

# TOWN STATUS REPORT

July 10, 2023

## 1. Tree Maintenance on the Oval - Public Works Director, Leo Lessard

The Board of Selectmen recently received correspondence from a resident concerned about a missing tree in front of the Town Hall and the importance of continued maintenance of the trees in the Oval. Public Work Director, Leo Lessard will provide an overview of the condition of the trees and vegetation within the Oval and cost estimate for a third party to prune/maintain the trees. See attached estimate.

As the Board may recall, landscaping and beautification of the Oval is an element included under the downtown Oval improvement project. As part of my monthly meetings with the NHDOT involving the improvement project, I inquired about incorporating the missing and dead/dying trees within the Oval into the scope of the project. NHDOT stated that costs and installation of the trees could be included into the scope of the final project design.

## 2. Road Surface Management System - Public Works Director, Leo Lessard

The Public Works Department recently contacted the Nashua Regional Planning Commission (NRPC) regarding their Road Surface Management System (RSMS) for more information and to determine if the program could assist the Department further develop its roadway asset management program. RSMS is a defined methodology for sampling the current pavement conditions of a road network and forecasting its future pavement condition, incorporating estimated costs of future repairs. The program is a partnership involving the NH Regional Planning Commissions, UNH Technology Transfer Center, NHDOT, and NH Statewide Asset Data Exchange System. The program is offered by the NRPC as part of the Town's annual dues.

Public Works Director, Leo Lessard and Town Engineer, Nicole Crawford will provide a summary of the program, project scope, and benefits to the community in the furthering the Town's infrastructure asset management program and forecasting future roadway costs.

## 3. Budget Transfer Policy – Finance Director, Paul Calabria

The Board of Selectmen has requested that the Town Administrator implement a budget transfer process to reflect and account for the change in a department's planned or unanticipated expenditures throughout budgetary cycle. The purpose of this item is to update the Board on the status and implementation of the transfer process.

In preparation for this discussion, it was discovered that the Town had previously adopted a Departmental budget transfer policy in the early 2000s. This policy was subsequently superseded in 2014 with adoption of the Budget Expenditure and Transfer Policy. In addition to establishing the process for when a transfer within a department and between departments could occur, the adopted policy establishes maximum thresholds/tiers for budget transfers requiring Department Manager, Town Administrator, and the Board of Selectmen approval. It would appear this policy has been subjectively implemented since 2014.

Finance Director Paul Calabria will provide an overview of the adopted 2014 Budget Expenditure and Transfer Policy and proposed amendments for consideration/formal adoption. Barring concerns or comments raised by the Board, staff is seeking formal adoption of the amended policy.

Please refer to the Memorandum from Finance Director, Paul Calabria dated 6/29/23 for more information.

#### **4. Police Department Vehicle Purchase/Acquisition – Police Chief, Mike Viola**

The Police Department is seeking Board of Selectmen approval to purchase a 2015 Nissan Rogue with 34,662 miles for \$15,800. The vehicle would be purchased using unexpended salary associated with vacant positions within the Police Department Budget.

The Nissan Rogue would replace an aging 2008 Ford Fusion that currently has approximately 140,000 miles. The Ford Fusion is currently assigned to the Detective Division and has not been used since April due to a failed inspection. The estimated cost to repair the Ford Fusion, which would be approximately \$2,300.00, to pass inspection. If approved, the purchase of the Nissan Rogue would provide a reliable vehicle for the Town's Detectives and other personnel at a reasonable cost.

Please refer to the Memorandum from Police Chief, Mike Viola dated 6/29/23 for more information.

#### **5. Departmental Budget Review/Discussion**

The 6-month review of the Town Department budgets is currently underway. On July 3<sup>rd</sup>, the Finance Department circulated the budget burn rate reports to each Department. The Town Administrator and the Finance Director are scheduled to meet with each Department Head this month to assess his/her respective budget, discuss unanticipated expenditures, and forecast remaining expenses and planned projects for the 2<sup>nd</sup> half of the year.

It is anticipated that at the next Board of Selectmen meeting, the Town Administrator will provide a financial report summarizing the state of the Town budget. This will include the implementation of the Budget Expenditure and Transfer Policy referenced above.

The 6-month review process will provide an opportunity for Department Heads to begin formulating the 2024 budget and the scheduling of projects and programs.

#### **6. Town Munis Update – Finance Director, Paul Calabria**

Finance Director, Paul Calabria will provide a brief summary of the planned update of the Town's financial software system, MUNIS in late Summer of this year.

#### **7. Board, Commission, Committee Volunteers**

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

- Board of Adjustment 2 Alternate Positions
- Budget Advisory Committee TBD
- Capital Improvement Advisory Committee 7+ Full Time Positions
- Conservation Commission 2 Alternate Positions

- Economic Development Advisory Council      TBD
- Ethics Committee      1 Full Time Position
- Granite Town Media      1 Full Time Position
- Planning Board      2 Alternate Positions
- Recycling Committee      1 Full Time Position

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