

TOWN STATUS REPORT

October 23, 2023

1. Fund Balance Discussion

On October 9, 2023, the Board had directed Staff to utilize a maximum Fund Balance Percentage of 7.5%. Since that meeting, the Town has received updated information and all final documents from the NHDRA. This information will assist the Town in the finalization of the Tax Rate. Attached please find the Fund Balance Analysis for Board review and discussion.

2. Status of Open Requests For Proposals (RFPs)

- Milford Town Hal HVAC (RFP 2023-03) – This proposal includes the removal and proper disposal of the existing HVAC system. Proposals due November 10th.
- Building Demolition Services For 127 Elm Street (RFP 2023-04) – The proposal seeks qualified building demolition contractors to assist in the demolition of a vacant, former 30,000 square foot commercial manufacturing building located at 127 Elm Street, Milford, NH and owned by the Town. Proposals due October 30th.
- Milford General Assessing Services (RFP 2023-05) – The proposal seeks competitive proposals from qualified individuals or professional contracting services to provide Municipal Assessing services to the Town for a five-year period. Proposals due October 30th.
- Milford Master Plan Comprehensive Update (RFP 2023-06) - The proposal seeks professional firms to lead and prepare a comprehensive Master Plan update which addresses the many challenges that impact the Town’s municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources. Proposals due November 3rd.

3. Town Website Maintenance

In an effort to improve communication and coordination among staff and Board, Commission, Committee members and develop a consistent and timely program for maintaining the Town website, a schedule has been developed identify the responsible individuals and departments for updating the website. See Attached Website Maintenance Schedule.

4. Milford Radio Station

The Community Media Director and Granite Town Media are seeking Board support to submit an Application to the Federal Communication Commission on behalf of the Town of Milford to have a Low Power – FM Station. The cost for Application is free and the Town would have 3 years to establish the station. It is my understanding that frequencies are limited and the opportunity to apply only comes up once every 5-15 years.

Applying as a town, the Selectmen would be listed as “officers”. This designation is the same as the Cable Franchise and with Selectboard approval, would be treated as such. In addition, the application would need to identify a location of the tower/antenna. The tower located on the roof of the Town Hall has been identified a place holder and possible location. This can be easily changed

in the future.

Lastly, the Granite Town Media Advisory Committee are in unanimous support of the application and would support the project financially.

5. 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
- Conservation Commission 2 Alternate Positions
- Economic Development Advisory Council TBD
- Granite Town Media 1 Full Time Position
- Recycling Committee 1 Full Time Position
- Planning Board 2 Alternate Positions

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