor Supervisor for these office hours. Data collector staff will be assigned to the Town as needed to complete measures and lists of pick-ups, sales and cycled inspections of 20% of the Town annually.
- (k) **Assessing Clerical Staff:** Town shall provide Contractor with Assessing Clerical staff to maintain deeds, address changes, process exemptions and credits, timber and yield taxes, input of building permit data, and all property changes as directed by Contractor.
- (l) **State Monitoring:** Contractor shall meet and work with State Monitors to ensure the Town is in compliance with Assessing regulations.
- (m) **\*2026 Recertification:** Milford's re-certification year is 2026. This process requires that all exemptions, credits, current use and charitable properties be re-certified. The 2026 tax year for General Assessing services includes this process. Data entry and processing incoming mailers from taxpayers shall be completed by the Assessing Clerk of Milford. Re-certifying those above properties shall be done by the Contractor and will meet with all DRA and ASB requirements.

**Measure and List – Cycled Inspections:**

- (a) Contractor shall annually review 20% of the town properties (which will be inclusive of the permits/pickups and sales inspections to total 20%). Contractor shall provide a mailing to all designated areas that will be measured for that tax year ahead of time to alert property owners that their neighborhood will be visited.
- (b) If no one is home, contractor shall leave a door hanger notifying the property owner of the visit and provide a phone number to call and schedule a future appointment. Door hanger shall be generated and printed by the Town.
- (c) Town shall provide an assessing clerk to complete all data entry.
- (d) Contractor shall provide a list of all properties visited annually to the Town Administrator and or BOS.

**Revaluation Services for the 2026 Tax Year:**

**(There will be a separate contract for the revaluation.)**

- (a) Contractor shall complete a full statistical revaluation for all real taxable and tax-exempt properties located within the limits of Milford, New Hampshire for the 2026 tax year.
- (b) The Contractor will ensure that all pertinent data is collected and organized as necessary to complete successful installation, implementation, and full performance on the Town's CAMA system (Vision 8).
- (c) The Contractor shall furnish all labor (including data entry of field changes), materials (including notices of new value to taxpayers), supplies and equipment to complete the full statistical revaluation in accordance with contract specifications and shall be in compliance with the State of NH statutes, Assessing Standards Board rules, and the Department of Revenue Administration's Administrative Rules governing revaluations.
- (d) The revaluation shall be subject to the approval of the BOS.
- (e) The new values shall be reflective of full market value (as defined in the NH Revised Statutes Annotated and any NH Supreme court decisions) as of April 1, 2026. Basis of valuation shall be the recognized methods of appraising real property as defined by the Appraisal Institute and the International Association of Assessing Officials (IAAO) and NH State Statues.
- (f) Methodology will include Sales Analysis, Cost Analysis and Income Analysis when appropriate, and Special use properties are to be valued according to appropriate statute and rules.
- (g) The Contractor shall mail income and expense questionnaires to commercial property owners in order to gain information to utilize for the income approach to value when appropriate.
- (h) Mailers and postage will be paid by Contractor and will be mailed out in winter of 2026.
- (i) Contractor will conduct sales analysis once all sale properties are data entered from measure and list and after discussions with local builders for the most recent costs (as close to 4/1/2026 as possible).
- (j) Sales, Cost and Income models shall be developed by the Contractor and new values will be tested in the field.
- (k) The Contractor will perform public relations activities such as web page announcements and or newspaper articles explaining the revaluation process to taxpayers and what they can expect.
- (l) Contractor shall provide a final full field review, parcel by parcel, of all properties.
- (m) Preliminary values shall be completed by August 20, 2026 and once approved by the BOS, notices of new value shall be mailed to all property owners by August 30, 2026.
- (n) Contractor shall conduct informal hearings at a time and location agreed by both parties.
- (n.) Contractor shall be responsible for final review after hearings and data entry for any changes
- (o) as a result of the hearing process. All properties owners that attended a hearing in person or by phone or mail shall receive a second notice of value with or without changes.
- (p) Final values shall be presented to BOS for approval.
- (q) All physical and digital records and computations generated to complete the revaluation shall be the property of the Town.
- (r) (q) The Contractor shall submit a revaluation manual detailing the methodologies and processes used to develop property values (also known as the Uniform Standards of Professional Appraisal Practice manual – USPAP manual). This manual shall demonstrate compliance with acceptable appraisal practices, NH Statues, Assessing Standards Board and Department of Revenue rules and regulations. The manual will be submitted to the NH

Department of Revenue no later than 30 days after the submission of the MS-1 for the 2026 tax year. Once approved by the NH DRA, the Town will be supplied with hard and digital copies of the manual.

- (s) The Contractor shall be responsible for all informal abatements as a result of the revaluation for tax year 2026.
- (t) The Contractor shall provide 24 hours of trial preparation and formal hearings as a result of the is revaluation. Hours exceeding 24 or 3 days in a calendar year shall be billed at \$150 per hour.

### **Section 6.3 Litigation:**

Additional services-such as BTLA services to defend values not established by Corcoran Consulting Associates or BTLA / Superior Court work that exceeds 24 hours in one calendar year will be billed monthly as they occur at \$150 per hour.

### **Section 7. Town Responsibilities:**

The Town shall be responsible for the costs of labor and for all mailings and scheduling of appointments;

The Town shall be responsible for assessing clerical support including:

- Recordation of transfers in into the CAMA system and Tax Billing systems,
- Subdivision tracking and organization,
- Town to create new parcels in CAMA and forward records to appraisal staff.
- Permit tracking and organization, forward records to appraisal staff;
- Logging and preparing elderly exemptions, veteran credits, and other exemption applications for appraisal staff review,
- Mailings of notices to institutionally exempt properties and follow-up notices as required,
- Recordation of changes in assessed value into the Tax Billing system,
- Running MS1 reports and other billing account information reports as required,
- Reconciliations of CAMA and tax billing system,
- Running and producing spring and fall warrants,
- Maintenance of all incoming abatement applications including tracking logs and development of abatement file systems,
- Calculating recommended abatements as well as statutory interest as required;
- Preparing abatement authorization forms for Selectmen execution.
- Recordation of any current use land changes, keypunching data or changed data into the CAMA system,
- Timely forwarding of all applications and taxpayer requests to the appraisal staff, and,
- forward all appraisal related questions to the appraisal staff.
- The Town shall provide access at all times to the Town's CAMA files and shall acquire and keep current any ancillary programs required of the CAMA system;

- The Town shall ensure that CAMA and/or data files are backed up on a regular basis and will be responsible for the restoration of any ‘lost’ or corrupted data resulting from system malfunction;
- The Town shall maintain all licensing required to keep the CAMA and digital imagery software current and up to date;
- The Town shall provide access to a copy machine for duplicating relevant documents at no cost to the Contractor;
- The Town shall timely notify the project director of all notifications from the BTLA and/or superior court and will notify the project director immediately upon receipt of any pre- hearing and/or hearing notices, pleadings, deposition scheduling, interrogatories and requests for the production of documents generated from any active appellant;
- The Town will track all dates of schedules and pertinent dates relating to active appeals and will keep the project director timely advised of any impending dates and/or schedules relating to any hearings, appointments and/or requests by appellants for information or the production of documents.
- Currently the Town is responsible for all data entry. The Town will do the data entry in the same tax year that the property is “visited” annually.
- The Town will advise the Contractor immediately upon receipt of any request under the 91-A (Right to Know) law where the Contractor’s assistance is required.

### **Section 8. Compensation Schedule:**

The costs for the services delineated above will be billed on a monthly basis Invoices shall define the personnel assigned during the pay period and will describe the nature of work provided.

#### **Billed out on the first of the month as follows :**

2024: \$6,650 per month 2025: \$6,650 per month

2026: \$7,400 per month plus \$6,300 for the months of January through October

2027: \$6,908.33 per month plus \$7,000 in June when the abatements are completed from the revaluation.

2028: \$7,033.33 per month

General Assessing services and Cycled Inspections will be billed monthly by 12 equal payments over the course of each contracted year.

Full Statistical Revaluation shall be billed over 10 months (January 2026 through October 2026) with 10% held until spring 2027 when informal abatements are completed as a result of the revaluation.

***The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule and terms. The Town shall issue payment no later than fifteen (15) days after receipt of invoices from the previous month’s activities.***

**Section 9. Indemnification:**

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

- Comprehensive General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit, \$500,000 Bodily
- Errors & Omissions: \$2,000,000 aggregate limit; \$1,000,000 single
- Workers Compensation: NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage.

**Section 10. Work Product:**

All information acquired by the Contractor from the municipality or from others at the expense of the municipality in performance of the agreement shall be and remain the property of the municipality. All records, data files, computer records, worksheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by the Contractor for delivery to the municipality shall be and remain the property of the municipality.

**Section 11. Signatories:**

**Town of Milford  
1 Union Square  
Milford, NH 03055**

**603-249-0602**

\_\_\_\_\_  
Lincoln Daley  
Town Administrator

BY THE CONTRACTOR:

Date: \_\_\_\_\_

\_\_\_\_\_  
Marybeth Walker, President  
Corcoran Consulting Associates, Inc  
PO Box 1175, Wolfeboro Falls, NH 03896-1175  
603-630-8575 (office)/ 603-396-3268 (cell)

<b>Name:</b>	<b>Company designation:</b>	<b>Certifications:</b>
Marybeth Walker	President; District Manager Eastern Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor (24 years)
Monica Hurley	Vice President, District Manager Western Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor, specialized in Comm/Industrial properties, Utility Appraiser (21 years)
Ron Doyon	Field Supervisor/Appraiser Comm/Industrial & Residential	NHDRA-Property Assessor (26 years)
Jay Ferreira	Field Appraiser/Assessor- Comm & Residential	NHDRA-Supervisor, Massachusetts Assessor, Specializes in Comm/Industrial properties (32 years)
Nancy Miller	Field Appraiser- Residential & Commercial	NHDRA- Supervisor, Certified New Hampshire Assessor (17 Years)
Susan Henderson- Daniels	Senior Data Collector- Residential/ Data entry specialist	NHDRA-Assistant Assessor (22 years)
Jared Hynes	Senior Data Collector-Residential	NHDRA-Assistant Assessor (12 years)
Catherine Walker	Field Appraiser- Residential/Assessor	NHDRA-Assessor (10 years)
Blake (David) Gross	Data Collector	NHDRA-Certified measurer/lister
Tracie Gallagher	Special Projects and Data Entry	Remote: Data entry and special office projects, Research and administrative
Cindy Corcoran	Owner, Chief Financial Officer & CEO	Financial Agent and Human Resources

**Full Time Town Assessor & Assessing Services Provider Cost Comparison 2024 - 2028**

**Total Annual Compensation**

Year	Scenario 1 - FT Assessor & PT Assessing Assistant			Scenario 2 - Assessing Service Provider & PT Assessing Assistant		
	Full Time Assessor	PT Assessing Assistant	Total Annual	Corcoran Consult. Svcs.	PT Assessing Assistant	Total Annual
2024	\$142,610.87	\$30,441.60	\$175,076.47	\$79,800.00	\$30,441.60	\$110,241.60
2025	\$146,889.20	\$31,354.85	\$180,269.04	\$79,800.00	\$31,354.85	\$111,154.85
2026	\$231,295.87	\$32,295.49	\$265,617.37	\$158,800.00	\$32,295.49	\$191,095.49
2027	\$155,834.75	\$33,264.36	\$191,126.11	\$82,900.00	\$33,264.36	\$116,164.36
2028	\$160,509.79	\$34,262.29	\$196,800.08	\$84,400.00	\$34,262.29	\$118,662.29
Totals	\$837,140.48	\$161,618.59	\$998,759.07	\$485,700.00	\$161,618.59	\$647,318.59

**General Assumptions:**

- 1) See attached for FT Assessor Total Annual Compensation calculation.
- 2) PT Assessing Assistant Total Compensation is based on 28 hrs/wk at \$18/hr. totaling \$26,208 and compensation for vacation, personal time, sick and holiday time totaling approx. \$4,233.60.
- 3) FT Assessor and PT Assessing Assistant Total Compensations includes a 3% annual inflation factor.
- 4) Total Annual Compensation for FT Assessor and Assessing Service Provider includes the total cost for the scheduled re-evaluation in 2026.

# TOWN STATUS REPORT

November 27, 2023

## 1. Status of Open Requests For Proposals (RFPs)

- 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 3<sup>rd</sup> 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 provide a recommendation to the Board for consideration and potential award at the December 11<sup>th</sup> meeting.
- Milford Town Hal HVAC (RFP 2023-03) – This proposal includes the removal and proper disposal of the existing HVAC system. The Town received one proposal by the November 20<sup>th</sup> deadline. The proposal is currently being reviewed by the Town Administrator, Public Works Director, and 3<sup>rd</sup> party Engineering Consultant. It is anticipated that Staff will provide a recommendation to the Board for consideration and potential award at the December 11<sup>th</sup> meeting.
- 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 8<sup>th</sup>. In addition to the request for construction services and as required by NHDOT, the Town also submitted a Request for Proposal for third party engineering inspection services. The Town received two bids by the November 17<sup>th</sup> deadline which are currently under review.

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 for construction and inspectional services and will provide a recommendation to the Board for award at the December 11<sup>th</sup> meeting. At that meeting, the Board will be presented options for consideration involving the construction of a temporary bridge or possible road closure.



## 2. Board, Commission, Committee Volunteers

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

- |   |                       |
|---|-----------------------|
| • Board of Adjustment                   | 2 Alternate Positions |
| • Conservation Commission               | 2 Alternate Positions |
| • Economic Development Advisory Council | TBD (January 2024)    |
| • Recycling Committee                   | 1 Full Time Position  |
| • Planning Board                        | 2 Alternate Positions |

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

# 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

### WARRANT ARTICLE - TOWN OPERATING BUDGET - \$19,000,000

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 **\$19,000,000**. 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 **\$300,000** 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 \$14.50 on an assessed valuation of \$100,000.**

## **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 an estimated tax impact of \$6.51 on an assessed valuation of \$100,000.**

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

Shall the town vote to establish the position of "Town Grant Writer". That the position of "Town Grant Writer" be appointed to a term of one year by the Selectboard. 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 \$4.83 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 \$1.21 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 \$1.93 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 \$1.93 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 \$1.55 on an assessed valuation of \$100,000.**

**WARRANT ARTICLE - CONSERVATION LAND FUND - \$30,000**

Shall the Town vote to raise and appropriate the sum of \$30,000 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 \$1.45 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 \$1.21 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 \$1.21 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 \$1.21 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 \$1.21 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 \$1.09 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 \$0.97 on an assessed valuation of \$100,000.**

**WARRANT ARTICLE - INDEPENDENCE DAY CELEBRATION FIREWORKS – \_\_\_\_\_**

Shall the Town vote to raise and appropriate the sum of **\$20,000** 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 \$0.43 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 \$0.39 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 \$0.14 on an assessed valuation of \$100,000.**

## **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.**

## 6. 2) BOS Policy Review

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### TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2000-06

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**TO :** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

**FROM:** LEE F. MAYHEW, TOWN ADMINISTRATOR

**SUBJ :** CASHING OUT OF SICK LEAVE DUE TO WORKER'S COMPENSATION INJURY –  
POLICY NO. 2000-06

**DATE:** APRIL 26, 2000

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At their meeting on Monday, 24 April 2000, the Milford Board of Selectmen adopted the following Policy concerning the annual cashing out of sick leave balance due to worker's compensation injury as follows:

**POLICY:**

If, in the course of employment, an employee is injured and, as a result of this injury, has to be absent from work and out on Worker's Compensation, the Town will charge that employee's sick leave hours in order to make that employee "whole" during the course of this absence so that there is no loss of income to the employee. Any sick leave hours charged as a result of this worker's compensation absence will reduce the number of sick leave hours remaining to the employee for the remainder of the year, however, this absence will be considered as "non-chargeable" sick leave hours towards the sick leave incentive cash out at the end of the year. If and when the employee is compensated for the absence by Compensation Funds of New Hampshire as a result of the injury, that income shall be conveyed to the Town of Milford and applied towards the reinstatement of the charged sick leave hours, thereby increasing the number of sick leave hours available to that employee for the remainder of the year.

**EFFECTIVE DATE:** Retroactive to 1 January 1999 for Non-Union Personnel

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**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2000-08**

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**TO :** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

**FROM:** LEE F. MAYHEW, TOWN ADMINISTRATOR

**SUBJ :** GRANT APPLICATION PROCEDURE - POLICY NO. 2000-08

**DATE:** JUNE 2, 2000

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At their meeting on Monday, 30 May 2000, the Milford Board of Selectmen adopted the following Policy concerning the procedure to be followed for the application of a Federal, State or other Grants as follows:

**POLICY:**

1. Any entity under the jurisdiction of the Board of Selectmen can not apply for any grant unless a submittal request is made in advance to the Board of Selectmen for authorization to apply for said grant. This submittal should outline all of the cost issues relating to the grant such as current match required during the period of the grant and all future obligations that the Town could incur as a result of said grant. The Board of Selectmen will then review this information and vote on whether or not they desire to have the grant applied for.
2. After the grant is applied for, the administrative and financial aspects of the grant will be “managed” by the Town Administrator and the Finance Director and will be coordinated with the lead person from each respective department.

**EFFECTIVE DATE:** 30 May 2000



9. Approval of Final Minutes November 13, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 13, 2023

**PRESENT:** Gary Daniels, Chairman Lincoln Daley, Town Administrator  
Chris Labonte, Vice Chairman 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. - Completion of Conservation License Plate (Moose Plate) Grant Authorization – Heritage Commission Member, Katherine Kokko**

Ms. Kokko presented the materials required from the Town of Milford before the Conservation License Plate [Moose Plate] work can start. This grant if approved, will be used towards the Pillsbury Bandstand. The grant is for \$20,000.

Dave Palance, Heritage Commission Chair said Ms. Kokko did a great amount of work on this and should be commended for her efforts. Chairman Daniels thanked Ms. Kokko for all of her work. There was some discussion about where to put a plaque.

**Selectman Dargie made a motion to approve the paperwork for the Moose Plate Grant and authorize the Town Administrator to sign the document. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

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

The Granite Town Media Advisory Committee unanimously voted to recommend Michael Thornton with a term expiring in March 2026. Mr. Thornton 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.

**Selectman Dargie made a motion to appoint Mike Thornton to the Granite Town Media Advisory Committee with a term expiring in March 2026. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.**

**5:50 p.m. - Approval to appoint Mary Burdette and Mike Rush as alternates to the Ethics Committee with Terms Expiring in 2025 and 2026.**

Ms. Burdette and Mr. Rush were tabled until the next BOS meeting on November 27, 2023.

**6:00 p.m. - Town Clerk purchase of Dominion Counting Device – Town Clerk, Joan Dargie**

Ms. Dargie would like to spend \$26,000 from her budget to purchase Dominion Image Count Voting Machines. They would be used in March election. This is coming from unspent salary items in her department.

Selectman Labonte asked if this needed to be approved tonight. Ms. Dargie said she would rather it come from this year's budget. Pete Basiliere, Town Moderator, said the longer we use the old machines, the higher the risk that they may not work. He would like to get people familiar with using these machines prior to the major elections next September and November. There was additional discussion about how much time it would take at the end of the voting using new machines and which year's budget could pay for the machines. Selectman Freel and Selectman Labonte would rather wait to find out how much surplus we have left over at the end of the year before

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/13/2023**

58 buying the voting machines. Director Calabria said we could put a purchase order in now and lock the funds in  
59 for the 2023 appropriations.

60

61 Chairman Daniels said there are several elections next year he supports buying these now so we will be ready.  
62 Selectman Dargie agreed.

63

64 **Selectman Dargie made a motion to allow the Town Clerk to purchase 4 Dominion Image Count Voting**  
65 **Machines. Seconded by Selectman Finan. The motion passed 3/2 with Selectman Labonte and Selectman**  
66 **Freel opposed.**

67

68 **6:10 p.m. - Memo Foundation – Potential Bon Fire Activity at Keyes Park – Mona Kluz**

69 Ms. Kluz said the Memo Foundation is seeking approval to have a Bon Fire down at the Skatepark. They would  
70 like to have an evening Skate Jam once the lights are installed and thought it would be a nice addition, providing  
71 a bit of warmth and festiveness to the event. No date has been set; this is just a request for permission at this time.  
72 A certificate of insurance is needed.

73

74 Chief Flaherty said he can issue a permit as long as there is permission from the land owner which is the Selectmen.

75

76 **Selectman Dargie made a motion to allow the Memo foundation to have a bon fire activity at Keyes Park**  
77 **once the lights are installed and a date has been determined. Seconded by Selectman Freel. All were in**  
78 **favor. The motion passed 5/0.**

79

80 **6:20 p.m. - Milford Rotary Project Solicitation – Mark Fougere**

81 Mr. Fougere was representing Milford Rotary. Next year is their 75<sup>th</sup> year of helping the community. They want  
82 to help with a project around the region to help with the celebration. They have about \$7,500 to use. They are  
83 looking for ideas to use this money for. They would like to have ideas before the end of the year.

84

85 There was some discussion about a couple of projects that are on-going like the Vietnam Memorial, Hutchinson  
86 Singers Memorial and Dog Park. Ms. Kokko said they didn't receive the LCHIP grant for the school house so that  
87 might be something to consider. A list of ideas will be provided to Rotary before the end of the year.

88

89 **6:35 p.m. - Capital Improvements Plan (CIP) – Community Development Director, Terrey Dolan and Pete**  
90 **Basilieri**

91 Mr. Basilieri presented the CIP project rankings for 2023.

92 **Recommended for 2024 in order are:**

93 Library Electrical System Safety

94 Reconstruction of Town Roads

95 Town Hall HVAC Replacement

96 Replace 2005 Sterling Truck

97 Library Lower-Level Restrooms.

98

99 **Items not recommended for 2024 are:**

100 Bandstand Renovation

101 Demolish 127 Elm Street Building

102 Mont Vernon Street Parking Lot

103 Clinton Street Parking Lot.

104

105 Mr. Basilieri gave a more detailed explanation of the spread sheet he presented.

106

**DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 11/13/2023**

107 Selectman Finan asked if there were any bonds being retired in the next year or two. Selectman Dargie said, two  
108 bonds ended in 2023. In 2024, the Police Station bond ends (\$146,000 per year) and the Clean Water SRF video  
109 bond ends at (\$43,000). In 2025 the Mile Slip bond ends at (\$115,000) and the Ambulance bond ends at (\$45,000).  
110

111 There was some discussion about the schools and student enrollment. Mr. Basiliere gave a brief overview of the  
112 School’s CTE program and encourages the Board to have a discussion with the school about this.  
113

114 Chairman Daniels asked about our debt ceiling. Mr. Calabria said for the debt ceiling, we are allowed 3% of our  
115 equalization value which is \$62 million and our current debt level is just under \$14 million so we are at 22% of  
116 our allowable debt.  
117

118 Selectman Labonte has reservations about including all of these CIP items on the warrants. Selectman Freel feels  
119 that some items can be put into the budget instead of on warrants. We should be budgeting accordingly instead  
120 of adding more warrant articles.  
121

122 Ms. Kokko was encouraged about the way the roads are being handled. We should have our budget reflect what  
123 the cost is to maintain roads and she encourages this for all of our infrastructure.  
124

125 Terrey Dolan thanked the CIP committee for all of their hard work.  
126

127 Susan Smith, CIP Member, said hopefully the Board will read the CIP report and have a discussion with the  
128 school.  
129

130 Mike Thornton, CIP Member said the CIP and BAC both had questions about the number of students incoming  
131 and outgoing.  
132

133 **3. PUBLIC COMMENTS (items not on the agenda) -** There were no comments at this time.  
134

135 **4. DECISIONS**

136 **a. CONSENT CALENDAR**

- 137 1. Approval for Celeste Barr to be appointed to the Local River Management Advisory Committee  
138

139 **Selectman Dargie made a motion to approve the consent calendar as presented. Seconded by Selectman**  
140 **Finan. All were in favor. The motion passed 5/0.**  
141

142 **b. OTHER DECISIONS**

- 143 1. N/A  
144

145 **5. TOWN STATUS REPORT –**

146 **1. Joint BAC/BOS Meeting, Saturday, November 18, 2023**

147 The Board of Selectmen and Budget Advisory Committee are scheduled to meet on Saturday, November 18<sup>th</sup> at  
148 9:00 am for the annual joint budget review session. The meeting will be broadcasted but will not be interactive  
149 with the public.  
150

151 **2. Update on RFP’s**

152 **Building Demolition Services for 127 Elm Street:** The town received one bid by October 30<sup>th</sup> from RSG Con-  
153 tracting Corporation in the amount of \$310,000. The removal of asbestos was included in the bid.  
154

155 **Milford General Assessing Services:** The town received 2 full bids and one partial bid by October 30<sup>th</sup>. Staff is  
156 reviewing the bids and present a recommendation to the Board at their meeting on November 27<sup>th</sup>.

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**Milford Master Plan Comprehensive Update:** The town received one bid by November 3<sup>rd</sup> in the amount of \$100,000. This is currently being reviewed by staff and the Planning Board and will be presented to the Board at their meeting on November 27<sup>th</sup>.

**Town Hall HVAC:** Proposals are due by November 10<sup>th</sup>. Administrator Daley said the date is actually November 20<sup>th</sup>.

**Mason Road Bridge Replacement Project:** The town received 4 bids ranging from \$1.3 million to \$1.6 million by November 8<sup>th</sup>. 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 would be responsible for \$249,460 of the total cost which is currently in our capital reserve budget. A recommendation will be provided to the Board at their meeting on November 27<sup>th</sup>.

An RFP will go out for payroll soon.

**3. Health Benefits**

Town Staff Compensation Committee and the Selectmen conducted a work session on November 2<sup>nd</sup> to review and discuss employee healthcare benefits and bid selection process. Additional information was provided tonight so that the Board can approve the insurance provider. The goal tonight is to make a decision on which plan to go forward with. The town needs time to enroll employees in the insurance chosen. Currently the town pays 85% and employees pay 15% for town insurance on one of the current insurance plans and 100% on the second.

Three plans presented were: SchoolCare, NH Interlocal Trust and HealthTrust.

The increase in HealthTrust insurance this year was 9.8% for health insurance and 4.8% for dental insurance. Milford has a lower percentage increase versus other towns who carry HealthTrust this year. Increases ranged between 8% and 20% in other towns. The Compensation Committee recommended the town stay with HealthTrust.

Selectman Finan feels we should go with the Compensation Committee’s recommendation but encourage employees to go on the less expensive plan as soon as possible.

Director Blow explained the plans and provided examples on how to save money by shopping around. She provides a detailed information sheet for employees to review. Selectman Labonte would rather do a 80/20 insurance split.

Mr. Kimball, a Milford resident, asked if there was a lifetime benefit. Director Blow said she didn’t know. Director Calabria said our insurance is claimed based.

Ms. Kokko recommended a side-by-side program for employees’ education. Director Blow said that may be something coming and this information is presented during open enrollment should employees decide to attend. Ms. Kokko asked if they were looking at the town contributing to employees HFA’s. Director Blow said that is a possibility.

Selectman Freel said we should be proactive in pushing the Sight of Service plan. He may possibly change the split to an 80/20 in the future. We should always be looking for a better plan. Selectman Labonte said rates don’t come in until November and he doesn’t agree with the 85/15 split.

206 **Selectman Freel made a motion to accept the recommendation for employee HealthTrust insurance that**  
207 **was presented tonight and keep the split at 85/15 for now. Seconded by Selectman Finan. The motion**  
208 **passed 3/1/1 with Selectman Labonte opposed and Selectman Dargie abstaining.**  
209

210 **4. Board, Commission, Committee Volunteers**

211 ZBA, Planning Board and Conservation are all looking for 2 alternates to serve on their committees. Recycling  
212 is looking for 1 full time person to serve on their committee.  
213

214 If you are interested in applying, please contact the Administration Office or visit the Town website at www.mil-  
215 ford.nh.gov and download /complete the volunteer application.  
216

217 **6. DISCUSSIONS**

218 **1. 2024 DRAFT Warrant Articles**

219 **Warrant Articles - Mont Vernon Street Parking and Clinton Street Parking.** The CIP recommendation was  
220 to remove these warrant articles.  
221

222 **Selectman Labonte made a motion to remove both the Mont Vernon Street Parking and Clinton Street**  
223 **Parking Warrant Articles. Seconded by Selectman Freel. All were in favor. The motion passed 5/0.**  
224

225 **Warrant Article - Assessing Revaluation Capital Reserve –** Selectman Labonte asked if we needed this. Ad-  
226 ministrator Daley said no.  
227

228 Selectmen Labonte made a motion to remove the Assessing Revaluation Capital Reserve from the warrants. Se-  
229 conded by Selectman Freel. Administrator Daley asked that he hold off until the Board decides if we are going  
230 with a third-party assessing agency and a part-time person or look for a full-time assessor replacement person.  
231 Administrator Daley will bring additional information to the joint meeting on Saturday for assessing. Adminis-  
232 trator Daley and Selectman Dargie recommend going with a third-party assessing company. After some discus-  
233 sion Selectman Labonte withdrew his motion.  
234

235 **Warrant Article – Conservation Land Fund –** Selectman Dargie said that the Conservation Commission  
236 wanted to increase their warrant article from \$20,000 to \$30,000. They would like to have more available mon-  
237 ies for when it’s needed and land cost have increased in the last several years.  
238

239 Selectman made a motion to increase conservation warrant article to \$30,000. Seconded by Selectman Finan.  
240

241 Selectman Dargie said if it isn’t going to be a 5/0 vote, it doesn’t make sense to change it. Selectman Labonte  
242 won’t support \$30,000. He doesn’t know if he will support the current request of \$20,000. Selectman Dargie  
243 questioned what Conservation had in their land fund. Tina Philbrick, Executive Assistant said the \$82,668 num-  
244 ber is what she received from Conservation via e-mail. She will check again.  
245

246 Selectman Dargie withdrew his motion.  
247

248 **Warrant Article – Municipal Transportation Improvement Fee –** Selectman Freel wants to remove this  
249 because we are already increasing the health care, the budget is high and we have large school warrants coming  
250 in. Some companies in town will be hit harder than other because they have many vehicles.  
251

252 Selectman Finan has always opposed it but there is a need for this. People who have multiple vehicles use the  
253 roads more and it’s fairer to fix the roads with a fee that is tied to the use of roads. This is a fair way to get more  
254 money and not tax the tax payers. Selectmen Labonte said out of towners are using the roads. He would sup-  
255 port this if we cut the budget another \$100,000. There was additional discussion about where to find additional  
256 money for roads. Selectman Daniels said he has a hard time supporting another tax.

257 **Selectman Freel made a motion to remove the municipal transportation improvement fee warrant article.**  
258 **Seconded by Selectman Labonte. The motion passed 3/2 with Selectmen Dargie and Selectman Finan op-**  
259 **posed.**

260  
261 **Warrant Article – Discontinue of Osgood Pond Capital Reserve Trust Fund** - Selectman Labonte asked if  
262 this needs to be done this year. He is trying to lower the amount of warrant articles. Ms. Philbrick said it's just a  
263 housekeeping warrant and it can be put on for the next time. Selectman Labonte said people are tired of the  
264 amount of warrant articles we have each year. Administrator Daley suggests that the Board wait, this is just a  
265 housekeeping item. Chairman Daniels makes people feel good that they can vote for something.

266  
267 Ms. Kokko asked about leaving it open in case it's needed. Administrator Daley said there is .88 in the account  
268 and the project has been complete for over two years.

269  
270 **Selectman Labonte made a motion to remove the Discontinue Osgood Pond Capital Reserve Trust Fund**  
271 **from the warrants. Seconded by Selectman Freel. The motion failed 3/2 with Selectman Labonte and Se-**  
272 **lectman Freel opposed.**

273  
274 **Warrant Article - Grant Writer** – Selectman Freel said he doesn't know if this is a good time for this. Depart-  
275 ment heads can just continue writing grants. Selectman Dargie said our hopes is that a grant writer will be able  
276 to find something and eventually pay their salary. He wants to keep it on the warrants.

277  
278 Selectman Labonte said including benefits, what are we going to get hiring someone for about \$44,000 per year  
279 based on the warrant article of \$100,000 which would include benefits. Administrator Daley said a grant writer  
280 would be around \$70,000 to \$80,000 not including benefits.

281  
282 Administrator Daley said staff has been doing the best they can. This takes time and takes away from other re-  
283 sponsibilities. We are missing grant opportunities. Selectman Labonte asked about hiring someone part-time.

284  
285 Chief Flaherty said grants take up to six weeks to write some grants and we don't have the opportunity to go af-  
286 ter all the grants we can get. Grants have multiple phases and take time. Getting one or two a year pays for itself.  
287 There are also reports that need to be done quarterly when we are awarded grants. There was additional discus-  
288 sion about grant processes. Selectman Dargie said we received a \$1 million dollar grant for the booster pump  
289 and we almost missed it. He feels that spending \$100,000 to get a million dollars is worth it.

290  
291 Chairman Daniels said he would like to see the job description before removing this from the warrants.

292  
293 Selectman Freel made a motion to remove the Grant Writer Warrant Article. Seconded by Selectman Labonte.  
294 The motion failed 2/3 with Selectman Daniels, Selectman Dargie and Selectman Finan opposed.

295  
296 **Warrant Article – Reconstruction of Town Roads** – Ms. Philbrick said the warrant article contains two differ-  
297 ent numbers because no one can make up their minds on which one they want. There was additional discussion  
298 about how much money was in the budget for roads and how much the warrant article should be.

299  
300 **Selectman Dargie made a motion to set the warrant article for Reconstruction of Town Roads at**  
301 **\$300,000. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

302  
303 **Chairman Daniels moved for reconsideration on the Warrant Article for Discontinue of Osgood Pond**  
304 **Capital Reserve Trust Fund. Seconded by Selectman Finan. All those in favor of removing the warrant**  
305 **article for Discontinue of Osgood Pond Capital Reserve Trust Fund. The motion failed 2/3 with Select-**  
306 **man Daniels, Selectman Dargie and Selectman Finan opposed.**

307

308 Warrant Article – Ambulance Replacement Revolving Fund – Selectman Labonte said doing this would be pull-  
309 ing \$134,000 out of anticipated revenue. He asked for the impact form from Finance, it would be a draft impact  
310 sheet. Administrator Daley said he would speak to the Finance Director.

311  
312 Warrant Article – Labor Day Parade – Selectman Labonte asked for the remaining balance left in the Labor Day  
313 Parade fund. Administrator Daley will reach out to finance.

314  
315 Chairman Daniels asked for an update in the capital reserve accounts.

316  
317 **Warrant Article – Bandstand** – Selectman Labonte asked if this is staying on the warrants for now. It was de-  
318 cided to keep it on for now. After the grant is received, they would only need about \$28,000 needed. It was de-  
319 cided to leave it on the warrants for now. There was some discussion of where the additional money could  
320 come from.

321  
322 **Warrant Article – Fireworks** – Selectman Labonte asked if fireworks was being left on the warrants. Select-  
323 man Dargie said \$9,000 isn't enough it will be more. Administrator Daley said we should wait because Recrea-  
324 tion is getting quotes.

325  
326 Mike Thornton, a Milford resident, said Amherst may not be having fireworks after next year. He suggests  
327 combining the two towns together.

328  
329 **Warrant Article – Band Concerts** – Selectman Labonte asked if there was a way to do the band concerts with-  
330 out a warrant. He said he would put \$500 towards it. Administrator Daley said this is a question for Recreation.

331  
332 Arene Berry, Recreation Director, said we have 9 concerts a year. She is concerned about sponsorships for  
333 Band concerts because it may take away from the other programs that are currently sponsored like Easter, Santa,  
334 Winter Festival, to name a few. We also have sponsorships for scholarship for children that can't afford swim  
335 lessons. We also send out applications for concerts for next year around this time. Those bands have a tentative  
336 agreement by January and we wait for the town vote in March to finalize those agreements. The sponsorships  
337 would have to be done now. We may not be able to get a good response for the bands every year. As far as fire-  
338 works, she is waiting for feedback from three companies.

339  
340 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

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

342 Traffic Safety met for several concerns. Union Street crosswalk concern: You can't have a cross walk on Union  
343 Street because there isn't a sidewalk on both sides. The police department is currently utilizing their new speed  
344 sign in that area. The North River concern for bus sign: That area is under the jurisdiction of the state and the  
345 Public Works Director is waiting for a call back from the state. Park Street crosswalk: The slope of the hill isn't  
346 ADA compliant and it will be dangerous to put something in that area. A stop sign was installed. Myrtle Street  
347 concern: We can't do anything about this area. Mason Road concern: The vegetation was cut to have better sight  
348 access.

349  
350 Administrator Daley said an Elm Street was donated to the town to replace a dead one on the oval. The canopy  
351 was removed on South Street for a minimal amount of cost to the town.

352  
353 **b) OTHER ITEMS (not on the agenda)**

354  
355 **7. PUBLIC COMMENTS -**

356 Katherine Kokko, said we didn't get the LCHIP grant for the school house. She is aware of money in the build-  
357 ing's capital reserve account. She would like consideration when the Board talks about encumbrances this year.

358 They do have quotes for the work. Director Lessard said he doesn't have money in his account this year, but will  
359 have enough next year for this. Administrator Daley said he's been working with NRPC and they have a Brown-  
360 field Grant that is specifically for projects with environmental contamination, none superfund. There may be  
361 money associated for this.

362  
363 **9. APPROVAL OF FINAL MINUTES – October 9, 2023**

364  
365 **Selectman Dargie made a motion to approve the minutes of October 23, 2023, and October 30, 2023. Se-**  
366 **conded by Selectman Labonte. All were in favor. The motion passed 5/0 by roll call vote.**

367  
368 **10. INFORMATION ITEMS REQUIRING NO DECISIONS.**

- 369 a. Treasurers Report July and August 2023
- 370 b. Selectmen's Goals and Initiatives

371  
372 **11. NOTICES.** Notices were read.

373  
374 **12. NON-PUBLIC SESSION – N/A**

375  
376 **13. ADJOURNMENT: Selectman Labonte3 moved to adjourn at 8:42. Seconded by Selectman Freel. All**  
377 **were 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

\_\_\_\_\_  
Paul Dargie, Member



# 10. 2023 BOS Goals and Initiatives

## 2023 BOS Goals and Initiatives

Initiative	Status	Target Date
<b>Financial</b>		
Budget Expenditure Policy	Adopted 8/28/23	Completed
Reduce Warrant Articles		In Progress
Town Budget Development		In progress
Town Budget Passage		Not started
<b>Projects</b>		
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
<b>Personnel</b>		
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
<b>Communication</b>		
BOS Representative to Committees		Completed
Agenda and Minutes Updates		In progress
Social Media utilization?		Not started
5 <sup>th</sup> Monday Forums		In progress
Website Update		In progress
Department/Committee Updates – Quarterly		In progress

10/23/2023