

5:30 ATC/MHS Renovation - Christi Michaud, Superintendent, Jan Radowicz, MHS Principal, Samantha Belcourt, Director of Technology, and Fred Hobbs, Steering Committee

CTE/MHS Renovation Update

BOS Meeting December 11, 2023

WHY RENOVATE? WHY NOW?

- Availability of state funds
 - 20-year cycle
 - Up to 75% of building and equipment costs
- Undersized and outdated CTE program space
- Not current with Industry Standards
- Need to meet current Job Market Needs
 - Will add Automotive and Health Science

The Plans



WEST STREET

Site Plan



Main Entrance



MILFORD CULINARY
MILFORD VIDEO PRODUCTION

New ATC Building



Proposed First Floor Plan

CTE 1st FLOOR



CTE 2nd FLOOR

New High School Science Labs (replacing those lost on the first floor)





Re-located Project Drive Programs

Expanded space for Special Education

Classrooms restored from former SAU and Maintenance offices

Renovated area to eliminate classrooms lacking natural light and create student commons

Renovated Restrooms

Re-located School Resource Officer, Athletic Director, and In-School Suspension Programs

Renovated Art Rooms to correct undersized spaces

FINANCIALLY SMART

- A rare, once-in-a-lifetime state funding opportunity of \$28 million dollars
- Increase enrollment and revenue by attracting students from neighboring communities
- Reduce \$70,000 in annual transportation costs
- Reduce operational costs over time with upgraded facility and energy efficiencies

STRONG SCHOOL, STRONG COMMUNITY

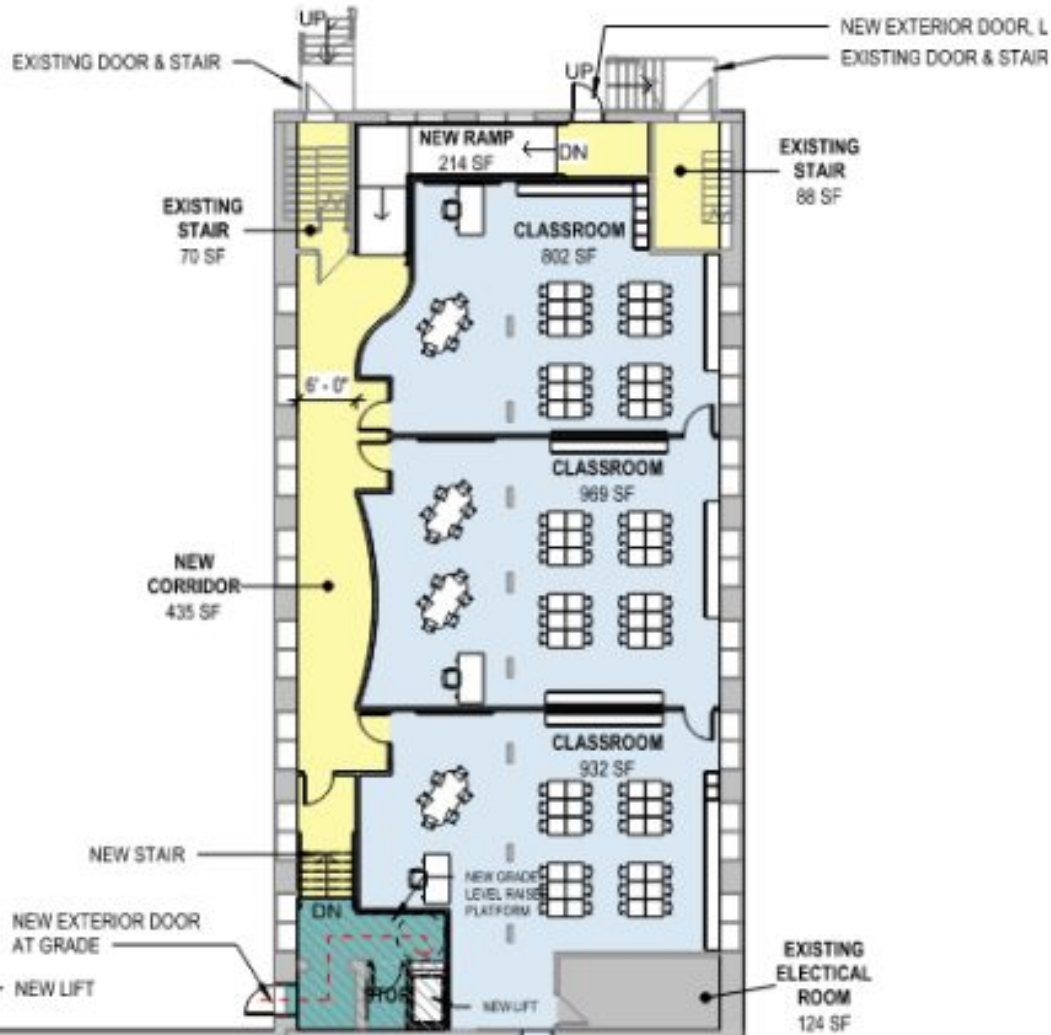
- Align with belief that strong schools are the foundation for prosperous communities, civic pride and long-term vitality
- A hub for community events, athletics, music, theater, and career-technical learning
- Safe and secure entrances for students, staff, and visitors
- Future, skilled contributors to the community, driving economic growth and innovation in Milford

OPPORTUNITIES

- Broader educational opportunities, more modernized spaces, updated equipment
- Prepare students for greater success in ever-evolving job market
- Add Automotive and Health Science to existing programs
- Ensure inclusive education for students with diverse abilities and learning styles
- Potential partnerships with Community College and Adult Education

BALES PROJECT

- Benefits Our Youngest Learners
 - Aligns Early Childhood Education Programs
 - Creates fewer transitions
- Benefits 3 Schools
 - Optimizes use of space at JMS, HP, and MHS
- Saves Costs
 - Uses existing District buildings
 - Eliminates \$70,000 annual transportation costs between Bales and MHS





SCHOOL - LEVEL 1

IF SAU DOES NOT MOVE



WHY

- Financially Smart
- Strong Schools, Strong Community
- Opportunities

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a clean, white space where the text is placed.

QUESTIONS?

5:50 Land Use Change Tax Map 45, Lot 3-35 - Assessing Director, Marti Noel

MEMORANDUM

DATE: December 11, 2023

TO: Board of Selectmen

FROM: Marti Noel, Assessor

RE: **Land Use Change Tax – Map 45 Lot 3-35**

This is a 15.01-acre parcel located in Autumn Oaks subdivision. The entire parcel has been classified in Current Use, but recently construction for a single-family home has begun. To support the residential use, 2 acres of land is being removed from its Current Use classification and in doing so requires the Land Use Change Tax Warrant be issued. The remaining 13.01 acres will remain in Current Use as undisturbed and left in a natural state.

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

The owner has been notified of this action regarding their the property.

Thank You

**5:55 Property Abatement Application Recommendation Map 47, Lot 13-2 -
Assessing Director, Marti Noel**

MEMORANDUM

DATE: December 11, 2023

TO: Milford Selectboard Members

FROM: Marti Noel, Assessor

RE: **2023 Property Abatement Applications
Recommendations for Approval –1**

As a refresher on the Abatement process, if a property owner feels their assessment is incorrect or inequitable, an abatement application may be submitted to the assessing office between the date the final tax bill is mailed and March 1st of the following year. The deadline for filing for abatement for the 2022 tax year is March 1, 2023.

The deadline for response by the municipality to all abatements timely filed is July 1. If no decision has been made, the abatement is to be considered to have been denied, and the Appellants may begin filing for appeal at the state level, either the BTLA or Superior Court.

In the event of a fire which renders a property unusable, RSA 76:21 allows for abatement to cover building(s) taxes for the period the property was rendered unusable.

The abatements presented tonight was a request due to fire that occurred on 5/21/2023. On November 2, the building received a Certificate of Occupancy indicating the structure had been returned to a usable state. The building was left unusable for a total of 166 days.

The reason for each recommendation is explained on the Abatement record for signature and also on the spreadsheet provided. This spreadsheet includes the running tally of taxes abated for current recommendations and past decisions for the 2023 tax year.

Thank You

6:00 Timber Yield Waiver of Tax - Assessing Director, Marti Noel

MEMORANDUM

DATE: December 11, 2023

TO: Board of Selectmen

FROM: Marti Noel, Assessor

RE: Timber Yield Forms, Waiver of Timber Tax Waiver of Timber Tax

As reminder, On July 31, the Board voted to waive the timber tax for the Timber Operation conducted on Town owned property known as Map 50 Lot 9, and located at the end of Mile Slip Rd. The timber cut involved a small area where the Conservation Commission was seeking to re-establish and encourage early succession habitat.

That Operation has been completed and the Timber Yield Report and taxing (Waiver of Tax) documents are submitted for your signatures this evening.

An Intent to Cut before cutting begins and a Report of Timber Cut after the cut is still required to be filed with the Town and the DRA as part of this process.

RSA 79:3-b allows for municipalities to Waive a Timber Tax for Timber cut on its own land:

79:3-b Waiver of Yield Tax by Municipality in Certain Cases. – When timber harvesting is conducted on land owned by, and located in, a municipality, the municipality may waive the yield tax, but shall report the location, species, and volume of wood and timber cut to the commissioner of revenue administration, who shall send one copy of the report to the division of forests and lands of the department of natural and cultural resources.

Source. 2018, 182:1, eff. Sept. 1, 2018.

6:05 Municipal Assessment Data Sheets (MADS) - Assessing Director, Marti Noel

MEMORANDUM

DATE: December 11, 2023

TO: Board of Selectmen

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, 2022 and September 30, 2023. 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.

I have provided a list of the sales used in this year's review and a DRAFT statistical summary sheet. This provides a window into how closely are assessments reflect market value.

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 when this data is submitted to the DRA for final review and analysis. By March, and hopefully sooner, we can expect to have the Equalization Ratio for 2023 as determined by the NH Department of Revenue. This number is important in establishing equity for legal purposes such as abatements and appeals. It also 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

| Verno | Sale Date | Book Page | Grantor | Grantee | Address | Map Lot | Verified Price | Current Assed | Previous Assed | Ratio | Prop Code | Town Notes |
|-------|------------|-----------|--|--|---------------------|----------|----------------|---------------|----------------|--------|-----------|---|
| 1 | 10/3/2022 | 9656-1910 | FENNELL, CAMERON | BATES, JACQUELINE R | 344 ELM ST #49 | 16-5-C | \$280,000 | \$212,000 | \$199,000 | 75.71 | 14 | CYR=TOTAL REMODEL AND UPDATES PRE-SALE. USE CYR |
| 3 | 10/5/2022 | 9657-1161 | GALE, FLORENCE; HUBBARD, FLORENCE | PRATT-SMART, KASANDRA JUNE; SMART, KYLE J | 545 ELM ST #7 | 7-3-M | \$152,533 | \$97,700 | \$96,700 | 64.05 | 18 | Monday, March 13, 2023 2:13 PM |
| 4 | 10/6/2022 | 9657-1899 | TURCOTTE, MAURICE A BY ATTY; TURCOTTE, MAURICE A JR ATTY | SCIRE, GABRIELLE M; SCIRE, ROBERT M | 134 SUMMER ST | 17-37 | \$457,200 | \$378,000 | \$364,900 | 82.68 | 11 | CYR INCLUDES EXPANSION OF FINISHED BASEMENT AND ADDITION OF A PATIO PRE-SALE. USE CYR |
| 7 | 10/7/2022 | 9658-0399 | FARMER TWO THOUSAND TWENTY ONE TRUST BY TRS, ; FARMER, PATRICIA Y & TR; FARMER, THOMAS J & TR | NESTER, LINELL STACEY; NESTER, MICHAEL JOSEPH | 322 NASHUA ST #6 | 26-109-C | \$228,000 | \$179,000 | \$176,500 | 78.51 | 14 | Monday, March 13, 2023 2:16 PM |
| 8 | 10/11/2022 | 9658-0980 | HUBERT SIMONS REVOCABLE TRUST BY TRS, ; SIMONS, HUBERT REVOCABLE TRUST BY TRS; SIMONS, JAMES TR; SIMONS, JEFFERY TR | CARUSO, JOHN P; MARACLE, KAIENTERES J | 19 CROSBY ST | 20-40 | \$244,933 | \$231,600 | \$231,600 | 94.56 | 11 | Monday, March 13, 2023 2:17 PM |
| 9 | 10/11/2022 | 9658-1552 | SAGANELIDZE, ELDAR; SMULLEN, DANIELLE N | SORI, PAUL G | 484 PONEMAH HILL RD | 54-11 | \$480,000 | \$419,600 | \$395,500 | 87.42 | 11 | CYR INCLUDES EXTENSIVE UPDATES PRIOR TO SALE. USE CYR |
| 10 | 10/12/2022 | 9658-2124 | LUCILLE P NASH REVOCABLE TRUST INDENTURE PTNR BY TRS, ; NASH & FOREST REAL ESTATE BY PTNRS, ; NASH, LUCILLE P REVOCABLE TRUST INDENTURE PTNR BY TRS; NASH, Q PETER PTNR & TR; ST PIERRE, DANIEL TR | NASH, Q PETER 2004 REVOCABLE TRUST BY TR; NASH, Q PETER TR; Q PETER NASH 2004 REVOCABLE TRUST BY TR, | 19 MEADOWBROOK DR | 6-35 | \$1,250,000 | \$1,415,700 | \$1,415,700 | 113.26 | 34 | Monday, March 13, 2023 2:20 PM |

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|----|------------|-----------|--|---|------------------------|----------|-------------|-------------|-----------|--------|----|--|
| 11 | 10/14/2022 | 9659-1008 | FOURNIER, LAUREN A; MORTON, LAUREN | SIDE BY SIDE ENTERPRISES INC, | 3 GILSON ST | 30-99 | \$240,000 | \$330,900 | \$245,300 | 137.88 | 11 | CYR REFLECTS WORK DONE TO PROPERTY POST SALE, PRE 4/1. |
| 12 | 10/17/2022 | 9659-2835 | BTHIRTY THREE LORDENS PLAZA LLC, | MBP LLC, | 614 NASHUA ST | 44-6-4 | \$2,300,000 | \$2,309,300 | \$0 | 100.4 | 33 | THIS TRANSACTION INCLUDES A NEWLY CREATED ENTITY THAT DID NOT EXIST LYR. |
| 14 | 10/18/2022 | 9660-0739 | SIMMONS, AMY E; SIMMONS, ROBERT H | MARTINEZ, BERENICE; RODRIGUEZ, ROBERTO MARTINEZ | 6 ELDERBERRY CT | 37-138 | \$445,000 | \$333,200 | \$331,400 | 74.88 | 11 | Monday, March 13, 2023 2:33 PM |
| 15 | 10/20/2022 | 9660-1966 | ALESE, MARIAN C | FONTAINE, SCOTT M | 44 QUARRY CIR DR | 8-71-C | \$325,000 | \$273,100 | \$257,800 | 84.03 | 14 | THIS PROPERTY HAD MAJOR UPGRADES & RENOVATIONS PRE-SALE. USE CYR |
| 17 | 10/21/2022 | 9661-0697 | JENNINGS, PAUL C | BRESLIN, WILLIAM J; KILGORE, TYREE E | 108 JENNISON RD | 5-12 | \$325,000 | \$277,000 | \$270,500 | 85.23 | 11 | Monday, March 13, 2023 2:35 PM |
| 19 | 10/24/2022 | 9661-1880 | FLEURY, SUSAN E; KIRBY, SUSAN E | HOWE, ERRIN | 56 CURTIS COMMONS CIR | 42-37-30 | \$515,000 | \$416,800 | \$416,800 | 80.93 | 11 | Monday, March 13, 2023 2:36 PM |
| 21 | 10/24/2022 | 9661-2007 | MALCUIT FAMILY TRUST BY TR, ; MALCUIT, AVIS TR | LANSING, ROBERT F | 22 PONEMAH HILL RD #10 | 43-60-C | \$150,000 | \$122,200 | \$122,200 | 81.47 | 14 | Monday, March 13, 2023 2:37 PM |
| 25 | 10/25/2022 | 9662-0111 | SMEENK, LINDA | DORAN, DAVID F; DORAN, DIANE M | 69 CHRISTINE DR | 43-23-C | \$370,000 | \$318,000 | \$318,000 | 85.95 | 14 | Monday, March 13, 2023 2:38 PM |
| 28 | 10/28/2022 | 9663-0153 | ALICE E HAYWARD REVOCABLE TRUST BY TR, ; HAYWARD, ALICE E REVOCABLE TRUST BY TR; HAYWARD, ALICE E TR | ELD, ARTHUR E III; ELD, MARY C | 28 JAMES ST #44 | 43-43-C | \$172,000 | \$126,800 | \$126,800 | 73.72 | 14 | Monday, March 13, 2023 2:38 PM |
| 29 | 10/31/2022 | 9663-0674 | COSSINGHAM, DARRICK R; COSSINGHAM, IRENE F | ALOY, SUSANA E; CHACON, WALTER M | 49 CURTIS COMMONS CIR | 42-37-20 | \$590,000 | \$423,200 | \$423,200 | 71.73 | 11 | Monday, March 13, 2023 2:39 PM |
| 30 | 10/31/2022 | 9663-1182 | MORAN, PETER F III | CHRYN, STEPHEN RICHARD III; SCHOFF, BAILEY | 39A NORTH ST | 22-58 | \$400,000 | \$335,900 | \$335,900 | 83.98 | 11 | Monday, March 13, 2023 2:40 PM |
| 31 | 10/31/2022 | 9663-1557 | NAUN, SUSAN ELISABETH; STEVENS, NICHOLAS ADAM; STEVENS, SUSAN ELISABETH | BROUILLARD, DAWN JOANNA | 344 ELM ST #52 | 16-5-C | \$250,000 | \$186,200 | \$186,200 | 74.48 | 14 | Monday, March 13, 2023 2:41 PM |

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|----|------------|-----------|---|--|---------------------|----------|-------------|-------------|-------------|--------|----|---|
| 32 | 10/31/2022 | 9663-1580 | BEAULIEU, SUSAN E | HEALEY, JAMES K | 16 CLIFFORD ST | 23-2-6 | \$600,000 | \$520,600 | \$512,500 | 86.77 | 11 | CYR INCLUDES UPDATED FLOORING, ADDED GAS FIREPLACE AND GENERATOR PRE-SALE. USE CYR |
| 37 | 11/4/2022 | 9664-2880 | SAMSON, DAVID H; SAMSON, SONJA L | BANVILLE, THOMAS; BANVILLE, VANESSA LIN | 221 SAVAGE RD | 10-59-4 | \$407,533 | \$324,100 | \$313,500 | 79.53 | 11 | CYR INCLUDES CORRECTION FOR ACTUAL YEAR BUILT/DEPRECIATION AND ADDED CENTRAL AC PRE-SLAE. USE CYR |
| 44 | 11/14/2022 | 9666-1203 | BRANT & JOYCE WILSON FAMILY TRUST BY TRS, ; WILSON, BRANT & JOYCE FAMILY TRUST BY TRS; WILSON, BRANT R & TR; WILSON, JOYCE E & TR | PROULX, ROGER H II; RENDA, MATTHEW; RENDA, STEPHANIE | 12 LEDGEWOOD DR | 43-23-C | \$379,000 | \$307,200 | \$307,200 | 81.06 | 14 | Monday, March 13, 2023 2:45 PM |
| 45 | 11/14/2022 | 9666-1440 | MCCARTNEY, SUSAN K | MADDEN, MARGARET A | 12 NORTH RIVER RD | 8-13 | \$350,000 | \$276,500 | \$276,500 | 79 | 11 | Monday, March 13, 2023 2:46 PM |
| 46 | 11/14/2022 | 9666-1899 | KELLY, CECILE C | SULLIVAN, BETSIELANE | 4 VISTA WAY | 43-23-C | \$355,000 | \$295,500 | \$295,500 | 83.24 | 14 | Monday, March 13, 2023 2:49 PM |
| 48 | 11/14/2022 | 9666-2032 | MOORE, RICHARD W JR | SOLOD, VICTOR | 54 WEBSTER ST | 30-106 | \$135,000 | \$247,200 | \$247,200 | 183.11 | 11 | Monday, March 13, 2023 2:49 PM |
| 49 | 11/14/2022 | 9666-2061 | MCNULLA, MARK & TR; SEVENTY NINE WOODHAWK DRIVE REALTY TRUST BY TR, | CONLEY, GARY L; CONLEY, SANDRA J | 79 WOODHAWK DR | 51-1 | \$2,350,000 | \$1,635,500 | \$1,632,000 | 69.6 | 11 | Friday, November 3, 2023 2:34 PM |
| 50 | 11/14/2022 | 9666-2150 | CARL, MATTHEW ATTY; CARL, RICHARD L BY ATTY; CARL, SHIRLEY A BY ATTY | HENDRICKX, KATELYN M; HENDRICKX, MAX C | 132 RIDGEFIELD DR | 36-44 | \$290,000 | \$244,000 | \$243,900 | 84.14 | 11 | Monday, March 13, 2023 3:06 PM |
| 51 | 11/15/2022 | 9666-2997 | CADIERO-KAPLAN, KAREN M; KAPLAN, ROGER MARK | LEIS, AMANDA | 14 PROSPECT ST | 30-69 | \$370,000 | \$306,900 | \$306,900 | 82.95 | 11 | Monday, March 13, 2023 3:06 PM |
| 52 | 11/16/2022 | 9667-0600 | WINDER, LORI; WINDER, STEPHEN | SALVAS, CANDICE; SALVAS, PATRICK | 36 WILDFLOWER WAY | 53-35-41 | \$580,000 | \$455,800 | \$448,200 | 78.59 | 11 | CYR REFLECTS ADDED CENTRAL AC, UPDATED FLOORING PRE-SALE, PRE 4-1. USE CYR |
| 53 | 11/21/2022 | 9667-2597 | FAGAN, ANISSA R; FAGAN, SEAN P | HOLLISTER, JOHN R | 119 FEDERAL HILL RD | 48-22 | \$560,000 | \$416,400 | \$408,900 | 74.36 | 11 | CYR REFLECTS ADDITION OF ENCLOSED PORCH PRE-SALE, PRE 4/1. USE CYR |

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|----|------------|-----------|---|---|---------------------|-----------|-----------|-----------|-----------|--------|----|--|
| 54 | 11/21/2022 | 9667-2602 | FISH, EVAN M; FISH, MIA CHRISTY | PROVENCHER, KALLIE J; PROVENCHER, PHILLIP J | 32 TIMBER RIDGE DR | 51-26-127 | \$500,000 | \$374,200 | \$371,000 | 74.84 | 11 | Monday, March 13, 2023 3:08 PM |
| 55 | 11/22/2022 | 9668-0694 | BANK AMERICA N A BY ATTY, ; MORTGAGE ASSETS MANAGEMENT LLC ATTY, | BURROWS, RONALD SCOTT | 12 ASHLEY DR | 47-27-4 | \$220,000 | \$211,400 | \$219,300 | 96.09 | 11 | CYR REFLECTS DETERIORATED CONDITION PRE-SALE. USE CYR |
| 56 | 11/22/2022 | 9668-1177 | BREZINSKI, DONALD J JR; MARTIN, JOELLE M | BORELLI, ALYSE; BORELLI, DANATO | 122 NOONS QUARRY RD | 46-37-11 | \$600,000 | \$431,900 | \$426,300 | 71.98 | 11 | CYR INLCUDES ADDED GAS FIREPLACE AND UPDATED FLOORING PRE-SALE. USE CYR |
| 57 | 11/22/2022 | 9668-1474 | CHAPPELL, SALLY-LYNN | CHAPPELL, DEAN H; CHAPPELL, SARAH A | 116 OSGOOD RD | 42-46-3 | \$300,000 | \$453,609 | \$0 | 151.2 | 12 | THIS IS A NEW LOT FOR 2023 DUE TO SUBDIVISION. |
| 61 | 11/23/2022 | 9668-2681 | LYNCH, BRENDAN J; LYNCH, GINA M | PINTO, LETICIA MOREIRA | 725 NH RTE 13 S | 52-83-2 | \$480,000 | \$390,400 | \$390,900 | 81.33 | 11 | Monday, March 13, 2023 3:16 PM |
| 62 | 11/28/2022 | 9668-2921 | HOLDEN, JASON | GUILLETTE, AMANDA J | 56 BOXWOOD CIR | 37-157 | \$96,333 | \$320,800 | \$320,800 | 333.01 | 11 | Monday, March 13, 2023 3:16 PM |
| 63 | 11/28/2022 | 9669-0777 | HOWARD, JESSE | TWO THOUSAND TWENTY TWO PROPERTY INVESTMENTS LLC, | 29 JENNISON RD | 5-33 | \$100,000 | \$72,900 | \$94,100 | 72.9 | 22 | CYR REFLECTS LAND ONLY; LYR INCLUDED AN OLD MANUFACTURED HOME AND OUTBUILDINGS WHICH WERE REMOVED POST POST PURCHASE, PRE 4/1. USE CYR |
| 64 | 11/28/2022 | 9669-0892 | PIASCIK, SAMANTHA; PIASCIK, TIFFANY | VENO, HAYLEY GERALYN; VENO, RICHARD JAMES | 14 DEAR LN | 53-90 | \$410,000 | \$279,600 | \$281,600 | 68.2 | 11 | Monday, March 13, 2023 3:22 PM |
| 66 | 11/30/2022 | 9669-1972 | COTE, KAREN A EXEC; SYBERT, BEATRICE K EST BY EXEC | OLSEN, CHARLOTTE | 322 NASHUA ST #5 | 26-109-C | \$235,000 | \$180,000 | \$180,000 | 76.6 | 14 | Monday, March 13, 2023 3:23 PM |
| 67 | 11/30/2022 | 9669-2100 | LACURE, MEGAN C; LACURE, MICHAEL E | MCLOON, ANDREW J | 347 MASON RD | 41-62-1 | \$465,000 | \$328,500 | \$314,200 | 70.65 | 11 | CYR INCLUDES EXPANDED FINISHED BASEMENT AREA PRE-SALE. USE CYR |
| 69 | 11/30/2022 | 9669-2555 | NOMIKOS, CARRIE; NOMIKOS, GEORGE JR | TUSTIN, JESSIE LOWIN; TUSTIN, PAMALA | 114 BALL HILL RD | 52-3-7 | \$480,000 | \$319,600 | \$318,300 | 66.58 | 11 | Monday, March 13, 2023 3:25 PM |
| 70 | 11/30/2022 | 9669-2750 | CAHILL PLACE LLC, | AVENI, CELINE A; AVENI, ROGER A | 486 NASHUA ST #114 | 32-4-C | \$157,533 | \$104,200 | \$104,200 | 66.14 | 14 | Monday, March 13, 2023 3:25 PM |
| 73 | 12/1/2022 | 9670-1153 | AVENI, LORETTA TRUST BY TR; AVENI, ROGER & TR; LORETTA AVENI TRUST BY TR, | CRAWFORD, JOHN ROBERT; CRAWFORD, MEEGAN ANNE | 119 UNION ST | 29-22 | \$500,000 | \$332,400 | \$349,200 | 66.48 | 12 | CYR REFLECTS SUBDIVISION PRE-SALE. USE CYR |

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|----|------------|-----------|---|--|---------------------------|----------|-------------|-----------|-----------|--------|----|--|
| 75 | 12/2/2022 | 9670-1929 | GENEST, RICHARD R; GENEST, TAMIE G | ORLANDO, ERICA Q; ORLANDO, MATTHEW J | 47 TONELLA RD #6 | 43-25-C | \$412,533 | \$361,800 | \$353,000 | 87.7 | 14 | CYR REFLECTS FINISHED BASEMENT ADDED PRE-SALE. USE CYR |
| 76 | 12/6/2022 | 9671-0375 | AVENI, LORETTA TRUST BY TR; AVENI, ROGER TR; LORETTA AVENI TRUST BY TR, | AVENI, CELINE ALMA; AVENI, ROGER | 0 OSGOOD RD | 29-22-1 | \$15,000 | \$105,200 | \$0 | 701.33 | 22 | CYR REFLECTS NEW LOT FOR 2023. |
| 77 | 12/7/2022 | 9671-0804 | KIERCE, RYAN J | FAUVEL, ANDRE G SR | 529 NASHUA ST #66 | 43-59-M | \$150,000 | \$99,900 | \$89,400 | 66.6 | 18 | CYR REFLECTS UPDATES, ADDED BATHROOM AND CENTRAL AIR CONDITIONING PRE-SALE. USED CYR |
| 78 | 12/7/2022 | 9671-1038 | HUMPHREY, NATHAN | KISIEL, KRISTY | 8 KING ST | 29-44 | \$341,000 | \$281,700 | \$273,200 | 82.61 | 11 | CYR REFLECTS REMODEL BATH FROM HALF BATH TO FULL BATH PRE-SALE. USE CYR |
| 79 | 12/8/2022 | 9671-1256 | CORNWELL, JAMIE L; OWEN, JAMIE | PHILBRICK, HUNTER F | 344 ELM ST #13 | 16-5-C | \$250,000 | \$188,100 | \$188,100 | 75.24 | 14 | Tuesday, May 16, 2023 9:25 AM |
| 80 | 12/8/2022 | 9671-1297 | BTHIRTY THREE LORDENS PLAZA LLC, | NASHUASIXHUNDRE D LLC, | 600 NASHUA ST | 44-6-2 | \$1,750,000 | \$908,500 | \$741,800 | 51.91 | 33 | LYR REFLECTS NEW CONSTRUCTION @ > 100%; CYR REFLECTS 100% COMPLETE. USE CYR |
| 85 | 12/9/2022 | 9671-2491 | MCNULLA, MARK; MCNULLA, MICHAEL STEPHEN | RESOLVE VENTURES LLC, | 2 NYE DR | 51-1-3 | \$328,000 | \$340,700 | \$339,300 | 103.87 | 11 | Tuesday, May 16, 2023 9:33 AM |
| 86 | 12/9/2022 | 9671-2714 | BAILEY, VINCENT JOSEPH ADMR; MCKAY, THERESA M EST BY ADMR | MCNEIL, ROBIN LEIGH | 59 PONEMAH HILL RD #2-110 | 43-68-2C | \$205,000 | \$162,600 | \$162,600 | 79.32 | 14 | Tuesday, May 16, 2023 9:34 AM |
| 87 | 12/14/2022 | 9672-2393 | FANTASIA, WENDY M; MCGUIRE, KEVIN M | WAGNER, JOHN D | 8 CHASE LN | 9-1-28 | \$429,800 | \$391,800 | \$391,800 | 91.16 | 11 | Tuesday, May 16, 2023 9:35 AM |
| 89 | 12/16/2022 | 9673-1333 | MASSUA FAMILY TRUST BY TRS, ; MASSUA, LAURA TR; MASSUA, VINCENT TR | MASSUA, CRAIG M | 59 PONEMAH HILL RD #2-308 | 43-68-2C | \$156,200 | \$162,600 | \$162,600 | 104.1 | 14 | Tuesday, May 16, 2023 9:36 AM |
| 93 | 12/20/2022 | 9674-0605 | BUSCH, KRISTIN E | GUINN, ARLINE M | 439 NORTH RIVER RD #3 | 4-20-C | \$289,933 | \$190,400 | \$190,400 | 65.67 | 14 | Tuesday, May 16, 2023 9:36 AM |
| 95 | 12/22/2022 | 9674-2073 | DECOTEAU, DANIEL W EST BY ADMR; DECOTEAU, NICOLE I ADMR | DECOTEAU, TINA | 67 MELENDY RD | 47-11 | \$384,000 | \$322,000 | \$322,000 | 83.85 | 11 | Tuesday, May 16, 2023 9:38 AM |

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|-----|------------|-----------|---|--|--------------------------|---------|-------------|-------------|-------------|--------|----|-----------------------------------|
| 97 | 12/23/2022 | 9674-2600 | LEMERE, RACHEL EXEC; MORSE, MARILYN EST BY EXEC; RAWLINSON, MARILYN MAE EST BY EXEC | BEAULIEU, GERALD J; GRYVAL, EMILY A | 410 MELENDY RD | 47-44 | \$195,000 | \$103,200 | \$103,200 | 52.92 | 17 | Tuesday, May 16, 2023 9:52 AM |
| 98 | 12/23/2022 | 9674-2693 | MEISSNER, GARY T; PRINCE-MEISSNER, BARBARA | REES CUSTOM HOMES INC, | 0 BURNS RD | 41-38-3 | \$133,400 | \$93,000 | \$0 | 69.72 | 22 | CYR REFLECTS NEW LOT FOR 2023 |
| 99 | 12/23/2022 | 9674-2946 | SICKLES, STEVEN R | HARLAN, VIRGINIA | 28 JAMES ST #35 | 43-43-C | \$216,000 | \$161,700 | \$161,700 | 74.86 | 14 | Tuesday, May 16, 2023 9:58 AM |
| 100 | 12/23/2022 | 9675-0127 | MASTERSON, MARTHA A | BARTHOLF, HELEN J | 22 HILLTOP DR | 27-5 | \$437,000 | \$357,800 | \$357,800 | 81.88 | 11 | Tuesday, May 16, 2023 9:59 AM |
| 101 | 12/28/2022 | 9675-1479 | AAG HOLDINGS LLC, | FOUR HUNDRED NINETEEN ELM STREET REALTY LLC, | 419 ELM ST | 7-12 | \$1,900,000 | \$2,090,000 | \$2,090,000 | 110 | 33 | Tuesday, May 16, 2023 10:04 AM |
| 103 | 12/29/2022 | 9675-2181 | JAIRO, ISMAEL GUIJARRO JARAMILLO; JARAMILLO, JAIRO ISMAEL GUIJARRO | PEACH, KIMBERLY; PEACH, MARIA | 38 ORCHARD ST | 27-28-4 | \$455,000 | \$345,500 | \$341,000 | 75.93 | 11 | Tuesday, May 16, 2023 10:10 AM |
| 104 | 12/30/2022 | 9675-2943 | JUDITH E WHITE REVOCABLE TRUST BY TR, ; WHITE, JUDITH E & TR; WHITE, JUDITH E REVOCABLE TRUST BY TR | WHITE, AUSTIN F; WHITE, RILEY E | 100 BRIDGE ST | 26-92 | \$350,000 | \$390,400 | \$389,800 | 111.54 | 12 | Tuesday, May 16, 2023 10:10 AM |
| 108 | 12/30/2022 | 9676-0522 | DEXTER, LAURIE; DEXTER, LORI; SAUNDERS, KEVIN E; SAUNDERS, LAURIE A | WARREN, KEVIN L | 111 OLD BROOKLINE RD #10 | 47-34-M | \$70,000 | \$36,400 | \$36,700 | 52 | 18 | Monday, November 6, 2023 12:22 PM |
| 109 | 1/3/2023 | 9676-1058 | JELLEY, DEBORAH E; JELLEY, DEBORAH M | AUSTIN, JAMES III; AUSTIN, KAYLENE J | 95 ELM ST | 25-2 | \$231,800 | \$244,200 | \$244,100 | 105.35 | 11 | Monday, June 5, 2023 12:20 PM |
| 110 | 1/3/2023 | 9676-1292 | SAN-KEN HOMES INC, | PRIZIO, JOSEPH C; PRIZIO, STACEY A | 0 HOLDEN LN | 45-3-35 | \$500,000 | \$178,900 | \$178,900 | 35.78 | 22 | Tuesday, May 16, 2023 10:19 AM |
| 112 | 1/5/2023 | 9676-2305 | MORRIS, JOHN P EST BY EXEC; MORRIS, JULIA C EXEC | MORRIS, WILLIAM | 100 PONEMAH HILL RD | 43-64 | \$250,000 | \$259,800 | \$259,800 | 103.92 | 11 | Tuesday, May 16, 2023 10:20 AM |

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|-----|-----------|-----------|---|--|---------------------|----------|-------------|-------------|-------------|--------|----|---|
| 118 | 1/10/2023 | 9677-1996 | RENDA, MATTHEW JR; RENDA, STEPHANIE | HITCHINER MANUFACTURING CO INC, | 84 OLD WILTON RD | 7-19 | \$465,000 | \$390,700 | \$348,000 | 84.02 | 11 | LYR = HAD RSA75:11 FOR RESIDENCE IN COMMERCIAL ZONE; CYR = SPECIAL ASSESSMENT IS REMOVED. |
| 119 | 1/11/2023 | 9677-2265 | BETSY P DEASY REVOCABLE TRUST AGREEMENT JUNE 21 1985 BY TR, ; DEASY, BETSY P & TR; DEASY, BETSY P REVOCABLE TRUST AGREEMENT JUNE 21 1985 BY TR; DEASY, J MICHAEL & TR; DEASY, J MICHAEL REVOCABLE TRUST AGREEMENT JUNE 21 1985 BY TR; J MICHAEL DEASY REVOCABLE TRUST AGREEMENT JUNE 21 1985 BY TR, | MATT, DEBORAH A; MATT, THOMAS | 21 LINDEN ST | 31-27 | \$505,000 | \$419,600 | \$425,400 | 83.09 | 11 | CYR REFLECTS AIR CONDITIONING REMOVED/NON FUNCTIONAL PRE-SALE. USE CYR |
| 120 | 1/11/2023 | 9677-2439 | SPJ REAL ESTATE ASSOCIATES LLC, | MILFORD EQUITIES NH LLC, | 1 HAMPSHIRE DR | 25-119 | \$2,908,533 | \$2,749,200 | \$2,749,200 | 94.52 | 34 | Monday, June 5, 2023 12:21 PM |
| 122 | 1/11/2023 | 9677-2587 | SHONTS, COURTNEY M; SHONTS, THEODORE H IV | BACHELOR, CALEB J; ROYALTY-BACHELOR, EMILY D | 7 LOVEJOY RD | 47-47 | \$430,000 | \$324,800 | \$355,600 | 75.53 | 11 | Monday, June 5, 2023 12:22 PM |
| 123 | 1/11/2023 | 9677-2845 | GAUTREAU, DENNIS R | FARMER, SCOTT | 66 WELLESLEY DR | 37-64 | \$326,000 | \$249,300 | \$249,300 | 76.47 | 11 | Monday, June 5, 2023 12:23 PM |
| 124 | 1/13/2023 | 9678-1338 | CHOI, YOOWON; LEE, MICHAEL; YOOWON, CHOI | SHAVER, BRETT; ST GEORGE, KATY | 125 BOYNTON HILL RD | 45-3-44 | \$830,000 | \$648,300 | \$666,800 | 78.11 | 11 | CYR IS DUE TO CORRECTION FOR TOTAL LIVING AREA; USE CYR |
| 125 | 1/17/2023 | 9678-1698 | WOOD, STEVEN J | GENDRON, MANUEL | 46 UNION ST | 29-173 | \$180,000 | \$221,100 | \$221,100 | 122.83 | 11 | Monday, June 5, 2023 12:27 PM |
| 126 | 1/17/2023 | 9678-1894 | SHAVER, BRETT; ST GEORGE, KATY A | CAHILL, CRISTIN M; STRUGNELL, TODD M | 102 BADGER HILL DR | 51-26-65 | \$550,000 | \$378,300 | \$373,500 | 68.78 | 11 | CY = MINOR CHANGES FOR UPGRDES PRE-SALE, PRE 4/1. USE CYR |
| 127 | 1/18/2023 | 9678-2925 | DARLING, RICHARD H JR; DARLING, SANDRA J | SCHAFFER, BRIGID | 15 KING ST | 29-40 | \$410,000 | \$273,000 | \$271,200 | 66.59 | 11 | Monday, June 5, 2023 12:30 PM |

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|-----|-----------|-----------|---|---|---------------------------|----------|-----------|-----------|-----------|--------|----|-------------------------------|
| 129 | 1/20/2023 | 9679-1462 | DEVELOPERS MORTGAGE INC, | GRANITE STATE CONCRETE CO INC, | ELM ST #OFF | 7-15-A | \$152,200 | \$152,200 | \$152,200 | 100 | 57 | Monday, June 5, 2023 12:31 PM |
| 130 | 1/23/2023 | 9679-2009 | ROBINSON, MICHAEL D; ROBINSON, VALERIE N | GEREKOS, PHILLIP | 344 ELM ST #105 | 16-5-1C | \$259,933 | \$194,700 | \$193,700 | 74.9 | 14 | Monday, June 5, 2023 12:31 PM |
| 134 | 1/26/2023 | 9680-0714 | ROY, EILEEN M; ROY, EUGENE T | DEBRA J KOTILA TRUST BY TR, ; KOTILA, DEBRA J TR; KOTILA, DEBRA J TRUST BY TR | 52 WEST MEADOW CT | 39-70-27 | \$465,000 | \$375,600 | \$377,000 | 80.77 | 11 | Monday, June 5, 2023 12:32 PM |
| 136 | 1/27/2023 | 9680-1197 | SAN-KEN HOMES INC, | UNIFIED DEVELOPMENT LLC, | 4 QUINLAN DR | 30-19-2 | \$228,000 | \$170,900 | \$170,900 | 74.96 | 22 | Monday, June 5, 2023 12:34 PM |
| 138 | 1/31/2023 | 9681-0646 | SHAW, CAREY; SHAW, DAVID | CROISSANT, TIMOTHY R | 7 OAKLAND DR | 34-14 | \$280,000 | \$237,300 | \$237,100 | 84.75 | 11 | Monday, June 5, 2023 12:37 PM |
| 139 | 1/31/2023 | 9681-0944 | HOLDER, SCOTT | ESPOSITO, KADY N; ESPOSITO, NICHOLAS J | 121 BADGER HILL DR | 51-26-72 | \$489,000 | \$362,500 | \$359,200 | 74.13 | 11 | Monday, June 5, 2023 12:38 PM |
| 141 | 2/2/2023 | 9681-1697 | SAYTANIDES, JAMES E; SAYTANIDES, JEAN E | HAMEL, JEANPAUL M; HAMEL, JENNIFER | 446 FEDERAL HILL RD | 56-52 | \$285,000 | \$296,700 | \$296,700 | 104.11 | 12 | Monday, June 5, 2023 12:40 PM |
| 145 | 2/7/2023 | 9682-0561 | CARLSON, MICHELLE BY MTGEE; J P MORGAN MORTGAGE ACQUISITION CORP MTGEE BY ATTY, ; ORLANS PC ATTY, ; SPURLING, MICHELLE BY MTGEE; SPURLING, ROGER BY MTGEE | J P MORGAN ACQUISITION CORP, | 72 COLBURN RD | 53-2 | \$331,000 | \$350,600 | \$350,600 | 105.92 | 11 | Monday, June 5, 2023 12:41 PM |
| 149 | 2/9/2023 | 9682-1932 | MEKELSKI, LISA A; RICHARDSON, JASON M; RICHARDSON, LISA A | GABRIEL, ARIANA; SANON, CEDRIC | 59 PONEMAH HILL RD #2-307 | 43-68-2C | \$185,000 | \$162,600 | \$162,600 | 87.89 | 14 | Monday, June 5, 2023 12:42 PM |
| 150 | 2/9/2023 | 9682-1959 | SWANBURG, BEVERLY M; SWANBURG, WILLIAM A | GEORGE, SAMANTHA; GEORGE, TIMOTHY RIEKER | 34 GEORGETOWN DR | 18-44 | \$415,000 | \$280,500 | \$280,500 | 67.59 | 11 | Monday, June 5, 2023 12:43 PM |

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|-----|-----------|-----------|---|---|--------------------|---------|-----------|-----------|-----------|-------|----|--|
| 152 | 2/10/2023 | 9682-2536 | TURNER, MADISON P | BURT, BRITTANI; BURT, CHRISTOPHER | 557 NH RTE 13 S | 47-39 | \$305,000 | \$181,600 | \$181,600 | 59.54 | 11 | Monday, June 5, 2023 12:44 PM |
| 153 | 2/13/2023 | 9682-2815 | STAUBLE, DAVID; STAUBLE, SHARI LOU | ALVAREZ, DARLENE J | 47 BIRCHWOOD DR | 30-56-C | \$265,000 | \$201,900 | \$189,400 | 76.19 | 14 | CYR INCLUDES INTERIOR UPDATES/UPGRADES PRE-SALE, PRE 4/1. USE CYR. |
| 155 | 2/14/2023 | 9683-0571 | GUARIN, LORENA; VERAS, BRIAN M ESPAILLAT | BERRY, MATTHEW; EMMERT, JOSHUA; FOSTER, LAUREN MARIE | 487 NASHUA ST | 32-19 | \$415,000 | \$339,700 | \$344,700 | 81.86 | 11 | CYR REFLECTS REMOVAL OF BUSINESS SIGN REMOVED PRE=SALE, PRE-4/1. USE CYR |
| 157 | 2/15/2023 | 9683-1366 | SIDE BY SIDE ENTERPRISES INC, | MAILLOUX, TAYLOR | 3 GILSON ST | 30-99 | \$440,000 | \$330,900 | \$245,300 | 75.2 | 11 | CYR=TOTAL RENOVATION/REMODEL W/ ADDED BDRM AND EXPANDED LIVNG AREA PRE-SALE, PRE 4/1- USE CYR. |
| 158 | 2/17/2023 | 9683-2711 | RESOLVE VENTURES LLC, | BULLOCK, CHRISTOPHER M; GOLDEN, SUMMER S | 2 NYE DR | 51-1-3 | \$469,933 | \$340,700 | \$339,300 | 72.5 | 11 | Monday, June 5, 2023 12:51 PM |
| 161 | 2/22/2023 | 9684-1588 | WILDE, JOHN F; WILDE, MARBETH I | COOMBS, NATHANIEL J; MCKENZIE, KATHERINE | JOHNSON ST #OFF | 24-27-1 | \$520,000 | \$428,300 | \$385,100 | 82.37 | 11 | CYR INCLUDES RENOVATIONS/UPDATES AND ADDITIONAL BATH ADDED PRE- SALE, PRE 4/1. USE CYR |
| 163 | 2/23/2023 | 9684-2281 | BRIGGS, PAMELA E EXEC; CASSARINO, EDNA C HR; CASSARINO, ROBERT F EST BY EXECS; WYK, JENNIFER VANDER EXEC | BRIGGS, PAMELA E | 5 GEORGE ST | 29-63 | \$160,000 | \$283,200 | \$283,200 | 177 | 12 | Monday, June 5, 2023 1:23 PM |
| 165 | 2/23/2023 | 9684-2333 | SPRINGMANN, BRIAN F; SPRINGMANN, CATHRYN R | COSTANZA, SANDRA C | 69 QUARRY CIR DR | 8-71-C | \$312,000 | \$216,300 | \$213,400 | 69.33 | 14 | Monday, June 5, 2023 1:24 PM |
| 166 | 2/24/2023 | 9684-2801 | COOK, BRITTANY; ROBERTS, ADAM M | MILLER, CAROLINE V | 125 MONT VERNON RD | 8-89 | \$317,000 | \$248,300 | \$248,800 | 78.33 | 11 | Monday, June 5, 2023 1:24 PM |

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|-----|-----------|-----------|---|--|--------------------|-----------|-----------|-----------|-----------|---------|----|--|
| 167 | 2/28/2023 | 9685-1277 | PILOT REALTY LLC, | DAVID A VAUGHN JR REVOCABLE TRUST BY TR, ; JANET VAUGHN REVOCABLE TRUST 2012 BY TR, ; VAUGHN, DAVID A JR REVOCABLE TRUST BY TR; VAUGHN, DAVID A JR TR; VAUGHN, JANET REVOCABLE TRUST 2012 BY TR; VAUGHN, JANET TR | 130 SOUTH ST | 26-140 | \$500,000 | \$446,400 | \$148,700 | 89.28 | 11 | LYR REFLECTS PROPERTY AFTER IT WAS DESTROYED BY FIRE; CYR REFLECTS PROPERTY RE-BUILT PRE 4/1, PRE SALE. USE CYR |
| 168 | 3/1/2023 | 9685-2883 | GRENIER TWO THOUSAND SEVENTEEN TRUST BY TRS, ; GRENIER, JOSEPH P & TR; GRENIER, PATRICIA M & TR | BENDER, MARIAH; SZAREK, EMANUEL | 32 WOODWARD DR | 10-19 | \$390,000 | \$291,500 | \$300,800 | 77.13 | 11 | CYR REFLECTS BASEMENT FINISH REMOVED |
| 171 | 3/3/2023 | 9686-1169 | BIRD, MARK; BIRD, SARAH; PARRY, SARAH | CASSIDY, TIMOTHY | 33 TIMBER RIDGE DR | 51-26-124 | \$520,000 | \$367,800 | \$362,500 | 70.73 | 11 | CYR REFLECTS ADDED PATIO & PORCH PRE-SALE, PRE 4/1. USE CYR |
| 176 | 3/13/2023 | 9687-2485 | DUMONT FAMILY REVOCABLE TRUST 2020 BY TRS, ; DUMONT, AMANDA R & TR; DUMONT, TYLER M & TR | HOSTETLER, ADAM D | 15 MYRTLE ST | 22-119-1 | \$525,000 | \$466,800 | \$466,800 | 88.91 | 11 | Monday, June 12, 2023 1:48 PM |
| 181 | 3/17/2023 | 9688-2018 | EQUIFUND CAPITAL LLC, | RAMIREZ, RAMON QUEZADA | 25 SPAULDING ST | 20-3-1 | \$500,000 | \$366,000 | \$254,000 | 73.2 | 11 | LYR=DWELLING WAS IN ROUGH CONDITION. CYR=TOTALLY GUTTED AND REBUILT HOME. USE CYR. |
| 183 | 3/21/2023 | 9689-1053 | CARUSO, JOHN P; MARACLE, KAIENTERES J | CARUSO, JOHN P | 19 CROSBY ST | 20-40 | \$7,667 | \$231,600 | \$231,600 | 3020.87 | 11 | Monday, June 12, 2023 1:51 PM |
| 187 | 3/24/2023 | 9689-2960 | BOWMAR, DORIS M EST BY ADMR; BOWMAR, SCOTT ADMR | MANSFIELD, ROSS D | 26 MELENDY RD #67 | 42-73-M | \$160,000 | \$84,500 | \$84,500 | 52.81 | 18 | Monday, June 12, 2023 1:52 PM |
| 189 | 3/27/2023 | 9690-0686 | LACHAPELLE, LOIS | DELAGE, BRITTANY LEE | 53 HIGH ST | 26-135 | \$235,000 | \$302,100 | \$297,500 | 128.55 | 12 | Monday, June 12, 2023 1:52 PM |
| 190 | 3/27/2023 | 9690-0721 | JAMES, CHRISTOPHER M | DUHAMEL, JULUS; JULUS, DUHAMEL | 2 BIRCHWOOD DR | 30-56-C | \$250,000 | \$189,400 | \$189,400 | 75.76 | 14 | Monday, June 12, 2023 1:53 PM |

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|-----|-----------|-----------|--|---|----------------------|----------|-------------|-------------|-------------|--------|----|---|
| 193 | 3/28/2023 | 9690-1862 | THREE HUNDRED SEVENTY ONE ELM ST LLC, | CHANDLER JAG LLC, ; RES HOLDING LLC, | 371 ELM ST | 16-1 | \$725,000 | \$434,300 | \$325,400 | 59.9 | 13 | PROPERTY USE CHANGED FROM MOTEL TO APARTMENTS ALONG WITH RECENT IMPROVEMENTS HAVE RESULTED IN INCREASED ASSESSMENT PRE-SALE, PRE 4/1. |
| 194 | 3/28/2023 | 9690-1943 | BENEDICT, THOMAS J | ELKIND, KARI A | 31 BROOKVIEW CT | 38-25 | \$360,000 | \$256,300 | \$249,600 | 71.19 | 11 | CYR INCLUDES UPGRADES TO FLOORING AND ADDED CENTRAL AIR CONDITIONING PRE-SALE. USE CYR. |
| 195 | 3/29/2023 | 9690-2531 | DISHONG FAMILY TRUST BY TR, ; DISHONG, EDWARD M TR | BLAKEMAN, JILL S; FINN, THOMAS J REVOCABLE TRUST BY TR; FINN, THOMAS J TR; THOMAS J FINN REVOCABLE TRUST BY TR, | 23 HUTCHINSON DR | 8-52-1C | \$365,000 | \$306,700 | \$308,200 | 84.03 | 14 | Monday, June 12, 2023 2:00 PM |
| 197 | 3/30/2023 | 9691-0461 | TANCRETI, MICHAEL D TR; WHITING HILL REALTY TRUST BY TR, | FLYNN, JANICE M; FLYNN, STEVEN E | 117 FALCON RIDGE RD | 3-5-11 | \$605,000 | \$517,700 | \$78,700 | 85.57 | 11 | LYR=LAND ONLY; CYR=NEW HOUSE. USE CYR. |
| 199 | 4/3/2023 | 9691-2072 | GATES, CAROL A; GATES, DAVID P JR | HAYDEN, AMANDA ISABELA MARIE; HAYDEN, TIMOTHY WILLIAM | 11 CHASE LN | 9-1-30 | \$474,000 | \$363,900 | \$362,700 | 76.77 | 11 | Monday, June 12, 2023 2:03 PM |
| 201 | 4/4/2023 | 9691-2902 | BARASSI, WILLIAM R; LETRENDRE-BARASSI, MELISS L | FERRAZ, VICTOR | 143 BADGER HILL DR | 51-26-80 | \$480,000 | \$357,700 | \$352,500 | 74.52 | 11 | CYR=ADDED CENTRAL AIR CONDITIONING PRE-SALE. USE CYR. |
| 202 | 4/4/2023 | 9692-0501 | BOWERS, CAROLYN R; BOWERS, CHRISTOPHER J | LEGERE, SCOTT; LEGERE, SHAWNEE | 35 NOONS QUARRY RD | 46-37-2 | \$565,000 | \$368,500 | \$362,700 | 65.22 | 11 | CYR=CORRECTION FOR FIREPLACE; USE CYR |
| 207 | 4/6/2023 | 9692-1576 | KBRE DEVELOPMENT LLC, | HITCHINER MANUFACTURING CO INC, | 96 OLD WILTON RD #3 | 7-20-C | \$1,150,000 | \$1,204,700 | \$1,204,700 | 104.76 | 34 | LOCAL MANUFACTURER BOUGHT ALL CONDO UNITS IN AN INDUSTRIAL CONDOMINIUM; ONE SELLER RETAINS 2 YEAR LEASE POST-SALE |
| 208 | 4/6/2023 | 9692-1580 | SANFORD REALTY L L C, | HITCHINER MANUFACTURING CO INC, | 96 OLD WILTON RD #1 | 7-20-C | \$850,000 | \$1,204,700 | \$1,204,700 | 141.73 | 34 | Monday, June 12, 2023 2:15 PM |
| 209 | 4/7/2023 | 9692-1776 | KEIR REALTY TRUST BY TR, ; KEIR, SHONA E TR | MADEIROS PROPERTIES LLC, | 115 OLD BROOKLINE RD | 47-35 | \$235,000 | \$169,600 | \$169,600 | 72.17 | 11 | Thursday, June 15, 2023 10:10 AM |

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|-----|-----------|-----------|---|--|---------------------------|-----------|-----------|-----------|-----------|-------|----|---|
| 214 | 4/14/2023 | 9693-2755 | BURY, CATHERINE TR; ERNEST E LEDERMAN REVOCABLE TRUST 2022 BY TR, ; LEDERMAN, ERNEST E REVOCABLE TRUST 2022 BY TR | LAFONTAINE, JEAN A | 486 NASHUA ST #308 | 32-4-C | \$225,000 | \$119,500 | \$119,500 | 53.11 | 14 | Thursday, June 15, 2023 10:11 AM |
| 215 | 4/17/2023 | 9694-0122 | DIONNE, TYLER | TANDON, ASHMITA; TANDON, TAPAN | 59 OAK ST | 29-130-1 | \$425,000 | \$313,700 | \$313,700 | 73.81 | 12 | Thursday, June 15, 2023 10:12 AM |
| 216 | 4/17/2023 | 9694-0463 | BOSKO, STEPHANIE M | BOON, ARIANA; BOON, JESSE; BOON, PATRICK | 395 MONT VERNON RD | 5-23 | \$425,000 | \$319,000 | \$323,800 | 75.06 | 11 | CYR IS THE RESULT OF A MINOR CORRECTION TO INTERIOR COMPONENTS. USE CYR |
| 217 | 4/17/2023 | 9694-1115 | RNC PROPERTIES LLC, | GREEN NORTH REALTY LLC, | 57 ELM ST | 25-10 | \$817,533 | \$553,700 | \$553,700 | 67.73 | 13 | Thursday, June 15, 2023 10:28 AM |
| 218 | 4/18/2023 | 9694-1842 | EMBERGER, GARY; EMBERGER, SYLVIA B | CHERIAN, CAROL J | 128 TIMBER RIDGE DR | 51-26-163 | \$575,000 | \$399,500 | \$395,000 | 69.48 | 11 | CYR REFLECTS MINOR INTERIOR UPGRADES PRE SALE, PRE 4/1. USE CYR |
| 219 | 4/19/2023 | 9694-2352 | GOODMAN, LINDA A TR; JOSEPH POLLOCK & LINDA GOODMAN FAMILY TRUST BY TRS, ; POLLOCK, JOSEPH & LINDA GOODMAN FAMILY TRUST BY TRS; POLLOCK, JOSEPH K JR TR | COYNE, MICHAEL W | 31 VALHALLA DR | 36-79 | \$352,000 | \$259,600 | \$256,100 | 73.75 | 11 | Thursday, June 15, 2023 10:30 AM |
| 222 | 4/20/2023 | 9694-2952 | CUMMINGS, ANDREW RAYMOND; CUMMINGS, JULIE | LYNCH, NATASHA L; ZICKO, ZACHARY P | 57 BEECH ST | 34-35 | \$320,000 | \$224,000 | \$227,700 | 70 | 11 | Thursday, June 15, 2023 10:31 AM |
| 223 | 4/20/2023 | 9695-0105 | KIRKHART, JOHN T; KIRKHART, LIANA P | WOLPE, STEVEN JAMES | 36 CHAPPELL DR | 38-73 | \$431,000 | \$311,900 | \$311,900 | 72.37 | 11 | Thursday, June 15, 2023 10:32 AM |
| 224 | 4/20/2023 | 9695-0281 | MORALES, LAUREN NICOLE | WINTERS, SPENCER ALAN | 59 PONEMAH HILL RD #1-101 | 43-68-1C | \$185,000 | \$162,600 | \$162,600 | 87.89 | 14 | Thursday, June 15, 2023 10:33 AM |
| 225 | 4/20/2023 | 9695-0431 | SZCZAWINSKI, ADAM | CHARKO, JONATHAN JAMES | 628 MASON RD | 40-100 | \$572,000 | \$388,200 | \$378,300 | 67.87 | 11 | CYR REFLECTS CENTRAL AC ADDED PRE-SALE, PRE 4/1. USE CYR |

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|-----|-----------|-----------|--|--|---------------------|---------|-----------|-----------|-----------|--------|----|---|
| 227 | 4/21/2023 | 9695-0835 | MICHALSKA-TOLKSDORF, JOANNA A & TR; TOLKSDORF FAMILY REVOCABLE TRUST 2019 BY TRS, ; TOLKSDORF, KURT P & TR | ISMAEL, LEILA ROZENMAN; WATSON, ANDREW PHILLIP | 29 MYRTLE ST | 22-114 | \$560,000 | \$467,600 | \$430,000 | 83.5 | 11 | CYR REFLECTS CHANGES FOR ADDED LIVING AREA AND ATTACHED GARAGE PRE-SALE; PRE 4/1. USE CYR |
| 232 | 4/26/2023 | 9696-0127 | OSTERHOLTZ, FREDERICK C ATTY; OSTERHOLTZ, MARJORIE H BY ATTY; OSTERHOLTZ, MARJORIE HOLLINGER BY ATTY | GREGORY, EUGENE C; GREGORY, PAULA J | 62 CHRISTINE DR | 43-23-C | \$335,000 | \$292,700 | \$292,700 | 87.37 | 14 | Thursday, June 15, 2023 10:37 AM |
| 234 | 4/28/2023 | 9696-1613 | CORNETT, NANCY C; CORNETT, R SCOTT JR | MEJDRICH, ERIC OLIVER | 10 MOUNTAIN VIEW CT | 53-38-2 | \$974,533 | \$703,300 | \$696,500 | 72.17 | 11 | CYR REFLECTS EXPANDED EXTERIOR FEATURES IE: OUTDOOR FIREPLACE, PATIO, OUTBUILDINGS. USE CYR |
| 236 | 5/1/2023 | 9697-0478 | ROWLETT, JAMAAL B; ROWLETT, JENNA S; WHIFFEN, JENNA S | HANSEN, ANDREW JAMES; HANSEN, KAETHE | 15 ALDER ST | 39-31 | \$485,000 | \$286,800 | \$268,500 | 59.13 | 11 | CYR REFLECTS UPGRADES INCLUDING CENTRAL AC, UPGRADED FLOORING, EXPANDED DECK AND PATIO PRE-SALE, PRE 4/1. USE CYR |
| 238 | 5/3/2023 | 9697-1946 | WARIS, BARBARA J; WARIS, DANIEL S | CHLOROS, VICTORIA; JACKSON, SAMUEL | 43 WOODHAWK DR | 51-26-6 | \$525,000 | \$358,200 | \$351,300 | 68.23 | 11 | CYR REFLECTS ADDED CENTRAL AC PRE-SALE, PRE 4/1. USE CYR |
| 240 | 5/4/2023 | 9698-0045 | CARL, LAURA A ADMR; PLOURDE, JAMES ADMR; PLOURDE, ROGER J EST BY ADMRS | DUQUETTE COMPANY LLC, | 73 VALHALLA DR | 36-69 | \$295,000 | \$277,500 | \$277,500 | 94.07 | 11 | Thursday, June 15, 2023 10:42 AM |
| 241 | 5/5/2023 | 9698-0620 | HEIDEL, DENNIS R BY MTGEE; MONEY SOURCE INC MTGEE, | DUQUETTE COMPANY LLC, | 167 UNION ST | 34-7 | \$307,000 | \$332,600 | \$332,600 | 108.34 | 11 | Thursday, June 15, 2023 10:43 AM |

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|-----|-----------|-----------|--|---|-----------------------|---------|-----------|-----------|-----------|-------|----|--|
| 242 | 5/5/2023 | 9698-0933 | CAMPBELL, MARTHA TR; CAROLYN M GOODWILL LIVING TRUST BY TR, ; GOODWILL, CAROLYN M LIVING TRUST BY TR | PFISTER, SUSAN | 67 QUARRY CIR DR | 8-71-C | \$320,000 | \$223,500 | \$223,500 | 69.84 | 14 | Thursday, June 15, 2023 10:44 AM |
| 243 | 5/5/2023 | 9698-0960 | WOODS, KIMBERLY A | NIHART, ASHLEY; RAMASKA, MAXWELL D | 40 VALHALLA DR | 36-96 | \$372,000 | \$273,700 | \$267,800 | 73.58 | 11 | CYR REFLECTS EXPANDED FINISHED BASEMENT AREA PRE-SALE, PRE 4/1. USE CYR |
| 247 | 5/11/2023 | 9699-0796 | BREWER, DANIEL D; BREWER, JOANNE | CONLEY, GARY L TR; CONLEY, SANDRA J TR; PONEMAH TRUST AGREEMENT OCTOBER 10 2001 BY TRS, ; ROWE, SANDRA J TR | 128 RIDGEFIELD DR | 36-43 | \$365,000 | \$266,500 | \$260,500 | 73.01 | 11 | CYR REFLECTS EXPANSION OF FINISHED BASEMENT AREA PRE-SALE, PRE-4/1. USE CYR |
| 248 | 5/12/2023 | 9699-1630 | JOHN B KENISON 2006 TRUST BY TR, ; KENISON, JOHN B 2006 TRUST BY TR; KENISON, JOHN B TR | VASANTHA, SREEMALI | 99 AMHERST ST | 27-29 | \$525,000 | \$420,000 | \$420,000 | 80 | 57 | Thursday, July 20, 2023 11:00 AM |
| 250 | 5/12/2023 | 9699-1888 | BOWEN, JEFFREY; DASH, ROSY | DZIEKPOR, COURAGE D; DZIEKPOR, SHAWN A L | 56 NORTH ST | 22-50-1 | \$501,533 | \$345,800 | \$340,100 | 68.95 | 11 | CYR REFLECTS ADDED CENTRAL AIR CONDITIONING AND OUTBUILDING PRE-SALE, PRE 4/1. USE CYR |
| 251 | 5/15/2023 | 9699-2858 | SKINNER, KATRINA; SKINNER, SHAWN M SR | ROWLETT, JAMAAL B; ROWLETT, JENNA S | 107 CHRISTMAS TREE LN | 1-11 | \$645,000 | \$531,100 | \$529,700 | 82.34 | 11 | Thursday, July 20, 2023 11:01 AM |
| 252 | 5/15/2023 | 9699-2915 | LABONTE, DONALD J | JAVARUSKI, KAITLYN J | 5 WOODWARD DR | 10-10 | \$380,000 | \$252,600 | \$257,400 | 66.47 | 11 | Thursday, July 20, 2023 11:02 AM |

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|-----|-----------|-----------|---|--------------------------------|---------------------|---------|-----------|-----------|-----------|-------|----|------------------------------------|
| 253 | 5/16/2023 | 9700-0607 | BARRETT, ERNEST L & MILDRED B BARRETT IRREVOCABLE TRUST BY TR; BARRETT, JEFFREY & TR; ERNEST L BARRETT & MILDRED B BARRETT IRREVOCABLE TRUST BY TR, | CURRIER, MICHAEL | 4 WALNUT ST | 34-68-3 | \$495,000 | \$324,700 | \$321,200 | 65.6 | 11 | Thursday, July 20, 2023 11:03 AM |
| 255 | 5/17/2023 | 9700-1880 | WHITE, KARA; WHITE, KEITH | HSIEH, HANSHIN | 34 UNION ST | 25-55 | \$415,000 | \$299,900 | \$299,900 | 72.27 | 12 | Thursday, July 20, 2023 11:04 AM |
| 257 | 5/18/2023 | 9700-2407 | DAVIS, JEROME W II REVOCABLE TRUST 2013 BY TR; DAVIS, JEROME W II REVOCABLE TRUST AGREEMENT 2013 BY TR; DAVIS, SEAN J TR; JEROME W DAVIS II REVOCABLE TRUST 2013 BY TR, ; JEROME W DAVIS II REVOCABLE TRUST AGREEMENT 2013 BY TR, | HINE-THREE CORPORATION, | 124 BRIDGE ST | 26-93 | \$225,000 | \$211,700 | \$211,700 | 94.09 | 11 | Thursday, July 20, 2023 11:05 AM |
| 259 | 5/19/2023 | 9701-0325 | BOULANGER REVOCABLE TRUST 2020 BY TRS, ; BOULANGER, DANIELLE B & TR; BOULANGER, GERARD R & TR | MALDONADO, CAMERON | 80 CENTER RD | 4-3-55 | \$589,933 | \$433,900 | \$432,600 | 73.55 | 11 | Thursday, July 20, 2023 11:06 AM |
| 264 | 8/31/2023 | 9725-1669 | TANCRETI, MICHAEL D TR; WHITING HILL REALTY TRUST BY TR, | KINSELLA, YVONNE; MULLER, LIAM | 114 FALCON RIDGE RD | 3-5-37 | \$650,000 | \$84,900 | \$79,600 | 13.06 | 22 | Monday, November 13, 2023 2:48 PM |
| 265 | 9/1/2023 | 9725-1949 | GEBRO, JAMES F | ARCHELON PROPERTIES LLC, | 97 KNIGHT ST | 20-26 | \$575,000 | \$338,000 | \$338,000 | 58.78 | 12 | Tuesday, October 17, 2023 10:38 AM |

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|-----|-----------|-----------|---|---|---------------------|-----------|-----------|-----------|-----------|--------|----|--|
| 270 | 5/24/2023 | 9701-2567 | FREEDOM MORTGAGE CORPORATION MTGEE, ; LIU, YANHUA BY MTGEE; WANG, WU BY MTGEE | MG HOLDINGS LLC, | 222 BADGER HILL DR | 51-26-95 | \$377,000 | \$349,300 | \$349,300 | 92.65 | 11 | Tuesday, September 19, 2023 11:51 AM |
| 271 | 5/24/2023 | 9701-2893 | BIVONA, JOHN; BIVONA, SUSAN | HOLLINSHEAD, PATRICIA ANN; HOLLINSHEAD, WILLIAM HENRY II | 7 LARGO KNOLL | 52-95-33 | \$750,000 | \$514,900 | \$515,200 | 68.65 | 11 | Tuesday, September 19, 2023 11:57 AM |
| 276 | 5/26/2023 | 9702-1331 | AVENI, LORETTA TRUST BY TR; AVENI, ROGER TR; LORETTA AVENI TRUST BY TR, | GLENDALE HOMES INC, | 1 OSGOOD RD | 29-22-2 | \$150,000 | \$82,500 | \$0 | 55 | 22 | This is a new lot created for 2023; no lyr value |
| 277 | 5/26/2023 | 9702-1504 | NEW HAMPSHIRE STATE GRANGE ORDER PATRONS HUSBANDRY, | EQUIFUND CAPITAL LLC, | 23 WEBSTER ST | 30-115 | \$285,000 | \$288,100 | \$288,100 | 101.09 | 35 | Commercial building on residential land. |
| 281 | 5/31/2023 | 9703-0734 | BELVEDERE TRUST BY TR, ; TANCRETI, MICHAEL D TR | TANCRETI, MICHAEL D TR; WHITING HILL REALTY TRUST BY TR, | 111 FALCON RIDGE RD | 3-5-10 | \$50,000 | \$82,700 | \$78,600 | 165.4 | 22 | Tuesday, September 19, 2023 12:20 PM |
| 282 | 6/1/2023 | 9703-1737 | DEMARCO, JOHN; DEMARCO, SAMIA | CORTESE, JENNA M; FRITTS, NOAH N | 190 TIMBER RIDGE DR | 51-26-182 | \$674,000 | \$491,200 | \$490,500 | 72.88 | 11 | Tuesday, September 19, 2023 12:21 PM |
| 283 | 6/2/2023 | 9704-0254 | HOFF, ALEXANDER B | HOFESH, SHIRA; KABISHCHER, ALEKSEY | 152 MELENDY RD | 47-51 | \$640,000 | \$446,095 | \$446,685 | 69.7 | 11 | Tuesday, September 19, 2023 12:24 PM |
| 284 | 6/5/2023 | 9704-1410 | D JAMES PHILBRICK & SALLY ANN PHILBRICK FAMILY TRUST BY TR, ; PHILBRICK, D JAMES & SALLY ANN PHILBRICK FAMILY TRUST BY TR; PHILBRICK, SALLY ANN & TR | BOWLEY, LEE MARIA; MILLER, GAIL ROXANN | 6 WALNUT ST | 34-68-6 | \$630,000 | \$397,900 | \$397,900 | 63.16 | 11 | Tuesday, September 19, 2023 12:25 PM |
| 285 | 6/5/2023 | 9704-2215 | ALMY FAMILY TRUST 2009 BY TRS, ; ALMY, EARL J & TR; ALMY, TERRY L & TR | PETERSON, ROBERT ISAIAH | 22 MARSHALL ST | 30-122 | \$520,000 | \$317,900 | \$317,900 | 61.13 | 12 | Tuesday, September 19, 2023 12:26 PM |

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|-----|-----------|-----------|---|--|------------------|---------|-------------|-------------|-------------|-------|----|---|
| 286 | 6/5/2023 | 9704-2337 | CARVALHO, LAURA W; SUITS, ADAM J; SUITS, LAURA W | BOGALHAS, ALEXIS; TURGEON, LEXI | 60 BIRCHWOOD DR | 30-56-C | \$265,000 | \$208,900 | \$208,900 | 78.83 | 14 | Tuesday, September 19, 2023 12:27 PM |
| 288 | 6/6/2023 | 9704-2780 | MARKS, JENNIFER | HILTON, JOSEPH IRVIN; HILTON, MARILYN CAROL | 32 QUARRY CIR DR | 8-71-C | \$340,000 | \$250,000 | \$250,000 | 73.53 | 14 | Tuesday, September 19, 2023 2:04 PM |
| 290 | 6/8/2023 | 9705-1456 | SHAW, MELLISA K; STRANSKY, MELLISA K | GAL, DONNA M | 38 BIRCHWOOD DR | 30-56-C | \$265,000 | \$189,600 | \$189,600 | 71.55 | 14 | Tuesday, September 19, 2023 2:04 PM |
| 293 | 6/9/2023 | 9706-0254 | ERCHULL, ALANA; SIEVERS, ALANA | VALLIE, AMANDA D; VALLIE, BRANDON M | 11 WRIGHT RD | 20-2-2 | \$550,000 | \$404,900 | \$404,900 | 73.62 | 11 | Tuesday, September 19, 2023 2:05 PM |
| 295 | 6/12/2023 | 9706-0393 | CFI PROPCO 2 LLC, | OBSIDIAN ML 7 LLC, | 142 NASHUA ST | 26-100 | \$2,660,600 | \$1,089,400 | \$1,089,400 | 40.95 | 33 | Tuesday, September 19, 2023 2:06 PM |
| 302 | 6/14/2023 | 9706-2796 | HILL FAMILY REVOCABLE TRUST BY TR, ; MARSHALL, STEPHANIE J & TR | BUCKMAN, ELIZABETH A TR; EAB REVOCABLE TRUST BY TR, | 45 WHITTEN RD | 10-46 | \$493,000 | \$300,500 | \$300,500 | 60.95 | 11 | Tuesday, September 19, 2023 2:08 PM |
| 303 | 6/14/2023 | 9706-2818 | MARSHALL, SHARON | LANE, ROBERT CHARLES | 31 WELLESLEY DR | 37-51 | \$471,000 | \$315,200 | \$315,200 | 66.92 | 11 | Tuesday, September 19, 2023 2:08 PM |
| 304 | 6/14/2023 | 9706-2865 | WAGONER, ALAN M; WAGONER, HOPE R | BALLOU, ALEXANDER | 100 WILTON RD | 11-20 | \$275,000 | \$178,500 | \$176,100 | 64.91 | 11 | Tuesday, September 19, 2023 2:09 PM |
| 310 | 6/19/2023 | 9707-2385 | GLENDALE HOMES INC, | BECKETT, SHERYL ANNE; MILLER, KEVIN MICHAEL | 159 OSGOOD RD | 42-50-7 | \$659,933 | \$391,600 | \$75,800 | 59.34 | 11 | LYR=LAND ONLY; CYR=HOME < 100% COMPLETE |
| 314 | 6/28/2023 | 9710-0772 | UNDA, DONNA A | MICHALSKA-TOLKSDORF, JOANNA A TR; TOLKSDORF FAMILY REVOCABLE TRUST 2019 BY TRS, ; TOLKSDORF, KURT P TR | 25 GERRYS WAY | 35-24-C | \$401,000 | \$313,300 | \$313,300 | 78.13 | 14 | Tuesday, September 19, 2023 2:12 PM |
| 315 | 6/28/2023 | 9710-0779 | SHEILA M WHITE REVOCABLE TRUST 2022 BY TR, ; WHITE, SHEILA M REVOCABLE TRUST 2022 BY TR; WHITE, SHEILA M TR | SAN-KEN HOMES INC, | 21 RUONALA RD | 52-93-1 | \$125,000 | \$82,500 | \$82,500 | 66 | 22 | Tuesday, September 19, 2023 2:13 PM |

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|-----|-----------|-----------|--|---|--------------------|---------|-----------|-----------|-----------|--------|----|---|
| 316 | 6/28/2023 | 9710-0896 | BOURNIVAL, DOUGLAS D & TR; BOURNIVAL, DOUGLAS D LIVING TRUST BY TR; DOUGLAS D BOURNIVAL LIVING TRUST BY TR, | SCHWOTZER, CHERYL A; SCHWOTZER, KYLE SR | 42 QUARRY CIR DR | 8-71-C | \$345,000 | \$234,300 | \$234,300 | 67.91 | 14 | Tuesday, September 19, 2023 2:14 PM |
| 317 | 6/29/2023 | 9710-1750 | MEEDZAN, BARBARA A HR; MEEDZAN, THEODORE W EST BY EXEC; PAGE, MARCIA L EXEC | EMRICK, LAURA | 26 MELENDY RD #56 | 42-73-M | \$80,000 | \$66,500 | \$66,500 | 83.12 | 18 | Tuesday, September 19, 2023 2:14 PM |
| 318 | 6/30/2023 | 9710-2793 | EUGENE C GREGORY & PAULA J GREGORY IRREVOCABLE TRUST BY TRS, ; GREGORY, EUGENE C & PAULA J GREGORY IRREVOCABLE TRUST BY TRS; GREGORY, EUGENE C & TR; GREGORY, PAULA J & TR | SANTOS, NIKO S | 11 DEAR LN | 56-14 | \$369,000 | \$275,100 | \$275,100 | 74.55 | 11 | Tuesday, September 19, 2023 2:15 PM |
| 319 | 6/30/2023 | 9710-2938 | MROSZCZYK, ALICE TR; MROSZCZYK, MARY L TR; MUSHROOM REALTY TRUST BY TRS, | TROMBLY, STEPHEN H | 194 MONT VERNON RD | 8-55 | \$85,000 | \$114,200 | \$114,200 | 134.35 | 17 | Tuesday, September 19, 2023 2:16 PM |
| 321 | 6/30/2023 | 9711-0997 | CABREJA, MARIA V; CABREJA, MODESTO | STRANSKY, MELLISA KWI; STRANSKY, PETER | 184 RIDGEFIELD DR | 36-56 | \$515,000 | \$318,900 | \$318,900 | 61.92 | 11 | Tuesday, September 19, 2023 2:17 PM |
| 323 | 7/3/2023 | 9711-1938 | MALLOWS, DAVID L; MALLOWS, DAWN M | GUARDADO, AMANDA K; GUARDADO, OSCAR G | 35 NORTH RIVER RD | 8-53-5 | \$465,000 | \$290,900 | \$280,700 | 62.56 | 11 | CYR REFLECTS INTERIOR UPGRADES AND EXTERIOR AMENITIES ADDED PRE-SALE, PRE 4/1 |
| 325 | 7/5/2023 | 9712-0051 | RAADMAE, MATTHEW | NOLAN, STEPHEN | 41 TONELLA RD | 43-23-1 | \$630,000 | \$454,600 | \$454,600 | 72.16 | 12 | Friday, September 29, 2023 10:39 AM |
| 326 | 7/6/2023 | 9712-0829 | ALDEN, BRIAN J | ANTILUS, ALEJANDRA M GARCIA; ANTILUS, JOSEPH G JR | 15 MERRIMACK RD | 27-26 | \$363,000 | \$307,100 | \$307,100 | 84.6 | 11 | Friday, September 29, 2023 10:41 AM |

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|-----|-----------|-----------|--|---|-----------------------|-----------|-------------|-------------|-------------|--------|----|---|
| 328 | 7/7/2023 | 9712-1857 | CHAMBERLIN, KRISTINE L; CHAMBERLIN, NATHAN R | MCCULLOUGH, CHRISTINA MARIE; MCCULLOUGH, MICHAEL PATRICK | 43 VALHALLA DR | 36-76 | \$475,000 | \$328,600 | \$312,400 | 69.18 | 11 | CYR REFLECTS EXPANDED FINISHED BASEMENT AREA, ADDED CENTRAL AC PRE-SALE, PRE 4/1 |
| 331 | 7/11/2023 | 9713-0212 | UNSWORTH, GEAN G; UNSWORTH, MICHAEL T | ALLAN, JEFFREY JR; MCGEE, JILLIAN | 71 MOUNTAIN VIEW CT | 53-35-16 | \$700,000 | \$482,700 | \$482,700 | 68.96 | 11 | Friday, September 29, 2023 10:44 AM |
| 333 | 7/12/2023 | 9713-1658 | MARILYN J PIEKARSKI REVOCABLE TRUST BY TRS, ; PIEKARSKI, CHRISTOPHER J TR; PIEKARSKI, JUDITH E TR; PIEKARSKI, MARILYN J REVOCABLE TRUST BY TRS; ZORN, WILLIAM V A TR | MARATHON HOLDINGS LLC, | 221 OSGOOD RD | 42-55 | \$1,400,000 | \$1,097,200 | \$1,097,200 | 78.37 | 11 | CYR REFLECTS EXPANDED LIVING SPACE AND EXPANDED FINISHED BASEMENT AREA PRE-SALE, PRE 4/1. |
| 339 | 7/14/2023 | 9714-0206 | BOROWICZ, KRZYSZTOF A; LE, AIHOA THI | AUFIERO, PAUL A | 11 CURTIS COMMONS CIR | 42-37-12 | \$574,000 | \$413,300 | \$411,800 | 72 | 11 | Friday, September 29, 2023 10:46 AM |
| 340 | 7/14/2023 | 9714-1048 | PANNESE, BRUNO V; ROOK, LESLIE A | RICK A & CHERIE L SAVARD TRUST BY TRS, ; SAVARD, CHERIE TR; SAVARD, RICK A & CHERIE L TRUST BY TRS; SAVARD, RICK A TR | 108 WESTCHESTER DR | 37-121 | \$470,000 | \$335,200 | \$335,200 | 71.32 | 11 | Friday, September 29, 2023 10:47 AM |
| 341 | 7/17/2023 | 9714-1419 | JORDAN, JUSTIN W | EMOND, LANCE; EMOND, VALERIE DAWN CHARTIER | 30 MERRIMACK RD #3 | 27-32-C | \$270,000 | \$167,700 | \$167,700 | 62.11 | 14 | Friday, September 29, 2023 10:50 AM |
| 346 | 7/20/2023 | 9715-1366 | DEASY, BETSY P | MAC MILFORD REALTY LLC, | 473 NASHUA ST | 32-23 | \$135,000 | \$208,200 | \$208,200 | 154.22 | 11 | Friday, September 29, 2023 10:51 AM |
| 349 | 7/21/2023 | 9715-1989 | ALBERT, TRISHA L AGENT; CAHILL PLACE LLC BY AGENT, | ONE HUNDRED TEN CAHILL LLC, | 486 NASHUA ST #110 | 32-4-C | \$160,000 | \$104,200 | \$104,200 | 65.12 | 14 | Friday, September 29, 2023 10:52 AM |
| 350 | 7/21/2023 | 9715-2198 | AVENI, CELINE ALMA; AVENI, ROGER | GLENDALE HOMES INC, | 0 OSGOOD RD | 29-22-1 | \$175,000 | \$105,200 | \$0 | 60.11 | 22 | CYR = NEW LOT FOR 2023 - NO LYR VALUE |
| 352 | 7/25/2023 | 9716-1456 | HECKART, KRISTA R; HECKART, SCOTT R | CARMAX AUTO SUPERSTORES INC, | 39 TIMBER RIDGE DR | 51-26-126 | \$540,000 | \$359,400 | \$356,200 | 66.56 | 11 | Friday, September 29, 2023 10:57 AM |

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|-----|-----------|-----------|---|---|--------------------|-----------|-----------|-----------|-----------|--------|----|---|
| 353 | 7/25/2023 | 9716-1494 | CARMAX AUTO SUPERSTORES INC BY AGENT, ; HERSHMAN, JAY N AGENT | BOISSONNAULT, JAMIE MARIE ELAINE; BOISSONNAULT, KATHERINE MAY | 39 TIMBER RIDGE DR | 51-26-126 | \$540,000 | \$359,400 | \$356,200 | 66.56 | 11 | Friday, September 29, 2023 10:58 AM |
| 354 | 7/25/2023 | 9716-1933 | KNIGHT, ANDREW; KNIGHT, LOUISE | MANGAN, CHRISTOPHER M; WATSON-MANGAN, AMANDA L | 2 PARK ST | 29-11 | \$490,000 | \$279,900 | \$248,300 | 57.12 | 12 | CYR REFLECTS INTERIOR UPDATES, EXPANDED FINISHED BASEMENT, PRE 4/1, PRE SALE |
| 355 | 7/25/2023 | 9716-2044 | POLTTILA, FLORA; POLTTILA, KLAUS | TOMLINSON, ALLEN C; TOMLINSON, ANN R | 2 PARK ST | 29-11 | \$360,000 | \$279,900 | \$248,300 | 77.75 | 12 | CYR REFLECTS UPGRADES TO INTERIOR AND EXPANDED FINISHED BASEMENT AREA PRE-SALE, PRE 4/1 |
| 356 | 7/26/2023 | 9716-2780 | LABRIE, TREVOR J | DALESSIO, DAWN; DALESSIO, GARY J | 344 ELM ST #31 | 16-5-C | \$305,000 | \$203,400 | \$203,400 | 66.69 | 14 | Friday, September 29, 2023 11:01 AM |
| 362 | 7/28/2023 | 9717-1877 | POULTER, CHRISTINE A; POULTER, JOHN J JR | HEENEY, LAURIE; HEENEY, MICHAEL | 32 LARCH RD | 37-126 | \$519,000 | \$323,700 | \$322,400 | 62.37 | 11 | Friday, September 29, 2023 11:02 AM |
| 364 | 7/31/2023 | 9717-2522 | JOHNSON, KEVIN L | GRONDELL, ALEX; MARCOTTE, BROOKE | 60 BROOKVIEW DR | 38-18 | \$360,000 | \$338,100 | \$338,100 | 93.92 | 11 | Friday, September 29, 2023 11:03 AM |
| 365 | 7/31/2023 | 9718-0124 | BROCKLEHURST, JENNIFER; BROCKLEHURST, RUSSELL SCOT | TONG, HARRY W; TONG, NANCY S | 30 GEORGETOWN DR | 18-43 | \$510,000 | \$299,100 | \$298,100 | 58.65 | 11 | Friday, September 29, 2023 11:04 AM |
| 366 | 7/31/2023 | 9718-0240 | TOBIN, MARY ANNE | BOUCHARD, GABRIELLA; TWO HUNDRED EIGHTY SEVEN SOMERVILLE ST LLC, ; ZAR INVESTMENTS LLC, | 42 BIRCHWOOD DR | 30-56-C | \$127,800 | \$185,600 | \$185,600 | 145.23 | 14 | Friday, September 29, 2023 11:04 AM |
| 370 | 8/2/2023 | 9718-2649 | FODERO, ASHLEY M; MILLER, ASHLEY F; MILLER, COREY M | KALLINI, DEVIN | 24 BIRCHWOOD DR | 30-56-C | \$304,000 | \$205,800 | \$205,800 | 67.7 | 14 | Friday, September 29, 2023 11:05 AM |
| 371 | 8/3/2023 | 9718-2775 | LINDA M LIZOTTE REVOCABLE TRUST BY TR, ; LIZOTTE, CERALENE J & TR; LIZOTTE, LINDA M REVOCABLE TRUST BY TR | TATRO, JACQUELINE | 68 OSGOOD RD | 42-27 | \$401,000 | \$337,900 | \$337,900 | 84.26 | 11 | Friday, September 29, 2023 11:06 AM |

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|-----|-----------|-----------|--|---|----------------------|---------|-----------|-----------|-----------|-------|----|--|
| 373 | 8/3/2023 | 9718-2881 | ASHMAN FAMILY REVOCABLE TRUST 2019 BY TRS, ; ASHMAN, MARSHA A & TR; ASHMAN, MICHAEL D & TR | CAROL ANN CHUBOY SAX TRUST (1996) BY TRS, ; SAX, CAROL ANN CHUBOY TR; SAX, CAROL ANN CHUBOY TRUST (1996) BY TRS; SAX, JOHN TR | 113 STABLE RD | 49-12-3 | \$700,000 | \$494,900 | \$491,400 | 70.7 | 11 | Friday, September 29, 2023 11:07 AM |
| 376 | 8/8/2023 | 9719-2572 | MEDEIROS PROPERTIES LLC, | DA SILVA, RODRIGO; LAUTENSCHLAGER, KELSEY | 115 OLD BROOKLINE RD | 47-35 | \$559,933 | \$169,600 | \$169,600 | 30.29 | 11 | Friday, September 29, 2023 11:08 AM |
| 380 | 8/14/2023 | 9721-0301 | DAVERINE M LYONS LIVING TRUST BY TRS, ; LYONS, DAVERINE M LIVING TRUST BY TRS; LYONS, DAVERINE M TR; LYONS, DAVID A TR | HOLMES, JOHN | 344 ELM ST #29 | 16-5-C | \$275,000 | \$187,800 | \$187,800 | 68.29 | 14 | Friday, September 29, 2023 11:09 AM |
| 384 | 8/18/2023 | 9722-0665 | ROBINSON FAMILY REVOCABLE TRUST 2021 BY TRS, ; ROBINSON, KENNETH M & TR; ROBINSON, LINDA A & TR | QUERCI, ANTHONY; QUERCI, KAREN | 21 SINGER BROOK RD | 5-3-12 | \$650,000 | \$525,200 | \$519,000 | 80.8 | 11 | CYR REFLECTS ADDITIONAL BATH ADDED PRE-SALE, PRE 4/1 |
| 385 | 8/22/2023 | 9722-2819 | SHEFF, MARLENA RUTH | DARULA FAMILY REVOCABLE TRUST BY TR, ; DARULA, KELLY TR | 9 BELMONT DR | 26-13-C | \$389,000 | \$255,800 | \$255,800 | 65.76 | 14 | Friday, September 29, 2023 11:12 AM |
| 388 | 8/24/2023 | 9723-1791 | LEBLANC, STEPHANIE J | LEAKE, JONATHAN; NIKULIN, ALEX | 381 NASHUA ST | 30-40 | \$704,000 | \$458,700 | \$458,700 | 65.16 | 13 | Friday, September 29, 2023 11:12 AM |

| | | | | | | | | | | | | |
|-----|-----------|-----------|--|--|--------------------|----------|-----------|-----------|-----------|-------|----|--|
| 389 | 8/24/2023 | 9723-2124 | ADAM RICHARD BAILEY & STEPHANIE JEANNE BAILEY REVOCABLE LIVING TRUST BY TRS, ; BAILEY, ADAM RICHARD & STEPHANIE JEANNE REVOCABLE LIVING TRUST BY TRS; BAILEY, ADAM RICHARD & TR; BAILEY, STEPHANIE JEANNE & TR | BUCCELLA, JOHN | 178 COLBURN RD | 53-94 | \$435,000 | \$273,000 | \$273,000 | 62.76 | 11 | Friday, September 29, 2023 11:13 AM |
| 390 | 8/24/2023 | 9723-2146 | NICHOLS, RAYMOND E; PARENT-NICHOLS, JENNIFER C | BAILEY, ADAM R; BAILEY, DAWNA MAE; BAILEY, MARK; BAILEY, STEPHANIE J | 72 FEDERAL HILL RD | 48-44 | \$750,000 | \$601,900 | \$582,600 | 80.25 | 11 | CYR REFLECTS ADU W/2ND KI, ADDITIONAL BATH ADDED PRE-SALE, PRE 4/1 |
| 393 | 8/25/2023 | 9723-2586 | DYCE, KERRY; DYCE, NICHOLAS | MELUS-BISSONNETTE, CATELYNN | 26 MELENDY RD #2 | 42-73-M | \$120,000 | \$67,500 | \$67,500 | 56.25 | 18 | Friday, September 29, 2023 11:14 AM |
| 399 | 9/6/2023 | 9726-1632 | BAILEY FAMILY LIVING TRUST BY TRS, ; BAILEY, DAWNA MAE & TR; BAILEY, MARK STEVEN & TR | PANNETON, KATHERINE A; SMITH, NOAH J | 34 BERKELEY PL | 52-78-7 | \$570,000 | \$340,600 | \$340,600 | 59.75 | 11 | Thursday, October 12, 2023 9:08 AM |
| 400 | 9/7/2023 | 9726-2021 | ADAMS, HERBERT R; ADAMS, NATHALIE A | JEST LIMITED PARTNERSHIP, | 400 OSGOOD RD | 46-22 | \$440,533 | \$365,900 | \$365,900 | 83.06 | 11 | Thursday, October 12, 2023 9:11 AM |
| 402 | 9/8/2023 | 9726-2903 | COTE, JILL A | CONSTABILE, ALBERT V; SARNO, JARED E | 2 RIVERSEDGE DR | 30-2-C | \$260,000 | \$190,900 | \$190,900 | 73.42 | 14 | Tuesday, October 17, 2023 10:39 AM |
| 404 | 9/11/2023 | 9727-1217 | FEDERAL HOME LOAN MORTGAGE CORPORATION MTGEE, ; NICHOLS, ROBERTA J BY MTGEE | MCBEL PROPERTIES LLC, | 55 SHADY LN | 17-50 | \$377,066 | \$312,500 | \$312,500 | 82.88 | 11 | SP=SELLER FHLMC DOES NOT PAY TRANSFER STAMPS; SP OF \$188,533 REPRESENTS ON 1/2 OF SALE PRICE. |
| 405 | 9/11/2023 | 9727-1365 | LARK, CHRISTOPHER Q | BELANGER, JOSHUA | 66 GREAT BROOK RD | 41-40-2C | \$280,000 | \$229,400 | \$229,400 | 81.93 | 14 | Wednesday, October 25, 2023 2:38 PM |

| | | | | | | | | | | | | |
|-----|-----------|-----------|--|---|--------------------|----------|-----------|-----------|-----------|--------|----|--|
| 408 | 9/12/2023 | 9727-1959 | KENNEDY, REBECCA M & TR; KENNEDY, REBECCA M REVOCABLE TRUST BY TR; REBECCA M KENNEDY REVOCABLE TRUST BY TR, ; STONE, GLENN A; STONE, JANET C | KENNEDY, REBECCA M REVOCABLE TRUST BY TR; KENNEDY, REBECCA M TR; REBECCA M KENNEDY REVOCABLE TRUST BY TR, | 33 DAVID DR | 33-4-10 | \$271,000 | \$359,000 | \$359,000 | 132.47 | 12 | Thursday, October 19, 2023 1:31 PM |
| 410 | 9/14/2023 | 9728-0594 | GOMES, TRACY E | JUDAH, AMBER; JUDAH, MATTHEW | 4 PARK ST | 29-12 | \$486,000 | \$383,200 | \$379,100 | 78.85 | 11 | Thursday, October 19, 2023 1:32 PM |
| 411 | 9/18/2023 | 9728-2306 | JERVA, JOHN; JERVA, TRISHA | DALY, IAN A; LAVERY, FELICIA | 98 AMHERST ST #A | 22-61-C | \$345,000 | \$229,700 | \$229,700 | 66.58 | 14 | Thursday, October 19, 2023 1:35 PM |
| 412 | 9/18/2023 | 9728-2513 | DUNBAR, RODNEY; DUNBAR, TOMIKA C | FUNES, LISBETH S CANAS | 8 HARVEST DR | 39-66-2 | \$470,000 | \$380,800 | \$368,500 | 81.02 | 11 | CYR REFLECTS CONVERSION OF FINISHED BASEMENT AREA PRE-SALE, PRE 4/1. USE CYR |
| 414 | 9/18/2023 | 9728-2897 | LANDRY, KATHLEEN A BY ATTY; PELLETIER, NICOLE M ATTY | MAY, ERIC C; MAY, JESSICA A | 136 BALL HILL RD | 51-28 | \$315,000 | \$293,200 | \$293,200 | 93.08 | 11 | Thursday, October 19, 2023 1:41 PM |
| 415 | 9/19/2023 | 9729-0560 | MG HOLDINGS LLC, | DUNN, SETH | 222 BADGER HILL DR | 51-26-95 | \$550,000 | \$349,300 | \$349,300 | 63.51 | 11 | Thursday, October 19, 2023 1:43 PM |
| 417 | 9/20/2023 | 9729-1306 | NEEDHAM, ELLEN L | WHITE, ANTHONY M | 21 WOODWARD DR | 10-7 | \$299,933 | \$238,100 | \$238,100 | 79.38 | 11 | Wednesday, October 25, 2023 2:23 PM |
| 419 | 9/21/2023 | 9729-2441 | KILMEN FAMILY REVOCABLE TRUST BY TRS, ; KILMEN, CYNTHIA J TR; KILMEN, STEVEN T TR | DAHLEN FAMILY REVOCABLE TRUST 2014 BY TRS, ; DAHLEN, KARL J TR; DAHLEN, SUSAN ELIZABETH NELSON TR | 6 VISTA WAY | 43-23-C | \$380,533 | \$295,500 | \$295,500 | 77.65 | 14 | Wednesday, October 25, 2023 2:24 PM |
| 420 | 9/22/2023 | 9729-2710 | KINER, LISA; KINER, NATHAN | JOSEPH, MUSSOUKA MUDRINE; JULUS, DELANO MONTESQUIEUX | 77 ADAMS ST | 22-73 | \$470,000 | \$316,800 | \$316,800 | 67.4 | 11 | Wednesday, October 25, 2023 2:27 PM |
| 421 | 9/22/2023 | 9729-2832 | DESSANTI, GIGLIO EXEC; DESSANTI, MARIA EST BY EXEC | DELISLE, PETER R; WARDNER, MEGAN K | 32 FALCONER AVE | 17-9 | \$444,000 | \$301,300 | \$295,600 | 67.86 | 11 | CYR REFLECTS CORRECTION FOR ACTUAL YEAR BUILT. USE CYR |
| 425 | 9/22/2023 | 9730-0239 | GOLDEN, EMILY M; GOLDEN, JASON T; PAGE, ANN V; PAGE, STEPHEN G | AMADOK LLC, | 267 NORTH RIVER RD | 5-6 | \$800,000 | \$914,900 | \$923,600 | 114.36 | 11 | Wednesday, October 25, 2023 2:33 PM |

| | | | | | | | | | | | | |
|-----|-----------|-----------|---|---------------------------------|------------------|---------|-----------|-----------|-----------|-------|----|-------------------------------------|
| 430 | 9/28/2023 | 9731-0625 | FALKOWSKI, ERINN B | MURRAY, BRENDAN | 30 PERKINS ST #3 | 21-2-4C | \$305,000 | \$185,100 | \$185,100 | 60.69 | 14 | Wednesday, October 25, 2023 2:34 PM |
| 431 | 9/28/2023 | 9731-0812 | CAROL ANN CHUBOY SAX TRUST BY TRS, ; SAX, CAROL ANN CHUBOY & TR; SAX, CAROL ANN CHUBOY TRUST BY TRS; SAX, JOHN & TR | MAKI, ADAM; MAKI, ANA | 113 STABLE RD | 49-12-3 | \$706,000 | \$494,900 | \$491,400 | 70.1 | 11 | Wednesday, October 25, 2023 2:35 PM |
| 433 | 9/29/2023 | 9731-1848 | HAMMERSTROM, KATIE LYN; HAMMERSTROM, PAUL E III | MORALES, ANDY J CAMPOS | 20 PLEASANT ST | 26-43 | \$430,000 | \$284,200 | \$284,200 | 66.09 | 12 | Wednesday, October 25, 2023 2:36 PM |
| 434 | 9/29/2023 | 9731-2129 | CSI MANAGEMENT LLC PTNR, ; CSI WILTON LIMITED PARTNERSHIP BY PTNR, | HITCHINER MANUFACTURING CO INC, | 0 PERRY RD | 7-22 | \$630,000 | \$342,400 | \$342,400 | 54.35 | 24 | Wednesday, October 25, 2023 2:38 PM |

PUBLIC HEARING FOR THE PURPOSE OF AUTHORIZING:

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

- \$96,194.11 FY24 Special One-Time Highway Payment - State (HB2)
Monies to be used for maintenance, construction, and reconstruction of Class IV and V roads or acquire the equipment to maintain Class IV and V roads including advancing sidewalk construction adjacent to a Class V road not budgeted and approved for the Town's FY2023. The monies are to be used for these specific highway municipal needs.
The funds are non-lapsing.

- \$95,137.74 FY24 Milford Special One-Time Bridge Payment - State (HB2)
Monies to be used for maintenance, construction, and reconstruction of municipally owned bridges not budgeted and approved for the Town's FY2023. The monies are to be used for these specific municipal bridge needs.
The funds are non-lapsing.

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

None at this time.

State of New Hampshire

Vendor Payments

Check Number: 2359251

STATEMENT OF REMITTANCE

| VOUCHER NUMBER | INVOICE NUMBER | DESCRIPTION | CONTACT INFORMATION | DATE | AMOUNT |
|----------------|--|-----------------------|---------------------|----------|-----------|
| 5872522 | FY24 SPEC BLK GRANT A | FY24 SPEC BLK GRANT A | (603) 271-3466 | 11/06/23 | 96,194.11 |
| | FY24 SPEC BLK GRANT A \$96194.11; FY24 SPEC BLK GRANT A \$0.00 | | | | |

If you have further payment questions, reference the contact information provided next to the line item in question.

TOTALS:

\$96,194.11

INFORMATION MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH

11/09/23

2359251

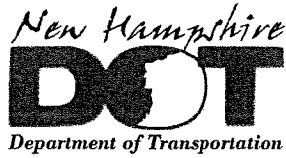
DIRECT DEPOSIT ADVICE

PAY EXACTLY *VOID VOID VOID VOID VOID VOID VOID VOID*

\$ ****96,194.11

PAY TO THE ORDER OF
TOWN OF MILFORD
1 Union Sq Town Hall
Milford NH 03055
177503

NON-NEGOTIABLE



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

November 9, 2023

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Paul Dargie, Chair of Selectboard
Town of Milford
1 Union Square
Milford, NH 03055

**Re: Milford Special One Time Highway Payment – in Accordance with House Bill 2
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Dargie:

The following is notification of a one time highway payment being made available to your town in State Fiscal Year 2024 based on the passage of House Bill 2 (HB 2) effective in June 2023. HB 2 directs the department to divide and distribute a \$10 million one time payment between all New Hampshire municipalities based on the distribution methods of Block Grant Aid Apportionment A. This one time payment is separate from your regular quarterly payments.

This one time payment is anticipated to be available to the Town of Milford during the month of November 2023 as follows:

November 2023 Actual Payment: \$96,194.11

In generalized terms and in accordance with statutory provisions for distribution of Block Grant Aid “Apportionment A” funds, this one time highway payment is based on the municipalities’ mileage of Class IV and Class V highways, as well as the municipalities’ population.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

RECEIVED NOV 14 2023

State of New Hampshire

Vendor Payments

Check Number: 2361861

STATEMENT OF REMITTANCE

| VOUCHER NUMBER | INVOICE NUMBER | DESCRIPTION | CONTACT INFORMATION | DATE | AMOUNT |
|----------------|--|-----------------------|---------------------|----------|-----------|
| 5892638 | MUNI BRIDGE PAY \$10M | Muni Bridge pay \$10M | (603) 271-3466 | 11/08/23 | 95,137.74 |
| | Muni Bridge pay \$10M \$95137.74; Muni Bridge pay \$10M \$0.00 | | | | |

If you have further payment questions, reference the contact information provided next to the line item in question.

TOTALS: \$95,137.74

INFORMATION MESSAGE

Questions On Your Payment?

Please use the contact information provided above in the fourth column from the left.

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire

Vendor Payments

Bank of America
Concord, NH

12/06/23

2361861

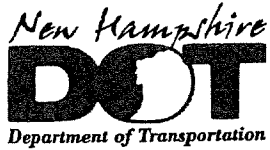
DIRECT DEPOSIT ADVICE

PAY EXACTLY *VOID VOID VOID VOID VOID VOID VOID VOID*

\$ ****95,137.74

PAY TO THE ORDER OF **TOWN OF MILFORD**
1 Union Sq Town Hall
Milford NH 03055
177503

NON-NEGOTIABLE



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

December 1, 2023

Paul Dargie, Chair of Selectboard
Town of Milford
1 Union Square
Milford, NH 03055

Re: **Milford Special One Time Bridge Payment – in Accordance with House Bill 2
Payment for Maintenance, Construction and Reconstruction of Municipally Owned Bridges**

Dear Mr. Dargie:

The following is notification of a one-time bridge payment being made available to your municipality in State Fiscal Year 2024 based on the passage of House Bill (HB) 2 effective July 2023. HB 2 directs the Department to divide and distribute a \$10 million one-time payment between all New Hampshire municipalities that have municipally owned bridges per state definitions. Fifty percent (50%) of the distribution is based on your municipality’s percentage of statewide municipal bridge deck surface area and the remaining fifty percent (50%) of the distribution is based on your municipality’s percentage of statewide population. This one-time bridge payment is not related at all to the quarterly block grant aid payments that a municipality receives. This payment can only be used on the maintenance, construction, or reconstruction of municipally owned bridges. These are non-lapsing funds. No funds appropriated under this section shall be used to supplant locally budgeted and approved funds for bridge maintenance or construction. The funds appropriated in this section may be considered unanticipated money under RSA 31:95-b and may be accepted and expended pursuant to RSA 31:95-b, II through IV, whether or not a political subdivision has adopted the provisions of RSA 31:95-b.

This one-time payment is anticipated to be available to the Town of Milford during the month of December 2023 as follows:

December 2023 Actual Bridge Payment: \$95,137.74

Happy holidays and please contact me at 271-6472 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

RECEIVED NOV 6 0 2023

RECEIVED DEC 0 6 2023

**6:20 Fire Works Discussion - Recreation Director,
Arene Berry**

American Thunder Fireworks
196 Park Street
North Reading, MA 01864
Tel: (978) 664-0057
Fax: (978) 664-9886

Proposal

12/1/2023

Ms. Arene Berry
Milford Recreation Dept.
1 Union Square
Milford, NH 03055

Dear Ms. Berry,

American Thunder Fireworks Inc. proposes to provide a Fireworks Display designed for your specific site and event. The scheduled date of this event is 6/29/2024 with a proposed budget of \$15,0000.00. The rain date will be 6/30/2024.

American Thunder Fireworks will provide an evaluation of the site for safety and suitability. We will provide all paperwork necessary to obtain the licenses and permits required by the Fire Department and State or local authorities. We will provide insurance for the display in the amounts of 1 million/2 million, as required by law, as well as 4 million in excess liability. We will provide a trained and licensed display operator.

This display shall include, but is not limited to, 150-3", 400-4", 150-5" Shells Manually and or electrically fired, and may include additional effects specific to your event ie: set pieces, cakes, mines etc. A list of specific shells and effects will be provided, upon request, prior to the display.

Payment terms are outlined in the contract, enclosed for your convenience.

All My Best,

Warren R. Pearce Jr.
Warren R. Pearce, Jr.
President

The Finest In Display Fireworks!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/1/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | | | | | | | | | | | | |
|---|---|-------------------------------|--------|---|-------|--------------------------------------|-------|-------------|--|-------------|--|-------------|--|-------------|--|
| PRODUCER Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114 | CONTACT NAME: PHONE (A/C, No, Ext): 216-658-7100 FAX (A/C, No): 216-658-7101 E-MAIL ADDRESS: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B : Axis Surplus Ins Company</td> <td>26620</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Everest Indemnity Insurance Co. | 10851 | INSURER B : Axis Surplus Ins Company | 26620 | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Everest Indemnity Insurance Co. | 10851 | | | | | | | | | | | | | | |
| INSURER B : Axis Surplus Ins Company | 26620 | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |
| INSURED American Thunder Fireworks Inc 196 Park Street North Reading MA 01864 | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** 1760387938 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|--------------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | Y | | S18GL00294-231 | 2/15/2023 | 2/15/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | Y | | P-001-000247389-04 | 2/15/2023 | 2/15/2024 | EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)
 Additional Insured extension of coverage is provided by above referenced General Liability and Excess policy where required by written agreement.
 1)Town of Milford, NH 2) Town of Milford Recreation Dept. are additional insureds as respects to a Fireworks Display on 6/29/2024 with a rain date of 6/30/2024, taking place at Milford Transfer Station, 76 N. River Road, Milford, NH 03055

| | |
|---|--|
| CERTIFICATE HOLDER NH State Fire Marshal 33 Hazen Dr. Concord NH 03305 United States | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

American Thunder Fireworks
 196 Park Street
 North Reading, MA 01864
 (978) 664-0057
 2024
 Show Program

Sold To: Milford NH Date: June 29, 2024

Mark Program Here

Opening:

Salutes
 30-4"/10-5"/ 10-3"salutes

Flights:

8-5-4"

Mid Barrage:

30-4"/20-5"/ 10-3"salutes

Finale:

Silver crackling Salutes
60-4"/20-5"/60-3"/30-4"/30-5"/30-4"/70-3"

| <u>Mortars (Finale)</u> | <u>Heavy Guns</u> | <u>Pulling Shells</u> | <u>Total Shells: 700</u> |
|-------------------------|-------------------|-----------------------|--------------------------|
| 2.5" _____ | | 2.5" _____ | 2.5" _____ |
| 3" _____ | 3" _____ | 3" _____ | 3" _____ 150 _____ |
| 4" _____ | 4" _____ | 4" _____ 180 _____ | 4" _____ 400 _____ |
| 5" _____ | 5" _____ | 5" _____ 70 _____ | 5" _____ 150 _____ |
| 6" _____ | 6" _____ | 6" _____ | 6" _____ |
| | 8" _____ | 8" _____ | 8" _____ |
| | 10" _____ | 10" _____ | 10" _____ |
| | 12" _____ | 12" _____ | 12" _____ |
| | | Cakes: _____ | Cakes: _____ |

The Finest In Display Fireworks!!

AMERICAN THUNDER FIREWORKS
196 Park Street, North Reading, MA 01864
PHONE: (978) 664-0057 FAX: (978) 664-9886

This CONTRACT AND AGREEMENT is entered into on 12/1/2023 by and between AMERICAN THUNDER FIREWORKS, party of the first part, and Milford Recreation Department, party of the second part.

The FIRST PARTY agrees to furnish to the SECOND PARTY a fireworks display of good quality and fired by licensed operators, in accordance with the program submitted to the SECOND PARTY, which program the SECOND PARTY had accepted and approved, for the amount of \$15,000.00.

Date of Display: 6/29/2024 Rain Date: 6/30/2024 Time: 9:30pm

Location: Milford Transfer Station, 76 North River Road, Milford, NH

The PARTY OF THE FIRST PART agrees to furnish an experienced licensed pyrotechnician necessary for said exhibition and that, in the event of rain or inclement weather, a postponement may be made to the rain date above. It is agreed and understood by the parties hereto that in the event the fireworks have been taken out and set up before the rain and with good weather prevailing the said exhibition of fireworks must be carried out in the best possible manner without any deductions whatever from the hereinafter named compensation. The FIRST PARTY shall carry adequate comprehensive personal injury and property damage liability insurance, and to secure all Police, Fire, Local and State permits, and to arrange for any security bonds as required by law in their community when necessary. All individuals/entities listed on the certificate of insurance will be deemed an additional insured per this contract.

The said party of the second part agrees to procure and furnish a suitable place to display the said fireworks, and agrees to procure and furnish necessary police detail, fire detail, and sponsors protection, snow fencing for proper crowd control, auto parking, and proper supervision in clearing of debris after the display.

In the event of fire, accident, strikes, delay, flood, act of God, or other causes not under the control of the party of the first part which prevent the delivery of said materials, the parties hereto release each other from any and all performances of the covenants herein contained and from the breach thereof.

The PARTY OF THE SECOND PART agrees to pay the PARTY OF THE FIRST a 50% deposit of the total amount of the display with the signed contract. The remaining balance must be paid within a week of the display. The PARTY OF THE SECOND PART agrees to pay the PARTY OF THE FIRST within 10 days of the display (5 % interest will be charged per month after 10 days).

Note: Any fireworks display scheduled, will acquire a rain date other than the week of July 4, 2023. This must be approved by the FIRST and SECOND PARTIES.

| | |
|---|---------------------|
| TOTAL DISPLAY AMOUNT..... | \$15,000.00 |
| \$2,000,000 CSL..... | INCLUDED |
| TRANSPORTATION..... | INCLUDED |
| OTHER..... | (20% Rain Date Fee) |
| Rain Date Fee does not apply if show is cancelled 24hrs prior to show or before the truck leaves home base. | |
| LESS: DEPOSIT..... | \$0.00 |
| BALANCE DUE..... | \$15,000.00 |

AMERICAN THUNDER FIREWORKS

By: Warren R. Peard

AUTHORIZED AGENT
PARTY OF THE SECOND PART

By: _____



PROPOSAL



Client: Milford Parks and Recreation
One Union Square
Milford, NH 03055

Event Date: June 28, 2024

Duration: 20-25 Minutes

Pricing: \$13,000.00

This Presentation Includes:

- All necessary insurance to include 10 million dollar general liability insurance, 10 million in commercial transportation insurance, and state worker's compensation.
- Our trained technicians to produce the display.
- All transportation and delivery costs. Transportation provided by our commercially licensed drivers.
- All necessary safety precautions to provide a safe and spectacular display, assistance with local and state firework display permits.
- The widest variety of top quality shell and special effects from around the globe.

| Opening | Body | Finale | Total |
|---------|----------|----------|----------|
| 4" - 30 | 4" - 222 | 3" - 240 | 3" - 240 |
| 5" - 8 | 5" - 90 | 4" - 90 | 4" - 342 |
| | | 5" - 10 | 5" - 108 |



TOWN OF MILFORD

TOWN ADMINISTRATION



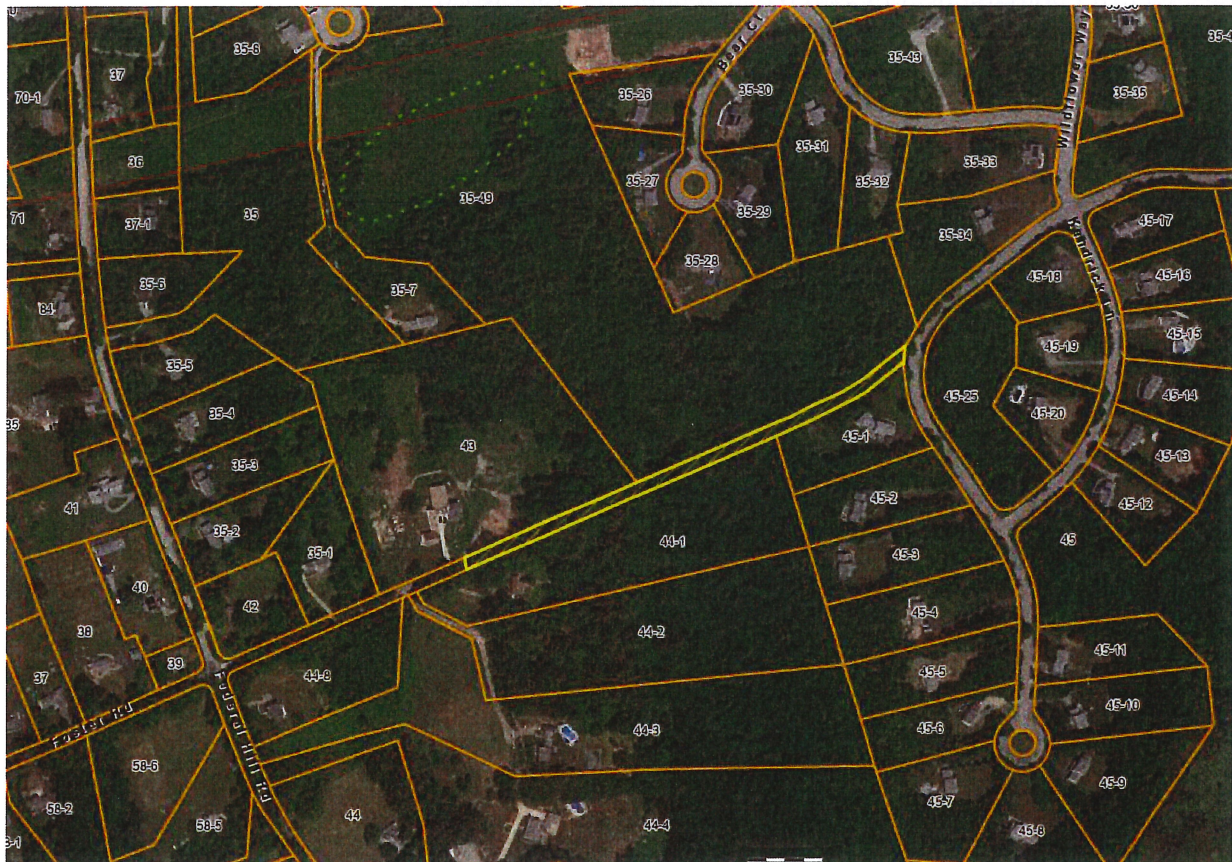
Date: December 7, 2023

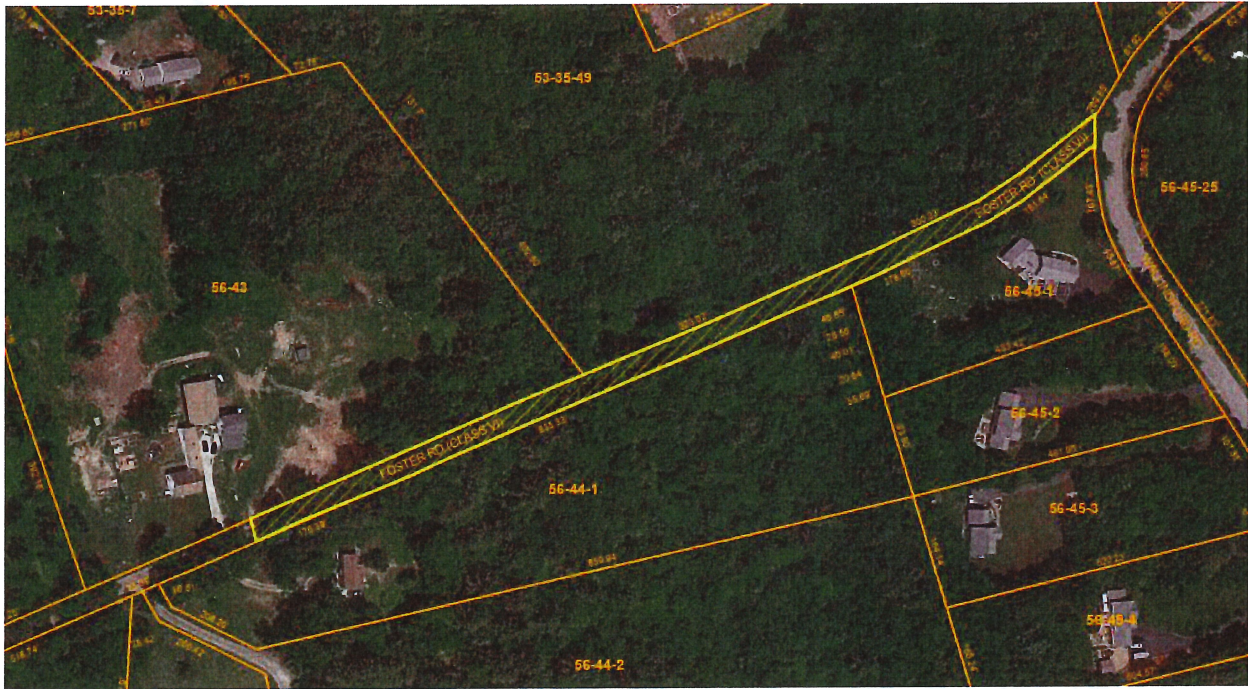
To: Board of Selectmen

From: Lincoln Daley, Town Administrator

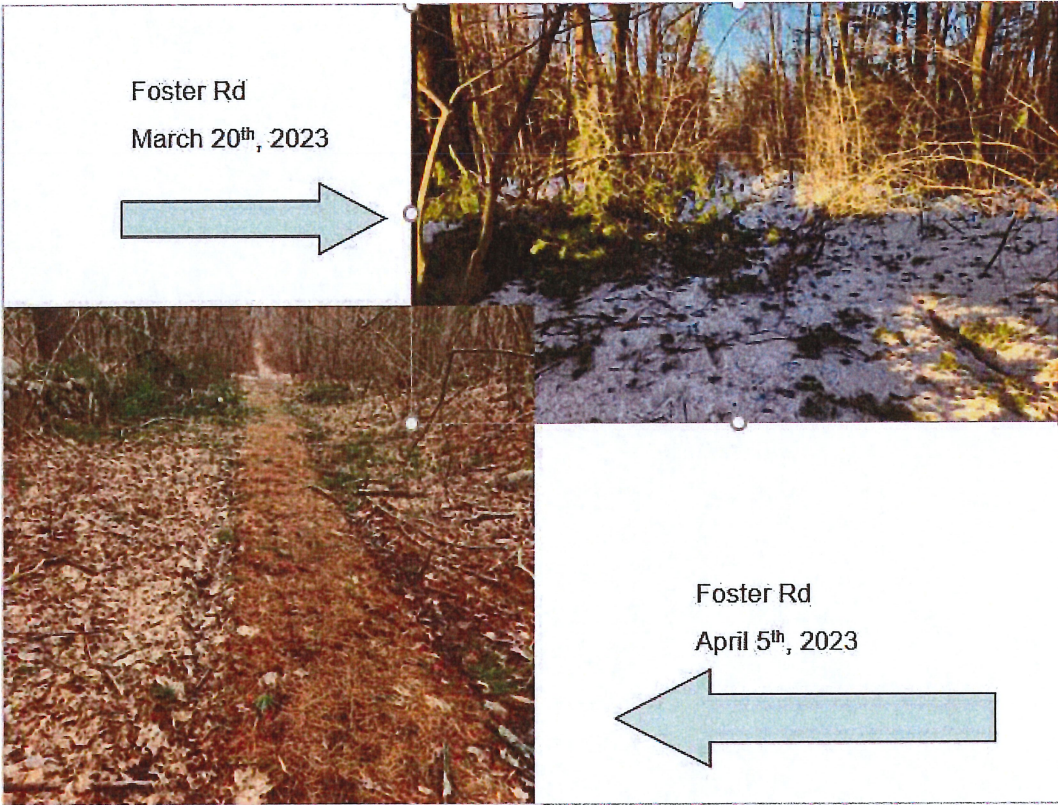
Re: Foster Road – Improvements to Class VI Portion
Joe Vallier – Request to Create a Snowmobile Connection

Joe Vallier is before the Board to discuss the potential creation of a snowmobile trail connection through the Class VI portion of Foster Road between Federal Hill Road and Wallingford Road. See aerials below depicting the Class VI section of Foster Road. It is envisioned that this portion of Foster Road could be part of a larger trail network connecting contiguous public and private properties. This will require improvements and continued maintenance to the Class VI portion of Foster Road (removal of trees, brush, general maintenance). Any improvements to Class VI roadway requires approval by the Board of Selectmen as the governing authority.





Past unauthorized improvements have been made to the Class VI portion of Foster Road earlier this year and prior years. This includes the recent removal of a fallen tree across the right of way. See attached photographs provided by an abutter to Foster Road.





As of the Board's deliberations and prior to rendering a decision, it is recommended that the Board members fully understand the extent and limits of the proposed project and improvements (both immediate and continued maintenance) and the potential impacts to abutters to the Class VI portion of Foster Road. It is recommended that the Board direct staff to reach out to the abutters to receive stakeholder input and continue the discussion to the December 26th meeting.

TOWN OF MILFORD

Office of Community Development
Planning • Zoning • Building Safety • Code Enforcement • Health
Economic Development • Active Projects



May 24, 2021

RE: Unapproved Improvements to Class VI Portion of Foster Road

Dear Property Owner,

This letter being sent as a courtesy reminder that no work can be completed or improvements made to the unmaintained portion of Foster Road (Class VI roadway) between the intersection of Foster Road/Federal Hill Road and the intersection of Foster Road/Wallingford Road (as shown below in red) without Town approval.

We have received reports of trees and underlying brush being removed within the unmaintained section of Foster Road by abutting property owners to provide access for motorized vehicles and pedestrians. We asking property owners to be cognizant of the Town right of way and cease any/all activities unless approved by the Board of Selectmen. Should the activities continue, the Town will be forced to take additional actions to resolve this matter.

Please contact me with any questions by email (ldaley@milford.nh.gov) or phone at (603) 249-0620.

Thank you for your attention to this matter.

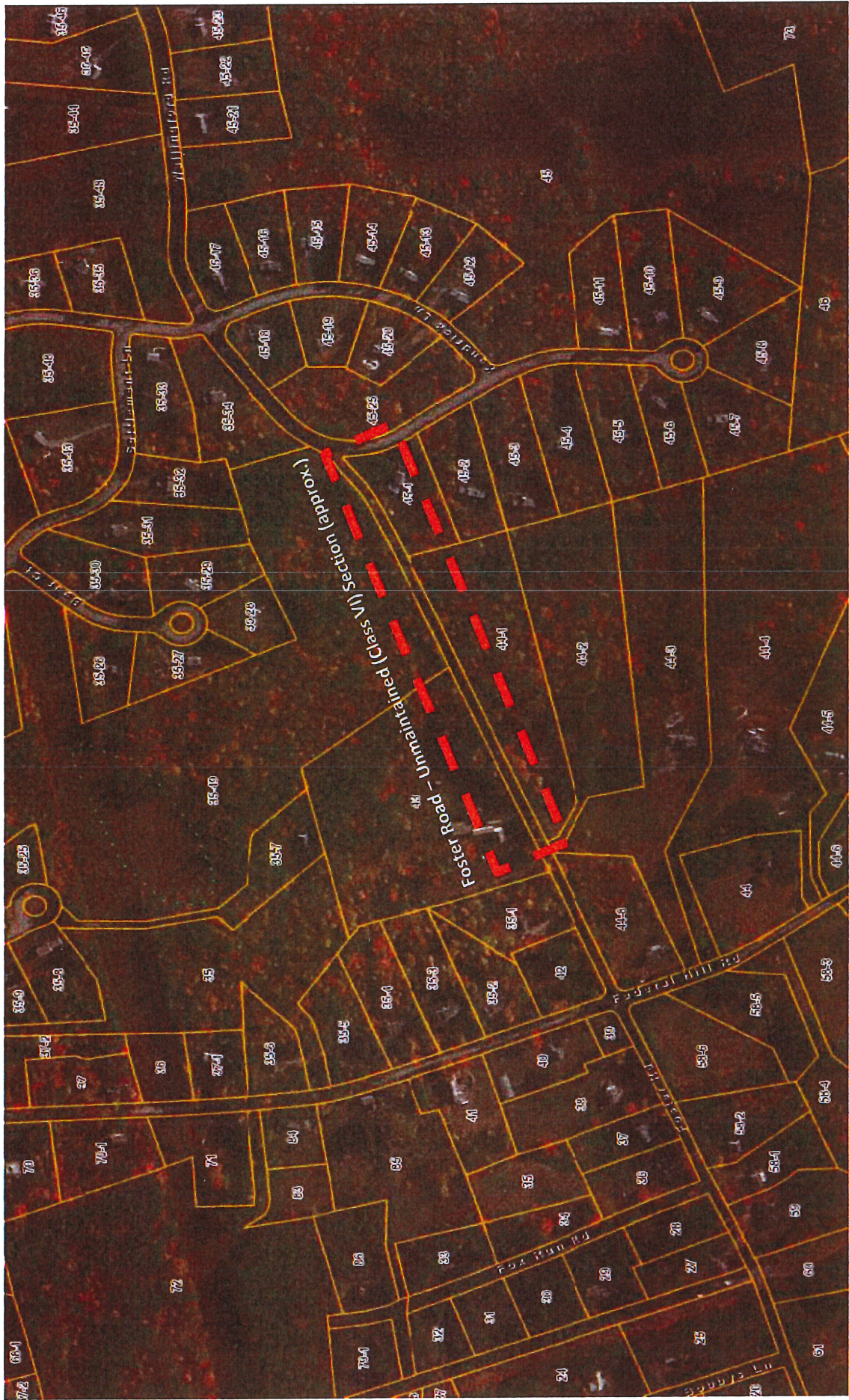
Sincerely,

A handwritten signature in cursive script that reads "Lincoln Daley".

Lincoln Daley
Community Development Director

CC: Board of Selectmen
John Shannon, Town Administrator
Mike Viola, Police Chief
Rick Riendeau, Public Works Director

Aerial Photograph/ Tax Map
Foster Road



4. a) 1) Request for Road Acceptance - Curtis Commons Circle



TOWN OF MILFORD, NH
OFFICE OF COMMUNITY DEVELOPMENT


1 UNION SQUARE, MILFORD, NH 03055

TEL: (603) 249-0620

WEB: WWW.MILFORD.NH.GOV

To: Board of Selectmen
Lincoln Daley, Town Administrator

Cc: Leo Lessard, Director of Public Works
Nicole Crawford, Town Engineer

From: Terrence S. Dolan, Community Development Director 

Date: December 7, 2023

Subject: **Curtis Commons Circle – Request for Road Acceptance**

Upon the recommendations of Leo Lessard, Director of Public Works, Town Engineer, Nicole Crawford and myself, we respectfully request the Board of Selectmen consider the acceptance of Curtis Commons Circle beginning (and ending) at its intersection of Union Street, and to sign the attached Road Acceptance form.

The road to be accepted is as described in the Town Road Acceptance Form prepared by Office of Community Development. The suggested wording for acceptance has also been included.

All required documentation and the As-Built plan have been submitted and approved by town staff.

Staff recommends the inclusion of two conditions involving the final recordation of the required deeds/easements; and establishing the 1-Year Maintenance Road Security, (which was received by the Town, in the amount of \$11,025.18, as posted on September 14, 2023)

In addition, with the completion of the roadway and all associated improvements to town staff, we are hereby requesting the performance surety (i.e. Irrevocable Letter of Credit) for Curtis Commons Circle, in the amount of \$110, 252.80 now be authorized by the Board of Selectmen to be released.

Please refer to *Request for Acceptance of Roadway-Curtis Commons Circle* narrative (attached herein).

Thank you for your attention to this matter.

Department of Community Development
Department of Public Works

Subject: Acceptance of New Town Road
To: Milford Board of Selectmen
From: Director of Public Works
Director of Community Development
Date: December 7, 2023


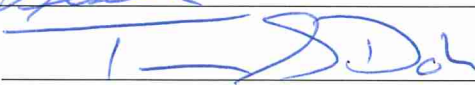
This is a request for the Board of Selectmen to accept the below named road as a town road and the following information is submitted for your consideration.

1. Road/Street Name: Curtis Commons Circle
2. As-Built Road Plan Entitled: Overview Plan, Road As-Built, Curtis Commons Circle
3. As-Built Road Plan Date: 11/19/2021
4. Subdivision Plan Entitled: "Subdivision Plan, Map 42 Lot 37, Union Street, Milford, NH,
Prepared for James and Beverly Brown, 10/19/2007, as revised through 11/27/12
5. Date Plan Approved by Planning Board: 10/22/2008
6. Date of aforementioned Plan Signature: 12/11/2012
7. Date Plan Recorded at HCRD: 12/20/2012
8. HCRD Plan Number: 37600
9. This Road's pavement is 24 feet wide and the right-of-way is 50 feet wide.
10. Curtis Commons Circle is 2,213 feet long, with the length measurement beginning at 0+16.5 station/intersection and running through 22+69.95 station.
11. A Maintenance Bond in the amount of \$11,025.18 is required for (a/an) one (1) year period.

Department of Community Development
Department of Public Works

- Original Roadway Deed attached and dated January 15, 2019.
- Affidavit is attached from a Title Attorney on behalf of the Developed/Owner citing that the roadbed is clear of all encumbrances and is dated October 26, 2023.
- Bounds have been set as of September 2023 and are shown on As-Builts.

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

Director of Public Works:  Date: 12/7/23
Director of Community Development:  Date: 12/7/23

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

Board of Selectmen: _____

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

4. a) 2 & 3 Acceptance and Appropriations of Unanticipated Revenues under \$10K (RSA (31:95(b)) and Gifts of Property under \$5K (RSA (31:95(e))).

Board of Selectmen

Agenda Date: 12/11/2023

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

| Source | Amount | Purpose |
|---------------------------------|---------------|--|
| Faye M. Oneill | \$100.00 | Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached. |
| Mary Kelly Carter Rev Trust | \$250.00 | Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached. |
| Martha Anne Goodwine | \$50.00 | Donation to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached. |
| Milford Historical Society | \$515.38 | Donations from on-line credit donations to support the Bandstand Upkeep/Restoration Special Purpose Fund. See attached. |
| Karen Mitchell (Haley Mitchell) | \$ 12.13 | Donation for the Adam's Field Upkeep Special Purpose Fund. This is the remaining monies from the Eagle Scout (Haley Mitchell) project for the swing set at Adam's Field. See attached. |

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

Robert Kokko Donation of an Elm tree to be planted on the Oval. The value is \$500. See attached memo.



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Faye M. O'Neill
5 Williamsburg Dr.
Amherst, NH 03031

Subject: Oval Bandstand Restoration

20 November 2023

On behalf of the Milford Heritage Commission, we wish to thank you for your generous donation to restore Milford's iconic Pillsbury Bandstand. Although Warrant Article 11, which sought \$48,000 in new taxpayer funds to restore the Pillsbury Bandstand, did not pass in March of 2023, we want you to know that efforts to raise the needed funds and secure the necessary skills are ongoing. The March 2023 vote needed only 140 votes to pass.

We are grateful to the O'Neill family for their substantial donation to the Pillsbury Bandstand. The Heritage Commission continues to move this project forward with the expertise and assistance of organizations like the NH Preservation Alliance. We are confident that with a little more outreach and education, Milford's voters will support restoring this iconic community structure to its full potential as an historic centerpiece of town heritage.

Sincerely,

David Palance
Chairman
Milford Heritage Commission

Reference Check number 147 for \$100.00 Dated 11Nov2023 received 14Nov2023

The Heritage Commission requests that the Milford Board of Selectmen approve this donation to support the restoration of the Pillsbury Bandstand



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Mary Kelly Carter
58 Hartshorn Mill Rd.
Milford, NH 03055

Subject: Oval Bandstand Restoration

20 November 2023

On behalf of the Milford Heritage Commission, we wish to thank you for your generous donation to restore Milford's iconic Pillsbury Bandstand. Although Warrant Article 11, which sought \$48,000 in new taxpayer funds to restore the Pillsbury Bandstand, did not pass in March of 2023, we want you to know that efforts to raise the needed funds and secure the necessary skills are ongoing. The March 2023 vote needed only 140 votes to pass.

We are grateful to the Carter family for their substantial donation to the Pillsbury Bandstand. The Heritage Commission continues to move this project forward with the expertise and assistance of organizations like the NH Preservation Alliance. We are confident that with a little more outreach and education, Milford's voters will support restoring this iconic community structure to its full potential as an historic centerpiece of town heritage.

Sincerely,

David Palance
Chairman
Milford Heritage Commission

Reference Check number 1488 for \$250.00 Dated 12Nov2023 received 15Nov2023
from the Mary Kelly Carter Rev Trust

The Heritage Commission requests that the Milford Board of Selectmen approve this donation to support the restoration of the Pillsbury Bandstand



Milford Heritage Commission
Town Hall
1 Union Square
Milford NH 03055

Martha Anne Goodwine
42 Black Oak Dr.
Hollis, NH 03049

Subject: Oval Bandstand Restoration

28 November 2023

On behalf of the Milford Heritage Commission, we wish to thank you for your generous donation to restore Milford's iconic Pillsbury Bandstand. Although Warrant Article 11, which sought \$48,000 in new taxpayer funds to restore the Pillsbury Bandstand, did not pass in March of 2023, we want you to know that efforts to raise the needed funds and secure the necessary skills are ongoing. The March 2023 vote needed only 140 votes to pass.

We are grateful to the Goodwine family for their donation to the Pillsbury Bandstand. The Heritage Commission continues to move this project forward with the expertise and assistance of organizations like the NH Preservation Alliance. We are confident that with a little more outreach and education, Milford's voters will support restoring this iconic community structure to its full potential as an historic centerpiece of town heritage.

Sincerely,

David Palance
Chairman
Milford Heritage Commission

Reference Check number 4632 for \$50.00 Dated 27Nov2023 received 27Nov2023

The Heritage Commission requests that the Milford Board of Selectmen approve this donation to support the restoration of the Pillsbury Bandstand

Chris

From: service@paypal.com [mailto:service@paypal.com]
Sent: Saturday, November 11, 2023 9:52 AM
To: Chris Thompson <admin@milfordhistory.com>
Subject: Notification of Donation Received

Hello Milford Historical Society,



Donation Received

This email confirms that you have received a donation of \$515.38 USD from Jone LaBombard (jlabombard@gmail.com).

You can view the transaction details online.

Donation Details

| | |
|-----------------------------|--|
| Total amount: | \$515.38 USD |
| Currency: | U.S. Dollars |
| Confirmation number: | 7J284608VM6885739 |
| Quantity: | 1 |
| Purpose: | Help the Milford Heritage Commission and Historical Society to raise the funds to renovate the Pillsbury Bandstand |
| Contributor: | Jone LaBombard |

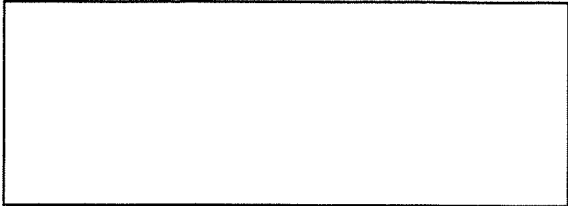
Mailing Information:

Address:

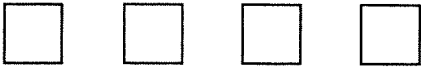
Jone LaBombard
98 Pine Hill Rd
Hollis, NH 03049-5940
United States

Address status:

Confirmed



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PayPal RT000059:en_US(en-US):1.0.0:f4241627f858d

▪

November 15, 2023

Haley Mitchell
BSA Troop 6, Amherst
Eagle Scout Project
Swing set, Adam's Field

The following check in the amount of \$12.13 represents the remaining unused money from fundraising efforts towards my Eagle Scout project at Adam's Field. The remaining funds are to be turned over to the beneficiary (Town of Milford, NH) at the conclusion of the project.

YIS,
Haley Mitchell

A handwritten signature in cursive script that reads "Haley Mitchell". The signature is written in black ink and is positioned below the typed name. It features a long, sweeping underline that extends to the right.



TOWN OF MILFORD
DEPARTMENT OF PUBLIC WORKS

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

To: Board of Selectmen
Town of Milford

From: Leo Lessard
Director
Milford Public Works

Subject: Donation of a tree for Oval

Please accept the donation from Mr. Robert Kokko of an Elm tree to be planted on the Oval. The tree is valued at \$500.00.

LL/mvd

A handwritten signature in black ink, appearing to be "LL", is written below the typed name "LL/mvd".

TOWN STATUS REPORT

December 11, 2023

1. Transfer Station – Proposed Holiday Hours

The Public Works Department is proposing to modify the Transfers Station's hours of operation for holidays that fall on Mondays. The purpose and intent is to provide a three consecutive day holiday break for Transfer Station employees consistent with other non-emergency Town employees. Please see attached memorandum from Public Works Director, Leo Lessard.

2. Milford Downtown Oval Improvement Project (NHDOT – Milford #42470)

The Milford Downtown Oval Improvement Project is well underway and advancing through the draft engineering phase to preliminary design. The draft engineering study is nearing completion and will be submitted to NHDOT within the next two weeks. Once the engineering design is approved by NHDOT the project will be advanced to the preliminary design.

The project is subject to the review of NH Division of Historical Resources (NHDHR) to determine potential impacts to cultural and historic resources within the project area. The Town and its consultant, VHB, are currently responding to recently received comments and will be submitting additional documentation next week to NHDHR and NHDOT for review. Lastly, the required environmental impact analysis pursuant to the National Environmental Policy Act (NEPA) is well advanced and nearing completion.

3. Employee Benefits/Compensation

The Compensation Committee will be presenting its findings and recommendations to the Board for review and potential implementation beginning 2024. Attached, please find the memorandum/summary report prepared by Human Resources Director, Karen Blow.

4. Third Party Payroll Services Request for Proposal

At the November 27th, the Board of Selectmen meeting was provided a draft Request for Proposal to outsource payroll services to a third party company. The purpose and intent would be to better understand if cost savings and improved operational efficiencies could be achieved by outsourcing the town's payroll processes to a third party. The Board requested time to review the draft Request for Proposal for discussion at the December 11th meeting and possible issuance. Attached, please find the draft Payroll Services Request for Proposal for review/consideration.

5. Town Department Transfer Requests

Attached, please find the transfer request forms submitted by Department Heads exceeding \$10,000 for Board of Selectmen review. The submission of the departmental transfer request forms (when applicable) will be submitted on a monthly basis for review and approval by the Board.

6. Mason Road Bridge Replacement Project (NHDOT 43115)

The purpose of this agenda item is to award the contract bids for (1) the construction of the bridge and (2) construction inspectional services for the Mason Road Bridge Project. In addition, as part of the project, the Board will need to determine whether the project will include a temporary bridge adjacent to the existing bridge or closure of a portion of the Mason Road during construction.

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.

The Town received a total of four bids to replace the Mason Road bridge ranging from \$1.3 million to \$1.6 million by the deadline date of November 8th. 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 17th deadline.

Attached please find the staff memorandum and related attachments from Public Works containing the bid information and recommended companies for construction and inspectional services for Board consideration and award. The memorandum also provides information and guidance to the Board related to construction process in involving the construction of a temporary bridge or road closure.

7. 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 and download /complete the volunteer application.

5. 1) Transfer Station Holiday Hours

Board of Selectman Meeting

11/27/23

Proposed Transfer Station Hours of Operation - Holiday Hours

Department of Public Works

The Public Works Department is proposing to modify the Transfers Station’s hours of operation for holidays that fall on Mondays. The purpose and intent is to provide a three consecutive day holiday break for Transfer Station employees consistent with other non-emergency Town employees.

Due to the “non-standard work week” schedule, Transfer Station employees rarely have the opportunity to have three consecutive days offs when holidays fall on a Monday. The majority of employees, other than essential emergency employees, have a three day off. The proposed holiday schedule will have minimal impact on the level of service to the residents of Milford and provide a small benefit/incentive for Transfer Station Employees.

The proposed Holiday work schedule would be as follows:

Regular Hours of Operation

| | |
|-----------|--|
| Monday | Closed |
| Tuesday | 7:30 am to 8:30 pm with two ½ hour lunch breaks - 12 hours |
| Wednesday | 7:30 am to 12:30 pm - 5 hours |
| Thursday | 10:30 am to 8:30 pm - 9 ½ hours |
| Friday | 7:30 am to 12:30 pm - 5 hours |
| Saturday | 7:30 am to 4:30 pm - 8 ½ hours |
| Sunday | Closed |

Proposed Holiday Schedule

| | |
|-----------|---|
| Monday | Closed – Holiday |
| Tuesday | Closed – 5 hours holiday pay with 3 banked hours |
| Wednesday | 7:30 am to 8:30 pm with two ½ hour lunch breaks - Extended hours - 12 hours |
| Thursday | 10:30 am to 8:30 pm - 9 ½ hours |
| Friday | 7:30 am to 12:30 pm - 5 hours |
| Saturday | 7:30 am to 4:30 pm - 8 ½ hours |
| Sunday | Closed |

The Holiday schedule would be posted Town’s website and at the Transfer Station a minimum of one week in advance of the scheduled Monday holiday. In addition, a Nixle message would be broadcast a week prior and the day before the scheduled holiday.

For the remainder of 2023 through 2024, the proposed schedule would apply to the following eight (8) holidays that fall on Monday.

Christmas - December 25, 2023

Memorial Day - May 27, 2024

New Year - January 1, 2024

Labor Day - September 2, 2024

Martin Luther King- January 15, 2024
President Day - February 19, 2024

Columbus Day - October 14, 2024
Veterans Day -November 11, 2024

Thank you in advance for your consideration.

Leo Lessard
Public Works Director

5. 3) Employee Benefit Compensation

COMPENSATION ADVISORY COMMITTEE

2023 PHASE II - REPORT TO BOS

PRESENTATION 12.11.2023

WORKGROUP MEMBERS

Eric Schelberg, Ambulance Director
Karen Blow, HR Director
Lincoln Daley, Town Administrator
Michael Viola, Police Chief
Paul Calabria, Finance Director
Tim Finan, Board of Selectman Representative

I. EXECUTIVE SUMMARY

The Executive Summary provides an overview of the process and identifies issues and opportunities discovered during the Wage and Benefit Study – Phase II.

POSITIONS SURVEYED ([Appendix I](#))

The Board of Selectmen, Town Administrator and Department Heads realize the significant hardship of recruitment efforts and the difficulty with staff retention given the Town’s current wage scale. The Workgroup researched 18 Salary Exempt positions and 61 Hourly Non-exempt positions. The (former) Teamsters and AFSCME were/are not included in this survey as their rates are contractually negotiated. We did, however, include positions for both Wadleigh Library (11 positions) and the Water Utilities Department (15 positions) in the survey and that data will be provided to the respective departments for their own analysis. The Workgroup remained focused on evaluating wages for all other departments.

FULL-TIME VACANCIES ([See Appendix II](#))

The post-COVID climate left the Town and surrounding communities with unprecedented staff shortages. There has been a reduction in the applicant pool due to early retirements (across industries), transition to better paying jobs, the need for a better work-life balance and/or workforce dynamics.

GOALS

The Workgroup set several goals for Phase II:

- a. Identify which positions still fall under the Town of Milford mid-range and determine the appropriateness of doing a market adjustment.
- b. Request the Board of Selectmen adopt an approach to wage increases that would consist of a) a COLA increase each year, with a minimum of 2% and b) consider a merit increase that could be rewarded to those employees going above and beyond in their course of employment with the Town with a suggested range of 2%-5%, at the Boards discretion.
- c. Identify benefit enhancements that could be brought to the BOS for consideration of implementation for either 2024 (Phase III) or 2025 (Phase IV).

II. 2023 PURPOSE AND INTENT

The Purpose and Intent of the Town of Milford Wage and Benefit Study stems from several factors which have not changed over the last few years including a) an upsurge in employee turn-over, b) upcoming natural attrition and the need for succession planning, and c) re-evaluation of the Town's Wage Schedule to ensure the Town of Milford remains a competitive employer in relation to other, like-size, communities and the local market. The intent of the study was to determine our competitiveness with comparable municipalities, identify which positions still remain under the mid of the Town's wage scale and make recommendations for market adjustments accordingly, and present additional benefit options to the Board of Selectmen (BOS) for consideration to incentivize, recognize and retain employees within the Town of Milford.

III. RECAP OF 2022 RECOMMENDATIONS FOR 2023 ACTION COMPENSATION

- Adjustment to wage Town of Milford Wage Schedule
- Market Adjustment for those staff falling below the mid-range of the Town of Milford Wage Schedule

The Workgroup initially looked at 80% of max as a viable target percentage. While this brought some individuals into the 80% of the max wage, it was noted that 80% of max actually fell **below** the mid wage on the scale. It was determined at the studies onset in 2022 to use the 80% of max in 2023 as a point of alignment in order to adjust positions deemed notably low in compensation. While the Workgroup recommends using 83%-85% of max as a preferred point of alignment on the wage scale in 2023 and beyond, our initial goal is to get staff to **at least the mid-range of their respective grade by 2024-2025**. It is hopeful this multi-year phased in approach (initially a 3-year phased in approach) of getting staff to mid-range would be helpful. This point of alignment would then place employees (especially those with 2 plus years of tenure) **at or above** the mid wage. The Workgroup believes that, ideally, seasoned staff wages should fall somewhere between the mid and max range.

In 2024 – 2026, we will then need to continue to monitor the Town's wages and Wage Schedule as opposed to the Market Benchmark Data. The Workgroup recommends trying to ensure the Town's Wage Schedule, moving forward, remains at the minimum within 10% of the Market Benchmark Data to remain a competitive Employer.

POSITIONS RECLASSIFIED

The following positions were reclassified:

| Position | Admin level | Prior Grade | New Grade |
|-----------------------|-----------------------|-------------|-----------|
| MPD – ADMIN ASST II | Admin II -> Admin III | 13 | 14 |
| LUA II/OFFICE MANAGER | Admin II -> Admin III | 13 | 14 |
| ASST TOWN CLERK | Akin to an Admin IV | 13 | 14 |
| EXEC ASST to TA/BOS | Akin to an Admin IV | 17 | 17 |

Note: Given time constraints and other responsibilities, the Workgroup was not able to review all job descriptions, nor procedurally identify differentiating criteria for all positions and grades. This may best be accomplished best by an external organization equipped to dedicate the time and resources this would necessitate.

SALARIED EXEMPT EMPLOYEES

The Workgroup recommended adjusting the Recreation Director and Human Resource Director by \$3,129 (combined, not per) to bring them to 80.4% of max and 80.3%, respectively, of max on the wage scale.

FIRE DEPARTMENT

The Workgroup recommends the starting rates for Call Firefighters should be adjusted to at least \$15.00/hr by 2024. In 2022, with the suggested adjustments approved by the BOS, Call Fire would have a starting range between \$12.60 and \$14.85 at a cost of approximately \$9,250 in wages. Further adjustments would occur in 2023 and 2024 until the starting range for a Call Firefighter is \$15.00/hr. We believe it is imperative to show the employees the value we place on their commitment and service to the Town of Milford.

ADMINISTRATIVE POSITIONS

When looking at the Administrative Assistants (I, II) positions, the Workgroup found the Police Admins (6 positions in total – 2 full-time, 4 part-time) to be outside the range of other Town Administrative positions. In order to better align the Police Admins with other administrative positions within the Town, the Workgroup recommended increases Police Admins (6 positions in total – 2 full-time, 4 part-time) with an approximate cost of \$13,884 in wages. Further adjustments may need to occur for some of those positions in 2023 and 2024 to appropriately align the wages to the Benchmark Market Data.

POLICE PATROL AND SERGEANTS

The Workgroup would like the BOS to establish a 5% wage differential between Police Patrol and Sergeants. There is a lack of incentive for Patrols to bid for Officer positions because of some of the benefits they lose (Opt-Out reimbursement rates; Education Stipend, etc.) transitioning from a Union to a Non-Union position. Establishing this 5% differential would serve to remedy this obstacle and create greater incentive for this opportunity. Without this in place we continually combat wage compression.

AMBULANCE DEPARTMENT

The Workgroup was provided recommendations for adjustments by the Department Director. The department has seen high turnover over the last few years. Staff is leaving for jobs that pay anywhere between \$5 and \$7 dollars more than the Town is currently paying. In order to ensure continuity of services these adjustments, with an approximate cost of \$120,718, are considered essential. Without these adjustments, the Town may experience a loss of services (taking one ambulance out of service or only running the second ambulance 12 hours/day down from 16 hours/day). That is the reality of what we are dealing with in the recruitment arena.

For Reference

Town of Milford – 2022 Wage & Salary Adjustments - Summary

| Department | 2022 Annualized Cost | 2022 Budget Impact (7 months) | 2022 Budget Impact (2 months) | 2023 Budget Carry forward (3 months) |
|-------------------------|----------------------|-------------------------------|-------------------------------|--------------------------------------|
| Salary Employees | \$ 3,129 | | \$ 522 | \$ 782 |
| Administration | \$ 3,120 | | \$ 520 | \$ 780 |
| Ambulance | \$ 120,718 | | \$ 20,120 | \$ 30,180 |
| DPW | \$ 57,088 | \$ 33,301 | \$ - | \$ 14,272 |
| Finance | \$ 2,461 | | \$ 410 | \$ 615 |
| Fire | \$ 9,248 | | \$ 1,541 | \$ 2,312 |
| GTM | \$ - | | \$ - | \$ - |
| OCD | \$ 2,080 | | \$ 347 | \$ 520 |
| MPD | \$ 13,884 | | \$ 2,314 | \$ 3,471 |
| REC | \$ - | | \$ - | \$ - |
| TC | \$ - | | \$ - | \$ - |
| WEL | \$ 3,120 | | \$ 520 | \$ 780 |
| 2022 adjustments | \$ 214,848 | \$ 33,301 | \$ 26,294 | \$ 53,712 |

Date Approved by BOS

APPROVED 5/9/22

| | | | | |
|--|-------------------|------------------|------------------|------------------|
| 23.71% | \$ 50,941 | \$ 7,896 | \$ 6,234 | \$ 12,735 |
| NHRS @ 14.06% + FICA /FICAMed/WC, Life, LTD, STD | | | | |
| Combined Total | \$ 265,789 | \$ 41,197 | \$ 32,528 | \$ 66,447 |

IV. METHODOLOGY

The Workgroup met throughout the year (2023). Collection of information and any drawn conclusions were established utilizing methodologies from similar studies and reports from, primarily, municipalities and to some degree the private sector.

Comparators were vetted using economic and demographic data to determine which municipalities were most like Milford to ensure validity and establish a baseline. Municipalities were compared based on population, income (per capita and family), average housing prices, municipal and school budget appropriations, employment, and educational attainment. The methodology and design used will establish a format/foundation that was not previously in place. The study is unbiased and conclusions were based on the information gathered and evaluated.

V. COMPARISON COMMUNITIES

The Workgroup determined we would utilize the following 10 communities as our main comparators. For those communities that did not respond to the survey, we pulled information from the NHMA Wage Survey and/or utilized other Town surveys and websites where possible.

| | | | |
|--------------|--------|----------------|--------|
| 1. Amherst | 11,753 | 6. Laconia | 16,871 |
| 2. Exeter | 16,049 | 7. Lebanon | 14,282 |
| 3. Goffstown | 18,577 | 8. Pelham | 14,222 |
| 4. Hampton | 16,214 | 9. Somersworth | 11,855 |
| 5. Hooksett | 14,871 | 10. Windham | 15,817 |

VI. RESOURCES (See Appendix III – Resources Utilized)

The resources utilized for the survey included sourcing information from NHLabornet (professional HR group) and ANHPHERA (professional Municipal HR group).

RESPONSES

- Survey submission to **NHLABORNET** and **ANHPERA** (*Professional NH HR group and Municipal NH HR group respectively*) elicited responses from the following 11 communities

| | | |
|---------|-------------|-------------|
| Amherst | Litchfield | Rochester |
| Concord | Londonderry | Salem |
| Derry | Merrimack | Somersworth |
| Durham | Nashua | |

Additional data mining included:

- O’net** (*on-line tool for career and wage exploration and job analysis*);
- BLS** (*Bureau of Labor & Statistics*);
- ELMI** (*Economic & Labor Market Information Bureau*),
- NHMA** (*NH Municipal Association*) Wage Survey – *data from 123 cities and towns*;
- NH PERLB** (*NH Public Employee Labor Relations Board*) and
- Other Town surveys** conducted over the year in which Milford participated.

VII. PROCESS

The Compensation Workgroup approached the project as follows:

1. Surveys were distributed in April/May of 2023
2. While waiting for responses, we **identified individuals/positions in immediate need of adjustment** (those positions who continue to fall below mid-range of the Town's Wage Scale).
3. We discussed identifying a data point against which to align wages to remain consistent. Do we want to lead? Lag? Remain competitive? The thought in doing this is to ensure that wages remain competitive in both the Town's Wage Schedule and with Market Benchmark Data.
 - *As shared last year, the initial data point the Workgroup considered was 90% of max on the Town's wage scale.*
 - *We then determined the need for a multi-year approach for the proposal to be cost effective. With that in mind we selected 80% of max on the Town's wage scale as a 2022 data point.*
 - *After receiving the responses back, we then realized that **the first step was to get staff to the mid-point of the Town's wage schedule.***
 - *The **next step would be to find suitable alignment with the mid-point of comparable (competing) communities.** In some cases, the positions are grossly low when compared to the mid-point of other communities and this is a concern for recruitment and retention.*
4. On-going review and discussion of current benefits and identifying future benefits that may be attractive to current or future employees.

VIII. DISCUSSION OF METRICS

HISTORICAL TURNOVER

Turnover is costly both monetarily and can be morale altering. When a seasoned employee decides to further themselves elsewhere, the Town loses institutional knowledge and a high-level skill set. On-going turnover can also result in morale being dampened if there is an exodus of employees.

Our current turnover data from 2020-2023 (as of 11/17/2023) is as follows:

| Annual Salary Turnover | | | | | | |
|------------------------|--------------------------|------------------------|----------------------|-------------------|-----------------|--------------|
| Dates | SAL # EE's Start of year | SAL # EE's End of year | SAL # EE's separated | Annual AVG # EE's | Salary Turnover | Hired # EE's |
| 1/1/2020-12/31/2020 | 23 | 22 | 2 | 22.50 | 8.89% | 1 |
| 1/1/2021-12/31/2021 | 22 | 24 | 2 | 23.00 | 8.70% | 4 |
| 1/1/2022-9/1/2022 | 24 | 22 | 3 | 23.00 | 13.04% | 1 |
| 1/1/2023-12/31/2023 | 24 | 24 | 2 | 24.00 | 8.33% | 2 |

| Annual Hourly Full-time Turnover | | | | | | |
|----------------------------------|------------------------------|----------------------------|--------------------------|-------------------|------------------|--------------|
| Dates | FT HRLY # EE's Start of year | FT HRLY # EE's End of year | FT HRLY # EE's separated | Annual AVG # EE's | FT HRLY Turnover | Hired # EE's |
| 1/1/2020-12/31/2020 | 90 | 86 | 9 | 88.00 | 10.23% | 5 |
| 1/1/2021-12/31/2021 | 86 | 86 | 18 | 86.00 | 20.93% | 17 |
| 1/1/2022-9/1/2022 | 86 | 85 | 15 | 85.50 | 17.54% | 16 |
| 1/1/2023-12/31/2023 | | | | | | |

| Annual Hourly Part-time/Call/Per Diem Turnover | | | | | | |
|--|-------------------------------------|-----------------------------------|--------------------------|-------------------|-------------------------|--------------|
| Dates | PT, Call+ HRLY # EE's Start of year | PT, Call+ HRLY # EE's End of year | PT HRLY # EE's separated | Annual AVG # EE's | PT, Call+ HRLY Turnover | Hired # EE's |
| 1/1/2020-12/31/2020 | 98 | 97 | 22 | 97.50 | 22.56% | 20 |
| 1/1/2021-12/31/2021 | 97 | 81 | 35 | 89.00 | 39.33% | 18 |
| 1/1/2022-9/1/2022 | 81 | 72 | 19 | 76.50 | 24.84% | 10 |
| 1/1/2023-12/31/2023 | 77 | 78 | 20 | 77.50 | 25.81% | 2 |

COST TO REPLACE A POSITION - TRAINING AND STAFF RELATED TIME

There are hard costs and soft costs associated with replacing a position. Hard and soft costs both include separation costs, vacancy costs and replacement costs.

| | Hard Costs | Soft Costs |
|-------------------|---|--|
| Separation Costs | <ul style="list-style-type: none"> Exit interviews and paperwork Unemployment Benefits, etc. | <ul style="list-style-type: none"> Loss of productivity of departing employee, loss of productivity of co-workers, increased workload for employees |
| Vacancy Costs | <ul style="list-style-type: none"> Current Employee extra work Temporary hires | <ul style="list-style-type: none"> Lost productivity of vacant position (uniforms), lost productivity of supervisor (time spent filling in or administratively coordinating schedule changes) |
| Replacement Costs | <ul style="list-style-type: none"> Paperwork associated with job requisitions Advertising Interviewing Pre-employment testing Reference and background checks Drug testing and/or physicals (if applicable) Job offers Orientation Training (FTO training costs) | <ul style="list-style-type: none"> Lost productivity during new hire learning curve, Lost productivity of co-workers mentoring and supporting new hire; Lost productivity of supervisor due to additional coaching and oversight. |

A preliminary review from 2022 with Department Heads reveals the anticipated costs associated with replacing a full-time position within each respective department (see chart below). According to SHRM (Society for Human Resource Management), a cost to replace a full-time employee can equal **one-third of the annual wages** of a position. In some cases, this would be higher depending on the amount of training and/or certifications required to become fully autonomous within the position, the length of time the position remains open, etc. See chart below, 2022 Cost to Replace Full-time Personnel (3-6 months and Annual).

| 2022 Cost to Replace Full-time Personnel (3-6 months and Annual) | | | | | | | |
|--|-------------|-------------|-------------|------------|------------|-------------|---|
| Position | 3-6 Months | | | 1 Year | | | |
| | Hard Costs | Soft Costs | Total Costs | Hard Costs | Soft Costs | Total Costs | |
| Ambulance-Para | \$7,202.33 | \$3,065.01 | \$10,267.35 | | | | *Dept Head estimates about 6 months to be trained |
| Ambulance-AEMT | \$5,845.06 | \$2,399.58 | \$ 8,244.64 | | | | *Dept Head estimates about 6 months to be trained |
| DPW-Truck Driver | \$20,526.70 | \$14,374.00 | \$34,900.70 | | | | *HR estimates 3 mths (Dept Head estimates a full year) to be completely trained |
| Finance-Finance Clerk | \$ 7,851.25 | \$ 4,472.61 | \$12,323.86 | | | | *Dept Head estimates about 3 months to be completely trained |
| Fire- FT Firefighter | \$63,544.93 | \$16,639.76 | \$80,184.69 | | | | * Dept Head estimates about 6 months to be trained |
| Fire- Call Firefighter | | | | | | | |
| | \$12,265.03 | \$2,914.30 | \$15,179.33 | | | | * Dept Head estimates about 1 year to be trained |
| Police- Officer | \$69,022.33 | \$9,327.06 | \$78,349.39 | | | | * Dept Head estimates about 8+ months before able to be alone (plus 5 months to fill) |

| | | | |
|--------------------------|-------------|------------|-------------|
| Rec-Program Coordinator | \$10,849.68 | \$4,854.46 | \$15,704.14 |
| Town Clerk- Deputy Clerk | \$12,319.32 | \$9,664.00 | \$21,983.32 |

| | | | |
|--|--|--|---|
| | | | * Dept Head estimates about 3 months to be self-sufficient and 1 year to be fully experienced |
| | | | * Dept Head estimates about 6 months between office training and required state training |

SUCCESSION PLANS

The Town currently does not have a process for succession planning in place. The Committee recommends this should be a priority for 2024 and 2025.

RETIREMENT – UPCOMING ATTRITION (Appendix IV – Attrition)

One of the things that will be important for the BOS to be aware of is the natural attrition we may see in the upcoming years (*retirements in 5-7 years*). The chart below reflects the possible losses in **essential personnel**. **We are at risk of losing 20% - 40% of our active employees due to potential retirement** or exploration of phase 2, better work-life balance type jobs. A complete list of which positions referenced in the chart below is located in. The upcoming attrition, combined with the lack of a substantive talent pool, is all the more reason to commit to remaining competitive in wages.

**2023-2028 NATURAL ATTRITION – POTENTIAL ESSENTIAL LOSSES
DUE TO POTENTIAL RETIREMENTS, 5-7 YEARS**

| | Breadkwn | | FT | | PT | | POTENTIAL ESSENTIAL LOSSES | | | | | |
|--|----------|--------|----|--------|----|--------|----------------------------|----------|-----|--------|-------|-------|
| | # | % | # | % | # | % | # TA/DIR | OTHR SAL | FIN | ADMINS | OTHER | TOTAL |
| 70 + | 7 | 3.61% | 1 | 0.52% | 6 | 3.09% | | | | 1 | | 1 |
| 60-69 | 33 | 17.01% | 25 | 12.89% | 8 | 4.12% | 8 | 4 | 1 | 1 | 1 | 15 |
| 50-59 | 37 | 19.07% | 23 | 11.86% | 14 | 7.22% | 4 | 1 | | | 1 | 6 |
| 40-49 | 34 | 17.53% | | | | | | | | | | |
| 30-39 | 44 | 22.68% | | | | | | | | | | |
| 20-29 | 36 | 18.56% | | | | | | | | | | |
| 20 + Under | 3 | 1.55% | | | | | | | | | | |
| TOTAL ALL EMPLOYEES AT 11/17/2023 | 194 | | 48 | 24.74% | 29 | 14.95% | 12 | 5 | 1 | 2 | 2 | 22 |

BREAKDOWN OF POTENTIAL ESSENTIAL LOSSES BY POSITION 3 – 5 YEARS

| | # TA/DIR | OTHR SAL | FIN | ADMINS | OTHER |
|--------------|--------------|----------------|---------------|---------------------|---------------|
| 70 + | | | | ADMIN ASST II - DPW | |
| | 0 | 0 | 0 | 1 | 0 |
| 60-69 | ASSESSOR | BLDG CODE INSP | ACCOUNTANT/PR | EXEC ASST BOS/TA | |
| | IT DIR | TAX COLLECTOR | | | |
| | COMM DEV DIR | ASST LIB DIR | | | |
| | DPW DIR | | | | |
| | FIN DIR | | | | |
| | LIB DIR | | | | |
| | HR DIR | | | | |
| | POL CHIEF | | | | |
| | WELF DIR | | | | |
| | 9 | 3 | 1 | 1 | 0 |
| 50-59 | TA | POLICE CAPT | | | TRANS STA SUP |
| | MAS DIR | | | | WUD DEP DIR |

| | | | | |
|------------|---|---|---|---|
| REC DIR | | | | |
| FIRE CHIEF | | | | |
| 4 | 1 | 0 | 0 | 2 |
| 13 | 4 | 1 | 2 | 2 |

22

IX. COMPENSATION RECOMMENDATIONS FOR 2023-2024 (and beyond)

WAGES

The Compensation Workgroup recommends a continued review of wages done on an annual basis to determine if there is a need for adjustments of outliers. Outliers include those falling outside the Market Benchmark Data, those falling below the mid-range of the Wage Schedule or those positions that are experiencing wage compression.

1. The 2023 Market Adjustment the Workgroup would like to request the Board of Selectmen approve is \$30,554. The next page reflects breakdown of the request by department for the 20 positions in Town. One position is salary, the remaining 19 are hourly staff.
2. We would also like the Board of Selectmen to consider approving annually a COLA annually and then incorporating a MERIT increase in addition to the COLA. Example: COLA of 3.5% approved by BOS, then a 2% MERIT. It is thought the MERIT increase, in order to be meaningful, should fall somewhere between 2% and 5%.

APPENDIX V MARKET ADJUSTMENTS FOR 2023

Town of Milford

2023 Market Adjustments - Wage & Salary Adjustments – Summary

| Department | 2023 Annualized Cost | 2023 Budget Impact (7 months) | 2023 Budget Impact (2 months) | 2024 Budget Carry forward (3 months) | |
|--|----------------------|-------------------------------|-------------------------------|--------------------------------------|--------------|
| Salary Employees | \$ 1,393 | \$ 812 | \$ 232 | \$ 348 | 1 position |
| Administration | \$ - | \$ - | \$ - | \$ - | 1 position |
| Ambulance | \$ 14,427 | \$ 8,416 | \$ 2,404 | \$ 3,607 | 8 positions |
| DPW | \$ 3,084 | \$ 1,799 | \$ 514 | \$ 771 | 2 positions |
| Finance | \$ 645 | \$ 376 | \$ 107 | \$ 161 | 1 position |
| Fire | \$ - | \$ - | \$ - | \$ - | |
| GTM | \$ - | \$ - | \$ - | \$ - | |
| OCD | \$ 1,676 | \$ 978 | \$ 279 | \$ 419 | 4 positions |
| MPD | \$ 260 | \$ 152 | \$ 43 | \$ 65 | 1 position |
| REC | \$ - | \$ - | \$ - | \$ - | |
| TC | \$ - | \$ - | \$ - | \$ - | |
| WEL | \$ 3,214 | \$ 1,875 | \$ 536 | \$ 803 | 1 position |
| 2022 adjustments | \$ 24,698 | \$ 14,407 | \$ 4,116 | \$ 6,174 | 20 positions |
| | 23.71% | \$ 5,856 | \$ 3,416 | \$ 976 | \$ 1,464 |
| 1 position NHRS at 32.99% for 2023, then 30.35% for 2024 | | | | | |
| Combined Total | \$ 30,554 | \$ 17,823 | \$ 5,092 | \$ 7,638 | |

X. BENEFITS – RECOMMENDATIONS FOR 2024 (and beyond)

| | Current Status | Action for 2024 - 2025 | Anticipated Expense | | | | | | | | | |
|--------------------------------|--|--|---|----------|---|-----------|----------|---|-----------|--------|---|-----------|
| <u>HEALTH INSURANCE</u> | <ul style="list-style-type: none"> The Town currently offers two health plans to employees. Of the 118 full-time positions (at 12.1.2023), 85 employees are enrolled in the Towns Health Plan See Appendix VI – Health Insurance Composite). Of those 85 people – 70% are enrolled in the AB15/40 and 30% are enrolled in the ABSOS. AB15/40 went up 9.8% in 2024 ABSOS went up 9.8% in 2024 | <ul style="list-style-type: none"> The insurance will go out to bid The Workgroup this year will include a BOS member, a staff member and an AFSCME member Look at plan options for additional cost savings (traditional, consumer driven or high deductible plans) Explore options that would utilize an HSA as well as an FSA or HRA | <ul style="list-style-type: none"> n/a | | | | | | | | | |
| <u>DENTAL INSURANCE</u> | <ul style="list-style-type: none"> The Town offers two dental plans. A “low” plan which covers basics – cleanings, fillings, etc. and a high plan which covers orthodontics to include partial coverage for cap/crown/braces, etc. Dental went up 4.4% in 2024 | <ul style="list-style-type: none"> These plans will go out to bid in 2024 for 1/1/2025 | <ul style="list-style-type: none"> n/a | | | | | | | | | |
| <u>OPT OUT</u> | <ul style="list-style-type: none"> The Town currently offers Opt Outs to employees (See Appendix VII – Opt Out). Of the 27 employees taking part in the Opt Out benefit 21 are Town non-union employees, 6 are AFSCME. The Non-Union employees receive a set Opt Out amount based on 40% of the Town’s share of the Single Low HMO. The AFSCME Union has negotiated higher Opt Out offerings than what we provide the Town. | <ul style="list-style-type: none"> This may be an area that the BOS wants to explore expanding Opt Out options to non-union employees | <p>In order to break-even, the target number to reach is \$60,428.64. Once we hit the \$60k mark, any transition beyond that would be a cost savings to the Town.</p> <table> <tr> <td>1 Person</td> <td>6</td> <td>60,428.64</td> </tr> <tr> <td>2 Person</td> <td>4</td> <td>60,428.64</td> </tr> <tr> <td>Family</td> <td>3</td> <td>60,428.64</td> </tr> </table> | 1 Person | 6 | 60,428.64 | 2 Person | 4 | 60,428.64 | Family | 3 | 60,428.64 |
| 1 Person | 6 | 60,428.64 | | | | | | | | | | |
| 2 Person | 4 | 60,428.64 | | | | | | | | | | |
| Family | 3 | 60,428.64 | | | | | | | | | | |

| | | | |
|-------------------------|---|---|--|
| <p>EDUCATION</p> | <p>The Town has education reimbursement for all full-time, non-union employees. The Town’s current tuition reimbursement allotment is \$1,000 for 119 staff. The Workgroup would like to have further discussions with the BOS in 2023 about expanding tuition reimbursement.</p> <p>The Town lags in its approach when dealing with tuition reimbursement. A \$1,000 pool of money annually does not convey a sense of value to existing or new employees.</p> | <p>One concept the BOS may consider is setting aside a specified dollar amount each year, per person. This pool becomes the reservoir in which staff can access financial aid for their continuing education pursuits.</p> <p>The Workgroup has come up with the following recommendations:</p> <p>Example 1: Set aside a pool of money that would be accessible to employees for educational pursuits. This amount would be available to staff for completing formal educational pursuits (certifications, AA/AS, BA/BS, MA, etc.) relative to their jobs.</p> <p>Example 2: If staff currently holds a degree – they could receive a stipend of \$500 (Associates), \$1,200 (Bachelors) or \$1,500 (Masters) each year they are employed.</p> <p>We believe it’s important to convey to staff the value that the BOS and the Town holds for their efforts and achievements. This would also be a great recruitment tool. By setting aside these funds, it would reinforce the value concept. The Town would benefit by having key mechanisms in place that endorse engagement and recognition. The Town not only benefits from the employees’</p> | <p>Example 1: \$2,500/year/employee = \$300,000 (120 x 2500) or lump sum bucket \$120,000 (120 x 1000)</p> <p>If certain staff doesn’t use their funds, it would either a) roll over into the next year or b) be accessible for someone with higher educational expenses on a percentage of total basis, which is how we currently process tuition reimbursement requests.</p> <p>Example 2: Stipend for holding a degree (AFSCME currently has this in place)</p> |
|-------------------------|---|---|--|

| | | | |
|----------------------------|--|---|--|
| | | acquired skills over the years, but the knowledge and skills they acquire as a result of this investment. | |
| <u>LONGEVITY</u> | <p>The Town currently does not have a formalized system in place to recognize longevity. This can often lead to wage compression.</p> <p>With the transition in essential positions over the next 5 – 7 years, the Workgroup believes a step in this direction may speak volumes to the existing staff and also serve as a recruitment tool for future Town of Milford employees</p> | The Workgroup would like to have further discussions with the BOS in 2023 about exploring this option. | The expense could be anywhere from \$35k to \$74k depending on how it is set up. |
| <u>VISION PLANS</u> | The Town only has vision discount programs, not a plan. | Explore the option of vision plans for the Town of Milford if it can save the Town or the Employee money. | Should be none |

XI. CONCLUSION

We believe one of the key components that we hear from staff is their collective feeling of “lack of value”. The Town of Milford needs to explore ways in which they can promote appreciation for staff and impress recognition of the value they bring to the Town.

This wage and benefit survey process has been both reactive and proactive. Proactive for anticipated retirements and future attrition that we know will happen. Reactive in that we have several (6+) full-time positions vacant (plus an additional 4 upcoming) that we are having difficulty filling with qualified personnel. A resounding message we are hearing, as Department Heads and as a Human Resource professional, pertains to wages. People either want more money than what we are offering and what our current wage scale permits. Staff is leaving to a) improve themselves financially in another community or setting, b) looking for better educational opportunities, or c) seeking out a better work-life balance.

Milford is often looked at as a stepping stone Town. That has pros and cons. It’s a pro in that we are well known for our Ambulance and Fire Service training; it’s a con in that we invest time and money into those new hires only to find they leave to pursue more lucrative opportunities elsewhere.

In order to be competitive in this market, we need to not only align ourselves with other like municipalities, but try to ensure our wage scale is within a 10% range of general municipal benchmark data.

Youth of today is no longer looking at what they can achieve for retirement purposes in 20 – 30 years. They need to make that car payment now. Afford that rent now. Put food on the table now. The 20–30-year-old is remaining in a position for 2-5 years and then moving on for the next best opportunity – onward and upward. We need to be responsive to the new work force generation and create a dynamic work environment that is appealing.

The objective of this approach is to create a stabile workforce for the Town, a desirable engaging environment that will serve as a catalyst for people to want to work for Milford and a way to ensure limited loss of institutional knowledge through appropriate succession planning strategies.

LONG TERM GOALS 2024-2025

1. Continue to monitor positions and wages over the next several years
2. The Workgroup recommends adjusting the wage scale annually by wage increase approved by the BOS.
3. Continue to monitor positions and wages to ensure adjustment to the wage schedule remains competitive with other municipal employers
4. Narrow the gap between the Town’s mid and the mid for comparative Towns from the survey. In other words, remain competitive with market wages.
5. Review and update the Compensation Manual (last revised by RAB 3/2008)
6. Seek BOS recommendations for possible Merit increases.
7. Establish a 3-5% differential between the highest paid staff and a supervisor.
8. Succession planning

Respectfully, we ask the Board of Selectmen to approve the following:

1. Approve the \$30,554 Market Adjustment for 2023.
2. Approve the 2024 revised Town Wage Schedule Exempt and Non-Exempt ([See Appendix VIII and Appendix IX](#)) which has been attached. This wage scale was adjusted by 4%.
3. Approve an annual COLA adjustment to wages and adjust the Wage Schedule accordingly.

Respectfully submitted:

Karen Blow
HR Director
On behalf of the Compensation Workgroup

COMPENSATION ADVISORY COMMITTEE

2023 PHASE II - REPORT TO BOS

APPENDIX FOR PRESENTATION 11.27.23

Appendix I – POSITIONS SURVEYED

SALARY EXEMPT POSITIONS

| | |
|------------------------------|---------------------------------------|
| ADMINISTRATION | 1. TOWN ADMINISTRATOR |
| AMBULANCE | 2. AMBULANCE DIRECTOR |
| ASSESSING | 3. ASSESSOR |
| COMMUNITY DEVELOPMENT | 4. COMMUNITY DEVELOPMENT DIRECTOR |
| | 5. BUILDING CODE ENFORCEMENT OFFICIAL |
| | 6. TOWN PLANNER (1 vacant) |
| DPW | 7. DPW DIRECTOR |
| | 8. TOWN ENGINEER |
| FINANCE | 9. FINANCE DIRECTOR |
| FIRE | 10. FIRE CHIEF |
| | 11. DEPUTY FIRE CHIEF |
| HUMAN RESOURCE | 12. HR DIRECTOR |
| IT | 13. IT DIRECTOR |
| | 14. IT ASSISTANT |
| MEDIA | 15. MEDIA DIRECTOR |
| POLICE | 16. POLICE CHIEF |
| | 17. POLICE CAPTAIN – ADMIN |
| | 18. POLICE CAPTAIN - SUPPORT |
| | 19. CIVILIAN PROSECUTOR |
| RECREATION | 20. RECREATION DIRECTOR |
| TAX COLLECTOR | 21. TAX COLLECTOR |
| TOWN CLERK (ELECTED) | 22. TOWN CLERK |

NON-EXEMPT (HOURLY) POSITION

| | |
|-----------------------|---|
| ADMINISTRATION | 1. EXECUTIVE ASST to TA/BOS |
| AMBULANCE | 2. PARAMEDIC – CAPTAINS |
| | 3. PARAMEDICS – FT |
| | 4. PARAMEDICS – PT |
| | 5. EMT/AEMT |
| | 6. A-EMT |
| | 7. BILLING CLERK/ADMIN ASST I (PT) |
| COMM DEV | 8. LUA III/ OFFICE MANAGER |
| | 9. LAND USE ASST I/PERMIT CLK (PT) / PT RESEARCH CLERK |
| | 10. CONSERVATION COMMISSION COORD (PT) |
| | 11. ELECTRICAL INSPECTOR (PT) |
| | 12. BUILDING INSPECTOR (PT) |

| | |
|-------------------------------|--|
| | 13. LPT RECORDING SECRETARY |
| FINANCE | 14. ACCOUNTANT/PAYROLL COORD. |
| | 15. F/T FINANCE CLERK |
| MEDIA | 16. VIDEOGRAPHER (PT GTM) |
| | 17. ASST MEDIA MANAGER |
| DPW – H&S | 18. PUBLIC WORKS EQUIPMENT OP |
| | 19. PUBLIC WORKS TRUCK DRIVER |
| | 20. PUBLIC WORKS ADMIN ASSISTANT II |
| | 21. PUBLIC WORKS FT LABORER |
| | 22. H&S GENERAL FOREMAN |
| | 23. PUBLIC WKS MECHANIC/TRK DRIVER |
| DPW – FACILITIES | 24. GEN'L MGR-FACILITIES (Bldg Services Sup) |
| | 25. PUBLIC WORKS CUSTODIAN F/T |
| DPW – TRANSFER STATION | 26. TRANSFER STATION SUPERVISOR |
| | 27. TRANSFER STATION EQUIPMENT OP. |
| | 28. TRANSFER STATION FT LABORER |
| DPW – CEMETERY | 29. CEMETERY/PARKS FOREMAN |
| | 30. CEMETERY TRUCK DRIVER/LABORER |
| | 31. CEMETERY FULL TIME LABORER |
| FIRE DEPARTMENT | 32. FIRE LIEUTENANT (2) |
| | 33. FT FIREFIGHTER (4) |
| | 34. FIRE ADMIN ASSISTANT II (1) |
| | 35. EMERG MGMT DIRECTOR (STIPEND) |
| | 36. CALL FIREFIGHTER I (6) |
| | 37. CALL FIRE II (4) |
| | 38. CALL FIRE II - DRIVER/OPERATOR (2) |
| | 39. CALL FIRE LIEUTENANT (3) |
| | 40. CALL FIRE CAPTAIN (1) |
| | 41. CALL DEPUTY FIRE CHIEF (1) |
| | 42. CALL ASSISTANT FIRE CHIEF (1) |
| POLICE DEPARTMENT | 43. CROSSING GUARD (2) |
| | 44. ADMIN ASSISTANT I P/T (4) |
| | 45. POLICE ADMIN ASST I FT (2) |
| | 46. POLICE ADMIN ASST I (to Prosecutor) (1) |
| | 47. POLICE ADMIN ASSISTANT III (to Chief) (1) |
| | 48. POLICE PATROL PROB – CONTRACT |
| | 49. POLICE PATROL 3 RD – CONTRACT |
| | 50. POLICE PATROL 2 ND – CONTRACT |
| | 51. POLICE PATROL 1 ST – CONTRACT |
| | 52. POLICE MASTER PATROL – CONTRACT (7) |
| | 53. POLICE MASTER-DETECTIVE – CONTRACT (2) |
| | 54. POLICE SERGEANT-NON UNION (4) |
| | 55. POLICE DET. SERGEANT-NON UNION (1) |
| RECREATION | 56. RECREATION PRG. COORDINATOR |
| | 57. RECREATION PGM INSTRUCTOR (LPT) |
| | 58. SEASONAL REC ADMIN FLOATER SEASONAL FRONT DESK SEASONAL LIFEGUARD/SWIM INSTRUCT |

| | |
|-------------------|--|
| | SEASONAL PT LIFEGUARD SEASONAL HEAD LIFEGUARD/SWIM INSTRUCT SEASONAL POOL MANAGER SEASONAL SWIM TEAM ASST COACH SEASONAL SWIM TEAM COACH |
| TOWN CLERK | 59. DEPUTY TOWN CLERK-36 HRS (Vacant) |
| | 60. ASSISTANT TOWN CLERK-35/36 HRS |
| | 61. MUNICIPAL CLERK (PT) |
| WELFARE | 62. WELFARE DIRECTOR (PT) |

POSITION SURVEYED, BUT NOT INCLUDED IN THE FORMAL WAGE STUDY

Information collected will be forwarded to the respective department for review and analysis.

| | |
|----------------------|---|
| LIBRARY | 1. LIBRARY DIRECTOR |
| | 2. ASSISTANT LIBRARY DIRECTOR |
| | 3. FT LIBRARY ASSISTANT |
| | 4. PT LIBRARY ASSISTANT |
| | 5. PT LIBRARY ASSISTANT/TECH SERVICES |
| | 6. PT LIBRARY PAGE |
| | 7. FT LIBRARIAN |
| | 8. PT LIBRARIAN |
| | 9. REFERENCE/ADULT SERVICES LIBRARIAN |
| | 10. YA/TEEN LIBRARIAN |
| | 11. CHILDREN'S LIBRARIAN |
| | 12. HEAD OF TECHNICAL SERVICES |
| | 13. PT CUSTODIAN / BLDG SERVICES |
| WATER UTILITIES DEPT | 1. DIRECTOR OF WATER UTILITIES |
| | 2. PT CUSTODIAN |
| | 3. OFFICE MANAGER (formerly WATER UTILITIES CLERK) |
| | 4. WATER UTILITIES CLERK (formerly WATER ACCOUNT CLERK) |
| | 5. WATER SYSTEM TECHNICIAN |
| | 6. WATER CERTIFIED OPERATOR |
| | 7. COLLECTIONS SYSTEMS OPERATOR |
| | 8. WWTF CERTIFIED OPERATOR |
| | 9. WW MAINT MECHANIC |
| | 10. UTILITY INSP/UTILITY SYSTEM OP |
| | 11. WATER Utility Inspector/Utility System Op |
| | 12. EXECUTIVE ASSISTANT I -WUD |
| | 13. WWTF LAB ASSISTANT |
| | 14. WATER UTILITIES MANAGER |
| | 15. DEPUTY DIRECTOR OF WUD |

Appendix II – FULL-TIME VACANCIES (Current & known)

| FULL-TIME VACANCIES | | |
|--|---------|-------|
| | Current | Known |
| ADMINISTRATION – EXEC ASST TO TA/BOS | | 1.00 |
| ASSESSING – ASSESSOR | | 1.00 |
| COMM DEV - TOWN PLANNER (start 11.28.22) | 1.00 | |
| DPW – ON MEDICAL LEAVE | | 1.00 |
| FINANCE - | | |
| GTM/MEDIA - | | |
| HR – | .25 | |
| IT - | | |
| LIB – DIRECTOR | | 1.00 |
| MAS – PARAMEDICS | 1.00 | 1.00 |
| MFD - | - | |
| MPD - PATROL | 2.00 | |
| REC - | - | |
| TC – DEPUTY TOWN CLKER | 1.00 | |
| WUD - | - | |

| | | |
|--------------|-------------|-------------|
| TOTAL | 5.25 | 5.00 |
|--------------|-------------|-------------|

Appendix III – RESOURCES UTILIZED IN DATA GATHERING

NHMA - <https://www.nhmunicipal.org/> (123 Communities)

BLS (Bureau of Labor & Statistics)

- Wages - All positions - https://www.bls.gov/oes/current/oes_nh.htm

Benefits – direct from Town/City or website

- Table of Contents <https://www.bls.gov/news.release/ebs2.toc.htm>
- Paid leave benefits <https://www.bls.gov/news.release/ebs2.t06.htm>
- Vacation, Sick, Holiday <https://www.bls.gov/ncs/ebs/benefits/2022/>
- Life Ins https://www.bls.gov/news.release/ebs2.t05.htm#ncs_nb_table5.f.2
- Turnover – Total separations
- **Table 16. Annual total separations rates by industry and region, not seasonally adjusted**
- Job Openings and Labor Turnover Survey <https://data.bls.gov/PDQWeb/jt>

Google - <https://govsalaries.com/>

NH ELMi (Economic & Labor Market Information Bureau) <https://www.nhes.nh.gov/elmi/>

- <https://www.nhes.nh.gov/elmi/products/oes-prod.htm>
- <https://www.nhes.nh.gov/elmi/products/documents/wages-all.pdf>

O’Net OnLine

- All positions - <https://www.onetonline.org/>
- Municipal - <https://www.onetonline.org/find/quick?s=municipal>

NH LABORNET/ANHPHERA

| TOWN/CITY | POPULATION |
|----------------|------------|
| Amherst | 11,753 |
| Exeter | 16049 |
| Goffstown | 18577 |
| Hampton | 16214 |
| Hooksett | 14871 |
| Laconia | 16871 |
| Lebanon | 14282 |
| Pelham | 14,222 |
| Somersworth | 11855 |
| Windham | 15,817 |
| Brookline | 5,835 |
| Mont Vernon | 2,613 |
| Wilton | 3,933 |
| Bedford | 23,800 |
| Keene | 22,497 |
| Merrimack | 27,165 |
| Portsmouth | 22,252 |
| Bethlehem | |
| Carroll County | |
| Durham | |
| Peterborough | |
| Rochester | |

Appendix IV – ATTRITION

2023 NATURAL ATTRITION – ESSENTIAL LOSSES DUE TO POTENTIAL RETIREMENTS, 5-7 YEARS

| | Breakeven | | FT | | PT | | POTENTIAL ESSENTIAL LOSSES | | | | | |
|--|------------|--------|-----------|---------------|-----------|---------------|----------------------------|----------|----------|----------|----------|-----------|
| | # | % | # | % | # | % | # TA/DIR | OTHR SAL | FIN | ADMINS | OTHER | TOTAL |
| 70 + | 7 | 3.61% | 1 | 0.52% | 6 | 3.09% | | | | 1 | | 1 |
| 60-69 | 33 | 17.01% | 25 | 12.89% | 8 | 4.12% | 8 | 4 | 1 | 1 | 1 | 15 |
| 50-59 | 37 | 19.07% | 23 | 11.86% | 14 | 7.22% | 4 | 1 | | | 1 | 6 |
| 40-49 | 34 | 17.53% | | | | | | | | | | |
| 30-39 | 44 | 22.68% | | | | | | | | | | |
| 20-29 | 36 | 18.56% | | | | | | | | | | |
| 20 + Under | 3 | 1.55% | | | | | | | | | | |
| TOTAL ALL EMPLOYEES AT 11/17/2023 | 194 | | 48 | 24.74% | 29 | 14.95% | 12 | 5 | 1 | 2 | 2 | 22 |

BREAKDOWN OF POTENTIAL ESSENTIAL LOSSES BY POSITION 5– 7 YEARS

| | # TA/DIR | OTHR SAL | FIN | ADMINS | OTHER |
|--------------|--------------|----------------|---------------|---------------------|---------------|
| 70 + | | | | ADMIN ASST II - DPW | |
| | 0 | 0 | 0 | 1 | 0 |
| 60-69 | ASSESSOR | BLDG CODE INSP | ACCOUNTANT/PR | EXEC ASST BOS/TA | |
| | IT DIR | TAX COLLECTOR | | | |
| | COMM DEV DIR | ASST LIB DIR | | | |
| | DPW DIR | | | | |
| | FIN DIR | | | | |
| | LIB DIR | | | | |
| | HR DIR | | | | |
| | POL CHIEF | | | | |
| | WELF DIR | | | | |
| | 9 | 3 | 1 | 1 | 0 |
| 50-59 | TA | POLICE CAPT | | | TRANS STA SUP |
| | MAS DIR | | | | WUD DEP DIR |
| | REC DIR | | | | |
| | FIRE CHIEF | | | | |
| | 4 | 1 | 0 | 0 | 2 |
| | 13 | 4 | 1 | 2 | 2 |
| | | | | | 22 |

APPENDIX V – MARKET ADJUSTMENTS FOR 2023

Town of Milford

2023 Market Adjustments - Wage & Salary Adjustments – Summary

| Department | 2023 Annualized Cost | 2023 Budget Impact (7 months) | 2023 Budget Impact (2 months) | 2024 Budget Carry forward (3 months) | |
|--|----------------------|-------------------------------|-------------------------------|--------------------------------------|--------------|
| Salary Employees | \$ 1,393 | \$ 812 | \$ 232 | \$ 348 | 1 position |
| Administration | \$ - | \$ - | \$ - | \$ - | 1 position |
| Ambulance | \$ 14,427 | \$ 8,416 | \$ 2,404 | \$ 3,607 | 8 positions |
| DPW | \$ 3,084 | \$ 1,799 | \$ 514 | \$ 771 | 2 positions |
| Finance | \$ 645 | \$ 376 | \$ 107 | \$ 161 | 1 position |
| Fire | \$ - | \$ - | \$ - | \$ - | |
| GTM | \$ - | \$ - | \$ - | \$ - | |
| OCD | \$ 1,676 | \$ 978 | \$ 279 | \$ 419 | 4 positions |
| MPD | \$ 260 | \$ 152 | \$ 43 | \$ 65 | 1 position |
| REC | \$ - | \$ - | \$ - | \$ - | 1 position |
| TC | \$ - | \$ - | \$ - | \$ - | |
| WEL | \$ 3,214 | \$ 1,875 | \$ 536 | \$ 803 | 1 position |
| 2022 adjustments | \$ 24,698 | \$ 14,407 | \$ 4,116 | \$ 6,174 | 20 positions |
| 23.71% | \$5,856 | \$ 3,416 | \$ 976 | \$1,464 | |
| 1 position NHRS at 32.99% for 2023, then 30.35% for 2024 | | | | | |
| Combined Total | \$ 30,554 | \$ 17,823 | \$ 5,092 | \$ 7,638 | |

Appendix VI – HEALTH INSURANCE COMPOSITE

COMPOSITE OF THOSE PARTICIPATING IN HEALTH INSURANCE

NOV 2023 HEALTH INSURANCE ENROLLMENT INFO

| ENROLLED IN HEALTH | SINGLE | 2PERS | FAM | | TOTAL | % OF STAFF PER PLAN |
|--------------------|--------|-------|-----|--|-----------|---------------------|
| HMO SOS | 8 | 7 | 10 | | 25 | 29% |
| HMO AB 15/40 | 24 | 16 | 20 | | 60 | 71% |
| | | | | | 85 | |

OPT OUTS

| | | | | | | |
|------------|----|---|---|--|-----------|-----------------------|
| TOWN (NU)* | 18 | | | | 18 | (ONLY PAYS AT SINGLE) |
| POLICE | 4 | 1 | 4 | | 9 | |
| | | | | | 27 | |

SUBTOTAL

| | | |
|------------|----------------------|------------|
| 112 | % of Opt Outs | 24% |
|------------|----------------------|------------|

* Town NU Opt Outs
Of the Town NU Opt Outs

- 3 - Single
- 6 - 2 Person
- 9 - Family

Appendix VII – OPT OUTS

| 2023 OPT OUT COST (at 11.17.2023) | | | | | |
|--|-------------|-------------|-------------|----------------|--------------------|
| | 1Per | 2Per | FAM | # Staff | Annual Cost |
| Non-Union (NU) | \$4,152.77 | \$4,109.57 | \$4,109.57 | | |
| # Staff | 18 | | | | |
| NU Cost to Town | \$74,749.86 | | | 18 | \$74,749.86 |
| Police | \$3,500.00 | \$7,000.00 | \$10,000.00 | | |
| # Staff | 4 | 1 | 4 | | |
| AFSMCE Cost to Town | \$14,000.00 | \$7,000.00 | \$40,000.00 | 9 | \$61,000.00 |
| Estimated Total Payout | | | | 27 | \$135,749.86 |

Town Opt Out 2023 (Teamsters Union Surrendered 9/22/2023 and as of 11/1/23 follow the Town's Opt Out

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

| | |
|--|-------------|
| Town Annual Contribution to Single Low HMO | \$10,381.92 |
| 40% of Town's Annual Contribution | \$4,152.77 |
| Div by 24 pays | \$173.03 |

AFSCME Opt Out 2023

| | Single | 2 Person | Family |
|----------------|---------------|-----------------|---------------|
| | \$ 3,500.00 | \$ 7,000.00 | \$ 10,000.00 |
| Div by 24 pays | \$145.83 | \$291.67 | \$416.67 |

**IF WE CONSIDER CHANGING THE OPT OUT PAYOUT TO A FLAT FEE - 2024
PROPOSED**

**Breakeven Point to
Change Opt Out from
40% of Low to Flat
Rate**

Mthly Cost 2024

\$60,428.64

| | AB 15/40 1K/3K | Annual Cost per Category | Annual Town Share at 85% | Offer as FLAT RATE Opt Out | Annual Savings to Town | # OF STAFF NEEDED TO TRANSITION TO OPT OUT TO BREAK EVEN AT EACH LEVEL | |
|----------|-----------------------|-------------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|---|----------------------------|
| 1 Person | \$1,117.53 | \$13,410.36 | \$11,398.81 | 3500 | \$7,898.81 | 7.65 | EE 15% share \$2,011.55 |
| 2 Person | \$2,235.05 | \$26,820.60 | \$22,797.51 | 7000 | \$15,797.51 | 3.83 | \$4,023.09 |
| Family | \$3,017.32 | \$36,207.84 | \$30,776.66 | 10000 | \$20,776.66 | 2.91 | \$5,431.18 |
| | AB SOS | | | | | | |
| 1 Person | \$760.11 | \$9,121.32 | \$9,121.32 | 3500 | \$5,621.32 | 10.75 | EE 0% share 0 |
| 2 Person | \$1,520.22 | \$18,242.64 | \$18,242.64 | 7000 | \$11,242.64 | 5.37 | 0 |
| Family | \$2,052.30 | \$24,627.60 | \$24,627.60 | 10000 | \$14,627.60 | 4.13 | 0 |

Appendix VIII – WAGE SCHEDULE EXEMPT

PROPOSED 2024 TOWN OF MILFORD WAGE SCHEDULE – EXEMPT 2024 – 4% Increase

TOWN OF MILFORD
2024 EXEMPT WAGE SCALE - 4% INCREASE

| GR | MIN | MID | MAX | POSITION(S) |
|----|-----------|------------|------------|---|
| 16 | 48,839.03 | 62,994.79 | 77,150.55 | No positions assigned |
| 17 | 51,305.31 | 66,156.69 | 81,008.07 | TAX COLLECTOR |
| | | | | ASSISTANT LIBRARY DIRECTOR (new 2023) |
| 18 | 53,836.51 | 69,447.49 | 85,058.48 | No positions assigned |
| 19 | 56,562.42 | 72,936.92 | 89,311.41 | IT ASSISTANT; |
| | | | | COMMUNITY MEDIA MANAGER |
| 20 | 59,385.66 | 76,581.32 | 93,776.97 | BUILDING CODE ENFORCEMENT OFFICIAL; |
| | | | | RECREATION DIRECTOR; |
| | | | | TOWN PLANNER |
| 21 | 62,338.73 | 80,402.27 | 98,465.81 | POLICE CIVILIAN PROSECUTOR |
| 22 | 65,454.05 | 84,421.58 | 103,389.11 | ASSESSOR; |
| | | | | HR DIRECTOR |
| 23 | 68,731.62 | 88,645.09 | 108,558.56 | No positions assigned |
| 24 | 72,236.34 | 93,111.42 | 113,986.50 | DEPUTY FIRE CHIEF |
| 25 | 75,546.35 | 97,616.08 | 119,685.82 | FINANCE DIRECTOR; IT DIRECTOR; LIBRARY DIRECTOR; POLICE CAPTAIN-ADMIN; POLICE CAPTAIN-SUPPORT TOWN ENGINEER (new 2023) |
| 26 | 80,102.33 | 102,886.22 | 125,670.12 | AMBULANCE DIRECTOR; COMMUNITY DEVELOPMENT DIRECTOR; |
| 27 | 83,756.50 | 107,855.06 | 131,953.62 | FIRE CHIEF |
| 28 | 88,007.61 | 113,279.45 | 138,551.30 | DPW DIRECTOR; POLICE CHIEF; WATER/WASTEWATER DIRECTOR |
| 29 | 92,453.43 | 118,997.85 | 145,542.27 | No positions assigned |
| 30 | 96,114.95 | 124,433.88 | 152,752.81 | TOWN ADMINISTRATOR |

Positions – new/retired/grade change:

| YEAR | DEPT | NEW | RETIRED(R)/INACTIVE(I) | GRADE CHANGE |
|-------------|-------------|----------------------------|--|--|
| 2023 | LIB | Assistant Library Director | I-Head of Circulation | |
| 2023 | GTM | Community Media Director | I-Media Manager | |
| 2023 | Town Clerk | | Removed from Schedule at TC request Grade 18 | |
| 2022 | MFD | Deputy Fire Chief | I-Captain Training Prevention | |
| 2022 | DPW/OCD | Town Engineer | Highway Manager | |
| 2021 | IT | IT Technician | | |
| 2021 | WUD | Director | | change per Commissioners from 26 to 28 |
| 2018 | GTM | Community Media Director | I-Community Media Mgr | |
| 2016 | OCD | | I-Town Planner/GIS Coordinator | |
| 2016 | LIB | | I-Assistant Library Director | |

Appendix IX – WAGE SCHEDULE NON-EXEMPT

PROPOSED 2024 TOWN OF MILFORD WAGE SCHEDULE – NON-EXEMPT – 4% Increase

TOWN OF MILFORD
2024 REVISED EXEMPT WAGE SCALE - 4% INCREASE

| GR | MIN | MID | MAX | POSITION(S) | DEPT | JOB CODE |
|---------------------------|------------|-------|-------|--------------------------------------|-----------|--------------|
| 1 | 10.39 | 13.55 | 16.70 | LIBRARY PAGE (LPT) | LIB | L12 |
| 2 | 10.90 | 14.22 | 17.53 | AMIN ASST-SEASONAL (PT/FT) | REC | RD 36 |
| | | | | CALL FIRE I (CALL) | MFD | FD08 |
| | | | | CUSTODIAN (PT) | LIB | LI13 |
| | | | | PROGRAM INSTRUCTOR (LPT) | REC | RD39 |
| 3 | 11.45 | 14.93 | 18.41 | LABORER-SEASONAL (PT/FT) | DPW | CE08 or PW10 |
| 4 | 12.01 | 15.62 | 19.25 | ASST SWIM TEAM COACH (STIPEND) | REC | RD14 |
| | | | | GTM VIDEOGRAPHER (LPT) | GTM | PA02 |
| | | | | LIFEGUARD –SEASONAL (PT/FT) | REC | |
| | | | | TENNIS INSTRUCTOR-SEASONAL (PT) | REC | RD22 |
| 5 | 12.59 | 16.40 | 20.21 | HEAD LIFEGUARD (PT/FT) | REC | RD40 |
| | | | | HEAD SWIM TEAM COACH SEAS (PT/FT) | REC | RD08 |
| 6 | 13.27 | 17.29 | 21.31 | ADMIN COORD-SEASONAL (PT/FT) | REC | RD11 |
| | | | | CALL FIREFIGHTER II (CALL) | MFD | FD03 |
| | | | | CHECKLIST SUPERVISOR (LPT \$12.00) | ELECT | EO04 |
| | | | | CROSSING GUARDS (LPT 3HR BLOCK) | MPD | PD14 |
| | | | | EMT-NO PTO (LPT) | MAS | AM08 |
| | | | | GIS TECH (PT/FT) | DPW/OCD | PW33 |
| | | | | INTERN (PT/FT) | As needed | CD20/WU04 |
| | | | | PARK RANGER-SEASONAL (PT/FT) | REC | RD15/RD16 |
| | | | | POLICE MATRON (LPT) | MPD | PD15 |
| | | | | 7 | 13.94 | 18.16 |
| 8 | 14.65 | 19.07 | 23.50 | CALL FIREFIGHTER I/II DRIVER (CALL) | MFD | FD16 |
| | | | | POOL MANAGER-SEASONAL (FT) | REC | RD34 |
| 9 | 15.37 | 20.02 | 24.66 | ADMINISTRATIVE ASSISTANT I (PT) | MPD | PD16 |
| | | | | CONSERVATION COMM COORD (RPT) | OCD | CCO2 |
| | | | | MUNICIPAL CLERK (PT) | TC | TC08 |
| 10 | 16.14 | 21.02 | 25.91 | AEMT-NO PTO (PT) | MAS | AM09 |
| | | | | AEMT PER DIEM (PD) | MAS | AM15 |
| 11 | 16.92 | 22.06 | 27.20 | ADMIN ASST I (FT) | MPD-TEAM | PD12 |
| | | | | ADMIN ASST I (PD) | ASSESS | AS05 |
| | | | | ASSISTANT MEDIA MANAGER (FT) | GTM | PA05 |
| | | | | BUILDING SERVICES (LPT) | LIB | LI34 |
| | | | | CALL FIRE LIEUTENANT (CALL) | MFD | FD06 |
| | | | | CUSTODIAN (FT) | DPW | PW07 |
| | | | | LABORER (FT) | DPW-TEAM | PW35/PW09 |
| | | | | LABORER (FT) | CEM | CE02 |
| | | | | LABORER (FT) TRANSFER STATION | DPW-TEAM | SW09 |
| | | | | LABORER-SEASONAL (PT/FT) | DPW | PW30 |
| | | | | LAND USE ASST I/PERMIT TECH (RPT) | OCD | CD15 |
| | | | | LAND RESEARCHER (PT) | OCD | AD05 |
| | | | | LIBRARY ASSISTANT SUB (PT) | LIB | LI32 |
| | | | | LIBRARY ASSISTANT (PT) | LIB | LI11 |
| | | | | LIBRARY ASSISTANT (FT) | LIB | LI30 |
| | | | | LIB BLDG SERVICES SPECIALIST | LIB | LI36 |
| | | | | LIBRARY TECH SERVICES (PT) | LIB | LI08 |
| RECORDING SECRETARY (LPT) | OCD/ZONING | ZB05 | | | | |
| 12 | 17.79 | 23.18 | 28.56 | OFFICE MANAGER WUD (FT) | WUD | |
| | | | | WATER UTILITIES CLERK (FT) | WUD | WU09 |
| | | | | BILLING CLERK (RPT) | MAS | AM14 |
| | | | | DEPUTY TOWN CLERK (FT) | TC | TC12 |
| | | | | FINANCE CLERK (FT) | FIN | FI09 |
| | | | | PROGRAM COORDINATOR, REC (FT) | REC | RD32 |
| 13 | 18.70 | 24.35 | 30.00 | ADMINISTRATIVE ASSISTANT II-DPW (FT) | DPW | PW06 |
| | | | | ADMINISTRATIVE ASSISTANT II-MFD (FT) | MFD | FD02 |

| | | | | | | | |
|------------------------------|-------|-------|-------|---|---------------------------------------|--------|------|
| | | | | ADMINISTRATIVE ASSISTANT II-MPD (FT) | MPD | PD10 | |
| | | | | AEMT (FT) | MAS | AM16 | |
| | | | | EMT (FT) | MAS | AM03 | |
| | | | | FIREFIGHTER (FT) | MFD | FD15 | |
| | | | | TRUCK DRIVER/LABORER (FT) H&S | DPW-TEAM | PW05 | |
| | | | | TRUCK DRIVER/LABORER (FT) TRSTA (new 2023) | DPW-TEAM | SW14 | |
| | | | | TRUCK DRIVER/LABORER (FT) CEM | DPW-TEAM | CE14 | |
| 14 | 19.63 | 25.55 | 31.48 | ADMINISTRATIVE ASSISTANT III, PARA-MPD (FT) | MPD | PD24 | |
| | | | | ASSISTANT CHILDREN'S LIBRARIAN (FT) | LIB | LI35 | |
| | | | | ASSISTANT TOWN CLERK (ADMIN III) (FT) | TC | TC13 | |
| | | | | CALL FIRE CAPTAIN | MFD | FD07 | |
| | | | | EXECUTIVE ASST I (ADMIN III) (WUD) | WUD | WW24 | |
| | | | | LAND USE ASST III/OFFICE MGR (FT) | OCD | CD22 | |
| | | | | MECHANIC (FT) | DPW | PW25 | |
| 15 | 20.60 | 26.82 | 33.04 | COLLECTION SYSTEM OPERATOR | WUD | WW21 | |
| | | | | EQUIPMENT OP TRANS STATION (FT) | DPW-TEAM | SW04 | |
| | | | | EQUIPMENT OP H&S (FT) | DPW-TEAM | PW04 | |
| | | | | LAB ASSISTANT (FT) | WUD | WW18 | |
| | | | | WATER UTILITY INSP/UTIL SYSTEM OPERATOR | WUD | WU07 | |
| | | | | UTILITY INSP/UTILITY SYSTEM OP | WUD | WU05 | |
| | | | | MAINTENANCE MECHANIC WW (FT) | WUD | WW05 | |
| | | | | OPERATOR, CERTIFIED WWTF (FT) | WUD | WW04 | |
| | | | | OPERATOR, CERTIFIED WATER (FT) | WUD | WA10 | |
| | | | | PARAMEDIC (PT) | MAS | AM02 | |
| | | | | WATER SYSTEM TECHNICIAN | WUD | WA16 | |
| | | | | WATER SYSTEM UTILITY INSP/UTIL SYS OP | WUD | WU07 | |
| 16 | 21.62 | 28.16 | 34.71 | CALL DEPUTY FIRE CHIEF (CALL) | MFD | FD09 | |
| | | | | FF LIEUTENANT (FT) | MFD | FD20 | |
| | | | | PARAMEDIC (FT) | MAS | AM01 | |
| 17 | 22.72 | 29.58 | 36.44 | ACCOUNTANT/PAYROLL COORD (FT) | FIN | FI01 | |
| | | | | CALL ASSISTANT FIRE CHIEF (CALL) | MFD | FD10 | |
| | | | | EXECUTIVE ASSIST II (ADMIN IV) TA/BOS (FT) | ADMIN | AD12 | |
| | | | | FOREMAN, PARKS & CEM (FT) | DPW | CD13 | |
| | | | | WATER UTILITIES MANAGER (new 2023) | WUD | WU08 | |
| 18 | 23.83 | 31.05 | 38.27 | WELFARE DIRECTOR (PT) | WELF | WE00 | |
| | | | | SUPERVISOR, TRANSFER STATION (FT) | DPW | SW00 | |
| 19 | 25.04 | 32.61 | 40.18 | CHILDRENS LIBRARIAN (FT) | LIB | LI26 | |
| | | | | DEPUTY DIR OF WATER UTILITIES (FT) | WUD | WW22 | |
| | | | | ELECTRICAL INSPECTOR (PT) | OCD | CD14 | |
| | | | | GENERAL MANAGER, FACILITIES (FT) | DPW | PW37 | |
| | | | | GENERAL FOREMAN, H&S (FT) | DPW | PW15 | |
| | | | | HEAD OF REF & ADULT SVCS LIBRARIAN (new 2023) | LIB | LI37 | |
| | | | | HEAD OF TECHNICAL SERVICES (FT) | LIB | LI02 | |
| | | | | LIBRARIAN (FT) | LIB | LI03 | |
| | | | | PARAMEDIC, CAPTAIN (FT) | MAS | AM17 | |
| | | | | REF & ADULT SVC LIBRARIAN (FT) | LIB | LI14 | |
| | | | | YOUNG ADULT SVCS&REF LIBRARIAN (FT) | LIB | LI22 | |
| 20 | 26.30 | 34.23 | 42.17 | no positions | | | |
| 21 | 27.06 | 35.68 | 44.30 | no positions | | | |
| 20E | 37.14 | 41.32 | 45.50 | POLICE SERGEANT-NON-UNION (FT) | MPD | PD21 | |
| 20DS | 38.00 | 42.17 | 46.35 | POLICE DET SERGEANT-NON-UNION (FT) | MPD | PD23 | |
| OTHER SEASONAL | | | | | | | |
| ADMIN ASST PT | | | | | LPT/PT | CD06 | |
| EQUIPMENT OPERATOR – DPW NEW | | | | | SNOW PLOW DRIVER/HEAVY EQUIP SEASONAL | LPT/PT | PW16 |
| VOLUNTEER | | | | | | | |
| 10-Jun | 0 | 0 | 0 | AMB EMT/A/P – VOLUNTEER | MAS VOL | AM12 | |

(See attachment - tracking changes)

POSITION CHANGES – NEW/TERMS/CHANGES

| 2023 | | | From GR | To GR |
|------------|-----|--|---------|-------|
| NEW | | WATER UTILITIES CLERK (was ACCOUNT CLERK (PT) WA13) | | |
| INACTIVE | | ACCOUNT CLERK (PT) WA13 | | |
| NEW | | OFFICE MANAGER WUD (was ACCOUNT CLERK (FT) WA02) 12/5/2023 | | |
| INACTIVE | | ACCOUNT CLERK (FT) WA02 | | |
| NEW | | LAB ASSISTANT (FT) (NEW 2022) | | |
| INACTIVE | | SUPERVISOR, LAB/WUD WWTF (FT) | | |
| NEW | | WATER UTILITIES MANAGER (new 2023) | | |
| NEW | | HEAD OF REF & ADULT SVCS LIBRARIAN (new 2023) | | |
| NEW | | COLLECTIONS SYSTEM OPERATOR (was formerly COLLECTION SYSTEM TECHNICIAN WW23) | | |
| INACTIVE | | UTILITY FOREMAN WU06 | | |
| INACTIVE | TC | REMOVE FROM WAGE SCALE - TOWN CLERK | 18 | |
| 2022 | | | From GR | To GR |
| TITLE CHG | MFD | FF I/II DRIVER/OPERATOR | | 8 |
| GRADE CHG | MAS | PT BILLING CLERK/ADM I | 11 | 12 |
| GRADE CHG | WUD | WATER ACCT CLK (FT) (A-1) | 11 | 12 |
| GRADE CHG | WUD | WATER ACCT CLK (PT) (A-1) | 11 | 12 |
| GRADE CHG | TC | ASST TOWN CLERK (A-III) | 13 | 14 |
| GRADE CHG | WUD | WUD EXEC ASST (A-III) | 17 | 14 |
| GRADE CHG | TC | ADMINISTRATIVE ASSISTANT III, PARA-MPD (FT) | 13 | 14 |
| GRADE CHG | OCD | LAND USE ASST III/OFFICE MGR (FT) | 13 | 14 |
| GRADE CHG | MAS | PARAMEDIC (PT) | 13 | 15 |
| TITLE CHG | WUD | HEAVY EQUIP OP LEAD to COLLECTION SYSTEM TECHNICIAN (3/27/22) approved by Union | 16 | 15 |
| TITLE CHG | WUD | DISTRIBUTION SERVICE METER TECH to WATER SYSTEM TECHNICIAN (3/27/22) approved by Union | 15 | 15 |
| ADD - NEW | MFD | FF LIEUTENANT | | 16 |
| RETIRE | MFD | FIRE INSPECTOR/PUBLIC EDUCATION | | |
| RETIRE | MFD | FIRE CAPTAIN - TRAINING PREVENTION OFFICER(8.2022) | 20E | |
| RETIRE | WUD | WATER OPERATOR, NON-CERTIFIED | | |
| INACTIVE | WUD | TRUCK DRIVER/EQUIP OP WWTF | | |
| 2021 | | | From GR | To GR |
| CORRECTION | | 4+E172:G206.26.01 – CORRECTION TO GRADES 1, 2, 11, and 20E | | |
| GRADE CHG | MAS | BILLING CLERK grade 9 -> 11 (approved by JS 12.9.21) | 9 | 11 |
| TITLE CHG | MFD | FT FIREFIGHTER to FIRE INSPECTOR/PUBLIC ED | 13 | 16 |
| TITLE CHG | MFD | FIRE CAPTAIN-TRAINING PREVENTION OFFICER (2021) (Combined positions-adding Fire Insp Public Ed) | 19 | 21 |
| RETIRE | MFD | FIRE CAPTAIN PREVENTION OFFICER (8/2021) | 19 | |
| RETIRE | MFD | FIRE CAPTAIN TRAINING OFFICER (8/2021) | 19 | |
| ADD - NEW | TC | FT ASSISTANT TOWN CLERK (eff Jan 2021) | | 13 |
| RETIRE | TC | FT MUNICIPAL CLERK FLOATER (eff Jan 2021) | | |
| ACTIVATE | WUD | DISTRIBUTION SVC/METER TECH – requesting union to change to Water System Tech (7/12/21) | 15 | 15 |
| TITLE CHG | WUD | HEAVY EQUIP OP/LEAD (Gr16) – requesting union to change to Collection System Tech (Gr15) (7/12/21) | 16 | 15 |
| TITLE CHG | WUD | FOREMAN WATER to UTILITY FOREMAN per Commissioners – same grade (merged Water/Collections Foreman role) | 17 | 19 |
| TITLE CHG | WUD | Y+E172:G206 | 17 | 19 |
| TITLE CHG | WUD | FOREMAN COLLECTIONS to WATER INSPECTOR/UTILITY SYSTEM OP (2021) | 17 | 15 |
| GRADE CHG | WUD | FOREMAN SEWER Grade 17 to Grade 19 per Commissioners (2021) | 17 | 19 |
| 2020 | | | From GR | To GR |
| ADD | DPW | General Foreman, H&S (2020) | | |
| ADD | LIB | Library Assistant Substitute (2020) | | |
| RETIRE | MFD | Call Fire Alarm Superintendent (Gr11 - 2020) | | |
| ADD | MFD | Call Firefighter II Driver, Grade 8 (2020) | | |
| CHANGE | OCD | Research Clerk/Planning title change, Land Research (2020) | | |
| CHANGE | REC | Lifeguards from Grade 2, move all Lifeguards to Grade 4 - Seasonal (2020) | | |
| ADD | REC | Program instructor - LPT/PD (2020) | | 2 |
| ADD | TC | Municipal Clerk Floater/FT (2020) | | |
| RETIRE | TC | Assistant Deputy Town Clerk - LPT | | |
| ADD | TC | Assistant Deputy Town Clerk - LPT | | |
| ADD | WUD | Truck Driver/Equipment OP (both Team) (2019/2020) | | |
| RETIRE | WUD | Distribution Svc Meter Tech (WA01) and add TD | | |
| 2019 | | | From GR | To GR |
| ADD | MAS | FT AEMT'S | | 13 |
| 2018 | | | From GR | To GR |
| CHANGE | LIB | Head of Circulation became Salaried Position (1.2018) | | |
| ADD | MFD | FT Firefighters added 6/10/2018 | | 13 |
| INACTIVE | OCD | Environmental Programs Coord (Grade 16) (2018) | | |
| 2017 | | | From GR | To GR |
| RETIRE | LIB | Facilities Manager (2017) | | |

APPENDIX X – RECRUITMENT MECHANISMS

Human Resources routinely posts openings in the following free locations:

Where is the ad customarily posted:

Town Depts

Facebook pages

Auburn NH Community Group
NH Job Board
Merrimack Forum
Amherst NH
New Boston NH & Surrounding Towns
Hollis-Brookline Community
Milford NH Residents
Milford NH Sunview/Hilton

NHMA

NH Labornet (HR Group)

ANPHERA (HR Group)

LinkedIn

Other Resource:

Schools:

- Amherst College
- Boston University
- Brown University
- Colby College
- Framingham State Univ
- Merrimack College
- Norwich University
- New England College
- Salem State University
- Saint Anselm College
- The University of Rhode Island
- Tufts University
- University of New Hampshire
- University of Massachusetts Boston
- University of Vermont
- Westfield State University

Automated Free Website:

- Indeed
- Adzuna
- AppCast
- CareerCentric Organic (US Only)
- CareerJet
- Facebook Job Boards
- Glassdoor.com
- Job Inventory
- JobBoost
- Jobbydoo
- JobCase
- JobisJob
- Jooble
- JuJu.com (USA only)
- LinkedIn Organic
- LinkUp
- Monster Controlled (USA Only)
- My Job Helper
- Neuvo
- Oodle.com
- Recruit.net
- SimplyHired
- Trovit
- US Jobs
- ZipRecruiter Organic

Other avenues of recruitment requiring fees include:

- ICMA (International City/County Management Association) <https://icma.org/>
- Massachusetts Municipal Association Career Opportunities <https://www.mma.org/municipal-marketplace/job-ads/>
- American Public Works Association <https://www.apwa.net/>
- Manchester Union Leader
- CraigsList

Department Specific (any professional affiliations departments may have – may be fee)

Fire Dept/Ambulance

- New Hampshire Fire Academy & EMS <https://nhfa-ems.com/careers/>

Community Development

- Office of Strategic Initiatives <https://www.nh.gov/osi/jobs-grants/jobs/index.htm>
- American Planning Association (Director posts)

Water Utilities

- NH Water Works Association <https://nhwwa.org/careers-in-drinking-water-employment/>

Recreation

- NH Recreation & Parks (Dept posts) <https://nhrpa.com/>

Other

- NH Employment Security <https://www.nhes.nh.gov/>

5. 4. Third Party Payroll Services Request for Proposal

DRAFT December 7, 2023

**REQUEST FOR QUALIFICATIONS AND PRICE
PROPOSALS**

**PROCESSING SERVICES FOR
PAYROLL HUMAN RESOURCES TIME & ATTENDANCE**

CONTRACT 2023-XX

December X, 2024

PROPOSALS DUE:

December XX, 2023

Late Proposals Cannot Be Accepted

DELIVER COMPLETED SUBMISSIONS TO:

Lincoln, Town Administrator
Milford Town Hall
1 Union Square, Milford, NH 03055
Phone: 603-249-0620
e-mail: ldaley@milford.nh.gov

DRAFT December 7, 2023

(LEGAL NOTICE)

TOWN OF MILFORD REQUEST FOR RESPONSE PROCESSING SERVICES
FOR
PAYROLL, HR, TIME and ATTENDANCE
CONTRACT#2023-xx

The Town of Milford seeks the services of professional vendor to deliver turn-key payroll, time and attendance and human resources functions. Currently, the Town department payroll functions are completed in-house using NOVA software/hardware/web-based system, various spreadsheets, and other forms. The Town desires to move to a single or fully integrated, web-based system to manage all payroll functions with limited human resources functions on behalf of the Town.

Request for Proposal documents are available Monday, December XX, 2023 via email to Lincoln Daley, Town Administrator, Town of Milford at ldaley@milford.nh.gov and www.milford.nh.gov.

Sealed technical qualifications and sealed priced proposals to provide the Town of Milford, NH with Processing Services for Payroll/Human Resources/Time & Attendance will be received at the Town Administrator's Office, Milford Town Hall, 1 Union Square, Milford, NH 03055 on Friday, December XX, 2023 until 4:00 pm and will be subsequently be opened in accordance with the Town's procurement policy. The Town reserves the right to decide which services will be placed into contract.

The Town of Milford is an Equal Opportunity Employer.

This Invitation for Bids is in accordance with M.G.L. Chapter 30(8). Christopher Senior
Town Manager, Chief Procurement Officer

DRAFT December 7, 2023

PROCESSING SERVICES FOR PAYROLL/HUMAN RESOURCES & ATTENDANCE

INFORMATION FOR PROPOSERS

The Town of Milford seeks the services of professional vendor to deliver turn-key payroll, time and attendance and human resources functions. Currently, the Town department payroll functions are completed in-house using NOVA software/hardware/web-based system, various spreadsheets, and other forms. The Town desires to move to a single or fully integrated, web-based system to manage all payroll functions with limited human resources functions on behalf of the Town.

Sealed technical qualifications and sealed priced proposals to provide the Town of Milford, NH with Processing Services for Payroll/Human Resources/Time & Attendance will be received at the Town Administrator's Office, Milford Town Hall, 1 Union Square, Milford, NH 03055 on Friday, December 22, 2023 until 4:00 pm and will be subsequently be opened in accordance with the Town's procurement policy. The Town reserves the right to decide which services will be placed into contract.

Pre Proposal Conference and Site Visit

There is no Pre-Proposal Conference or site visit scheduled.

Materials To Be Furnished

All materials which are required for services under this contract are to be furnished in their entirety by the Contractor.

Bid Security

No bid/proposal security is required.

Form For Proposals

The Town may consider informal any proposal not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No proposer may withdraw a bid within 30 work days after the actual date of the opening thereof.

Proposals must be submitted on the prescribed forms plus additional materials as appropriate.

All proposals must be submitted in sealed envelopes bearing on the outside the name of the proposer, the address, and the name of the project for which the proposal is submitted. If forwarded by mail, preferably by certified mail, the sealed envelope containing the proposal and marked as directed above must be enclosed in another envelope addressed to the Procurement Officer.

DRAFT December 7, 2023

Award of Contract

Using an internal rating system, the committee shall assign a rating system to each criterion and base their award decision on the most advantageous proposal taking into consideration the qualifications of the vendor along with the submitted pricing. The best overall proposal is not necessarily the proposal receiving the highest rating for the "Competitive Evaluation Criteria" nor the proposal with the most inexpensive contract terms. The documented results shall then be submitted to the Milford Board of Selectmen for final authorization to award a contract.

The Town may make such investigations as it deems necessary to determine the ability for the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose. The Town reserves the right to reject any proposal if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the Contract. The Town reserves the right to reject any or all proposals if it would be in the public interest to do so. A bid which includes for an item a unit price or lump sum that is abnormally low or high may be rejected as unbalanced.

The investigation of a proposer will seek to determine whether the organization is adequate in size and experience, and whether available equipment and financial resources are adequate to assure the Town that the work will be completed at a rate and in a manner consistent with that required. The amount of other work to which the proposer is committed will also be a consideration in establishing that a bidder is a "responsible and eligible bidder" in conformity with the requirements of this Contract.

Execute Contract

The party to whom the Contract is awarded will be required to execute the Contract on or before _____, 2024.

Addenda and Interpretation

All questions by prospective proposer as to the Interpretation of the Information for Proposers, form of proposal, form of contract, specifications, or bond must be submitted in writing to Lincoln Daley, Town Administrator at least seven (7) days before the date herein set for the opening of proposals. An interpretation of all questions so raised which in their opinion require interpretations will be mailed or emailed, to all plan holders of record at the addresses given by them on or about three days before the date of the opening of bids.

DATES FOR THIS PROPOSAL

| | |
|--------------------|--|
| December 12, 2023 | RFP Issued |
| December 18, 2023 | Last day for questions to be submitted |
| December 20, 2023 | Questions answered |
| December 22, 2023 | Proposals Due, 4:00 pm |
| January 4-12, 2023 | Optional Interview Period |
| January 29, 2023 | Notification of Award (tentative) |

Payroll services to begin for Town April 1, 2024.

DRAFT December 7, 2023

TOWN OF MILFORD, NEW HAMPSHIRE

REQUEST FOR QUALIFICATIONS AND PRICE PROPOSALS

PAYROLL/ HUMAN RESOURCES/ TIME & ATTENDANCE

PROCESSING SERVICES

Competitive sealed proposals are invited. Technical qualifications will be evaluated by a committee appointed by the Town Administrator and Board of Selectmen. The Board of Selectmen will determine the most advantageous proposal after taking into consideration the evaluation of technical qualifications made by the review team together with a consideration of prices.

Any questions pertaining to this Request for Qualifications are to be directed to Lincoln Daley, Town Administrator at ldaley@milford.nh.gov or 603-249-0602.

PROPOSAL SUBMISSION PROCEDURE

Proposals are to be sent to:

Lincoln Daley
Town Administrator
Milford Town Hall
1 Union Square
Milford, NH 03055

Friday, December 22nd at 4:00 pm at which time they will be opened in accordance with MGL Chapter 30B, Section 6 (d). **Proposals received after that date and time will not be accepted.**

NOTE: Price proposals must be kept entirely separate from technical proposals.

- **Seven (7)** copies of each proposal plus an electronic version and an unbound original shall be submitted as follows: Technical Qualifications shall be submitted on the form furnished and sealed in an envelope marked:
 - Proposal Envelope A- Technical Qualifications
 - Payroll / Human Resources/ Time & Attendance Processing Services
 - Bidder's Name _____
- Price proposals shall be submitted on the form furnished and sealed in an envelope marked:
 - Proposal Envelope B - Price Proposal
 - Payroll / Human Resources/ Time & Attendance Processing Services Bidder's Name
- Prices must be submitted for each year of the contract on the form provided.

CONTRACT PERIOD

The contract period is anticipated to be from April 1, 2024 to April 1, 2026 with an option to renew for two (2) additional years at the sole option of the Town for a total of five years.

Vendors should provide a detailed timeline for implementation that shows complete payroll services in place by April 2024.

Award will be made within thirty (30) days from the proposal submission date unless the time is extended by consent of all parties concerned.

The Town reserves the right to amend the contract to meet changing requirements and/or to cancel the contract resulting from this RFP upon thirty (30) days written notice.

Award, payment, and performance obligations in the present and succeeding fiscal years shall depend on availability and appropriation of funds.

EVALUATION OF PROPOSALS

1. MINIMUM EVALUATION CRITERIA

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum evaluation criteria have been met:

- M-1 The proposing firm has been providing payroll / human resources processing services to at least 10 municipalities for a continuous period of not less than five years.
- M-2 The proposing firm has successfully provided payroll services to at least 4 towns of a similar size to Milford (population of 16,000 and some 130 employees).
- M-3 The proposing firm must be an established business, corporation, partnership, firm or individuals who normally furnish such services as the principal business for which the corporation or firm is formed. A description of the business including a list of clients (does not have to be complete list; sample is acceptable) and number of employees is required. The proposal shall provide the name, address, and telephone number of at least two financial references if the firm is less than 7 years old.
- M-4 The proposing firm must not be debarred under M.G.L., chapter 149, section 44C or disqualified under M.G.L., chapter 7, section 380, as applicable.
- M-5 All proposals must meet the following six minimum technical and systems criteria:
 - a. The Vendor shall host services at its location and provide services inside and outside of the Town Hall (i.e. cloud based).
 - b. The system must be web enabled and support multiple web based browser applications, such as the current versions of Internet Explorer, Chrome, and Firefox for both desktops, laptops, tablets, and handheld devices.
 - c. The system must support Windows 10 or higher operating system.

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- d. The system must be a single application or comprehensive integrated solution;
 - e. The system must be an open system, support seamless integration of data with and from other applications, and provide system integration.
 - f. The system must have the ability to fully interface with MUNIS financial system.
- M-6 The proposed product solution submittal must meet the following requirements:
- a. Stable product that uses advanced technology and is expandable.
 - b. It must be a proven outsourced solution that has been successfully implemented.
 - c. It must have a powerful rules engine that allows end users to develop complex rules with minimal assistance from technical staff and minimal use of customized programs.
 - d. The product must adapt to varying employee schedules and the complex policies and practices of the municipality and its unions.
 - e. The product must interface with the Town's MUNIS Financial system.

The evaluation process will include each proposal being reviewed by an evaluation committee appointed by the Town Administrator and Board of Selectmen. Those proposals that meet all of the minimum requirements as outlined in this RFP, and are determined to be both responsive (those that offer all of the services requested in the RFP and contain all of the required information and forms properly completed) and those that are responsible (those with the capability, integrity, and reliability to perform under the contract) will be further reviewed using the comparative criteria outlined in this below.

PROPOSAL REQUIREMENTS

Seven (7) copies of each proposal are required plus an electronic copy and an unbound original.

- A. TECHNICAL QUALIFICATIONS SHOULD RESPOND TO THE FOLLOWING IN A WELL CRAFTED NARRATIVE.** The Technical Qualifications submittal must also include Exhibit 1 filled out as completely as possible.
1. The date the company was started and the number of consecutive years the proposer has been providing payroll / human resources processing service.
 2. Evidence of financial stability: If the company is less than 7 years old, proposal shall provide the name, address, and telephone number of at least two financial references.
 3. The name and address of all municipalities to which the proposer is providing payroll/ human resource processing services in New Hampshire and any significant municipal clients located elsewhere in New England.
 4. Samples of input - output forms, reports, journals, and data entry instructions.
 5. Training to be provided. Include a statement of the type of training to be provided together with the resume(s) of the trainers to be assigned to the Town of Milford. Provide specifics of hours and type of training (in person, web, phone, etc.)
 6. Company organization, number, and type of personnel. An organization chart must be submitted showing the organization structure, number, and type of personnel directly involved with payroll,

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human resource and time and attendance processing services.

7. Any exception, deviation, or alternate to any requirements listed in the following sections. If no exception, deviation, or alternate to any specified requirement is stated, it is conclusively understood that the specification will be met.
8. Data conversion - The vendor shall describe in detail the planning, execution and validation of the data conversion from the existing systems to the new system. Error free conversion and a seamless transition to the new system are of the highest priority. Considerable attention should be given to how the vendor will accomplish this. How much history will be converted as part of the proposal? If additional history is desired, please list the additional cost?
9. Support - The vendor shall present a plan that describes ongoing support services. Support services of the highest quality are desired. After implementation, the vendor shall meet the following requirements for maintenance and software support:
 - a. Support is provided by individual or group of individuals dedicated to Milford or a common pool of resources which may or may not have specific knowledge of Milford implementation.
 - b. Maintenance provided to the Town will include all new releases, fixes, patches and telephone support.
 - c. Any upgrades to software will be accompanied by documentation of all changes, additions, deletions, etc.
 - d. Vendor must ensure timely updates of product features and options, upgrades, etc. Explain in the proposal submittal how this information will be delivered to the Town.
10. Reporting and transmittal of data - Vendor shall provide samples of existing and custom reports, as well as reports required to be transmitted to the State and Federal government. Explain how reports will be transmitted.
11. Staffing Requirements - The Proposer must set forth the staffing to be utilized for this service. Include anticipated hours to be dedicated in performing this contract. The costs for such services should be incorporated into the price proposal.

Each individual, their duties, the number of days each will spend providing this service must be broken down into the following categories:

1. Name
2. Relevant experience and credentials Work Assignment
3. Responsibilities

Contractors must be prepared to contractually commit all individuals as submitted in their proposal, to this service. Any deviation from the proposed individuals will constitute a breach of agreement to any contractual agreement, which may result from this Request for Proposals.

Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the vendor's staffing as outlined in the proposal will be subject to the approval of the Town. The Project Manager shall notify the vendor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.

B. PRICE PROPOSAL

Costs should be quoted on the form supplied by the Town. Any potential or alternate costs not listed on the Town's form should be separately listed by the proposer and attached to the Town form.

The price proposal should include:

1. All one time implementation and conversion costs.
2. All continuing costs.

PAYROLL SYSTEM

1. The Payroll System must be able to satisfy the responsibility of the Town for analyzing and processing employee earnings and all supplemental earnings in accordance with union contracts and Town pay plans. It must also support the responsibility for maintaining the official employee pay status records, administering all payroll deductions and preparing state and federal tax returns. The system must provide functionality necessary to maintain compliance with applicable Federal and State law now and in the future. The system should have provisions to insure that the Treasurer has the ability to certify that sufficient funds required for each distribution account are available prior to the issuance of checks. The payroll system must be capable of producing reports in full compliance with all applicable state and federal laws, rules, and regulations.
2. The Town system processes at least XX types of pay including:
 - Bi-Weekly
 - Hourly or Salary
 - # of Payments
 - Monthly
 - Annually On request
 - Overtime and Other Earnings with proper coding
 - Traffic Details
 - XX - Other
3. The Payroll Attendance input function should be decentralized to allow employees to enter and town departments to verify and submit data at their own location into personal computers. This data is then consolidated and reviewed at a central control point.
4. Provide payroll register prior to processing for purposes of reviewing data entry.
5. All data entry programs must contain password and field protection for security assurance.
6. Input data and materials will be accepted by the vendor for the Town bi-weekly payroll, by (insert Day) and (insert Time). Vendor will provide all reports electronically by (insert Day of week) at (insert Time) and any pay checks by (insert Time) on (insert Day) of that week.
7. The payroll journal must be able to be uploaded or for direct posting of labor distribution and payroll cash disbursement to the general ledger on the Town's financial software (currently MUNIS).
8. The Vendor's system shall have input and output controls, acceptable to the Town of Milford, to prove that balancing, control totals, and related measures are incorporated into programs and associated manual procedures.

PAYROLL INTERFACES

1. The system should be able to accept data from Time & Attendance systems from other vendors.
2. All Payments and deductions are to be passed directly to General Ledger for posting.
3. All personnel changes (rates, addresses, event dates) should be passed between the HR System and Payroll without "double entry".
4. Transfer in payment data to our payroll bank Citizens Bank for payroll checks and direct deposits.

Financial data

The Payroll System must have the ability to interface with the Town's web-based hosted Accounting System (currently MUNIS) in real time in the areas of budget (including adjustments and transfers), general ledger account numbers, and vendor numbers. The Town's Accounting System must serve as the source for the information. Budget, general ledger account numbers, vendor numbers, accounts payable invoices, journal entries, fixed assets (under GASB 34) and cash receipts will be maintained on the Town's Accounting System and data should be interfaced in real time to the Payroll System, so that the Accounting System retains robust data integrity and an audit trail, while precluding the necessity of double data entry onto the Payroll System. The Payroll System should generate reports in financial system account format for auditing to the general ledger.

Please detail the method in which the two dissimilar systems will synch data. I.E. using a utility, exporting data, with the methods used to secure and encrypt that data transaction.

The Payroll System should provide (at least monthly, but preferably also bi-weekly) a transaction analysis report by financial system fund-department-object code that would be reviewed and approved by the appropriate Payroll System user/manager(s) and provided to the Town for audit against the general ledger.

Tax, W-2, garnishment, unemployment and new hire information must be furnished electronically to federal and state entities as well as applicable payments.

HUMAN RESOURCE SYSTEM

The Human Resource System should maintain information on full-time, part-time, seasonal, and temporary employees of all Town as well as retirees and spouses who maintain a relationship with the Town. These relationships include returning to work for the Town part-time or receiving insurance through Town sponsored group plans. The information maintained would be all the information necessary to manage and develop/evaluate and retain our human capital. Maintaining information on applicants for employment to be disseminated to Town Departments would be a plus.

HUMAN RESOURCE INTERFACE REQUIREMENTS

1. Access payroll information for inquiry and reporting purposes only; access absence information; access insurance coverage for claims processing.
2. Retirement Tracking of personnel salary information is provided in order for determining retirement benefits.

TIME & ATTENDANCE SYSTEM

The Time & Attendance system must collect all necessary information to process payroll, including but not limited to paying employees, providing electronic/paper pay advices, file & pay employment taxes and unemployment, and manage accrued paid time off (PTO) in as described in detail later in this document. The system is to be available on the web and decentralized allowing employees and authorized users to enter, modify, verify and approve time for individuals as per they security clearance. The system is to be flexible allowing entry, inquiry, and update capabilities via PC, laptop, tablet, smartphone, and timeclock.

TIME & ATTENDANCE INTERFACE REQUIREMENTS

1. All information collected should be available to the payroll system to process payroll.

OPERATION AND TRAINING REQUIREMENTS

1. The Vendor shall have a written plan to assist recovery or have contingent operations in the event of a disaster such as labor strike, civil disturbance, severe weather, equipment failure or destruction. The Vendor shall have copies of current operating programs, job control and documentation stored off-premises and readily available in case the regular operation is disrupted, and a current agreement in force to use a back-up computer.
2. The Vendor's data center shall have adequate security measures to insure protection of the Town's data, files and documentation. These measures shall also provide for access to be restricted to authorized personnel and have procedures to protect the Town's files and data in the event that an unauthorized intrusion or civil disturbance occurs.
3. The Vendor's data center will have safety and fire prevention measures in conformance with local fire codes. In addition, it will have emergency procedures covering equipment cut-off, and the securing of files, data, and other items needed to assure uninterrupted processing of the Town's payroll and human resources data.
4. The Vendor will prepare an implementation schedule showing, in detail, all pertinent events with the associated time requirements, due dates, and responsibilities required to achieve the specified commencement date.
5. The Town will provide a copy of existing payroll master records to the Vendor.
6. The Vendor shall assist in running the new payroll system through two "dry run" payrolls to make sure that the system is functioning correctly and that all individual data and all quarterly and year to date data is correct. Cost, if any, for these trial runs are assumed to be part of the initial set-up costs.
7. The Vendor shall provide training documentation and in-person at a Town of Milford location. Town personnel must have "hands on" training for data entry on personal computers.
8. The Price Proposal shall allow for a minimum of eight days of seven hours each of training time (fifty six hours total). The training schedule may be spread over several days and multiple sessions.
9. The cost quoted for training is to include all expenses of the Vendor's personnel including travel, meals, hotel costs, etc. The Town will not pay for such expenses as a separate item.

PROPOSAL SUBMISSION REQUIREMENTS

Two separate sealed envelopes, one containing an unbound original and seven (7) copies of the non-price technical proposal marked "**Payroll Outsourcing - Technical Qualifications**" and one containing an original and one copy of the price proposal marked "**Payroll Outsourcing - Price Proposal**" must be received per the time frame outlined. An electronic version of both submittals shall be provided. It is the sole responsibility of the proposer to insure that the proposal arrives on time and at the designated place.

Within your Proposal, please supply each of the following items and clearly structure and label your Proposal:

1. Cover Letter including name of Agency/Firm, address and telephone number, signed in ink by someone authorized to sign such documents.
2. An expanded narrative of services for all work required addressing items listed within the Proposal Requirements section.
3. A listing of current and past public projects of a similar nature with name and telephone number of reference person to contact.
4. A general company/firm profile or brochure and list of key personnel who will participate on this project with resumes included;
5. The identification of any and all consultants who will work with the proposer with resumes attached; please identify the individual who will be have the primary responsibility for this project;
6. Work plan and schedule, which reflects timetable for completion of project.
7. Appropriate certificates of insurance.
8. Evidence of financial stability.
9. Any other information that the proposer considers relevant for the purpose of evaluating its qualification for the project.
10. All requested forms completed and signed.

**TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE
PROPOSAL PAYROLL/ HUMAN RESOURCES/ TIME & ATTENDANCE**

PROCESSING SERVICES

TECHNICAL QUALIFICATIONS

TO BE SUBMITTED IN ENVELOPE A

Marked as Follows:

Technical Qualifications - Payroll/ Human Resources/ Time and Attendance Processing Services Bidder's Name _____

The following are to be attached to this proposal form. (Responses should be detailed in accordance with the specific requests for information under "Technical Qualifications" in the RFP document)

1. The date the company was started and the number of consecutive years the proposer has been providing payroll / human resources processing service.
2. Evidence of financial stability: Proposal shall provide the name, address, and telephone number of at least two financial references.
3. The name and address of all municipalities to which the proposer is providing payroll/ human resource processing services in New Hampshire and any significant municipal clients located elsewhere in New England.
4. Samples of input - output forms, reports, journals, and data entry instructions.
5. Training to be provided. Include a statement of the type of training to be provided together with the resume(s) of the trainers to be assigned to the Town of Milford.
6. Company organization, number, and type of personnel. An organization chart must be submitted showing the organization structure, number, and type of personnel directly involved with payroll, human resource and time and attendance processing services.
7. Any exception, deviation, or alternate to any requirements listed in the following sections. If no exception, deviation, or alternate to any specified requirement is stated, it is conclusively understood that the specification will be met.
8. Data conversion - The vendor shall describe in detail the planning, execution and validation of the data conversion from the existing systems to the new system. Error free conversion and a seamless transition to the new system are of the highest priority. Considerable attention should be given to how the vendor will accomplish this.
9. Support - The vendor shall present a plan that describes ongoing support services. Support services of the highest quality are desired. After implementation, the vendor shall meet the following

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requirements for maintenance and software support:

- Maintenance provided to the Town will include all new releases, fixes, patches and telephone support.
 - Any upgrades to software will be accompanied by documentation of all changes, additions, deletions, etc.
 - Vendor must ensure timely updates of product features and options, upgrades, etc. Explain in the proposal submittal how this information will be delivered to the Town.
11. Reporting and transmittal of data - Vendor shall provide samples of existing and custom reports, as well as reports required to be transmitted to the State and Federal government. Explain how reports will be transmitted.
 12. Flexible Spending Account services - Vendor shall provide an FSA program for staff who elect to participate. Please describe your FSA program, specifying whether you do this "in house" or through a third party. If a third party, the vendor must take full responsibility for the administration of the FSA services. The Town will not allow itself to be a mediator between the vendor and an FSA provider. FSA provider must coordinate all functions with the payroll vendor and provide all FSA services to employees. Please provide a complete description of the FSA vendor and all services provided.
 13. Staffing Requirements - The Proposer must set forth the staffing to be utilized for this service. Include anticipated hours to be dedicated in performing this contract. The costs for such services should be incorporated in to the price proposal.

Each individual, their duties, the number of days each will spend providing this service must be broken down into the following categories:

- Name
- Relevant experience and credentials
- Work Assignment
- Responsibilities

Contractors must be prepared to contractually commit all individuals as submitted in their proposal, to this service. Any deviation from the proposed individuals will constitute a breach of agreement to any contractual agreement, which may result from this Request for Proposals.

Should it become impossible for a contractually committed individual to complete his duties, for a reason such as termination of employment, any change in the vendor's staffing as outlined in the proposal will be subject to the approval of the Town. The Project Manager shall notify the vendor within fifteen (15) business days of the acceptance or rejection of any such staff substitutions. Any substituted person must be of an experience level equal to or greater than the person being replaced unless approved by the Town.

Note: An unbound original, seven (7) copies, and an electronic version of the proposal are to be submitted.

**TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE
PROPOSALS PAYROLL/ HUMAN RESOURCES / TIME & ATTENDANCE**

PROCESSING SERVICES

Proposal Signature Form

(This form to be submitted in Envelope A-Technical Qualifications)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all of the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. The proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer:

Our Company is: A Corporation _____
A Partnership _____
Individually Owned _____

Company Name _____

Social Security or Federal Identification Number: _____

Signed By: (Company Official): _____

Company Address: _____

Telephone Number: _____ Facsimile telephone Number: _____

E-mail address: _____

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TOWN OF MILFORD, NEW HAMPSHIRE REQUEST FOR QUALIFICATIONS AND PRICE

PROPOSALS PAYROLL/ HUMAN RESOURCES / TIME & ATTENDANCE

PROCESSING SERVICES

Priced Proposal

TO BE SUBMITTED IN ENVELOPE B

The indicated prices below are for the services that are detailed in the technical qualifications submittals. The contract period shall be from April 1, 2024 (or as soon thereafter as a contract is entered into) to April 1, 2026 with an option to renew for two (2) one{1} year periods at the sole option of the Town.

Vendors must sign this form below. By signing this form, vendors are attesting to the validity of their prices which shall remain firm and true throughout the course of the contract. The Town maintains the right to negotiate price with the highest ranked proposal.

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TOWN OF MILFORD

Payroll, Human Resources, and Time & Attendance Processing Services

Price Proposal

To be Submitted in Envelope B

ESTIMATED VOLUMES

Number of payrolls per year -

Number of individuals on average payroll -

Number of W-2's printed per year-

Number of 1095-Cs filed per year-

Number of retirees with Town relationship -

Number of active non-teacher employees needing access to Time & Attendance -

Number of inactive employees (special detail, recreation, substitutes) -

Payroll Services (include calculations)

All-inclusive Rate per pay period per employee

Specify any additional Annual Charges

Specify One Time Implementation Charges

Total Annual Estimate for Town

Time & Attendance - Town (include calculations)

All-inclusive Rate per pay period per employee

Specify any additional Annual Charges

Specify One Time Implementation Charges

Total Annual Estimate for Town

| | Opt YR 1 | | Opt YR | | |
|--|----------|------|--------|------|------|
| | FY24 | FY25 | FY26 | FY27 | FY28 |
| All-inclusive Rate per pay period per employee | | | | | |
| Specify any additional Annual Charges | | | | | |
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| | Opt YR 1 | | Opt YR2 | | |
|--|----------|------|---------|------|------|
| | FY24 | FY25 | FY26 | FY27 | FY28 |
| All-inclusive Rate per pay period per employee | | | | | |
| Specify any additional Annual Charges | | | | | |
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Please provide a price sheet on time and attendance data collection devices.

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Provide additional notations and clarifications of proposed charges on an attached sheet(s)

Opt YR 1 Opt YR 2

Human Resource Services - Town (Include calculations)

All-inclusive Rate per pay period per employee

Specify any additional Annual Charges

Specify Any One Time Implementation Charges

| FY24 | FY25 | FY26 | FY27 | FY28 |
|------|------|------|------|------|
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Total Annual Estimate for Town

Company Name: _____

Authorized Signature: _____ Date: _____

Print Name: _____

Title: _____

Minimum Required Payroll Reports

| Description | Format | Distribution |
|---|-----------------------|--------------|
| Bi-Weekly Edit -Activity report | Paper/Electronic File | |
| Total of all pay & deduction fields report | Paper/Electronic File | |
| Report of all deductions taken | Paper/Electronic File | |
| Report of each individual deduction taken | Paper/Electronic File | |
| Report of all salaries paid | Paper/Electronic File | |
| Report of salaries paid by Joe | Paper/Electronic File | |
| Report of salaries paid by G/L line | Paper/Electronic File | |
| Report of all deduction payables by GL distribution account | Paper/Electronic File | |
| General Ledger Interface File | Paper/Electronic File | |
| Payroll Warrant Line item & Dept totals report | Paper/Electronic File | |
| Check Register | Paper/Electronic File | |
| Direct Deposit Register | Paper/Electronic File | |
| Report of Garnishments | Paper/Electronic File | |
| 457B Deferred Compensation Report by company | Electronic File | |
| | | |
| Check Reconciliation Report | Paper/Electronic File | |
| Deductions not taken Report | Paper/Electronic File | |
| Insufficient funds report | Paper/Electronic File | |
| Leave Exceeded Report | Paper/Electronic File | |
| Report of Retirement deductions with subtotals by department/ group | Paper/Electronic File | |
| Report of total taxes | Paper/Electronic File | |
| Quarterly Departmental Gross Pay Report | Paper/Electronic File | |
| Quarterly Employee Count report | Paper/Electronic File | |
| Quarterly earnings over & under \$14,000 | Paper/Electronic File | |
| Quarterly employee earning report | Paper/Electronic File | |
| Maintenance Report listing changes between 2 dates | Paper/Electronic File | |

5.5) Town Department Transfer Request



**TOWN OF MILFORD
BUDGET TRANSFER REQUEST FORM**

DATE: 12/01/2023 DEPT: Police Department

SUBMITTED BY: Chief Michael J Viola

FROM:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|--------------|--------------------------|-------------|
| 12002-511201 | Wages-F/T (AFSCME Union) | \$25,140.36 |
| | | |
| | | |

TOTAL : \$25,140.36

TO:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|----------------|---------------------------|-------------|
| 12002.O-514201 | Wages OPS-Overtime Patrol | \$25,140.36 |
| | | |
| | | |

TOTAL : \$25,140.36

REASON FOR TRANSFER:

Respectfully request to transfer \$25,140.36 from ORG/OBJECT #12002-511201 to ORG/OBJECT #12002.O-514201. ORG/OBJECT #12002.O-514201 has been overspent due to the ongoing personnel shortage that our department has and the need to provide Officer Safety and adequate coverage of Officers on Patrol Shifts and Grant Related Patrols.

APPROVAL:

FOR FINANCE USE ONLY:

DATE _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY# _____



TOWN OF MILFORD

BUDGET TRANSFER REQUEST FORM

DATE: 12/01/2023 DEPT: Police Department

SUBMITTED BY: Chief Michael J Viola

FROM:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|--------------|----------------------------|-------------|
| 12002-511201 | Wages - F/T (AFSCME Union) | \$13,447.62 |
| | | |
| | | |

TOTAL : \$13,447.62

TO:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|----------------|--------------------------|-------------|
| 12002.0-514000 | Wages-Overtime-Sergeants | \$13,447.62 |
| | | |
| | | |

TOTAL : \$13,447.62

REASON FOR TRANSFER:

Respectfully request to transfer \$13,447.62 from ORG/OBJECT #12002-511201 to ORG/OBJECT #12002.0-514000, ORG/OBJECT #12002.0-514000 has been overspent due to the ongoing personnel shortage that our department has and the need to provide Officer Safety and adequate coverage of Officers on Patrol Shifts and Grant Related Patrols.

APPROVAL:

FOR FINANCE USE ONLY:

DATE _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY# _____



TOWN OF MILFORD

BUDGET TRANSFER REQUEST FORM

DATE: 12/01/2023 DEPT: Police

SUBMITTED BY: Chief Michael J Viola

FROM:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|--------------|--------------------------|------------|
| 12002-511201 | Wages-F/T (AFSCME Union) | \$7,437.29 |
| | | |
| | | |

TOTAL : \$7,437.29

TO:

| ORG/OBJECT | DESCRIPTION | AMOUNT |
|----------------|----------------|------------|
| 12002.S-514000 | Wages-Overtime | \$7,437.29 |
| | | |
| | | |

TOTAL : \$7,437.29

REASON FOR TRANSFER:

Respectfully request to transfer \$7,437.29 from ORG/OBJECT #12002-511201 to ORG/OBJECT #12002.S-514000. ORG/OBJECT #12002.S-514000 has been overspent due to the ongoing personnel shortage that our department has and the need to provide Officer Safety and adequate coverage of Officers on Patrol Shifts and conducting ongoing criminal investigations.

APPROVAL:

FOR FINANCE USE ONLY:

DATE _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY# _____



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/5/23 DEPT: DPW BUILDING

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------------------|-----------|
| 11602-563600 | Supply Property | 4740.40 |
| 12902-543680 | TRASH DISPOSAL CONTRACT | 14,354.01 |
| | | |
| | | |

TOTAL \$ 19,094.41

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------|-----------|
| 11602-512000 | PART TIME WAGE | 1520.- |
| 11602-514000 | OVER TIME WAGE | 5928.- |
| 11602-541000 | ELECTRICITY | 11,320.95 |
| 11602-541200 | WATER | 158.11 |
| 11602-541300 | SEWER | 167.35 |

TOTAL \$ 19,094.41

REASON FOR TRANSFER:

OVER TIME CUT IN HALF LAST YEAR. Hired part time person to help
RELIEVE OVE-TIME. PART TIME LINE WAS CUT IN HALF BY ADMIN. FOR WE
DIDN'T HAVE PART TIME PERSON IN PLACE. BUT ALL KNEW I WAS GOING
TO Hire PERSON.
ELECTRICITY HAD BIG INCREASE

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/5/23 DEPT: DPW BUILDING

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------|-----------|
| 12902-543680 | TRASH DISPOSAL | 26,360.81 |
| | | |
| | | |
| | | |

TOTAL \$ 26,360.81

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|----------|
| 11602-563100 | SUPPLIES & EQUIPMENT | 178.76 |
| 11602-563300 | SUPPLIES & BUILDING | 9,305.13 |
| 11602-563350 | CUSTODIAL SUPPLIES | 8583.60 |
| 11602-543300 | CONTRACTUAL BUILDING | 8295.32 |

TOTAL \$ 26,360.81

REASON FOR TRANSFER:

CONTRACTUAL SUPPLY EQUIPMENT, SUPPLIES FOR BUILDING, BUILDING CUSTODIAL WERE O OUT TO USE ALL COMBINE IN SUPPLIES PROPERTY, BUT MONEY WAS NOT BROUGHT OVER BY ADMIN. CONTRACTUAL BUILDING WAS DROPPED HAD MORE BUILDING ISSUES THAN ADMIN ANTICIPATED

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/4/23 DEPT: DPW CEMETERIE

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|---------------------|---------|
| 11 702 - 514 000 | OVEN TIME WAGES | 1542.14 |
| 11 702 - 543 000 | CONTRACTUAL GENERAL | 2045.84 |
| | | |
| | | |

TOTAL \$ 3587.98

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-----------------|---------|
| 11 702 - 512 000 | PART TIME WAGES | 3587.98 |
| | | |
| | | |

TOTAL \$ 3587.98

REASON FOR TRANSFER:

OVEN ON PART TIME, ASKED FOR \$10,000. - WAS GIVEN \$5000. -

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/4/23 DEPT: DRW CEMETERIES

SUBMITTED BY: KEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|---------|
| 11702-539100 | TRAINING/STAFF | 440.- |
| 11702-543200 | CONTRACTUAL VEHICLES | 1601.- |
| 11702-563800 | GAS | 5747.17 |
| | | |

TOTAL ^{\$} 7788.17

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|------------------|---------|
| 11702-543615 | TREE MAINTENANCE | 7505.19 |
| 11702-541200 | WATER | 29.64 |
| 11702-563100 | GENERAL SUPPLY | 124.84 |
| 11702-568200 | TOOLS/SUPPLIES | 128.50 |

TOTAL ^{\$} 7788.17

REASON FOR TRANSFER:

TOOK DOWN TREES IN CEMETERY THAT WERE BAD. USED UP MOST OF MONEY. WANTED TO INCREASE TREE ITEM BUT WAS REMOVED

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/4/23 DEPT: DPW ADMIN

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-----------------|-----------|
| 12602-512000 | PART TIME WAGES | 11,810.81 |
| | | |
| | | |
| | | |

TOTAL \$ 11,810.81

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|---------|
| 12602-535100 | ALCOHOL / DRUG TEST. | 2158. - |
| 12602-536100 | LAUNDRY | 669.03 |
| 12602-562000 | OFFICE SUPPLY | 3478.49 |
| 12602-568300 | CLOTHING / UNIFORMS | 5505.29 |

TOTAL \$ 11,810.81

REASON FOR TRANSFER:

NOW THAT ALL GET TESTED, WILL INCREASE QUANTITY. HAD FEWER PEOPLE HAD PEOPLE TESTED THAT DIDN'T LAST.

LAUNDRY PRICE HAS GONE UP.

OFFICE SUPPLY SOFTWARE FOR ENGINEER.

UNIFORMS WANTED \$11,000 WAS GIVEN \$5000 IN 2022 USED \$600. -

BOARD OF SELECTMEN APPROVAL:

| | | |
|-----------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |

1/2

TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM



DATE: 12/5/23 DEPT: DPW Highway
SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------|------------|
| 12 702 - 543 630 | RESURFACING | 102,901.14 |
| | | |
| | | |
| | | |

TOTAL \$ 102,901.14

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|--------------------------|----------------------|
| 12702-51400 | OVERTIME | 61,583.30 |
| 12702-543200 | CONTRACTUAL VEHICLES | 20,904.60 |
| 12702-563200 | MAINT. SUPPLIES VEHICLES | 5395.15 |
| 12702-563630 | GRAVEL | 1944.47 |
| 12702-563640 | STONE | 11,724.54 |
| 12702-563670 | TRAFFIC PAINT | 1349.08 |
| TOTAL | | \$ <u>102,901.14</u> |

REASON FOR TRANSFER:

OVERTIME WAS CUT DOWN, CONTRACTUAL VEHICLES WAS CUT BY ADMIN.
GRAVEL, STONE WAS CUT BY ADMIN. WAS TOLD TAKE FROM RESURFACING
IF GO AHEAD.

BOARD OF SELECTMEN APPROVAL:

| | | |
|-----------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |

TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM



DATE: 12/5/23 DEPT: DPW HIGHWAY
SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------|-----------|
| 12702-543630 | RESURFACING | 46,534.55 |
| | | |
| | | |
| | | |

TOTAL \$ 46,534.55

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|------------------------------|-----------|
| 12702-563680 | DRAINAGE MATERIAL | 24,288.84 |
| 12702-563690 | SIGN/STREET MARKING SUPPLIES | 7931.28 |
| 12702-563700 | PLow DAMAGE | 5,981.81 |
| 12702-568200 | TOOLS/SUPPLIES | 19,016.29 |
| 12702-574000 | MACHINERY/EQUIPMENT | 5316.33 |

TOTAL \$ 46,534.55

REASON FOR TRANSFER:

IS CONTINUATION OF PRIOR PAGE. ITEMS WERE CUT LOWER THAN
ASKED FOR. HAD BAD EMERGENCY WITHOUTS THROUGHT OUT TOWN
FOR REPAIR.

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____

TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM



DATE: 12/5/23 DEPT: DPW HIGHWAY
SUBMITTED BY: LEO HESSAND

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------|---------|
| 12702-543635 | CRACK SEAL | 8826.42 |
| | | |
| | | |
| | | |

TOTAL 8826.42

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|----------|
| 12702-555000 | PRINTING | 624.00 |
| 12702-561000 | GENERAL SUPPLIES | 7,383.98 |
| 12702-562000 | OFFICE SUPPLIES | 651.93 |
| 12702-563100 | SUPPLIES & EQUIPMENT | 166.51 |

TOTAL 8826.42

REASON FOR TRANSFER:

LAST YEAR SPENT \$23,766 LINE WAS CUT TO \$6000. -
TOOK FROM CRACK SEALING ONLY USED HALF FOR I KNOW WE WERE
GOING TO START REPAIRS LOW ON FUNDS

BOARD OF SELECTMEN APPROVAL:

| | | |
|-----------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/5/23 DEPT: DPW SOLID WASTE

SUBMITTED BY: KEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------|---------|
| 12902-511000 | Full Time | 4465.03 |
| | | |
| | | |

TOTAL ^{\$} 4465.03

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------|---------|
| 12902-514000 | WAGE/ OVERTIME | 4465.03 |
| | | |
| | | |

TOTAL ^{\$} 4465.03

REASON FOR TRANSFER:

WANTED LAST YEAR COST OF \$5958 WAS CUT TO \$2500.-
 OVERTIME IS USED FOR 2 EMPLOYEES TO PROW.
 WAS TOLD ALSO THAT FINANCE WILL DO PAYROLL FOR ALL INPUTS.
 FULL TIME IS 2.1% IN BACK FEEL I CAN TAKE FROM IT
 LEAVES ALL MONEY TRANSFER IN PAYROLL ITEMS.

BOARD OF SELECTMEN APPROVAL:

| | | |
|-----------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |



TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM

DATE: 12/5/23 DEPT: DPW SOLID WASTE

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------|-----------|
| 12902-543680 | TRASH DISPOSAL | 12,129.69 |
| | | |
| | | |
| | | |

TOTAL ^{\$} 12,129.69

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|------------------------------|----------|
| 12902-549000 | OTHER PROPERTY RELATED SEWS. | 9,637.75 |
| 12902-543200 | CONTRACTUAL VEHICLES. | 2,491.94 |
| | | |
| | | |

TOTAL ^{\$} 12,129.69

REASON FOR TRANSFER:

CONTRACTUAL VEHICLES WAS COMPLETELY SPENT ^{\$} 21,078 LAST YEAR.
OTHER PROPERTY RELATED SEWS WAS CUT IN HALF.

BOARD OF SELECTMEN APPROVAL:

| | | |
|------------------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |

1/2

TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM



DATE: 12/5/23 DEPT: DPW Parks.

SUBMITTED BY: LEO NESSAND

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-----------------------|---------------------|
| 13502-539100 | TRAINING. | 1500.- |
| 13502-543100 | CONTRACTUAL EQUIPMENT | 1046.50 |
| 13502-543615 | TREE MAINTENANCE | 5000.- |
| 13502-561000 | GENERAL SUPPLY | 1488.18 |
| 13502-561020 | LANDSCAPE SUPPLIES | 1637.46 |
| 13502-563300 | SUPPLIES BUILDINGS | 218.27 |
| TOTAL | | <u>\$ 10,886.41</u> |

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|---------------------|
| 13502-541200 | WATER | 3400.64 |
| 13502-541300 | SEWER | 225.45 |
| 13502-543600 | CONTRACTUAL PROPERTY | 1495.32 |
| 13502-544600 | RENTAL LIQUATION | 5765.- |
| TOTAL | | <u>\$ 10,886.41</u> |

REASON FOR TRANSFER:

WATER & SEWER COST HIGHER THAN ANTICIPATED CONTRACTUAL PROPERTY WAS
LOWERED BY HAVE LAUNDRY WORK OF BEON FIRM IF NOT LOW-D
TREES WENT OVER USED AT RIVER SIDE CEMETERY

BOARD OF SELECTMEN APPROVAL:

| | | |
|-----------------------|-------------------|---------------------------------------|
| FOR FINANCE USE ONLY: | | |
| DATE: _____ | ENTERED BY: _____ | BUDGET TRANSFER JOURNAL ENTRY#: _____ |

2/2

TOWN OF MILFORD BUDGET TRANSFER REQUEST FORM



DATE: 12/5/23 DEPT: D Per Parks

SUBMITTED BY: LEO LESSARD

FROM:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|-------------------|----------------|
| 13502-563600 | SUPPLIES PROPERTY | 369.46 |
| 13502-563760 | FENCING | 3550.- |
| 13502-563800 | GASOLINE | 4000.- |
| 13582-563900 | DIESEL | 1519.81 |
| 13582-569100 | FREIGHT | 380.00 |
| TOTAL | | 9820.08 |

TO:

| ORG-OBJECT-PROJECT | DESCRIPTION | AMOUNT |
|--------------------|----------------------|----------------|
| 13562-549000 | OTHER PROPERTY SERV. | 3968.98 |
| 13582-561021 | POOL SUPPLY | 4933.20 |
| 13502-563100 | SUPPLIES / EQUIPMENT | 917.90 |
| TOTAL | | 9820.08 |

REASON FOR TRANSFER:

POOL SUPPLIER HAD GONE UP. HAD TO REPAIR ALL PIPE AROUND KID POOL AND CONCRETE WALK FOR HAD FROZEN AND CRACKED ALL PIPE TWO YEARS AGO. HAD TO EXCAVATE FLOOR INSIDE POOL HOUSING AND REPAIR SEWER LINES IN POOL HOUSING.
HAD REPAIRED ELECTRICAL OUTLET SEVERAL TIMES FROM VANDALISM.

BOARD OF SELECTMEN APPROVAL:

FOR FINANCE USE ONLY:

DATE: _____ ENTERED BY: _____ BUDGET TRANSFER JOURNAL ENTRY#: _____

5. 6) Mason Road Bridge Replacement

BOARD OF SELECTMEN

DEPARTMENT OF PUBLIC WORKS

Mason Road Bridge

LEO LESSARD 12/11/23

The DPW has gone through the process of bidding out the bridge work for the Mason Road Bridge replacement in conjunction with GM2 Engineering, the firm that designed the bridge itself for DOT approval.

The bid opening list provided shows the four companies that handed in bids on November 8, 2023. There were two bid alternatives, one being the base bid which includes a temporary bridge and an alternate bid which includes a complete closure of the roadway.

The base bid includes a temporary bridge being installed adjacent to the existing bridge. It would be a one lane bridge with a set of traffic lights at each end for alternating passing of vehicles. With the temporary bridge and traffic control, the total cost of construction is \$293,000.00 higher. With the 80/20 split, the cost to the town would be approximately \$60,000. This option allows the contractor to complete construction by early October.

If the option were selected to close the road, the duration of the closure would be during the summer when school is closed, between around June 17, 2024 and August 25, 2024. If the bridge is not open by the time school starts, the liquidated damages will be \$1280.00 per day.

The two maps attached show the detour routes and the extra time and distance that would be required by emergency vehicles if Mason Road is closed off between Burns Road and Great Brook Road. The detour distance is 7.9 miles in one direction and 7.6 miles in the opposite direction. The map also shows the route that the fire trucks would have to take to get around the road closure. The fire truck would go approximately 2.55 miles out of the way to get to the intersection of Mason Road and Whitten Road, adding approximately 5 minutes to the route.

Chief Flaherty said that they have had closures in the past and he would put the town of Wilton on alert so they would respond to any calls in the area to give time for the Milford Fire to arrive. Chief Flaherty also said one of the Milford firefighters who lives in the area would plan to bring his equipment home with him so that he could be on scene quickly if needed to assist Wilton or respond to an emergency in the area.

The Police and Ambulance have much lighter and faster vehicles so the detour would not significantly impact them.

Recommendations:

After in-house discussions about both construction alternatives, the DPW would like to recommend to the BOS to take the option for the full road closure to reduce the overall construction cost as well as to complete the project prior to the start of school.

Regardless of the option selected, Hansen Bridge, LLC was the low bidder for both scenarios. GM2 has completed a review of the bids and determined that the bids received from Hansen Bridge were complete and correct. Therefore, the DPW would like to recommend that the construction of the bridge be awarded to Hansen Bridge, LLC.

As required by the DOT, the Town also has to obtain construction engineering services from a third-party engineering firm. We have followed the Qualifications-Based Selection process as outlined by the DOT and interviewed the two firms that submitted qualifications. The firms were ranked by an in-house panel consisting of myself, Lincoln Daley, and Nicole Crawford. As the higher-ranking firm, the DPW would like to recommend the selection of Fuss & O'Neill to perform construction engineering services for this project.

Thank you

Leo Lessard

Public Works Director



BID OPENING

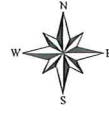
BRIDGE REPLACEMENT

Mason Road over Great Brook

Milford, NH

November 8, 2023

| <u>CONTRACTOR</u> | <u>BASE BID</u> | <u>ALTERNATE BID</u> |
|---------------------------------|-----------------------|-----------------------|
| Hansen Bridge, LLC | <u>\$1,306,155.00</u> | <u>\$1,013,155.00</u> |
| Daniels Construction | <u>\$1,497,395.00</u> | <u>\$1,170,475.00</u> |
| R.M. Piper, Inc. | <u>\$1,599,058.50</u> | <u>\$1,388,268.50</u> |
| Northeast Earth Mechanics, Inc. | | |
| Evroks Corporation | <u>\$1,453,817.75</u> | <u>\$1,127,826.75</u> |



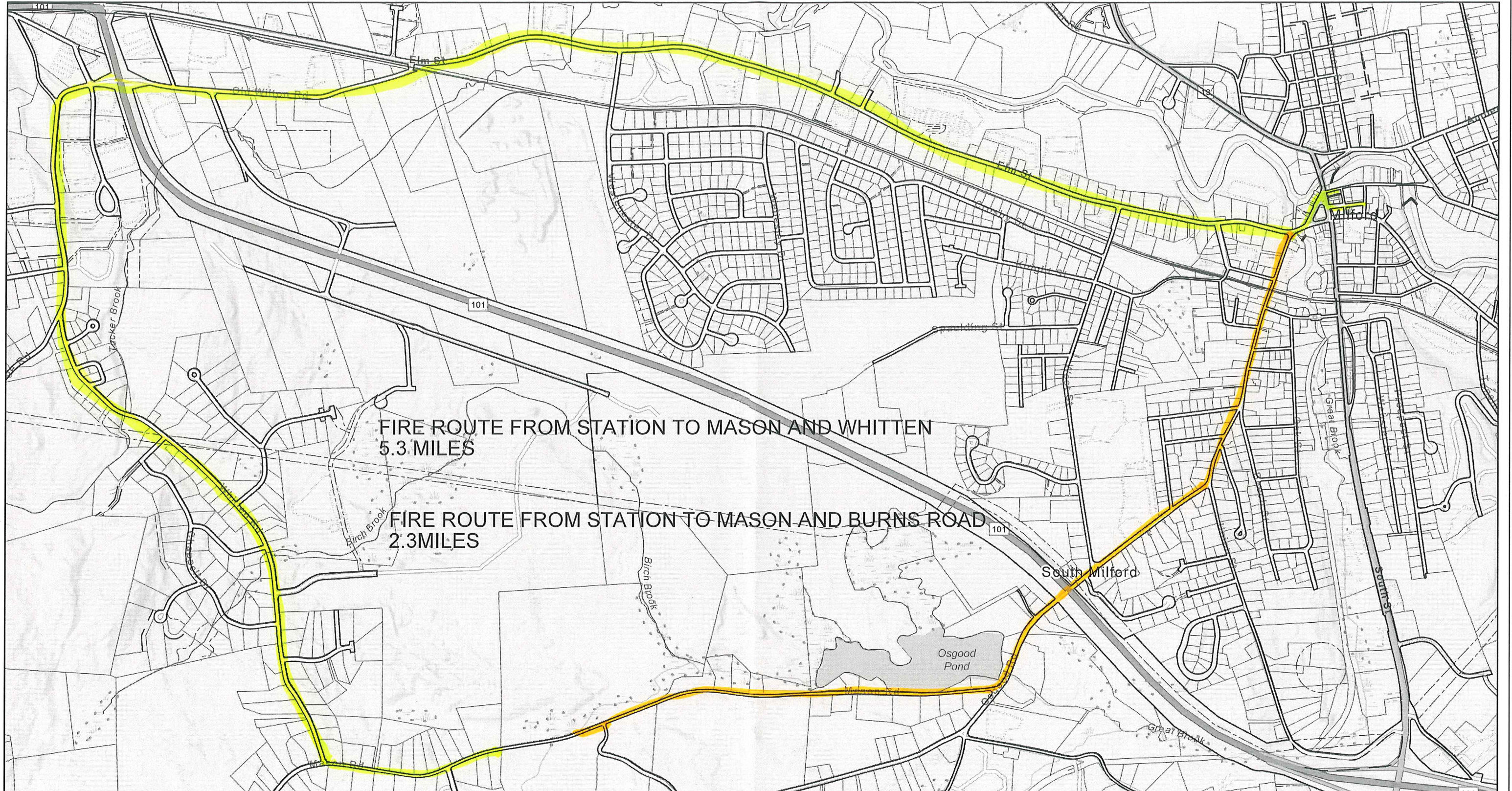
December 6, 2023

Town of Milford, NH

1 inch = 1106 Feet



www.cai-tech.com



FIRE ROUTE FROM STATION TO MASON AND WHITTEN
5.3 MILES

FIRE ROUTE FROM STATION TO MASON AND BURNS ROAD
2.3 MILES



December 6, 2023

Town of Milford, NH

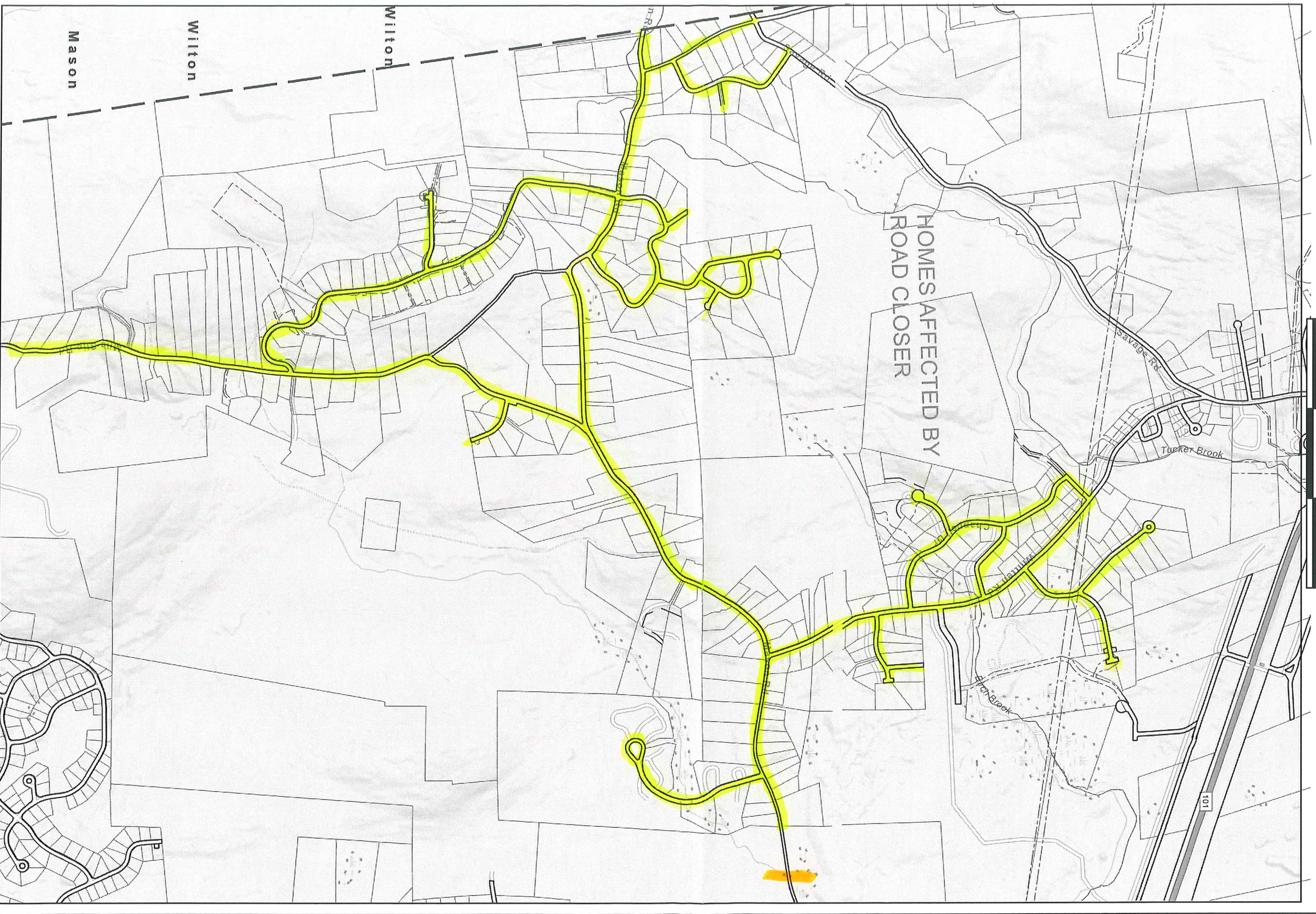
1 inch = 1106 Feet



CAI Technologies
Precision Mapping. Geospatial Solutions.

www.cai-tech.com

HOMES AFFECTED BY ROAD CLOSER



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

6. 1) 2024 DRAFT Warrant Articles

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 – PENNICHUCK BOOSTER PUMP STATION - \$1,507,000 BOND

Shall the Town vote to raise and appropriate the sum of \$1,507,000 for the purpose of designing and constructing a replacement water booster pumping station to replace the current outdated station, in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes to determine the rate of interest and other conditions in their judgement? Note: As this is for issuance of long-term debt, this vote requires, under State law, 3/5 affirmative vote to pass. This is a Special Warrant Article in accordance with RSA 32. This warrant article is paid for by the wastewater user fees. **The Board of Commissioners supports this Article (0-0). The Budget Advisory Committee supports this Article (0-0).**

WARRANT ARTICLE - TOWN HALL HVAC REPLACEMENT - \$674,000 BOND

Shall the Town vote to raise and appropriate the sum of \$674,000 for the purchase of a New Town Hall HVAC Replacement in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes, to determine the rate of interest and other conditions in their judgment? This project request is to update the HVAC system in the town hall. Work includes replacement of HVAC chiller, new controls, heat recovery, and new fan coil units. The existing system is 33 years old and does not heat/cool effectively. The new system should address existing issues and provide significant energy savings. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty percent (60%) affirmative vote to pass. In 2019 the Town voted to raise \$450,000 (warrant article 6). This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen support this Article (0-0). The Budget Advisory Committee support this Article (0-0). This Article has an estimated tax impact of \$0.0 on an assessed valuation of \$100,000.**

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 – 58K Gross Vehicle Weight (or similar) 10-WHEEL DUMP TRUCK WITH PLOW AND SANDER ASSEMBLY – 5-YEAR LEASE/PURCHASE - \$_____ (Annual Payment \$_____/Total Purchase Price \$252,000)

Shall the Town vote to authorize the Board of Selectmen to enter into a 5-year lease/purchase agreement, subject to a fiscal funding clause which will protect the Town in the event of non-appropriation, for the purpose of lease/purchasing a 58K GVW (or similar) 10-wheel dump truck with plow and sander assembly, (this will replace the 2005 Sterling dump truck which will be 19 years old upon replacement), and to raise and appropriate the sum of _____ Dollars for the first year's payment for this purpose? The total purchase price of this vehicle is \$252,000 Dollars. If this article passes, future years' payments will be included in the operating budget. This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen supports this Article (0-0). The Budget Advisory Committee supports this Article (0-0). This Article has an estimated tax impact of \$0.0 on a home value of \$100,000.**

WARRANT ARTICLE – WADLEIGH MEMORIAL LIBRARY LOWER-LEVEL RESTROOMS - \$ 250,000

Shall the Town vote to raise and appropriate the sum of \$250,000 to construct restroom facilities on the lower level of the Wadleigh Memorial Library. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). The Library Trustees recommend this Article (0-0).** This Article has an estimated tax impact of **\$0.0** on an assessed valuation of **\$100,000**.

WARRANT ARTICLE - WADLEIGH LIBRARY ELECTRICAL SYSTEM SAFETY AND EFFICIENCY UPGRADES - \$195,000

Shall the Town vote to raise and appropriate the sum of \$195,000 to repair the library's outdated and unsafe electrical system. This is a Special Warrant Article in accordance with RSA 32. **The Library Trustees recommend this Article (0-0). 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 \$0.0 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 by 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 with approval of the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has no tax impact.**

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

Shall the town vote to 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 - 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 2023 127 Elm Street Feasibility Study Report. 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 - 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.**

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 75th 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 **Basilere**

91 Mr. Basilere 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. Basilere 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 18th 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 30th 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 30th. Staff is
156 reviewing the bids and present a recommendation to the Board at their meeting on November 27th.

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Milford Master Plan Comprehensive Update: The town received one bid by November 3rd 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 27th.

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

Mason Road Bridge Replacement Project: The town received 4 bids ranging from \$1.3 million to \$1.6 million by November 8th. 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 27th.

An RFP will go out for payroll soon.

3. Health Benefits

Town Staff Compensation Committee and the Selectmen conducted a work session on November 2nd 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 others 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 passed 3/2 with Selectman Dargie and Se-**
272 **lectman Finan 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 tree was donated to the town to replace a dead one on the oval. The canopy was
351 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 **9. APPROVAL OF FINAL MINUTES – October 9, 2023**

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

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

- 366 a. Treasurers Report July and August 2023
- 367 b. Selectmen's Goals and Initiatives

370 **11. NOTICES.** Notices were read.

371 **12. NON-PUBLIC SESSION – N/A**

372 **13. ADJOURNMENT: Selectman Labonte3 moved to adjourn at 8:42. Seconded by Selectman Freel. All**
373 **were in favor. The motion passed 5/0.**

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Gary Daniels, Chairman

Tim Finan, Member

Chris Labonte, Vice-Chairman

Dave Freel, Member

Paul Dargie, Member

9. Approval of Final Minutes November 27, 2023

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

November 27, 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. - Approval to appoint Mary Burdette as an alternate on the Ethics Committee with a Term expiring in 2025.

Ms. Burdette believes in transparency and ethics. She would also not have a problem if the Town's Ethics Committee was expanded to include the school.

Selectman Dargie made a motion to approve Mary Burdette as an alternate for the Ethics Committee with a Term expiring in 2025. Seconded by Selectman Labonte. All were in favor. The motion passed 5/0.

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

Commissioner White reminded the Board that Water Utilities was going to go on its own for Finance and Payroll.

They will need direction to understand some outstanding items:

They will need to know what monies are coming back to Water Utilities on January 1, 2024. If they don't have enough money to start operating on January 1, 2024, the state RSA requires that the Board of Selectman borrow a bond on Water Utilities' behalf to help them until money starts flowing. They may need a short-term bond in place to cover one-quarter of the year. They will continue to need IT and HR support from the town and they need to know what those costs will be.

Selectman Freel asked how much operating money they needed. Commissioner White said he didn't know.

Selectman Dargie suggested borrowing the money from the Town's fund balance instead of doing a Tax Anticipation Note which will cost more in interest to pay back.

Paul Calabria, Finance Director, said the auditor would have to estimate what the remaining cash from Water Utilities would be at the end of the year and that is still being worked on by the accountant. We would be able to transfer money from what we are getting in taxes by the end of the year once we are squared up.

Commissioner White said they were now going to run their operation as a business. He referenced a handout that he didn't understand. Director Calabria said in August 2020 our auditing firm explained everything. We are beholden how the government tells us that we have to account for enterprise funds. The accounting process is very complex. These numbers represent debt service that is currently on the books. These numbers will become a lot cleaner when the accounts change on January 1st. The numbers have been explained in great detail. In 2022 the accountant was ready to come in to explain everything again and no one except Director Pouliot came in. We can have the accountant in again to explain this.

Director Pouliot asked if there was another report that the Commissioners should be asking for that would explain this easily. Director Calabria said that based on the information you were asking for this was the best report. There was information previously given to the former Water Utilities Director and Commissioners that needed clarification and corrections and that has been done since. The numbers are going in the right place.

57 Commissioner White said he isn't an accountant or finance person and they don't feel that the town is doing
58 anything wrong but he knows what is in his personal or business accounts. They just want to have an accurate
59 amount to start with.

60
61 Selectman Labonte asked if our money in cash flow earns interest. Director Calabria said any available funds that
62 we don't need to meet current obligations go into the NHPDIP account which pays us 5.48%. He would look to
63 charge the Water Department that percentage. The Commissioners would be willing to pay the interest fees.

64
65 Administrator Daley said once this occurs, is this a one-time request. Commissioner White said yes. There was
66 additional discussion on how money comes into the town between taxpayers and water and sewer users. Water
67 Utilities will repay the loan within the year.

68
69 **Selectman Dargie made a motion to support the movement of money from the town accounts to the water
70 and wastewater accounts in an amount to be determined and that their first choice is to take it out of cash
71 flow and only go to a TAN if needed. Seconded by Selectman Freel. All were in favor. The motion passed
72 5/0.**

73
74 Director Pouliot asked when they would receive the numbers from the auditor, we need them soon. Director
75 Calabria will follow up tomorrow. He also sent the letter to the bank to open the new accounts and is following
76 up with PRIMIX on who is required to be bonded.

77
78 There was some discussion on which departments will need to help Water Utilities and when the numbers will be
79 available to them.

80
81 **3. PUBLIC COMMENTS (items not on the agenda) -** There were no comments at this time.

82
83 **4. DECISIONS**

84 **a. CONSENT CALENDAR**

85 N/a

86
87 **b. OTHER DECISIONS**

88 **1. Corcoran Consulting Associates Inc.- Assessing Firm Representative, Monica Hurley**

89 Ms. Hurley gave an overview of Corcoran Consulting Associates Inc. They have 12 employees and she will be
90 handling Milford's account. She will be holding office hours in Milford at least two days a month or more. For
91 courtroom discussions, Ms. Hurley does all the commercial, industrial, and utility appraisals and she also handles
92 court cases.

93
94 Staff reviewed bids and is recommending Corcoran Consulting Associates Inc. Total cost of the five-year contract
95 will be \$484,700 and includes a town revaluation in 2026. Services will start on January 1, 2024. Contracts are
96 written as not to exceed. There was additional discussion on duties and the process for equalization ratios should
97 they change. Ms. Hurley can be reached at any time, even on the days she doesn't hold office hours.

98
99 Marti Noel, Assessing Director, said the contract is also reviewed by the Department of Revenue as an additional
100 oversight to benefit the town.

101
102 **Selectman Freel made a motion to approve the contract from Corcoran Consulting Associates Inc. as our
103 Assessing Firm for the next five years as presented and that we authorize the Town Administrator to sign
104 all documents. Seconded by Selectman Finan. All were in favor. The motion passed 5/0.**

105
106 **5. TOWN STATUS REPORT –**

107 **1. Status of Open Request for Proposals (RFPs)**

- 108 • **Milford Master Plan Comprehensive Update (RFP 2023-06)** – The proposal is to prepare a compre-
 109 hensive Master Plan update that addresses the many challenges that impact the Town's municipal facilities
 110 and services, economic vitality/sustainability/growth, community character, and natural resources. The
 111 Town received one proposal by the November 3rd deadline from Resilience Planning & Design, LLC.
 112 The preliminary draft budget for the project is approximately \$100,000 and is currently being reviewed
 113 by the Town Administrator, Community Development Staff, and the Planning Board. It is anticipated that
 114 Community Development and the Planning Board representatives will provide a recommendation to the
 115 Board for consideration and potential award at the December 11th meeting.
- 116 • **Milford Town Hal HVAC (RFP 2023-03)** - This proposal includes the removal and proper disposal of
 117 the existing HVAC system. The Town received one proposal by the November 20th deadline. The pro-
 118 posal is currently being reviewed by the Town Administrator, Public Works Director, and 3rd party En-
 119 gineering Consultant. It is anticipated that Staff will provide a recommendation to the Board for consid-
 120 eration and potential award at the December 11th meeting.
- 121 • **Mason Road Bridge Replacement Project (NHDOT 43115)** This project involves the replacement and
 122 reconstruction of the bridge on Mason Road that transects Great Brook. The Town received a total of four
 123 bids ranging from \$1.3 million to \$1.6 million by the deadline date of November 8th. In addition to the
 124 request for construction services and as required by NHDOT, the Town also submitted a Request for
 125 Proposal for third-party engineering inspection services. The Town received two bids by the November
 126 17th deadline which are currently under review. The Town previously received \$1.5 million in state bridge
 127 aid from the NHDOT. The state aid funding is a reimbursement program and is subject to an 80%/20%
 128 split. The Town will be responsible for \$249,460 of the total cost. Staff and the engineering consultant
 129 are currently reviewing the bids for construction and inspection services and will provide a recommenda-
 130 tion to the Board for award at the December 11th meeting. At that meeting, the Board will be presented
 131 with options for consideration involving the construction of a temporary bridge or possible road closure.

132
 133 Selectman Freel asked if there was a chance that Amherst would lend us a temporary bridge. Administrator Daley
 134 said the discussion on December 11th will be to go with a temporary bridge or a closure of the roadway during
 135 construction. Selectman Freel asked for more detailed information on traffic delays due to the bridge construction
 136 to be provided at the next meeting.

137
 138 Leo Lessard, Public Works Director, said there are about 8,000 vehicles that travel that road daily and the detour
 139 route would take 8 to 10 minutes to go around. The job would start the day school stops and go for 2 ½ months.
 140 There will be a heavy fine for every day they go over. Administrator Daley will provide visual aids at the next
 141 meeting.

142
 143 **2. Board, Commission, Committee Volunteers**

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

| | |
|---|-----------------------|
| 147 Board of Adjustment | 2 Alternate positions |
| 148 Conservation Commission | 2 Alternate positions |
| 149 Economic Development Advisory Council | (TBD January 2024) |
| 150 Recycling Committee | 1 Full-time position |
| 151 Planning Board | 2 Alternate positions |

152
 153 If you are interested in applying, please contact the Administration Office or visit the Town website at
 154 www.milford.nh.gov and download /complete the volunteer application.

155
 156 **6. DISCUSSIONS**

157 **1. 2024 DRAFT Warrant Articles**

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Assessing Revaluation Capital Reserve Warrant Article:

Selectman Dargie made a motion to remove the Assessing Warrant Revaluation Article from the Warrants. Seconded by Selectman Free. All were in favor. The motion passed 5/0.

Bandstand Warrant Article:

Selectman Dargie wants to put the remaining \$28,000 for the bandstand renovations into the operating budget and eliminate the warrant article. Selectman Labonte said you have to have a contract in place. Katherine Kokko, a Heritage Commission Member, said they won't have a contract in place by the end of the year.

Selectman Freel asked which department would have to pick up the \$28,000. Administrator Daley said it would be an increase to DPW's budget.

Katherine Kokko asked the Public Works Director to weigh in on the increase to the line item on his budget. That line item is for unforeseen unplanned needs over the year, not capital needs. Leo Lessard, Public Works Director, said that is correct. It's used for planned and unplanned items. He is currently operating that line item in the red so the line item would have to be increased.

Dave Palance, Heritage Commission Chair, would like the monies to be restricted to only bandstand use. He asked for assurance that this would still happen if the town budget went into default. Selectman Dargie said it needs to be a warrant article to be out of the default budget issue. Selectman Freel said if the budget didn't pass, this might be something that needs to be cut.

Selectman Labonte doesn't support the current budget and doesn't want to raise it more. He asked if we have a default budget yet. Director Calabria said he would have it tomorrow. It could be a difference of over \$1,000,000.

Ms. Kokko said she would prefer to see this in the budget rather than a warrant article. She wondered about the difference between the use of a lapsing vs. a non-lapsing account in the budget. Selectman Labonte clarified that she means transferring from this year's surplus into the budget as a non-lapsing for this year. Selectman Dargie said it would already have to be in the account.

Chairman Daniels said this article hasn't been worded well in the past. He is hesitant about removing it. We need to make it better understood in a warrant article. There was additional discussion about the warrant article and budget. Selectman Finan said it's important that the town have skin in the game for the bandstand.

Selectman Dargie moved to delete the Bandstand Renovation warrant article and put the 28K remaining monies due to complete the Bandstand in the budget. Seconded by Selectman Finan. The motion passed 3/2 with Selectman Daniels and Labonte opposed.

Selectman Labonte clarified that if we spend all the surplus money this year, we may not have as much in the fund balance to offset taxes next year. Director Calabria said every year is different. Projected revenues are under \$7.4 million which is just a little higher than last year.

Ambulance Replacement Revolving Fund Warrant Article:

Director Schelberg referenced the ambulance replacement revolving fund warrant article and asked that a fixed revenue amount be placed in the warrant article and the line that states "or an amount as decided at an annual vote of the governing body" be removed from the wording of the warrant. If the amount gets lowered, we will be short when it comes time to buy an ambulance. He would like a fixed revenue amount to be changed later if needed.

208 **Selectman Labonte made a motion to amend the Ambulance Replacement Revolving Fund warrant article**
209 **to say that we need the legislative body to expand instead of the governing body. Seconded by Selectman**
210 **Daniels. All were in favor. The motion passed 5/0.**
211

212 Selectman Labonte said that collecting the money that way is still going to have a tax impact. It will put a warrant
213 article back on when it comes time to replace an ambulance, but it will be at zero tax impact.
214

215 Director Schelberg said you already have some capital reserve accounts that the governing body has to approve
216 spending the money from. Selectman Labonte said they don't have the authority to approve the purchase of the
217 vehicle over \$75,000. Director Schelberg said the warrant article is very specific about what it needs. Selectmen
218 Labonte said he may support the warrant article, but feels the actual purchase of the vehicle should be decided by
219 the legislative body.
220

221 Selectman Dargie doesn't agree, we should be able to change the amount in the warrant article because costs go
222 up over time. There was additional discussion on what may or may not occur each year, and the scenario of
223 purchasing an ambulance after 7 years versus 5 years. Selectman Daniels and Selectmen Dargie suggested taking
224 the word "annual" out of the warrant article.
225

226 Director Schelberg said if this warrant article fails, there isn't any money in the ambulance capital reserve account
227 and they would have to make up the difference for the ambulance in four years instead of five. The difference
228 between a capital reserve fund and a revolving fund is you are taking the transport revenue and putting it away
229 instead of asking the town every year to support a capital reserve fund through taxes. Chairman Daniels asked if
230 donations could be made to a capital reserve fund. Finance said yes.
231

232 Selectman Labonte said as it's written right now, this Board has the authority to purchase an ambulance, not the
233 voters. That's why he wants it changed to the legislative body. Director Schelberg said the value of the revolving
234 fund is to allow you to take the transport revenue that this Board has decided upon. You don't have to go back
235 every year asking for permission for money. It keeps the funding level instead of the ups and downs each year.
236 It's almost self-funding. It's planning out your large purchase over time.
237

238 Selectman Labonte asked if capital reserve funds could be funded with surplus money. Director Calabria said no.
239 Selectman Freel suggests lowering the warrant to \$95,000. There was some discussion on how many years the
240 ambulances would be in service and the amount of mileage that they would accumulate.
241

242 Ms. Kokko said lapsing and non-lapsing are covered under RSA 32:7 II states that "all appropriations shall lapse
243 at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropria-
244 tion, unless: The amount is appropriated to a capital reserve fund pursuant to RSA 35:5. Selectman Dargie said
245 he thinks this can be done with a warrant article but it has to be planned. There was some discussion on how
246 Merrimack finances its capital reserve accounts.
247

248 Selectman Finan said there is nothing wrong with saving 50% or more of the cost of a vehicle and then going to
249 the voters for the remaining amount. We are not necessarily extending it out by not fully funding the vehicle.
250

251 Mike Thornton, a Milford resident, said other towns are putting money aside to finance their fleet with cash pur-
252 chases. This lowers their finance costs which saves money.
253

254 Selectman Labonte asked if the budget has been updated to reflect the comments made at the Saturday meeting.
255 Administrator Daley said it's being revised. There may be another work session coming up soon.
256

257 **2. Policy Review**

258 **• Policy 2000-08 Grant Application Procedure**

259 Selectman Dargie doesn't feel all grants should go to the Board in advance of submittal due to some time con-
260 straints involved in applying for grants. He wants to encourage applying for grants. The policy has not been fol-
261 lowed. Many departments only have a short period to apply and having to go through the Board is a potential
262 roadblock. Selectman Finan agreed.

263
264 Selectman Labonte said anything that requires a future expense should come to the Board. Administrator Daley
265 said that larger grants that require commitments to the town, like a large transportation grant with an 80/20 split
266 should come before the Board but he doesn't feel the smaller grants need to come before the Board.

267
268 Selectman Dargie is concerned with losing grants if there is a lengthy process to just get something reviewed. He
269 would like to eliminate this process.

270
271 There was a lengthy discussion about different types of grants and the responsibility of department heads to ensure
272 that the Board is aware of larger grants or larger matches

273
274 Ms. Kokko said it makes no sense for a grant writer to not consult with the Board if they need to plan for a match.
275 Deadlines can be a roadblock. Keeping the Board apprised either before or just after a submission would be
276 good. The policy could have been a potential issue for Heritage in applying for the last couple of grants. It's
277 important to know if the Board will support a funding opportunity before it gets too far down the road. Adminis-
278 trator Daley said that could be part of town status at the meetings.

279
280 **Selectman Dargie made a motion to repeal policy number 2000-08, Grant Application Procedure. Seconded**
281 **by Selectman Finan. The motion passed 4/1 with Selectman Labonte opposed.**

282
283 **7. SELECTMEN'S REPORTS/DISCUSSIONS**

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

285 Selectman Daniels said the recycling is working on more signage at the Transfer Station and trying to increase
286 composting. He asked if anyone objected to adding alternates to the Recycling Committee. There was some
287 discussion and the Recycling Committee will give it more thought.

288
289 **b) OTHER ITEMS (not on the agenda)**

290 Selectman Labonte asked where the town was on the transfer policy. Administrator Daley said there will be some
291 discussion brought to the Board at the next meeting.

292
293 Selectman Labonte asked where we were on the payroll policy. Administrator Daley presented a payroll RFP to
294 the Board for guidance, he's looking to put it out to bid in about a week. They are looking to get something back
295 from interested parties for the 2024 budget. There are very few towns that have payroll services. Municipal finance
296 is a complex system.

297 Selectman Labonte said it could come back under \$25,000. Selectman Freel said he would expect it to be around
298 \$100,000

299
300 There was a lengthy about information that may or may not be needed, how much is involved in payroll, if basic
301 HR duties could be included with the payroll company, and whether or not it would save or cost the town money.
302 There was also discussion about saving money by getting rid of the current timekeeping system that doesn't work
303 for several departments. Administrator Daley said it takes time to formulate an RFP that pertains to the Town of
304 Milford.

305
306 **Selectman Labonte made a motion to put payroll services out to bid. Seconded by Selectman Freel. The**
307 **motion passed 3/2.**

308

309 7. **PUBLIC COMMENTS** - There were no comments at this time

310

311 **9. APPROVAL OF FINAL MINUTES** – November 13, 2023. There were questions about one vote and it was
312 decided that the minutes would be tabled until the next meeting.

313

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

315 a. Selectmen’s Goals and Initiatives

316

317 **11. NOTICES.** Notices were read.

318

319 **12. NON-PUBLIC SESSION** – Selectman Freel made a motion to go into non-public at 8:38 in accordance
320 with (RSA 91-A:3, II(a)) Personnel. Seconded by Selectman Finan. All were in favor. The motion passed
321 5/0 by roll call vote.

322

323 In nonpublic the board discussed one personnel issue and made no decision.

324

325 Selectman Dargie made a motion to seal the non-public minutes under Reputation. Seconded by Selectman
326 Freel. All were in favor. The motion passed 5/0.

327

328 **13. ADJOURNMENT:** Selectman Freel moved to adjourn at 9:08. Seconded by Selectman Finan. All
329 were in favor. The motion passed 5/0 by roll call vote.

330

331

332

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334 _____
Gary Daniels, Chairman

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Chris Labonte, Vice-Chairman

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Paul Dargie, Member

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344

Tim Finan, Member

Dave Freel, Member

2023 BOS Goals and Initiatives

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

10/23/2023