

Milford Board of Selectmen
PROCLAMATION

WHEREAS, Clare Callahan has served with distinction as a Deputy Town Clerk for the Town of Milford for 15 years; and

WHEREAS, the Town of Milford is most sincerely appreciative of Clare Callahan's long and faithful service to the Town of Milford.

WHEREAS, Clare Callahan has made many lasting contributions to the Town Clerk's Office.

WHEREAS, Clare Callahan is recognized for her unmatched loyalty, unparalleled dedication, and outstanding service;

NOW, THEREFORE, BE IT RESOLVED, that the Milford Board of Selectmen recognize the special efforts and contributions of Clare Callahan, and congratulate her by presenting this proclamation on her 15 years of Service to the Town of Milford;

BE IT FURTHER RESOLVED, the Board wishes Clare Callahan much success in her retirement.

Given under our hand and seal this 28th day of December 2020

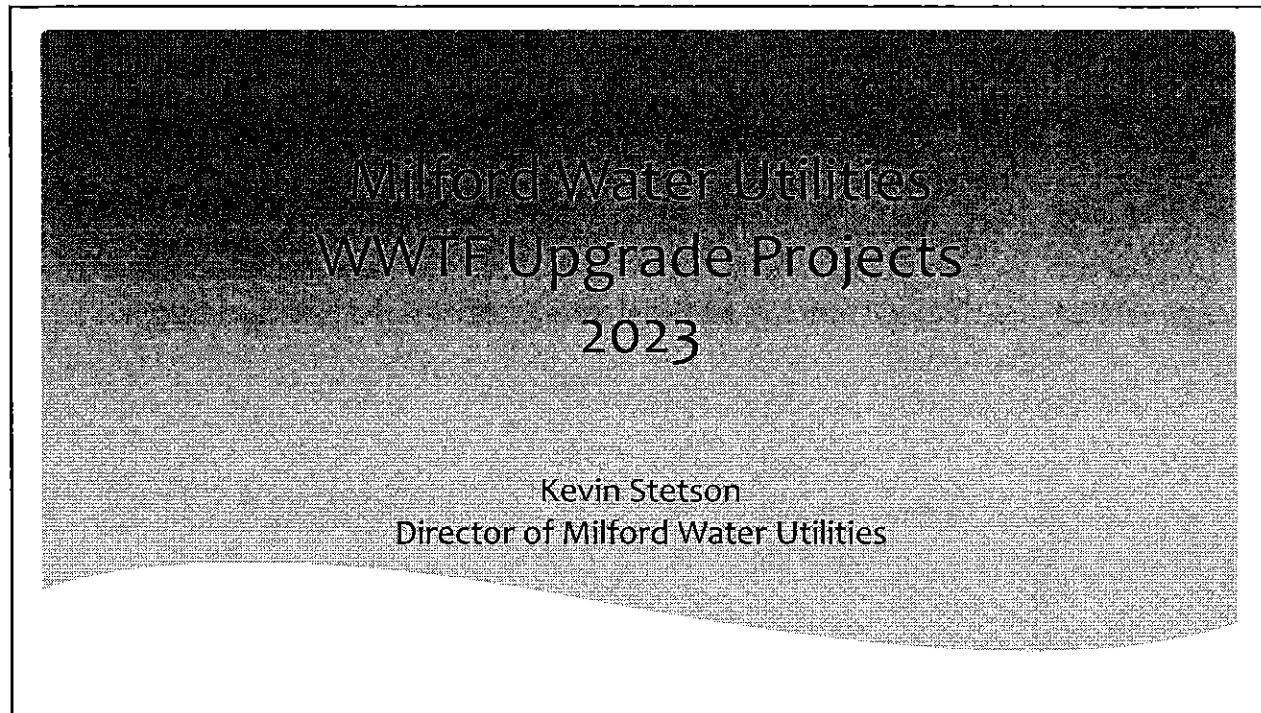
Gary Daniels, Chairman

Paul Dargie, Vice Chairman

Laura Dudziak

Chris Labonte

David Freeland



National Pollution Discharge Elimination System (NPDES) Permit renewal 2020

Milford's Wastewater Treatment Facility(WWTF) newly issued Permit requirements have become effective as of November 1st, 2020

- There are more stringent pollutant removal requirements
- The WWTF will need process improvement upgrades
- We have about 3 years to be in compliance
- A Construction project is being planned for 2023

WWTF Construction Plan

- 2021- Evaluation of treatment alternatives for final design
 - \$190,340.00
- 2022- Final Design/Project Bidding
 - \$450,000.00(estimated)
- 2023- Project Construction
 - \$5,977,000.00(estimated)

Construction Project Scope (estimated costs)

- Biological Nutrient Treatment modifications - \$370,000.00
 - Phosphorus and Nitrogen treatment
- Biological Sludge Storage modification - \$1,112,000.00
 - Nutrient rich sludge removed from waste stream
- Filtration of out-going Treated water (Effluent) - \$4,495,000.00
 - Final Metals and nutrient treatment
- Anticipated construction costs - \$5,997,000.00
- Total Project cost - \$6,447,000.00

Why are the permit limits changing?

Pollutants that are not removed with the existing technology are sent to the Souhegan River and impact river ecosystems.

Pollutant removal technologies have improved since the original WWTF design.

Municipal wastewater treatment plants are expected to use improved technologies to meet more stringent pollutant removal requirements

History of Board of Water and Sewer Commissioners (BOC) planning

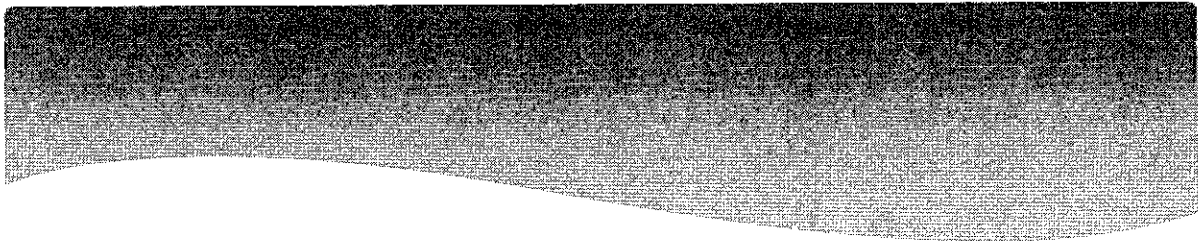
In 2015 the BOC developed a proactive WWTF Comprehensive Facility Plan that included these recommended upgrades along with other improvements that would be needed to meet expected permit limits with estimated total costs of **\$11,737,000**

2015 Comprehensive Plan projects completed with estimated costs

• UV disinfection Upgrade	\$906,000
• Secondary Clarifier Scum Pit Modification	\$186,000
• Admin Building HVAC Upgrade	\$269,000
• Back Up Generator Replacement	\$355,000
• Dewatering Upgrade	\$1,096,000
• SCADA/PLC Upgrade	\$120,000
• Total	\$2,932,000

2015 Comprehensive Plan projects not included in EPA permit renewal upgrades

• Primary Clarifier Mechanism Replacement	\$539,000
• Gravity Thickener Mechanism Replacement	\$323,000
• Influent Screenings Conveyor	\$312,000



QUESTIONS ?

TOWN OF MILFORD

Office of Community Development

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



Date: December 22, 2020
To: Board of Selectmen
John Shannon, Town Administrator
From: Lincoln Daley, Community Development Director
Subject: Route 101A / Route 13 / Oval Improvement Project
(X-A004(864), NHDOT #42470)

Purpose and Intent:

The purpose of this agenda item is to continue the discussion regarding the Route 101A / Route 13 / Oval Transportation Improvement project and to execute the attached Section 1702 Federal Funding Designated Program Local Public Agency Agreement with the NH Department of Transportation. (See Attachment 1) Once executed, said agreement will allow the Town to use the remaining available Federal transportation funds totaling \$2,061,251 (includes \$412,250 of previously Town appropriated funds) to design and then construct two individual pedestrian and transportation improvements projects located on Nashua Street and within the downtown Oval area.

Background Information:

- Funding for the Route 101A / Route 13 / Oval Improvement project was originally provided in 2006, where the Town was awarded \$3,500,000 Federal Highway Administration Section 1702 – Designated Project to be administered through the New Hampshire Department of Transportation. The allocated funding provides for the engineering of, potential right-of-way acquisition for, and the construction of pedestrian and vehicular improvements within a defined study area bounded by Route 101A, Route 13, and the Oval. (See Attachment 2) Said improvements included, but were not limited to construction of sidewalks, crosswalks, utility relocation and undergrounding, paving, parking, and pedestrian/vehicle access management.
- Of the \$3,500,000, the Town was required to provide a 20% match totaling \$700,000. Beginning in 2006 through 2011, the Town approved the total required \$700,000 appropriation (match) through a series of warrant articles (See Attachment 3).
- Using a portion of the transportation funding, the Town hired CLD Engineering to assist the town in identifying operational and/or safety concerns, develop potential solutions to those concerns, and prepare conceptual improvement plans for specific locations in the project area. The result yielded the report entitled “2009 Traffic & Pedestrian Improvement Evaluation for Milford Downtown Area, Milford, New Hampshire”. Through extensive Town and stakeholder involvement and input, the final report focused on the five project areas within the defined study area. Conceptual alternatives and preliminary designs were prepared for five project areas listed below:
 - The Oval Area
 - Nashua Street/Edgewood Plaza
 - South Street / Southern South Street (south of the railroad)
 - The Triangle Area (Mont Vernon/Amherst/Grove Streets), and
 - The Westside Neighborhood.(See Attachment 4)
- In 2012/2013, the Town enlisted the services of CLD Engineering to develop the preliminary and final engineering designs for the South Street traffic and pedestrian improvements. The project included extensive stakeholder outreach and Town involvement in the preliminary and final designs of the project. In 2016, the

Town hired Kingsbury Construction Company to construct the NHDOT approved final design. Construction of traffic and pedestrian improvements and undergrounding of utility lines were completed in 2018.

2021 Traffic and Pedestrian Improvement Projects: Nashua Street and Milford Oval

- The Town is presently seeking to move forward with two individual priority projects identified in the 2009 CLD Report. The two projects include pedestrian, vehicle, and traffic management improvements on Nashua Street/Clinton Street/Tonella Road and within the Milford Oval. Both individual projects are further summarized and described below.
- Both projects are fully funded. The Town will use the remaining available Federal appropriated transportation funds for the two individual projects totaling \$2,061,251. To meet the Town's 20% obligated match of \$412,250, the Town will utilize the remaining balance from the previously appropriated \$700,000 total match requirement.
- The Town will follow the same NHDOT Local Public Agency required steps and process utilized for the South Street traffic and pedestrian improvement project. Said steps are broken into four main phases:
 - ✓ Phase 1: Engineering Study
 - ✓ Phase 2: Preliminary Engineering Design
 - ✓ Phase 3: Final Engineering Design and Bidding
 - ✓ Phase 4: Construction

Phases 1 through 3 include extensive public input and stakeholder involvement (e.g. residents, property owners, businesses, affected parties). The Board of Selectmen will be heavily engaged/involved during these phases and will be responsible for signing off on the preliminary and final designs.

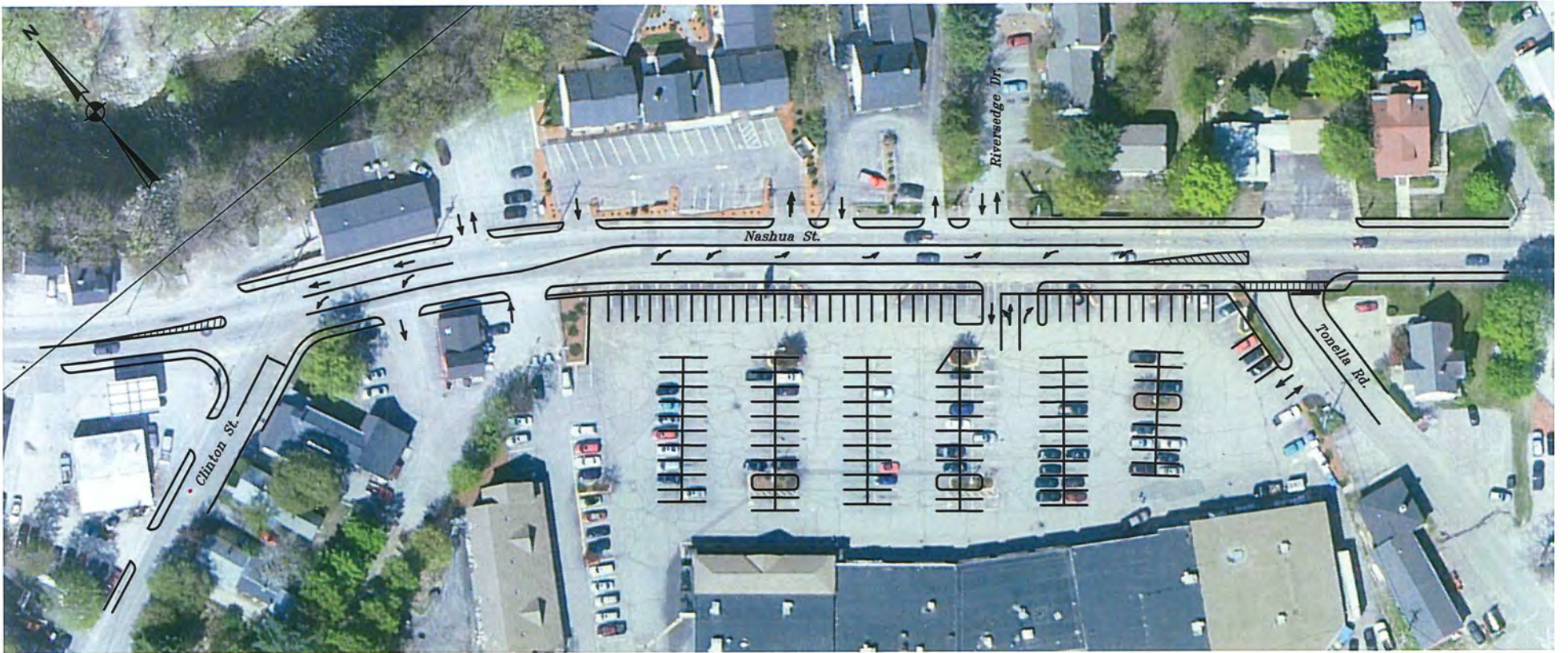
- In 2019, the Town selected VHB as its design engineering consultant for the projects. Upon completion of Phases 1 through 3, the Town would issue a Request for Proposal to hire a company(ies) to construct the Town and NHDOT approved final engineering design for both projects.
- Once the NHDOT Local Public Agency agreement is executed by the Town and NHDOT, the projects are slated to begin in early 2021 and be constructed/completed in 2023.
 - Phase 1: Engineering Study (2021)
 - Phase 2: Preliminary Engineering Design (2021-2022)
 - Phase 3: Final Engineering Design and Bidding (2022)
 - Phase 4: Construction (2022-2023)

Project 1: Nashua Street / Clinton Street/Tonella Road Improvements:

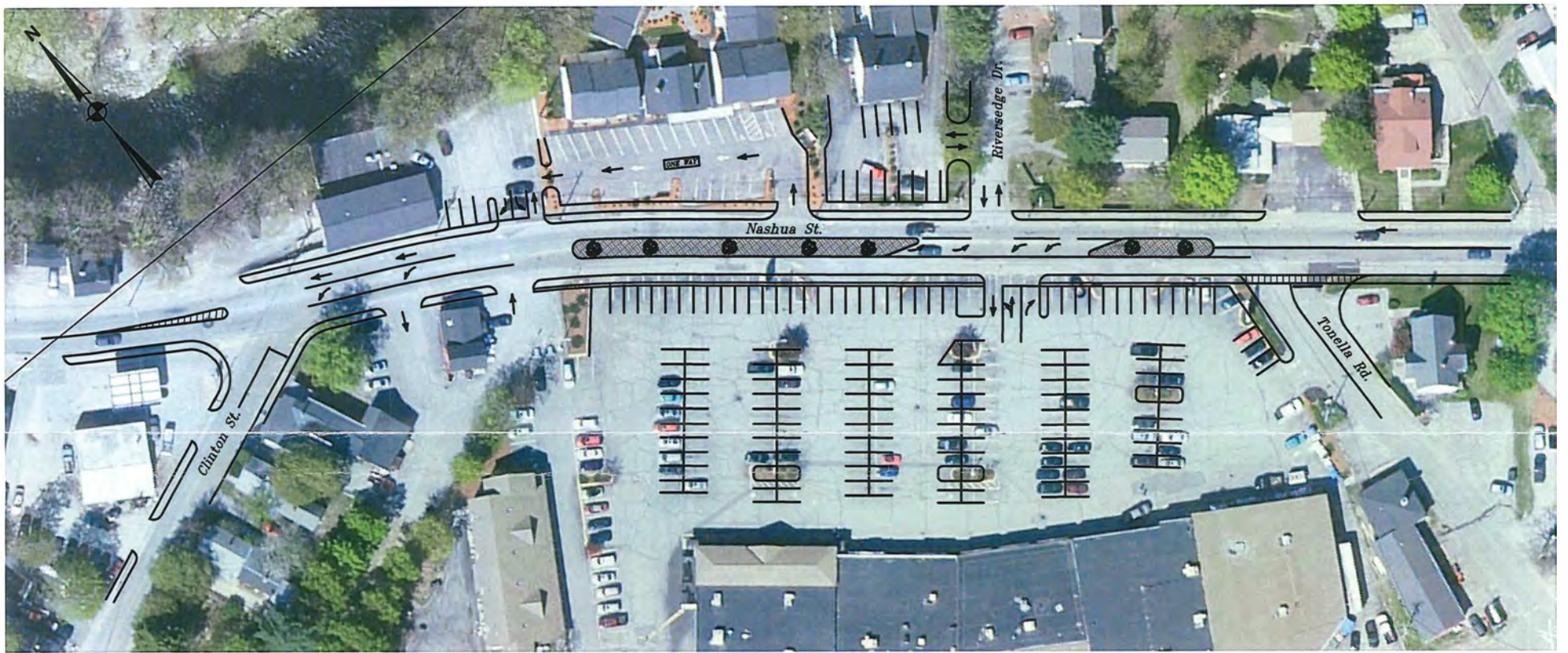
As part of the Milford Downtown Pedestrian Traffic Improvements project area, the project seeks to widen Nashua Street to accommodate a center turning lane and connect sidewalks on Clinton Street, Nashua Street, and Tonella Road. Further, with the construction of the CVS Pharmacy building, the project seeks to signalize the Nashua Street and Clinton Street intersection. The general goal and objective is to relieve congestion, improve pedestrian safety and connectivity along one of the Town's primary corridors.

NOTE: Conceptual design(s) shown is from the 2009 CLD Report (Attachment 3) shown for illustrative purposes and used as a reference in the development of the preliminary and final engineering designs for the project.

CENTER TURN LANE



CENTER BOULEVARD



CENTER TURN LANE W/ LANDSCAPING

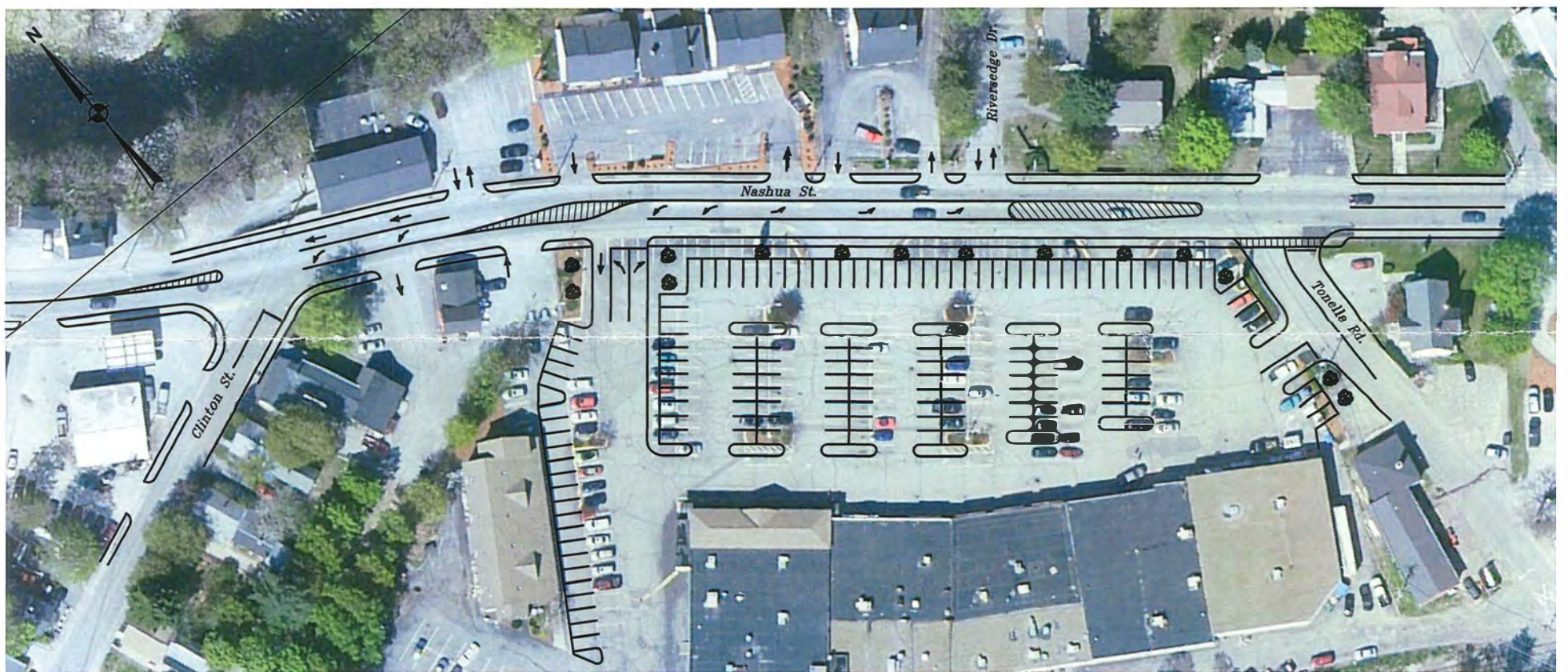


FIGURE 10
CONCEPTUAL ALTERNATIVES
NASHUA ST. / EDGEWOOD PLAZA



Project 2: Milford Downtown Oval Improvements:

The focus areas for this project involve pedestrian and traffic improvements within the Historic Oval District and the southern portion of South Street (Lincoln Street, Marshall Drive, Prospect Street, and South Street). The general goal and objective of this project is to enhance pedestrian safety/access and improve vehicular circulation throughout the Oval area and along NH 101A (Nashua Street and Elm Street), NH 13 (Mont Vernon Street), and South Street, and provide parking opportunities to support an expanding and vibrant downtown.

NOTE: Conceptual design shown is from the 2009 CLD Report (Attachment 3) shown for illustrative purposes and used as a reference in the development of the preliminary and final engineering designs for the project.

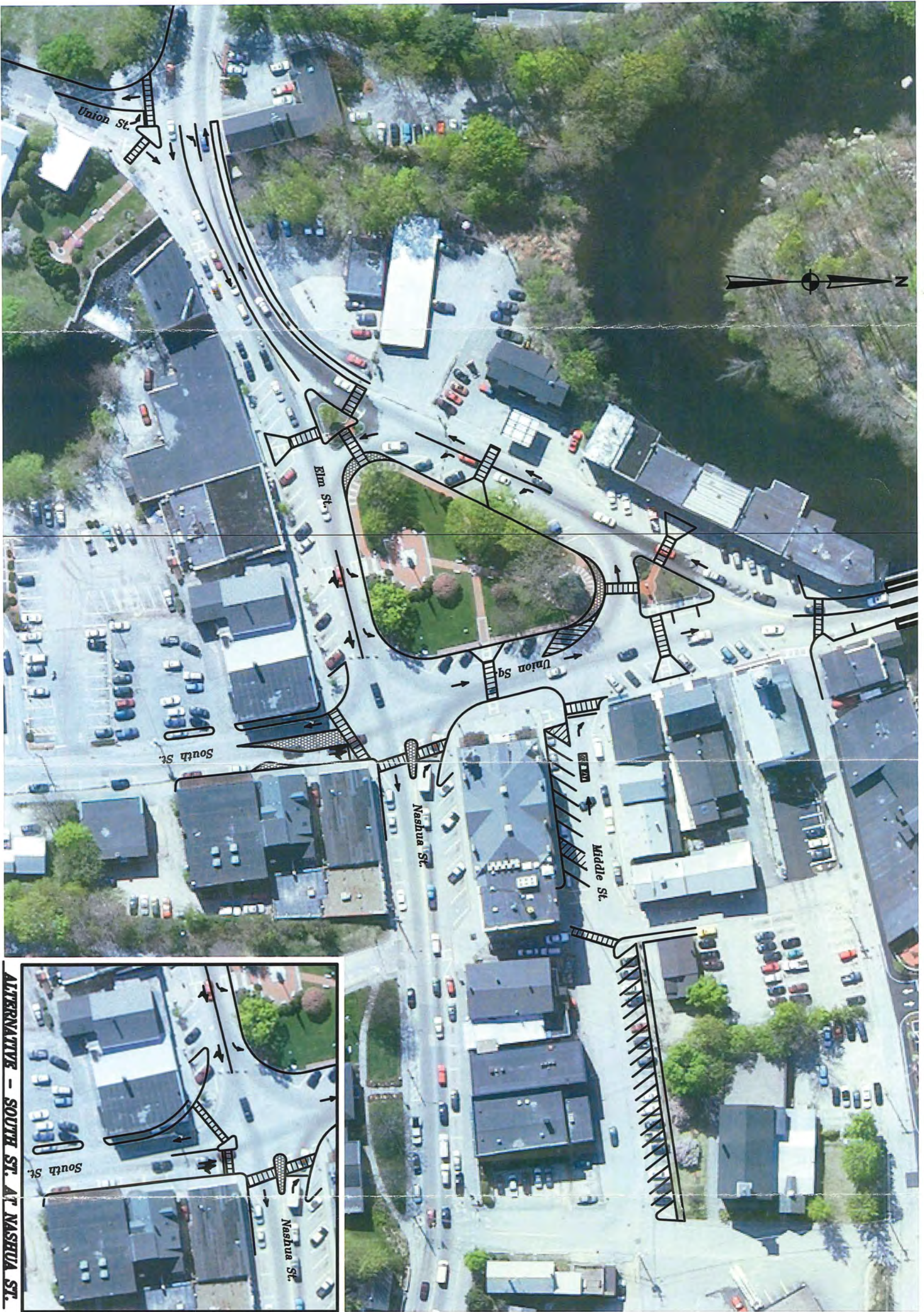


FIGURE 9
CONCEPTUAL IMPROVEMENTS
OVAL AREA



**SECTION 1702 FEDERAL FUNDING DESIGNATED PROGRAM
PROJECT AGREEMENT
FOR
TOWN OF MILFORD**

**PROJECT SPONSOR DUNS # 025087362
STATE VENDOR #: 177503
STATE PROJECT #: 42470
FEDERAL PROJECT #: X-A004(864)**

THIS AGREEMENT, is made and entered into this ____ day of _____, 20__, between the NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, hereinafter called the “DEPARTMENT”, and the TOWN OF MILFORD, hereinafter called the “PROJECT SPONSOR”.

WITNESSETH that,

WHEREAS, the DEPARTMENT and the PROJECT SPONSOR have determined that a project to improve traffic flow along NH 101A and NH 13 in the area known as the “Oval” in the Town of Milford is an eligible project for funding under the Section 1702 Federal Funding Designated Program created by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); and

WHEREAS, the DEPARTMENT has established Section 1702 Federal Funding Designated Project #42470 (the “Project”) for the aforesaid project, with the project funding and target ad date as represented in the table below; and

Ad Year: 2023	DEPARTMENT SHARE (80%)	PROJECT SPONSOR SHARE (20%)	NON- PARTICIPATION	TOTAL
Current Day Estimate	\$1,649,000.85 *	\$412,250.21	\$0.00	\$2,061,251.06

* Department share of costs are capped at \$1,649,000.85. All project costs in excess of this total will be 100% funded by the PROJECT SPONSOR.

WHEREAS, the PROJECT SPONSOR desires to act as Sponsor and Manager of the Project; and

WHEREAS, the DEPARTMENT desires to cooperate with the PROJECT SPONSOR in accomplishing the Project;

NOW, THEREFORE, in consideration of the above premises and in further consideration of the agreement herein set forth by and between the parties hereto, it is mutually agreed as follows:

I. DUTIES AND RESPONSIBILITIES OF THE PROJECT SPONSOR:

- A. The PROJECT SPONSOR shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts.
- B. The PROJECT SPONSOR shall manage the design, environmental study, right-of-way acquisition and construction of the Project. This management is described in the current version of the DEPARTMENT’s document titled “Local Public Agency Manual for the Development of Projects”, as it may be amended from time to time, and, by reference, is hereby made a part of this AGREEMENT.

- C. The PROJECT SPONSOR shall provide or cause to provide for both the maintenance of the Project during construction and subsequent maintenance of all Project elements together with the maintenance of sidewalks, which includes winter snow and ice removal in accordance with the requirements of 23 CFR 1.27 and 28 CFR 35.133, once the work under this AGREEMENT is completed. Should operational adjustments be necessary, the PROJECT SPONSOR agrees that no changes will be made without prior approval of the DEPARTMENT and the Federal Highway Administration.
- D. The PROJECT SPONSOR shall submit monthly progress reports and invoices to the DEPARTMENT for reimbursement of its share of the amounts paid to engineering, environmental and/or right-of-way consultants and construction contractors for the performance of the work set forth in the Application or agreed upon at the scoping meeting. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the Application, as well as backup information to support the charges. The PROJECT SPONSOR shall certify that the invoices properly represent payment for work that has been completed and paid for by the PROJECT SPONSOR.
- E. The PROJECT SPONSOR is required to maintain all project and financial records pertinent to the development of the Project for three (3) years beyond the date of the DEPARTMENT's final voucher. The DEPARTMENT will send a letter to the PROJECT SPONSOR with the date of this approval. If there is a failure to maintain this documentation, NHDOT and/or Federal Highway Administration could take an action up to and including requesting a refund of all reimbursed project costs. Any and all of these project and financial records must be made available to the DEPARTMENT and Federal Highway Administration at their request.
- F. The PROJECT SPONSOR shall defend, indemnify and hold harmless the DEPARTMENT and its officials, agents and employees from and against any and all claims, liabilities or suits arising from (or which may be claimed to arise from) any act or omission of the PROJECT SPONSOR or its subcontractors in the performance of this AGREEMENT. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire or the DEPARTMENT, which immunity is hereby reserved. This covenant shall survive the termination of this AGREEMENT.
- G. Non-Discrimination:
1. The PROJECT SPONSOR agrees that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d—2000d-4 (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Non-discrimination in Federally-Assisted Programs of The Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964" (referred to as the "REGULATIONS"), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the PROJECT SPONSOR receives Federal financial assistance extended by the State of New Hampshire. This AGREEMENT obligates the PROJECT SPONSOR for the period during which Federal financial assistance is extended.
 2. The PROJECT SPONSOR hereby gives assurance as required by subsection 21.7(a)(1) of the REGULATIONS that it will promptly take any measures necessary to effectuate this AGREEMENT, including but not limited to the following specific assurances:

- a. That each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the REGULATIONS will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. That the PROJECT SPONSOR shall insert the following notification in all solicitations for negotiated agreements or bids for work or material made in connection with this Project: *The PROJECT SPONSOR hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.*
 - c. That the PROJECT SPONSOR shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DEPARTMENT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The PROJECT SPONSOR shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DEPARTMENT-assisted contracts. The DEPARTMENT's DBE program, as required by 49 CFR part 26 and as approved by the United States Department of Transportation, is incorporated by reference in this AGREEMENT. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this AGREEMENT. Upon notification to the PROJECT SPONSOR of its failure to carry out its approved program, the DEPARTMENT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*
 - d. That the PROJECT SPONSOR shall include the following assurance in each contract signed with a contractor and each subcontract the prime contractor signs with a subcontractor: *The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, sex, age, or disability in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DEPARTMENT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy, as the recipient deems appropriate.*
3. The PROJECT SPONSOR shall insert a copy of the required provisions of Federally-assisted construction contracts in accordance with Executive Order 11246, Equal Employment Opportunity, and 41 CFR Part 60-4, Affirmative Action Requirements, in each contract entered into pursuant to this AGREEMENT. Required Federal contract provisions can be obtained through the DEPARTMENT's Labor Compliance Office (271-6612) or Online at: <http://www.nh.gov/dot/org/administration/ofc/documents.htm>
- H. The PROJECT SPONSOR certifies by entering into this Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of New Hampshire. The term “principal” for purposes of this Agreement means an officer, director, key employee or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the PROJECT SPONSOR. The PROJECT SPONSOR also certifies that it will verify the state and federal suspension and debarment status for all parties (consultant/vendor/contractor, etc.) receiving funds under this

Agreement as a sub-Agreement and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred party. The PROJECT SPONSOR shall immediately notify the Department if any sub-Agreement party is debarred or suspended, and shall, at the DEPARTMENT'S request, take all steps required by the State to terminate its sub-Agreement relationship with the party for work to be performed under this Agreement.

- I. If there is a default of any nature to this AGREEMENT, the PROJECT SPONSOR shall be required to reimburse the DEPARTMENT and/or the Federal Highway Trust Fund for all funds expended under this Project.

II. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT:

- A. The DEPARTMENT shall review the Project engineering plans, environmental documents and contract documents applicable to the Federal Highway Administration and State of New Hampshire requirements for a Federally-funded project and submit appropriate documentation to the Federal Highway Administration to receive Federal approval.
- B. The DEPARTMENT shall reimburse its share to the PROJECT SPONSOR after receipt and approval of properly documented invoices that have been certified by the PROJECT SPONSOR as properly representing work that has been completed and paid for by the PROJECT SPONSOR.
- C. The DEPARTMENT shall use its best efforts to obtain authorization of the Project from the Federal Highway Administration.

III. IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE DEPARTMENT AND THE PROJECT SPONSOR:

- A. That the PROJECT SPONSOR will not incur any Project costs nor enter into any agreement with any third party, including but not limited to consultants, contractors, or engineers until such time that it receives a written notice to proceed from the DEPARTMENT to do so.
- B. That the maximum amount of funds available for this Project for reimbursement under this AGREEMENT from the DEPARTMENT shall be as set forth in paragraph 4 of page 1. As the scope of the Project is finalized, should the costs for the Project exceed the amount budgeted, the DEPARTMENT agrees to review Project costs for consideration of additional funding. Neither the DEPARTMENT nor the Federal Highway Administration will be responsible for any expenses or costs incurred by the PROJECT SPONSOR under this AGREEMENT in excess of the above amounts unless the DEPARTMENT expressly authorizes additional funding prior to the work being performed.
- C. That the PROJECT SPONSOR shall invoice the DEPARTMENT for incurred costs on a monthly basis and the DEPARTMENT will process these invoices for payment in an expeditious manner.
- D. That the PROJECT SPONSOR agrees to commence the Project within three (3) months after the date of this AGREEMENT and substantially complete the Project within four (4) years after the date of the first notice to proceed date given by the DEPARTMENT, unless earlier terminated as provided herein. The PROJECT SPONSOR may apply to the DEPARTMENT for an extension. Failure to meet either deadline without good cause may cancel the DEPARTMENT's participation in this Project at its discretion. Any remaining funds will be forfeited. The PROJECT SPONSOR is responsible for informing and coordinating a new

Project completion date that will need to be approved by the DEPARTMENT if any condition arises that may result in either deadline being unattainable.

- E. That the PROJECT SPONSOR will attend a meeting with the DEPARTMENT’s representative after signing this AGREEMENT to discuss the Project’s scope, budget and schedule. The PROJECT SPONSOR will subsequently provide a schedule showing project milestones with dates. Failure to meet these dates could delay funding for construction.

- F. That this AGREEMENT is contingent upon the appropriation of sufficient funds from the State of New Hampshire Legislature and/or the Federal Highway Administration. If sufficient funds are not appropriated, the DEPARTMENT may terminate this AGREEMENT upon thirty (30) days’ written notice to the PROJECT SPONSOR. Such termination shall relieve the DEPARTMENT and the PROJECT SPONSOR from obligations under this AGREEMENT after the termination date.

**NEW HAMPSHIRE DEPARTMENT
OF TRANSPORTATION**

TOWN OF MILFORD

By: _____
Commissioner
Department of Transportation

By: _____
Title: _____

Authorized to enter into Agreement as
approved by Governor & Council on
_____.

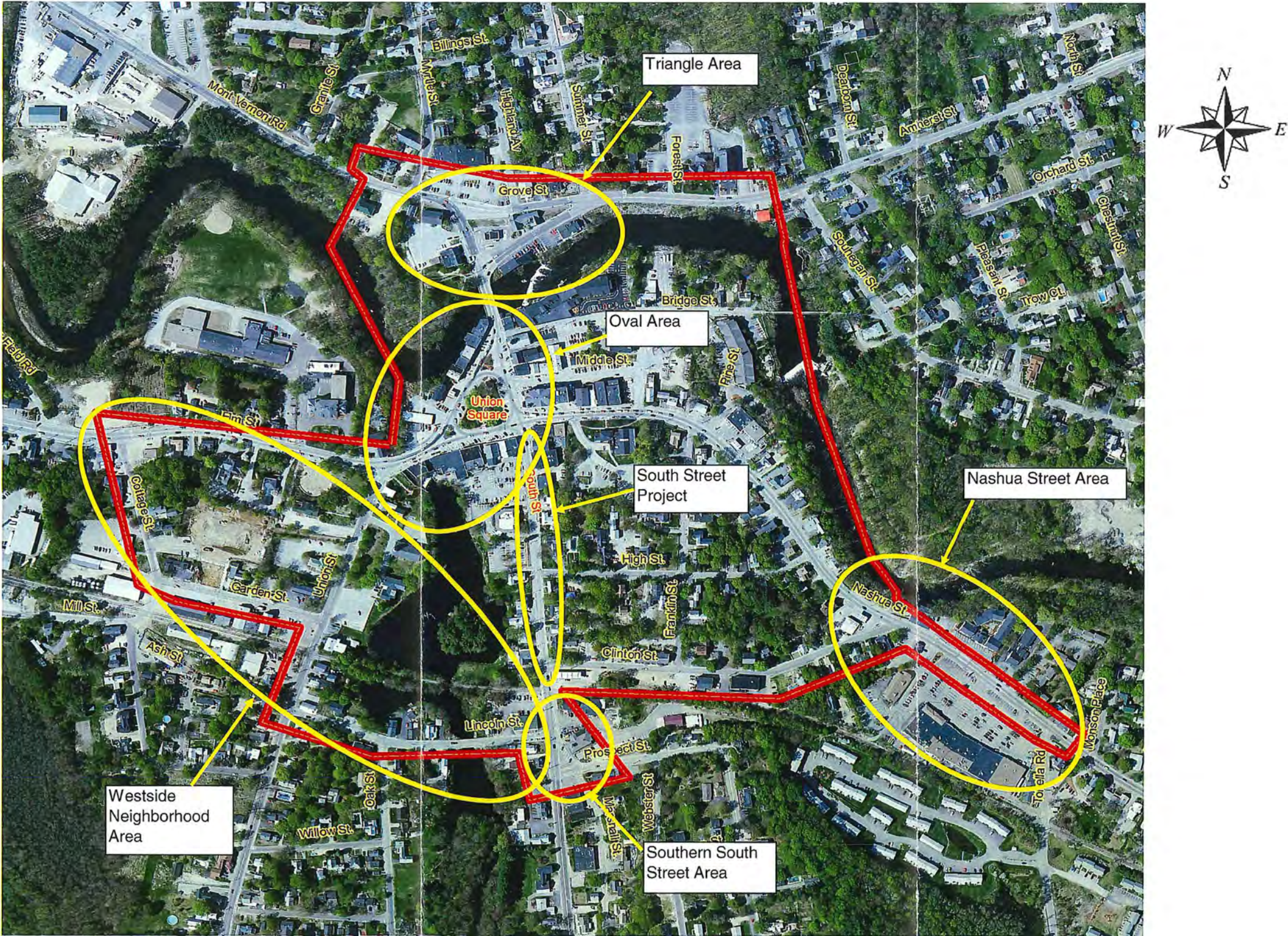


Figure 1
Milford Downtown Study Area

Attachment 3: Schedule of Approved Appropriations.

Route 101A / Route 13 Oval Improvement Project

2006

ARTICLE 14 – Route 101A / Route 13 / Oval Improvements - \$80,000

To see if the Town will vote to raise and appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for Alternatives Analysis, Preliminary Engineering and Environmental Assessment of improvements to Route 101A, Route 13 and the Oval, including but not limited to vehicular and pedestrian safety enhancements, particularly along South Street between Lincoln Street and the Oval and at intersections and crosswalks; parking; and facilitation of deliveries to that area. This project will be funded eighty percent (80%) with federal funds, or Three Hundred Twenty Thousand Dollars (\$320,000), and twenty percent (20%) with local funds, or Eighty Thousand Dollars (\$80,000), subject to State of New Hampshire General Court approval in 2006. This is the initial phase of an up-to Three Million Five Hundred Thousand Dollar (\$3,500,000) Federal grant through the State of New Hampshire Ten Year Transportation Plan for which the Town of Milford may receive up to Two Million Eight Hundred Thousand Dollars (\$2,800,000) in specially designated Federal funds, or eighty percent (80%), and for which Milford must provide a twenty percent (20%) match for any Federal funds used, or Seven Hundred Thousand Dollars (\$700,000) if the entire grant award is used. The appropriation this year will be used to develop a plan, with staff and public input, and to develop a cost estimate. The plan that is developed will be presented to the voters for approval and funding in a future year. **The Board of Selectmen supports this Article (4-1). The Budget Advisory Committee supports this Article (6/0/1). This is a Special Warrant Article in accordance with RSA 32. This Article has an estimated tax impact of 10 cents.**

Article passed with 1279 yes and 673 no

2008

ARTICLE 6 – ROUTE 101A/ROUTE 13 OVAL IMPROVEMENTS GRANT - \$155,000

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Seventy-five Thousand (\$775,000) Dollars (\$155,000 to be raised by general taxation and \$620,000 from Federal Grant) for engineering of, potential right-of-way acquisition for, and construction of improvements to Route 101A, Route 13, and The Oval, including but not limited to vehicular and pedestrian safety enhancements in the downtown area of Milford generally described as that area bordered by the Nashua Street/Tonella Road intersection, the South Street/Prospect Street/Lincoln Street intersections, the Elm Street / Cottage Street intersection and the Mont Vernon Street/Amherst Street/Grove Street intersections. Said safety enhancements shall be based on completed and ongoing traffic studies within the Town, and shall include, but may not be limited to, sidewalks, crosswalks, utility relocation and undergrounding, paving, parking, and access management. The amount of One Hundred Fifty Five Thousand (\$155,000) Dollars is 25% of the Town's required remaining match of \$620,000 to obtain the full Federal transportation earmarked funding of Two Million Eight Hundred Thousand (\$2,800,000) Dollars. This is a Special Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (7-0-0). This Article has an estimated tax impact of ten (\$0.10) cents**

NOTE: In 2006 the Town was awarded \$3,500,000 Federal Highway Administration Section 1702 – Designated Project to be administered through the New Hampshire Department of Transportation. Of the \$3,500,000 the Town is required to provide a 20% match, or \$700,000. In 2006 the Town appropriated \$80,000 of the \$700,000, leaving a balance to be raised of \$620,000. The above warrant article seeks to raise \$155,000, or 25%, of the remaining \$620,000.

Article passed with 1327 yes and 349 no

2009

ARTICLE 7 – ROUTE 101A / ROUTE 13 / OVAL IMPROVEMENTS GRANT - \$155,000

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Seventy-five Thousand (\$775,000) Dollars (\$155,000 to be raised by general taxation and \$620,000 from Federal Grant) for engineering of, potential right-of-way acquisition for, and construction of improvements to Route 101A, Route 13, and The Oval, including but not limited to vehicular and pedestrian safety enhancements in the downtown area of Milford generally described as that area bordered by the Nashua Street/Tonella Road intersection, the South Street/Prospect Street/Lincoln Street intersections, the Elm Street / Cottage Street intersection and the Mont Vernon Street/Amherst Street/Grove Street intersections. Said safety enhancements shall be based on completed and ongoing traffic studies within the Town, and shall include, but may not be limited to, sidewalks, crosswalks, utility relocation and undergrounding, paving, parking, and access management. The amount of One Hundred Fifty Five Thousand (\$155,000) Dollars is 25% of the Town's required remaining match of \$620,000 to obtain the full Federal transportation earmarked funding of Two Million Eight Hundred Thousand (\$2,800,000) Dollars. This is a Special Article in accordance with RSA 32. The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (9-0). This Article has an **estimated tax impact of ten (\$0 .10) cents**

Note: In 2006 the Town was awarded \$3,500,000 Federal Highway Administration Section 1702 – Designated Project to be administered through the New Hampshire Department of Transportation. Of the \$3,500,000 the Town is required to provide a 20% match, or \$700,000. In 2006 the Town appropriated \$80,000 of the required match and in 2008 the Town appropriated an additional \$155,000 towards the required match resulting in \$235,000 total match appropriations to date. This article seeks to raise an additional \$155,000 towards the total match, resulting in a total of \$390,000 of the total required match. After this appropriation, the remaining Town match requirements will be \$310,000.

Article passed with 1142 yes and 510 no

2010

ARTICLE 8 - ROUTE 101A / ROUTE 13 / OVAL IMPROVEMENTS GRANT - \$155,000

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Seventy-five Thousand (\$775,000) Dollars (\$155,000 to be raised by general taxation and \$620,000 from Federal Grant) for engineering of, potential right-of-way acquisition for, and construction of improvements to Route 101A, Route 13, and The Oval, including but not limited to vehicular and pedestrian safety enhancements in the downtown area of Milford generally described as that area bordered by the Nashua Street / Tonella Road intersection; the South Street / Prospect Street / Lincoln Street intersections; the Elm Street / Cottage Street intersection; and the Mont Vernon Street / Amherst Street / Grove Street intersections. Said safety enhancements shall be based on completed and ongoing traffic studies within the Town, and shall include, but may not be limited to, sidewalks, crosswalks, utility relocation and undergrounding, paving, parking, and access management. The amount of One Hundred Fifty Five Thousand (\$155,000) Dollars is 50% of the Town's required remaining match of \$310,000 to obtain the full Federal transportation earmarked funding of Two Million, Eight Hundred Thousand (\$2,800,000) Dollars. This is a Special Article in accordance with RSA 32. **The Board of Selectmen (5-0) and the Budget Advisory Committee (8-0) support this Article. This Article has an estimated tax impact of \$0.098.**

Note: In 2006 the Town was awarded \$3,500,000 Federal Highway Administration Section 1702 – Designated

Project to be administered through the New Hampshire Department of Transportation. Of the \$3,500,000 the Town is required to provide a 20% match, or \$700,000. In 2006 the Town appropriated \$80,000 of the required match and in 2008 and 2009, the Town appropriated an additional \$155,000 each year for a total match commitment made through 2009 of \$390,000. The remaining match commitment is \$310,000 to be divided \$155,000 in 2010 and \$155,000 in 2011. After the 2010 appropriation, the Town's match will total \$545,000 and the remaining match requirement will be \$155,000.

**Article passed with 1411 yes and 567 no
2011**

ARTICLE 10 - ROUTE 101A / ROUTE 13 / OVAL IMPROVEMENTS GRANT - \$155,000

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Seventy-five Thousand (\$775,000) Dollars (\$155,000 to be raised by general taxation and \$620,000 from Federal Grant) for engineering of, potential right-of-way acquisition for, and construction of improvements to Route 101A, Route 13, and The Oval, including but not limited to vehicular and pedestrian safety enhancements in the downtown area of Milford generally described as that area bordered by the Nashua Street / Tonella Road intersection; the South Street / Prospect Street / Lincoln Street intersections; the Elm Street / Cottage Street intersection; and the Mont Vernon Street / Amherst Street / Grove Street intersections. Said safety enhancements shall be based on completed and ongoing traffic studies within the Town, and shall include, but may not be limited to, sidewalks, crosswalks, utility relocation and undergrounding, paving, parking, and access management. The amount of One Hundred Fifty-five Thousand (\$155,000) Dollars is the final remaining match amount required of the Town necessary to obtain the full Federal transportation earmarked funding of Two Million, Eight Hundred Thousand (\$2,800,000) Dollars. This is a Special Article in accordance with RSA 32. **The Board of Selectmen supports this Article (5-0). The Budget Advisory Committee supports this Article (5-3). This Article has an estimated tax impact of \$0.097 (\$9.70 on a home valued at \$100,000).**

Note: In 2006 the Town was awarded \$3,500,000 Federal Highway Administration Section 1702 – Designated Project to be administered through the New Hampshire Department of Transportation. Of the \$3,500,000 the Town is required to provide a 20% match, or \$700,000. In 2006 the Town appropriated \$80,000 of the required match and in 2008, 2009 and 2010 the Town appropriated an additional \$155,000 each year for a total match commitment made through 2010 of \$545,000. The remaining match commitment is \$155,000 to be raised in 2011. With the 2011 appropriation, the Town's match will total \$700,000 – the total of the match requirement for this project.

Article passed with 1372 yes and 576 no

2006	\$ 80,000
2008	\$ 155,000
2009	\$ 155,000
2010	\$ 155,000
2011	<u>\$ 155,000</u>
Total	\$ 700,000

TRAFFIC AND PEDESTRIAN IMPROVEMENT EVALUATION

FOR

**MILFORD DOWNTOWN AREA
MILFORD, NEW HAMPSHIRE**

March 2009

Prepared for:

**Town of Milford, New Hampshire
Planning & Community Development
Town of Milford
1 Union Square
Milford, NH 03055**

Prepared by:



New Hampshire • Vermont • Maine

*FINAL
REPORT*

CLD Reference No. 07-0171

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- K. Nashua Street Build Capacity Sheets
- L. Triangle Area Build Capacity Sheets



EXECUTIVE SUMMARY

The Town of Milford desires to improve their Downtown area by making traffic and pedestrian improvements along South Street, as well as in the whole Milford Downtown area. Figure 1 shows the study area. This report presents the results of efforts to identify operational and/or safety concerns, develop potential solutions to those concerns, and prepare conceptual improvement plans for the area.

CLD Consulting Engineers, Inc. (CLD) was retained by the Town of Milford to prepare a preliminary design for a South Street traffic and pedestrian improvement project. CLD was also to study and prepare conceptual designs for other traffic and pedestrian improvement projects around The Oval; Nashua Street from the Oval to Tonella Road; Southern South Street from Clinton Street to Prospect Street; the Triangle Area north of the Souhegan River (Mont Vernon Street, Amherst Street, and Grove Street); and the streets of the Westside Neighborhood (Cottage Street, Garden Street, Union Street and Lincoln Street).

The South Street project will be funded using a Transportation Enhancement (TE) grant from the New Hampshire Department of Transportation (NHDOT). The Downtown area projects will be funded through special funding provided through Section 1702 funds. Due to the constraints of the TE funding which limits the types of improvements that can be made under this program, some of the conceptual improvements that were developed as part of this Downtown area project have been incorporated into the South Street project.

Public participation is an essential part of the Context Sensitive Solutions (CSS) design process now incorporated into the NHDOT design process when evaluating possible transportation infrastructure changes. For this project, several meetings were held with Town officials, the Oval Area Improvement Team (OAIT, a committee designated by the Selectmen to oversee the project), local stakeholders, and the general public.

The following report presents the concepts recommended by CLD for the various focus areas. Also included are preliminary cost estimates for each conceptual design, along with figures displaying each concept.



The conceptual level costs for the improvements are outlined below.

<u>Project</u>	<u>Costs</u>
South Street (Southern South Street)	\$200,000.00
South Street (Bank to Clinton Street)	715,000.00
Railroad Crossing (South Street) *	430,000.00
Oval Area Improvements	760,000.00
Nashua Street (Boulevard)	850,000.00
Triangle Area (Roundabout)	1,500,000.00
Streets of the Westside Neighborhood	110,000.00
Total	\$4,565,000.00

Funds Available (including local match)

Transportation Enhancement (DOT Project 14837)	\$625,000.00
Section 1702 Grant	
DOT Project 14492	801,475.00
DOT Project 14492A (Appropriated)	2,003,687.75
DOT Project 14492A (Not Appropriated)	996,313.00
Railroad Crossing (DOT Project 14078)	533,632.48
Total	\$4,960,108.23

* Includes ineligible state funding work



I. PURPOSE AND SCOPE

The Town of Milford desires to improve their Downtown area by making traffic and pedestrian improvements along South Street, as well as in the whole Milford Downtown area. Figure 1 shows the study area. This report presents the results of efforts to identify operational and/or safety concerns, develop potential solutions to those concerns, and prepare conceptual improvement plans for the area.

CLD Consulting Engineers, Inc. (CLD) was retained by the Town of Milford to perform the following services:

- Prepare a preliminary design for a South Street traffic and pedestrian improvement project by developing base plans, collecting traffic data, identifying environmental constraints, and preparing conceptual plans through a public outreach process. The location of the project is shown on Figure 1.
- Prepare conceptual designs for other Downtown area traffic and pedestrian improvement projects. Five primary focus areas were identified, as shown on Figure 1:
 - The Oval;
 - Nashua Street between the Oval and Tonella Road;
 - Southern South Street from Clinton Street to Prospect Street;
 - The Triangle Area north of the Souhegan River (Mont Vernon Street, Amherst Street, Grove Street); and
 - The Westside Neighborhood, which includes Cottage Street, Garden Street, Union Street, and Lincoln Street.

At the start of this study, the South Street project was to be funded using a Transportation Enhancement (TE) grant from the New Hampshire Department of Transportation (NHDOT). The Downtown area projects were to be funded through special funding provided through Section 1702 earmarked funds. Due to the constraints of the TE funding which limits the types of improvements that can be made under this program, some of the conceptual improvements that were developed as part of this Downtown area project have been incorporated into the South Street project, as noted later in this report.

Public participation is an essential part of the Context Sensitive Solutions (CSS) design process now incorporated into the NHDOT design process when evaluating possible transportation infrastructure changes. For this project, several meetings were held with Town officials, the Oval Area Improvement Team (OAIT, a committee designated by the Selectmen to oversee the project), local stakeholders, and the general public.

This report summarizes the process and results of the various Downtown area improvement projects.



II. REVIEW OF PREVIOUS STUDIES

The following reports were reviewed to determine what improvements had previously been considered within the study area:

- Milford Oval Traffic Study, Dufresne-Henry, 1987. This 20-year-old report shows some information and improvements, some of which have been implemented.
- Improvements at South Street/Prospect Street/Marshall Street Intersection, Nashua Regional Planning Commission (NRPC), 1988. Shows possible improvements to this intersection.
- Intersection Improvements to Nashua Street/Clinton Street and Nashua Street/Powers Street, NRPC, 1993. This report gives recommendations for making Clinton Street two-way, which it is now.
- Draft Traffic Impact and Corridor Study, Proposed Elderly Living Facility, Steve Pernaw, 1999. Presents some recommendations to improve the area near Nashua Street/Tonella Road.
- Non-Residential Development: Community Character Guidelines, NRPC, 2000.
- Access Management Guidelines, NRPC, 2002.
- Route 101A Corridor Master Plan and Improvements Program, NRPC, 2002. Studies the corridor outside the study area for this project – study ends just west of NH Route 101 interchange.
- Traffic Signal Warrants Evaluation – Nashua Street, Steve Pernaw, 2004. These intersections are outside the study area.
- Transportation and Community and Systems Preservation Study, NRPC, 2006.
- Town of Milford – Corridor Design Guidelines, NRPC, 2007 (Draft).
- Milford – Nashua and Elm Streets Corridor Overlay District, Proposed Zoning Regulations Outline (Draft), Milford Department of Planning and Community Development, 9/26/07.
- The Nashua and Elm Streets Corridor Overlay District – A Citizens' Guide (Draft), Milford Department of Planning and Community Development, 2007.
- Evaluation of Highway Improvement Alternatives in Milford, New Hampshire, Hoyle Tanner Associates, 2002. This report summarizes many of the above reports, and presents recommendations for highway improvements both inside and outside the study area.
- Construction Documents and Specifications for Downtown Revitalization, The Cavendish Partnership, Inc. and Dufresne-Henry, 1995. These are the construction plans for the Oval area.
- Downtown Parking Study, NRPC, 2007.

III. DATA COLLECTION

A. Traffic Volumes

1. Automatic Traffic Recorders (ATR)

In order to determine hourly and daily traffic patterns throughout the area, CLD conducted ATR counts at the following locations in June, October, and November 2007. The data are included in Appendix A.

- Tonella Road at the Railroad Tracks
- Nashua Street west of Tonella Road
- Nashua Street east of Clinton Street
- Nashua Street east of School Street
- Amherst Street east of Summer Street
- Mont Vernon Street at the Souhegan River
- Mont Vernon Street west of Granite Street
- Elm Street east of Union Street
- Elm Street west of Cottage Street
- Union Street north of Lincoln Street
- Lincoln Street west of South Street
- South Street north of High Street
- Clinton Street south of Nashua Street

In addition, the NRPC conducted the following ATR counts in October 2007 as part of their routine traffic-counting program in Milford for the NHDOT.

- South Street south of Marshall Street
- Lincoln Street east of Oak Street
- Nashua Street east of South Street

2. Turning-Movement Counts (TMC)

In order to determine how traffic moves through intersections, manual TMCs were performed in October 2007 at the following intersections during typical weekday morning (7 to 9 AM) and evening (4 to 6 PM) commuter peak hours, as well as the Saturday midday peak hours (11 AM to 1 PM). The data are included in Appendix B.

- Nashua Street/Tonella Road
- Nashua Street/Clinton Street



- Nashua Street/Edgewood Shopping Center Main Entrance (PM and Saturday data only)
- Nashua Street/Edgewood Shopping Center Secondary Entrance (PM and Saturday data only)
- Tonella Road/Shopping Center Entrance (PM and Saturday data only)
- Nashua Street/School Street
- South Street/Elm Street/Nashua Street
- Middle Street at Oval
- West End of the Oval
- Union Street/Elm Street
- Mont Vernon Street/Amherst Street
- Mont Vernon Street/Grove Street
- Amherst Street/Grove Street
- Elm Street/Cottage Street
- Garden Street/Union Street
- Union Street/Lincoln Street
- South Street/Clinton Street
- South Street/Lincoln Street
- South Street/Prospect Street/Marshall Street

B. Crash Locations

Crash data for the period January 1, 2004 to October 24, 2007 was received from the Milford Police Department (MPD). The data are included in Appendix C. The data included all crashes reported to the MPD for the study area. Each of the individual crash records was examined, and 143 of those crashes had enough information that they could be attributed to particular intersections or roadway segments within the study area (see Figure 2). However, there was not enough information provided to determine crash types (angle, rear end, etc.). The major crash locations are shown in Table 1 below, with other crashes scattered throughout the study area.

**Table 1 - Downtown Area Crash Summary
(January 1, 2004 – October 24, 2007)**

<u>Location</u>	<u>Number of Crashes</u>
Oval Area (includes Elm/Union and Nashua/School)	46
Triangle Area	29
Nashua Street Area (Clinton Street to Tonella Road)	20
Nashua Street/Cumberland Farms	10
Southern South Street (Clinton Street to Prospect Street)	5
Westside Neighborhood (Elm Street to South Street)	2

C. Pedestrians

A vibrant Downtown area depends on encouraging safe pedestrian travel between various places of interest. In the Oval area, “Yield to Pedestrians” signs are conspicuously displayed to reinforce that this is a heavily utilized pedestrian area, even at the expense of improved vehicular traffic flow. However, it was realized that a quantitative analysis of the level of pedestrian activity would not yield any meaningful data. Instead, pedestrian movements in and around the Oval were observed and the following general patterns were noted as a qualitative assessment. These will be taken into account when considering conceptual improvements in the Oval area.

- Around the Oval, there are many conveniently placed crosswalks and pedestrians used them almost exclusively. The exception occurs on the west side of the Oval, where the only crosswalks are at the north and west islands, and pedestrians “jaywalked” between the Center Island and the west side.
- In general, drivers were well aware of the pedestrian crossings and yielded to pedestrians in the crossings.
- Pedestrians still used the existing crosswalk between the Middle Island and the North Island, in spite of the restricted ability of drivers to see the pedestrians because of obstructed views due to plantings on the Middle Island and parked vehicles on the east side of the island.
- “Jaywalkers” were observed on Mont Vernon Street at the Post Office, as well as on South Street near the bank, where no crosswalks exist but on-street parking is available across the street.
- During the afternoon school peak for the Jacques Memorial Elementary School on Elm Street, many parents park on Union Street, “jaywalk” across Union Street and walk through the park to reach the School on Elm Street, where there is a crossing guard. After picking up their children, they return in the same manner.

D. Parking Space Usage and Availability

1. Nashua Regional Planning Commission (NRPC) Study

The NRPC conducted a parking study of Downtown Milford on Thursday, January 11, 2007 and Saturday, March 24, 2007. The study area included street and other public parking spaces near the Oval. That study identified and mapped parking spaces in the Downtown area, and determined how the parking spaces are used during the course of the day.

The study found that on the days of the study, there were many spaces available at all times. During the peak time, nearly 70% of the spaces around the Oval were occupied. These counts were taken in the winter and early spring, so it is likely that parking spaces have more utilization during the warmer months. Casual observations by CLD in the fall of 2007 corroborate this assumption.

The NRPC parking study also noted that several spaces were occupied by the same vehicle for several hours of the day. Most were in parking spots not directly on the Oval, but a few were on the Oval. These long-term parkers on the Oval take up spaces that could be used by customers of the various businesses in the area. However, given the number of vacant spaces, these long-term parkers do not appear to cause a parking shortage at this time.

2. Comments from Public Outreach

CLD compiled the comments made about parking in the Downtown area from the minutes from several meetings, including those conducted for this study.

There is much concern about the parking availability for long-term parkers – those that work in the Downtown. Many employees park in the municipal lot on Putnam Street, which is designated for long-term parking. However, as documented in the Parking Study and casually observed by CLD, there are places where the same vehicle is parked for long periods in spaces around the Oval. Although there are signs on the outskirts of the business district stating “Business District 2 Hour Parking Limit,” the time limits for these spaces are not clearly posted on the Oval, and the limit does not appear to be strictly enforced. Indeed, the Parking Study showed that 30% or more of the spaces were vacant at any time, so there does not appear to be the need for enforcement of a time limit.

The perception may be that there are not enough parking spaces, but the data does not bear this out. However, the perception of the lack of parking may be that parking is not readily available adjacent to the business destination for that trip and, consequently, may be enough to keep potential customers from shopping in the Downtown Area. In any case, the owners and employees of businesses near the Oval should not park around the Oval, but rather in long-



term spaces, thus freeing up the Oval spaces for short-term parking for customers.

Two areas were identified during the public outreach as having potential for long-term parking. The area north of the bridge would be convenient for long-term parking, as would the area behind the insurance agency on Elm Street. It was mentioned that locations for long-term parking in these areas should be explored.

There apparently is also a need for parking for residents of the Downtown area who do not have dedicated parking spaces at their residences. Options for this parking category should be explored.

It was also mentioned that the "Bradler" lot off South Street is currently used for private parking. It appears to some that this lot, perhaps in conjunction with the adjacent bank lot, could be reconfigured to provide additional parking as well as loading and unloading activities for the nearby buildings while improving the aesthetics of the area and reducing the number of curb cuts onto South Street.

3. Observations

CLD observed traffic, parking, and pedestrian characteristics in the Oval area at various times during the course of the study. Although we did not take any parking counts, we observed that the parking spaces were utilized consistent with the NRPC Parking Study. This includes seeing the same vehicles parked in the same locations at various different times (long-term parkers) around the Oval. We observed a delivery truck using the loading zone next to the North Island to make deliveries to several businesses, including some on South Street. We also observed a delivery truck parked in a non-loading area on South Street at the intersection with Nashua Street. We understand that delivery trucks routinely park in the traveled way along the Oval. There is a need to provide loading areas for these trucks, preferably at the rear of the buildings. However, some buildings do not have a rear access or are not able to accommodate large delivery trucks.

We also observed and experienced parking and non-parking maneuvers. As may be expected, backing out of a diagonal parking spot is difficult, and traffic on the street does not seem to be inclined to stop to let vehicles out of these spots. During peak periods such maneuvers are especially difficult.

IV. DATA ANALYSIS PROCEDURES

The 2007 turning-movement counts and ATR counts collected for this study were summarized and evaluated to determine the peak one-hour traffic numbers at each location for the weekday AM, PM, and Saturday Midday peak hours for analysis using the standard techniques outlined in the *2000 Highway Capacity Manual*. Using standard



procedures accepted by the NHDOT for traffic analysis, the data were factored to a 2007 average weekday for the AM and PM peak hour data or to a 2007 average Saturday midday peak hour, as appropriate. The data are shown for the five focus area in Figures 3 to 7.

In order to estimate how traffic will increase over the next 10 years or so, data from the Nashua Regional Planning Commission (NRPC) 2002 and 2017 traffic models for the area were obtained for several locations in the Downtown Milford area. The average growth rates for these locations ranged between 0.01% and 0.77% per year, with an overall average of 0.29% per year. An average growth rate of 0.50% per year was used to estimate traffic volumes in the projection year of 2017.

Because of the atypical geometries and traffic control measures at some of the intersections, it was not possible to evaluate all of them using standard capacity analysis techniques. However, each area was evaluated, often with alternative techniques, in an attempt to quantify the traffic flow characteristics for both 2007 and 2017, with the results presented in the sections below for comparison purposes when alternative conceptual improvement options were evaluated. The *Synchro* software program was used to evaluate the traffic data. The output sheets are presented in the Appendices. Note that the sheets for 2017 use the 2007 data with a growth rate applied. The growth factor is not shown on the output sheets.

The typical unsignalized intersection traffic analysis procedures produce a level of service (LOS) that ranges from A to F, depending on the amount of delay that a vehicle encounters. LOS A indicates very little delay, and LOS F indicates very long delays and forced flow of the traffic. LOS E is considered to be the capacity for a particular movement.

V. ISSUE IDENTIFICATION

Based on the input received during the public outreach efforts, issues were identified and possible solutions were suggested for the various study areas encompassing this project. These have been organized by subarea and discussed below. Later sections will address conceptual solutions to these issues. As mentioned above, the South Street project was not included in this process because the issues for that project had previously been identified.

Several Town of Milford Department heads participated in an exercise of prioritizing locations in the Downtown area to find out where they think improvements are most needed. The results of that exercise and the corresponding number of crashes at each of the priority areas are shown below in Table 2. Other crashes were scattered throughout the study area. It can be seen in the table that the perception of the Department heads with respect to the need for improvements does not necessarily correspond with the number of crashes.

**Table 2 - Downtown Area Crash Data
With Department Head Priorities**

<u>Location</u>	<u>Dept. Head Score</u>	<u>Number of Crashes</u>
Oval Area (includes Elm/Union and Nashua/School)	51	46
Nashua Street Area (Clinton Street to Tonella Road)	29	20
Southern South Street (Clinton Street to Prospect Street)	15	5
Triangle Area	13	29
Westside Neighborhood (Elm Street to South Street)	3	2
South Street Parking	4	0
Nashua Street/Cumberland Farms	2	10

A. Oval Area

1. Traffic Operations

The Oval itself has several types of unsignalized intersections within it. The intersection of Nashua Street with South Street has four approaches. It is a two-way stop-controlled intersection, but because the stop signs are not on opposite approaches, it can not be analyzed as a typical two-way-stop intersection. The intersection at Middle Street also has four approaches, but in this case only one is stop-controlled and traditional methods could be used. The intersection at Elm Street is a three-way intersection, but because it does not have any legs under stop control, it also can not be analyzed traditionally.

The entire Oval can also be considered a roundabout (albeit, a large one) for analysis purposes. Characteristics of a roundabout include a center island which traffic moves around in a continuous flow, with vehicles merging with and diverging from the traffic in the roundabout at the various approaches.

Performing the analysis of the Oval as a roundabout yields a poor Level of Service (LOS) D for the AM peak hour and E for the PM and Saturday peak hours in 2007. For 2017, the analysis shows that the Oval would operate at LOS E during the AM and Saturday peak hours, and at LOS F during the PM peak hour. Table 3 contains a summary of the results, and the calculation sheets are included in Appendix D. However, during the peak hours, the actual delays are likely somewhat larger than the analysis shows. The extra delay is caused by the "friction" in the Oval, especially between vehicles interacting with pedestrians and parking maneuvers.

Table 3 – Oval Area No-Build Capacity Analysis

<u>Approach</u>	<u>Movement</u>	<u>No-Build</u>			
		<u>2007</u>		<u>2017</u>	
		<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
Oval as a Roundabout					
	<i>AM Peak Hour</i>	27	D	36	E
	<i>PM Peak Hour</i>	44	E	59	F
	<i>Sat Peak Hour</i>	36	E	49	E
Elm St./Union St.					
	<i>AM Peak Hour</i>				
Elm St.	WB Left	9	A	9	A
Union St.	NB Left/Right	25	D	29	D
	<i>PM Peak Hour</i>				
Elm St.	WB Left	10	B	11	B
Union St.	NB Left/Right	58	F	85	F
	<i>Sat Peak Hour</i>				
Elm St.	WB Left	9	A	9	A
Union St.	NB Left/Right	18	C	19	C
Nashua St./School St.					
	<i>AM Peak Hour</i>				
Nashua St.	EB Left	1	A	1	A
School St.	SB Left/Right	18	C	19	C
	<i>PM Peak Hour</i>				
Nashua St.	EB Left	1	A	1	A
School St.	SB Left/Right	25	D	27	D
	<i>Sat Peak Hour</i>				
Nashua St.	EB Left	1	A	1	A
School St.	SB Left/Right	39	E	46	E

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

Also in the Oval area, the intersection of Union Street at Elm Street is also not a traditional intersection in that none of the approaches is stop-controlled. However, the Union Street approach is effectively stop-controlled and, therefore, a capacity analysis was performed, with the results shown in Table 3. Even though the capacity analysis produces the results shown in the table, it should be noted that traffic from the Oval often backs up to and through this intersection. Therefore, the delays and capacities experienced at the intersection are apt to be worse than what is shown in the analyses.

Also in the Oval area, the intersection of Nashua Street with School Street is a traditional three-way intersection, with School Street being stop-controlled. The capacity analysis results are also shown in Table 3. Because of the very

low volumes making the left turn into School Street from Nashua Street, that movement operates at LOS A (very good). The School Street approach has LOS C to E, as it is stop-controlled and must deal with the heavy traffic on Nashua Street. Also, Nashua Street is often backed up from the Oval past School Street, exacerbating the difficult turns from School Street. In addition, vehicles parked along the north side of Nashua Street often block the view of traffic exiting from School Street.

2. Crashes

As shown earlier in Table 1, there were 46 crashes in the Oval area between January 1, 2004 and October 24, 2007. This is the largest number of crashes of those areas in this study. The Department heads rated this area as their highest priority for improvement.

3. Human-Vehicle Interaction in the Oval

Approximately 28,000 vehicles per day enter the Milford Oval, with about 1750, 2400, and 2200 entering the Oval during the AM, PM, and Saturday peak hours, respectively. Many of the trips pass through without stopping, but those people that do stop become parkers and pedestrians. They vie with the traffic for parking maneuvering space and walking space. The crosswalks provide a legal way to cross the street with minimal interference from vehicles.

Because of the shape of the Downtown area, there are many opportunities for the parking of cars and pedestrians to affect traffic flow. Conversely, the traffic flow affects the parking of cars and pedestrians. Those who wish to be downtown for its amenities deserve a safe environment, but the through vehicles have limited opportunities to avoid the area.

It has been seen that traffic in the Oval is generally observant of the laws requiring that pedestrians be given the right-of-way within the crosswalk. The Town has provided many crosswalks in the area, and they are properly used by the large majority of the pedestrians. However, given all the distractions in the area that a motorist must contend with, it is possible for the motorist and the pedestrian to come into conflict in the crosswalk area. The best way to avoid this conflict is to make the crosswalk very visible to the motorist. This could be done with paint, lights, or various other means.

Lighting the crosswalks was mentioned as one possibility for improving recognition of the crosswalks. Pedestrian-activated in-pavement lighting can be very effective at pointing out the crosswalk to motorists. However, they are expensive to install and especially difficult to maintain in New Hampshire's climate.

Raised or stamped crosswalks can be effective at delineating the crossing, and also may force speed reduction by the vehicles. Again, because of New Hampshire's weather, additional maintenance may be required.

"Bump-outs" are extensions of the sidewalk into the roadway. They narrow the roadway, usually by extending past parking spaces, giving the pedestrians a shorter distance to walk across the roadway. Again, winter maintenance is a problem, and the bump-out needs to be tapered to ease maintenance, especially for snow plowing. Milford already has a bump-out on the south side of the Oval. There are also several "painted bump-outs" that attempt to serve the same purpose, but these tend to be squeezed between parking spaces, making it difficult for motorists to see pedestrians. If bump-outs were to be implemented where the painted bump-outs are now, several parking spaces would be lost.

Diagonal parking is an effective way to create more parking spaces than parallel parking if there is sufficient pavement width. Drivers do not enter or leave their cars immediately adjacent to the traveled way, a safety plus. However, as mentioned above, diagonal parking spaces can be difficult to back out of, especially if there is heavy traffic on the street. Most of the parking in Downtown Milford is already diagonal parking.

Off-street parking is the best place for long-term parkers. The parkers-turned-pedestrians can exit their cars safely and then can use sidewalks and crosswalks to get to their destination. Of course, this leaves the on-street parking available for short-term parkers (shoppers). The NRPC Parking Study found that several Downtown parking spots were occupied by long-term parkers. Moving these vehicles to off-street parking would increase the available parking supply for the short-term parkers.

The lack of loading zones at the rear of Milford's Downtown businesses means that delivery trucks must park on the street. There is one official loading zone on the Oval adjacent to the North Island. However, trucks frequently stop in the travelled way at other locations for loading and unloading, blocking lanes and forcing traffic to move around them. Visibility for pedestrians at crosswalks can also be affected.

All of these considerations were evaluated in order to develop the conceptual improvements in the Oval area that will be described later.

B. Nashua Street Area

1. Traffic Operations

There are four major unsignalized intersections along Nashua Street in this part of the study area - Tonella Road; Clinton Street; and the two entrances/exits at the Edgewood Plaza. All can be analyzed for capacity using traditional techniques. There are also several driveways to business that have minor traffic flows and were not analyzed. Note that the secondary entrance



to the Plaza is marked to be an exit only, but was observed being used as both an entrance and an exit. Table 4 presents the results of the capacity analysis, with the calculation sheets in Appendix E. The entrances to the Plaza were not analyzed for the AM traffic.

Because of the heavy traffic flows on Nashua Street, vehicles from the side roads and driveways have a difficult time making the left turn onto Nashua Street, regardless of demand, resulting in low levels of service for those movements, especially at the Plaza drives.

The traffic volumes at the intersection of Nashua Street/Tonella Road were also evaluated to determine if traffic signals are warranted at the intersection, based on criteria in the *Manual on Uniform Traffic Control Devices*. Traffic volumes must meet certain volume criteria over eight hours on both the major street and the side street to meet the warrant. In this case, the hourly traffic volumes on Tonella Road are not high enough during even one hour and, therefore, signals are not warranted. See Appendix F for the calculation sheets.

2. Crashes

This area of Nashua Street has had a large number of crashes. As shown in Table 1, there were 20 crashes in the area between January 1, 2004 and October 24, 2007. This is the third largest number of crashes of those areas in this study. The Department heads rated this area as their second highest priority for improvement.

C. **Southern South Street Area**

1. Traffic Operations

The intersections along South Street in this area from Clinton Street to Prospect Street can be analyzed as typical intersections, although it is recognized that the South Street/Prospect Street intersection is wide open, allowing traffic to flow rather haphazardly between South Street, Prospect Street, Marshall Street, and the parking spaces in front of the area businesses. The results of the capacity analysis are shown in Table 5, and the calculation sheets are in Appendix G.

Traffic on South Street and the side streets in this area is relatively light and, therefore, traffic turning onto South Street from the various side streets and driveways experience a LOS C or better during the peak hours.

Table 4 – Nashua Street Area No-Build Capacity Analysis

<u>Approach</u>	<u>Movement</u>	<u>No-Build</u>			
		<u>2007</u>	<u>2017</u>	<u>2007</u>	<u>2017</u>
		<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
Nashua St./Clinton St.					
<i>AM Peak Hour</i>					
Nashua St.	WB Left	9	A	10	A
Clinton St.	NB Left/Right	17	C	19	C
<i>PM Peak Hour</i>					
Nashua St.	WB Left	9	A	10	A
Clinton St.	NB Left/Right	15	C	16	C
<i>Saturday Peak Hour</i>					
Nashua St.	WB Left	9	A	10	A
Clinton St.	NB Left/Right	35	D	44	E
Nashua St./Plaza Main Entrance					
<i>AM Peak Hour not counted</i>					
<i>PM Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	1	A
Main Ent.	NB Left	70	F	90	F
Main Ent.	NB Right	14	B	14	B
<i>Saturday Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	2	A
Main Ent.	NB Left	61	F	76	F
Main Ent.	NB Right	14	B	15	B
Nashua St./Plaza Secondary Entrance					
<i>AM Peak Hour not counted</i>					
<i>PM Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	1	A
Sec. Ent.	NB Left	52	F	63	F
Sec. Ent.	NB Right	13	B	14	B
<i>Saturday Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	1	A
Sec. Ent.	NB Left	40	E	46	E
Sec. Ent.	NB Right	14	B	15	B
Nashua St./Tonella Rd.					
<i>AM Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	1	A
Tonella Rd.	NB Left/Right	21	C	22	C
<i>PM Peak Hour</i>					
Nashua St.	WB Left/Thru	1	A	1	A
Tonella Rd.	NB Left/Right	38	E	46	E
<i>Saturday Peak Hour</i>					
Nashua St.	WB Left/Thru	2	A	2	A
Tonella Rd.	NB Left/Right	33	D	39	E

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively



Table 5 – Southern South Street Area No-Build Capacity Analysis

<u>Approach</u>	<u>Movement</u>	<u>No-Build</u>			
		<u>2007</u>	<u>2007</u>	<u>2017</u>	<u>2017</u>
		<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
South St./Clinton St.					
<i>AM Peak Hour</i>					
South St.	SB Left/Thru	1	A	1	A
Clinton St.	WB Left/Right	13	B	13	B
<i>PM Peak Hour</i>					
South St.	SB Left/Thru	1	A	1	A
Clinton St.	WB Left/Right	20	C	22	C
<i>Saturday Peak Hour</i>					
South St.	SB Left/Thru	1	A	1	A
Clinton St.	WB Left/Right	18	C	19	C
South St./Lincoln St.					
<i>AM Peak Hour</i>					
South St.	NB Left/Thru	1	A	1	A
Lincoln St.	EB Left/Right	15	B	15	C
<i>PM Peak Hour</i>					
South St.	NB Left/Thru	2	A	2	A
Lincoln St.	EB Left/Right	17	C	18	C
<i>Saturday Peak Hour</i>					
South St.	NB Left/Thru	1	A	1	A
Lincoln St.	EB Left/Right	18	C	19	C
South St./Prospect St.					
<i>AM Peak Hour</i>					
South St.	SB Left/Thru	1	A	1	A
Clinton St.	WB Left/Right	11	B	11	B
<i>PM Peak Hour</i>					
South St.	SB Left/Thru	2	A	2	A
Clinton St.	WB Left/Right	12	B	12	B
<i>Saturday Peak Hour</i>					
South St.	SB Left/Thru	2	A	2	A
Clinton St.	WB Left/Right	11	B	11	B
Prospect St./Marshall St.					
<i>AM Peak Hour</i>					
Prospect St.	WB Left/Thru	0	--	0	--
Marshall St.	NB Left/Right	9	A	9	A
<i>PM Peak Hour</i>					
Prospect St.	WB Left/Thru	0	--	0	--
Marshall St.	NB Left/Right	9	A	9	A
<i>Saturday Peak Hour</i>					
Prospect St.	WB Left/Thru	0	--	0	--
Marshall St.	NB Left/Right	9	A	9	A

Delay – Average delay in seconds per vehicle
EB, WB, NB, SB – East-, West-, North- and Southbound respectively

LOS – Level of Service
-- - No data

2. Crashes

As shown in Table 1, there were five crashes in this area between January 1, 2004 and October 24, 2007. Even with this relatively low number of crashes, the Department heads rated this area third in importance for improvement.

D. **Triangle Area**

1. Traffic Operations

The three intersections in this area cannot be analyzed using traditional methods since the stop-controlled approaches are not opposite each other. Instead, they are analyzed by making changes to the intersection configuration in the software to more closely resemble the existing intersection operations. However, the results of the analyses are useful for comparing the various options.

- a. Amherst Street at Mont Vernon Street has stop signs on two of the three legs. Northbound traffic leaving the Oval is free-flowing so that traffic does not back up into the Oval due to a stop condition at this intersection. The westbound Amherst Street traffic, almost all of which turns left, is stop-controlled, as is the southbound Mont Vernon Street traffic. For analysis purposes, both of the Mont Vernon approaches are treated as not being stop-controlled.
- b. Grove Street at Mont Vernon Street has stop signs on three of the four legs, with only the northbound traffic on Route 13 flowing freely through the intersection. For analysis purposes, the Rite-Aid driveway was assumed to be combined with the Grove Street approach as one leg of a theoretical three-way intersection, and the southbound Mont Vernon Street stop control was removed.
- c. Grove Street at Amherst Street has stop signs on two of the four legs, but the stop signs are on Grove Street and Summer Street, and those two legs of the intersection are not opposite each other. For analysis purposes, the traffic for Summer Street and Grove Street were combined to make a three-way intersection.

The 2007 and 2017 capacity analyses for the intersections in this area as currently configured are summarized in Table 6, and the calculation sheets are in Appendix H.

The turning movements from both Grove Street and Amherst Street onto Mont Vernon Street experience LOS F in the PM peak, as well as at other times. Traffic turning from Grove Street onto Amherst Street has a good LOS C, but because the intersection is at an acute angle, drivers must “crane” their necks to see the eastbound traffic on Amherst Street.

Table 6 – Triangle Area No-Build Capacity Analysis

<u>Approach</u>	<u>Movement</u>	<u>No-Build</u>			
		<u>2007</u>		<u>2017</u>	
		<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
Mont Vernon St./Amherst St.					
<i>AM Peak Hour</i>					
Amherst St.	WB Left/Right	53	F	73	F
Mt Vernon St.	SB Left/Thru	1	A	1	A
<i>PM Peak Hour</i>					
Amherst St.	WB Left/Right	336	F	438	F
Mt Vernon St.	SB Left/Thru	1	A	1	A
<i>Saturday Peak Hour</i>					
Amherst St.	WB Left/Right	99	F	143	F
Mt Vernon St.	SB Left/Thru	1	A	1	A
Mont Vernon St./Grove St.					
<i>AM Peak Hour</i>					
Grove St. & Pharmacy	WB Left/Right	16	C	17	C
Mt Vernon St.	SB Left/Thru	4	A	4	A
<i>PM Peak Hour</i>					
Grove St. & Pharmacy	WB Left/Right	75	F	110	F
Mt Vernon St.	SB Left/Thru	3	A	3	A
<i>Saturday Peak Hour</i>					
Grove St. & Pharmacy	WB Left/Right	22	C	25	D
Mt Vernon St.	SB Left/Thru	3	A	3	A
Amherst St./Grove St.					
<i>AM Peak Hour</i>					
Grove & Summer St.	EB Left/Right	18	C	19	C
Amherst St.	NB Left/Thru	1	A	1	A
<i>PM Peak Hour</i>					
Grove & Summer St.	EB Left/Right	18	C	19	C
Amherst St.	NB Left/Thru	1	A	1	A
<i>Saturday Peak Hour</i>					
Grove & Summer St.	EB Left/Right	16	C	17	C
Amherst St.	NB Left/Thru	1	A	1	A

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

2. Crashes

As shown in Table 1, there were 29 crashes in this area between January 1, 2004 and October 24, 2007. The Department heads rated this area fourth in importance for improvement.

E. Westside Neighborhood Area

1. Traffic Movement

By using Cottage, Garden, Union, and Lincoln Streets it is possible for motorists travelling between Elm Street and South Street to avoid the traffic congestion in the Oval. There are several stops and turns involved in using this route, and it is not suitable for large trucks, but it is used by residents who know the area well.

Table 7 shows the results of the capacity analyses for the intersections along these streets. Except for traffic entering Elm Street from Cottage Street, the intersections operate at LOS C or better. See the calculation sheets in Appendix I.

2. Crashes

As shown in Table 1, there were two crashes on these streets between January 1, 2004 and October 24, 2007. The Department heads rated this area fifth in importance for improvement.

VI. DEVELOPMENT OF CONCEPTUAL IMPROVEMENTS

The recommendations or suggestions from the previous studies listed in Section II above for improvements to the Downtown area were reviewed to determine if they are still applicable today. Based on that review, issues and suggestions brought out in the Department head meetings and public participation process, and in the observations and analyses performed by CLD, alternative concepts were developed for each area that could help improve vehicular flow and overall pedestrian safety in the entire Downtown study area. The various concepts developed using these processes are described in the sections below.

The concepts were next presented to Department heads and the Oval Area Improvement Team (OAIT). Through several discussions about concepts, a consensus was reached as to which concepts should go forward. These concepts were then presented to the Board of Selectmen. The recommended improvements are outlined for each area below.

Table 7 –Westside Neighborhood Area No-Build Capacity Analysis

<u>Approach</u>	<u>Movement</u>	<u>No-Build</u>			
		<u>2007</u>	<u>LOS</u>	<u>2017</u>	<u>LOS</u>
		<u>Delay</u>			
Elm St./Cottage St.					
<i>AM Peak Hour</i>					
Elm St.	WB Left/Thru	1	A	1	A
Cottage St.	NB Left/Right	23	C	25	D
<i>PM Peak Hour</i>					
Elm St.	WB Left/Thru	1	A	1	A
Cottage St.	NB Left/Right	32	D	37	E
<i>Saturday Peak Hour</i>					
Elm St.	WB Left/Thru	1	A	1	A
Cottage St.	NB Left/Right	26	D	29	D
Union St./Garden St.					
<i>AM Peak Hour</i>					
Union St.	NB Left/Thru	2	A	2	A
Garden St.	EB Left/Right	11	B	11	B
<i>PM Peak Hour</i>					
Union St.	NB Left/Thru	3	A	3	A
Garden St.	EB Left/Right	12	B	12	B
<i>Saturday Peak Hour</i>					
Union St.	NB Left/Thru	3	A	3	A
Garden St.	EB Left/Right	10	B	10	B
Union St./Lincoln St.					
<i>AM Peak Hour</i>					
Union St.	SB Left/Thru	3	A	3	A
Lincoln St.	WB Left/Right	15	B	15	C
<i>PM Peak Hour</i>					
Union St.	SB Left/Thru	2	A	2	A
Lincoln St.	WB Left/Right	12	B	13	B
<i>Saturday Peak Hour</i>					
Union St.	SB Left/Thru	5	A	5	A
Lincoln St.	WB Left/Right	14	B	15	B
South St./Lincoln St. – See Table 5					

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

A. South Street TE Area (Figure 8)

The South Street project has been treated separately from the rest of the downtown Milford area. The scope of this project had been essentially determined by previous studies as a sidewalk improvement along South Street from approximately 200 feet south of Nashua Street to Clinton Street, a total distance of 700 feet. This project has been designated as a Transportation Enhancement (TE) funded improvement and was to have design plans completed for the sidewalk ready for construction first.

During the conceptual design and public participation processes concerning this project, it was determined that the desired undergrounding of the utilities along South Street could not be paid for using the TE funds. The project was expanded to include the entire length of South Street from Nashua Street to just south of the railroad tracks, a total distance of 1,000 feet. The project would include the conceptual improvements to South Street as proposed for the Oval Area (described below) as well as a railroad improvement project that was already under design by others. Sidewalk improvements along the entire length would be eligible for the TE funds, whereas other improvements not eligible for these funds could be paid for from either earmark or railroad funds, as appropriate. In addition, a possible future extension of the sidewalk along South Street to Prospect Street could also be funded with the TE funds, but is not included in the current design.

Figure 8 shows the overall improvement plan for this project on South Street, for which design plans are being prepared for Summer 2009 construction.

B. Oval Area (Figure 9)

1. Conceptual Improvements

The following improvements to the Oval shown in Figure 9 were proposed in order to provide increased safety for pedestrians and to make truck movements easier, while still facilitating other vehicular flow:

a. North Side

- Remove posts and adjust curb on south side of North Island so trucks won't shy away.
- Eliminate crosswalk between North Island and Center Island (or move it eastward to improve visibility).
- Remove the northernmost parking space on the east side of the Center Island to provide appropriate sight distance for pedestrians using the North Island to Center Island crosswalk.
- Provide a cobblestone mountable truck apron on the inside of the turn to accommodate turning radius of large trucks.
- Relocate the fire hydrant on the east side of the Center Island.



- Extend North Island to the east.
- b. North End of Oval
 - Move crosswalk at the Bridge/Diner to the intersection with Bridge Street
 - Extend sidewalk on east and west sides to create bump-outs
 - Shift two east side parking spaces to the north of the proposed crosswalk
- c. West Side
 - Add crosswalk and bump-out between the Center Island and the west side of Union Square
- d. Southwest Corner
 - Move island to southwest to provide a larger turning radius for trucks
 - Provide a cobblestone-mountable truck apron on the inside of the turn to accommodate turning radius of large trucks
 - Add bump-out on south side crosswalk
- e. East Side
 - Extend Plaza in front of the Town Hall as a potential gathering area, still providing 24 feet of roadway pavement width
 - Make Middle Street one-way from Putnam Street to the Oval
 - Place diagonal parking on Middle Street next to Town Hall
 - Place diagonal parking on Middle Street where right-angle parking now exists
 - Place bump-out at northeast corner of Middle Street/Putnam Street
 - Add bump-out at Center Island for crosswalk to Town Hall Plaza
 - Place a loading zone on the south side of Nashua Street at South Street
- f. Union Street
 - Add splitter island to define left- and right-turn lanes exiting Union Street
 - Realign crosswalk
 - Place Stop signs on Union Street approach
- g. School Street
 - Remove one parking space west of the intersection to improve visibility.

- Remove overhead banners from the Oval to reduce visual “noise”. The banners could be placed at the gateways described in the following sections.

h. South Street/Nashua Street

- Shift the northbound lane on South Street eastward to be next to the curb, with a painted or textured area placed between the northbound and southbound lanes to provide the extra width needed by large trucks making the turn. Remove two parking spaces on South Street to accommodate the lane shift. No additional ROW would be required.

An alternate to the above South Street/Nashua Street concept is to widen South Street to the west to improve the eastbound to southbound turn at the South Street intersection to allow trucks to make the turn without encroaching on the existing northbound lane of South Street. That lane would remain as currently configured, and the sidewalk on the west side of South Street would be moved to accommodate the trucks. Because the intersection would be widened, an island would be constructed in South Street to provide refuge for pedestrians using the crosswalk. Two parking spaces on the Oval would be removed to accommodate the widening. This option would require acquisition of additional right-of-way (ROW), including the building, on the southwest corner of the intersection. This option is also shown as an inset in Figure 9.

2. Recommended Improvements

Following discussions with the Department heads and OAIT team, the concepts listed above were chosen for implementation and final design, except as follows:

- Do not install the western crosswalk (from the Center Island to the west side of Union Square)
- Implement the first South Street/Nashua Street intersection improvement. This improvement has been added to the South Street TE project.

Capacity changes due to the proposed improvements are shown in Table 8, with the backup calculation sheets in Appendix J. The only improvement that would be expected to make a capacity improvement is the installation of the formal left-turn lane at Elm Street/Union Street. The proposed configuration with the separate left-turn lane has somewhat lower LOS for the left turn and somewhat better LOS for the right turn, compared to the current combined left and right turns. All the other improvements to the Oval area will better define and improve traffic and pedestrian flow and safety, but generally will not result in additional traffic capacity.

Table 8 - Oval Area Build Capacity Analysis

		<u>No-Build</u>				<u>Build</u>			
		<u>2007</u>		<u>2017</u>		<u>2007</u>		<u>2017</u>	
<u>Approach</u>	<u>Movement</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
Oval as a Roundabout									
<i>AM Peak Hour</i>		27	D	36	E	No Change			
<i>PM Peak Hour</i>		44	E	59	F				
<i>Saturday Peak Hour</i>		36	E	49	E				
Elm St./Union St.									
<i>AM Peak Hour</i>									
Elm St.	WB Left	9	A	9	A	9	A	10	A
Union St.	NB Left/Right	25	D	29	D	--	--	--	--
Union St.	NB Left	--	--	--	--	39	E	44	E
Union St.	NB Right	--	--	--	--	17	C	18	C
<i>PM Peak Hour</i>									
Elm St	WB Left	10	B	11	B	11	B	11	B
Union St.	NB Left/Right	58	F	85	F	--	--	--	--
Union St.	NB Left	--	--	--	--	87	F	112	F
Union St.	NB Right	--	--	--	--	19	C	20	C
<i>Saturday Peak Hour</i>									
Elm St.	WB Left	9	A	9	A	9	A	9	A
Union St.	NB Left/Right	18	C	19	C	--	--	--	--
Union St.	NB Left	--	--	--	--	32	D	35	D
Union St.	NB Right	--	--	--	--	15	B	15	C
Nashua St./School St.									
<i>AM Peak Hour</i>									
Nashua St.	EB Left	1	A	1	A	No Change			
School St.	SB Left/Right	18	C	19	C				
<i>PM Peak Hour</i>									
Nashua St.	EB Left	1	A	1	A				
School St.	SB Left/Right	25	D	27	D				
<i>Saturday Peak Hour</i>									
Nashua St.	EB Left	1	A	1	A				
School St.	SB Left/Right	39	E	46	E				

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

-- - Not Applicable

Proposed improvements to the Oval area will reduce the number of parking spaces. Those improvements include the six proposed bump-outs at crosswalks, with each one removing at least one space. These actions would help pedestrian and traffic flow, but remove parking supply. Some spaces would be added on Middle Street by the proposed improvements to the Oval, but they would not compensate for all the removed spaces. More long-term



parking spaces beyond the Oval area and removing long-term parkers from the Oval would help to offset this loss of parking on the Oval.

The total estimated cost of the Oval area improvements is \$760,000, including the South Street/Nashua Street intersection improvements. These recommended South Street/Nashua Street intersection improvements have been incorporated into the South Street sidewalk improvements design to provide a complete South Street design, but will not use TE funding.

C. Nashua Street Area (Figure 10)

1. Conceptual Improvements

Three options were considered for Nashua Street between Clinton Street and Tonella Road, shown in Figure 10.

- a. The Center Turn-Lane Option would provide a center left-turn lane to service the driveways along both sides the road. The two entrances to the Plaza would be consolidated. Widening of Nashua Street would be required, and some parking in the Plaza would be reconfigured. Additional right-of-way would have to be acquired, likely from the Plaza side.
- b. The Center Boulevard Option would provide landscaped islands in the center of the road to provide a "gateway" for the Town. Limited left-turn access to driveways along the north side of the road would be provided. The two entrances to the Plaza would be consolidated. Widening of Nashua Street would be required, and some parking in the Plaza would be reconfigured. Some right-of-way would have to be acquired.
- c. The Center Turn Lane with Landscaping Option would provide landscaping along the Plaza side of Nashua Street plus the center turn lane to service adjacent driveways. The Plaza entrances would be consolidated and moved to the west end of the Plaza. Parking in the Plaza would be reconfigured. Some right-of-way would have to be acquired.

For all options outlined above, the intersections of Nashua Street with Clinton Street and Tonella Road will remain essentially as they are now, with striping and curbing improvements to improve traffic flow and facilitate proper turns. It should be noted that consolidating the two driveways to the Plaza means that all the Plaza traffic would use one driveway instead of two driveways (discounting the Tonella Road driveway, which would remain). As seen in the Build capacity analysis in Table 9 (with the calculation sheets in Appendix K), this means that the delay for exiting left turns would be even longer than it is with the current two driveways used for exits. Eliminating one driveway improves the travel on Nashua Street but degrades the left turns out of the Plaza. Because of the potential delays, some of those left turns will likely use the driveway on Tonella Road, adding traffic there and, therefore, lowering the LOS of that intersection.



Table 9 - Nashua Street Area Build Capacity Analysis

Approach	Movement	No-Build				Build				
		2007		2017		2007		2017		
		Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	
Nashua St./Tonella Rd.										
AM Peak Hour										
Nashua St.	WB Left/Thru	1	A	1	A	No Change				
Tonella Rd.	NB Left/Right	21	C	22	C					
PM Peak Hour										
Nashua St.	WB Left/Thru	1	A	1	A					
Tonella Rd.	NB Left/Right	38	E	46	E					
Saturday Peak Hour										
Nashua St.	WB Left/Thru	2	A	2	A					
Tonella Rd.	NB Left/Right	33	D	39	E					
Nashua St./Clinton St.										
AM Peak Hour										
Nashua St.	WB Left	9	A	10	A	No Change				
Clinton St.	NB Left/Right	17	C	19	C					
PM Peak Hour										
Nashua St.	WB Left	9	A	10	A					
Clinton St.	NB Left/Right	15	C	16	C					
Saturday Peak Hour										
Nashua St.	WB Left	9	A	10	A					
Clinton St.	NB Left/Right	35	D	44	E					
Nashua St./Plaza Main Entrance										
AM Peak Hour not counted										
PM Peak Hour										
Nashua St.	WB Left/Thru	1	A	1	A	1	A	1	A	
Main Ent.	NB Left	70	F	90	F	139	F	200	F	
Main Ent.	NB Right	14	B	14	B	15	B	15	C	
Saturday Peak Hour										
Nashua St.	WB Left/Thru	1	A	2	A	2	A	2	A	
Main Ent.	NB Left	61	F	76	F	112	F	160	F	
Main Ent.	NB Right	14	B	15	B	16	C	17	C	
Nashua St./Plaza Secondary Entrance										
AM Peak Hour not counted										
PM Peak Hour										
Nashua St.	WB Left/Thru	1	A	1	A	--	--	--	--	
Sec. Ent.	NB Left	52	F	63	F	--	--	--	--	
Sec. Ent.	NB Right	13	B	14	B	--	--	--	--	
Saturday Peak Hour										
Nashua St.	WB Left/Thru	1	A	1	A	--	--	--	--	
Sec. Ent.	NB Left	40	E	46	E	--	--	--	--	
Sec. Ent.	NB Right	14	B	15	B	--	--	--	--	

Delay – Average delay in seconds per vehicle

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

LOS – Level of Service

-- - Not Applicable



It should also be noted that either the Center Boulevard Option or the Center Turn Lane with Landscaping Option would likely require that shared and cross-access agreements between properties on the north side of Nashua Street be implemented.

For each option, no left-turn lane on Nashua Street is provided for traffic turning onto Tonella Road (as is currently the case). This effectively creates some gaps in westbound traffic as those left-turners wait to make the turn and block the through traffic, consequently creating more gaps further downstream for the turns out of the Plaza.

2. Recommended Improvements

After discussion with OAIT and Department heads, the Center Boulevard option is recommended for further design. As mentioned above, right-of-way must be acquired and access/egress issues to the parcels on the north side of Nashua Street resolved. Since this will be one of the gateways into the Town, the banner posts could be located here.

The intersections at Clinton Street and Tonella Road would remain essentially as they are, with just some striping and curb changes.

The estimated cost of the recommended improvements is \$850,000.

D. **Southern South Street Area (Figure 11)**

1. Conceptual Improvements

Two options were considered for this area, as seen in Figure 11. The differences in the options are in the treatment of the open area at South Street and Prospect Street near United Auto Body. The remaining improvements are sidewalk and parking improvements between Lincoln Street and Clinton Street. The turning radii at the Lincoln Street and Clinton Street intersections would be improved to accommodate busses.

- a. The Traditional Option allows for on-street parking just north of Prospect Street. Prospect Street is brought out to South Street using curbs and sidewalks, and the parking area in the southeast corner of the intersection is delineated.
- b. The Gateway Option provides a small landscaped island and off-street parking in the current open area, but otherwise is similar to the Traditional Option.

For each of the options, sidewalk and curb improvements are suggested along South Street and at the intersections with Lincoln Street and Clinton Street. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of existing sidewalks. Driveway access to adjacent businesses will be maintained.

Because the options considered for this area are essentially intersection delineation only, there will be no changes in the capacity analyses of the intersections. The No-Build capacity information shown in Table 5 is the same as the Build-capacity information.

2. Recommended Improvements

Based on discussions with the OAIT and department heads, the Gateway Option was selected for implementation. Access to the auto body business on the east side of the street is provided, as well as parking and sidewalks. Since this will be one of the gateways into the Town, banner posts could be located on the island.

The rehabilitation of the railroad crossing has been planned under a separate design project. In order to do all construction on this corridor at one time, that project will also be integrated into the South Street Sidewalks Improvement. However, it should be noted that there is possible soil contamination in the vicinity of the tracks that must be considered in the design of the project. It should also be noted that the drainage system in the area needs improvement, requiring coordination with the Public Works Department.

The estimated cost of the Southern South Street intersection improvements excluding the railroad crossing, drainage and utility work, is \$200,000.

E. Triangle Area (Figure 12)

1. Conceptual Improvements

Four options were considered for this area. Table 10 shows the results of the capacity analysis, with the calculation sheets in Appendix L. The options are shown in Figure 12.

- a. The Roundabout Option would place a roundabout at the intersection of Mont Vernon Street and Amherst Street, providing a gateway into the Town on the north side of the Souhegan River.
 - This option would require the acquisition and demolition of the existing gas station property at the intersection. The portion of that property not required for the roundabout could be used for parking or various other redevelopment uses.
 - An optional treatment for Grove Street is a partial closure between Mont Vernon Street and Highland Avenue, forcing the Grove Street traffic to use the roundabout and simplifying traffic movements at the Mont Vernon Street/Grove Street/Pharmacy driveway and eliminating the stop control on Mont Vernon Street eastbound. Doing so simplifies the intersection and may reduce the number of crashes at this intersection.
 - On-street parking spaces on Mont Vernon Street would be removed.

Table 10 - Triangle Area Build Capacity Analysis

		<u>No-Build</u>				<u>Roundabout Option</u>				<u>One-Way Pair Option</u>				<u>Grove Street One-Way Option</u>			
		<u>2007</u>		<u>2017</u>		<u>2007</u>		<u>2017</u>		<u>2007</u>		<u>2017</u>		<u>2007</u>		<u>2017</u>	
<u>Approach</u>	<u>Movement</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>	<u>Delay</u>	<u>LOS</u>
Mont Vernon St./Amherst St.																	
<i>AM Peak Hour</i>																	
Amherst St.	WB Left/Right	53	F	73	F	--	--	--	--	--	--	--	--	400	F	524	F
Mt Vernon St.	SB Left/Thru	1	A	1	A	--	--	--	--	--	--	--	--	--	--	--	--
	SB Left	--	--	--	--	--	--	--	--	9	A	9	A	9	A	9	A
	Roundabout	--	--	--	--	12	B	14	B	--	--	--	--	--	--	--	--
<i>PM Peak Hour</i>																	
Amherst St.	WB Left/Right	336	F	438	F	--	--	--	--	--	--	--	--	730	F	933	F
Mt Vernon St.	SB Left/Thru	1	A	1	A	--	--	--	--	--	--	--	--	--	--	--	--
	SB Left	--	--	--	--	--	--	--	--	11	B	11	B	11	B	11	B
	Roundabout	--	--	--	--	12	B	15	B	--	--	--	--	--	--	--	--
<i>Saturday Peak Hour</i>																	
Amherst St.	WB Left/Right	99	F	143	F	--	--	--	--	--	--	--	--	335	F	447	F
Mt Vernon St.	SB Left/Thru	1	A	1	A	--	--	--	--	--	--	--	--	--	--	--	--
	SB Left	--	--	--	--	--	--	--	--	10	A	10	A	10	A	10	A
	Roundabout	--	--	--	--	13	B	15	C	--	--	--	--	--	--	--	--
Mont Vernon St./Grove St.																	
<i>AM Peak Hour</i>																	
Grove St. & Pharmacy	WB Left/Right	16	C	17	C	13	B	13	B	--	--	--	--	--	--	--	--
	WB Left	--	--	--	--	--	--	--	--	164	F	220	F	16	C	17	C
	WB Right	--	--	--	--	--	--	--	--	10	B	10	B	10	B	10	B
Mt Vernon St.	SB Left/Thru	4	A	4	A	1	A	1	A	--	--	--	--	--	--	--	--
<i>PM Peak Hour</i>																	
Grove St. & Pharmacy	WB Left/Right	75	F	110	F	26	D	29	D	--	--	--	--	--	--	--	--
	WB Left	--	--	--	--	--	--	--	--	295	F	379	F	21	C	23	C
	WB Right	--	--	--	--	--	--	--	--	20	C	22	C	20	C	22	C
Mt Vernon St.	SB Left/Thru	3	A	3	A	1	A	1	A	--	--	--	--	--	--	--	--
<i>Saturday Peak Hour</i>																	
Grove St. & Pharmacy	WB Left/Right	22	C	25	D	16	C	17	C	--	--	--	--	--	--	--	--
	WB Left	--	--	--	--	--	--	--	--	129	F	177	F	16	C	17	C
	WB Right	--	--	--	--	--	--	--	--	12	B	13	B	12	B	13	B
Mt Vernon St.	SB Left/Thru	3	A	3	A	1	A	1	A	--	--	--	--	--	--	--	--
Continued on next page																	

Continued on next page



Table 10 - Triangle Area Build Capacity Analysis (Continued)

Approach	Movement	No-Build				Roundabout Option				One-Way Pair Option				Grove Street One-Way Option			
		2007		2017		2007		2017		2007		2017		2007		2017	
		Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS	Delay	LOS
Amherst St./Grove St.																	
AM Peak Hour																	
Grove & Summer St.	EB Left/Right	18	C	19	C	13	B	14	B	12	B	13	B	14	B	15	B
Amherst St.	NB Left/Thru	1	A	1	A	1	A	1	A	1	A	1	A	1	A	1	A
PM Peak Hour																	
Grove & Summer St.	EB Left/Right	18	C	19	C	17	C	18	C	14	B	15	B	13	B	14	B
Amherst St.	NB Left/Thru	1	A	1	A	1	A	1	A	3	A	3	A	1	A	1	A
Sat Peak Hour																	
Grove & Summer St.	EB Left/Right	16	C	17	C	14	B	14	B	14	B	14	B	12	B	13	B
Amherst St.	NB Left/Thru	1	A	1	A	1	A	1	A	3	A	3	A	1	A	1	A

Delay – Average delay in seconds per vehicle

LOS – Level of Service

EB, WB, NB, SB – East-, West-, North- and Southbound respectively

-- – Not Applicable



- The intersection of Amherst Street/Grove Street/Summer Street would be re-stripped to accommodate the changes in traffic patterns.
 - As shown in Table 10, the proposed roundabout is expected to operate at LOS B or C. Because the only minor traffic flows would be entering Amherst Street at Summer Street and entering Mont Vernon Street at the Pharmacy, those intersections would operate at LOS B or better.
- b. The One-Way Pair Option would make Amherst Street one-way eastbound and Grove Street one-way westbound.
- Grove Street at Mont Vernon Street would have separate left and through lanes.
 - Parallel parking could be added along Amherst Street, as only one lane would be needed for traffic movement.
 - A southbound left turn lane on Mont Vernon Street at Amherst Street would be required, and the on-street parking spaces near the Post Office on Mont Vernon Street would be eliminated.
 - The Pharmacy drive would be relocated along Grove Street to simplify the intersection and possibly reduce the number of crashes at the intersection.
 - The intersection of Amherst Street/Grove Street/Summer Street would be re-stripped to accommodate the changes in traffic patterns.
 - As shown in Table 10, traffic making the left turn from Grove Street to Mont Vernon Street would experience LOS F delays, but other movements in the area would operate at LOS C or better.
- c. The Grove Street One-Way Option would make Grove Street one-way westbound and move the Grove Street eastbound traffic to Amherst Street.
- A southbound left-turn lane on Mont Vernon Street at Amherst Street would be required, and the on-street parking spaces on Mont Vernon Street near the Post Office would be eliminated.
 - On-street parking could be added to Grove Street because only one lane is needed for traffic flow.
 - The intersection of Amherst Street/Grove Street/Summer Street would be re-stripped to accommodate the changes in traffic patterns.
 - As shown in Table 10, traffic making the left turn from Amherst Street to Mont Vernon Street would be at LOS F, but other movements in the area would be at LOS C or better.
- d. The Striping and Curbing Improvements Option would leave traffic patterns as they are now, but would better define the intersections and roadways with curbs and striping. The Pharmacy drive would be

relocated along Grove Street. The capacity analysis is the same as for the No-Build Option shown in Table 6.

2. Recommended Improvements

The Roundabout Option is recommended for implementation as the only real capacity improvements to these intersections without consideration of a traffic signal. With an expected LOS B, traffic would flow smoothly through the area without backing up into the Oval. Closing Grove Street would help to make the traffic flow better by making the intersection of the Pharmacy with Mont Vernon Street a "standard" intersection, thus possibly reducing the number of crashes there. In addition, with the smoothing of the traffic it is expected that pollutants from vehicles would then decrease. The cost of the improvements is estimated to be \$1,500,000.

The improvement of this area has been given the lowest priority by OAIT. Therefore, as an interim "low-cost" improvement, the Striping and Curbing Improvements Option could be implemented. Many of the improvements for this option are within the capabilities of Town Public Works forces to implement at relatively low cost.

F. Westside Neighborhood Area (Figure 13)

1. Conceptual Improvements

Several improvements to the streets in this area are proposed to improve traffic flow (Figure 13).

- a. Signs should be placed at each intersection to identify the location of upcoming intersecting streets along the bypass route.
- b. At the Elm Street/Cottage Street intersection, formalize the eastbound right-turn lane, and make curb and sidewalk improvements. Extend the sidewalk on the east side of Cottage Street from Elm Street to Garden Street (it is our understanding that right-of-way has been reserved along the bank property for such a purpose). The "shadow" of the eastbound right-turn lane on Elm Street could become a bump-out for the existing crosswalk, as well as room for a gateway treatment entering Town from the west.
- c. At the Cottage Street/Garden Street intersection, place curbs and striping to delineate the intersection. Curb radii should accommodate school busses without encroachment into opposing lanes, and as a result the sidewalk on the northeast corner may need to be shifted. To help avoid confusion as to who has right-of-way at the intersection, the intersection should be all-way stop-controlled.

- d. At the Union Street/Garden Street intersection, replace curbs. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of sidewalks and acquisition of easements or right-of-way. A utility pole may be affected.
- e. At the Union Street/Lincoln Street intersection, replace curbs. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of sidewalks and acquisition of easements or right-of-way.
- f. The intersection improvements at South Street/Lincoln Street are included in the design of the Southern South Street project.

The improvements will better delineate the travel lanes and make travel along this corridor somewhat easier. No capacity changes will result from these improvements, so the capacity analysis shown in Table 7 for the No-Build case applies.

2. Recommended Improvements

All the improvements listed above are recommended for eventual implementation. As noted, the improvements at the South Street/Lincoln Street intersection will be completed as part of other projects. The remaining improvements may be implementable as part of other upcoming projects. The railroad crossing of Union Street has been scheduled for upgrading for several years and potentially could include the proposed alterations to the Union Street/Garden Street and Union Street/Lincoln Street intersections. Water and sewer work is anticipated along Cottage Street, along with remediation of the Fletcher site, and should be coordinated with the proposed alterations at the two Cottage Street intersections. Alternatively, many of these projects are relatively small and may be within the capabilities of Town Public Works forces to implement. The estimated cost of all the improvements is \$110,000.

VII. PROJECT FUNDING AND TIMING

The limitations of eligible project activities under the two Federal funding programs, particularly the TE program, will govern how and where the available funds will be spent. TE projects are typically for sidewalks and streetscape improvements and not for road widening or overlays, while the Section 1702 funds allow more flexibility in application.

Initial information showed that the Town has \$625,000 in TE funds available for the South Street TE project (\$500,000 federal, \$125,000 local match), and \$3,500,000 (\$2,800,000 federal, \$700,000 local match) will eventually be available under the Section 1702 grant. All local matching funds have been approved and are available for design and construction activities. The Town has also petitioned the NHDOT for advancement of these funds to 2009 to coordinate the South Street project with a railroad crossing



project just south of Clinton Street, now scheduled for 2009. Updated funding information, as provided by the NHDOT, is provided below the project cost estimates.

The conceptual level costs for the improvements are outlined below.

<u>Project</u>	<u>Costs</u>
South Street (Southern South Street)	\$200,000.00
South Street (Bank to Clinton Street)	715,000.00
Railroad Crossing (South Street) *	430,000.00
Oval Area Improvements	760,000.00
Nashua Street (Boulevard)	850,000.00
Triangle Area (Roundabout)	1,500,000.00
Streets of the Westside Neighborhood	110,000.00
Total	\$4,565,000.00

Funds Available (including local match)

Transportation Enhancement (DOT Project 14837)	\$625,000.00
Section 1702 Grant	
DOT Project 14492	801,475.00
DOT Project 14492A (Appropriated)	2,003,687.75
DOT Project 14492A (Not Appropriated)	996,313.00
Railroad Crossing (DOT Project 14078)	533,632.48
Total	\$4,960,108.23

* Includes ineligible state funding work

The South Street project is the immediate priority from the Town's perspective. Relocation of utility poles away from the curbline (in some places underground) and better definition of sidewalks and driveways will provide a wider and safer travel way for both vehicles and pedestrians in this narrow corridor.

The proposed schedule would move the project forward to have Part B – Final Design completed so that the project would be advertised in Spring 2009 for construction in 2009. It is also the intent to coordinate other pieces along South Street (the Nashua Street intersection and the railroad project) as part of one project to avoid disruptions along the corridor over several construction seasons.

The OAIT also established design priorities for the Section 1702 projects, taking into consideration, among other things, impact with the public, likely property acquisitions, and costs. All projects would go through final design, but be implemented over time as other work occurs. Based on their discussions, the prioritized list of projects for design and/or construction is:

1. Westside Neighborhood streets (Cottage, Garden, Union, Lincoln Streets), design only. Construction to be completed as Fletcher site remediation and other DPW projects in the area are completed in the next 3-5 years.



2. Oval area improvements final design and construction. To be done in conjunction with the Westside Neighborhood street improvements.
3. South/Prospect/Lincoln Streets and South/Nashua Street Intersection – final design and construction to be coordinated with the South Street TE and railroad crossing projects (2009).
4. Nashua/Clinton/Edgewood Plaza/Tonella subarea – Center Boulevard option final design and construction.
5. Roundabout Option at Amherst/Grove/Mont Vernon Streets – final design and construction for a long-term solution.

VIII. SUMMARY OF FINDINGS

CLD Consulting Engineers, Inc. was retained by the Town of Milford to perform the following services:

- Prepare a preliminary design for a South Street traffic and pedestrian improvement project by developing base plans, collecting traffic data, identifying environmental constraints, and preparing conceptual plans through a public outreach process.
- Prepare conceptual designs for other Downtown area traffic and pedestrian improvement projects. Five primary focus areas were identified:
 - The Oval;
 - Nashua Street between the Oval and Tonella Road;
 - Southern South Street from Clinton Street to Prospect Street;
 - The triangle area north of the Souhegan River (Mont Vernon Street, Amherst Street, Grove Street); and
 - Streets of the Westside Neighborhood, including Cottage Street, Garden Street, Union Street, and Lincoln Street.

Through an extensive public participation process, conceptual improvements were endorsed by the OAIT:

- **Oval Area**
 - North Side
 - Remove posts and adjust curb on South side of North Island so trucks won't shy away
 - Eliminate crosswalk between North Island and Center Island (or move it eastward to improve visibility)
 - Remove the northernmost parking space on the east side of the Center Island to provide appropriate sight distance for pedestrians using the North Island to Center Island crosswalk



- Provide a cobblestone-mountable truck apron on the inside of the turn to accommodate turning radius of large trucks
- Relocate the fire hydrant on the east side of the center island
- Extend North Island to the east
- North End of Oval
 - Move crosswalk at the Bridge/Diner to the intersection with Bridge Street
 - Extend sidewalk on east and west sides to create bump-outs
 - Shift two east side parking spaces to the north of the proposed crosswalk
- Southwest Corner
 - Move island to southwest to provide a larger turning radius for trucks
 - Provide a cobblestone-mountable truck apron on the inside of the turn to accommodate turning radius of large trucks
 - Add bump-out on south side crosswalk
- East Side
 - Extend plaza in front of the Town Hall as a potential gathering area, still providing 24 feet of roadway pavement width
 - Make Middle Street one-way from Putnam Street to the Oval
 - Place diagonal parking on Middle Street next to Town Hall
 - Place diagonal parking on Middle Street where right angle parking now exists
 - Place bump-out at northeast corner of Middle Street/Putnam Street
 - Add bump-out at Center Island for crosswalk to Town Hall Plaza
 - Place a loading zone on the south side of Nashua Street at South Street
- Union Street
 - Add splitter island to define left- and right-turn lanes exiting Union Street onto Elm Street
 - Realign crosswalk
 - Place Stop Signs on Union Street approach
- School Street
 - Remove one parking space west of the intersection to improve visibility
 - Remove overhead banners from the Oval to reduce visual “noise.” The banners could be placed at the gateways described in the following sections.
 - South Street/Nashua Street -- Shift the northbound lane on South Street eastward to be next to the curb, with a painted or textured area placed between the northbound and southbound lanes to provide the extra width needed by

large trucks making the turn. Remove two parking spaces on South Street to accommodate the lane shift. No additional right-of-way would be required.

- **Nashua Street Area**

- The Center Boulevard Option would provide landscaped islands in the center of the road to provide a "gateway" for the Town. Limited left-turn access to driveways along the north side of the road would be provided. The two entrances to the Plaza would be consolidated. Widening of Nashua Street would be required, and some parking in the Plaza would be reconfigured. Some right-of-way would have to be acquired.

- **Southern South Street Area**

- A Gateway Option provides a small landscaped island and off-street parking in the current open area, sidewalk, and curb improvements are suggested along South Street and at the intersections with Lincoln Street and Clinton Street. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of existing sidewalks. Driveway access to adjacent businesses will be maintained.

- **Triangle Area**

- The Roundabout Option is recommended for implementation as the only real capacity improvements to these intersections without consideration of a traffic signal. With an expected level of service (LOS) B, traffic would flow smoothly through the area without backing up into the Oval. Closing Grove Street would help to make the traffic flow better by making the intersection of the pharmacy with Mont Vernon Street a "standard" intersection, thus possibly reducing the number of crashes there.

- **Westside Neighborhood Area**

Several improvements to these streets are proposed to improve traffic flow.

- Signs should be placed at each intersection to identify the location of upcoming intersecting streets.
- At the Elm Street/Cottage Street intersection, formalize the eastbound right-turn lane, and make curb and sidewalk improvements. Extend the sidewalk on the east side of Cottage Street from Elm Street to Garden Street (it is our understanding that right-of-way has been reserved along the bank property for such a purpose). The "shadow" of the eastbound right-turn lane on Elm Street could become a bump-out for the existing crosswalk as well as room for a gateway treatment entering Town from the west.
- At the Cottage Street/Garden Street intersection, place curbs and striping to delineate the intersection. Curb radii should accommodate school busses without encroachment into opposing lanes, and as a result the sidewalk on the northeast corner may need to be shifted. To help avoid confusion as to who has right-of-way at the intersection, the intersection should be all-way stop-controlled.

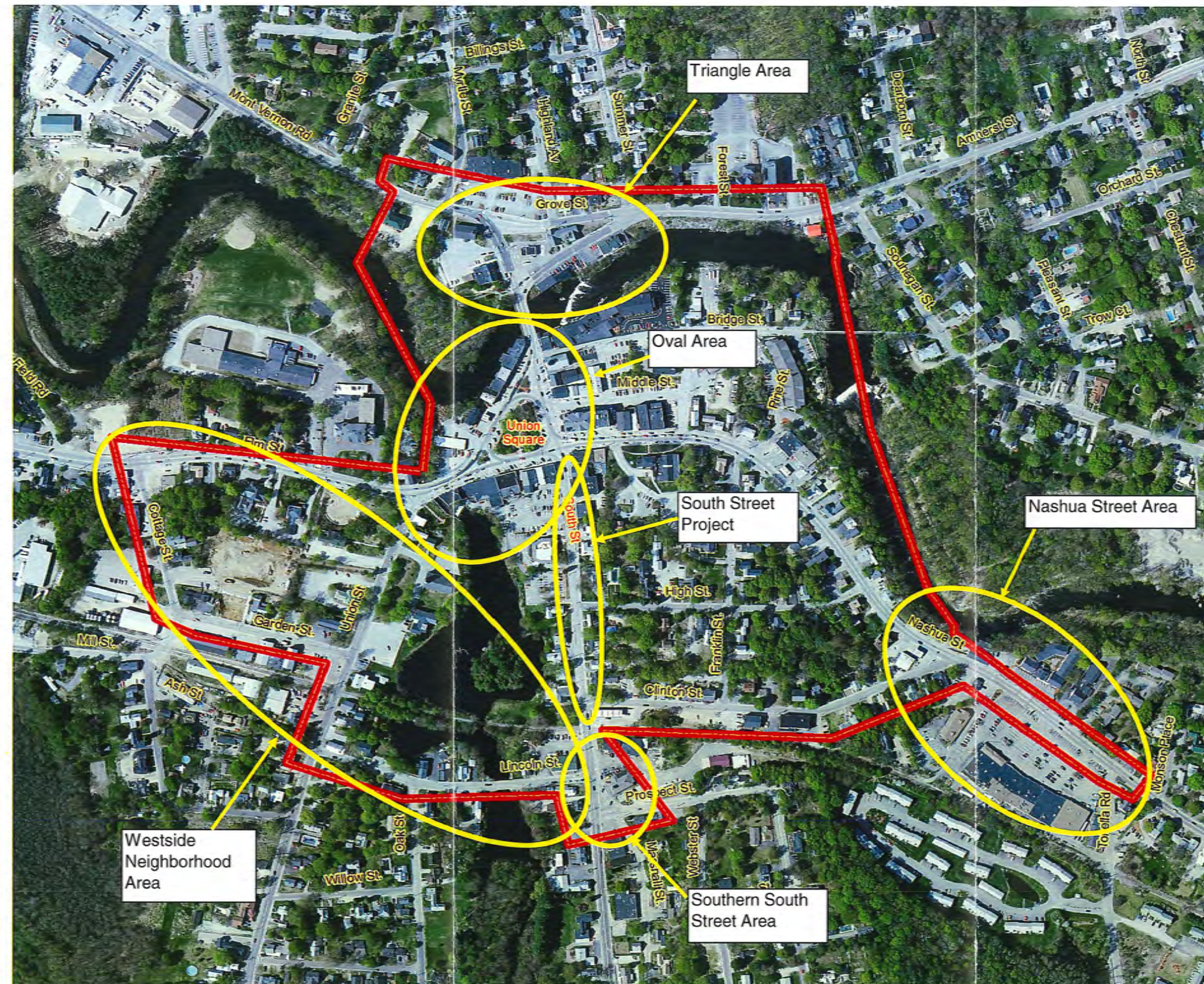
- At the Union Street/Garden Street intersection, replace curbs. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of sidewalks and acquisition of easements or right-of-way. A utility pole may be affected.
- At the Union Street/Lincoln Street intersection, replace curbs. Curb radii should accommodate school busses without encroachment into opposing lanes, which may necessitate the shifting of sidewalks and acquisition of easements or right-of-way.
- The intersection improvements at South Street/Lincoln Street are included in the design of the South Street project.

The improvements will better delineate the travel lanes and make travel along these streets somewhat easier.

The South Street sidewalk project will be funded using a Transportation Enhancement (TE) grant from the New Hampshire Department of Transportation (NHDOT). The Downtown area projects will be funded through special funding provided through Section 1702 earmarked funds. Due to the constraints of the TE funding which limits the types of improvements that can be made under this program, some of the conceptual improvements that were developed as part of this Downtown area project have been incorporated into the South Street project.

LIST OF FIGURES

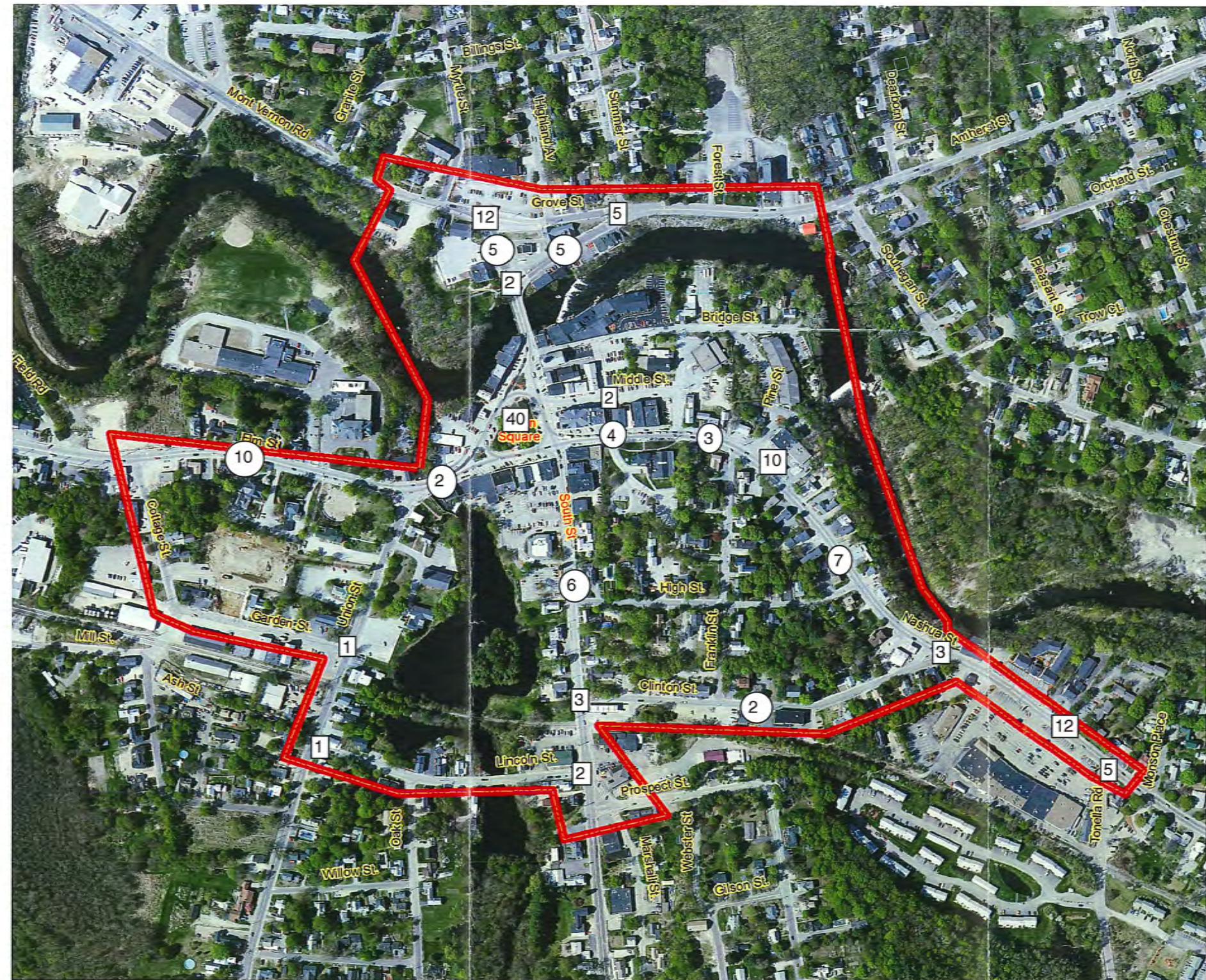
- Figure 1 Study Area Map
- Figure 2 Crash Location Map
- Figure 3 Oval Area Traffic
- Figure 4 Nashua Street Traffic
- Figure 5 Southern South Street Traffic
- Figure 6 Triangle Traffic
- Figure 7 Westside Neighborhood Traffic
- Figure 8 South Street Improvements
- Figure 9 Conceptual Improvements Oval Area
- Figure 10 Conceptual Alternatives Nashua Street/Edgewood Plaza
- Figure 11 Conceptual Alternatives Southern South Street
- Figure 12 Conceptual Alternatives Triangle Area
- Figure 13 Conceptual Improvements Westside Neighborhood Area



CLD Ref. 07-0171

— Study Area Boundary

Figure 1
Milford Downtown Study Area



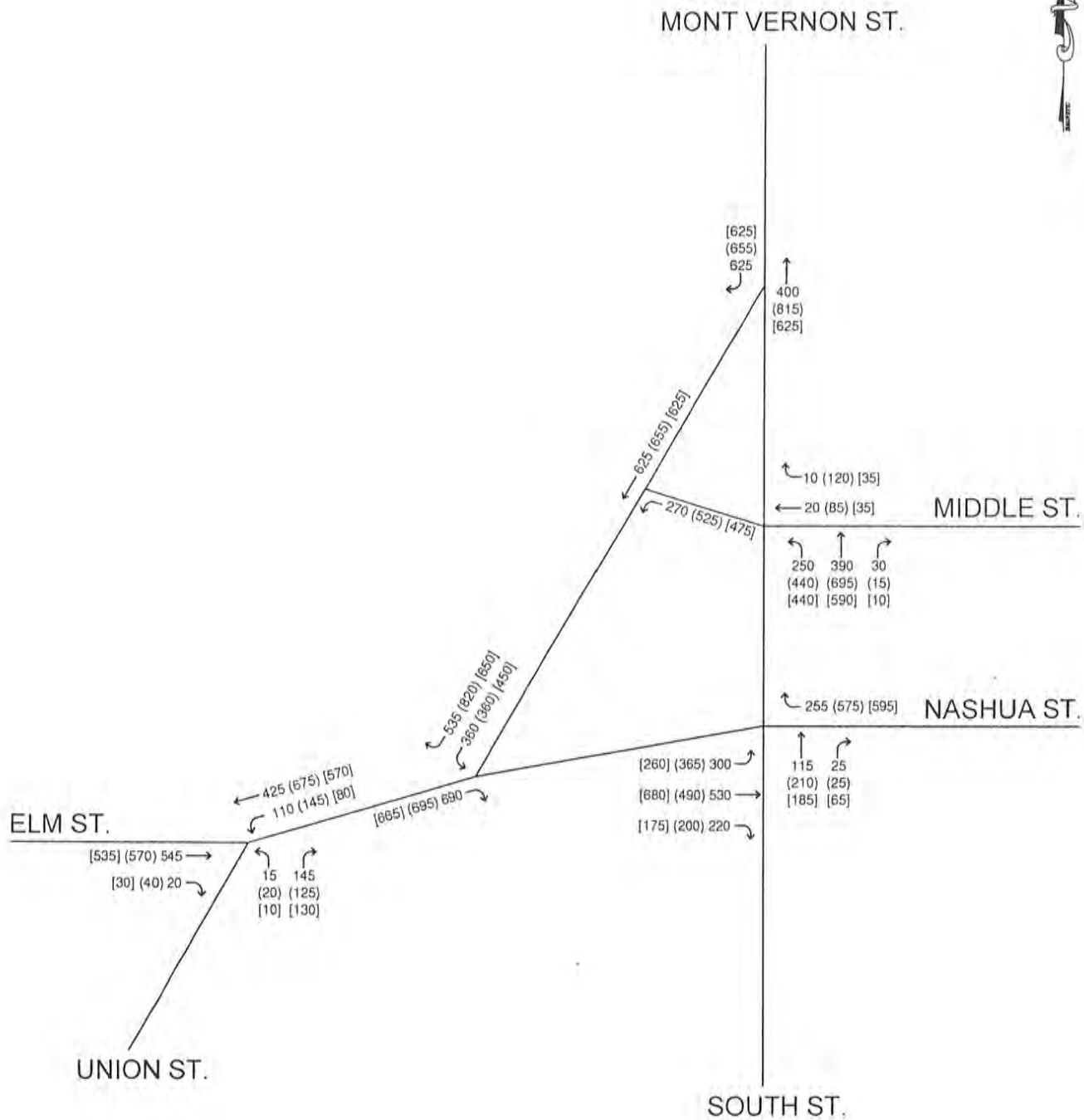
CLD Ref. 07-0171

Legend

- XX Number of Intersection Crashes
- XX Number of Roadway Crashes
- Study Area Boundary

Source - Milford Police Department. Data for 1/1/2004 through 10/24/2007

Figure 2
Study Area Crash Locations



NOT TO SCALE

FIGURE 3

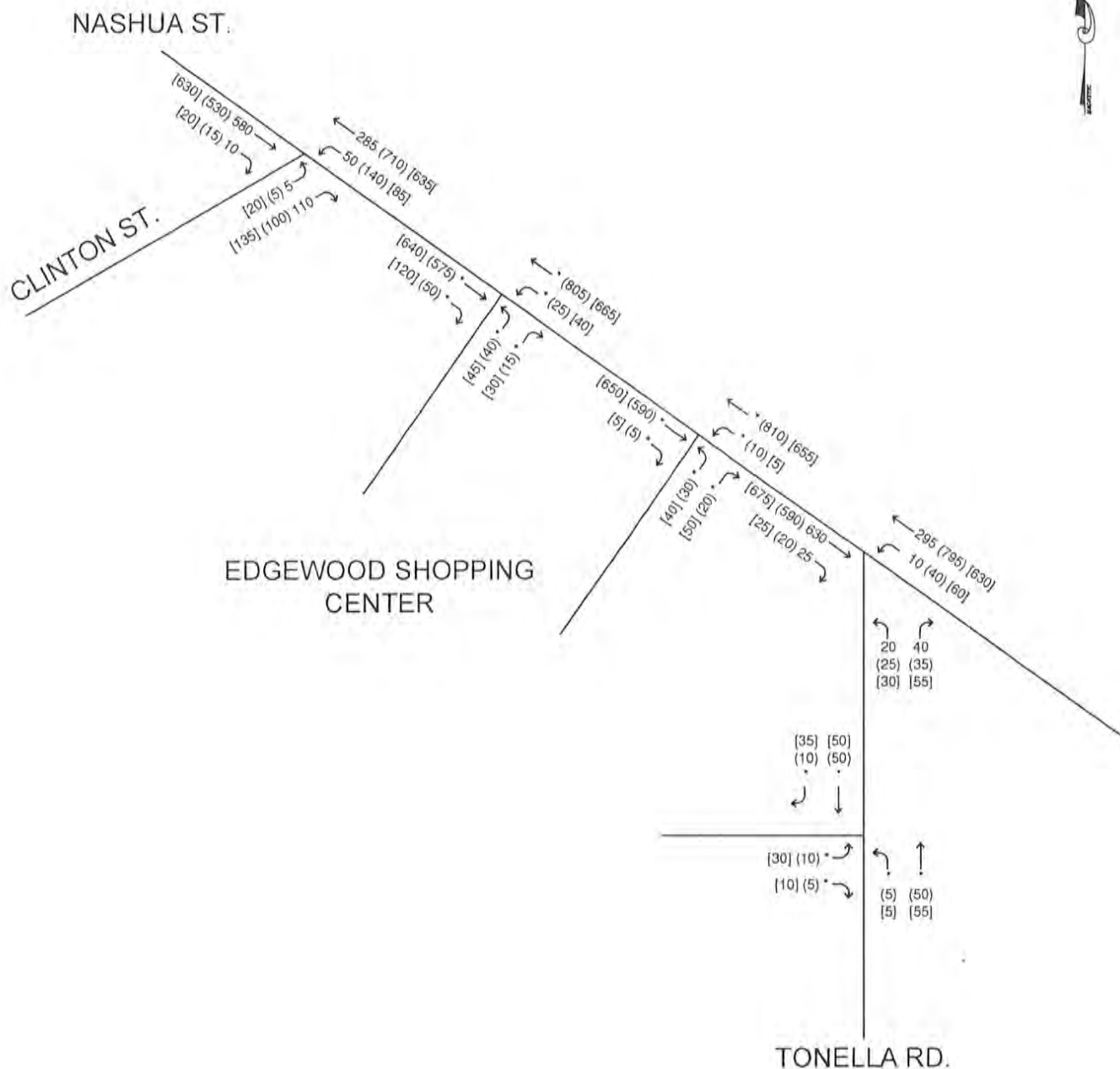
MILFORD

OVAL AREA TRAFFIC
CLD REFERENCE # 07-0171

XX - 2007 A.M. PEAK HOUR
(XX) - 2007 P.M. PEAK HOUR
[XX] - 2007 SATURDAY PEAK HOUR



540 Commercial Street - Manchester, NH 03101
(603) 668-8223 - Fax: (603) 668-8902
cld@cldeengineers.com - www.cldeengineers.com
Maine - New Hampshire - Vermont



NOT TO SCALE

XX - 2007 A.M. PEAK HOUR
 (XX) - 2007 P.M. PEAK HOUR
 [XX] - 2007 SATURDAY PEAK HOUR
 * - NO AM TRAFFIC COUNT

FIGURE 4
MILFORD
NASHUA ST. TRAFFIC
CLD REFERENCE # 07-0170

CONSULTING ENGINEERS
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 clde@cldeengineers.com - www.cldeengineers.com
 Maine - New Hampshire - Vermont

SOUTH ST.



[205] [25]
(170) (15)
175 10
↓

↶ 10 (30) [15]
↷ 55 (165) [130]

CLINTON ST.

↑ 155 105
(250) (85)
[285] [120]

[95] [240]
(130) (205)
40 200
↓

L INCOLN ST.

↶ [135] (60) 85
↷ [40] (30) 45
↑ 30 170
(45) (295)
[20] [270]

[235] [45]
(190) (35)
215 25
↓

↶ 35 (35) [40]
↷ 10 (10) [5]

← 35 (35) [25]
↶ 0 (0) [0]

PROSPECT ST.

↑ 170 10
(305) (10)
[250] [10]
↶ [30] (40) 25
↷ [15] (5) 10
↶ 10 (10) (0)
[20] [5]

SOUTH ST.

MARSHALL ST.

NOT TO SCALE

FIGURE 5

MILFORD

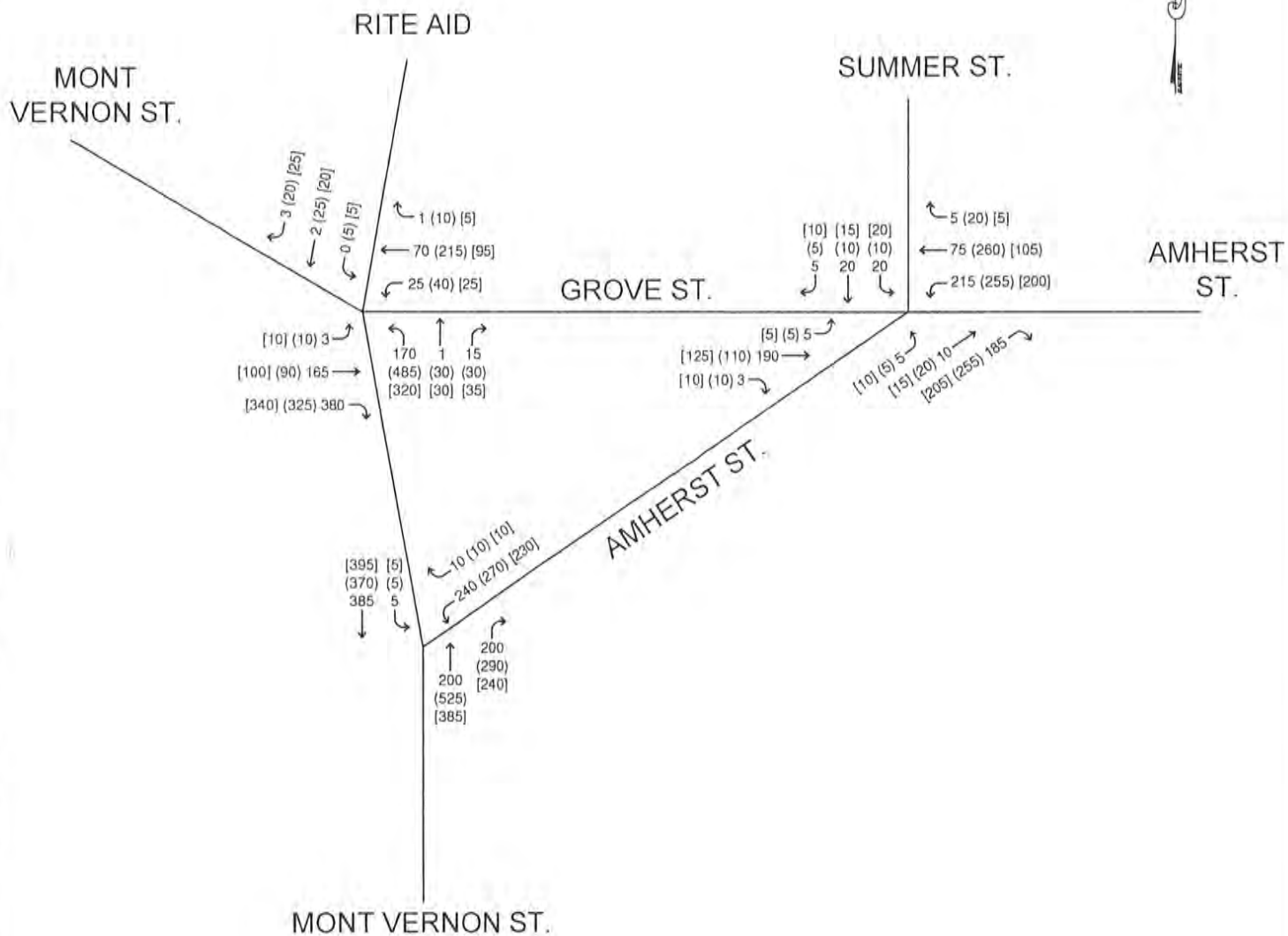
SOUTHERN SOUTH ST. TRAFFIC

CLD REFERENCE # 07-0171

XX - 2007 A.M. PEAK HOUR
(XX) - 2007 P.M. PEAK HOUR
[XX] - 2007 SATURDAY PEAK HOUR



340 Commercial Street - Manchester, NH 03101
(603) 668-8223 • Fax (603) 668-8802
clde@cldeengineers.com • www.cldeengineers.com
Maine • New Hampshire • Vermont



NOT TO SCALE

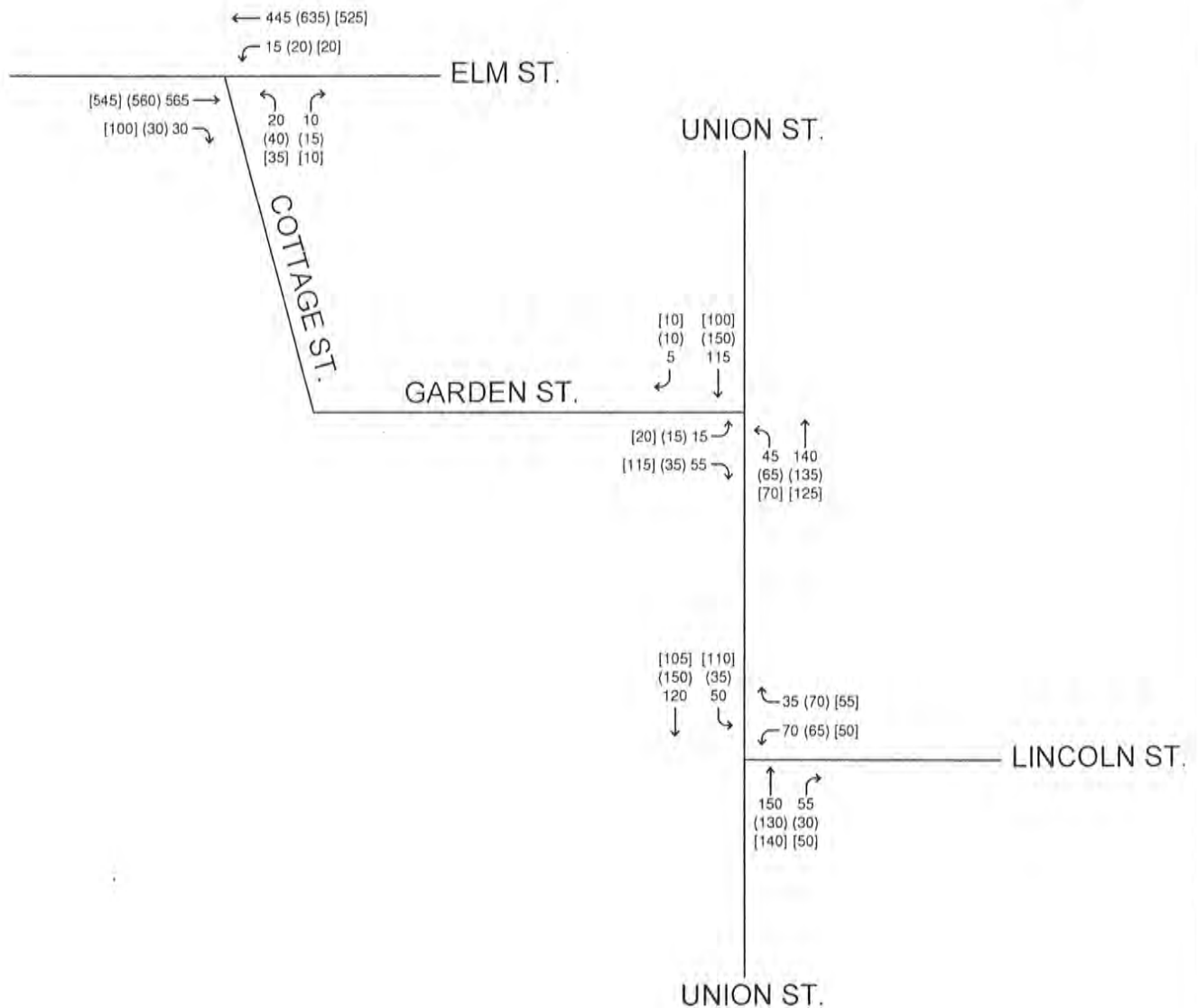
FIGURE 6

MILFORD
TRIANGLE AREA TRAFFIC
CLD REFERENCE # 07-0171

XX - 2007 A.M. PEAK HOUR
(XX) - 2007 P.M. PEAK HOUR
[XX] - 2007 SATURDAY PEAK HOUR



540 Commercial Street - Manchester, NH 03101
(603) 608-8223 - Fax: (603) 608-8802
cld@cldengineers.com - www.cldengineers.com
Maine - New Hampshire - Vermont



NOT TO SCALE

FIGURE 7
MILFORD
WESTSIDE NEIGHBORHOOD TRAFFIC
CLD REFERENCE # 07-0171

XX - 2007 A.M. PEAK HOUR
(XX) - 2007 P.M. PEAK HOUR
[XX] - 2007 SATURDAY PEAK HOUR



540 Commercial Street • Manchester, NH 03101
(603) 668-8221 • Fax: (603) 668-8802
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FIGURE 8
SOUTH STREET IMPROVEMENTS
AND LIKELY FUNDING SOURCES



FIGURE 8
SOUTH STREET IMPROVEMENTS
AND LIKELY FUNDING SOURCES



HORIZ: 1 INCH = 60 FT.



Jeffrey H. Tay, P.E.
 & Associates, Inc.

KNOWLES
 DESIGN

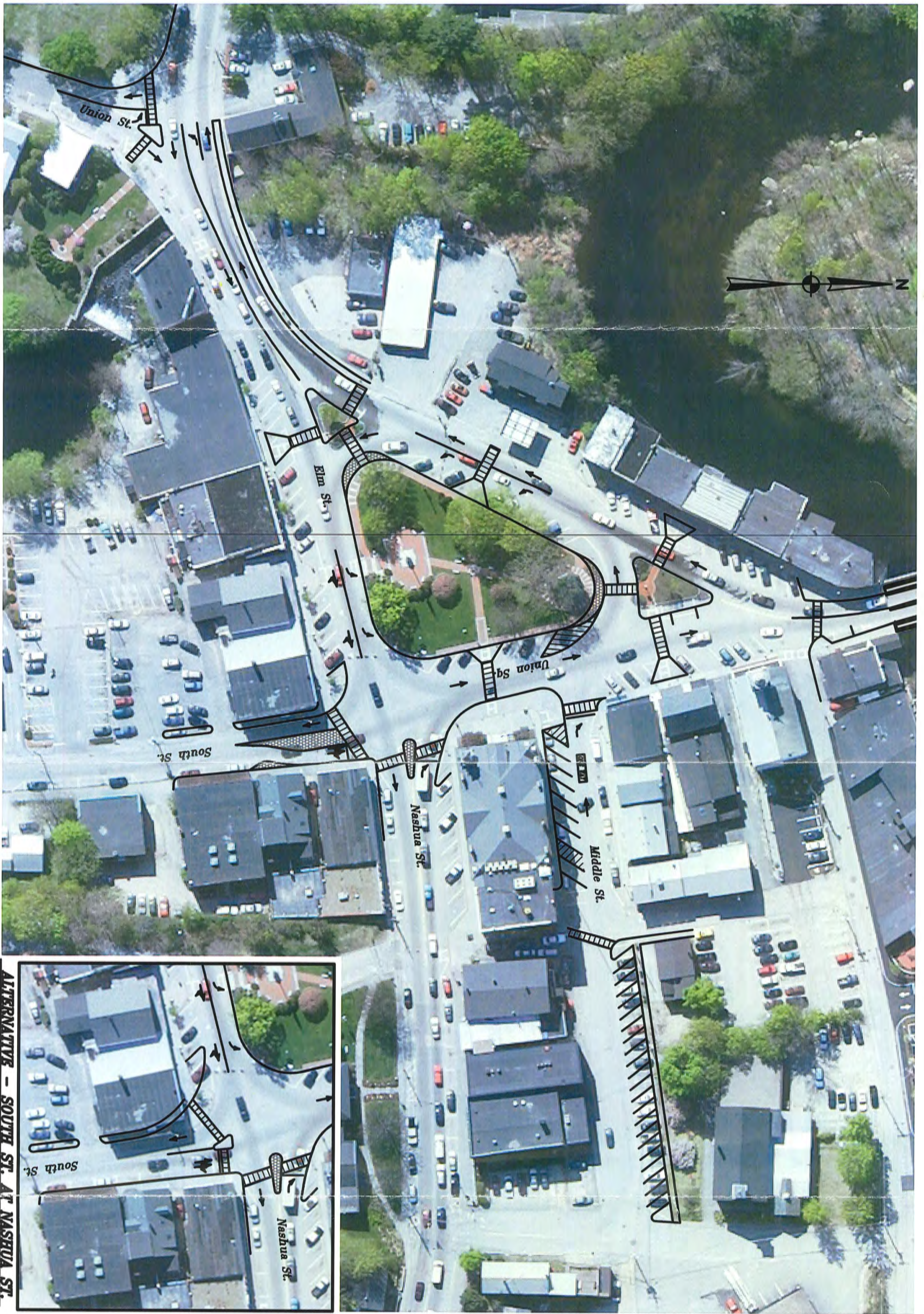


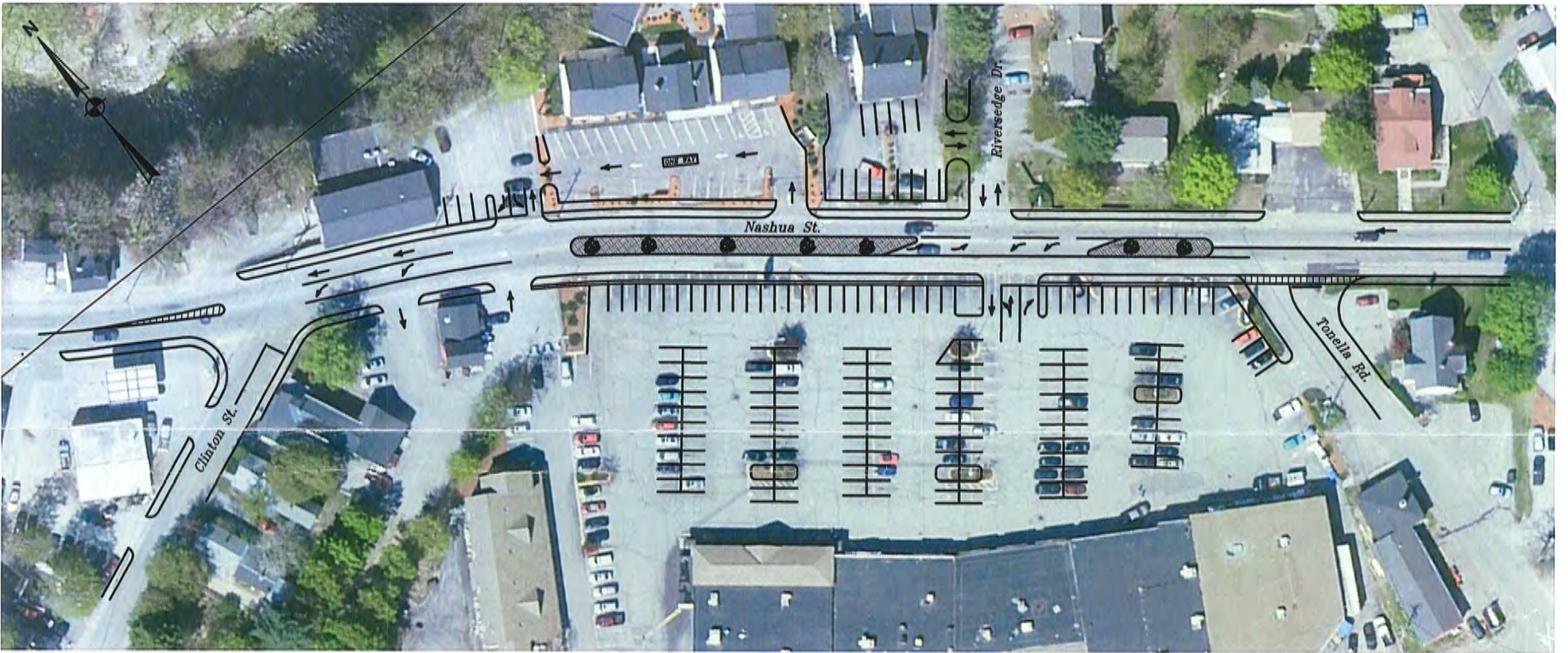
FIGURE 9
CONCEPTUAL IMPROVEMENTS
OVAL AREA



CENTER TURN LANE



CENTER BOULEVARD



CENTER TURN LANE W/ LANDSCAPING

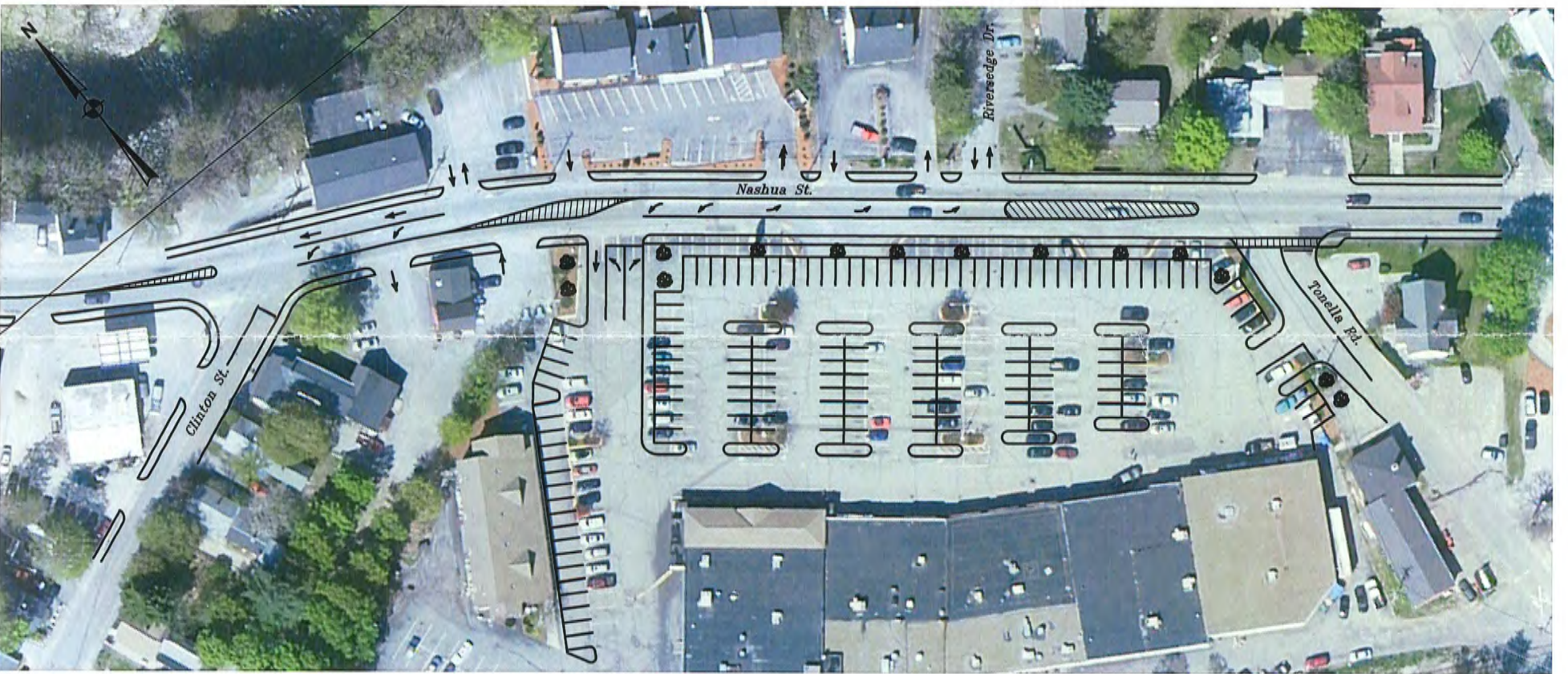


FIGURE 10
CONCEPTUAL ALTERNATIVES
NASHUA ST. / EDGEWOOD PLAZA



GATEWAY



TRADITIONAL 2-WAY



FIGURE 11
CONCEPTUAL ALTERNATIVES
SOUTHERN SOUTH STREET



DO IT



KNOWLES
DESIGN

ROUNDBOULT



ONE-WAY PAIR



FIGURE 12
CONCEPTUAL ALTERNATIVES
TRIANGLE AREA

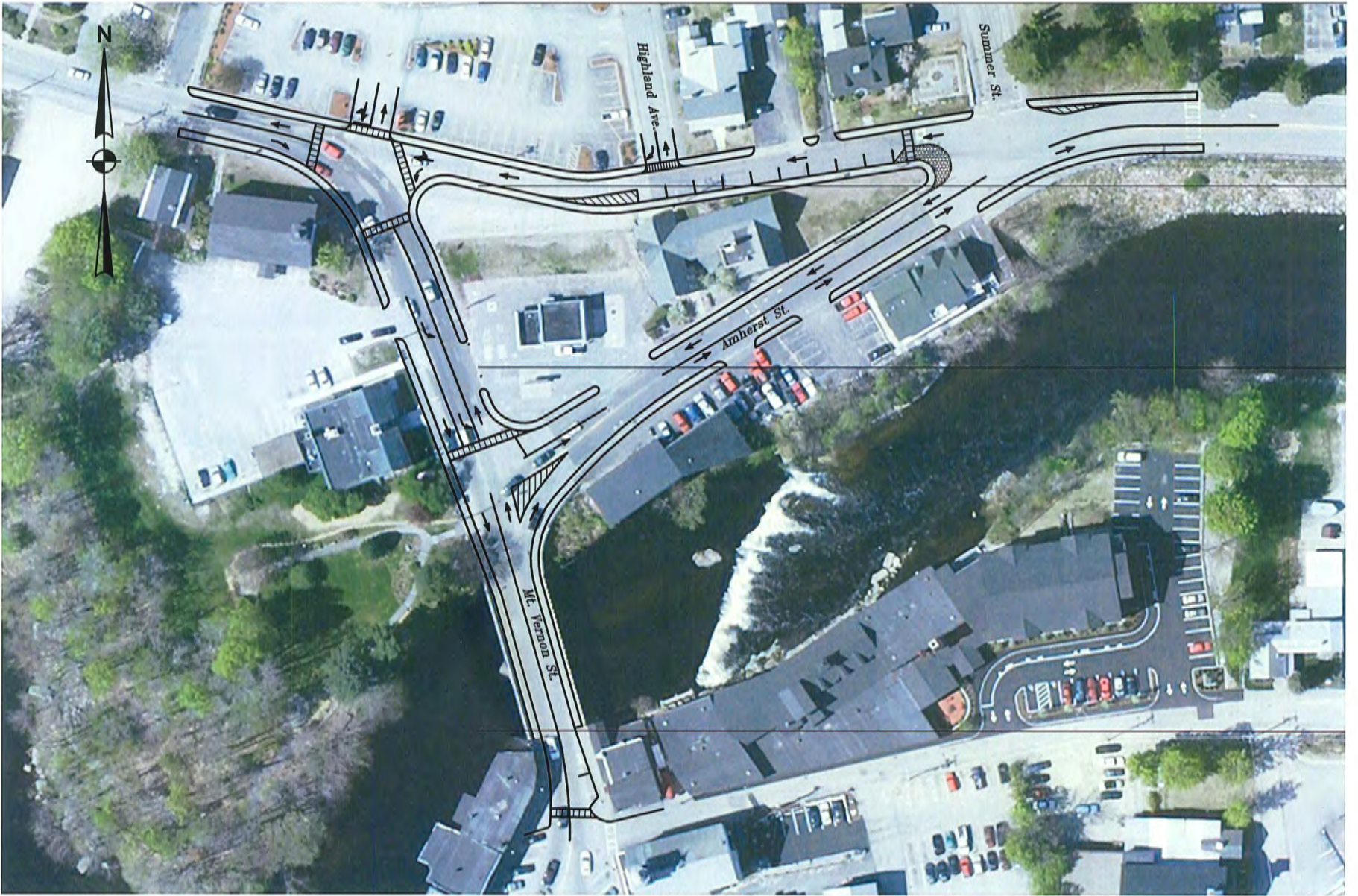


DO IT

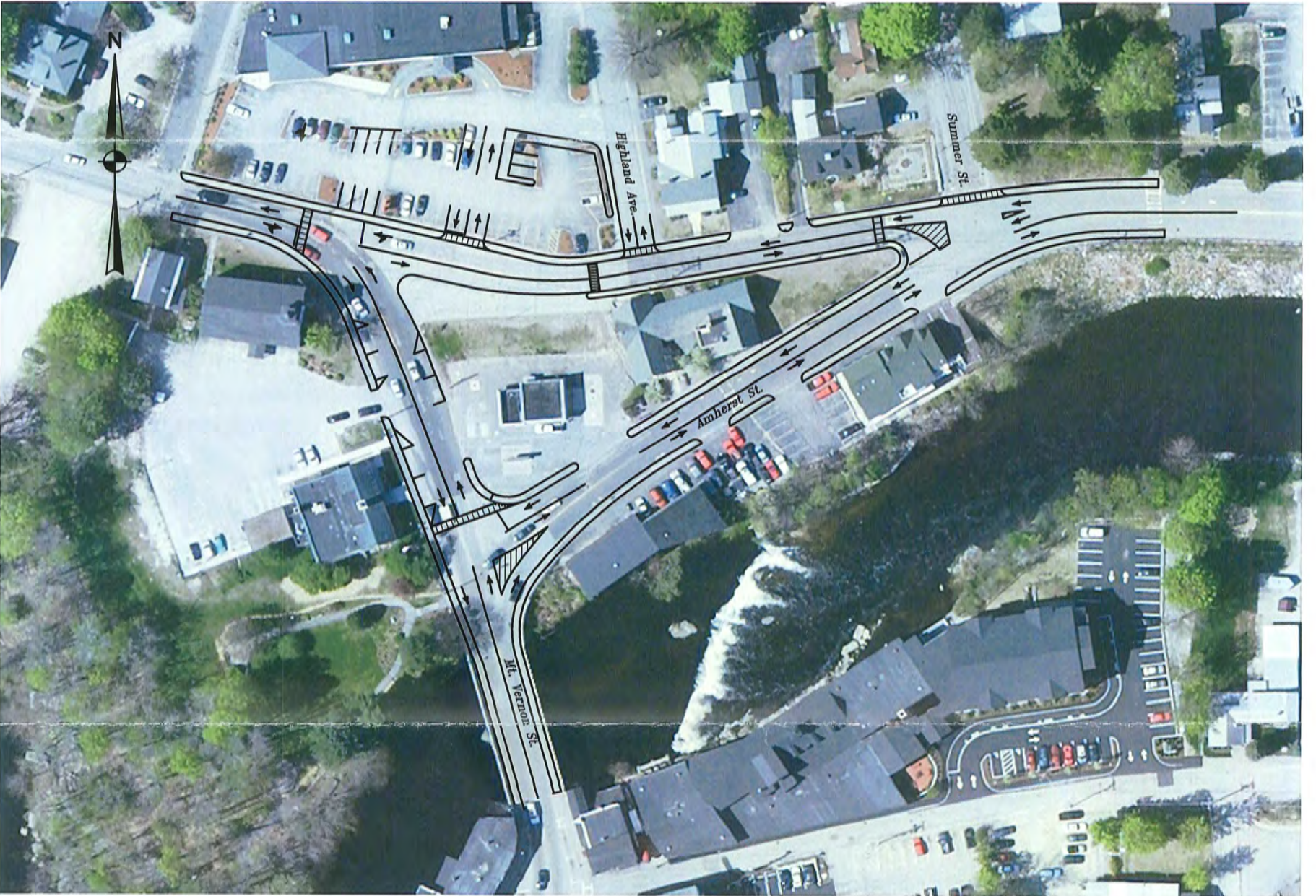


KNOWLES
DESIGN

GROVE STREET ONE-WAY



STRIPING AND CURBING IMPROVEMENTS



**FIGURE 12 (CONT.)
CONCEPTUAL ALTERNATIVES
TRIANGLE AREA**



DO IT





FIGURE 13
CONCEPTUAL IMPROVEMENTS
WESTSIDE NEIGHBORHOOD AREA



6:05 BROX Community Land Conservation Easement - Conservation Chair, Andy Hughes and

Town Hall Conservation Member Chris Costantino.

1 Union Square

Milford, NH 03055-4240

Tel: (603) 249-0628

www.milford.nh.gov

conservation@milford.nh.gov

**Town of Milford
CONSERVATION COMMISSION**



December 22, 2020

RE: Brox Community Land Conservation Easement - paying for the Conservation Easement Stewardship Fund

Dear Selectmen,

An Alteration of Terrain Updated Permit (dated 10/26/20) was submitted by the Town for the sand and gravel operation on the property referred to as the Brox Community Land. One of the conditions of this permit is that the Town of Milford (Town) will put 75 +/- acres into a conservation easement (Plan sheet 1 of 9 note #11).

The Board of Selectmen (BoS), at their October 14, 2019 meeting, accepted the Milford Conservation Commission's (MCC) offer to facilitate this easement process. Below is a recap of our progress to date:

- The New Hampshire Fish and Game (NHFG) Department agreed to hold the easement.
- As with all such easements, there is an associated cost, known as a Stewardship Fund, payable to the easement holder on its execution. This is a one-time payment to the holder to cover the future yearly monitoring visits and management decisions in perpetuity. For this easement, that cost will be \$30K.
- In 2018 the MCC applied for and received an Aquatic Resources Mitigation (ARM) grant for \$20K to help cover the costs of this easement.
- \$5K of work was done toward the required boundary survey – more below.

The following are several steps required for both a) the ARM grant payment to be secured as it is set to expire in June 2021 and b) for the conservation easement to be finalized.

1. The Town must have an exterior and interior boundary survey completed and signed with boundary markers provided by the State. The MCC contracted for this work with Meridian Land Services, who began the work in October 2019 for an agreed total cost of \$20K. The work was halted when the AoT permit was rescinded in late 2019. Meridian had, at that point, performed \$5K value in services and the MCC has paid that invoice.
2. A Baseline Survey must be completed. This work will be done by the Commission and there is no extra cost associated with this activity.
3. The Town and the State will collaborate on the conservation easement language which will detail the activities allowed in this section of the parcel.
4. The easement must be filed and recorded by June 30, 2021 to receive the ARM grant of \$20K.

Through the ARM grant, the MCC has raised \$20K towards the \$50K cost (i.e. \$20K for boundary survey plus \$30K for Stewardship Fund) associated with this required conservation easement. Therefore, the MCC suggests that the BOS put the remaining cost of \$30K into their 2021 budget.

Very Respectfully,

Andrew Hughes, Chair, Milford Conservation Commission

6:15 Deliberative Session and March Election - Town Moderator, Pete Basiliere

To: Milford Board of Selectmen, Milford School Board
From: Pete Basiliere, Town & School District Moderator
Date: December 23, 2020
Subject: Thoughts on 2021 Deliberative Sessions and Elections

Background

With the pandemic showing no sign of abating, Milford must adapt how it holds the town and school district deliberative sessions and elections. Uncertainty about whether or how people should even gather for these critical democratic processes further clouds the situation.

For example, Governor Sununu's executive order #74 (EO #74) mandates people "shall wear a mask or cloth face covering over their noses and mouths any time they are in public spaces, indoors or outdoors, where they are unable to or do not consistently maintain a physical distance of at least six feet from persons outside their own households." However, the order expires on January 15, 2021, three weeks before the deliberative sessions occur. Whether the Governor will let the order lapse, modify it, or replace it with another executive order remains to be seen.

In my opinion, the Select Board and the School Board must take the same approach to holding their respective meetings. To do otherwise will sow confusion, frustration, and anger among Milford's voters. The town's governing bodies have always coordinated their meetings and, ideally, they will do so in 2021.

For this memo, I assume the boards will coordinate their meetings. I also use the word "meeting" when discussing both deliberative sessions and elections. When used alone, "deliberative session" and "election" refer only to the respective institutions. "Participants" include registered voters, non-resident employees and experts, and members of the public.

Factors To Be Considered

- a. Town deliberative sessions attract about 120 people at the start. The town hall auditorium can host approximately 52 people who are 6' apart (using seating arranged singularly and in pairs of chairs). The banquet hall holds fewer participants, while the Selectmen's meeting room holds 13 people.
- b. School District deliberative sessions attract about 100 people. The high school cafeteria can host about 72 people who are 6' apart (based on the School Board's meeting layout). The high school gym holds approximately 145 people (using seating that is arranged singularly and in pairs of chairs)
- c. Suppose we cannot hold a session where participants consistently maintain a 6' distance from persons outside their household. In that case, session participants must wear face masks or coverings except for "Any person with a medical condition or disability that prevents wearing a mask or other face-covering" (EO #74).

- i. Election law is unambiguous that unmasked voters must have a comparable method for voting in-person. Deliberative sessions do not require a similar accommodation.
 - ii. In my opinion, every registered voter must be able to participate in the deliberative session, whether they wear a mask or not. This is not a question of whether unmasked voters can participate but how they can join without exposing others or being exposed to COVID-19.
- d. Town deliberative sessions run up to eight hours long, including a lunch break, while School District sessions run about three hours long.
 - i. The total elapsed time includes an hour for participants to gather and prepare for the session and the time spent after adjournment. For example, some voters will chat amongst themselves after the session, and the board or budget advisory committee may stay to vote on the adopted warrant articles. Granite Town Media and custodial staff also arrive early and stay late.
- e. Unless an executive order or other action legally overrides their authority:
 - i. The respective Boards determine whether face masks must be worn for their deliberative session.
 - ii. The moderator determines whether face masks must be worn for elections.
- f. The Boards and moderator will include the health officer's (Fire Chief Flaherty) input, the advice of their attorneys, the Secretary of State, and the Attorney General, as well as the Governor's executive orders in their decision-making process.

Deliberative Session Options

The traditional session spaces (town hall auditorium and high school cafeteria) are NOT large enough to host a session with the usual number of participants while enabling each person to be appropriately physically distanced from the others. As I see it, we have three options for holding the deliberative sessions:

In-person, One room

- a. The sessions could be held in one large room, such as the HS gym, HS cafeteria, or The Dome at Hampshire Hills.
 - i. The Dome, if available, is my second choice. The facility may be too cool for a prolonged daytime session or a short evening session. Depending on the February weather, the temperature at floor level could be in the low 60s.
 - ii. The HS gym can hold 145 people, with ample room for people to move about as well as be seated. However, GTM may not be able to easily broadcast from there. Also, ample speakers will be required to ensure everyone clearly hears what is said.
 - iii. The HS cafeteria can hold 72 people, more if we can space voters 3' apart instead of 6'. Another option is to set up pairs of chairs for voters from the same household, with single chairs interspersed among them.

- iv. A space within either facility could be made for unmasked voters. Clear barriers would be erected to separate the voters, and a microphone provided and regularly cleaned.
- b. The elections would be held at the HS, utilizing the lobby, gym, and a tent, but not the cafeteria (the small number of new voters would be registered in the lobby).

In-person, two rooms

- a. The town and school district sessions could use the high school gym and cafeteria for their sessions. This option assumes audio-visual technology use that enables the moderator to manage the sessions, participants to see, hear, and communicate with people in the other space, and voters to amend and vote on warrant articles.
- b. Unmasked participants would use the cafeteria. An assistant moderator would be present to facilitate voter participation and counting and reporting votes.
- c. The elections would be held at the HS, utilizing the lobby, gym, and a tent, but not the cafeteria (the small number of new voters would be registered in the lobby).

Online

- a. HB 1129, the so-called “Drive Through Voting” law, enables the governing bodies to have a two-stage deliberative session.¹
- b. Six steps are involved in an HB 1129 session:
 - I. A letter is mailed to every registered voter by First Class Mail, notifying them that the online deliberative session process will be used. Town Clerk Joan Dargie has a quote of more than \$4,000 for printing and mailing the letters.
 - II. The Board holds an online session to discuss and debate the warrant articles.
 - III. The public provides input to the governing body for up to one week.
 - IV. An online session held up to seven days after the first session at which ONLY the Board votes to include the warrant article on the official ballot as is or as the Board amends them.
 - V. The finalized warrant is made available to the voters as a sample ballot to note their decisions before going to the polling place. The sample ballot is NOT accepted on Election Day.
 - VI. An outdoor, drive-through voting process with some number of lanes sorted by the drivers’ last names occurs. The driver approaches a ballot clerk, is checked-in and receives an official ballot. The driver parks their car, retrieves the sample ballot (if they

¹ The shortened title is much easier to say than the formal title: “AN ACT relative to notice requirements for certain municipal public hearings, providing for optional town meeting procedures during the state of emergency declared in response to the novel coronavirus disease (Covid-19), and relative to online reporting of CARES Act disbursements.”

noted their choices in advance) and marks the official ballot accordingly. The driver starts their car, advances to the ballot box, and hands the official ballot to an assistant moderator, who puts the ballot into the box. The boxes are periodically emptied, and the contents are fed into the Accuvote machines.

- c. HB 1129 is clear that drive-through voting is required if an online deliberative session is held. We cannot have an online deliberative session and a traditional, in-person election.
 - I. Important note: HB 1129 has a significant deficiency. The bill did not describe how drive-through voting takes place.
 - II. Step VI above is my thoughts on how drive-through voting would take place. Some election officials think that “drive-through” could also mean “drive-up.” The voter “drives-up” to the polling place, parks their car, and goes into the building, like always.

Election Discussion

My recommendation is to hold the town and school district elections at Milford High School. We successfully held the September and November elections there, with four to five times more voters than we can expect to vote in March. We know how to ensure safe distances between voters, workers, and observers.

We will want to consider how to enable voters who cannot or choose not to wear face coverings to participate. We know that a tent located adjacent to the HS’s main entrance works. However, even in November, we had snow squalls and gusty winds that lifted the tent. Anchoring the tent and providing adequate heating will be a priority.

A possibility, pending discussion with school district administration, is to use Windows on West Street for unmasked voters. The restaurant is reasonably close to the main entrance and is physically separate from the cafeteria.

Deliberative Session Discussion

Online Option

On the surface, HB 1129 seems to be a viable approach. The sessions are held on Zoom or another platform, eliminating the need for physical distancing and coverings. Managing the sessions will be a bit difficult (“Unmute, please (pause) Try again, please (pause) Yes, we can hear you now” and on and on).

My primary concern is that HB 1129 disenfranchises the voters. They can offer their opinions, but the voters cannot amend warrant articles, whether the operating budget or other items. The Board creates the warrant, and only the Board can amend its articles.

Another significant concern is that we must use drive-through voting by holding an online session under HB 1129. We can reasonably expect more than 1,700 cars, assuming 20% of the 13,301 registered voters participate and allowing for absentee ballots and vehicles with two or more voters in them. 125 vehicles per hour would have to be processed, all in potentially freezing and snowing conditions. And poll workers and election officials would be out in the elements, some for more than 14 hours.

In-person Option

Neither the Secretary of State nor the Attorney General has indicated whether an “unmasked” voter area must be arranged. Additionally, based on the September and November elections, I think fewer than ten voters at the Deliberative Session will be “unmasked.”

6’ spacing means neither of the traditional spaces can be used for the town and school district deliberative sessions. The session will require either one large room or a combination of two rooms.

A significant factor to consider is the length of time many people will be in the same room. Town deliberative sessions last for hours, raising questions about the attendees’ safety during prolonged adjacency to each other, even when spaced 6’ apart. Also, voters will likely want to leave the room to remove their masks for a short while. A similar concern is raised for the school district session, but their sessions are over sooner. Fire Chief Flaherty has asked his contacts at the state for input on this point. He is awaiting a response as I write this memo.

While an audio-visual set-up that enables the two rooms to communicate could be arranged, we may go to some expense for a minimal number of voters. Furthermore, when it comes to moderating the sessions, a two-room arrangement is more involved and cumbersome.

[Closing](#)

I look forward to meeting with you. Hopefully, this summary will facilitate our discussion.

4. a) 1) Approval of Petition and Pole License - Savage Road

PSNH#: 21-1548
Milford

PETITION AND POLE LICENSE

PETITION

Manchester, New Hampshire

December 14, 2020

To the Board of Selectman of the Town of Milford New Hampshire.

PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY and Consolidated Communications of Northern New England Company, LLC, request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole(s), 314X12/5 located on SAVAGE RD in the Town of Milford.

Consolidated Communications of Northern New England
Company, LLC

Public Service Company of New Hampshire,
dba Eversource Energy

BY: _____

Kimberley Burgess

BY: _____

Pam Gaudreault

Pam Gaudreault, Licensing Specialist

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This 2nd day of November, 2020, that, PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, dba EVERSOURCE ENERGY and Consolidated Communications of Northern New England Company, LLC be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked EVERSOURCE and Consolidated Communications of Northern New England Company, LLC No. 21-1548, dated 7/8/2020, attached hereto and made a part hereof.

Town of Milford, New Hampshire

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

BY: _____

Received and entered in the records of the Town of Milford, New Hampshire, Book _____, Page _____

Date: _____

ATTEST: _____

Town Clerk

POLE LOCATION PLAN

EVERSOURCE and

DATE

07/08/2020

LICENSE NO.

21-1548

MUNICIPALITY:

Milford

STATE HWY. DIV. NO.

5

STREET / ROAD:

SAVAGE RD

STATE LICENSE NO.

PSNH OFFICE:

Nashua

WORK REQUEST#

3424416

PSNH

Ian Karkheck

WORK FINANCIAL #

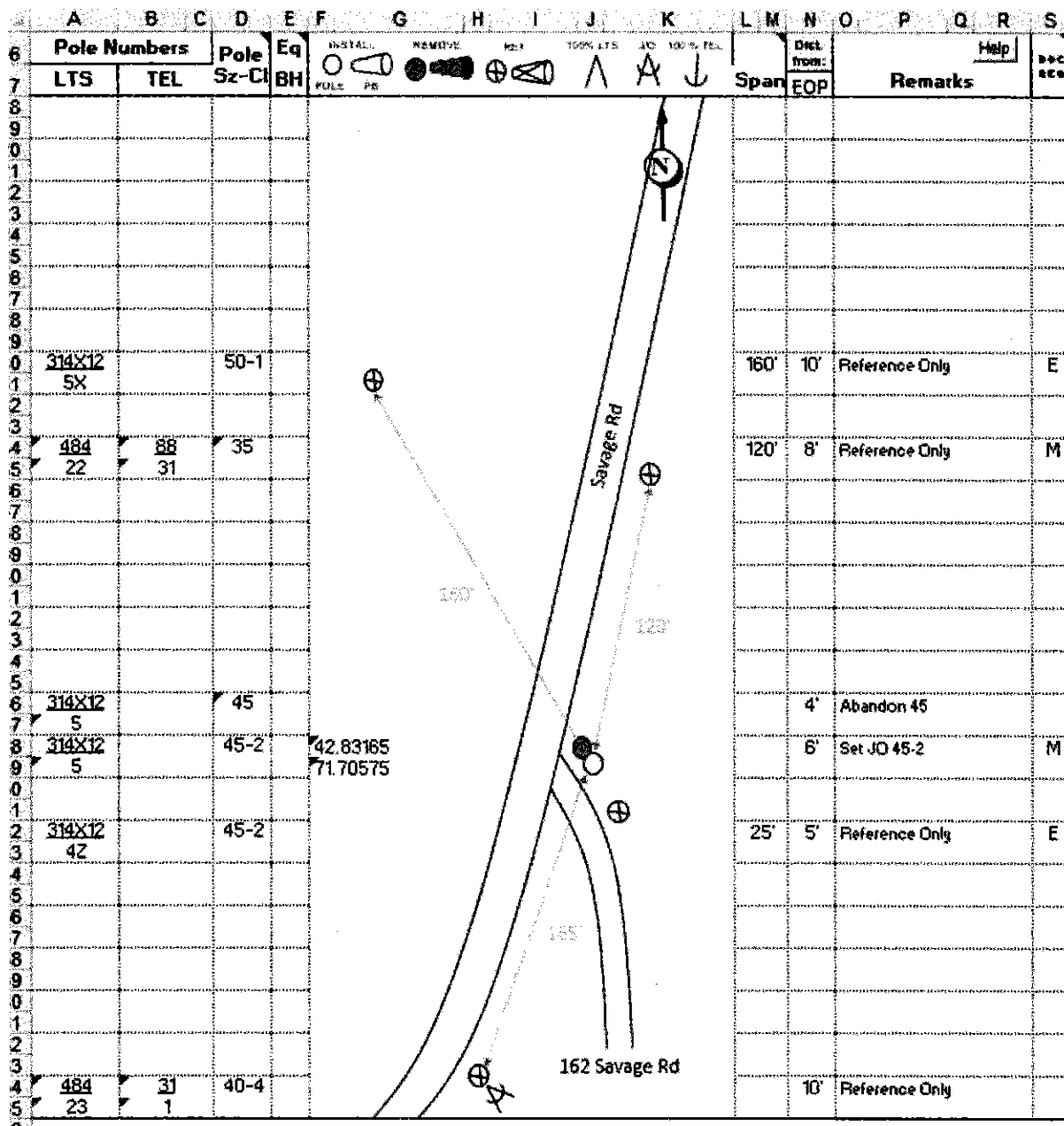
9N030961

ENGINEER:

TELCO

TELCO PROJECT #

ENGINEER:



PSNH #: 21-1548

Milford

“In accordance with the requirements of RSA 72:23, I(b) the licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed personal and real property taxes no later than the due date. Failure to pay duly assessed personal and real property taxes when due shall be cause to provide a written notice to said licensee to show cause by a date certain specified in the notice to said license should not be terminated for nonpayment of the sums due.

The changes to the within license set forth in the preceding paragraph shall take effect April 1, 2005, and shall remain in effect until changed in accordance with the requirements of RSA 231:163.”

4. a) 2) Conservation Commission Request Acceptance of \$6,204 from the Ghost Train Rail Trail Race to be used for maintenance and improvements to the Rail Trail

Town of Milford
CONSERVATION COMMISSION

Town Hall
1 Union Square
Milford, NH 03055-4240
(603) 249-0628
www.milford.nh.gov
conservation@milford.nh.gov



Board of Selectmen
December 17, 2020

Re: Acceptance of Donation from Trail Animals Running Club (TARC)

The Conservation Commission requests approval of the Board of Selectmen to accept the proceeds of \$6,204.16 from the 2020 Ghost Train Rail Trail Race; which did not happen. This money will be put into the Rail Trail Fund which is used for maintenance and improvements to the Rail Trail.

This year would have been the 11th year for the race which typically sees over 400 runners on the Granite Town Rail Trail. The races were cancelled this year. Over 90% of the runners refused their refund; preferring to make a donation to the Milford and Brookline Conservation Commissions for trail maintenance. The runners are looking forward to the 2021 running of the Ghost Train Rail Trail Race.

Thank you for your continued support of the Conservation Commission.

Respectfully,

Chris Costantino,
Milford Conservation Commission

4. a) 3) Request to re-appoint Rodney Dellafelice as a Full-Member to the Conservation Commission Term expires 2023

Town of Milford
CONSERVATION COMMISSION



MEMO

December 17, 2020

To: Board of Selectmen

Re: (Re) Appointment of Rodney Dellafelice as a Full Member to the Conservation Commission

The Conservation Commission requests that the Board of Selectmen re-appoint Rodney Dellafelice as a Full Member to the Conservation Commission. Rodney has served the Town of Milford as a Conservation Commission member since November 1995 as an Alternate or sFull Member. Rodney would like to be reinstated as a Full Member to fill a term that will expire in 2023.

Respectfully,

Chris Costantino
Milford Conservation Commission, coordinator

4. a) 4) Request for Acceptance and Appropriation of Gifts of Property under \$5,000 (31:95(e))

Board of Selectmen

Agenda Date: 12/28/20

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

Source	Amount	Purpose
None at this time.		

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

NH EMS Bureau (from a grant by the Granite State Health Care Coalition)

Donation of 1 Protexus cordless electrostatic sprayer with an estimated value of \$645.91.
Donation of 1 container of 200 tablets Protexus tablets with an estimated value of \$200.
See attached memo from the Milford Fire Chief.



Fire Department M E M O R A N D U M

TO: Board of Selectmen

FROM: Milford Fire Department

DATE: 12/17/20

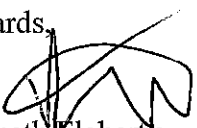
SUBJECT: Donation

This memorandum serves as a request of the Board to accept the following COVID-19 related donation made to the Milford Fire Department:

- Donation of 1 Protexus Cordless Electrostatic Sprayer - \$645.91
- Donation of 1 container of 200 tablets Protexus tablets - \$200.00

The donation is from the NH EMS Bureau made possible from a grant by the Granite State Health Care Coalition to NH Division of Fire Standards and Training & EMS.

Regards,


Kenneth Flaherty
Chief of Department

Town of Milford Warrant & Financials

DRAFT

January 11, 2021

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 Budget & Bond Hearing Meeting of the Town of Milford will be held, in accordance with "Senate Bill 2" (RSA 40:13), in said Milford, on Monday, the eleventh (11th) day of January 2021, in the TBD at six-thirty o'clock (6:30 p.m.) in the evening to discuss bond and budget hearing Articles to be presented at the Deliberative Session.

Zoom information to follow once we have a place to hold the Budget and Bond Hearing.

ARTICLE 1 – ELECTION OF OFFICERS

ARTICLE 2 – BALLOT VOTE – ZONING CHANGES

WARRANT ARTICLE 3 - MILFORD EMERGENCY COMMUNICATIONS DISPATCH CENTER, INFRASTRUCTURE AND EQUIPMENT PROJECT - \$2,400,000 BOND

Shall the town vote to raise and appropriate, an amount not to exceed \$2,400,000 for upgrades and replacement of the emergency services dispatch center and related infrastructure/equipment? This article adopts the recommendation of the consultant engaged to study dispatch operations as approved by voters in March 2019. The project establishes a Milford Emergency Communications Dispatch Center replacing MACC Base and allows connectivity by neighboring towns if they choose to participate and borrowing not more than \$2,400,000 in bonds, bond anticipation notes, or notes therefore in accordance with the Municipal Finance Act (RSA 33), the article further authorizes the Selectmen to issue and negotiate bonds or notes with a term not to exceed 10 years and to determine the rate of interest and other conditions in their judgment. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Selectmen recommends this article (0-0). The Budget Advisory Committee recommends this article (0-0). The article has no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 4 - SEWER WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIERS REPLACEMENT MECHANISMS - \$1,750,000.00 BOND

Shall the Town vote to raise and appropriate the sum of \$1,750,000.00 for the replacement of WWTF Secondary Clarifier mechanisms, 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? The mechanisms will replace aging equipment to ensure uninterrupted essential operations at the WWTF. This is a Special Warrant Article in accordance with RSA 32 and is paid for by the wastewater user fees. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **The Board of Commissioners recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).**

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

Shall the Town vote to raise and appropriate the sum of \$995,000 for the purchase of a New Wadleigh Library HVAC Replacement in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Library Trustees to issue and negotiate such bonds or notes, to determine the rate of interest and other conditions in their judgment? Work includes replacement of HVAC chiller, new controls, heat recovery, and new fan coil units. Most of the existing system is over 20 years old and does not heat/cool effectively. The new system should address existing issues and provide significant energy savings. This is a Special Warrant Article in accordance with RSA 32. Note: As this is for issuance of long-term debt, this vote requires, under State law, sixty percent (60%) affirmative vote to pass. The Board of Library Trustees recommends 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 no tax impact in 2021 however; beginning in 2022 this article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 6 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (Annual Lease Payment \$89,920: \$100,000 Paid from Fire Apparatus Replacement Capital Reserve the Total Purchase Price \$689,700) BOND

Shall the Town vote to authorize the Board of Selectmen to enter into a 7-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 fire ladder truck with the appropriate equipment for Fire Department operation (it will replace the current 1987 E ONE Rescue Truck) and to raise and appropriate the sum of \$89,920 Dollars for the first year's payment for this purpose. The total purchase price of this vehicle is \$689,700. Approval of this warrant article will further authorize the expenditure of \$100,000 from the Fire Apparatus Replacement Capital Reserve Fund to arrive at the net/lease/purchase amount of \$589,700. If this article passes, future payments will be included in the operating budget. This is a Special Warrant Article

in accordance with RSA 32. Note: As this is for the issuance of long-term debt, this vote under state law requires a 60% affirmative vote to pass. **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 over the 2020 Budget or (\$0 on an assessed valuation of \$100,000).**

WARRANT ARTICLE 7 - TOWN OPERATING BUDGET - \$15,776,568 (preliminary)

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 set forth in the budget for the purposes set forth herein, totaling \$15,776,568. Should this Article be defeated, the default budget shall be **\$Don't have this yet** 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). This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 8 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,288,406

Shall the Town vote to raise and appropriate the sum of \$2,288,406 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 \$2,218,206 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 9 - WATER DEPARTMENT OPERATING BUDGET - \$1,507,452

Shall the Town vote to raise and appropriate the sum \$1,507,452 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 \$1,548,984, 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 10 - NASHUA STREET PEDESTRIAN SAFETY and SIDEWALK IMPROVEMENT PROJECT - \$871,924 (State pays \$697,539; Town pays \$174,385)

Shall the Town vote to raise and appropriate the sum of \$750,500 with \$150,100 to be raised by general taxation and \$600,400 from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program for the engineering, potential right-of-way acquisition, and construction of approximately 3,500 linear feet of new five-foot (5') wide sidewalk, to include, but not limited to, vertical granite curbing, associated drainage improvements, crosswalk markings, and repaving, along the southerly and northerly sides of Nashua Street beginning from 486 Nashua Street (Near Cahill Place, Map 32, Lot 4-C) to 586 Nashua Street (Near Lorden Plaza, Map 44, Lot 6) and to the existing sidewalk network at the corner of Capron Road and Nashua Street? This reimbursement program provides an 80% federal funding/20% local matching funds opportunity. This is a Special Warrant Article in accordance with RSA 32. **Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 11 - OSGOOD ROAD, MELENDY ROAD, AND ARMORY ROAD PEDESTRIAN SAFETY SIDEWALK AND BICYCLE LANE PROJECT - \$797,872 (State pays \$638,298; Town pays \$159,574)

Shall the Town vote to raise and appropriate the sum of \$763,000, with \$152,600 to be raised by general taxation and \$610,400 from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program) for the engineering of, potential right-of-way acquisition of, and construction of approximately 4,000 linear feet a new five-foot (5') wide sidewalk with vertical granite curbing, a dedicated striped bicycle lane, and pedestrian walkway, to include, but not limited to associated drainage improvements, crosswalk markings, and repaving, along Osgood Road, Mason Road, Melendy Road, and Armory Road, with pedestrian improvement project beginning at the intersection of West Street and Osgood Road and continuing southwest along Osgood Road past Adams Field, Osgood Pond, and Mason Road to the intersection of Osgood Road, Melendy Road and Armory Road, and continuing eastward along Armory Road to the intersection with the Granite Town Rail Trail? This reimbursement program provides an 80% federal funding/20% local matching funds opportunity. This is a Special Warrant Article in accordance with RSA 32. **Board of Selectmen recommends this Article (0-0) The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 12 - RECONSTRUCTION OF TOWN ROADS - \$400,000

Shall the town vote to raise and appropriate the sum of \$400,000 to reconstruct roads as detailed using Cartegraph Data by the Department of Public Works. 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 \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 13 - WADLEIGH LIBRARY MAINTENANCE AND UPKEEP CAPITAL RESERVE - \$150,000

Shall the Town vote to establish a Library Maintenance and Upkeep Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of future library building repairs, renovations, improvements for the benefit of the Town, and to raise and appropriate the sum of \$150,000 to be placed in this fund, and to appoint the Library Trustees as agents to expend from this fund?. **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 14 - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$75,000

Shall the town vote to raise and appropriate the sum of \$75,000 to be placed in the Bridge Repair and/or Replacement Capital Reserve Fund? **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000.**

WARRANT ARTICLE 15 - 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 town meeting. The \$40,000 adds to the DPW Vehicles and Heavy Equipment Capital Reserve approved by voters in 2018. **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 16 - SOCIAL SERVICES - \$40,000

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

WARRANT ARTICLE 17 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 31:1 for the purpose of improvements to the towns Information Systems, and to raise and appropriate the sum of \$40,000 to be placed in this fund, and to appoint the Board of Selectmen as agents to expend from this fund. **The Board of Selectmen recommends this Article (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 18 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

Shall the Town vote to raise and appropriate the sum of \$32,000 for the purpose of providing the Town's share of funding to the Souhegan Valley Transportation Collaborative (SVTC) in order to continue operating a regional, non-emergency, wheelchair-accessible transportation service providing rides within the designated service area to seniors, people with disabilities, and the general public? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (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 19 - 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 town meeting. The \$25,000 adds to the Fire Apparatus Replacement Capital Reserve approved by voters in 2017. **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 20 - 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 town meeting. The \$25,000 adds to the Town Facilities Renovation and Major Repair Replacement Capital Reserve approved by voters in 2017. **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 21 - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$25,000

Shall the Town vote to raise and appropriate the sum of \$25,000 to be placed in the Ambulance Vehicle Replacement Capital Reserve Fund? Expenditures from this fund will require a vote at town meeting. The \$25,000 adds to the Ambulance Vehicle Replacement Capital Reserve approved by voters in 2017. **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 22 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

Shall the town vote to raise and appropriate the sum of \$25,000 to be placed in the Keyes Park Expansion Committee Project Capital Reserve Fund? The purpose of this fund is for the design, development and construction of improvements to Keyes Memorial Park, as outlined in the Keyes Memorial Park Expansion Committee Report, (December 20, 2016 and as amended). The Board of Selectmen has authority to expend from this fund. The \$25,000 adds to the Keyes Park Expansion Committee Project Capital Reserve approved by voters in 2017. **The Board of Selectmen recommends this Article (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 23 - PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE - \$22,980
(Annual Lease Payment \$22,980; \$80,000 Paid From Capital Reserves; Total Purchase Price (\$145,000))**

Shall the Town vote to authorize the Board of Selectmen to enter into a 3-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 one Caterpillar (or similar) Wheel Bucket Loader and to raise and appropriate the sum of **\$22,980** for the first year's payment for this purpose. The total purchase price of this vehicle is \$145,000. Approval of this warrant article will further authorize the expenditure of \$80,000 from the DPW Vehicles and Heavy Equipment Capital Reserve to arrive at the net/lease/purchase amount of **\$65,000**. **Board of Selectman 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 24 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$20,000

Shall the Town vote to raise and appropriate the sum of \$20,000 to be placed in the Public Safety Communication Equipment Capital Reserve Fund? **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 25 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

Shall the Town vote to raise and appropriate the sum of \$15,000 to be placed in the Assessing Revaluation Capital Reserve Fund? **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 26 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927

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

WARRANT ARTICLE 27 - ANNUAL LABOR DAY PARADE SUPPORT - \$10,000

Shall the Town vote to raise and appropriate the sum of \$10,000 for the purpose of funding bands, musicians and other allied expenses directly attributed to the annual Labor Day Parade? This is a Special Warrant Article in accordance with RSA 32. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0).** This Article has an estimated tax impact of \$ on an assessed valuation of \$100,000.

WARRANT ARTICLE 28 - 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. **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 29 - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$8,500

Shall the Town vote to raise and appropriate the sum of \$8,500 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 30 - PUMPKIN FESTIVAL SUPPORT - \$8,000

Shall the Town vote to raise and appropriate the sum of \$8,000 for purposes of Pumpkin Festival support by Public Works, Police, Fire, and Ambulance Departments? 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 31 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$6,500

Shall the Town vote to raise and appropriate the sum of \$6,500 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 Department and other Town departments, and to purchase flags to be placed on the graves of veterans on Memorial 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. **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 32 - BLIND EXEMPTION

Shall the town, pursuant to RSA 72:27-a, vote to increase the Exemption for the Blind (RSA 72:37) amount from \$15,000 to \$30,000. The minimum exemption amount of \$15,000 was established by statute in 2003. The town of Milford has never increased this exemption amount, despite the increase in property taxes since that time and the diminishing effect this exemption has had over time in assisting the Blind. **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 33 - GRANITE TOWN RAIL TRAIL REVOLVING FUND

Shall the town vote to establish a Granite Town Rail Trail Revolving Fund pursuant to RSA 35-B:2 II. Any monies received for Granite Town Rail Trail facilities shall be allowed to accumulate from year to year and shall not be considered to be part of the General Fund unassigned fund balance. The Treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Milford Conservation Commission and no further legislative body approval required. These funds may be expended only for trail management purposes as stated in RSA 35-B. **The Board of Selectmen recommends this Article (0-0). The Budget Advisory Committee recommends this Article (0-0). This article has no tax impact.**

TOWN OF MILFORD

FINANCE OFFICE



December 28, 2020

Milford BOS,

We have received our 2019 preliminary audit. Our Undesignated Fund Balance at 12/31/19 is \$4,320,234. This represents an increase of \$418,889 over the 12/31/18 Undesignated Fund Balance. I have estimated that the projected surplus at 12/31/20 for the Town of Milford will be \$338,000 or 2.16% of the approved budget. Coupled with the BOS action on 12/14/20, this will result in a projected Surplus in 2020 in the amount of \$632,000. The projected 12/31/20 Undesignated Fund Balance is \$4,952,234. Please see Fund Balance analysis.

I would like the BOS to discuss Encumbering the following items and subsequently removing them from the 2021 budget:

- 1.) \$104,650 (2) Police SUV's
- 2.) \$68,503 (1) DPW Truck
- 3.) \$52,983 (1) Ambulance response vehicle

If the BOS were to make a motion to approve this request, the 2021 budget increase over the 2020 approved budget would be 1.9%.

Respectfully,

Paul Calabria
Finance Director

5. b) Fund Balance Analysis

Town of Milford Fund Balance analysis Prepared: December 22, 2020

Minimum Level of Unassigned Fund Balance as a percentage of Net Town, County & School Appropriations:

Per T. of Milford Finance Policy 5% to 15%

Per NHDRA recommendation 5% to 10%

Per NHGFOA recommendation 8% to 17%

Fund Balance:

	Actual	
12/31/2018	3,901,344	*Actual
12/31/2019	4,320,234	*Actual
12/31/2020	4,952,234	*Unaudited

Net Appropriations (Town, County & School):

FY 2020	41,937,221
11.8%	4,952,234 *Unaudited
5%	2,096,861
10%	4,193,722
15%	6,290,583

Fund Balance used to reduce the tax rate:

<u>FB Used</u>	<u>Remaining Fund Balance</u>	<u>% of Gross Appropriations</u>
250,000	4,702,234	11.21%
500,000	4,452,234	10.62%
750,000	4,202,234	10.02%
1,000,000	3,952,234	9.42%

6. a) Municipal Budget Committee Warrant Article Discussion

Municipal Budget Committee

Basically, under a municipal budget committee, the members would be elected by the voters instead of being appointed. In my view, all budget committees should be elected seats, not appointed. And instead of having two budget committees, one for the school and one for the town, it would be solidified under one committee. Additionally, a municipal budget committee is a "real budget committee," as the committee would not be advisory. This committee would have one representative from the BOS and one from the school board--who that would be is up to their respective boards.

Many towns seem to do things a little differently, however, initial budgeting process seems to be relatively the same of what we have now. Meaning, the SAU Office/School Board would still make a budget to hand over to the budget committee to review and likewise for the town, with the town administrator/finance department, handing their budgets over to review. The only difference is that both budgets are reviewed by one committee and the budget committee "has the final say" about the numbers.

Municipal budget committees provide a check and balance to the governing boards (BOS/School board) that don't exist under advisory committees because under an advisory committee the governing board has the "final say" before being presented to deliberative session. Additionally, municipal budget committees have the power to initiate impeachment proceedings with the Superior Court against School Board Members and Selectmen (and town employees) if there is evidence of wrongdoing with regards to the budgeting laws.

Even if we switch to having a municipal budget committee, we could still have "advisory" budget committees to act as an additional check on municipal budget committee if that is something the board of selectmen and/or school board wants.

Link to the main article that breaks things down: <https://www.nhmunicipal.org/town-city-article/municipal-budget-committee-roles-and-responsibilities>

Here is another article answering some FAQs about municipal budgeting law: <https://www.nhmunicipal.org/town-city-article/municipal-budget-law-frequently-asked-questions>

Link to RSA 32, which is all about municipal budget committees: <http://gencourt.state.nh.us/rsa/html/III/32/32-mrq.htm>

Warrant Article #...

Shall the Town of Milford vote to form a municipal budget committee pursuant to RSA 32. The committee shall consist of twelve at-large members elected by the voters for a term of three years. Additionally, the committee shall consist of one member from the School Board and one member from Selectmen who shall be appointed by their respective boards.

TOWN OF MILFORD, NEW HAMPSHIRE

BOARD OF SELECTMEN



RULES OF PROCEDURE

Adopted January 22, 2018

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Section I General Provisions

BOARD OF SELECTMEN MEETING – LOCATION

Rule 1. Board of Selectmen Meeting – Location and Posting

All meetings of the Town of Milford Board of Selectmen shall be held at the Milford Town Hall, 1 Union Square unless the Board of Selectmen adjourns to another location or the meeting is scheduled for another location and is properly noticed. In general, meetings of the Board must have at least 24-hour notice (not counting Saturdays and Holidays) prior to the meeting (RSA 91-A:2) Notice must be either published in a newspaper or posted in two prominent public places. Other statutes may require longer periods for and/or different types of notice, such as public hearings, depending on the action being considered.

Rule 2. Board of Selectmen Meeting – Day/Time

Meetings of the Town of Milford Board of Selectmen shall begin at 5:30 p.m. on the 2nd and 4th Monday of each month, unless otherwise noticed, or continued to a specific time and date. Occasionally, meetings will be held at other times of the day as may be required. All Selectmen meetings are broadcasted except for 5th Monday Forums which are taped. 5th Monday forums are meetings held on months with a 5th Monday, starting at 7:00 p.m., and are open to anyone who wishes to attend. Selectmen meetings must be noticed in compliance with RSA 91-A:2 II which states in part: Except in an emergency, a notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings. An emergency shall mean a situation where immediate un-delayed action is deemed to be imperative by the chairman or presiding officer of the public body, who shall post a notice of the time and place of such meeting as soon as practicable, and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.

Rule 3. Board of Selectmen Meetings – Open to the Public

All meetings of the Town of Milford Board of Selectmen and Committees shall be open to the public, except as provided for by RSA 91-A, and/or for discussions with Town Counsel.

Rule 4. Responsibilities of Members of the Board

- (a) All members shall make every effort to attend each scheduled meeting of the Board.
- (b) Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to a decision of the Board.

Rule 5. Election of Officers

Procedures for electing officers are as follows:

- (a) Annually, at the first meeting of the new Board of Selectmen, the members thereof shall choose, from among their number, a Chair and a Vice Chair. In addition to the powers conferred upon the Chair and Vice Chair, he/she shall continue to have all the rights, privileges, and immunities of a member of the Board of Selectmen.
- (b) The above election shall be by a majority vote of the Board of Selectmen present at the first meeting after the Town Election.

Rule 6. Presiding Officer

- (a) The Chair of the Board of Selectmen shall preside at all meetings of the Board of Selectmen, and be recognized as the head of the Town for all ceremonial purposes. The Chair of the Board of Selectmen has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence. In case of the absence or temporary disability of both the Chair and the Vice Chair, an acting Vice Chair of the Board of Selectmen selected by members of the Board of Selectmen shall act as the Chair during the continuance of the absences or disabilities. The Chair of the Board of Selectmen or the Vice Chair are referred to as "Presiding Officer" from time to time in these Rules of Procedure.
- (b) The Presiding Officer shall preserve order and decorum, may participate in the discussion of any issue before the Board of Selectmen, may submit reports and legislation to the Board of Selectmen for its consideration, which shall require both motion and second by other members of the Board of Selectmen, may speak to points of order in preference to other members of the Board of Selectmen, and shall decide all questions of order or procedure, subject to appeal to the full Board of Selectmen. The Presiding Officer is allowed to vote on any matter before the Board with the exception of a vote concerning the Officer's ethical conduct. No Selectmen shall be interrupted while speaking except for a point of order or correction of a mistake of fact.

Rule 7. Quorum

Three Selectmen shall constitute a quorum for the conduct of town business.

In accordance with RSA 91-A:2, III, Selectmen may participate in all aspects of a meeting of the Board of Selectmen, including voting, by telephone conference call, provided that a quorum of Selectmen is present at the location of the meeting, and that any Selectmen participating by conference call can hear all other selectmen and can be heard by persons attending the meeting. The person calling in must identify other persons also present at his/her location and state why attendance at the meeting is not reasonably practical. The reason must be recorded in the minutes of the meeting. All votes taken with a telephonic participant must be a roll call vote.

Any exception to the quorum “present at the location of the meeting” requirement is permitted under the emergency conditions specified by RSA 91-A:2, III, (b).

Minutes must be kept for any meeting with a Board of Selectmen quorum and must be made available to the public.

Rule 8. Board of Selectmen’s Meeting Agenda

Any Selectmen, the Town Administrator or the Executive Assistant may place a matter upon the agenda. The Town Administrator shall arrange a list of such matters according to the order of business and prepare an agenda for review by the Chair of the Board of Selectmen. Upon approval, a copy of the agenda and supporting materials shall be prepared for the Selectmen. These materials shall be available at the Selectmen’s Office on the Friday preceding a scheduled meeting of the Board of Selectmen.

Matters submitted by members of the public or any Town department head or official requesting an appointment with the Selectmen by the agenda deadline shall be included on the agenda and must be received at the Selectmen’s office by 4:30 pm on the Wednesday prior to a scheduled meeting in order to be considered for placement on the agenda. Due to scheduling and time constraints, an item submitted by the public is not guaranteed to be placed on the next meeting’s agenda.

Rule 9. Order of Business

The business of all meetings of the Board of Selectmen shall be transacted as follows; provided, however that the Presiding Officer may during a Board of Selectmen’s meeting, rearrange items on the agenda to conduct the business before the Board of Selectmen more expeditiously.

- 1. Call to order, Board of Selectmen Introductions & Public speaking Instructions**
- 2. Appointments to Meet with the Board**
 - a. Public Hearings if needed
 - b. Citizens – Concerns, Complaints or Comments
 - c. Staff – Departmental Updates and/or any other items pertaining to each department.
- 3. Public Comments (regarding items that are not on the agenda)**
 - a. Any member of the public may request time to address the Board of Selectmen after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officers deems necessary, **generally five (5) minutes**. Following such comments the Presiding officer may place the matter on the current agenda or future agenda, or refer the matter to the Town Administrator or other official for investigation, report or to take such actions as may be appropriate.
 - b. Subjects on the current agenda. Any member of the public who wishes to address the Board of Selectmen on an item on the current agenda shall make such requests to the Presiding Officer at the time when comments from the public are requested. The Presiding officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may

change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent land owner's, vested interests, etc.

- c. Any ruling by the Presiding Officer relative to the proceeding two subsections may be overruled by a vote of a majority of members present.

4. Decisions

- a. **Consent Calendar** - The Town Administrator shall place matters on the Consent Calendar which have been: (a) previously discussed by the Board of Selectmen, or (b) are based on the information previously delivered to the Selectmen that can be reviewed by a Selectman without further explanation, or (c) are so routine or technical in nature that passage is likely, or (d) as directed by the Town Board of Selectmen or Committee thereof. The motion on the Consent Calendar is as follows: "I move for adoption of the Consent Calendar". This motion shall be non-debatable and will have the effect of moving to adopt the recommendation of all items on the Consent Calendar. Since adoption of any item on the Consent calendar implies unanimous consent, any Selectman shall have the right to remove any item from the Consent calendar. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Selectman wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting.
- b. **Other Decisions** – The Selectmen may include the final vote of an item discussed at a previous meeting. Some public hearing require two meetings prior to a decision being made.

5. Town Status Report

- a. Town Administrator updates the Board of Selectmen with ongoing projects.

6. Discussions

- a. Board of Selectmen use this time to talk about **requests** that they have received, ie: ordinances, traffic safety concerns, town budgets, warrants, schedules, etc.

7. Public Comments

8. Selectmen's Reports/Discussions

- a. **From Projects, Specials Boards, Commissions & Committees**
- b. **Other items (that are not on the agenda)**

9. Approval of Final Minutes – Selectmen approve Final minutes for previous meetings.

10. Information Items Requiring No Decisions

- a. Treasurer's Report and/or other updates from Finance

11. Notices – Future Board of Selectmen meetings, Town Wide Notices and/or Closings

12. Non-Public Session – Approval of non-public minutes and/or non-public sessions.

13. Adjournment

Rule 10. Town Administrator

The Town Administrator, as the chief executive officer, shall attend all meetings of the Board of Selectmen, unless excused by the Presiding Officer of the Board of Selectmen. The Town Administrator may take part in all Board of Selectmen's discussions on all matters on the agenda, and otherwise concerning the welfare of the Town. In the event that the Town Administrator is unable to attend a Board of Selectmen's meeting, the Town Administrator

may appoint another qualified staff member to attend the meeting on behalf of the Town Administrator.

Rule 11. Clerk of the Board of Selectmen

The Town Administrator shall be the Clerk of the Board of Selectmen and shall keep the minutes and perform such other and further duties in the meeting as may be required. The Town Administrator may delegate any of these functions to a member of his/her staff.

Rule 12. Meetings of the Board of Selectmen

- (a) Organizational Meeting – An organizational meeting to elect officers shall be held in accordance with Rule 5. The Board shall elect a Chair and Vice Chair for the ensuing year at this meeting, and shall designate the Selectmen ex-officio board and committee members. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule of meetings for the upcoming year at its Organizational Meeting.
- (b) Regular Meeting – A more formal meeting of the Board generally conducted in accordance with the order of the "Agenda" contained in Rule 8.
- (c) Workshop Meetings – A less formalized meeting of the Board generally conducted for the purpose of providing Board members a more detailed understanding of a limited number of issues or to permit discussions of issues that require significant depth of discussion.
- (d) Non-Public Sessions – A meeting of the Board held in accordance with the provisions of NH RSA 91-A:3. A Non-Public Session would exclude the public from attendance at that specific session. The Board may also have in attendance for all or part of the non-public session, those individuals the Board deems necessary to fulfill the purpose of the non-public session. This may include, but is not limited to: the Boards Secretary or Assistant, the Town Administrator, Town Counsel, and/or an employee whose actions are the subject of the non-public session, or for whom a personnel decision is before the Board. The decision to include or exclude an individual from a non-public session is entirely within the discretion of the Board. Minutes of non-public must include attendees and decisions.
- (e) Emergency Meetings – May be called by the Chair in accordance with NH RSA 91-A: 2, II; upon demand of two (2) members of the Board; or at the request of the Town Administrator. The Town Administrator, or his/her designee, shall ensure Emergency Meetings are properly noticed in accordance with RSA 91-A: 2, II.
- (f) Site Walk – May be held by the Board if a walk or inspection of a specific property or properties is required in order for the Board to have a full and complete understanding of a pending issue in order to render a decision. A site walk is considered to be a meeting of the Board, which shall be noticed in accordance with RSA 91-A: 2, II and a record or minutes of the site walk will be maintained. The Board will not engage in any deliberation or decision making as part of a site walk. Such a session is for information gathering purposes only. Any deliberations or decision will be made at a Regular or Emergency Meeting of the Board.
- (g) 5th Monday Forum – Meetings occur in a month that has 5 Mondays. The informal meeting allows the public to come in to speak to the Board of Selectmen without an appointment.

Rule 13. Appointment to Boards and Commissions

- (a) In making the appointment of Selectmen Representatives to various town Boards as noted in Rule 12, the terms of these ex-officio members of the Board on all Boards, Committees and Commissions shall be for one (1) year, or until the next Organizational Meeting of the Board following a Town Election, or until the appointed Board Member's term expires or the Member resigns.
- (b) As soon after the Board's Organizational Meeting as possible, the Board will consider the appointment or re-appointment of individuals to the various Town boards, committees and commissions whose terms of office are expiring. All appointments of these positions shall be for three year terms of offices, unless a vacancy exists due to a resignation or other such means. In those situations, the Board may make an appointment to fill the remaining time on the original term of office of the person who left the position.

Rule 14. Procedure for Nominating and Appointing citizens to Town Boards, Commissions and Committees.

- (a) Single nomination. Whenever only one person is nominated to a particular position, the nomination shall be made by a Selectman, and then seconded. Once seconded, a vote is taken. Should the person so nominated receive the majority of votes from those Selectmen present and voting, the nomination is confirmed. If the majority of those Selectmen present and voting do not approve the nomination, the nomination shall be considered rejected and the name removed from further consideration at this meeting.
- (b) Multiple nominations. Whenever there are multiple nominations for one position, each name will be placed in nomination with no requirements for a second, although a nomination may receive a second if a Board member wishes to do so. When all nominations are closed, each Selectman shall have an opportunity to speak regarding the qualifications of nominees, and then each Selectman shall cast a vote for no more than one name. The name receiving a majority of those Selectman present and voting shall be deemed confirmed. If the majority of those Selectmen present do not vote to approve a nomination, the nomination shall be considered rejected and the name(s) removed from further consideration at this meeting.

Rule 15. Placement of Selectmen Recommendations on Warrant

The Board shall place a "Recommended" or a "not Recommended" notation on each warrant article submitted directly to the Board or submitted through petition to any Town Meeting as may be required by RSA 32:5 V(a) or RSA 40:13, V-a. The Board may choose to place such notation on any warrant article, regardless of whether such action is required, unless the Town has voted to prohibit such voluntary notations. The Board shall place their recommendations regarding each warrant article on the ballot for all articles that were placed on the ballot by the Board or by petition. Their position regarding each article shall be placed on the ballot substantially in this format: The Board of Selectmen recommends this article (x-x) (yes-no), or The Board of Selectmen does not recommend this article (x-x) (yes-no).

SECTION II

DUTIES AND PRIVILEGES OF MEMBERS

Rule 16. Forms of Address

The Chair of the Board of Selectmen shall be addressed as "Mr./Madame Chair or as "Chairman (surname)." The Vice Chair of the Board of Selectmen, when acting for the Chair, shall be addressed in the same manner. Members of the Board of Selectmen shall be addressed as "Selectman (surname)." This is an optional Rule that may be adopted at the annual organizational meeting.

Rule 17. Conflict of Interest/Ethics Policy and Its Application

- (a) Prior to any vote, each Board of Selectmen member should give consideration whether a conflict of interest or a potential violation of the Town Ethics Policy exists (See Appendix A). If the Board of Selectmen member believes a potential violation may exist, no matter how remote, the Board of Selectmen member should disclose such facts to the Presiding Officer. Example: If the Board of Selectmen is voting on a specific item that a Board Member may be personally involved in outside of Selectmen responsibilities, the Board Member should speak up and refrain from voting on said matter.
- (b) Whenever a Board of Selectmen member discloses there is a potential violation of the Ethics Policy, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the Board of Selectmen.
- (c) Any member of the Board of Selectmen seeking to disqualify a Board of Selectmen member from participating in a decision on the basis of a potential violation of the Ethics Policy must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Ethics Policy may not be relied upon to invalidate the decision. The party seeking to disqualify the Board of Selectmen member shall state, with specificity, the basis for disqualification. Should such challenge be made prior to the hearing or vote, the Presiding Officer shall review the facts and rule whether the Board of Selectmen member shall participate and/or vote in this instance. The Presiding Officer's ruling shall be binding unless overruled by a vote of the majority of the board of Selectmen.
- (d) The Presiding Officer shall have sole authority to postpone any matter or vote if and when a potential for a violation of the Ethics Policy exists in order for the Town Attorney to review the matter and render an opinion to the Board of Selectmen whether the Board of Selectmen member's participation would/would not violate the Town's Ethics Policy.
- (e) After receiving the Town Attorney's opinion that a violation of the Ethics Policy exists, the Presiding Officer shall rule that the Selectman shall not participate and/or vote in the matter subject to the opinion. The Board of Selectmen, by a two-thirds vote, may override the Presiding Officer's ruling and the Selectman shall be permitted to participate and vote in the matter before the Board of Selectmen.

Rule 18. Rules of Order

The Presiding Officer shall resolve all issues of procedure for the Board of Selectmen meetings. By a majority vote, the Selectmen may overrule any procedural decision of the Presiding Officer.

Rule 19. Motions

In making decisions or determining a course of action, the Board shall generally operate under a process of one Board member making a motion and another Selectman offering a second, followed by a vote.

The Presiding Officer shall not allow more than one main motion and second, and one amending motion and second on the floor at a time.

Rule 20. Suspension of Rules

A motion to suspend these rules shall be in order at any time during a meeting of the Board of Selectman or a public hearing, except during discussion of a pending motion. A motion to suspend shall require a two-thirds vote of those present and voting.

Rule 21. Dissents and Protests

Any Selectman shall have the right to express dissent from or protest against any ordinance, resolution or action of the Board of Selectmen and have the reason therefore recorded in the minutes.

Rule 22. Procedures for a Public Hearing

- (a) Presiding Officer opens the public hearing at set time.
- (b) At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Board of Selectmen.
- (c) If the meeting includes a 31:95(b) for appropriations over \$10,000, the said hearing must be published in two locations, one of which may be the town web site.
- (d) The Presiding Officer may call upon the Town Administrator or other appropriate person to describe the matter under consideration.
- (e) Each speaker, for or against the matter before the Board of Selectmen for public hearing, shall identify himself or herself by name and address. Each speaker shall be limited to **five (5) minutes**. When everyone wanting to speak has had one opportunity to speak, the Presiding Officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen. Once all Town residents wanting to speak for a second time have spoken, the Presiding Officers shall call for any non-residents wanting to speak. These speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Selectmen.
- (f) During the hearing any Selectman shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Board of Selectmen for

Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.

- (g) The Presiding Officer closes the public hearing.
- (h) The Presiding Officer shall then inquire if there is a motion by any of the Selectman. Following the motion and its second, discussion occurs among Selectman. The Presiding Officer may call on an individual Selectman in the discussion.

Rule 23. Voting

The votes during all meetings of the Board of Selectmen shall be transacted as follows:

- (a) The Presiding Officer may require any questions to be submitted in writing before the vote, and shall state each question before the vote.
- (b) Unless otherwise provided for by statute, ordinance, or resolution, such as RSA 91-A2, III, all votes shall be taken by voice, except that at the request of any Selectman, a roll call vote shall be taken by the Clerk. In addition, the Presiding Officer may, at his/her sole discretion, require a show of hands to insure the proper resolution of the vote. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- (c) Every Selectman who is in the Board of Selectmen chambers, including telephonically, when the question is called shall vote on the question before the Board of Selectmen. Selectmen may, for good cause, recuse from a vote should they feel that to vote would constitute a conflict of interest or other similar disqualifying circumstances. Such Selectman shall at the beginning of the debate on any such motion announce the intention to recuse himself/herself and shall take no part in the debate and the vote of the issue.

Rule 24. Committees

The Board of Selectmen may establish committees of the Board with responsibility to review specific matters and report to the Board as a whole. All appointments to these committees shall be by majority vote of the Board of Selectmen.

- (a) Special Ad Hoc Advisory or Study Committees may be created by the Board of Selectmen for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Board of Selectmen meeting. Board of Selectmen study committees may consist of a specific number of individuals and no more than two Selectmen, if any Selectman is to be included on the Committee. Special Board of Selectmen committees shall disband at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Board of Selectmen thereafter for a specified time period.
- (b) Special Ad Hoc Advisory or Study Committees shall:
 - 1) Be established by a written document stating the specific purpose, mission, and goals/objectives that the committee is to achieve or attain, and declaring that the committee is dissolved when these have been attained or by a date certain.
 - 2) Make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Board of Selectmen. The committee chair may present the recommendations of the committee during the discussion of the item of business during a meeting of the Board of Selectmen.

- 3) Town employees shall staff the various committees as directed by the Town Administrator, but no staff person shall serve as a member of a Special Ad Hoc Advisory or Study Committee unless specifically designated to do so by the Board of Selectmen.
- 4) Meetings of Special Ad Hoc Advisory or Study Committees shall be open to the public. Minutes of Special Ad Hoc Advisory or Study Committee meetings shall be recorded in accordance with RSA 91-A, (the NH Right to Know Law).

Rule 25. Enacted Ordinances/Rules, Resolutions and Motions – Defined

- (a) An enacted ordinance/rule is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Board of Selectmen action shall be taken by ordinance when required or permitted by law to prescribe permanent rules of conduct which continue in force until repealed.
- (b) An enacted resolution is an internal legislative action that is a formal statement of policy concerning matters of a special or temporary character. Board of Selectmen action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- (c) An enacted motion is a form of action taken by the Board of Selectmen to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

Rule 26. Resolutions and Policies

Each resolution and policy may be voted and approved on the same day on which it was introduced. The title of each resolution shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire resolution or certain of its sections be read, such requests shall be granted.

Rule 27. Procedures for Ordinances

- (a) An ordinance shall be discussed, considered and approved at a public hearing, but shall not be voted and approved on the same day on which it was introduced. The title of each ordinance shall in all cases be read prior to its passage; provided, should a majority of the Selectmen present request that the entire ordinance or certain of its sections be read, such requests shall be granted.
- (b) Emergency Ordinances. The Town Board of Selectmen may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RSA 41:14-b, and the Town of Milford Purchasing Policy.
- (c) A Selectman may, in open session, request of the Presiding Officer that the Board of Selectmen study the wisdom of enacting a particular ordinance. By affirmative motion, the Board of Selectmen may assign the proposed ordinance to a specific department head or official, committee or the committee of the whole for the study and consideration. The department head, official or committee shall report its findings to the Board of Selectmen.

(d) Action on all ordinances and resolutions shall be governed by the following rules:

- 1) The Selectmen shall have the authority to establish, and amend town ordinances and codes after they hold 2 public hearings at least 10 but not more than 25 days apart on the establishment or amendment of the ordinance or code.
- 2) Prior to introducing any ordinance or resolution, the proponent of the ordinance or resolution may seek a motion to introduce the ordinance or resolution by title only and to waive a reading of the entire ordinance or resolution. If there is a second, and after discussion, the Presiding Officer shall call for the question and the Board of Selectmen shall vote whether to read the ordinance or resolution by title only. Lacking such a motion or should this motion fail, the ordinance or resolution shall be read in its entirety.
- 3) If an ordinance or resolution is referred to committee, the committee shall report the item to the Board of Selectmen in due course and the item shall then be in order for further action. The reporting of an ordinance or resolution shall not require a motion or other Board of Selectmen action. The Board of Selectmen may, upon a motion made and seconded, call the ordinance or resolution out of committee. The item shall then be in order for further action before the Board of Selectmen.
- 4) At such time as further action is in order, any Selectmen may move that the ordinance or resolution be scheduled first for 2 public hearings at least 10 but not more than 25 days apart.
- 5) The selectmen's vote shall take place no sooner than 10 days nor later than 25 days after the second public hearing is held. The provisions of this section shall not apply to the establishment and amendment of a zoning ordinance, historic district ordinance, or building code under the provisions of RSA 675.

Rule 28. Public Complaints and Suggestions to Board of Selectmen

When citizen complaints or suggestions are brought before the Board of Selectmen, other than for items already on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- (a) If legislative in nature and complaint pertains to legislative acts or suggestions for changes to such acts, and if the Board of Selectmen finds such complaint or suggestion warrants a change to an ordinance or resolution of the town, then the Board of Selectmen may refer the matter to a committee or to a Town Administrator for study and recommendation.
- (b) If administrative in nature, and it is a complaint regarding administrative staff performance, administrative execution, or interpretation of legislative policy, or administrative policy within the authority of the Town Administrator, then the Presiding Officer should refer the complaint directly to the Town Administrator for review and response to the citizen. The Board of Selectmen may direct that the Town Administrator brief or report to the Board of Selectmen when his/her response is made.

Rule 29. Conduct with other Board of Selectmen Members and Staff

The Board of Selectmen shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Board of Selectmen expects to be treated the same.

- (a) The Board of Selectmen, when dealing with the Town Administrator and Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - 2) Treat all staff and other elected officials as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Town Administrator under RSA 91-A or at the Board level, usually in non-public session.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- (b) The individual members of the Board of Selectmen in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board of Selectmen or the Town.
 - 2) No member, including the chairperson or vice-chairperson, shall act on behalf of the Board outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - 3) Pursuant to RSA 91-A uphold the intent of non-public session and not release or discuss items raised in non-public session.
 - 4) Refrain from communicating the position of the town or the Board of Selectmen with other entities (i.e. state and federal officials) unless the full board has previously agreed on both the position and the language of the statement.
 - 5) Treat with respect the rights of all members of the Board despite differences of opinion.
- (c) As required by State law, all business of the town shall be handled in public session, with the exception of matters listed under RSA 91-A.
- (d) All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular session in a brief statement of the facts. Any discussion held within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public, is to be censured for their actions, and held in contempt of RSA 91-A.
- (e) Punishment for any violation of this code of conduct shall include but not be limited to, removal from committee assignments or chairmanships. Other punishments shall be handled by state law (RSA 42:1-a).

Rule 30. Amendment Procedure

An amendment to these Rules of Procedure may be moved and voted at a regularly scheduled Board meeting. A copy of any amendment shall be submitted at one meeting and discussed by the Board. The amendment shall not be voted upon until the next Board meeting, to ensure adequate time for the Board members to consider the proposal.

Rule 31. Effective Date

These Rules of Procedure shall take effect immediately following a majority rule of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

APPENDIX A

POLICY: ETHICAL CONDUCT

The ethical Town official and employee accept the responsibility that his or her mission is that of servant and steward to the public.

Accordingly, it shall be the policy of the Town of Milford that public officials shall:

- ✓ Properly administer the affairs of Town government.
- ✓ Promote decisions that only benefit the public interest.
- ✓ Actively promote public confidence in government.
- ✓ Keep safe all funds and other properties of the Town
- ✓ Conduct and perform the duties of the office diligently and promptly dispose of the business of the town.
- ✓ Maintain a positive image to pass constant public scrutiny.
- ✓ Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- ✓ Inject the prestige of the office into everyday dealings with the public employees and associates.
- ✓ Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- ✓ Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- ✓ Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Officials shall not:

- ✓ Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- ✓ Improperly influence or attempt to influence other officials to act in his or her own benefit.
- ✓ Accept anything of value from any source that is offered to influence his or her action as a public official.

**Town of Milford
New Hampshire**

Board of Selectmen Rules of Procedure

The above Rules of Procedure were adopted by a majority vote of the Milford New Hampshire Board of Selectmen on _____.

Chairman

Vice-Chairman

Selectman

Selectman

Selectman

Received and recorded this _____ day of _____, 2020.

Tina M. Philbrick, Executive Assistant Town Administration and Board of Selectmen

9. Approval of DRAFT BOS Minutes - December 14, 2020

DRAFT

MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING

December 14, 2020

This meeting was conducted pursuant to the State of New Hampshire Emergency Order #12 pursuant to Executive Order 2020-04, temporary modification of public access to meetings under RSA 91-A. As such, the meeting was conducted online using these connection instructions that were listed on the posted meeting agenda: "The Public is encouraged to participate remotely, call in on your phone @ 1-646-558-8656 and enter the meeting ID# 865 0671 3534 and the password is 202056 or join the Zoom Meeting @ <https://zoom.us/j/81556027838>. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties".

PRESENT: Gary Daniels, Chairman (Zoom) John Shannon, Town Administrator (Zoom)
Paul Dargie, Vice Chairman (Zoom) Andrew Kouropoulos, Videographer
Laura Dudziak, Member (Zoom) Tina Philbrick, Executive Assistant (Zoom)
Chris Labonte, Member (BOS Room)
David Freel, Member (BOS Room)

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

Chairman Daniels declared that an emergency exists and he was invoking the provisions of RSA 91-A: 2, III (b). Federal, state, and local officials have determined that gatherings of 10 or more people pose a substantial risk to the community in its continuing efforts to combat the spread of COVID-19. In concurring with their determination, he also finds that this meeting is imperative to the continued operation of Town government and services, which are vital to public safety and confidence during this emergency. As such, this meeting will be conducted without a quorum of this body physically present in the same location. Information for accessing this meeting can be found on the Town web site in the red banner.

Chairman Daniels welcomed members of the public accessing this meeting remotely. Even though this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Public comments will be limited to three to five minutes per person. Any person found to be disrupting this meeting will be asked to cease the disruption. If the disruptive behavior continues thereafter, that person will be removed from the meeting.

All votes that are taken during this meeting must be done by Roll Call vote. Members who called in from home were asked to state their name and state whether there was anyone in the room with them during this meeting, which is required under the Right-to-Know law.

Roll call attendance: Selectman Dargie, yes, (zoom) no one is present. Selectman Dudziak, yes, (zoom) no one is present. Selectman Labonte yes, present in the BOS room, Selectman Freel, yes, present in the BOS room, and Chairman Daniels yes, (zoom) no one is present.

2. APPOINTMENTS: (Approximate times)

5:30 p.m. - Municipal Assessment Data Sheets (MADS) - Assessing Director, Marti Noel

In summary: Municipal Assessment Data Sheets contain the real estate transfers that have taken place in Milford between October 1, 2019, and September 30, 2020, this is done annually. This information provides the basis for the Equalization Ratio, a measurement of assessed value to market value. Also provided is a list of the sales used in this year's review and a DRAFT statistical summary sheet. All sales have been reviewed and confirmed. Marti also provided a "cheat" sheet that outlines what the columns mean. Marti reviewed the 2020 Ratio Study Summary Report.

Chairman Daniels asked what the 7.15 was on the supplemental information sheet. Marti said that is the COD and means that the sales are well within the range of acceptability. The 7.15 should be 8.76 and it means that the sales are well within the range of acceptability.

Selectman Freel asked what we were looking at. Marti said these are the sales that she used to develop the ratio study. The sales were verified from October 1, 2019, and September 30, 2020. The study gives us indicators to see where our assessment is to develop the equalization ratio. This report also tells us that residential land is far below what the strata is, indicating so we need to look at land values during the revaluation.

Selectman Labonte said some of the houses sold for more than they were assessed for, does that change the assessment after. Marti said they look for changes to the property and correct the records if necessary. The corrected number plus the sale price gives us the medium ratio.

Selectman Freel said he feels like properties are selling for way more than they are worth. This is inflating all homes, how do you combat that? Marti said we don't combat it, we measure what the market is doing. We don't adjust to what we think might happen two years from now. Selectman Freel asked what a reasonable overage was. Everything should be even. It seems like we are just told that when your assessment goes up, that's sad but that's the end of it. Marti said in 2019

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 12/14/2020

some properties were over assessed and some were under-assessed and we brought the properties in line where they should be. Concerns can be addressed at the Assessing office; we never say “that is the way it is”. We provide informal hearings and beyond that is the abatement process. Selectman Freel thinks the process should be looked at more closely. Marti said the market is created by buyers and sellers, not real estate agents. It doesn’t matter what a real estate agent tells you it’s worth, it’s what a buyer and seller agrees what it’s worth. There are often bidding wars because someone wants that property. We use the sale price every year and adjust accordingly.

Selectmen Dargie made a motion to accept the MADS Report as presented. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

5:35 p.m. - Land Use Change Tax Map 45 Lot 3-44 (Autumn Oaks Subdivision, Boynton Hill Road) and Map 53 Lot 67-3 (Federal Hill Road) - Assessing Director, Marti Noel

In summary: Both parcels have been disturbed for the construction of a new home. Marti said there was an individual that said they wanted to speak with the Board but they didn’t attend the meeting.

Selectmen Dargie made a motion to accept the Land Use Change Tax for both parcels. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

5:40 p.m. - Eagle Scout Project - Brady Mitchell

In summary: The project consists of a 10'x10' wooden structure built over a picnic table at Osgood Pond to provide shelter from the weather. This will also include a plaque on the history of Osgood Pond. The project will show the commitment to further develop this area for increased recreation after receiving Federal funds to dredge Osgood Pond.

Selectman Labonte asked if Brady has spoken to the DPW Director. Brady said yes, Director Riendeau gave him some good instruction. Selectman Labonte asked if the town would take over the maintenance after it’s built. Brady said yes. His deadline to build will be sometime in the spring when the ground thaws.

Selectman Dargie asked about fundraising activities. Brady said is still brainstorming fundraisers. Selectman Freel asked what he was using for materials. Brady said some pressure treated wood with an aluminum top.

Selectmen Dudziak made a motion to accept the Eagle Scout Project at Osgood Pond. Seconded by Selectman Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

5:50 p.m. - Granite Town Rail-Trail Revolving Fund - Conservation Chair, Andy Hughes and Conservation Member, Chris Costantino

In Summary: Conservation would like to include a warrant on the March ballot. This would separate the conservation fund which is based on tax-payers money from the rail trail money which is not from tax-payers but from participants who take part in the race. There is no tax impact on this money that is raised from participants of the race annually.

Selectman Dudziak asked for clarification that there is no tax impact for this warrant article. Selectman Dargie suggests removing the letters (GTRC) from the warrant article. Andy said yes. Selectman Dargie asked if the article was reviewed by an Attorney or the DRA and if Conservation can be in charge of a fund. Chris Costantino said they are using a template that was provided/suggested by the DRA and it wasn’t reviewed by an attorney because the Finance Director said all warrants are reviewed by the DRA. Andy said Conservation is in charge of the land fund. Chris said they are authorized by RSA 36:a to manage funds that have been given to them for management.

Paul Calabria, Finance Director said the warrant articles were sent to the DRA for review and he’s hoping to have something back by the Board meeting on December 28th. Chairman Daniels said they will discuss it further during the warrant article discussion.

WARRANT ARTICLE – GRANITE TOWN RAIL TRAIL REVOLVING FUND

Shall the town vote to establish a Granite Town Rail-Trail Revolving Fund. (GTRC) pursuant to RSA 35-B:2 II. Any monies received for the Granite Town Rail-Trail facilities shall be allowed to accumulate from year to year and shall not be

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considered to be part of the General Fund unassigned fund balance. The Treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Milford Conservation Commission and no further legislative body approval required. These funds may be expended only for trail management purposes as stated in RSA 35-B.

6:00 p.m. - Route 101A/Route 13 Oval Improvement Project - Community Development Director, Lincoln Daley

In summary: Funding for the project originally came in 2006. This is an update to the Route 101A/Route 13 Oval Improvement Project scheduled to begin in 2021. Phase I was completed in 2018. Phase II consists of two projects and the town 20% match is \$412,250.21 to be funded by the previously appropriated matching balance. The project would begin in 2021 with construction to begin in mid/late 2022. Lincoln requested that the Board authorize Administrator Shannon to sign the agreement.

Project 1: Nashua Street/Clinton Street/Tonella Road Improvements - This is to widen Nashua Street to accommodate a turning lane and connect sidewalks to the above streets.

Project 2: Milford Downtown Oval Improvements - This is to enhance pedestrian safety/access and improvement vehicular throughout the Oval area along Nashua Street, Elm Street, and Mont Vernon Street, and South Street and provide parking opportunities.

Selectman Labonte asked if the town has already appropriated the money and where does the land come from. Lincoln said yes about the money and the land will be in the right away of the town. There may be easements that need to be acquired. This will be part of the discussions and outreach project in 2021. Selectman Labonte is concerned about Nashua Street already being narrow and the possibility of losing parking spaces. Lincoln said this will be discussed and worked out during the stakeholder design phase and engineering study. We would work with the town and property owners to maximize as much as possible without causing issues. Lincoln referenced photos in the Board's package.

Selectman Labonte asked for better handouts. Lincoln referenced a 2009 study that he will send to the board. Selectman Freel mentioned street lights. Lincoln said that will be part of the analysis. Selectman Labonte asked if this will come back to the Board before the final plan is chosen. Lincoln said yes. There will also be several public input sessions throughout the process and the final design will incorporate all comments and input. The Planning Board, the Board of Selectmen and stakeholders will be involved in choosing the design.

Chairman Daniels clarified that all the money has been appropriated for this. Lincoln said yes, from all the various warrant articles starting in 2006 and ending in 2011. Chairman Daniels asked what would happen if, in the final analysis, not all the money is spent? Lincoln said he thinks it goes back into the general fund.

Lincoln said of the \$700,000 estimated for this project, the appropriated amount so far is \$672,000 will be utilized as a part of the overall project. There is an estimated \$30,000 leftover. Chairman Daniels asked if this includes the stoplight. Lincoln said that's independent of the \$175,000 allocated by CVS. Chairman Daniels summarized that the town appropriated \$700,000 and we picked up \$175,000 from CVS. Lincoln said yes.

Lincoln asked the Board if they could authorize the Town Administrator to sign the agreement to move forward on the Town's behalf. Selectman Labonte asked if would be just for the engineering. Lincoln said the entire project, stakeholder involvement, engineering design, and construction.

Selectman Labonte said if it becomes some "monstrosity" at what point can the Board stop it. Lincoln asked Selectman Labonte to define monstrosity. Selectman Labonte said something that the Board doesn't care for. Lincoln repeated several points he made earlier. There were three projects, South Street is already complete. We have \$2,000,000 more to work with for the two remaining projects discussed earlier.

Selectman Freel asked about a deadline to use up the remaining money, does it go away. Lincoln said yes. Selectman Labonte can see spending tax-payers money even if it was already approved if he doesn't know what the final result will be.

Administrator Shannon said they need permission to do the design and go for public input; the Board is going to see everything put into this. At this point, several Board members don't feel they have enough information to go on. Lincoln will provide them with more detailed information.

Selectman Dudziak called the question.

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Selectmen Dargie made a motion to approve the Route 101A/Route 13 Oval Improvement Project. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel no, and Chairman Daniels no. The motion failed 2/3 with Selectman's Labonte, Freel and Daniels opposed.

Selectman Dargie made a motion to table the question. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

6:10 p.m. – 2021=2022 Capital Improvements Plan (CIP) - Community Development Director, Lincoln Daley

In Summary: The Advisory Committee recommends all the following projects be considered for 2021 funding, ranked by their cumulative average evaluation criteria score: Also provided in the Boards packet is an estimated tax rate impact table in the Boards package.

1. Community Development (CD10-03) Nashua Street Sidewalk Improvements \$871,924 (Cash)

CMAQ Program funded project. 20%. Town matches of \$174,385.

2. Community Development (CD11-02) Osgood/Armory/Mason/Melendy Roads \$797,872 (Cash) Sidewalk and Pedestrian/Bicycle

Improvements CMAQ Program funded project. 20% Town match of \$159,574

3. Administration (ADMIN17-01) Milford Emergency Services \$2.4 mill.(20 Year Bond)

Communications Infrastructure

4. Wadleigh Memorial Library (LIBR20-01) Library Capital Reserve Fund \$150,000 (Capital Reserve)

5. Wadleigh Memorial Library (LIBR20-02) Library Maintenance and Repair \$995,000 (20 Year Bond)

6. Fire Department (Fire14-01) Replace Rescue 1 \$700,000 (7 Year Lease/Purchase)

7. Milford School District (SCH20-01) Middle School Boiler Replacement \$250,000 (Cash)

8. Public Work – Highway (DPWH13-03) 8 CY, 36,000 GVW Dump Truck \$175,000 (5 Year Lease/Purchase)

9. Water Utilities (WTR20-01) Wastewater Treatment Facility \$137,000 (Paid by ratepayers)

Nutrient and Metals Upgrade 22 Planning, Design, Bidding, Project Management

10. Public Works–Highway (DPWH19-02) Loader, 2-3 CY Bucket \$160,000 (5 Year Lease/Purchase)

11. Water Utilities (WTR17-01) Wastewater Treatment Facility \$1,750,000 (Paid by ratepayers)

Replacement of Secondary Clarifier

12. Milford School District (SCH20-02) Heron Pond Elementary School \$250,000 (Cash)

Boiler Replacement

Selectman Labonte said pointed out a picture on page 7 and said it wasn't rescue 1. Lincoln said it's a generic picture.

Selectman Dargie said CIP didn't recommendations on the sequencing of the projects this year. He feels it would be better for the committee to prioritize the list. The tax impact table needs to be taken with a large grain of salt. He referenced the School District and said they are doing a study and plan on spending millions in the next six years. Things are not set in stone and the numbers are understated.

Lincoln said there was insufficient information provided to the committee to review some of the items on the CIP list like the Communications Infrastructure and Water Utilities Treatment Facility Upgrades. Administrator Shannon said Water Utilities is scheduled to do a presentation to the Board on December 28th.

Selectman Labonte pointed out a couple of clerical items on the CIP, ie: year of the rescue truck and number of years to bond the Communications Infrastructure. He also questioned the Public Works Loader. Lincoln will look into these items and adjust if needed.

Chairman Daniels asked if the CIP will be posted on the town's web site after it's corrected. Lincoln said yes. Selectman Dargie asked if this needs to be approved by the Board. Lincoln said no, this is a Planning Board document and they had their public hearings. It's presented to this Board for input and recommendations only.

6:30 p.m. - Hunting and Hours in Kaley Park - James Vanetti

In Summary: James wants the park to be closed from dusk to dawn and he doesn't want hunting in that area, on the river, or across the river. He would like signs posted to not hunt in a sub-compact area. The cemetery and park use to be locked at night. One of the previous Town Administrators and a previous Community Development Director said there would be no lighting at the park and they also locked the park up at night. People are in the park late at night doing suspicious things.

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Selectman Freel asked if any of the other parks are locked down at night. Chief Viola, Milford Police said they haven't been locked down in years. Selectman Freel asked about hunting in that area. Chief Viola followed up with NH Fish and Game according to the municipal ordinance Kaley Park is considered a compact area and you shouldn't be shooting a firearm down there. Laws are different when you are on the water. The Conservation officer for this area is currently out so he followed up with their legal department. He also reviewed calls for service over the last two years and there were 408 calls for service. Most of the calls were initiated from the Officers checking out the area. There were twelve suspicious activity calls but ten of them were initiated by officers going into the area. Our ordinance reads that the parks are supposed to be closed from 10:00 pm until 6:00 am, only nine calls were during that time.

Ammy Rice, a Milford resident said that duck season is very short. If hunters are hunting out of season, it should be addressed by Fish and Game. Chief Viola said it's happening in the morning during duck season. There have only been three calls for service about shots being fired over the past two years. No one was located during that time.

James said they are parking in Kaley Park and using the boat launch to get into the river. Captain Frye, Milford Police Department said Riverside Cemetery was never locked. The Kaley Park gate used to be locked but sometimes the guys would forget to unlock it and people wouldn't be able to get into the park for events that were scheduled so we stopped locking it. We can run some ideas with the Conservation Office when he returns like posting a sign about not discharging firearms in this safety zone. They are not discharging firearms from Kaley Park, most of the time they are on the river or the other side of the river bird hunting. He suggests working with Fish and Game during the offseason to get clarification to help Mr. Vanetti.

Mike Thornton, a Milford resident doesn't want anyone discharging a weapon towards his house. He also doesn't want to infringe on the rights of a hunter. He asked if James could get photographic evidence to turn over to the Police Department. He also suggested putting a stake in the ground approximately 300' from the dwelling so that Hunters would know their limits.

Chief Viola said we already have something in place. Kaley Park is a compact area. We don't have control of the water or on the other side of the river. James said he gave the Police Department information about trucks a couple of weeks ago. He didn't see the shooting but believes someone was shooting off the boat launch.

Selectman Freel asked about locking the boat launch. Captain Frye said there isn't a bar and it's a public boat launch. James asked about putting signs up. Captain Frye already made those suggestions which will need to handle by Fish and Game.

Selectman Freel asked James if this happens all year or just during duck season. James said just during duck season. Selectman Labonte asked if there were signs in the park that say "no hunting". Chief Viola said no. Selectman Labonte suggests putting one up. Chief Viola said it's up to the Board if they want to put up a sign, it wouldn't hurt to have one.

Selectman Dudziak asked if there were allegations of people hunting in the park or are they just hunting in the river. Chief Viola said there may have been some in the past but they haven't seen anyone. James said two years ago two juveniles' were caught hunting on the land and boat launch. Chief Viola said we can put up signs and continue to do the extra patrols. We will get Fish and Game involved when the Conservation Officer comes back.

James suggests posting signs along the river on the other side as well. Selectman Freel said it's hard to Police along the river. He agrees with Chief Viola and Captain Frye about their suggestions.

James asked about changing the hours at the park he feels there isn't a need to be in the park after dark. Selectman Dudziak knows several people who walk their dogs at that park when it's dark. James mentioned a dog park in the planning stages.

Arene Berry, Recreation Director said that park is used for team sports. Some parks use portable lights in the fall when it gets dark earlier. Kaley Park hasn't used portable lights but it could happen and she would hate to restrict the park hours as all other parks are open until 10:00 pm. A lot of people walk their dogs at Kaley and even with a dog park, people will still walk at Kaley because not all dogs play well with other dogs.

James repeated that he was promised there would be no lighting at Kaley park and people shouldn't walk their dogs at night. Chairman Daniels said it's a personal choice and two employees of the town can't forever put restrictions out that

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the voters haven't voted on. Selectman Dudziak said we are just talking about portable lights when kids have games and practices, not putting up permanent lighting.

James asked if the gate could be shut and the Water utility people could open it in the morning. Chairman Daniels said he doesn't see a purpose in that when we don't do it at the other parks.

6:40 p.m. – Transfer Station Questions/Answers – Transfer Station Supervisor Tammy Scott

Tammy said they are currently taking aluminum cans, steel cans, and glass, not caps. We are also taking magazines, newspapers, and cardboard. We are not taking plastics because of COVID-19 at this time. We can't operate the recycling center safely at this time. They are not taking cat food cans because the market calls that contamination with aluminum even if washed. If they are cleaned, they can be put with light iron materials. The still-good shed is still closed.

Chairman Daniels asked about the roped-off parking spaces next to the textiles. Tammy said there is still parking there, just not in front of the still good shed. Selectman Dargie asked if there was a separate container for the steel cans. Tammy said yes. Selectman Dargie asked about allowing people to carry trash to the dumpsters. Tammy said it was stopped because of public safety issues. When it gets busy, we now put a thirty-yard dumpster up next to the leaf pile and people can walk there with their trash.

Selectman Dargie asked what prompted stopping people from walking over. Tammy said in 2017 Primex reviewed the area. We made parallel parking and put up additional signs for pedestrian crossing. There are no crosswalk lines yet but her recommendation is to put one in if you chose to walk your trash to the bins. Tammy said Primex was fine with what they did.

Selectman Labonte asked if we have a policy about people walking their trash over to the bins. Rick Riendeau, Public Works Director said it wasn't a decision that he made. This was incurred through a recommendation from Primex in 2017 about people walking. It isn't safe. He expressed his concerns about the safety of people. It's a busy place. Selectman Labonte mentioned a pedestrian walking sign and doesn't feel there is anything that states, you can't walk across.

Mike Thornton likes the 30-yard container and gave some suggestions about what he feels is a better way that people could access the container.

Selectman Dargie said the letter in 2017 didn't call out specifically to ban people from walking around. He's in favor of allowing people to walk their trash to the dumpsters. Allowing pedestrians to bring their trash in will help with cars being backed up on North River Road. Selectman Labonte agrees with Selectman Dargie. Selectman Freel also agrees with Selectman Dargie. You can always put up a sign, "walk at your own risk".

Selectman Labonte asked if we were allowing people to walk their trash or not. Tammy repeated, we put a thirty-yard dumpster up next to the leaf pile and people can walk there with their trash. Chairman Daniels asked how they handle someone who comes in with a pickup truck loaded with bags who tries to use the 30-foot dumpster. Tammy said employees, direct people, to the 30-foot dumpster who only have a few bags.

3. PUBLIC COMMENTS – Selectman Dargie would like to close the Town Hall and not have any outside groups using the rooms. Administrator Shannon said the town hall is closed down. Activities this month were already planned and the Board authorized the Boys Scouts to use the Banquet Hall. He and the Recreation Director discuss the January schedule. We are not taking any unnecessary risks with the staff or the public. It could be well into the second quarter before we open again.

Ammy Rice asked what the plans were for the Deliberative Session. Administrator Shannon said the Town Moderator is scheduled to come in on the 28th to discuss that topic.

Selectman Labonte asked about the street light on Elm Street. Administrator Shannon said they are working on it. Selectman Labonte would like any correspondence related to the street light sent to him.

4. DECISIONS - Chairman Daniels asked to remove item 2 from the consent calendar. Selectman Dargie made a motion to approve items 1 and 3 on the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

a) **CONSENT CALENDAR.**

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1. Approval of Issuance of Building Permit for Single-Family Residence - Map 9 Lot 2, Mont Vernon Street
2. Request for Acceptance and Appropriation of Unanticipated Revenues under \$10,000 (31:95(b)) - Funding for planning and operationalizing safe and secure election administration to support the work of the Milford Town Clerk from the Center for Technology and Civic Life Grant - \$5,000
3. Request for Acceptance and Appropriation of Gifts of Property Under \$5,000 (31:95(e)) - Donation of craft supplies for Senior Coffee Connection - \$100

Chairman Daniels asked for more information on the \$5,000 grant for the Town Clerks' office. Paul Calabria said the Town Clerk applied for the grant to help with the extra cost of the election. She has also put in for a couple of other grants and has received one check already from the CARES Act. Selectman Dargie said the Civic Life Grant was mostly to be used for the mailing in the last election.

Selectman Dargie made a motion to approve item 2 on the consent calendar. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b) OTHER DECISIONS

1. N/A

5. TOWN STATUS REPORT -

a. Surplus and Cares Act Money – Finance Director, Paul Calabria

In Summary: The projected **surplus** at 12/31/20 for the Town of Milord will be \$338,000 or 2.16% of the approved budget. Finance suggests encumbering the following items and subsequently removing them from the 2021 budget to reduce the tax impact:

- 1.) \$104,650 (2) Police SUV's
- 2.) \$ 72,000 (1) DPW Truck
- 3.) \$ 41,000 (1) Ambulance response vehicle

If the Board were to make a motion to approve this request, the 2021 budget increase over the 2020 approved budget would be 1.9%. We would still have a cushion in the surplus for anything that comes up at the end of the year.

Selectman Labonte asked what the tax rate would be for 2021 if we applied the \$338,000 to that. He has a hard time buying things not approved by the voters. Paul said there is no difference. A surplus allows us to reduce the impact of the next year's appropriation. Times are tough and if we can tell our voting public that our increase over 2020 is 1.9% instead of 3.2% which is where we are at before the warrant article, he feels it would make it a little easier to get our budget passed.

Selectman Labonte said all this is doing is lowering that number to try and get the budget to pass. He would just like to give it back to the voters. Paul said about \$100,000 will be going back to the voters. If the Board decides that they want to reduce the 2021 budget because we have a surplus is another option.

Selectman Freel made a motion to not expend any surplus monies and keep the remaining money in the general fund. Seconded by Selectman Labonte. Selectman Dargie is not in favor of the motion. He's in favor of going with what the Finance Director proposed. The taxes due next year will be the same in both scenarios. It will affect the default budget for the following year. If the SUV's, trucks and ambulance vehicles are in next year's budget, unless they are considered onetime expenses they would be added into the default budget for the following year. Buying them this year will keep the default budget lower in 2022. Buying them this year keeps the spending level instead of going low this year and high next year.

Mike Thornton agrees with both Selectman Dargie and Selectman Labonte. Selectman Labonte said it will affect the default budget but it's a hit or miss no matter which way it's done. We need to stick to our budgets. We already spend \$33,000 of the surplus.

Chairman Daniels asked Captain Frye how the vehicle is doing that just received a new engine. Captain Frye said no motor issues just suspension problems that were fixed. Chairman Daniels asked if there was any reason we couldn't take one of the SUV's and do a similar thing for that. Captain Frye the two he was going to get rid of are not falling apart yet, it will be up to the Board. How much money do you want to spend? He is way over the budget on maintenance. He also grounded a car until next year due to suspension problems.

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Selectman Dargie mentioned the Cares Act Money and said if we follow the recommendations on that does that physically get added to the surplus. Paul said yes. Selectman Dargie clarified that it would be about \$100,000 on the first section and roughly \$274,000 on the CARES Act section minus the \$75,000 for the ambulance and the payroll taxes. Paul said yes. Selectman Dargie said the surplus will be about \$400,000 if both of these occur. Paul agreed. Selectman Dargie said that is substantial in terms of giving money back to the tax-payers so we can afford to move forward with buying these items.

Selectman Freel asked when the CARES Act money will be in. Paul said we've already received it and depending on the Boards decision, the \$294,000 will become surplus. Selectman Labonte said we can give the CARES Act money to the tax-payers or retain the money for COVID expenses. Things are not getting better. We spent \$33,000 out of the Police and Ambulance budget and maybe we should have spent that money on repairs instead of spending it elsewhere.

Selectman Freel said he agrees with Selectman Labonte that you should always try to stay within your budget. He doesn't get that just because we have a surplus, we should just spend it. It's more transparent to leave it in the budget and funding it back to people.

Paul said the money will be saved for any COVID related expenses because that \$400,000 that is left in surplus, sits in the general fund, piggy bank. In the spring the Board can decide what to put against the tax rate in the fall like we did last year.

Mike Thornton thought expenditures over \$70,000 would go before the town meeting and warrant article process. He believes bring these expenses forward would bypass the approval process. Selectman Labonte would like everything to sit in the savings account.

Chairman Daniels asked what are our options were later this year if we don't use the surplus. Paul said the Board could act on the meeting of the 28th of December.

A roll call vote was taken with Selectman Dargie no, Selectmen Dudziak no, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 3/2 with Selectman's Dargie and Dudziak opposed.

In summary: The Town of Milford has received it's approved CARES Act allotment for \$374,299.

- 1.) \$75,000 entry to the Ambulance Department for fit-up of the new Ambulance. This action has already been approved by the BOS, we just need to make the Grant fund entry.
- 2.) \$5,041.54 entry and allocation to the Benefits Org for the payroll taxes and associated benefits, related to the 1st Responder Stipends paid May & June 2020. The Office of Homeland Security reimbursed the Town of Milford for the Stipend and the CARES Act was responsible for the payroll taxes and associated benefits.
- 3.) \$294,257.46 entry and allocation to the Police, Fire & Ambulance departments based on a percentage of the departmental salaries.
 - a.) \$186,912.34 Police department entry
 - b.) \$44,550.58 Fire department entry
 - c.) \$62,794.54 Ambulance entry

Selectman Labonte asked if number 2 and 3 aren't made, what happens to that money. Paul said we would have an entry that doesn't balance. We would have receipts but not expenses against those receipts. Once the entry is made, that money becomes a surplus for the year. Selectman Labonte asked if this is put into the budget, can it be spent again. Paul said it won't be spent again, it's surplus. Selectman Dargie said the surplus is only item 3. Items 1 and 2 are expenditures.

Selectman Dargie made a motion to direct the Finance Department to make the entries as listed in the memo. Seconded by Selectman Dudziak.

Selectman Freel asked for clarification on item 2. Paul said it's reimbursement to the town for taxes. Selectman Dargie said item 2 does go to surplus.

A roll call vote was taken with Selectman Dargie yes, Selectmen Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

b. Winter Parking Ordinance – Town Administrator, John Shannon

When the Snow Parking Ban is in effect, it is unlawful for any vehicle to be parked on any Town-owned or maintained street or parking lot. It greatly hampers the efforts of the Public Works Department to clear our roads and parking areas and

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pulls MPD Officers from more urgent duties. Anyone who violates this act can be fined and/or have their vehicle towed at their expense. If anyone has any questions or concerns, please contact the Town Administrator's Office.

Selectman Labonte asked how early do they put the blinking light on before a storm. Administrator Shannon said four hours prior. Selectman Labonte asked if it could be done earlier. Administrator Shannon said according to the policy, it has to be put on at least for hours before a storm. Selectman can change the policy. If we get lots of snow, we won't wait until night to turn the light on. People should understand that if it's going to snow, don't park where you are not supposed to park.

6. DISCUSSIONS:

a. Review of DRAFT Warrant Articles – Selectman Dargie asked that zoom information be included on the first page of the warrant articles.

WARRANT ARTICLE 3 - MILFORD EMERGENCY COMMUNICATIONS DISPATCH CENTER, INFRASTRUCTURE AND EQUIPMENT PROJECT - \$2,400,000 BOND

Selectman Labonte suggested 10 years for the bond instead of 15 years. Selectman Dargie recommends using 60% instead of 3/5 in language for some warrant articles that read; "As this is for the issuance of long-term debt, this vote under state law requires a 3/5 affirmative vote to pass".

WARRANT ARTICLE 4 - SEWER WASTEWATER TREATMENT FACILITY (WWTF) SECONDARY CLARIFIERS REPLACEMENT MECHANISMS - \$1,750,000.00 BOND

WARRANT ARTICLE 5 - WADLEIGH LIBRARY HVAC/Electrical Repair - \$995,000 BOND

WARRANT ARTICLE 6 - FIRE RESCUE TRUCK #1 REPLACEMENT - 7-YEAR LEASE/PURCHASE - \$689,700 (Annual Payment \$89,920/Total Purchase Price \$689,700) BOND

Selectman Dargie changed the word ladder to rescue in the warrant article. He also suggested using the sentence "This Article has an estimated tax impact of \$0 on an assessed valuation of \$100,000" consistently throughout all warrants.

WARRANT ARTICLE 7 - TOWN OPERATING BUDGET - \$_____

Selectman Dargie removed a sentence from the warrant article. "This operating budget warrant article does not include appropriations contained in ANY other Warrant Article".

WARRANT ARTICLE 8 - WASTEWATER DEPARTMENT OPERATING BUDGET - \$2,288,406

WARRANT ARTICLE 9 - WATER DEPARTMENT OPERATING BUDGET - \$1,507,452

WARRANT ARTICLE 10 - NASHUA STREET PEDESTRIAN SAFETY and SIDEWALK IMPROVEMENT PROJECT - \$871,924 (State pays \$697,539; Town pays \$174,385)

WARRANT ARTICLE 11 - OSGOOD ROAD, MELENDY ROAD, AND ARMORY ROAD PEDESTRIAN SAFETY SIDEWALK AND BICYCLE LANE PROJECT - \$797,872 (State pays \$638,298; Town pays \$159,574)

WARRANT ARTICLE 12 - RECONSTRUCTION OF TOWN ROADS - \$400,000

Selectman Labonte asked if the Public Works Director could come in to give an update on roads/paving out of the budget and what would be done out of this warrant article for \$400,000. Chairman Daniels asked if this was based on the paving plan that the Director was following? Administrator Shannon said yes and he will have something sent to the Board.

Selectman Dargie would like to remove this warrant article and include an additional \$400,000 in the operating budget for additional paving. We need to spend more on maintaining roads. Chairman Daniels said it would end up in the default budget. Selectman Labonte said that would be an increase to the tax-payer. Selectman Dargie spending \$700,000 yearly on roads is still on the low end. Selectman Freel agrees with Selectman Dargie.

Chairman Daniels said we can load the budget up with lots of things and people will get in the habit of voting no.

WARRANT ARTICLE 13 - WADLEIGH LIBRARY CAPITAL RESERVE - \$150,000

Selectman Dargie suggested adding the words “Wadleigh Library” to the capital reserve statement in the body of the warrant article. He also isn’t sure of the legalities of “appointing the Board of Selectmen or Library Trustees” as agents to expend from this fund.

Selectman Labonte said it doesn't make sense to withdraw money from a capital reserve account and deposit into that account in the same year. He used article 23 PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE as an example of taking money from a capital reserve account and another warrant article adding money to that same account. Chairman Daniels said not necessarily.

Kathy Parenti, Library Trustee Chairman said the amount is high to start with but once it’s established, they will be more reasonable in their amounts each year. She will look into who should be responsible for that capital reserve account at her next meeting.

WARRANT ARTICLE 14 - BRIDGE REPAIR AND/OR REPLACEMENT CAPITAL RESERVE - \$75,000

Selectman Dargie suggests including the name of the warrant article in the body of the warrant article.

WARRANT ARTICLE 15 - DPW VEHICLES AND HEAVY EQUIPMENT CAPITAL RESERVE - \$40,000

WARRANT ARTICLE 16 - SOCIAL SERVICES - \$40,000

WARRANT ARTICLE 17 - INFORMATION TECHNOLOGY INFRASTRUCTURE CAPITAL RESERVE - \$40,000

Selectman Dargie suggests including the name of the warrant article in the body of the warrant article.

WARRANT ARTICLE 18 - NON-EMERGENCY COMMUNITY TRANSPORTATION BUS SERVICES – \$32,000

WARRANT ARTICLE 19 - FIRE APPARATUS REPLACEMENT CAPITAL RESERVE - \$25,000

Chief Flaherty asked if they could put in a warrant to expend from this capital reserve account with help from the DRA so we don't get into a situation like an ambulance did last year. Chairman Daniels said it can be worked out with the Finance Director and the Town Administrator.

WARRANT ARTICLE 20 - TOWN FACILITIES RENOVATION AND MAJOR REPAIR REPLACEMENT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 21 - AMBULANCE VEHICLE REPLACEMENT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 22 - KEYES PARK EXPANSION COMMITTEE PROJECT CAPITAL RESERVE - \$25,000

WARRANT ARTICLE 23 - PUBLIC WORKS WHEEL BUCKET LOADER LEASE-PURCHASE - \$22,980 (Annual Lease Payment \$22,980; \$80,000 Paid From Capital Reserves; Total Purchase Price (\$145,000)

WARRANT ARTICLE 24 - PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$20,000

Selectman Labonte clarified that this can’t be spent on a new facility. Captain Frye said it can only be used for equipment and has nothing to do with the new facility.

WARRANT ARTICLE 25 - ASSESSING REVALUATION CAPITAL RESERVE - \$15,000

DRAFT MINUTES OF BOARD OF SELECTMEN MEETING – 12/14/2020

Selectman Dargie would like to switch the warrant numbers of articles 25 and 26. Article 26 is more in line with the Ambulance Capital Reserve and should follow suit. Chairman Daniels said it makes sense breaks the trend of the cost is lower with each warrant article. Selectman Dargie said financially it's the same but keeping together shows what is happening.

Selectman Freel said he doesn't think it matters and doesn't see the benefit of moving it.

WARRANT ARTICLE 26 - AMBULANCE DEPARTMENT PORTABLE RADIO REPLACEMENT FROM THE PUBLIC SAFETY COMMUNICATION EQUIPMENT REPLACEMENT CAPITAL RESERVE - \$13,927

WARRANT ARTICLE 27 - ANNUAL LABOR DAY PARADE SUPPORT - \$10,000

Selectman Dargie said RSA 32:7 V relates to special warrant articles. We have several articles that relate to RSA 32. This one is not non-lapsing. In ones that are designated as non-lapsing, you are allowed to encumber the funds for up to one year and spend them in the next year as long as you vote to do that before the end of the year.

32:7V The amount is appropriated under a special warrant article, in which case the local governing body may, at any properly noticed meeting held before the end of the fiscal year for which the appropriation is made, vote to treat that appropriation as encumbered for a maximum of one additional fiscal year.

We have several warrant articles where the money wasn't spent this year. We can encumber that money and use it next year and not have warrant article 27 this coming up year. If you don't do that, the money that didn't get spent goes into the general fund and we have to raise and appropriate money for next year. This could also pertain to articles 30, and 31.

Chairman Daniels asked about article 29, Fireworks. Selectman Dargie said fireworks have not passed every year, he would rather have the tax-payers vote on this one. Chairman Daniels said if we don't do anything before the end of the year, that \$8,500 goes into the general fund. How about a warrant article asking if the voters want to have fireworks at no cost because we already have the money that we are putting into the general fund, back to the tax-payers. Selectman Dargie said you have to vote to encumber the funds.

Selectman Labonte asked if the money has been appropriated yet. Selectman Dargie said the money was appropriated for this year. Paul Calabria said Selectman Dargie is correct. The money would go into a surplus. None of the un-used warrant articles were factored into the surplus. Selectman Labonte is fine with giving it back to the voters and letting them vote on it again.

Mike Thornton agrees with Selectman Labonte. Selectman Dargie said we have warrant articles that pass every year, and he thinks they should be in the regular budget. Fireworks is different because sometimes it doesn't pass. We get complaints about too many warrant articles all the time. Getting rid of two or three would be good.

Selectman Freel agrees with Selectman Labonte about the fireworks appropriations back to the tax-payers. He is concerned that people are not going to vote for the \$10,000 Labor Day warrant article when it didn't happen this year. He agrees with Chairman Daniels about no cost warrant articles because we already have money left over.

Mike Thornton said looking forward at the higher dollar warrant articles, not having the little warrant articles would be helpful as they add up.

WARRANT ARTICLE 28 - SUMMER BAND CONCERTS SUPPORT - \$9,000

WARRANT ARTICLE 29 - INDEPENDENCE DAY CELEBRATION FIREWORKS - \$8,500

WARRANT ARTICLE 30 - PUMPKIN FESTIVAL SUPPORT - \$8,000

WARRANT ARTICLE 31 - MEMORIAL, VETERANS & LABOR DAY PARADES AND RECOGNITION SUPPORT - \$6,500

WARRANT ARTICLE 32 - BLIND EXEMPTION

WARRANT ARTICLE 33 - GRANITE TOWN RAIL TRAIL REVOLVING FUND

Selectman Dargie would like to eliminate the GTRT name in the body of the warrant article.

7. PUBLIC COMMENTS: - Selectman Labonte said there was a MACC Base Board of Governor Meeting tonight. There were other options discussed for improvements to communications.

8. SELECTMEN'S REPORTS/DISCUSSIONS.

a. FROM PROJECTS, SPECIAL BOARDS, COMMISSIONS & COMMITTEES.

b. OTHER ITEMS (that are not on the agenda). Selectman Labonte has concerns about spending \$21,000 each year on timeclocks. Paul Calabria said he assessed the timeclock and its efficiency. Issues with over-time were mentioned at the joint BOS/BAC meeting by Public Works but no other departments are having issues with over-time. We have a lot of details between all emergency services and two Union Contracts and also non-union departments. It's a very complex time-keeping system that calculates our payroll. Our staff accountant is very happy with our system and has stated that there would have been no way to calculate properly during the pandemic without this system. We are still looking to see if there is anything out there for timekeeping that might be better for the town.

9. APPROVAL OF FINAL MINUTES - Selectman Dargie moved to approve the minutes of November 23, 2020, and November 30, 2020, as amended. Seconded by Selectman Dudziak. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

10. INFORMATION ITEMS REQUIRING NO DECISIONS.

a. N/A

11. NOTICES. Notices were read.

12. NON-PUBLIC SESSION. A motion made by Selectman Freel to enter into a non-public session in accordance with (RSA 91-A:3, II(c)) Reputation and (RSA 91-A:3, II(e)) Legal and for approval of non-public minutes in accordance with (RSA 91-A:3, II(e)) Legal – November 23, 2020, seconded by Selectmen Dargie. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. The motion passed 5/0.

13. ADJOURNMENT: Selectman Dargie moved to adjourn at 9:40. Seconded by Selectman Freel. A roll call vote was taken with Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

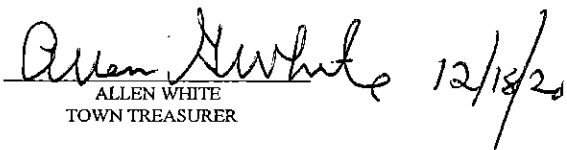
David Freel, Member

Laura Dudziak, Member

10. a) Treasurers Report October 2020 and November 2020

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
10/31/2020
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 10/1/20	(104,383.56)	43,911.36	135,205.18	8,463,581.46	13,144.19	10,675.45	177,923.26	\$ 8,740,057.34
Receipts:								
Taxes and Interest	187,083.16	-	-	-	16,350.90	-	-	\$ 203,434.06
Water & Sewer User Fees	161,458.07	-	-	-	39,254.87	-	-	\$ 200,712.94
Other Revenues	974,122.81	330,880.33	-	-	-	-	-	\$ 1,305,003.14
Ambulance	-	-	-	-	67,492.94	-	-	\$ 67,492.94
Recreation	-	-	-	-	860.00	-	-	\$ 860.00
Escrow Deposit	-	-	-	-	-	-	-	\$ -
Escrow Transfers	25,025.11	-	-	-	-	-	-	\$ 25,025.11
Interest Income	-	-	23.33	321.26	-	0.47	49.40	\$ 394.46
Investment Transfers	3,839,000.00	-	-	-	-	-	1,380,000.00	\$ 5,219,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 5,186,689.15</u>	<u>\$ 330,880.33</u>	<u>\$ 23.33</u>	<u>\$ 321.26</u>	<u>\$ 123,958.71</u>	<u>\$ 0.47</u>	<u>\$ 1,380,049.40</u>	<u>\$ 7,021,922.65</u>
Disbursements:								
Accounts Payable Warrants	(1,113,484.03)	(75,440.22)	-	-	(6,607.90)	-	-	\$ (1,195,532.15)
Payroll Warrants	(655,835.96)	-	-	-	-	-	-	\$ (655,835.96)
Milford School District Appropriation	(2,330,648.00)	-	-	-	-	-	-	\$ (2,330,648.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	-	-	(25,025.11)	-	-	-	-	\$ (25,025.11)
Investment Transfers	(1,092,000.00)	(260,000.00)	-	(2,530,000.00)	(120,000.00)	-	(1,217,000.00)	\$ (5,219,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,341.03)	-	-	-	-	-	-	\$ (1,341.03)
Voided Checks	973.92	-	-	-	-	-	-	\$ 973.92
Total Disbursements:	<u>\$ (5,192,335.10)</u>	<u>\$ (335,440.22)</u>	<u>\$ (25,025.11)</u>	<u>\$ (2,530,000.00)</u>	<u>\$ (126,607.90)</u>	<u>\$ -</u>	<u>\$ (1,217,000.00)</u>	<u>\$ (9,426,408.33)</u>
Ending Balance as of 10/31/20	<u>\$ (110,029.51)</u>	<u>\$ 39,351.47</u>	<u>\$ 110,203.40</u>	<u>\$ 5,933,902.72</u>	<u>\$ 10,495.00</u>	<u>\$ 10,675.92</u>	<u>\$ 340,972.66</u>	<u>\$ 6,335,571.66</u>


ALLEN WHITE
TOWN TREASURER

TREASURER'S REPORT
TOWN OF MILFORD, NEW HAMPSHIRE
11/30/2020
(unaudited)

	CHECKING ACCOUNT	TOWN CLERK ACCOUNT	ESCROW ACCOUNT	NHPDIP ACCOUNT	DISBURSEMENT ACCOUNT	BAR HARBOR ACCOUNTS	INVESTMENT ACCOUNT	TOTAL
Beginning Balance as 11/1/20	(110,029.51)	39,351.47	110,203.40	5,933,902.72	10,495.00	10,675.92	340,972.66	\$ 6,335,571.66
Receipts:								
Taxes and Interest	3,130,834.08	-	-	-	146,696.63	-	-	\$ 3,277,530.71
Water & Sewer User Fees	276,871.21	-	-	-	47,152.69	-	-	\$ 324,023.90
Other Revenues	508,481.96	293,491.30	-	-	360.90	-	-	\$ 802,334.16
Ambulance	-	-	-	-	49,050.00	-	-	\$ 49,050.00
Recreation	-	-	-	-	645.00	-	-	\$ 645.00
Escrow Deposit	-	-	101,331.56	-	-	-	-	\$ 101,331.56
Escrow Transfers	-	-	-	-	-	-	-	\$ -
Interest Income	-	-	21.37	56.19	-	0.42	183.91	\$ 261.89
Investment Transfers	4,002,000.00	-	-	75,000.00	-	-	4,092,000.00	\$ 8,169,000.00
TAN Deposit	-	-	-	-	-	-	-	\$ -
Bond Proceeds	-	-	-	-	-	-	-	\$ -
Total Receipts:	<u>\$ 7,918,187.25</u>	<u>\$ 293,491.30</u>	<u>\$ 101,352.93</u>	<u>\$ 75,056.19</u>	<u>\$ 243,905.22</u>	<u>\$ 0.42</u>	<u>\$ 4,092,183.91</u>	<u>\$ 12,724,177.22</u>
Disbursements:								
Accounts Payable Warrants	(1,307,544.82)	(85,061.84)	-	-	(6,608.74)	-	-	\$ (1,399,215.40)
Payroll Warrants	(442,856.13)	-	-	-	-	-	-	\$ (442,856.13)
Milford School District Appropriation	(2,330,648.00)	-	-	-	-	-	-	\$ (2,330,648.00)
Hillsborough County Appropriation	-	-	-	-	-	-	-	\$ -
Escrow Transfers	(101,331.56)	-	-	-	-	-	-	\$ (101,331.56)
Investment Transfers	(3,732,000.00)	(231,000.00)	-	(3,715,000.00)	(241,000.00)	-	(250,000.00)	\$ (8,169,000.00)
TAN Disbursement	-	-	-	-	-	-	-	\$ -
Suntrust Disbursement	-	-	-	-	-	-	-	\$ -
Bank Charges	(1,297.13)	-	-	-	-	-	-	\$ (1,297.13)
Voided Checks	-	-	-	-	-	-	-	\$ -
Total Disbursements:	<u>\$ (7,915,677.64)</u>	<u>\$ (316,061.84)</u>	<u>\$ -</u>	<u>\$ (3,715,000.00)</u>	<u>\$ (247,608.74)</u>	<u>\$ -</u>	<u>\$ (250,000.00)</u>	<u>\$ (12,444,348.22)</u>
Ending Balance as of 11/30/20	<u>\$ (107,519.90)</u>	<u>\$ 16,780.93</u>	<u>\$ 211,556.33</u>	<u>\$ 2,293,958.91</u>	<u>\$ 6,791.48</u>	<u>\$ 10,676.34</u>	<u>\$ 4,183,156.57</u>	<u>\$ 6,615,400.66</u>

ALLEN WHITE
TOWN TREASURER

Allen White

12/18/20