

TOWN STATUS REPORT

December 27, 2023

1. Town Department Expenditure Reallocation Requests

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

2. Waste Management Contract

The current 5 1/2 year waste management contract with Waste Management of New Hampshire, Inc. is set to expire December 31, 2023. The Public Works Department was recently provided an updated contract earlier this week for review and execution by the Board. (See attached 2018 contract and the proposed 2023 contract.) Under the terms of new contract, the Municipal Solid Waste hauling and disposal fee would increase from \$118 per ton to \$125 per ton in 2024. The monthly compactor rental was reduced from \$900 to \$450. The hauling and disposal fee for the Construction and Demolition Debris (Demo Debris) would increase from \$102 per ton to \$110 per ton in 2024. Based on actual expenditures from the past two years, the 2024 proposed budget for the Trash Disposal Budget (\$300,000) and Demo Disposal Budget (\$170,009) would fully fund the increased rates.

Typically, this type of contract would be sent out to bid. However, given the timing of the expiration of the existing contract, the Board should consider executing a shorter term (1 year) contract and then determine if the Town should issue an Request for Proposal to solicit qualified waste management companies. Staff contacted the current company and they have agreed to amend the 2024 contract to allow a one year contract with the option to extend an additional 4 years using the rates listed. (Revised contract to be provided prior to the December 27, 2023 meeting).

3. Third Party Payroll Services Request for Proposal

At the December 11, 2023 meeting, the Board of Selectmen meeting was provided a draft Request for Proposal to outsource payroll services to a third party company. The purpose and intent would be to better understand if cost savings and improved operational efficiencies could be achieved by outsourcing the town's payroll processes to a third party. The Board asked staff to contact payroll companies directly to provide general costs for payroll and human resource services. Staff continues to interview companies who currently provide services for the public and private sectors. The initial limited respond identify some potential human resources and finance operational efficiencies. We will continue to apprise the Board accordingly.

4. Wadleigh Memorial Library – Memorandum of Understanding

The Library Trustees submitted a Memorandum of Understanding (MOU) for review and consideration between the Wadleigh Memorial Library Board of Trustees (LBOT) and the Town of Milford Board of Selectmen (BOS) to document the understanding of the parties regarding their respective roles in maintaining and running the Library. (See attached draft MOU)

The MOU is not intended by either party to constitute an enforceable contract, but rather sets forth the roles and responsibilities of the parties. Either party may withdraw from or ask for revisions to this MOU at any time. However, understanding that the ability of the parties to meet their joint goals depends in part on the availability of adequate funding through the annual budget, the parties agree to request any changes to the MOU sufficiently prior to the date that the budget for the following year has been set to allow for changes while maintaining budgeted items that were agreed upon in the previous budget year.

The defined responsibilities identified responsibilities stated in the MOU will require some reallocation of the funds from the Library budget to Public Works related to utilities and building/property maintenance. The following line items will be become part of the Public Works Department 2024 Budget:

Library - Purchased Services

43002-541000 ELECTRICITY	\$21,600
43002 - 541100 - HEAT & OIL	\$8,400
43002 - 541200 – WATER	\$900
43002 - 541300 – SEWER	\$900
43002 - 543300 - CONTRACTUAL-BLDS	\$10,000

The Staff has reviewed the MOU and found no major issues and finds that the document accurately articulates and further clarifies the responsibilities for maintaining the library and property. Barring concerns/comments raised by the Board, I would recommend that the Board consider signing the MOU and reallocation the budget amounts highlighted above.

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

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