

2. Appointments 5:30 p.m. -
Employee Recognition
Ambulance Department
Karen Artemik

MEMORANDUM

To: Board of Selectmen
From: Eric Schelberg, Director
Date: June 10, 2024
Subject: Department Update



Please find below answers to the questions put forth by the Board of Selectmen regarding the Ambulance department, and recent department activities.

1. What areas are the responsibility of your department?
 - a. Provide emergency medical care at the Advanced Life Support (ALS) level 24/7.
 - i. Statistics (through April 2024)
 1. Call Volume: 710
 - a. 1st Due: 451 (63.6%) & 2nd Due: 255 (36.0 %)
 2. Transports: 545
 3. Mutual Aid – Received: 39; Provided: 31
2. What is the financial status of your department vs. the budget (burn rate)?
 - a. Overall department spending through April 2024 is 28.2% of budget year, or 6.6% below with 34.8% of budget year complete. Drivers:
 - i. Wage line items – overall
 - ii. Vehicle maintenance – routine maintenance being performed by DPW thereby eliminating labor rate. 3B ambulance undergoing Ford Technical Service Bulletin (TSB) for transmission warning light (additional information below)
 - iii. Barring additional unanticipated major expenses, budget should not exceed department budget total.
3. Employee update:
 - a. Turnover? Two full-time AEMT providers with another full-time paramedic – retirement at end of June; one per-diem AEMT moving out of state in late June.
 - b. Open positions? Two full-time AEMT plus 32-hours/week for per-diem and part-time employees
 - c. New employees? Two – one full-time Paramedic to replace the pending retirement; and one per-diem Paramedic
 - d. Positions vacated? Two full-time and one full-time paramedic and one per-diem AEMT as noted above
4. Vehicular update:
 - a. Any out of service? Three-week period possibly ending June 7th – 3B ambulance: Ford Technical Service Bulletin (TSB) for transmission warning light – 164,000 original miles, not covered under warranty; 3A ambulance out of service with broken rear leaf-spring shackle, repaired by DPW – overlap for 18 hours while 3B ambulance out of service; miscellaneous other issues with 3A ambulance
 - b. Replacement ambulance awaiting Ford chassis to manufacturer for final engineering drawings approval and construction. ETA estimated in Q2 2025.

- c. DPW maintenance of department vehicles. Repairs and preventative maintenance including oil and filter changes, annual state inspection of ambulance only; starter replacement, brake work, leaf spring shackle replacement
- 5. Any major projects in the next three months?
 - a. Replacement ambulance engineering drawing review and approval
 - b. Emergency Services strategic review
 - c. Vehicle fleet replacement analysis
 - d. Revenue generation opportunities
 - i. Mont Vernon EMS: response and statistical information along with training inquiry information provided
 - e. Public education outreach
 - f. Durable equipment funding
- 6. How can residents report issues that require the attention of your department? Telephone or email. Staff contact information is published on the department webpage (Public Service Announcement: request for ambulance should be called in to 911 and not the department telephone number as staff may be out of the building on an ambulance call)
- 7. Are there vacancies on any commissions, committees, or subcommittees with which your department is associated? NON APPLICABLE
- 8. Is there anything currently prohibiting the department from meeting its annual goals? No, however annual wage analysis should be addressed.
- 9. Is there anything the BOS can do to assist the department in meeting its goals? BOS reconsideration of funding replacement ambulance revolving fund.
- 10. Activities
 - a. EMS Week appreciation event and recognition ceremony for years of service
 - b. Police department CPR and First Aid recertification scheduled for early July
 - c. Geriatric Emergency Medical Support and Tactical Emergency Care Course held by department
 - d. Command staff attended FEMA Public Information Basic course in early May 2024
 - e. Medicare Ground Ambulance Cost Data Survey (GACDS) data collection and submission
 - f. TEMSIS 3.5 Update
 - g. Legislation: HB 1081 & SB 407
 - h. Public Education
 - i. Department Open House and 50th Anniversary recognition
 - ii. Sand for Seniors program – 41 participants
 - iii. Mill Apartment Outreach Nov. 2023
 - iv. Little Arrows Show & Tell
 - v. Girl Scout First Aid badge and tour Oct. 2023
 - vi. MPD Good Morning Milford Members Spring Social
 - vii. Recreation Senior Fair
 - viii. Library Touch-a-Truck event
 - ix. Keyes Bash
 - x. Wilton Mock Prom crash May 2024
- 11. AHA Mission lifeline Bronze certification for 2023
 - a. Recognizes department efforts from mid-2022 to mid-2023 for meeting 7 different pre-hospital metrics while caring for stroke and ACS/STEMI patients.

2. Appointments 5:55 p.m.

Finance Department Update

Troy Neff, Interim Finance Director

(Oral Discussion)



2. Appointments 6:15 pm - 2023 Property Abatement Requests

Assessor's Office • 1 Union Square • Milford, NH 03055
Phone 603.249-0615 • Fax 603.673.2273
www.milford.nh.gov

Memorandum

To: Board of Selectman
From: Monica Hurley, Assessing Agent
Date: 06/04/2024
Re: Abatements – **For Denial (4)**

The following list of Milford residents/property owners, as a matter of public record, have applied for an abatement of taxes for the tax year 2023. (reference RSA 76:16) I have reviewed the applications along with the supporting documentation and am recommending that the selectmen **deny** the following list of applicants.

Map/Block/Lot	Property Address	Property Owner	Assessed Value
19/25/9	135 Elm St	Brookstone Manor LLC	\$12,084,500
38/1	128 Savage Rd	Granite Square LLC	\$6,595,300
44/10	599 Nashua St	OSJ of Milford	\$8,037,200
26/99	161 Bridge St	Spillway Housing Assoc	\$5,646,200

SELECTMEN PRINTED NAME	SELECTMEN SIGNATURES OF APPROVAL	DATE
TIM FINAN		
PAUL DARGIE		
CHRIS LABONTE		
DAVE FREEL		
TINA PHILBRICK		



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent

DATE: March 18, 2024

RE: **135 Elm Street: Map 19 Block 25 Lot 9**
2023 Assessed Value: \$12,084,500

OWNER: Brookstone Manor LLC
1 Monarch Place, Suite 1300
Springfield, MA 01144

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 135 Elm Street consists of 5 buildings with a total of 92 apartment units. The original building of two units was constructed in 1920 and the subsequent 4 buildings of 90 units were constructed in 1985 and all of the buildings are situated on 4.80 acres. All of the buildings appear to be in average to good condition for their age.

The taxpayer has filed an abatement through a tax representative with an opinion of value at \$11,900,000. The tax representative has filed no comparable sales, no income analysis nor any documents of any kind to support the opinion of value. It should be noted that this property transferred in September 2019 for a recorded \$13,550,000. Given the housing market of the last five years, it would be highly unlikely that the value of the property has decreased over time.

The burden of proof is always upon the taxpayer to show good cause for an abatement. This good cause can be due to 1. errors in physical data; 2. Market data by way of comparable sale properties; 3. Disproportionality or level of assessment based on like kind properties within the municipality. None of these were identified by the taxpayer representative.

Based on the information above, I am recommending that this Board deny the abatement application for the 2023 tax year based on failure to supply supportive data.



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent

DATE: March 18, 2024

RE: **128 Savage Road: Map 38 Block 1**
2023 Assessed Value: \$6,595,300

OWNER: Granite Square LLC
c/o SK Management Co Inc.,
P O Box 250
New Ipswich, NH 03071-0250

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 128 Savage Road consists of 28 buildings each as a two-unit duplex style building. There are a total of 56 rentable units which are situated upon 20.00 acres. The buildings are known as Green Meadow Apartments and these were constructed in 1986 and all appear to be in average condition for their age.

The taxpayer has filed an abatement through a tax representative with an opinion of value at \$4,700,000. The tax representative has filed no comparable sales, no income analysis nor any documents of any kind to support the opinion of value.

The burden of proof is always upon the taxpayer to show good cause for an abatement. This good cause can be due to 1. errors in physical data; 2. Market data by way of comparable sale properties; 3. Disproportionality or level of assessment based on like kind properties within the municipality. None of these were identified by the taxpayer representative.

Based on the information above, I am recommending that this Board deny the abatement application for the 2023 tax year based on failure to supply supportive data.



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent

DATE: April 29, 2024

RE: **599 Nashua Street: Map 44 Block 10**
2023 Assessed Value: \$8,037,200

OWNER: OSJ of Milford, NH, LLC, 375 Commerce Park Road
North Kingston, RI 02852

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 599 Nashua Street consists of three (3) buildings that include Ocean State Job Lot, Dollar Tree, and McDonald's. The total rentable area is 78,329 square feet and these buildings are situated on 12.48 acres.

This property was recently the subject of a settlement agreement between the Town of Milford and the owners for the 2021 and 2022 tax years. The assessment was originally reduced from \$9,737,200 to \$8,037,200 for each tax year and was subsequently issued significant refunds for each year.

The new abatement application for 2023 states that the original appraisal supplied is the "proof of value" and that assessment should be reduced again to \$7,680,000 due to the town's overall equalization ratio for 2023. I was not present for these negotiations but normally there is a clause in settlement agreements that states the value shall remain in place until the next revaluation or material changes to the property are made.

The burden of proof is always upon the taxpayer to show good cause for an abatement. This good cause can be due to 1. Errors in physical data; 2. Market data by way of comparable sale properties; 3. Disproportionality or level of assessment based on like kind properties within the municipality. None of these were identified by the taxpayer representative for the 2023 tax year.

Based on the information above, I am recommending that this Board deny the abatement application for the 2023 tax year.



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TAX YEAR 2023 ABATEMENT RECOMMENDATION

TO: Board of Selectmen, Town of Milford
Lincoln Daley, Town Administrator

FROM: Monica Hurley, Assessing Agent

DATE: March 18, 2024

RE: **161 Bridge Street: Map 26 Block 99**
2023 Assessed Value: \$5,646,200

OWNER: Spillway Housing Association
c/o SK Management Co Inc.,
P O Box 250
New Ipswich, NH 03071-0250

Honorable Board Members and Mr. Daley,

The above taxpayer has applied for an abatement of taxes for the 2023 tax year. This property at 161 Bridge Street is a 54-unit apartment building for senior citizens known as Granite Square Senior Center. The building has 43,572 square feet of living area and was originally constructed in 1990. The building appears to be in good overall condition and is situated on 1.35 acres.

The taxpayer has filed an abatement through a tax representative with an opinion of value at \$5,700,000. The tax representative has filed no comparable sales, no income analysis nor any documents of any kind to support the opinion of value.

The burden of proof is always upon the taxpayer to show good cause for an abatement. This good cause can be due to 1. errors in physical data; 2. Market data by way of comparable sale properties; 3. Disproportionality or level of assessment based on like kind properties within the municipality. None of these were identified by the taxpayer representative.

Based on the information above, I am recommending that this Board deny the abatement application for the 2023 tax year based on failure to supply supportive data.

2. Appointments 6:30 pm - Fire Department Update



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

TO: Town Administrator / BOS

FROM: Chief Kenneth Flaherty

DATE: 6/5/2024

SUBJECT: Department update

To All,

Areas of responsibility-

1. Fire
 - a. Emergent and non-emergent calls, prevention, inspections, fire drills, and car seats.
2. Emergency Management Office
 - a. Hazardous mitigation plan, local emergency operations plan, disaster preparedness
3. Health office
 - a. Investigate complaints, inspections, and liaison for the State

Financial Status-

The department as of 6/4/24 or 42.5 of the year completed is at approximately 30% expended. Currently, we have no line items over budget. I project we will be over in a few other lines like contractual vehicle and overtime.

Employee update-

The Milford Fire Department is one of the larger combination departments in the State. Our current roster is at twenty-seven. The roster is made up of eight full-time employees and nineteen paid-on-call positions. Six full-time employees work a 4 on 4 off schedule and consist of 12-hour shifts from 7:00 am to

7:00 pm. The Fire Chief and Deputy Chief work M-F 8:00-4:30. One administrator works 9:00 – 4:30 M-F. The paid-on-call firefighters respond to all emergencies but are the primary responders after 7:00 pm.

Vehicle updates-

Rescue 1 is expected to be delivered in August 2024.

The new engine is expected to be delivered in May 2025.

Car 1 went into service on May 24, 2024.

We have had a few repairs this year that have taken trucks out of service, all but one have been repaired.

Major Projects

Ongoing discussion about staffing, future, and combining services.

Residence can report issues or concerns via social media, email, telephone, or in person.

The current issue facing the Milford Fire Department is staffing. We along with many other area fire departments are impacted by the lack of workforce availability. As the Town continues to grow it's our responsibility to maintain the level of service that the community expects and deserves. We are currently working with the board and administration to address the needs of the community and department.

Regards,

A handwritten signature in black ink, appearing to read "Kenneth Flaherty", with a long horizontal flourish extending to the right.

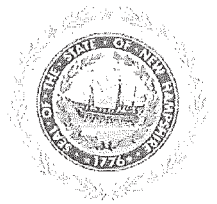
Chief Kenneth Flaherty

4.a.1 Consent Calendar - Health Officer Nomination

HEALTH OFFICER AND/OR DEPUTY NOMINATION FORM

Application Information

Health Officer (HO) _____ New Appointment ☒ Renewal
Deputy Health Officer (DHO) _____ New Appointment ☒ Renewal



Please complete all elements of this form. The information is required per New Hampshire State Law RSA 128 and ensures the ability of the New Hampshire Division of Public Health Services (DPHS) to communicate with Health and Deputy Health Officers during local or statewide emergencies. If the health officer position is temporarily vacant, please identify one (1) person on the Board of Selectmen (BOS) to serve as the contact with DPHS. Please list that person's mobile number and email in case of health emergencies.

Per recent changes to RSA 128:9, all nominated persons must have a criminal background check on file with the town.

As of June 2021, Health Officers and Deputy Health Officers are required to complete a 3-hour training course within the first year of their appointment. Completion of this nomination form provides for a conditional appointment that will be finalized upon proof the health officer's completion of the training course.

Town Information Town: <u>Milford</u> Town Manager/Admin. Name: <u>Lincoln Daley</u> Email: <u>ldaley@milford.nh.gov</u> Phone: <u>603-249-0602</u>	Board of Selectmen Information Mailing Address: <u>1 Union Square</u> City/State/Zip: <u>Milford NH 03055</u> Email: <u>tfinan@milford.nh.gov</u> Phone: <u>603-249-0600</u>
Health Officer Information Name: <u>Kenneth Flaherty</u> Municipal Mailing Address: <u>Milford Fire Dept. 39 School St., Milford NH 03055</u> Office Phone: <u>603-249-0680</u> Cell Phone (required): <u>603-732-6689</u> Email (required): <u>KFlaherty@milford.nh.gov</u> Fax Line: <u>603-673-0657</u> Date of Birth: <u>4/23/1970</u> Background check (required) completed on (date) <u>8/01/2019</u> Is this background check on file? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Deputy Health Officer Information (if applicable) Name: <u>Mark Britton</u> Municipal Mailing Address: <u>Milford Fire Dept. 39 School Street</u> Office Phone: <u>603-249-0680</u> Cell Phone (required): <u>603-670-3861</u> Email (required): <u>Mbritton@comcast.net</u> Fax Line: <u>603-673-0657</u> Date of Birth: <u>9/16/1965</u> Background check (required) completed on (date) <u>08/01/2017</u> Is this background check on file? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Primary Occupation (circle or bold) <u>Fire</u> EMT/Paramedic Town Adm./Manager Code Enforcement/Building Inspector Health Officer/DHO Only Other <u>Chief of Fire Dept.</u> Town Position Type: (circle one) <u>Full Time</u> Part-time Per Diem Volunteer Signature of Health Officer: <u>[Signature]</u> Date: <u>6/6/24</u> Signature of Board of Selectmen (3 minimum): Print Name: _____ Print Name: _____ Print Name: _____	Deputy Occupation - (circle or bold) <u>Fire</u> EMT/Paramedic Town Adm./Manager Code Enforcement/Building Inspector Health Officer/DHO Only Other <u>Assistant Chief</u> Town Position Type: (circle one) Full Time <u>Part-time</u> Per Diem Volunteer Signature of Deputy: <u>[Signature]</u> Date: <u>6/6/24</u> Signature: _____ Signature: _____ Signature: _____

YOU MAY RETURN FORM VIA Email, Post or Fax:

EMAIL: Healthofficer@dhhs.nh.gov

POSTAL SERVICE: Sophia Johnson, Health Officer Specialist.
NH DHHS, Bureau of Public Health Protection, 29 Hazen Drive, Concord, NH 03301-6504 FAX: 603-271-8705 Phone: 603-271-3468

Do not write in this box — For State Office Use Only		
Appointment Date:	Expiration Date:	New/Renew

TOWN STATUS REPORT

June 10, 2024

1. Keyes Memorial Park –Fiber Optic & Security Camera Project

As part of the Select Board allocated Town ARPA funds, the Keyes Memorial Park fiber optic cable and security camera installation project was completed on June 6th. The project entailed the installation of 4 - 360 degree security cameras, 3 – extreme wide angle security cameras, and extending the Town’s fiber optic network and associated conduit from the Ambulance facility to the Keyes Memorial Park pool house and tennis courts. The total cost of the project was approximately \$77,000. Administration will work with the Recreation Department and Public Works to install additional signage informing the public of the cameras.

2. Clean Water State Revolving Fund (CWSRF) Pre-Application - Town of Milford McLane and Goldman Dam Alternatives Feasibility Study Update

The Town of Milford McLane and Goldman Dam Alternatives Feasibility Study Update pre-application was submitted to the NH Department of Environmental Services by the May 31, 2024 deadline. We anticipate hearing back from the state agency by early Fall. Would like to personally thank the staff from the NH Department of Environmental Services and New England Environmental Finance Center for their guidance and continued assistance on this project.

3. Wadleigh Memorial Library – Site-Specific Quality Assurance Project Plan (SSQAPP)

Credere Associates, LLC was retained by the Nashua Regional Planning Commission (NRPC) on behalf of the Town of Milford to prepare Site-Specific Quality Assurance Project Plans (SSQAPP) for the both the 127 Elm Street building/property (formerly the Permattach Diamond Tool & Die Company) and the Wadleigh Memorial Library building and parking area. The NRPC is using funding from a 2022 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant (BF00A01028) to conduct this assessments and complete the reports.

The first phase of the Wadleigh Memorial Library investigation/testing will commence June 12th. The initial phase will involve five (5) geotechnical/environmental soil borings across the site to evaluate soils which may be excavated and displaced during construction of the new municipal/library parking lot (funded through the Milford Oval Downtown Improvements) and potential future building addition. The five soil grab samples will be collected from shallow depths (i.e. 0 to 2 or 2 to 4 feet below ground surface) and will not impact library services. The Hazardous Building Mitigation Assessment and test pitting will be scheduled later this month or early July.

4. Milford Community Lands (Formally Brox) Alteration of Terrain Permit – Gravel Operations (Update)

The Town and Northeast Sand & Gravel submitted responses, a revised plan set, and conservation deed restriction to the NH Dept. Of Environmental Services (permitting agency) and NH Fish & Game (NHFG) in May as previously detailed. The submittal was initially sent via USPS and it was discovered that the package was not received by either agency. As such, in working with engineering consultant, copies of the complete package were hand delivered and confirmed received by said agencies mid-last week. The submittal was in response to a list of detailed comments from NHFG involving several areas of the project including the legal conservation instrument to manage the proposed 75+ acre area conserved area on the Milford Community Land.

Town staff and the project engineer will meet with NHDES and NHFG this month to finalize the remaining elements of the application/permit for approval and allow the Town to resume the gravel operation this year.

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 1 Alternate 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.

6.a. Discussions - Wadleigh Library MOU (Draft)

Wadleigh Memorial Library Trustees and Milford Select Board MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) between the Wadleigh Memorial Library Board of Trustees (LBOT) and the Town of Milford Select Board of (SB) is to document the understanding of the parties regarding their respective roles in the maintenance and operation of the Wadleigh Memorial Library (Library).

Major repairs for the library building have historically been funded solely by library funds and minor repairs/maintenance were paid through the library's portion of the town budget, when the building was considered to be owned by the Library. As the Library is town property, it is in the best interest of both parties to outline and coordinate general tasks and services and which body will be responsible for each. The parties shall also determine the responsibility of tasks or services that unexpectedly occur outside of those specifically listed. Notwithstanding the allocation of tasks and services, the LBOT and SB acknowledge that there may be additional opportunities for collaboration so as to lower the cost to the taxpayers, taking into consideration the availability of existing funds and staffing to do so.

This MOU is not intended to constitute an enforceable contract, but rather sets forth the mutual responsibilities and general roles of the parties. Either party may request revisions to this MOU at any time; however, such revisions shall be agreed upon prior to the setting of the budget for the upcoming year. There is also an 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 and that items agreed upon during the current budget may be encumbered or included in future budgets.

THIS AGREEMENT is a document of roles and responsibilities for the effective operations of the Wadleigh Memorial Library as a public benefit for the citizens of the Town of Milford, as outlined in **APPENDIX A**. Nothing in this MOU shall be construed to limit the powers and/or responsibilities of the LBOT or SB as set out under New Hampshire law.

This agreement shall be reviewed periodically by both Boards as needed.

Chair, Wadleigh Memorial Library Board of Trustees

Date

Chair, Town of Milford Select Board

Date

Appendix A

The Library Board of Trustees and Select Board mutually agree to the following services, maintenance, and repairs for the operation of the Wadleigh Memorial Library building and grounds. The parties acknowledge that situations occur and additional items not listed below may be agreed upon in conjunction with this MOU.

Task	LIBRARY	TOWN OF MILFORD
Administrative	<ul style="list-style-type: none">· Rules and policies relative to the operation of the Library· Prepare annual department budget	<ul style="list-style-type: none">· AP/AR processing· NH Retirement system· Health benefits· Payroll services· Monthly budget reporting
General Operations	<ul style="list-style-type: none">· Security systems· Counter systems· Copiers and printers	<ul style="list-style-type: none">· Alarm system maintenance· Computer/phone system maintenance· Utility and infrastructure repairs
Building interior	<ul style="list-style-type: none">· Cleaning & Supplies· Carpet replacement & repair· Minor updates/repairs· Elevator Maintenance· Lighting fixtures	<ul style="list-style-type: none">· Structural upkeep· Painting· Elevator Repairs· HVAC
Building exterior	<ul style="list-style-type: none">· Signage	<ul style="list-style-type: none">· Façade, roof, foundation repairs· Windows and doors maintenance
Grounds	<ul style="list-style-type: none">· Garden plantings & beds· Programs and events	<ul style="list-style-type: none">· Grounds maintenance· Rodent/pest control· Trash and recycling collection/pick-up

Approved as amended 4/16/24
Library Board of Trustees